

Reporting suite

PCS-generated reports

These reports will be available after the final payroll has been processed for the plan year.

Summary of participant accounts (cash basis)	This report summarizes your participant's accounts, including name, Social Security number, beginning balance, gains/losses, contributions, withdrawals, fees, loan payments, transfers, forfeitures, and ending balance. The information is organized by participant, by source.	This report is produced in Excel.
Summary of accounts (accrual basis)	This report contains the same information as the Summary of Participant Accounts (cash basis) report, but uses an accrual accounting methodology.	This report is produced in Excel.
Census verification report	This report contains the plan's full year census and contribution information, including participant Social Security number, full name, date of birth, date of hire, termination date, and rehire date (if applicable) plus contributions. It is inclusive of the plan's final payroll for the year.	This report is produced in Excel.
Annual participant disclosure	This report is the annual participant disclosure required under ERISA §404(a)(5) (if applicable).	This report is produced in PDF.
Plan administrator report	This suite of reports includes Source Reconciliation showing forfeiture in suspense and cash totals, participant Register Report, Loan Summary Report, Forfeiture Summary, and Detail reports in one package.	This report is produced in PDF.

Available on-demand reports

All reports can be generated in Excel, CSV, or PDF.

Activity reports		
Balance by fund	This report contains contributions, distributions, and ending balance for each plan investment. It also shows a participant count for each investment. The first section breaks down by individual funds and models offered in the plan. The second section breaks down by funds in the plan.	This report is best viewed in Excel.
Plan level income statement	This report is a summary of plan activity. It includes beginning balance, ending balance, vested balance, and average participant balance.	This report is best viewed in PDF.
Register report	This highly useful summary includes participant names, source, fund, opening balance, gains/loss, fees, contributions, withdrawals, transfers, forfeitures, and closing balance. Also reported are statement register totals by fund and source, plan totals, and forfeiture account balances.	This report is best viewed in PDF.

Activity reports

Source reconciliation report	This report is part of our audit package. The data is listed at the plan level by source, and includes prior balance, gains/losses, contributions, withdrawals, transfer, forfeitures, and ending balance.	This report is best viewed in PDF.
Summary of participant accounts for generic asc import	This report allows TPAs that use the ASC Defined Contribution/401(k) System (ASC) to download transaction history from the PCS website in a format appropriate for year-end administration without any manual manipulation.	This report is best viewed in Excel.
Summary of participant accounts (cash basis)	This report summarizes your participant's accounts, including name, Social Security number, beginning balance, gains/losses, contributions, withdrawals, fees, loan payments, transfers, forfeitures, and ending balance. The information is organized by participant, by source.	This report is best viewed in Excel.
Summary of participant accounts (plan level)	This report summarizes all your participant's accounts, beginning balances, gains/losses, contributions, withdrawals, fees, loan payments, transfers, forfeitures, and ending balance. The information is organized by investment.	This report is best viewed in PDF.
Summary of participant accounts by investments	This report summarizes each participant's account, including name, Social Security number, beginning balance, gains/losses, contributions, withdrawals, fees, loan payments, transfers, forfeitures, and ending balance. The information is organized by participant, by investment.	This report is best viewed in PDF.

Census reports

Employee information	This report gives a list of employees in the plan with dates, division, employment status, enrollment status, and balance.	This report is best viewed in Excel.
Participants without Compensation or hours	This report sets forth those participants for whom compensation and hours have not yet been submitted for the year.	This report is best viewed in Excel.
Participants without Email address	Lists participants who do not have an email address in the system.	This report is best viewed in Excel.
Terminated with a Balance	This report shows terminated participants who still have a balance in the plan.	This report is best viewed in PDF.

Contribution reports

Contribution by source by payroll by participant	This report lists the total amount of each contribution by payroll date, source, and participant.	This report is best viewed in Excel.
Contribution by source by payroll by plan	This report lists the total amount of each contribution by payroll date and source.	This report is best viewed in Excel.

Contribution reports

Employee contributions	This report includes participant name and employee pre-tax and Roth contributions.	This report is best viewed in Excel.
Employees eligible for catch-up contributions	This report informs you of participants eligible for catch-up contributions (who are or will reach age fifty this year) and provides participant name, Social Security number, employment status, termination date, birth date, and date eligible for catch-up.	This report is best viewed in PDF.
Payroll change report	This new report tracks all of your plan's payroll changes in one place, including hardship suspensions, new loans, final loan payments, loans fully paid, contribution changes, automatic contribution acceleration, and automatic enrollment.	This report is best viewed in PDF.

Distribution reports

Age 70 ½ report	Details those participants who reached age 70 ½ and the closing balance used to calculate RMDs.	This report is best viewed in PDF.
Distribution report	This report provides detail by source for distributions taken by participants and includes related fees and forfeitures.	This report is best viewed in PDF.
Forfeiture analysis	Breaks down forfeiture accounts by division, then by investment. This report lists beginning balance, participant forfeitures, reallocated forfeitures, gains/losses/adjustments/transfers, and ending balance.	This report is best viewed in PDF.
Loan balance report	This report shows the loan beginning balance, new loans, any loans deemed as distributed, total payments, total interest, and closing balance by participant.	This report is best viewed in PDF.
Vesting report	A comprehensive report of all participants in the plan. The data includes vested balance and vested percentage, listed by source type. The report also includes termination date (if applicable).	This report is best viewed in PDF.
Forfeiture suspense Detail report	This report shows transactions for the forfeiture suspense account including beginning balance, participant forfeitures by participant, adjustments/transfers, gains/losses, and ending balance.	This report is best viewed in PDF.
Loan detail report	This report shows detail for each active participant loan, including original amount, interest rate, payment amounts, and closing amount at year end.	This report is best viewed in PDF.