What's New! ProAdmin®

ProAdmin version 2.02 **February 2007**

ProAdmin version 2.02 introduces the ability to run **batch estimates**, **rename fields,** create **custom J&S payment forms,** and access a **fulfillment tool**. You'll find details about these and other enhancements below.

System

- Batch Estimates are now available on the Execute menu. This new calculation type allows you to run estimate calculations for a group of individuals that are referenced in an external text file or chosen using a Selection Expression. The text file has the Person ID, Decrement Date, and Commencement Date. If you need multiple Decrement or Commencement dates for an individual, enter them as separate rows in the file. The Selection Expression is a logical expression for selecting the records from the data source.

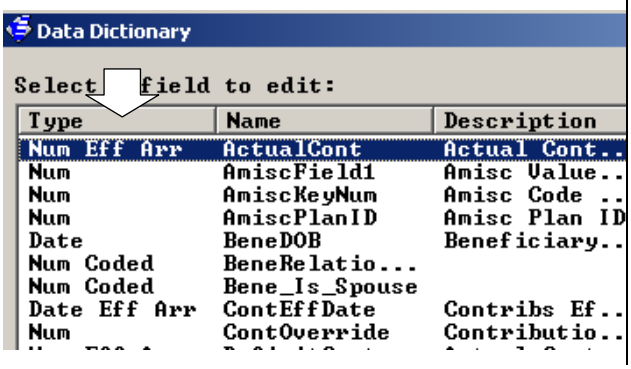
  See Batch Calculation on page 14.

- ProAdmin now has an alternative "Calculator Only" Interface. This interface could be used by junior staff to run calculations while protecting the source plan setup parameters.

  See New "Calculator Only" Interface on page 11.

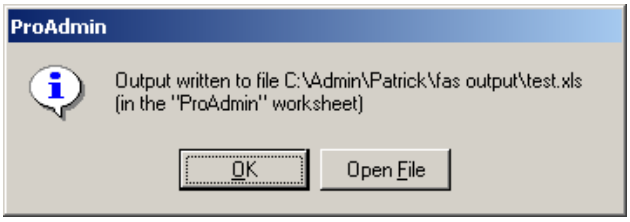
- Data Dictionary fields, benefit formula components, accrual basis components, and custom operators can now be renamed. All references to the item are changed automatically.

- The data dictionary, benefit formula component and accrual basis component libraries now show the type of item along with the name and description.

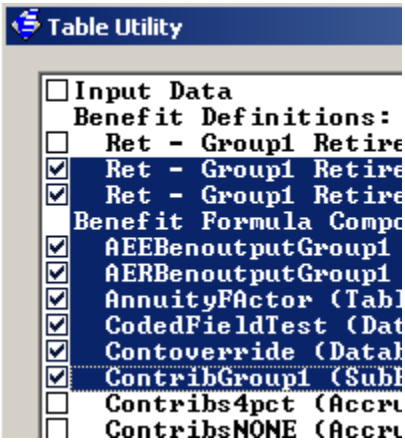


- ProAdmin can now be used on a secondary monitor.

- After saving output to a file, you can now press the "Open File" button to open it rather than browsing to find it.

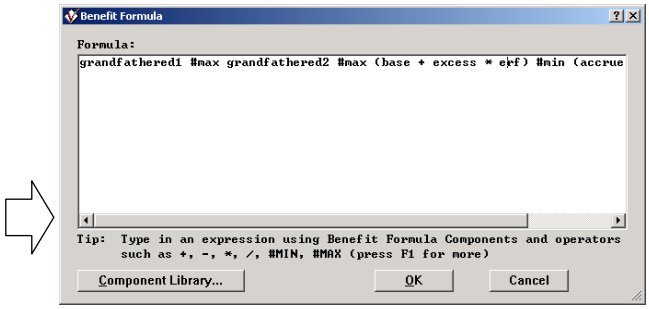


- You can now select multiple items in checkbox lists by (a) clicking the first item and then (b) holding down the shift key while clicking the last item.



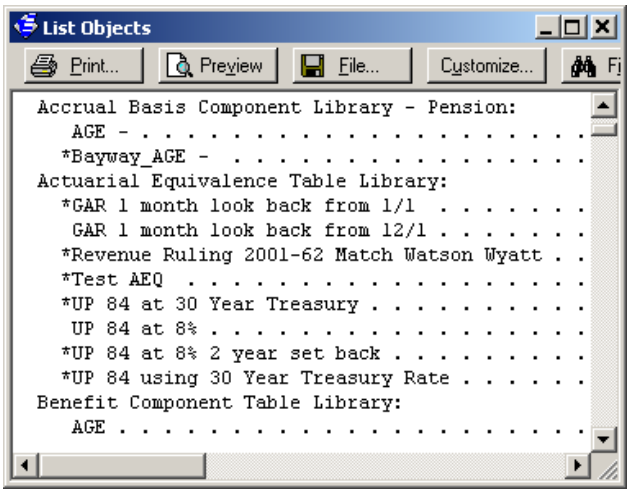
- Import from Client now behaves more like the old Client to Client Copy for Data Dictionary items. Now, fields with the same name, type and codes/labels are considered a match.

- Checks, checkboxes, and line drawing characters now display correctly on Korean computers.
- There is a new "auto complete" feature for edit controls that allow a user to enter a path to a client folder. As the user types in the edit control, a list containing directories with a matching pattern appears and changes dynamically as each letter is typed.
- In expressions, a horizontal scroll bar will now appear when the formula is wider than what is visible.



- ProAdmin will now prompt you to pack files upon exit if wasted file space is greater than certain limits. Limits are optionally specified in the [Config]section of the PROVALW.INI file using these settings: PackLow = (default is 100 MB) - savings must be at least this setting and pass the PackPercent test, PackHigh = (default is 200 MB) - always pack if savings will be greater than setting, and PackPercent = (default is 0.20) - savings must be at least this setting and pass the PackLow test
- The ProAdmin License Server (PVLS) can now be installed as a Windows Service on Windows NT/2000/XP machines.

  For more information, see "License Server Installation Guide.pdf" in the ProAdmin folder.
- ProAdmin now remembers the size of dialog boxes that you resize. Sizes will be maintained for all similar dialogs and will be retained for future sessions.
- ProAdmin will now retain sort criteria for libraries (i.e., by name or by date last modified). All libraries will be sorted according to the last used criteria. For example, if you sort benefit formula components by name, then when you open the census specifications library, it will also be sorted by name. If the sort criteria does not exist for a specific library, the library will be sorted by the name column.
- ProAdmin will now remember the last entry that was selected in each library.
- A new List Objects command (on the File menu) lets you list the entire inventory of objects in the current client. Objects that are not referenced by another object are asterisked in the list.

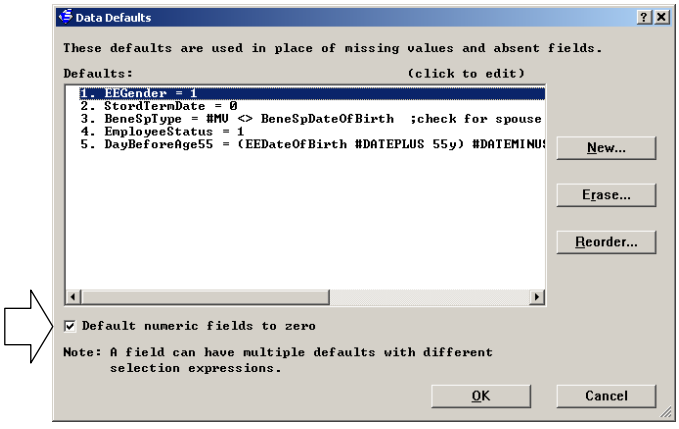


Data Dictionary

- It is now possible to delete unneeded values from coded fields. The code can be deleted if it does not exist on any databases and the field is not referenced in a data default.

Census Specifications

- If your data contains missing values, there is now a simple way to use data defaults to zero out missing values in all numeric fields (except for salaries).



Interest Rates

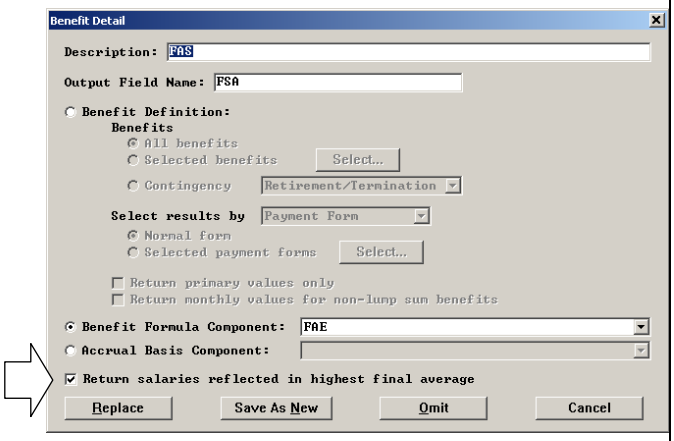
- ProAdmin now supports duration-dependent interest rates such as those used to determine commuted values for Canadian plans.

