Overview of Reports

As part of your plan's move to Ascensus, there are some updates to the plan reports that will be available to you. Use this document for information on reports that are now available in two locations:

- NEW For transactional-related reports, go to the **Plan Administration** area on your plan website, under **Run a New Report**. These reports are new, and some have been combined to streamline the information.
- For informational and summary-related reports, as previously available, go to your **Dashboard**, under **Reports**.

Plan Administration Reports

Report Name	Ascensus Report Name (new)	Description of Report
Beneficiary Report		
Beneficiary Elections Report	**Beneficiary Designations Report**	Reports all beneficiary designations and includes current account balances. Missing designations are indicated by a blank.
Contribution Reports		
Contribution by Source *and* Contribution by Source with Loans	**Participant Payroll Detail**	Details by payroll date each participant's contributions and loan payments by money type for all payrolls within the selected date range.
Core Reports		
Participant Statement Opt Out	**Participant Statement Delivery Method**	Lists the plan statement delivery method for each participant. The results can be filtered by the participant status selected when running the report. Participants with an effective date listed receive electronic participant statements as of that date.
Payroll Tracking Report	**N/A**	Information is available via the Track Contributions screen as part of the contributions process.
Census Data by Date Range - Excel	**Year End Data**	Details census information, total contributions, and compensation data for employees based on payrolls with request dates within the selected range.
Fund Balance Summary with Models	**N/A**	*Please contact Client Services for a breakdown of plan assets including models.*

Report Name	Ascensus Report Name (new)	Description of Report
Deferral Reports		
Current Participant Contribution Election	**Participant Demographics and Balances**	Provides demographic and balance information by participant and includes the contribution rate by money type.
Participant Contribution Change Request	**Deferral Changes**	Includes all participants who have changed their deferral rate for the selected date range.
Distribution Reports		
Participant Distribution Requests	**Distribution Detail Report**	Details distribution and tax information by participant, including information commonly found on the IRS Form 1099-R, for the selected date range.
Distribution Checks Report	**N/A**	*Please contact Client Services if you need additional details that are not provided on a distribution in the Distribution Detail Report.*
Eligibility Report		
Projected Eligibility Report	**Participant Demographics and Balances**	Includes eligibility dates and can be filtered for future dates.
Enrollment Report		
Enrollment Event Participant Contribution Election	**Deferral Changes**	Includes all participants who have changed their deferral rate for the selected date range. If additional information is needed, please contact Client Services.
Managed Account Reports		
Managed Account Participant Subscription and Managed Account Participant Utilization	N/A	*Please contact Client Services for a list of all participants who are or have been subscribed to a managed account within a plan including information regarding each participant's demographics and status, deferral amounts/percentages, investment elections, and balances.*
Loan Reporting has been consolidated into the two reports listed below within the Plan Administration Reports.		
N/A	**Loan Activity**	Reports participant loan details and loan activity for all participants with loans during the selected date range including beginning balance, repayment interest, repayment principal, loan distributed, ending balance, loan number, original loan, grant date, interest rate, repay start date, pay frequency, repay end date, and repay months.
N/A	**Loan Requests**	Details loan information for all participants who have requested a loan for the selected date range.

Dashboard Reports

The reports listed below will continue to be available under **Reports** on the **Dashboard**.

