

Quarter End Checklist

Quarter: _____ Calendar Year: _____

QRTRPT:

- _____1. Run QRTRPT for individual, taking the defaults and selecting the demand option (N).
- _____2. In the "Totals" section of QRTRPT, the total gross and calculated adjusted gross should balance using a manual calculation.

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TOTAL GROSS
- TOTAL ANNUITIES
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CALCULATED ADJ GROSS
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- _____3. All deduction checks for the quarter should equal the total deductions showing on the QRTRPT. Be sure to verify the electronic transfers of federal and Medicare payments as well. This should be true for every deduction code.
- _____4. The total gross showing on the QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.
 - i. Run CHECK1; date selection = first to last days of quarter; specific check status = C,R; sort by check # = Y; sort by issue date = Y; sort by vendor # = N
 - ii. Scroll to bottom of CHECK1 report for payroll clearance checks.
- _____5. Run CHEKPY; Blank or defaults except for date selection = first to last days of quarter
 - i. Make sure that the total gross amount on qrtrpt equals the total payroll checks on chekpy report.
 - ii. C PAYROLL CHECKS total = total gross on QRTRPT
 - iii. 941 instructions further down

ODJFS

- _____6. Run ODJFSRPT setting the 'Create a submission file' to N to generate a report only.
 - a. Check 'NBR WKS' carefully for accuracy. If necessary, adjustments can be made using USPSCN/ATDSCN.
 - b. Check 'EMP PD 12th OF MONTH'
 - c. Amount in YTD taxable wages column indicates employee hasn't met the ODJFS minimum yet
 - d. Make sure CHEKPY run in previous step balances with ODJFS
 - i. CHEKPY C PAYROLL CHECKS total = ODJFSRPT QTD GROSS WAGES PAID = QTD ODJFS WAGES
- _____7. Print chekpy.txt
- _____8. When all data is correct, run the ODJFSRPT again this time indicating that you want to create a tape file for submission.
- _____9. Print ODJFS Report

CITY TAXES:

_____10. Pay city taxes monthly as required by the municipality.

OHIO BUSINESS GATEWAY: Ohio quarter return and OSDI

_____12. The Ohio quarter return and OSDI can be done through the Ohio Business Gateway.

- i. Visit <https://ohiobusinessgateway.ohio.gov/> and login
- ii. Choose “Ohio Taxation – Employer Withholding”
- iii. Select “Ohio IT-942 Quarterly Reconciliation of Income Tax Withheld”
- iv. Withholding Account Number: (your state tax ID); Filing Period: Select appropriate date range; Return Type: Original
- v. Run CHKSTS for quarter date range, deduction 002
- vi. Enter pay dates and amounts on 942 chart online
- vii. Checkout (File and Pay); Checkout? = Y; Continue
- viii. Check box and click on Confirm Transactions
- ix. Print this page
- x. Click on view, print again

_____13. OSDI – need to complete an annual reconciliation SD-141 through Ohio Business Gateway

- a. DEDHIS will give system info, 800-815

EFTPS:

_____14. Go to EFTPS to get the information of the actual 941 payments. This includes the amounts from the 001 federal tax and the 692 and 694.

- a. Log in
- b. Run report called “Payment History”

QRTRPT:

_____15. Total gross for 1st quarter only should match YTD total. Difference in gross should = 0 every quarter

_____16. Add the per pay 941 payments on EFTPS payment history and they should add up and match the bottom of QRTRPT, LINE 11.

- _____17. Copy info from QRTRPT to 941 payment forms.
- a. <https://www.irs.gov/pub/irs-pdf/f941.pdf>
 - b. Fill out 941 quarterly form
 - i. Copy info from bottom of QRTRPT
 - ii. For line 5c column 1 enter QTD Medicare taxable wages from QRTRPT.
 - iii. For line 5c column 2 enter total contributions (employees' and employer's share from QRTRPT)
 - iv. In 5E enter total of employees' and employer's contributions
 - c. Fill out 941 schedule B (info comes from EFTPS print out)
 - i. <https://www.irs.gov/pub/irs-pdf/f941sb.pdf>
 - ii. Under Month 1, Month 2 and Month 3, enter the tax liability in the box that corresponds to the PAY DATE for each pay.
 - d. Total liability for quarter = 001 QTD + (692 QTD x 2) + (694 QTD x 2)
 - e. Save the 941 and the 941 Schedule B
 - f. 941 due by last day of month following last day of quarter.

- _____18. Mail a 941 quarterly form and schedule B to:

- a. Department of Treasury
Internal Revenue Service
Cincinnati, OH 45999-0005

*if you send return with a check, send 941 quarterly form and Schedule B to:

Internal Revenue Service
PO Box 804522
Cincinnati OH 45280-4522

- b. Keep a copy of forms.

- _____19. **Quarters 1 & 3 ONLY**--SKIP THIS STEP AT END OF FISCAL YEAR, AND SKIP AT END OF CALENDAR YEAR!!! Run the QRTRPT program again, this time clearing all data for the quarter (Option Q), sort by name.

- _____20. Run QRTRPT (demand option) to make sure that the QTD figures are zero and that YTD and FTD totals have not been cleared for Quarters 1 & 3; Quarter 2 FTD will be cleared; Quarter 4 YTD will be cleared.