See Duration-Dependent Interest Rates, page 13.

Final Average Salaries (FAS)

- The salaries that make up the high final average salary are now identified in the detail output of a calculation. For monthly FAS calculations, they are presented in the detailed monthly report for a specified decrement age. For an annual FAS, they are included in the regular FAS table. The new column is blank if the salary is not in the highest average; otherwise the salaries used are indicated as 1 through n.

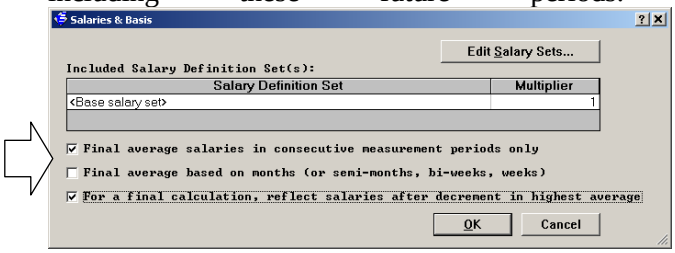
- The salaries that make up the high final average salary are now available for export through stand-alone type (not XML) output definitions.



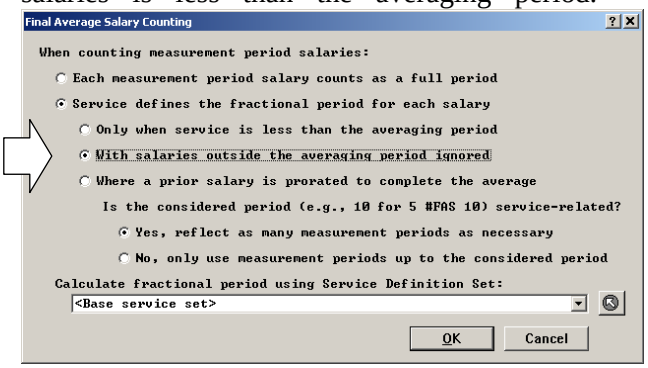
The output is an array that includes an identifier (e.g., 5ΔFASΔ10), the salary date, the salary and the limited salary.

Users can output the high FAS information from a Benefit Definition (with output by decrement date), a Benefit Formula Component or an Accrual Basis Component. If more than one final average salary operator is referenced, the outputs for all are included. The run will abort if no final average salary operators are referenced.

- For final calculations only (i.e., not for estimates of any kind), you can now allow the FAS at decrement to be set equal to the greater of the otherwise calculated FAS at decrement and the FAS at all later dates. For example, if unused vacation time is spread out over future pay periods, the FAS can be the highest value including these future periods.

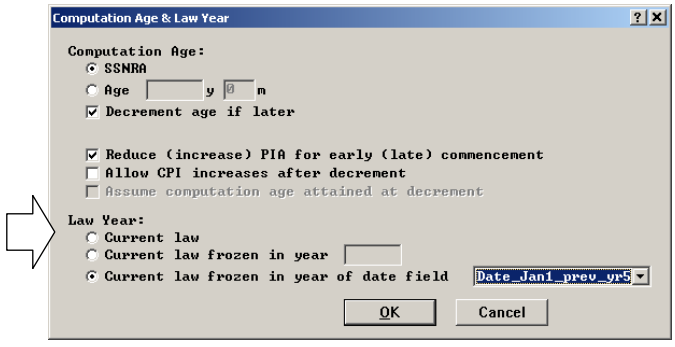


- The final average salary custom operator will now allow for a FAS to be calculated using only those salaries earned within the averaging period (e.g., 5 years) but have the denominator for the final average be equal to the weight of the salaries for the period. This can only be done when service is used to count measurement period salaries. In this situation the average may be based on a period where the weight of the salaries is less than the averaging period.



PIA Custom Operators

- The PIA custom operator now allows a freeze year to be specified by a date field. When used wage bases, salaries, CPI and national average wage (NAW) values will be frozen for the PIA calculation in the calendar year of the date in the specified date field.



- The PIA custom operator has a new backwards salary projection option where salaries can be projected backward from decrement reflecting both the historical NAW values and an estimated NAW for the year prior to decrement. Use of

this option requires a regulatory data text file named RegEstNatAvgWage.txt.

- The PIA custom operator now allows you to ignore salaries at decrement even if decrement is 12/31. With this option, the calendar year salary in the year before decrement is used as the decrement salary.

Service Definitions

- A new elapsed time calculation method has been added to, generally, emulate the Microsoft® Excel® DAYS260 calculation. The new method is called "360 days per year (30 per month)."

Salary Definitions

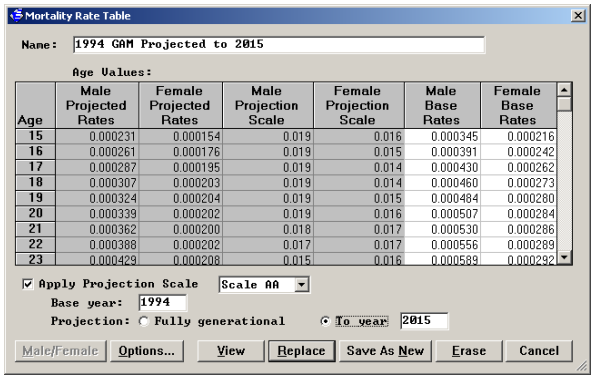
- Bi-weekly and weekly measurement periods are now available for use in a salary definition. These also may be determined from salaries on a less frequent basis.

Database Linkage

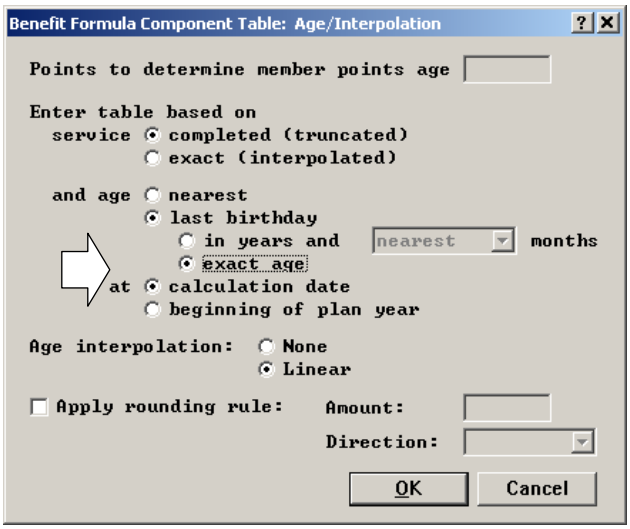
- You can now optionally right your own SQL statement to retrieve data.

Tables

- An "age by month" table type is now available for Conversion Tables, Benefit Formula Component Tables and Accrual Basis Tables.
- Mortality tables have been enhanced to add more projection options. Specifically, mortality projection scales can be specified by name and tables can be projected to a fixed year.

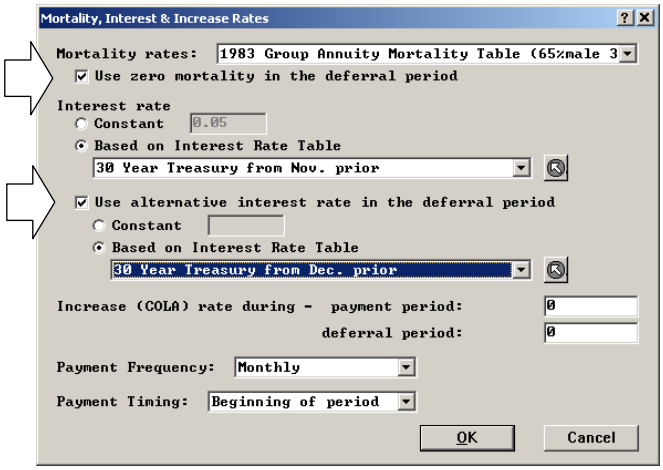


- Benefit Formula and Accrual Basis component tables can now be interpolated to exact age.



