Purpose	To insure <i>301-027</i> Transfer Out adjustments are reflected accurately on the Financial Statements.
Role	Deleted for confidentiality.
Background	
Scheduling	This procedure is done during the Audit process or at year-end. Be sure to run all reports through e-Vent on the same day.
Toolkit	 Document Direct Supplemental Schedule of the Financial Statements <i>301-027</i> Selected Transaction Report (INFOPAC ID# INSBG03A) 5500 Plan Statement (INFOPAC ID # INSBG230) WIN <i>301-027</i> documentation VIPR
Security	 Access to Document Direct Access to WIN Access to VIPR Access to the U: drive
Supplier/ Clients	•
Quick View	 Research documentation in WIN. Reclass the transaction to Administrative Fees. Reclass to the transaction to Distributions.

PFR: 301-027 Activity

Procedure PFR: 301-027 Activity

STEP 1 ACTION

Research Documenta-

- tion in WIN
- 1. Check page 3-B of the 5500 Greenbar Report for any *301-027* activity or any activity on the To Other Benefit Providers for Participants line.
- 2. Use WIN to locate documentation on the 301-027 activity. (See the procedure *IR&T* BASIC FUNCTION Log On and Navigate WIN.)
 - a. Select the General Search tab (see Figure 1: Win General Search Tab).
 - b. Type in the plan number in the Plan # field.
 - c. Type in the plan's Start: and End: dates for the year in the Create Date fields.
 - d. Select Misc. Disbursement from the Transaction: drop-down menu.
 - e. Select Transfer out 301-27 from the Request type: drop-down menu.
 - f. Select the **Search** button.

NOTE: If the *301-027* activity is found to be assets transferring to another benefit provider, (for example, to an insurance company for premiums), no adjustment is necessary.

g. Highlight the desired listing in the **Comments** or **Documents** tab to display the details or supporting documents for the transaction (see *Figure 2: Comments Tab*).

		Type in plan number.	Select Misc. Disbursement.	Select Transfer out 301-027.
	🛃 WIN			
	File Edit Options			
Type in Start	Worklist Ge	neral Search Envelope/ Item Sea	Work rch Document Search	Related Search Archive Search
and End dates.	SSN:	Plan #: 1090XXX	Division:	Location:
	Create Date	Transaction: Misc. Dist	ursemen 💌 Request Tra	ansfer out 301-027 🗶 💽
	End: 12/31/2005	Status: All	✓ Sub-status:	-
		Work item type: All	Plan Conversion:	Workitem #:
	State: All	Pinnacle case #:	Priority: All	✓ Deposit#:
	File ID:	Dollar amt: >= \$	Dollar = \$	Final trade //
	Client ID: All	·	Trk # in:	
	Unit: All	•	Trk # out:	
	Assigned To:	Coord	linator:	Clear Search
	Create Date	Plan # Status	Sub-status	Transaction Requ
	1 12/15/2005 11:14:34	AM 092xxx Closed	Complete Mis	c. Disbursement Misc. Contribution 301-0

Figure 1: Win General Search Tab

PFR: 301-027 Activity

	➡ Financial 8120133 - Work Item File Edit
	Plan #: 090xxx Plan name: BANE ORTHOPEDIC PROFIT SHARING PLAN SSN: 000-00-0000 Name: MR_FUNTSTONE
	Division: Location: Update
	Trans: Dividend Request type: Transfer out 301-027 Auto Close: Status: Closed Sub-status: Complete No
	Documents Detail Audit History Work Plan Comments Relationships Process Comment history
	Date/Time Comment User
Highlight item	11/13/2005 b:18:49 AM 4 Update from Reject Manag Zero Crewmember 2 11/18/2005 3:54:43 PM 3 Fees charged Jennifer Maule 3 11/14/2005 9:24:26 AM 2 1st EDIT:IIE7FCA234 11/1 Wendy Thomas
in Comment history to	4 11/11/2005 2:04:39 PM 1 Update from Reject Manag Zero Crewmember
comment.	Add Comment
\subseteq	Comment display Fees charged for administration of account
	<u>Copy</u> Route <u>S</u> ave <u>Close</u>
	User: John Schaffer Jr. 9/13/2006 10:42 AM

Figure 2: Comments Tab

STEP 2 ACTION

Reclass the Transaction to Administrative Fees It should be clear from the research if the 301-027 transaction was used for administrative fees. Reclass in VIPR from *To Other Benefit Providers for Participants* by using the offset account *Administrative Fees*.

