

# USPS-R Month End Balancing Checklist

## Payroll Month-End Balancing

1. \_\_\_\_\_ To auto-reconcile checks with a file from the bank:

Go to **Payments/Check Register** and click on **Auto-Reconcile** tab.

- Enter Reconciliation Date for reconciliation.
- Be sure **Pay Rec Format** is correct (will stay after entering first time)
- Choose file and Click **UPLOAD**

2. \_\_\_\_\_ To reconcile checks manually:

Go to **Payments/Check Register**

- Use Grid to Filter to get just status of “Paid”
- Click the box next to the checks you want to reconcile
- Click on **Reconcile Tab**
- If errors, **Unreconcile** any check by clicking the box for that check and then clicking on the **Unreconcile** button

3. \_\_\_\_\_ To get list of outstanding (PAID) checks:

Go to **Payments/Check Register**

- Use Grid to Filter to get just status of “Paid”
- Once you have only “Paid” checks on your Grid, click on the **REPORT** Button
- Select pdf, excel or preferred format
- This is your outstanding checks list (CHKSTS) to use for balancing

4. \_\_\_\_\_ Run **STRS Monthly Report** (optional)

Go to Reports/STRS Monthly Report

- **Report Title**-Default STRS Monthly Report can be changed if desired
- **Month**-Defaulted to current month
- **Year**-Defaulted to current year
- **Sort By**-Choose sorting option from Drop Down 
- **Report Format**-Choose reporting format from Drop Down 
- Click 

## 5.\_\_\_\_ ACA Reporting-CENSUS Report if needed for ACA provider

Go to **REPORTS/CENSUS Report**

- **File Name**-Defaults to **CENSUS.CSV** can be changed if desired
- **Employee Selection**-Choose from Drop Down 
- **Deduction Stop Date**-Enter or Choose a date from the calendar
- **Last Paid Date**-Enter or Choose a date from the calendar
- **Include Concealed Employees?** -Is checked as default, can uncheck is desired
- **Use User Defined Date 2 for Rehired Date?** - Is checked as default, can uncheck is desired

- **Property Selection**-Double click or click and hit the  to move the selected property to the

 **Generate File**

- Click
- **Upload the file to ACA Provider**

## 6.\_\_\_\_ AFFORD Report if needed for ACA provider

Go to **Reports/AFFORD Report**

- **Report Title**-Defaults to **AFFORD Report** can be changed if desired

- **Sort By**:-Choose from Drop Down 
- **Beginning Date**-Enter or Choose a date from the calendar
- **Ending Date**-Enter or Choose a date from the calendar

- **Calculate based on number of weeks or month?**-Choose from Drop Down 

- **Calendar for calculating breaks**-Choose from Drop Down 
- **Select Pay Groups**-Double click on the pay group or click the pay group and then

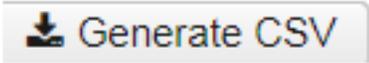
click  to move the pay group to the Selected box. If you want all pay groups click the first pay group, scroll down the the bottom of the pay groups and hold the Shift

key and click the last pay group , click the  key and all pay groups will be move to the Selected box.

- **Select Employees**-To find an employee by name hold the CNTRL key and click on the F key. Type in a portion of the name and all occurrences of that will be highlighted in the Available employees all box. Double click on the employee name or click the employee's

name and then click  to move the employee to the Selected box. If you want all employees click the first e , scroll down the the bottom of the employee names and hold

the Shift key and click the last employee name , click the  key and all employees will be move to the Selected box.

- Click  to create a report for review
- Click  to create a file for uploading to your ACA provider.

## 7. Processing Benefit Accruals

Go to **Processing/Benefit Update and Projection**

- **Report Title**-Defaults to **Benefit Accrual Report** can be changed if desired
- **Accrual or Projection?** -Default is Accrual Projections Report (suggested for initial run)

- **Benefit Accrual Options**-Choose from drop Down 
- **Specific Accrual Date**-Enter or Choose a date from calendar

- **Sort Options**-Choose from Drop Down 
- **Select Pay Groups**--Double click on the pay group or click the pay group and then

click  to move the pay group to the Selected box. If you want all pay groups click the first pay group, scroll down the the bottom of the pay groups and hold the Shift

key and click the last pay group , click the  key and all pay groups will be move to the Selected box.

- **Select Employees**-To find an employee by name hold the CNTRL key and click on the F key. Type in a portion of the name and all occurrences of that will be highlighted in the Available employees all box. Double click on the employee name or click the employee's

name and then click  to move the employee to the Selected box. If you want all employees click the first e , scroll down the the bottom of the employee names and hold

the Shift key and click the last employee name , click the  key and all employees will be move to the Selected box.

- Click  to create a report for review
- If all data or report is accurate Go back up to

- **Accrual or Projection**-Choose Accrual Report from Drop Down



- Click  All accruals will be updated accordingly.

## 8.\_\_\_\_Process any monthly **Outstanding Payables**

Go to **Processing/Outstanding Payables**

- Click on the **Monthly Payroll Cycle** option
- Any payroll Items that are paid monthly should appear



- Click  to get a report of all monthly payables to be paid



- Click the  under the **Select Payroll Cycles Available** box
- All items will be checked and pulled over to the **Selected Payables Detail** area

- Click the  button

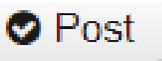
- **Transaction Date**-Defaults to current date Can be changed if desired

- **Bank Account**-Choose from Drop Down



- **Output Format**-Choose (**PDF**) to create a PDF report with all payroll items paid listed. Choose **XML** to create a file for check printing

- **Starting Check Number**-Should default to the next available payroll check number

- Click 

- A file Check.xml file will be created that can be saved to your desktop or a folder of your choosing and then uploaded to your check printing software to print out your checks.

## 9.\_\_\_\_To close Payroll, close the month go to **Core/Posting Periods**