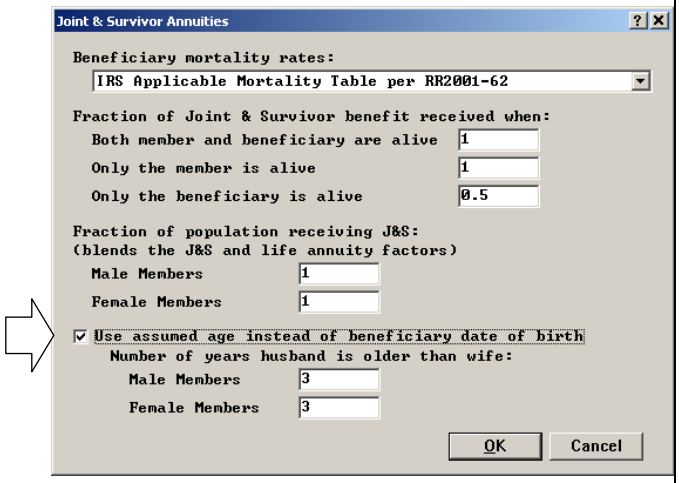
Annuity Factor Components

- You can now specify an alternative interest rate assumption and zero mortality during the deferral period for annuity factor components.



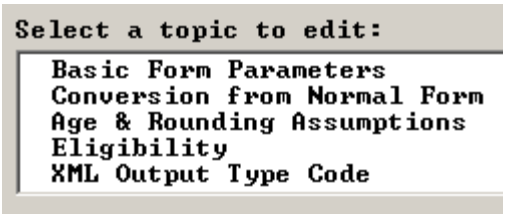
- Annuity Factors now allow you to date-adjust the interpolation age/period for deferred and/or temporary annuity factors.

- For joint and survivor annuities, you can now reference an assumed beneficiary age ("age setback") rather than using the actual spouse date of birth (if any) on the data. Note that this approach will always produce a joint & survivor annuity whereas the default approach will return a life annuity if there is no spouse



Payment Forms

- A new payment form type - "Custom Contingent Joint Life Annuity" - is now available. This form will return a joint life annuity with the beneficiary fraction (e.g., 0.5 for 50%) specified in the referenced database field. There is no conversion for this option. ProAdmin will simply return the unadjusted member benefit and calculate and return the beneficiary benefit, the deferral date if appropriate, and the relative value if requested. No values will be returned for this payment form if the referenced database field is empty.
- The payment form library has been re-organized from a tabbed approach to ProAdmin's more standard topic approach. Some items were also re-ordered to have the least-used items last.



- Annuity factors can now be interpolated based on exact age.

Plan Definitions

- Multiple benefit definitions can now be omitted from (or added to) a plan definition at once.

Canadian Pension Plans

- Benefit Definitions can now automatically apply the Canadian Maximum pension limit.
- There is a new operator, #CANMAX, to apply the maximum pension to benefit formulas.

See ITA Maximum Benefit, page 6.

Tools > Administration Factors

- You can now specify zero mortality during the deferral period for annuity factor calculations.

Tools > Fulfillment Tool

- There is a new command on the tools menu to launch ProAdmin's fulfillment tool. This new feature allows you to create links between Word documents and fields in the Access database created when you save your Output Definitions to Access. The fulfillment tool also allows you to set formatting options for the fields.

See Fulfillment Tool, page 17.

Changes Log

- Be sure to read the changes log (see What's New in Help or the ADMCHG.LOG file in the ProAdmin directory) about updates to certain calculations that may change results.

WinTech

500 West Putnam Avenue
Greenwich, CT 06830

tel: (203) 861-5530
fax: (203) 861-5531
email: support@winklevoss.com
website: www.winklevoss.com

Canadian ITA Maximum Pension Limit

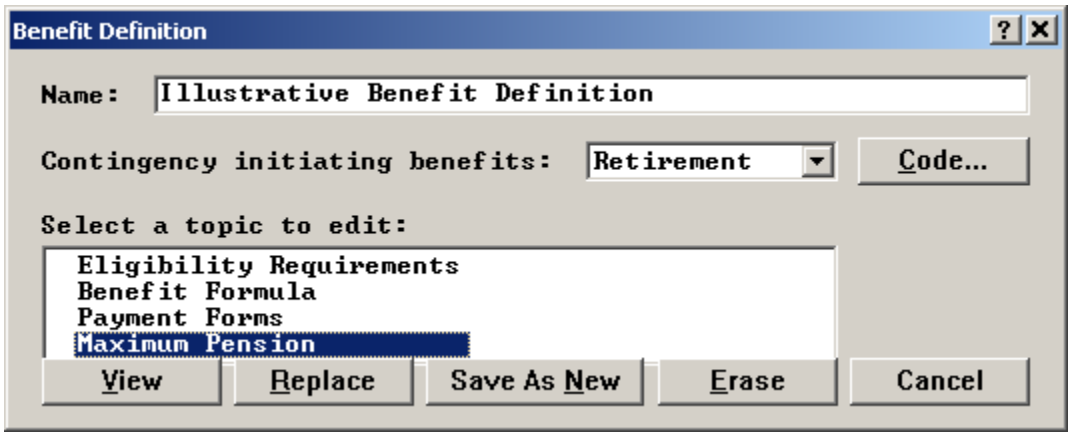
ProAdmin now can automatically handle the Canadian Income Tax Act (ITA) maximum pension limit of a dollar amount ($1,722.22 before recent legislation) multiplied by years of service and adjusted for early retirement.

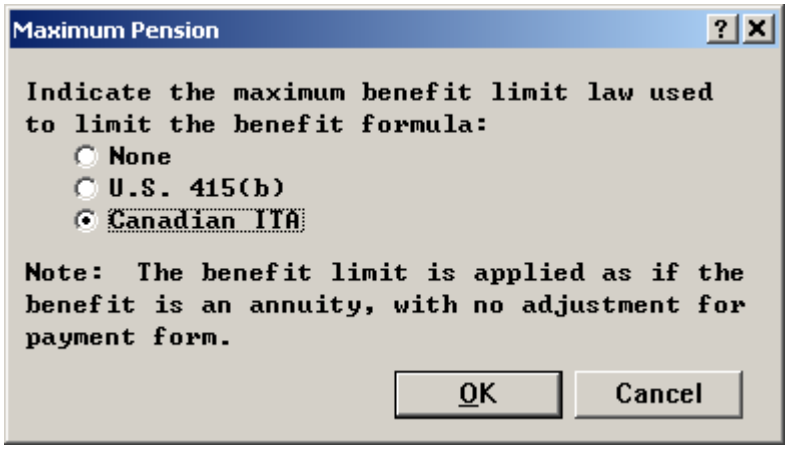
Enhancements to ProAdmin include:

- A new option in Benefit Definitions to limit benefits by either the U.S. 415 limit, the ITA Maximum Pension, or no limit
- A new operator, #CANMAX
- Detailed results of the ITA maximum pension limit calculation

Benefit Definitions

Benefit Definitions now include the ability to limit by the ITA Maximum Pension.





If a new Benefit Definition is created, the default is to apply the U.S. 415 limit to the benefit formula.

#CANMAX

In addition to applying the ITA Maximum pension to the entire benefit definition, a new operator, #CANMAX, is now available for use in benefit formulas and accrual basis formulas. #CANMAX accepts one or two arguments. The right argument is the deferral age (where 0 equals immediate, or no deferral) and is required. The left argument is service and is optional. A 0 or missing left argument indicates all service, 1 is post-reform service only and 2 is pre-reform service only.

