


USPS Quarter-end Closing Checklist

This procedure outlines the steps to be taken to close the USPS quarter-end.

Month-End Closing

- 1. Run the **RETIRE** program
 - Select the **SERSREG option. Choose to NOT create the tape file.**
 - Review the SERSERR.TXT report and if needed clean up any possible errors.
 - Review the SERSDet.TXT report and verify employee earnings, days and hours.
 - Verify that the total contribution amounts listed on the SERSDet.TXT report equal the total deduction checks for SERS withholdings plus any warrant checks written for pick-up on pick-up.
 - Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
 - Once satisfied that the data is correct, run the program again and answer YES to create the, SERS submission file (SERS.YYYYMMDDXXXX.SEQ).**
 - Email the file to yourself
 - At the Menu> go to USPS and then USPS_LCL and choose the SERS_EMAIL process.

 This option may need to be executed more than once if there are multiple SERS tape files.

- Open the attachment in your email and save it to your desktop or a folder of your choosing.
- Upload your SERS tape file(s) to the eSERS website.
- Before you begin running payroll for the next month run the SERSMONTH program.



The actual option of SERSMONTH will clear the MTD accumulators on the 400/590 and 690 DEDSCN records, as well as, set the New Employee flag on the 400 DEDSCN record to N and copy the following reports out to the PAYROLLCD, AUDRPT, ABS101, BENRPT, CHKSTS and SERSMONTH.

- 2. Complete and submit the SERS monthly report and payments as required.
- 3. Verify that paperwork has been completed for employees listed on the report as "new".
- 4. Balance the payroll account (when statement is received from bank).
 - Run **CHKSTA** to reconcile checks
 - Run **CHKSTS** option of the USPRPT program to generate an outstanding check register.
- 5. Run **BENACC** if applicable

Quarter-End Closing

- 6. Run **QRTRPT** selecting the demand option (N).
- 7. In the "Totals" section of **QRTRPT**, the **gross and adjusted gross should balance using a manual calculation**

Gross


.Annuities

Adjusted gross calculated




The Adjusted gross calculated should equal the adjusted gross amount from QRTRPT. This should be true for all adjusted gross figures in the "Totals" section.


- 8. All deduction checks for the quarter should equal the total deductions showing on **QRTRPT**.

 This should be true for every deduction code


- Be sure to verify the electronic transfers of federal and Medicare payments as well.
- 9. The total gross showing on **QRTRPT** should equal the total of all payroll clearance checks created during **CHKUPD** for the quarter.
- 10. Balance the **W2REPT** quarterly to minimize problems at calendar year-end.
 - Run **W2PROC**. Check the W2ERR.TXT report for errors.
 - Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet.
 - Balance the deduction totals (taxes and annuities) on the **W2REPT.TXT** report with the totals from the **DEDRPT.TXT** reports from the quarter
 - Balance the gross amounts on the **W2REPT.TXT** report with **PAYRPT.TXT** reports for the quarter

 These amounts may not balance due to the way W2PROC handles certain amounts (e.g. Medicare pickup)

- If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in **USPSCN**. The **AUDRPT** program can be useful in identifying these problems
- 11. Run **PAYDED**, to generate a non-zero deduction listing. To do so, set the "Payment Option" to A, leaving the "Pay Cycle" and "Deduction Codes" fields blank. On **DEDRPT.TXT**, verify that there are no outstanding deduction amounts.
- 12. The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.
- 13. Complete and file any required quarter-end submission forms.
- 14. For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.


 Mobile employees could cause discrepancies.

- 15. Run **ODJFSRPT** setting the "Create a submission file" to N to generate a report only
 - Check all totals carefully for accuracy.

 If necessary, adjustments can be made using **USPSCN/ATDSCN**.

- 16. When all data is correct, run **ODJFSRPT** again, this time indicating that you want to create a tape file for submission.
- 17. Send an email to NWOCA personnel (mail_staff_fis@nwoca.org) indicating that you have created the ODJFS tape file.
- 18. Only if hard copies of quarter end reports are desired, run the following:
 - USRPT/EMPMST** (all data)
 - USPRPT/ERNSUM** (all data for the quarter) – condensed version of ERNREG (170 column report)
 - ERNREG** – (all data for the quarter)
 - QRTRPT** – (all data –demand report)
- 19. Run **QRTRPT** again, this time clearing all data for the quarter (Option Q)

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

 **MASCHG/MASINC**-At the end of the third quarter the MASCHG/MASINC program should be processed to increment Total and Authorized years of experience for EMIS reporting purposes.

USPEMS/PERDET-Before an EMIS data collection for employee data is processed, the USPEMS/PERDET program should be ran and checked for possible errors. These errors should be corrected in the payroll system and USPEMS/PERDET should be ran again until all employee errors are cleaned up.