

Creating a new consolidation

Once you have set up a plan group, you can create a disclosure for that group. (For more information on how to add a plan group, see [Help Sheet: Adding and deleting plan groups.](#))

How to create a new consolidation

1. In the **Select client account/plan panel**, select the plan group by clicking on its name.
2. In the **Consolidations** panel on the right (2nd panel from the top), click: [+ Create new consolidation](#)
3. In the **New Consolidation** pop-up panel, fill in the **Consolidation information** at the top, including: consolidation name and description, year-end date, standard, currency and year.



Consolidation information

Consolidation name: ABC Company Hourly Plans 2012 Year-End

Description: Consolidation of 2012 year-end disclosures for ABC Company's Hourly pension plans, in US dollars.

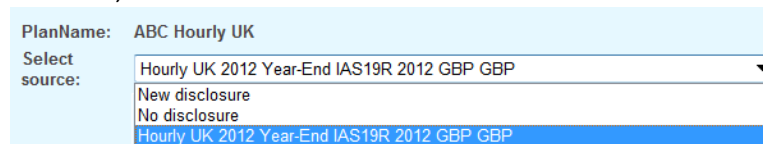
Year-end date: 31/12/2012

Standard: IAS19R

Currency: USD

Year-end: 2012

4. Beneath the **Consolidation information** section, each plan in the plan group will be listed. For each of the plans in the plan group:
 - 1) **Select the source of the disclosure information:** There will be two or more options available, as shown below:



PlanName: ABC Hourly UK

Select source:

- Hourly UK 2012 Year-End IAS19R 2012 GBP GBP
- New disclosure
- No disclosure
- Hourly UK 2012 Year-End IAS19R 2012 GBP GBP

- **New disclosure:** If you select this option, Account will create a new blank disclosure for the plan in question. You will be able to open this disclosure and edit it directly in Account, or import values from an Excel spreadsheet.
- **No disclosure:** Select this option if you wish to exclude the plan in question from the consolidation (i.e., if there are plans in the plan group that should not be included in the consolidated disclosure).
- **Existing disclosure(s):** If there are any existing disclosures in the system for the plan – under the standard chosen under the **Consolidation information** section above – these disclosures will be listed. You can select an existing disclosure to use it in the consolidation.

- 2) **Where applicable, complete the currency factor information:** Some or all of the plans in the plan group may have disclosures in currencies other than the currency chosen in the Consolidation information section above. In the example shown here, we have selected US dollars (USD) as the consolidation currency, but my chosen disclosure is in British pounds (GBP). I must therefore enter the necessary currency conversion factors to convert my GBP figures to USD figures:

PlanName: ABC Hourly UK
 Select source: Hourly UK 2012 Year-End IAS19R 2012 GBP GBP

Currency	BOY factor	AVG factor	EOY factor
GBP	1.55235	1.57892	1.61414
Prior 1:	1.0000000	1.0000000	
Prior 2:	1.0000000	1.0000000	
Prior 3:	1.0000000	1.0000000	
Prior 4:	1.0000000	1.0000000	
Future:		1.61414	

5. Repeat step 4 for each plan in the plan group. When you are finished, click [Save](#).
6. The **New Consolidation** panel will close. Your new consolidation will now be listed in the **Consolidations** panel.

Consolidations

Name	Desc	Year	Standard	\$\$	Type	
ABC Company Hourly Plans 2012 Year-End	Consolidation of 2012 year-end disclosures for ABC Company's Hourly pension plans, in US dollars.	2012	IAS19R	USD	1	View & Edit Configure Delete

[+ Create new consolidation](#)

To open the consolidation, click: [View & Edit](#).