For example, in lieu of applying the ITA maximum pension to the benefit definition, you may want to compare the normal retirement benefit to the ITA maximum pension before reducing for early retirement. This could be specified as:

```
(NRB #MIN (#CANMAX 60)) * ERF
```

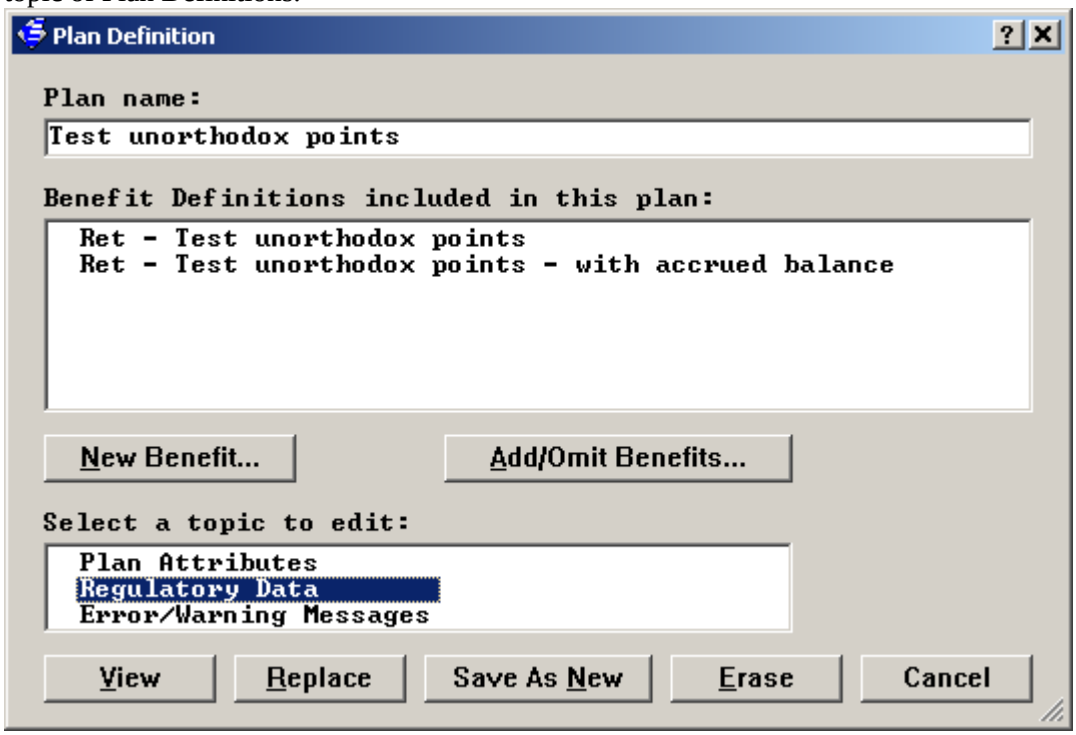
Additionally, the pre- and post-reform service options of #CANMAX should be useful for Canadian Plans that value the return of employee contributions. For example, this formula finds the excess, if any, of the pre-reform benefit over employee contributions with interest:

```
[(PreNRB #min (2 #CANMAX 60))*LSFact ] #zminus EECWI
```

Note that the right argument of 60 on #CANMAX causes the operator to return the maximum benefit unreduced for early retirement.

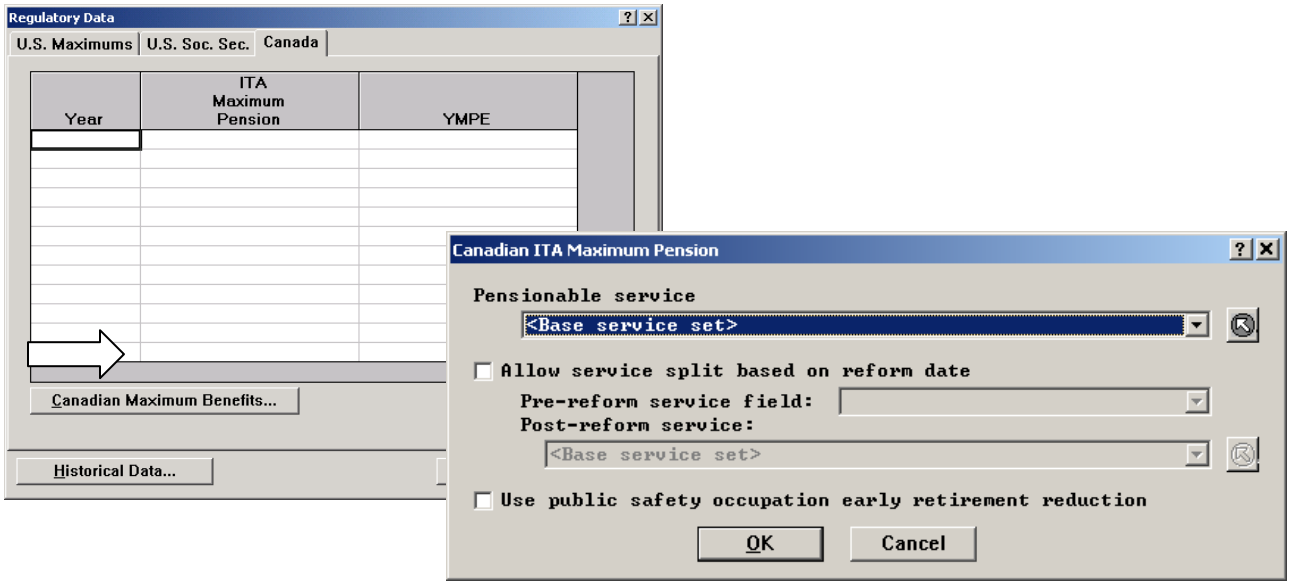
Plan Definition

The parameters for calculating the Canadian ITA Maximum Pension are specified under the Regulatory Data topic of Plan Definitions.



Within the Regulatory Data topic, you may:

- Override the historical regulatory data values,
- View the historical regulatory data,
- Specify pensionable service (where the default is <date of hire> from Census Specifications) for the ITA Maximum,
- Specify pre- and post-reform service for the #CANMAX operator, if desired, and
- Reflect public safety occupation early retirement reductions if desired.



Service

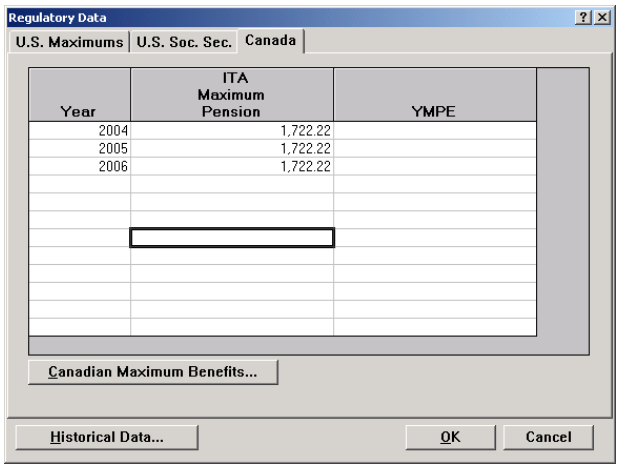
Under the Regulatory Data > Canadian Maximum Benefits button, pensionable service for the ITA Maximum pension defaults to the <Base Service Set> as defined in the Census Specifications. Alternatively, you may specify a different Service Definition Set. Similarly, post-reform service may be specified as a Service Definition Set. Since pre-reform service is frozen by definition, it can only be specified as a database field. Note that as the maximum pension under the #CANMAX operator is calculated over time, ProAdmin will define pre-reform service as the lesser of pensionable service and the specified pre-reform service amount. However, post-reform service is taken literally, although ProVal will provide a warning if it is greater than total pensionable service.

Early Retirement Factors

The ITA maximum pension early retirement reduction factors are 3% per year prior to the earliest of age 60, 30 years of service, and 80 points (age plus service), but not more than 45%. If you check the box to "Use public safety occupation early reduction factor", ProVal will instead reduce the maximum pension 3% per year prior to the earliest of age 55, 25 years of service and 75 points. The early retirement factors used always reflect total service even if the operator is based on just pre-reform or post-reform service.

