USPS QUARTER END CHECKLIST

This checklist outlines the suggestive steps to close the USPS quarter-end.
If you have any question or concerns, please open a help desk ticket for Assistance.

Month-End Closing:

____Run the RETIRE program for SERS

    ____Select SERSREG Option (Do NOT create the TAPE)

        ____Verify total contribution amounts listed on the report = total deduction checks

            For SERS withholdings plus any warrant checks for pick-up on pick-up for SERS

        ____Verify employee contributions = earning times the applicable retirement %

        ____Review service credit days for all employees on report, If report is accurate continue…

    ____Run SERSREG and Enter **"Y" to** Create the Tape

        ____Complete and submit the SERS Monthly Report and Payments as required

____NEW Hire report / paperwork are completed for employees listed on the report as new.

____Balance the Payroll Account (when statement has been received from bank)

    ____Run CHKSTA Program to Reconcile Checks

    ____Run CHKSTS Program to Generate an Outstanding Check Register

____Run BENACC Program –

    ____Accrual Vacation

    ____Accrual Sick Days

    ____Reset Personal Leave if applicable

Quarter-End Closing:

____Run **QRTRPT** as *DEMAND Option* – **N – NO TOTALS ZEROED (DEMAND REPORT)**

    ____Check Totals section of the QRTRPT

        Total Gross (minus Annuities) = Adjusted Gross (Calculated)

        This is an internal calculation that compares DEDSCN to JOBSCN

    ____**Run CHKSTS** for Listing of Deductions

        All Deductions for quarter should = total deduction listing on the QRTRPT Report

        Verify if you transfer "Electronically" Medicare and Federal payments.

        Sort: by **D**eduction for Check Type: **D,G,E**
        with Issue Date from first day of quarter to last day of quarter.

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                    CHKSTS - Check Status Report

Report File Specifications:
  Output file                            CHKSTS.TXT
  Print options page? (Y,N)              Y
  Optional heading line

Sort and Selection Criteria
  Sort Option (C,ID,N,T,D)               D
  Print Option (A,D,R,P,V)               A
  Check Type (D,P,E,G,A)                 D,G,E
  Specific Deduction Codes
  Vendor Number

Enter any of the following selection options:
  Check Selection          From       To
  Issue Date               From 01/01/2011 To 03/31/2011
  Reconciliation Date      From __/__/____ To __/__/____
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____Total Gross on QRTRPT should equal the total of all payroll clearance checks for the quarter.

> ____In **USAS** you can run **CHECKS** for **specified period** and Select **ALL PAYROLL Checks** this should provide you with a listing of all payroll clearance check for the quarter and should balance to the QRTRPT gross. If not you don't balance check for voids of payroll checks.

____**Run W2PROC** to generate a W2REPT.TXT report, check for any errors.

The recommendation is to run W2PROC at the end of each quarter. This will help to minimize any problems that may occur within the quarter. This can also be run at the end of every month.

____Verify the W2ERR.TXT report has no errors. This report must be error free!

____Complete and Balance to the W2REPT Reconciliation Spreadsheet . See ACCESS web page for worksheet.

> (Spreadsheet of your pays)

____Balance the W2REPT.TXT deduction totals (TAXES & Annuities) with the totals from the DEDRPT.TXT
(Reports that fall within your current quarter)

____Balance Gross Amount on W2REPT.txt to the PAYRPT.txt reports for the quarter.

If you do not balance it could be if you have Medicare Pickup for employees.

Things to check if your do not balance:

- Check employee that had exceptions processing during the quarter.
  - o Voided checks
  - o Error Adjustments
  - o Manual Changes: Run an AUDRPT to look for changes to employee screens

____**Run PAYDED** – "NON ZERO Deduction Listing"

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                    PAYDED - Deduction Reports/Pay Deductions
- File options -
Detail report: DEDRPT.TXT            Summary report: DEDSUM.TXT
Print options page? (Y,N): Y         Actual or Projection? (A,P): P
Optional report heading: _____

- Sort, Subtotal, Pagebreak Options -
Sort: ID            Subtotal: _____    Pagebreak: _____

- Selection Criteria -
To select ALL non-zero deductions, leave Cycle and Code selections blank.
Payment option: A          Pay cycle: _____
Deduction codes:

Times: 0      Employee: 0          Board: 0
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Payment Option **A**:   Pay Cycle: **Blank**   Deduction Code should be **Blank**

This will produce a report showing you if there are any monies waiting to be paid.

- Board amounts (if Tracked) should = total of Warrant checks to the vendor
- Employee Amounts plus Warrant checks to vendor = Deduction totals on QRTRPT.txt Deductions listing minus off any voids.
- Run PAYDED – "NON ZERO Deduction Listing"

____Balance City Tax Withholdings:

        Total Gross times percentage to be sure the tax withheld and submitted are correct.

            Watch for Mobile employee who could cause discrepancies.

        ____Complete and file any required quarter-end submission forms:

____RUN **ODJFSRPT** - Answer **No** to create a submission tape.

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      ODJFSRPT-Ohio Department of Job & Family Services Unemployment Reporting
Report File Specifications:
   Report file                      ODJFSRPT.TXT
   Error Report file                ODJFSERR.TXT
   Print options page? (Y,N)        Y
   Optional heading line _____
   Sort option (S/N):               S

Selection Criteria:
   Create a submission file? (Y,N)    N
   Reporting Year: 2011   Reporting Quarter: 1   Max number of weeks: 13
   Federal EIN:    346004112   ODJFS Account Number:      805101007
   District name:  SAMPLEVILLE SCHOOLS
   Street address: _____
   City:           YOUNGSTOWN              State: OH  Zip: 44512-____
   Tax Rate:       _____
   Interest Amount: _____
   Penalty Amount:  _____
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      ____Verify Weeks and Earnings are correct, for each employee.

          Adjustment can be made through the USPSCN/ATDSCN
          Using transaction type AD OB with the number of weeks.

        ____If you Balance… Run ODJFSRPT and answer **YES to create the submission tape.**

____**Optional Reports to Run**: If hard copies of quarter end reports are desired, run the follow:

- USPRPT/EMPMST (All data)

- USPRPT/ERNSUM (Run for the quarter you are in: 1/1/2011 to 3/31/2011)

- ERNREG – For the quarter

- QRTRPT all data as a demand – Option N

        IF EVERYTHING BALANCES, YOU MAY PROCEED WITH CLOSING THE QUARTER.

____**RUN QRTRPT** AND SELECT THE OPTION CLEARING ALL DATA FOR THE QUARTER.

    ____**FOR QUARTER CLOSING: RUN THE OPTION: "Q - ZERO QTD TOTALS**

____**Rerun QRTRPT with THE OPTION "N" - Demand ONLY REPORT** to make sure your totals of cleared.

You are now ready to proceed with payroll for the new quarter