**W2 QUARTERLY BALANCING**

**It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.**

 **\_\_\_\_\_ A) Run W2PROC. Check the W2ERR.TXT report for errors.**

 **\_\_\_\_\_B) Complete and balance the 941 Quarter Balance sheet for the quarter.**

 **\_\_\_\_\_C) Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the DEDRPT.TXT reports from the quarter**

**\_\_\_\_\_ D) Balance the gross amounts on the W2REPT.TXT report with PAYRPT.TXT reports for the quarter**

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

 **\_\_\_\_\_E) 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**