Dollar Limit

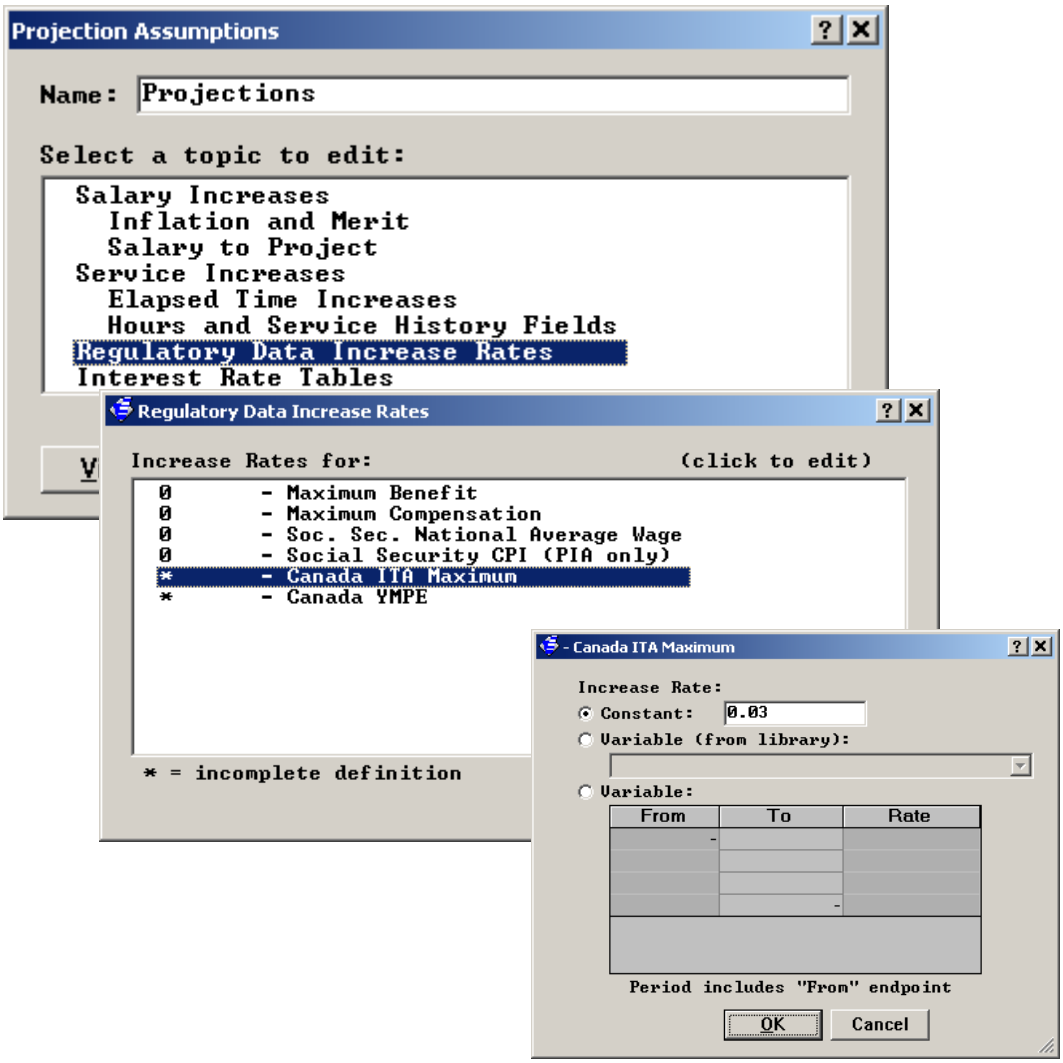
The Regulatory Data > Historical Data… button allows you to view the default dollar amounts used to calculate the ITA maximum pension limit, where the current Canadian amounts are shown in the table on the right. Pension plans that have not been amended to take advantage of the increased ITA maximum pension may override these dollar amounts with the 'old' limits as shown in the dialog box below.



Year	ITA maximum Pension	YMPE
1935	1,722.22	0
1936	1,722.22	0
1937	1,722.22	0
...	...	...
2003	1,722.22	39,900
2004	1,833.33	40,500
2005	2,000.00	41,100
2006	2,111.11	42,100
2007	2,222.22	
2008	2,333.33	
2009	2,444.44	

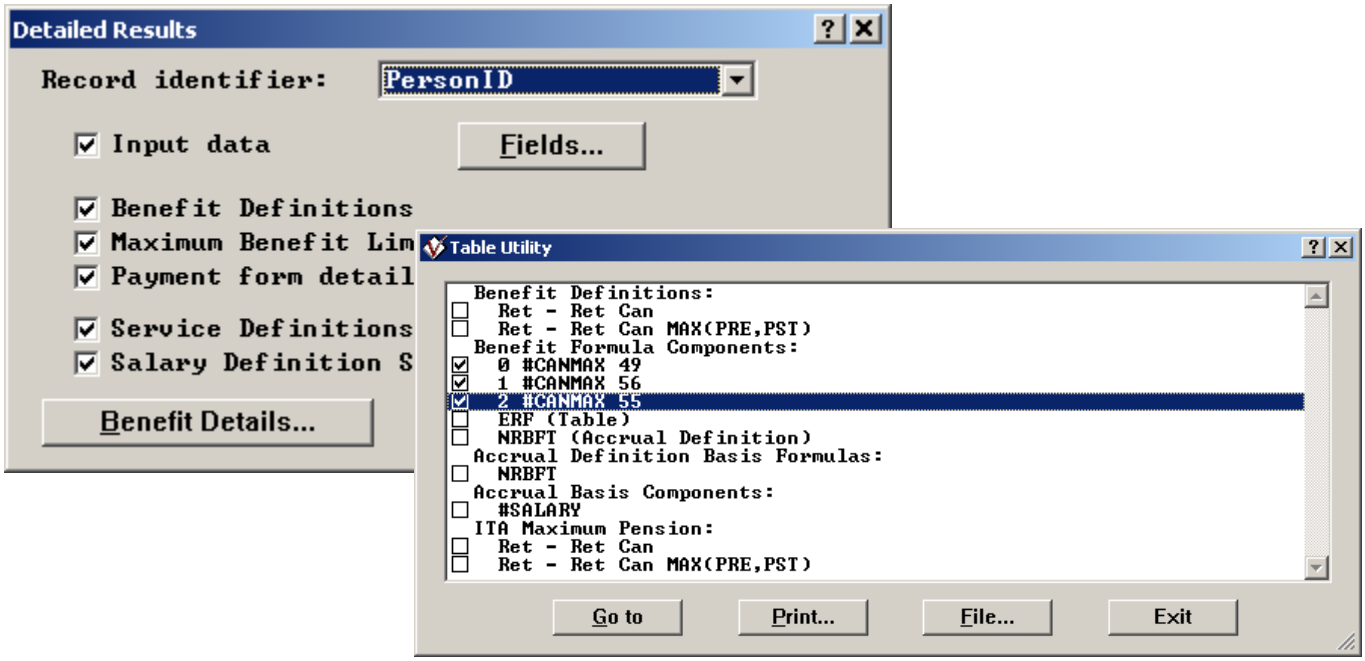
Projection Assumptions

The Regulatory Data topic applies to historical data. The Regulatory Data Increase Rates topic under Projection Assumptions is where increase rates after the valuation date on the ITA dollar maximum are specified. These increase rates increase the dollar limit from the most recent historical data amount to each future calendar year.



Sample life output

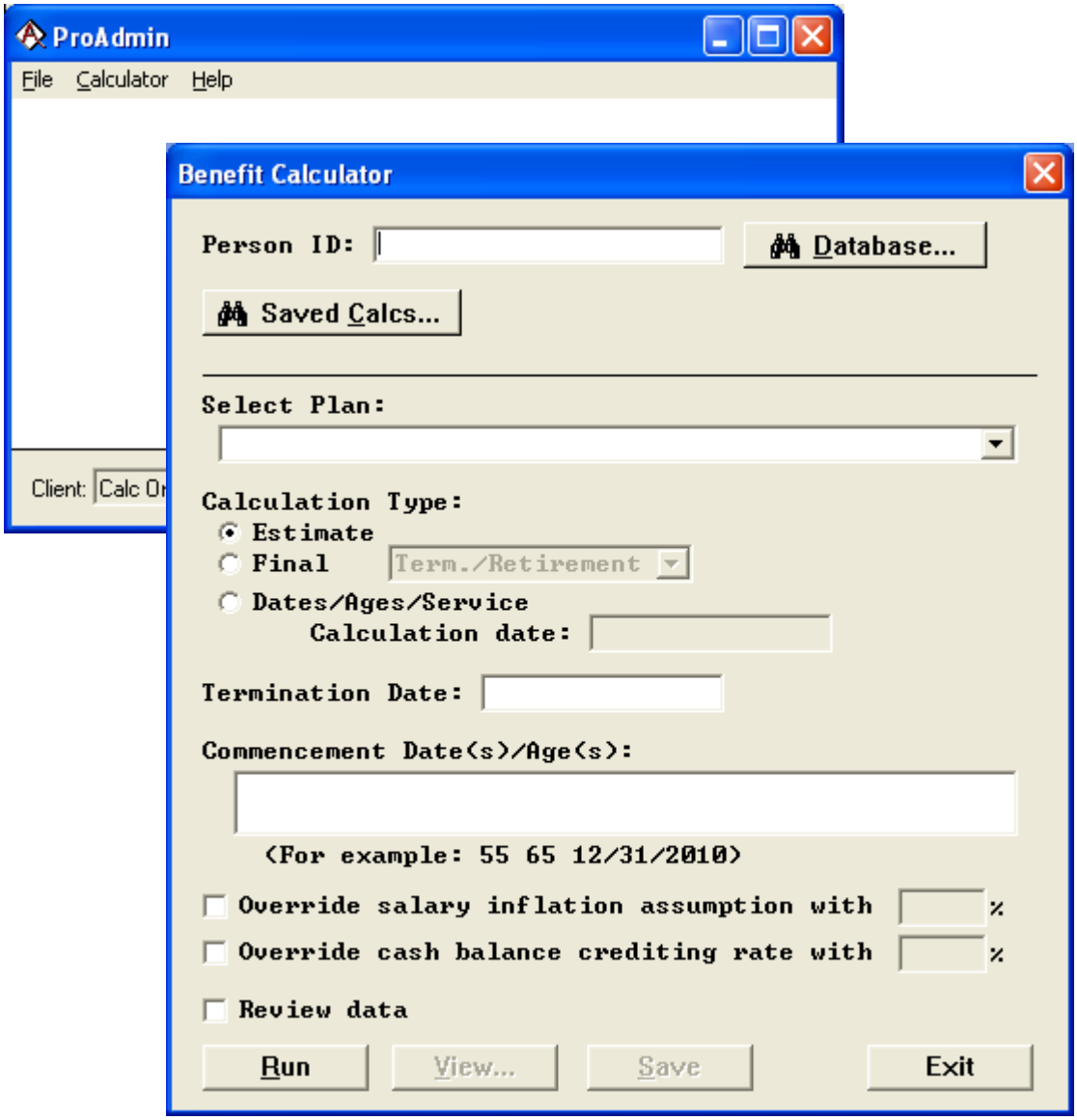
Sample life output has been created for the operator #CANMAX and the ITA Maximum Pension calculation.



