Plan Sponsor's Guide to Annual Audit Support Templates

As part of Enhanced PSW® Reporting

A set of audit support report templates have been loaded to the Enhanced PSW® reporting page. These templates were chosen as they are frequently requested reports related to a plan's audit that were not previously readily available for clients and/or auditors.

The templates are designed to reconcile to the certified Plan Year End Summary (PYES) reporting provided to all plans requiring an audit relative to their Form 5500 filing. If the reports do not match it may be due to as of processing done for the plan year being audited that was processed after the PYES was generated or specialty fund reporting.

This guide will provide instructions on how to run reports using Enhanced PSW® reporting.

Preferred Browsers for PSW®

For the best experience using **PSW®**, please use the following browsers.

- Microsoft® Edge
- Firefox
- Safari
- Google Chrome

* Microsoft Internet Explorer *(no longer supported by PSW®)*

Saving & Exporting Reports

- Reports can be exported into Excel or CSV format.
- Larger files need to be exported in CSV format or ordered for a shorter time frame. Export files as Excel UNLESS it is a larger file (over 24 MB in general), then export as Data < CSV.
- Reports **DO NOT** save or post to PSW® in any location. Reports should be saved locally.
- Note: CSV files will not display any pivot tables build into the report template but will display all data in the original table format of the report.

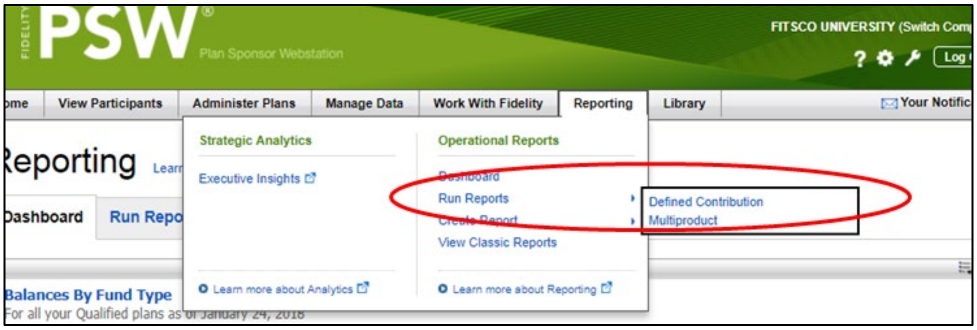
All reports exported in Excel will include the following with the output:

- Title and short description of the report,
- Parameters used for the report, and
- A note about reconciling to the PYES (for the reports meant to reconcile).

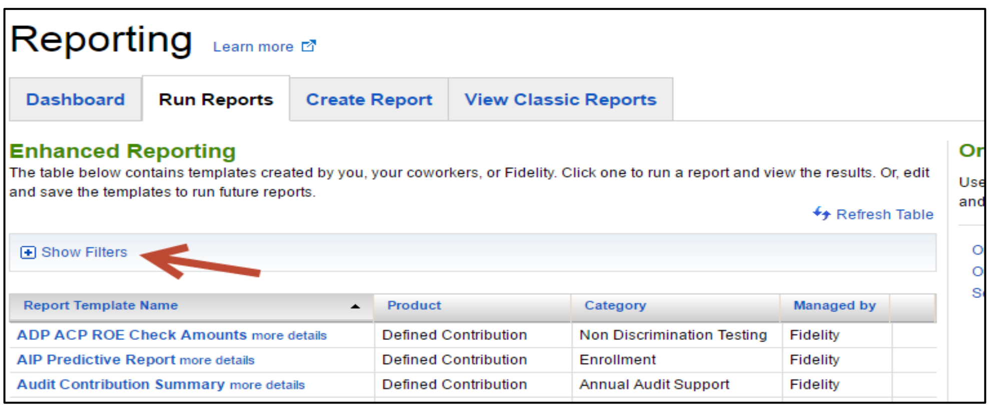
Each template's prompt screen provides basic information as to what the report will display and the parameters the user is required to/is able to modify. There is no time restriction on the date ranges retrieved, but the size of the final report could have restraints.

