

USPS Fiscal Year End Checklist

This procedure outlines the steps to be taken to close the USPS fiscal year in the Redesign

- [Cost of Life Insurance over \\$50,000](#)
- [Month-End Closing](#)
- [Quarter-End Closing](#)
- [STRS Advance Processing](#)
- [Fiscal Year-End](#)
- [Post Fiscal Year-End Closing](#)

Cost of Life Insurance over \$50,000

- 1. For any employee that will be retiring at the end of the fiscal year, calculate the cost of life insurance over \$50,000. Using the **PAYROLL PAYMENTS-CURRENT** or **PAYROLL PAYMENTS-FUTURE** program, the amount should be included as part of their final pay using a pay type of Life Insurance Premium.



For an example and in depth discussion of the calculation process, refer to the [Reporting Taxable Amount of Life Insurance Premiums](#).

Month-End Closing

- 3. Go to **Reports/STRS Monthly Report** (optional)
 - Report Title-Default is STRS Monthly Report this can be changed if desired
 - Month-Choose the Month from the drop down
 - Year-Verify year-can be chosen from drop down
 - Sort By-Default is Employee Name this can be changed using drop down
 - Report Format-Choose format from drop down
 - Click Generate Report
- 4. Balance the payroll account (when statement is received from bank)
 - Go to **Reports/Report Manager/SSDT Outstanding Checks Report**.
 - Format-Choose format from drop down
 - Page Size-Choose from drop down
 - Orientation- Choose from drop down (landscape/portrait)
 - Name-Default name is Outstanding Checks. Can be changed and named whatever desired
 - Summary Report- If you only want a summary report with totals check the box
 - Start Date-Enter in a start date in MM/DD/YY format
 - End Date- Enter in an end date in MM/DD/YY format
 - Click Generate Report
 - Go to **Payments/Check Register** to reconcile checks manually or use Auto Reconcile tab.
 - Click the Auto Reconcile tab
 - Reconciliation Date-The current date is defaulted. Can be changed by using MM/DD/YYYY format
 - Pay Rec Format-Choose format from the drop down
 - Bank Account-Chose correct Bank Account from drop down
 - Click Choose File-Locate the file from the bank
 - Click Upload
- 5. Go to **Processing/Benefit Update and Projection**. Accrual tab to accrue leave.
 - Report Title-Default name is Benefit Accrual Report. Can be changed if desired
 - Accrual or Projection-Default is Accrual Projection report. Choose from drop down. Recommendation is to process in Projection first
 - Benefit Accrual Option-Choose from drop down
 - Specific Accrual Date-Enter or chose from calendar the specific accrual date
 - Include Ineligible Positions-If you want to include ineligible positions check the box
 - Sort Options-Choose the sorting option from the drop down
 - Selects Pay Groups or Specific Employees-Move to the Selected box
 - Click Generate Report
 - Change Accrual or Projection to Accrual Report from the drop down

- Click Generate Report

Quarter-End Closing

6. Go to **Reports/Quarter Report**

- Year-Choose year from drop down. Default should be current year
- Quarter-Choose from drop down. Default should be current quarter
- Sort By-Choose sorting option
- Click-Generate Report



In the "Totals" section of **quarter report**, 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 quarter report. This should be true for all adjusted gross figures in the "Totals" section.

7. All Payroll Item checks for the quarter should equal the total Payroll Items showing on quarter report.



Be sure to verify the electronic transfers of federal and Medicare payments as well. This should be true for every Payroll Item.

8. The total gross showing on **Quarter Report** should equal the total of all payroll disbursement checks created during **Payroll Posting to USAS** for the quarter.

9. It is recommended that you balance the **W2 Report** quarterly to minimize problems at calendar year-end.

- Go to Reports/W2 Report and Submission and check for any errors on the report.
 - Output Type-Click on the option you will be processing (report)
 - Format-Choose the format from the drop down
 - Report Title-Default is W2 Report. Can be changed to desired name
 - Federal ID Number-Defaulted to district Federal Id number
 - State ID Number-Defaulted to district State ID number
 - Kind of Employer-Choose from drop down
 - Sort Options-Choose sorting option from drop down.
 - Report for Year-Current year should be defaulted. Can choose from drop down if need
 - Click Generate Report

Complete and balance the [W2 Report Reconciliation Worksheet](#) for the quarter following the directions on the Worksheet.

Balance the Payroll Item totals (taxes and annuities) on the **W2 Report** with the totals from the **Payment Transaction Status Report** reports from the quarter.

Balance the gross amounts on the **W2 Report** with **Pay Reports** for the quarter.



If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, manual changes made through Core/Adjustments. The **Audit Trail Report (Reports/Report Manager/SSDT Audit Trail)** can be useful in identifying these problems.

- Format-Choose format from drop down
- Page Size-Choose from drop down.
- Orientation-Choose from drop down (landscape or portrait)
- Name- Default is Audit Report can be changed if desired.
- Summary Report-If you only want a summary report click the box
- Start Date- Enter a start date you wish to begin your audit from.
- End Date- Enter an end date you wish to process the report through.
- Click Generate Report

10. Go to **Processing/Process Outstanding Payables** and verify that there are no outstanding Payroll Items. (Screen should be empty)

- 11. The total of all Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.
- 12. Complete and file any required quarter-end submission forms.
- 13. 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.