New “Calculator Only” Interface

ProAdmin has a new alternative interface which shields the user from all the input commands and consolidates all the calculation commands into one. The new interface allows the user to run all three types of calculations: Estimates, Finals and Dates/Age/Service calculations. This interface was designed to allow our ProAdmin users to give their junior staff the ability to run calculations and produce output without worrying about them disturbing the source plan setup. The new interface also allows multiple users, from their own installations of ProAdmin, to access the same client files.

To activate the Calculation Only interface, you need to add the following line to the [Config] section of your PROVALW.INI file: `CalcOnly=Y`. To switch the interface back to normal, either change the CalcOnly parameter to N or remove it entirely.



One major difference between this calculation only command and the standard calculation commands is that the user must first set up a System Plan. The System Plan is basically just a named collection of a Plan Definition,

Census Definition, Projection Assumptions and an Output Definition. The user setting up the System Plan should give it a descriptive name sufficient for the Calculation Only user to select the proper plan. When setting up the System Plan, you do not need to reference an XML Database Linkage and you do need to reference a standalone type of Output Definition.

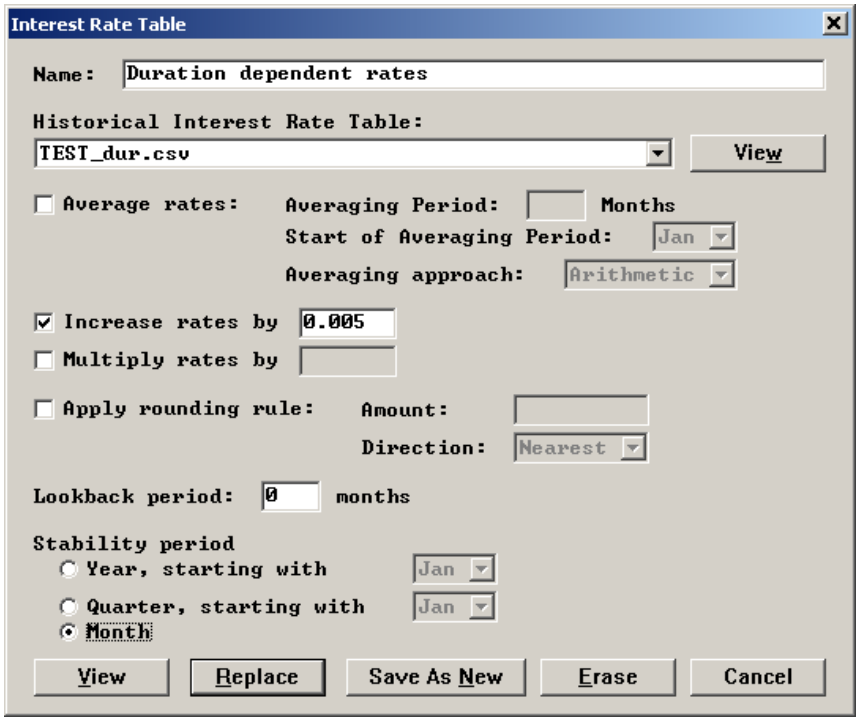
In addition to selecting a System Plan, the user needs to enter the Person ID to process. There is a Database Lookup button to assist the user with selecting the Person ID. This button will display a table and fields selected by the user within the database attached through the Database Linkage. The user can select a row within the table and that Person ID will be pasted in the Person ID field.

Once the user has run the calculation, it can be saved back to the ProAdmin library by calculation type. For example, if the calculation type was set to "estimate", the calculation will be saved back to the library within the Estimate command. The naming convention of the new library entity is automatically generated by the Calculation Only command. The format of the new name is *Person ID * User ID * Sequence number*. The User ID is taken from the User setting in the PROVALW.INI file. The Sequence number begins at one and is incremented by one for each run with the same Person ID and User ID combination.

All the same output options as the standard calculation commands are available once the calculation has been run. There is also a "Saved Calc" lookup button to allow the user to recall a previously saved calculation. The lookup button displays a consolidated list of calculations run from the Calculation Only command from the Estimate, Final and Dates/Ages/Service libraries.

Duration-Dependent Interest Rates

ProAdmin now supports duration-dependent interest rates such as those used to determine commuted values for Canadian Registered pension plans. Similarly to all interest rates in ProAdmin, the table of historical rates is maintained outside of the system and referenced, and optionally adjusted, through the Interest Rate Tables library.



The file name for duration-dependent interest rates must contain "_dur" immediately before the file extension[1]. For example, Canadian_indexed_dur.csv and Canadian_indexed_dur.txt are both valid duration-dependent interest rates file names.

Within the file of duration-dependent interest rates, each row must contain at least three values and must have an odd number of values. Each row may have a different number of values. The first value is the year. It must be an integer between 1900 and 2200, inclusive. The second value is the month. It must be an integer between 1 and 12, inclusive. The third, 5th, 7th, etc. values are the interest rates. The 4th, 6th, 8th, etc. values are durations for the interest rate in the previous column. They must be positive integers between 1 and 99, inclusive.

A partial example of a valid duration-based interest rate table with tab delimiters is as follows:

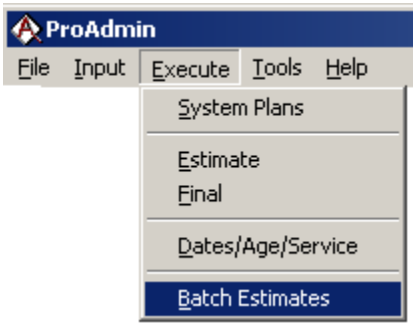
1997	8	0.04	10	0.05	8	0.04		
1997	9	0.04	10	0.0475	9	0.04	10	0.0475
1997	10	0.0425	20	0.05				
1997	11	0.04	10	0.0475				
1997	12	0.04	10	0.0475				
1998	1	0.0425	10	0.0475				
1998	2	0.0425	10	0.0475				
1998	3	0.0425	10	0.0475	3	0.0425	10	0.0475
1998	4	0.0425	10	0.0475	4	0.0425	10	0.0475