Accessing Enhanced PSW® and Annual Audit Support Templates

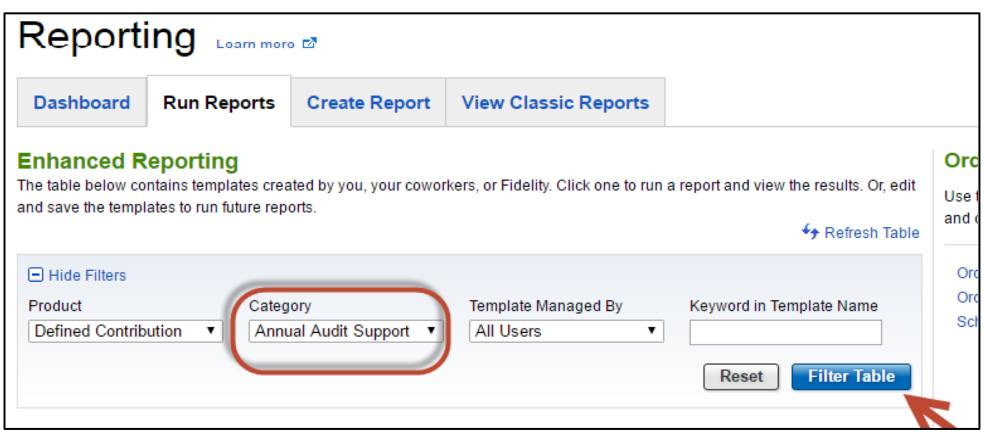
- Once logged into PSW®, on the top tool bar, hover over ‘Reporting Tab’, ‘Run Reports’ and choose ‘Defined Contribution’.



- Click ‘Show Filters’.



- In the Category drop down box, select ‘Annual Audit Support’ and choose ‘Filter Table’.



- A brief summary can be viewed by choosing ‘more details’ next to each report name. Select the required report and enter the information requested.

Report Template Name	Product	Category	Managed by
Audit Contribution Summary less details	Defined Contribution	Annual Audit Support	Fidelity
Displays participant level contribution data by date and source for the specified time period. Last Modified on 07/22/2022, 9:35 AM			
Audit Contribution Summary Total less details	Defined Contribution	Annual Audit Support	Fidelity
Details participant level contributions by source for a specific time period (one line per participant if exported in Excel).			

- Click ‘OK’ to run the report.

List of Audit Related Enhanced PSW® Reports *(Filter by Keywords in Run Reports tab to find)*

Audit Report	Short Description (for Full description do login to Enhanced PSW®)	Parameters
Annual Loan Balance	Produces a participant detail report that had an outstanding loan balance greater than 0 on the first or last date of the dates selected	• Select a plan number • Date range defaults to the prior calendar year • *Can also be filtered by dollar limits, participants, division, and region*
Balance Info Summary Extract Report (BISE)	Produces a plan level summary or participant detail report for accounts that had either a balance greater than 0 on either date OR a cash amount history between the two dates; the report has similar information as the Trial Balance report but in a spreadsheet format.	• Select a plan number • Choose date range • Choose ‘Plan’ or ‘Participant’ Total • *Can be filtered by source, fund, division code, or region*
Detailed Contribution and Adjustment History	This report will show what contribution and loan repayments were received by Fidelity on each batch file submitted. It can assist in auditing or validating amounts received, updated, and adjusted.	• Choose ‘Report Type’ • Choose date range • Choose ‘DC Plan’
Loan Non Mon Report	Report used to identify participants that had an outstanding loan when they processed a full payout (code 20) or to identify other Loan Non-Monetary transactions not available in Transaction History	• Select a plan number • Choose date range • Choose Non-Monetary Code* • **A description of codes can be found in section 5.2 of the Fidelity Auditor’s Guide*
Loan Wire Reconciliation Report	This report includes all loan repayments including those made directly to Fidelity from the participant. Loan repayments are broken out based on payroll and non-payroll repayments at the bottom of the report.	• Select a plan number • Choose a date range • Choose ‘Division Name’ or ‘Code’ (optional) • Choose ‘Loan Payment Type’
Audit Adjustment Report	Details participant-level adjustment transactions during the specific period report is run	• Select a plan number • Date range defaults to the prior calendar year • Fund will default to all funds
Audit Auto Enrollment Auto Report	Displays participant-level information related to the Auto Enrollment Service	• *See section 2.12 of the Fidelity Auditor’s Guide for information on report indicators/fields*

