

Balancing Tips and Tricks – USPS

Towards the end of the **Quarter Report** is the **Deduction Items Summary**, which gives QTD, YTD, and FTD totals of all payroll item withholdings.

Double check that what you *withheld* equals what was *remitted* to those entities.

For example, the Ohio payroll item 002 QTD amounts should match your remittance confirmations from what you actually paid on the Ohio Business Gateway in the quarter.

Deduction Items Summary

Deduction Name	DED	QTD Total	YTD Total
FED TAX	001	\$180,393.15	\$506,344.03
OHIO TAX	002	\$47,887.56	\$132,737.83
COL. TAX	003	\$2,554.97	\$6,780.54



To see a breakdown of the withholdings from each payroll in the quarter:

- Go to **Payments > Payee > select the Payee Payment Checks or Payee Electronic Transfer** tab (depending on how they are remitted) > select **More** and check **Payroll Item Codes** to add to the grid if it's not there already.
- Under **Issued Date**, filter by the quarter begin and end date with two periods in between (ie. 10/01/22..12/31/22) and under **Payroll Item Codes** filter to the specific code you want to view.

Payee Payments Payee Payment Checks Payee Electronic Transfers									
Breakdown of payments included in Quarter Report QTD total									
Reconcile	Unreconcile	Payment Number	Transaction Type	Amount	Issued Date	Transaction Date	Status	Voided Date	Payroll Item Codes
<input type="checkbox"/>	<input type="checkbox"/>				07/01/22..09/30/22				002
<input type="checkbox"/>	<input type="checkbox"/>	1016108	Electronic Transfer	6,873.78	09/30/2022	09/27/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015906	Electronic Transfer	6,633.68	09/16/2022	09/14/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015723	Electronic Transfer	10,448.70	08/31/2022	08/31/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015544	Electronic Transfer	6,220.02	08/19/2022	08/17/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015363	Electronic Transfer	5,996.73	08/05/2022	08/02/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015198	Electronic Transfer	5,817.65	07/22/2022	07/19/2022	Paid		002
<input type="checkbox"/>	<input type="checkbox"/>	1015027	Electronic Transfer	5,907.00	07/08/2022	07/06/2022	Paid		002
				= \$47,887.56					

- From here you can balance these individual payments to the individual remittance confirmations for each payroll.

Note: The payee payments in USPS does *not* reflect what you remitted. Those payments are what were created when you processed outstanding payables. When balancing, you are looking at what you withheld and what you actually paid, because occasionally we make human errors when typing in numbers while remitting. 😊 Happy Balancing!