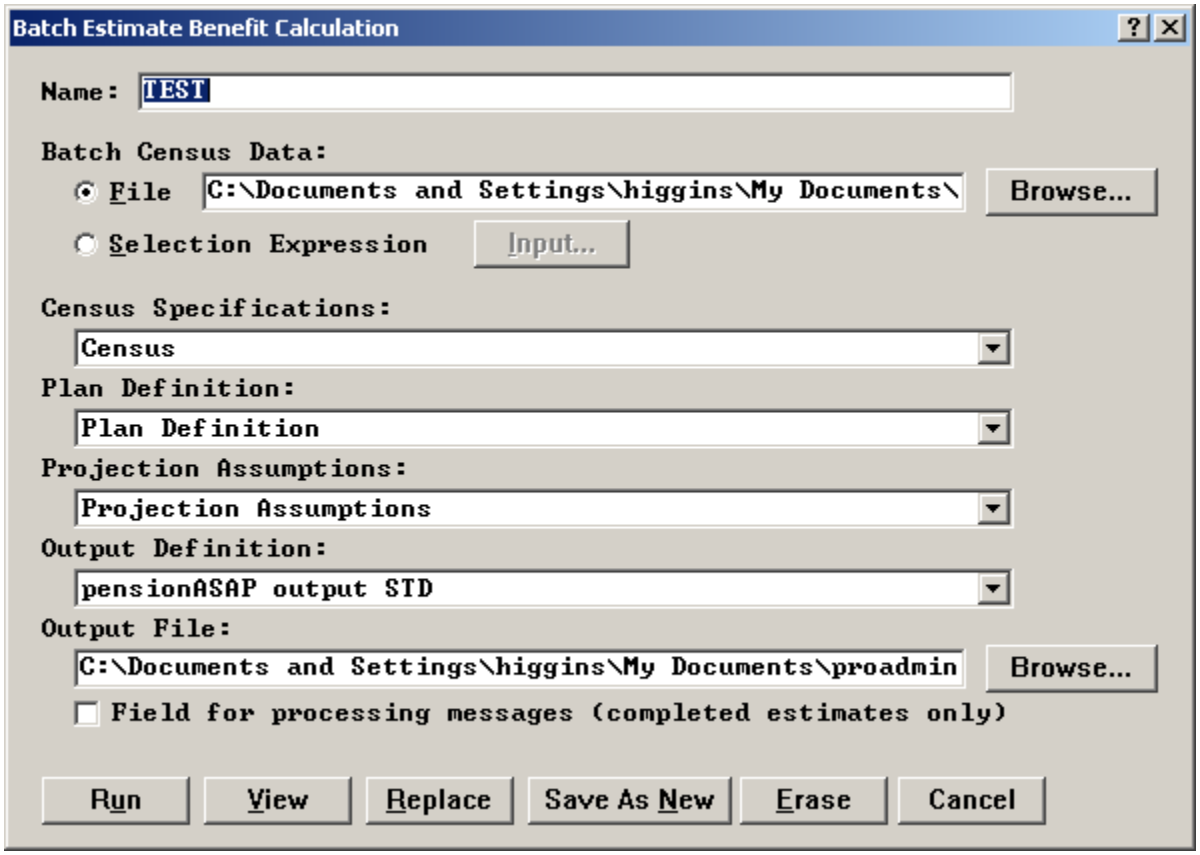
Note that when the sample life tables for payment forms shows an interest rate, for duration-based interest rates, only the first rate is shown.

[1] The preferred method for specifying U.S. PBGC-style interest rate tables is "_pbgc" just before the file extension, but pbgc anywhere in the name still works.

Batch Estimates

ProAdmin now allows for the execution of Batch Estimates. This new option is accessed from the Execute menu.





This new feature references an external text file that is used to identify the individuals that should be processed as part of the batch run. The text file is a comma separated file with one row for each calculation request, where each row contains the Person ID, Decrement Date (MM/DD/YYYY format), and Commencement Date (MM/DD/YYYY format). The Person ID is the value that identifies the record in the database. There is only one (1) Commencement Date allowed for each Decrement Date. If you need multiple Commencement Dates for a particular Decrement Date that combination will need to be a separate row.

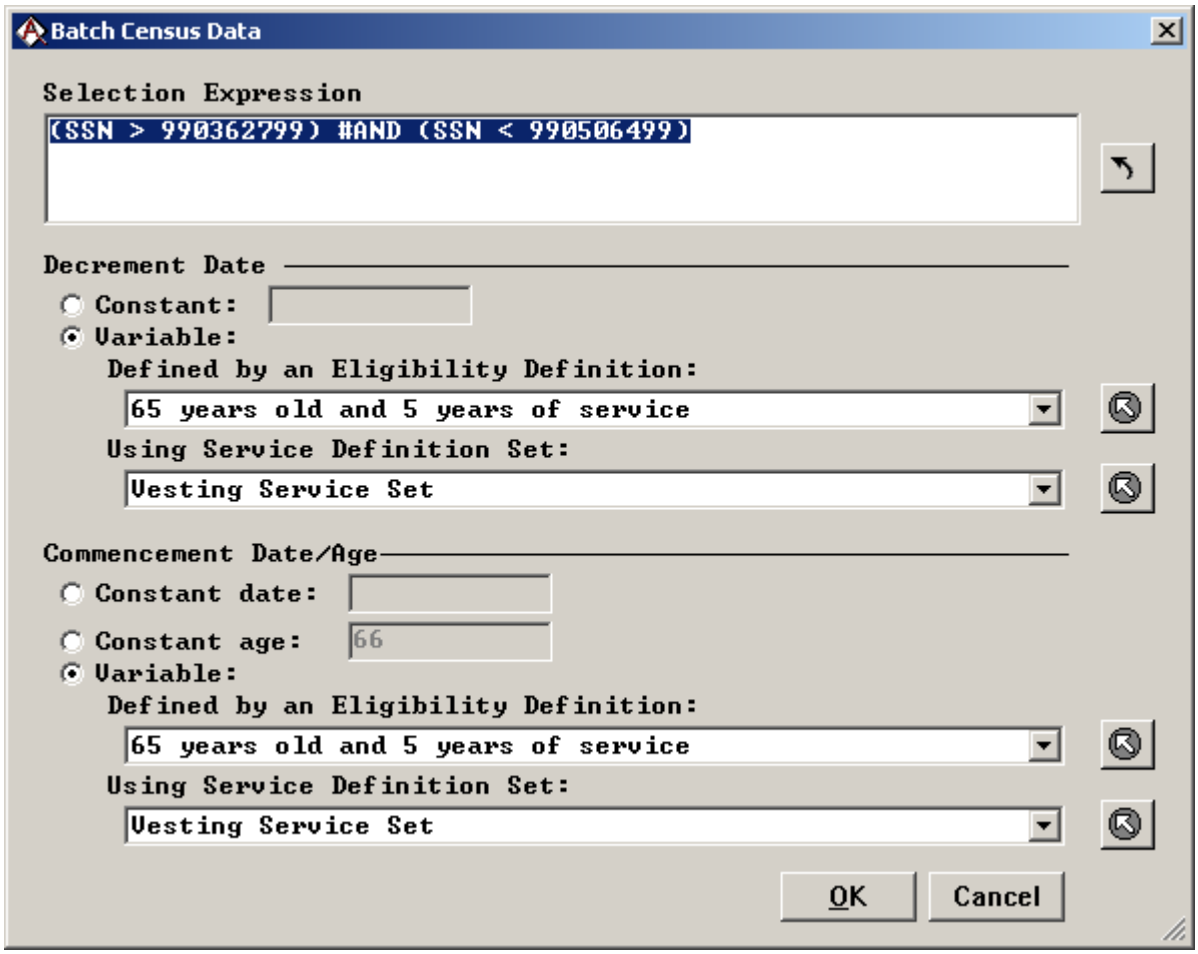
The following is a sample of the contents of a file that will process calculations for three (3) individuals.

123-45-6789,06/30/1996,02/01/2006

123-46-5789,04/30/2006,05/01/2006

123-47-5689,03/31/1997,10/01/2006

The Selection Expression feature allows you to write a logical expression for selecting records from the data source using ProAdmin's expression language.



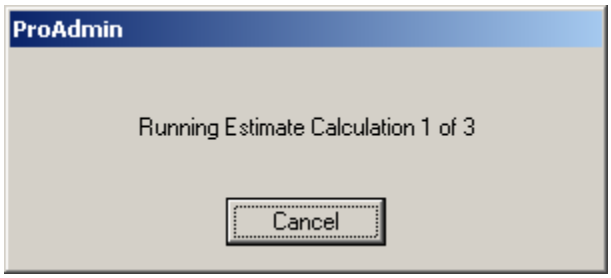
The **Selection Expression** is a logical expression for selecting records from the data source. While you are entering the expression, you can press the F1 key to see a summary of the available operators and field names.

Decrement Date can be either a constant or a variable. Enter a constant date in the format MM/DD/CCYY. If you want to use the variable date, select the Eligibility Definition and Service Definition Set for ProAdmin to evaluate. ProAdmin will first process a Dates/Age/Service calculation to determine the decrement date.

