# United Benefits Payroll Retirement Plan Export

Last Modified on 02/24/2023 10:21 am CST

Agvance can export a file of retirement information from payroll into a file format that can be submitted to some retirement plans and satisfies the United Benefits Coop Retirement plan. This is a database activated module. In this case, it may be appropriate to consider applying user security to restrict access to certain users.

# Setup

### Activating the Module

The Payroll Retirement Plan Export is found at Accounting / Payroll / Export Retirement Plan.

#### Agvance Accounting



The first time in, the following screen will display.

Add-on Activation	×
Software Solutions C Payroll Export Retire SSI to obtain an acti	company has not activated the ement Plan File. Please contact vation Key.
Activation Key	
Print	Ok Cancel

Contact SSI for the *Activation Key*. A support representative will call to give the one-time activation key to provide access into the module. The resulting activation key is case-sensitive (meaning that capital letters must be entered as such).

Once the activation code has been entered, the Export screen will appear.

#### Setup Notes

- 1. Set up a folder that can be used to hold the export file.
- 2. A Retirement Plan Pay Type Attribute must be established at Accounting / Setup / Preferences / Payroll. This attribute should be required and limited to 1 character in length. It will be used to indicate whether the employee is Full Time, Part Time, or Seasonal. This should be recorded by entering an F, P, or S in the attribute.

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3. Edit each employee and set the appropriate attribute on the employee file. The **Attribute** button is found on the *Profile* tab at *File / Open / Employees / Edit*. Enter *F*, *P*, or *S* in the *Attribute Value* column.

🖳 Attributes		×
Attribute Name	Attribute Value	
<b></b>		
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#### **Create Export File**

- 1. Go to Agvance Accounting / Payroll / Export Retirement Plan File.
- 2. At the *Export Retirement Plan Filescreen*, complete the *Export File Path* with the folder created in the *Setup Notes* above. Enter the *Export File Name* – this name is user defined. It could be a name required by the retirement plan, the paycheck date, or any other meaningful name.

**Note**: The file created is a comma separated value file (.csv) and can be opened by various programs. Since this file contains sensitive payroll information, special care should be taken to write/store this file in a secure area.

- 3. Select United Benefits as the Export Type.
- 4. Select the *Retirement Plan Deduction* from the drop-down list. This is the deduction used on the employee paycheck for the amounts withheld from the paycheck for the retirement plan.
- 5. Select the Retirement Pay Type Plan Attribute that was created in the Setup Notes above by double-clicking in the Retirement Plan Pay Type Attribute text box.
- 6. Enter the *Start Date* and *End Date* for the paycheck date range that the export should include.
- 7. An employee classification can optionally be selected in the *Filter by Classification* by using the drop-down menu if necessary. This would be used to limit the employees included in the retirement plan file. If all the employees should be included in the export, use the *No Filter* option in this area.
- 8. Select the appropriate option from the drop-down for the *Employee PreTax* 410(k), *Employer Matching* 401(k), *Employee Roth* 401(k), *Employee Loan Repayment* 401(k), and, *Safe Harbor Employer Match Other* 401(k) fields.
- 9. Choose **Export** to create a file in the specified location that can be sent to the retirement plan administrator.

Export Retrement Plan File	
Export Path	
E. Vetirement V	
02242023.000	
Export Type 401k	Loan Payment Deduction Category
United Benefits	
Roth 401k Deduction Category	
	~
Co-op Retirement Plan Deduction Category	Check Date
401(k)	✓ Start 02/24/2023
<retirement attribute="" pay="" plan="" type=""></retirement>	End 02/24/2023
Employee Type	
Filter by Classification	
No Filter	$\sim$
Employee PreTax 401(k)	
Employer Matching 401(k)	
Employee Roth 401(k)	
Employee Loan Repayment 401(k)	
Safe Harbor Employer Match - Other 401(k)	
The file name should be descriptive and have csv extension. A good example is "Nov-15-2022payroll.csv".	Health Ins Dental 401(k) Gamishment Co. Paid Benefits Life Insurance

# Uploading to United Benefits

- 1. Log into the Co-op Website, select **Upload**, and then browse to the CSV file. The proper dates and payroll name should be entered.
- 2. Choose Validate, which searches for errors or missing information. If there is anything missing or an error, a message will indicate what is needed before submitting.
- 3. Once validation is successful, select **Submit**. The *Online Payments* page appears for entering the bank information for the payment.

# **Operational Considerations**

If a text file is created and exported to a local folder, it will overwrite the previous existing file unless the file names differ.

# United Benefits Contact Information

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