Audit Report	Short Description (for Full description do login to Enhanced PSW®)	Parameters
Audit Balance Forward Report	Details participant conversion balance forward activity during the specific time period	• Select a plan number • Date range defaults to the prior calendar year • SSN will default to all if not chosen • Fund will default to all funds if not chosen
Audit Contribution Summary	Displays participant level contribution data by date and source for the specified time period	• Prompts the user for a date range and the plan number(s) • Choose date range • Select specific SSN numbers for the report if desired
Audit Contribution Summary Total	Details participant level contributions by source for a specific time period	• Date range defaults to the prior calendar year • Select a plan number • SSN will default to all if not chosen
Audit Deferral Change History	Displays participant level deferral change history	• Select a plan number • Select date range. Default is 2 previous calendar years • Option to further narrow the report by deferral type, participant status (current) and SSN
Audit Deferral Elections as of a Specific Date	Displays participant deferral elections as of a specific date within the allowable time frame of the report	• Select Calendar Day • Select a plan number • Default is 'ALL Participants' but user can make selections.
Audit Deferral Elections for a Date Range	Displays participant deferral elections daily for a specified date range within the allowable time frame of the report	• Input date range for selection • Select a plan number • Default is 'ALL Participants' but user can make selections.
Audit Forfeiture Activity Report	Report detailing all activity in the Forfeiture Account (999-99-9999F) by fund, source, date, and transaction type	• Date range defaults to the prior calendar year • Select a plan number • The report defaults to the F guy account only but the user can add any additional plan accounts by populating the SSN field.
Audit Forfeiture Debit Credit Report	Displays participant monies forfeited and moved to the forfeiture account for the plan period	• Select a plan number to display the data • Date range defaults to the prior calendar year

Audit Report	Short Description (for Full description do login to Enhanced PSW®)	Parameters
Audit Investment Elections as of a Specific Date	Displays participant level historical investment election percentages for a specific date by source and fund	• Select a plan number • Choose Calendar Day • SSN will default to all if not chosen • Source - If plan has congruent sources, the source can be narrowed to only one source for a more consolidated report
Audit Investment Elections for a Date Range	Displays participant level historical investment election percentages for a date range by source and fund	• Select a plan number • Choose date range • SSN selections are a mandatory prompt for this report. • Source - If plan has congruent sources, the source can be narrowed to only one source for a more consolidated report.
Audit Participant Level Activity Report	Displays all participant level activity for a date range including source, fund, cash, shares, cost, and price	• Select a plan number • Date range defaults to the prior calendar year • Fund will default to all funds if not chosen • Source will default to all sources if not chosen • SSN will default to all if not chosen • Transaction Type will default to all types if not chosen • *Report can be a large report depending on the size of plan. It is advised to narrow sample size or other data options*
Audit Plan Level Activity Report	Displays all activity on a plan level including source, fund, cash, shares, and cost	• Select a plan number • Date range defaults to the prior calendar year
Audit R25 Check Register	The R25 Check Register provides detailed information regarding distributions from the plan, including the information reported on the Form 1099-R	• Select a plan number • Date range defaults to the prior calendar year • Tax Year will default to all based on transactions within the plan year • SSN will default to all if not chosen • Division Name and Division Code will default to all if divisions are not chosen • Distribution Code will default to all if not chosen

Audit Report	Short Description (for Full description do login to Enhanced PSW®)	Parameters
Audit Return of Excess (ROE) Report	Displays participant level return of excess transaction detail processed during the period selected	• Select a plan number • Date range defaults to the prior calendar year
Audit Rollover Report	Rollovers contribution into the plan history report by date, fund, and source. User will need to select the rollover sources before generating the report.	• Select a plan number • Select the rollover source(s)
Audit Summary Rules	Displays the Summary Rules (Summ Rules) for a plan; these codes correlate to the available loan and withdrawal types in the plan, and can be viewed on the supplemental withdrawal report	• Select a plan number
Audit Transfer Report	Displays participant level transfer transactions for the selected time period; this report includes all transfer transactions, both inter-plan and intra-plan transfers. Fund and source detail, including process date and fiscal year is included.	• Select a plan number • Date range defaults to the prior calendar year • SSN will default to all if not chosen • Fund will default to all funds if not chosen
Audit Wire Recon Report	Displays plan level contribution and loan repayment (principal and interest) by date, transaction batch number, and fiscal year; the report will include total by batch number, and detail for each source.	• Select a plan number • Date range defaults to the prior calendar year • The report can be customized after the initial output is displayed to include/exclude batch numbers, transaction code description, fiscal year, & Division Name/Code
Audit Withdrawals by Type Report	Displays participant distributions and loan withdrawals; the report will include principal residence indicator, loan interest rate, regular payment amount, summary rule descriptions, spousal consent indicator, and preapproved transaction indicator.	• Date range defaults to the prior calendar year • Withdrawal Type Summary Rule Description will default to all if not chosen • SSN will default to all if not chosen