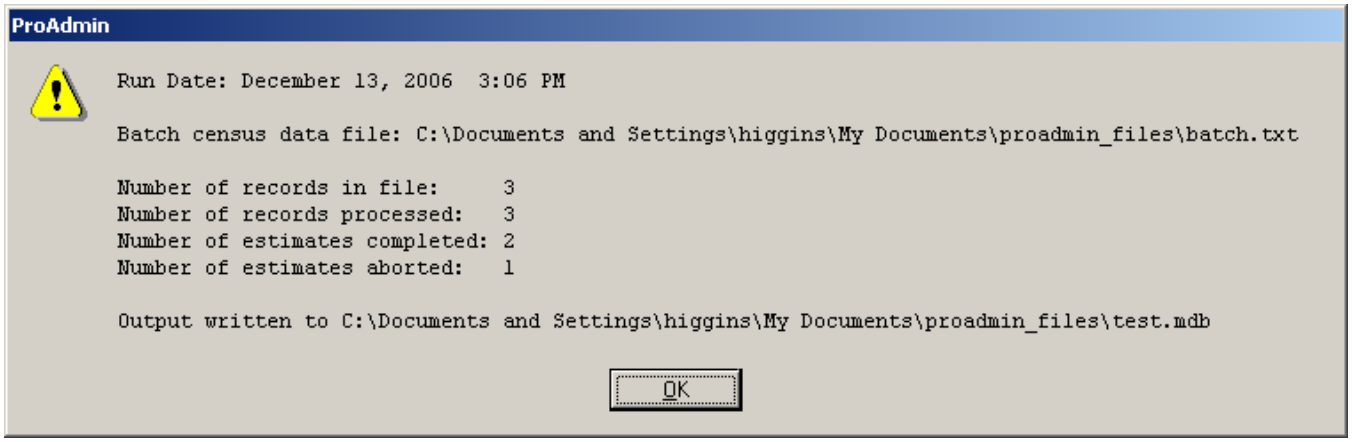
Commencement Date/Age can be a constant date, constant age, or a variable commencement date. Enter a constant date in the format MM/DD/CCYY. Enter the constant age as an integer. If you want to use the variable date, select the Eligibility Definition and Service Definition Set for ProAdmin to evaluate. ProAdmin will first process a Dates/Age/Service calculation to determine the commencement date.

All calculation results, including processing messages, will be sent out to the Output File that you identify. The batch estimate will only write results to an Access Database.

When you run a Batch Calculation, ProAdmin will extract the data from the database identified under the Database Linkage assumptions and process the calculation. As calculations are processed it will give you a running count of the number of calculations to be processed and which calculation it is executing.



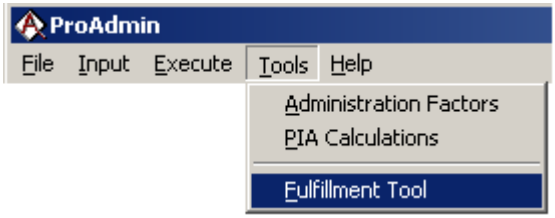
When the calculation run completes, you will see a summary dialog. This will give you information on the number of records in the file, records processed (those records that were matched in the database), estimates completed, and aborts.



The View button will display the Batch Estimate Listing. This report will give you information about the Census Data, Census Specifications, Plan Definitions, Projection Assumptions, Output Definitions, Output File, and processing messages for the calculation run.

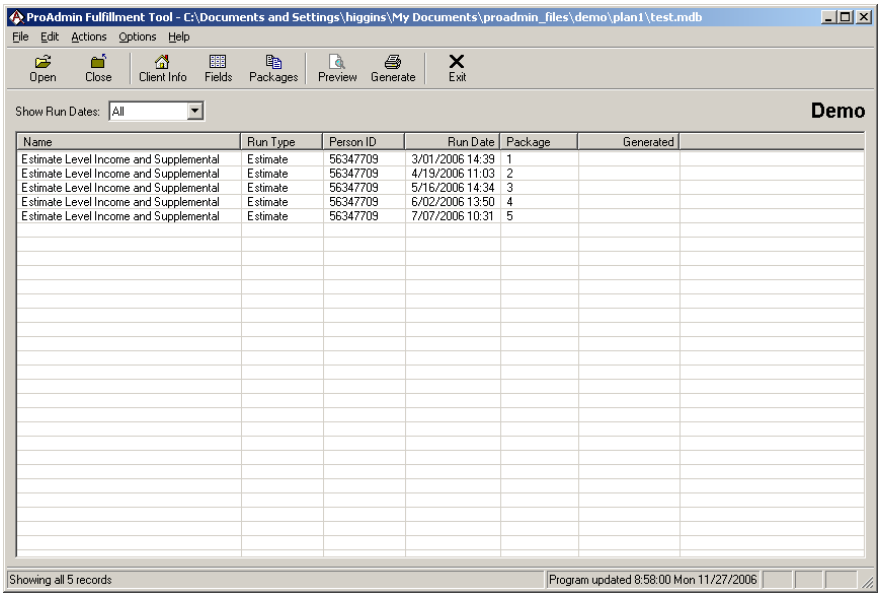
Fulfillment Tool

ProAdmin now has a Fulfillment Tool that will allow you to merge the Output Definition Results when saved to Microsoft Access with a Microsoft Word document.



When you select the Fulfillment Tool selection on the Tools menu it will launch the ProAdmin Fulfillment Tool. The first step is to open the Access database that you created when you saved the calculation results. Do this by clicking the 

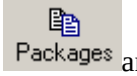
icon.



After you open the Access database, the Fulfillment Tool will display a list of all calculations stored in the database. The list will display Name, Run Type, Person ID, Run Date, Package, and Generated. You can sort the list by clicking on any one of the headings. The first time you click on the heading it will sort in ascending order. The second time you click it will sort in descending order.

Name is the descriptive name that you gave the entry in the Estimate, Final, or Batch Estimate Library. Run Type is the type of calculation either Estimate or Final. The Person ID is the Person ID field from the calculation request. The Run Date is the date that the calculation was run. Package is the fulfillment that should be generated for this calculation. Generate is the date that fulfillment package was either Previewed or Generated.

The Preview icon 

will open up Microsoft Word and create the merged documents based on the information that you entered in the Package Map 

and Field Mappings 

topics.

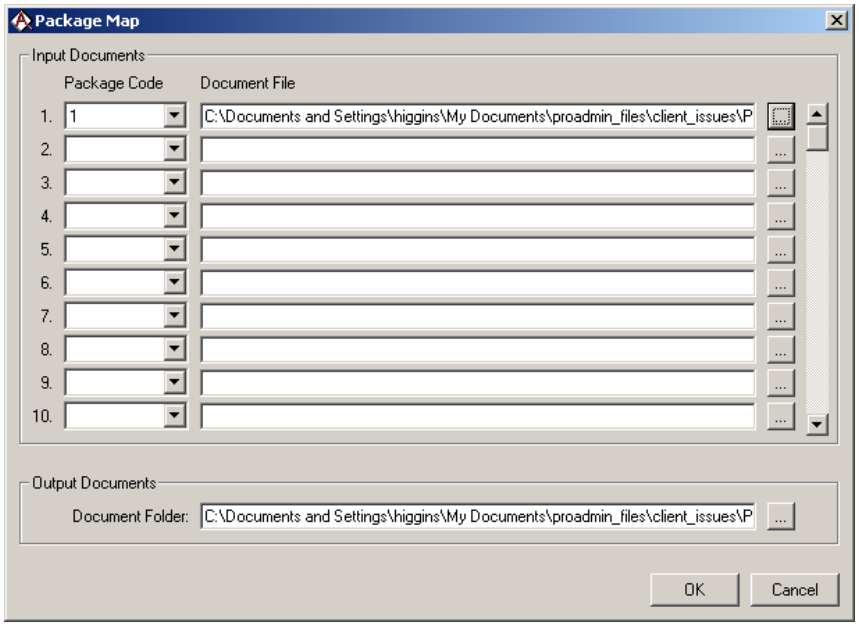
The Generate icon 

will create and save the merged documents to a specified directory.

Click the Package Map icon 

to link all of the documents that should be created for a particular Package Code and to specify the output folder. The **Package Code** drop down will display a list of all Package Codes contained in the Access database. The **Document File** is where you set the path and file name. Enter a separate line for each document that is required for a particular Package Code.

The **Output Documents** folder is where the Fulfillment Tool should save all packages created through the Generate selection.



Click the Field Mappings icon 

to set the Document Label, Access Table, Access Column, field Format, Default values, and Payment Form information. The **Document Label** is the Word Merge field name in the appropriate document. If the same field is used in multiple documents you only need to create it once. The **Table** is the Microsoft Access table that contains the output from ProAdmin that should be merged into the field. The **Column** setting is the column within the table that contains the merge data. **Format** is the formatting style for the . The Fulfillment Tool will apply the formatting style prior to merging the data. **Default** is a default value if data is not present in the Access database. **Other Details** will show the corresponding Payment Form that be used to filter the results.