- 1. In VIPR, choose the plan number to bring up the shell. (See the procedure *APRS: VIPR Basics.*)
- 2. Select the Adjustments tab (see Figure 3: Adjustments Tab).
- 3. Select the Add Adjustments button.

PFR: 301-027 Activity



Figure 3: Adjustments Tab

4. Select the *Custom Adjustment Reason* button.

C Predefined Adjustment Reason	 	
		1
Custom Adjustment Reason		
Administrative fees paid from plan		



- 5. Type in Administrative fees paid from plan.
- 6. Select the **OK** button.
- 7. Select the Add Accounts button.
- 8. Highlight the **To Other Benefit Providers for Participants** account. Using the Control Key, also highlight the **Administrative Fees** account.
- 9. Select the **OK** button.
- 10. Using the amounts from the 301-027 Selected Transaction Report, type each amount as a negative number into the To Other Benefit Providers for Participants account for each fund (see Figure 5: Typing the Administrative Fees Adjustment).

VIPR automatically places the same amount as a positive number into the Administrative

Fees account.

11. Select the **Save Adjustment** button.



12. Select the **OK** button.

Selected	Shell								
Plan Name: Employee Savings Plan 401(k) Virginia Housing Development A Period: 01/01/2006 - 10/31/2006 EIN: 54-0921892 Sponsor: Employee Savings Plan 401(k) Status: Active IRS Plan #: 001 Plan Dir. 092747 Stubility: 40102 Assignment Ter: UTUL Effective									
Find Shell Adjustments View Accts History Verify/Seal Attachments Rownloads Merge Funds Predefined Cert Inv Types Chart of Accts									
Adjustme	nts				.0				
Auto-Adjus	stments -								
Hevers	als 💌	As-Ur Dollar Fund	New Fund Misc	ellaneous 301-003	Forreiture 301-028	⊻ QDRU (366	J Fund Liquidation		
Add		dd Account Remove	Save	Cancel Dele	ete Delete All	1	Export to Print	t Preview Print	, I
Adjustmer	nt 🗌 🗌	Account Account	Adjustment A	djustment Adjust	tment Adjustment		Excel		
Administra	ujusunena	s aid from plan						Last Updated	
Administre	uve rees	paid from plan						By:	
Comments:					Show Acco	unt Details	Modify Custom Reason	Date:	
VISTA	Port	Fund Name	Adjusted Amount						<u></u>
ID	ID		To Other Benefit Pr For Participants	To Other Benefit Pr For Participants	Administrative Fees				= *
0000RB	2912	Templeton Foreign Fund	0.00	0.00	0.00				
0000UV	0981	Credit Suisse Warburg Pinc	0.00	0.00	0.00				
0000XA	0860	Vanguard Small-Cap Value	0.00	0.00	0.00				
0000×B	0861	Vanguard Small-Cap Growt	0.00	0.00	0.00		Typ	e the amount as	
0000XJ	0213	Vanguard Calvert Social Ind	0.00	0.00	0.00		ane	gative number.	
0000XM	0227	Vanguard Developed Marke	0.00	0.00	0.00		VIPI	R automatically	
0000KT	0119	Vanguard Inflation-Protecte	0.00	0.00	0.00	1	plac	es the matching	
0000XV	0124	Vanguard U.S. Value Fund	0.00	-748.58	748.58		pos	itive amount in	
	0544	Vanguard Growth Equity Fu	0.00	0.00	0.00		the	Administrative	
0000×9	0859	Vanguard Mid-Cap Index F	0.00	0.00	0.00		F F	ees account.	
000002	0002	Vanguard Balanced Index F	0.00	0.00	0.00				
000006	0006	Variguard Value Index Fund	0.00	0.00	0.00				
000003	0111	Vanguard Capital Opportuni	0.00	0.00	0.00				
000010	0113	Vanguard Capital Oppollurii Vanguard Total Internationa	0.00	0.00	0.00				
000010	0114	Vanguard Strategic Equity	0.00	0.00	0.00				
00001K	0122	Vanguard LifeStrategy Gro	0.00	0.00	0.00				
			0.00	0.00	0.00				× -

Figure 5: Typing the Administrative Fees Adjustment

This is a shortened version of the procedure.