

## Quarterly Report Balancing

1. **ERNREG** is pulling from history records. **QRTRPT** is pulling from **DEDESCN**. If totals do not balance, look for manual updates.
2. Page 1 of **QRTRPT** – Totals
  - a. Verify the **QTD Totals** (Total Gross – Total Annuities = Total Adj Gross)
  - b. Compare **Total Gross** to payroll clearance checks, watch for any voids. If they do not balance, run the **AUDRPT**.
  - c. Compare **Annuities** to deduction checks plus any outstanding checks. Check for any refunds of annuities.
  - d. If both of these amounts are correct but they do not agree with **Total Adjusted Gross, W2Proc** and **AUDRPT**.
3. Page 2 of **QRTRPT** – Deductions
  - a. Information comes from **DEDESCN**
  - b. You should balance all deductions individually against **CHKSTS**, not just the total deduction figure.
  - c. You can create a spreadsheet and update every month.
  - d. Look for manual updates or voids from prior quarter. Use the **AUDRPT** to check period closing amounts; FYTD, QTD, YTD
  - e. Check any voided deduction checks and **HANDCK** written. Were they written for the correct amount? Was employee record updated correctly?
4. Final Page – 941 **Quarterly Report Figures**
  - a. Line 1 – total employees, this should be used for the **941** only
  - b. Line 5c and 5a – both contribution lines must match
    - i. If there is no employee or employer percentage
    - ii. If set up as FICA and not MCR
      1. **Category** (F or M) on codes 692/693 tells the system where to put figures, line 5a or 5c
      2. **Total Gross** minus **125 deductions X 1.45** equals Line 5c