- 14. Go to **Reports/ODJFS Report**.
 - Year-Default is current year. Choose year from drop down
 - Quarter-Current quarter should be defaulted. Can choose from drop down
 - Sort By-Choose sorting option from drop down
 - Click Generate Report

 Check all totals carefully for accuracy. If necessary, go to **Core/Adjustments** and add the appropriate number of ODJFS weeks.

- 15. When all data is correct click on Generate Submission File
- 16. Upload the ODJFS_YY_QQ.TXT file to Employer Resource Information Center (ERIC)
 - Go: <https://eric.ohio.gov/ERICWeb/faces/jsp/security/ericLogin.xhtml>
 - Enter username and password
 - Go to Quarterly Reports, Click on "File Electronic Quarterly" Reports. Then Browse for the file.
 - Print confirmation of upload.
 - Verify the file upload successfully (usually within 24 hours)
 - Print confirmation of file receipt

 In order to upload the file you must have an ERIC account. To register for an account if you do not already have one click [here](#).

STRS Advance Processing

 Employees flagged as full-time must have at least 120 service days to be granted a full year of service credit toward retirement. Employees flagged as part-time will be given credit according to STRS rules outlined in the STRS Employer's Manual. If you are in doubt about an employee's part-time or full-time status, contact STRS and obtain a ruling.

- 17. Go to **Reports/STRS Advance**.
 - Sort By-Choose sorting option from drop down option
 - Start Date for Academic Year-Choose or enter starting date for academic year
 - Ending Date for Academic Year-Choose or enter ending date for academic year
 - Click Generate Advance Fiscal Year to Date Report
 - Click Generate Advanced Positions Report
 - Click Generate Non-Advanced Positions Report

 These options can be run as many times as needed.

 The Advanced Positions Report lists all advanced jobs for the district.
 The Advance Fiscal Year to Date Report is the complete fiscal year-end report for all STRS employees.
 The Non-Advanced Positions Report lists STRS employees whose jobs will not be advanced.

- Verify the data on the reports. On the **Advance Fiscal Year to Date Report**, check each employee's service credit and FYTD totals. At the bottom of this report, there is an amount labeled Taxed + Non-taxed. The amount shown should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.

18. Once the data has been verified for the advance, in the Reports/STRS Advance click on the Generate Submission File option. This generates the STRSADXX06.TXT file. Save the file to your desktop or a folder of your choosing.

 This option will flag all eligible jobs as in advance mode, set the system **Advance Mode flag** and the create the **Advance Amount figure**. Each time Outstanding Payables are processed for STRS the **Advance Pay Back** field will be increased by the advance amount figure paid.

- 19. ***IF APPLICABLE*** If you have a third party file that need to be merged with your STRSADYY06.TXT file, use the Merge option within STRS Advance. The file must be in the correct format. Click [here](#) for file formatting questions.
 - Save the third party file to your desktop or a folder of your choosing.
 - Click on the Choose File option next to Upload Advance Submission File For Merge. Browse to find the file. This is your system generated STRSADYY06.TXT file.
 - Click on the Choose File option next to Uploaded File to Merge. Browse to find the file. This is your third party file.
 - Click Generate STRS Merge Report. This report will include totals of the two merged files.
 - If accurate, Merge Files.
 - Save this file to your desktop of a folder of your choosing.
- 20. If you do not have a third party file to be merged or the merge file is ready, upload the file to STRS.
 - Save the file to your desktop or a folder of your choosing.
 - Select the Choose File option next to Upload Submission File. Browse to find the STRSADYY06.TXT file.
 - Click Submit Uploaded File to STRS.

 The STRS Advance FYTD Report, STRS Advanced Positions Report, STRS Non-Advanced Positions Report, and the STRSADYY06.txt report will be copied to the File Archive (under the YYYY - Fiscal Year Reports option) when the June YYYY posting period is closed.

- 21. Optional - SERS Surcharge Report.
 - Go to **Reports/SERS Surcharge Report**.

Fiscal Year-End

- 22. Submit reports to Auditor of State.
 - Run **Reports/Auditor of State CSV Report**.
 - Payment History CSV and Payment Distribution CSV reports
 - Send both csv reports to ISA-SchoolSW@ohioauditor.gov with the Subject line: **999999_YEAR_USPS-R** (999999 is the District IRN, Year is the fiscal year.)
- Close the June posting period.
 - Go to Core/Posting Period/click on the  option. The Open field should say False.

Post Fiscal Year-End Closing

 Restrictions during the advance:

- Modifications cannot be made to certain fields on Position/Compensation records in the advance mode.
- Certain Pay Types cannot be processed on advance jobs REG or IRR

- 23. STRS follow-up on the Advance after all summer pays:
 - System/STRS Advance Configuration**-At the time of the last advance payment if all advances have been paid correctly the **Pay Back field** will zero out and the **Advance Mode** flag will be turned off. The **Advance Amount** figure will need to be removed manually. If that figure is not removed it will be overwritten the following fiscal year by the new advance amount.



After the advance is complete to find any discrepancies between what was contributed to STRS and what was reported on the advance submission tape file a report in the redesign, **Reports/Check STRS Advance**, can be ran to compare totals for each employee to those on the Advance Positions Report. Any employee showing a differing amount should be researched.

Any difference should be reported to STRS as a prior fiscal year correction if necessary.



Contact The Fiscal Team, mail_staff_fis@nwoca.org or 419-267-2808, if you have any remaining STRS advance amounts removed from STRS Advance Configuration