Report Name	Description of Data Included in the Report
Core Reports	
Balances by Asset Class	Graphical and tabular display of the plan market value and units by asset class.
Contact Information	Displays a listing of participants with their contact information.
Investment Diversification by Age Group – Number of Participants	Graphical and tabular display of the participants with an allocation in less than three investments, excluding model portfolios, by age group—drillable down to the participant level.
Investment Performance	Historical investment performance for plan assets compared to a benchmark fund.
Participant Balance by Age Group	Graphical and tabular display of a plan's investment values by age group and asset allocation—drillable down to the participant level.
Participant Balance Data	Excel report that displays participant balance information at a detail, source totals, or investment totals level.
Participant Balances	Graphical and tabular display of a plan's participant balances with the ability to drill down to source and investment.
Participant Demographic Data	Excel report that displays participant demographic data.
Participant Security Profile Audit	Details which participants still have not completed setting up their account security profile.
Participant Status	Graphical and tabular display of a plan's participant levels by status.
Participant Website Usage	Graphical and tabular display of a plan's website activity.
Participants by Age Range	Graphical and tabular display of a plan's participants and market value by age range.
Participants by Investment	Graphical and tabular display of a plan's participant balances by investment with the ability to drill down to the participant level per investment.
Participants by Market Value Range	Graphical and tabular display of a plan's participant distribution by market value ranges.
Plan Balances by Source	Graphical and tabular display of a plan's market value by source.
Plan Vested Source Summary Report	Current total balance and vested balance for the plan broken down at a source level, formatted to export to Excel.

Report Name	Description of Data Included in the Report
Human Resources Information System (HRIS) Reports	
HRIS Management Report	Provides HRIS information for a given date range and division in a PDF format, which can be used to monitor plan activity.
HRIS Data Report	Data extract to provide HRIS information for a given date range and division in an Excel format, which can be used to import into your payroll system to make the necessary changes.
Notices	
Event Notice Fulfillment Report by Plan	Listing of participants who received a notice, including notice type, date the notice was sent, and the delivery method.
Participant Fee Disclosure Fulfillment Report by Plan	Provides a list of participants by plan that have received the participant fee disclosure.
Participants Who May Need to Receive Required Annual Notices	Includes all employees on the Newport recordkeeping system who meet the requirements for receiving the required annual notices as of the date the report is generated.
Required Disclosures Fulfillment Report by Plan	Listing of participants who received a notice, including notice type and date the notice was sent.
Plan Activity Reports	
Fund Activity	Tabular display of plan activity for each fund. Optionally, this report can display combined plans, participants, sources, units, and divisions.
Plan Activity – Excel	Provides detailed information of plan activity in Excel format. Includes dollars, units, and vesting information.
Plan Activity by Money Type – Excel	Provides detailed information of plan activity in Excel format by participant and money type. Includes dollars and vesting information.
Plan Activity with Participant Allocation	Tabular display of plan activity with participant allocation. Optionally, this report can display combined plans, participants, sources, units, and divisions.
Plan Transaction History Detail – Excel	Provides detailed information of transaction activity in Excel format by participant and money type—includes dollars and units.
Source Activity	Tabular display of plan activity for each source. Columns will display in dollar values only. Optionally, this report can display combined plans, funds, units, and divisions.

Quarterly Sponsor Valuation Package

In addition to the above updates, there will be updates to your quarterly valuation package, which will consist of Plan Administration and Dashboard reports. Plan Administration reports will be scheduled and delivered to your **Reports Inbox**, and the Dashboard reports will be scheduled and delivered to the **Shared Repository**. The reports available in each location are outlined below:

Plan Administration Report Inbox

Report Name	Description of Report
Distribution Detail	Reports detailed distribution and tax information by participant—including information commonly found on the IRS Form 1099-R—for the selected date range.
Forfeiture and Suspense	Lists all forfeiture and suspense accounts for the plan, detailing beginning and ending balances for the selected date range and account activity.
Loan Activity	Includes participant loan details and loan activity for all participants with loans during the selected date range.
Plan Administration (Custom)	Provides a plan summary, which totals all activity for the plan by money type (contribution source) and by fund for the selected date range.
Terminated with Balances	Lists participants who have terminated or retired with a balance. This report is used to help with the mandatory distribution process (if applicable to your plan).

Dashboard Shared Repository

Report Name	Description of Report
Balance by Asset Class	Graphical and tabular display of the plan market value and units by asset class.
Plan Activity by Money Type - Excel	Provides detailed information of plan activity in Excel format by participant and money type. Includes dollars and vesting information.

The following reports will not be available after migration. You will be updated as the replacement reports become available.

Newport Report Name
Core Report
Address Change Report
My Forecast
Contribution Rate Change Report
Investment Change Report

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