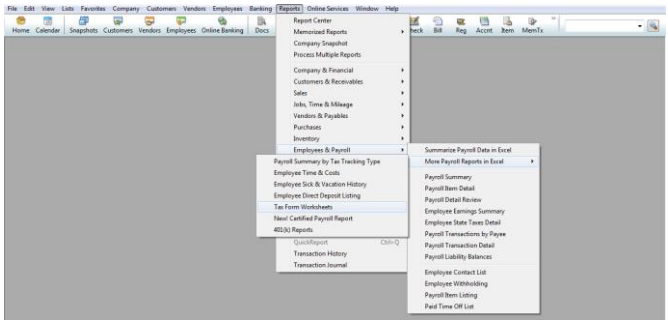
SUTA Wage Reports

<u>How to export from QuickBooks to Excel then import to Employer Portal</u>

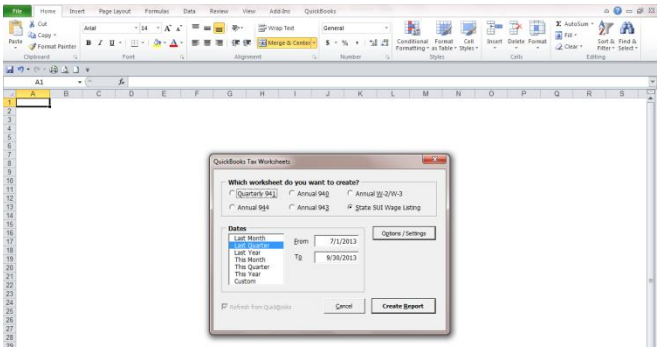
In QuickBooks, go to the top menu bar, then:

- Reports
- Employees & Payroll
- More Payroll Reports in Excel
- Tax Form Worksheets

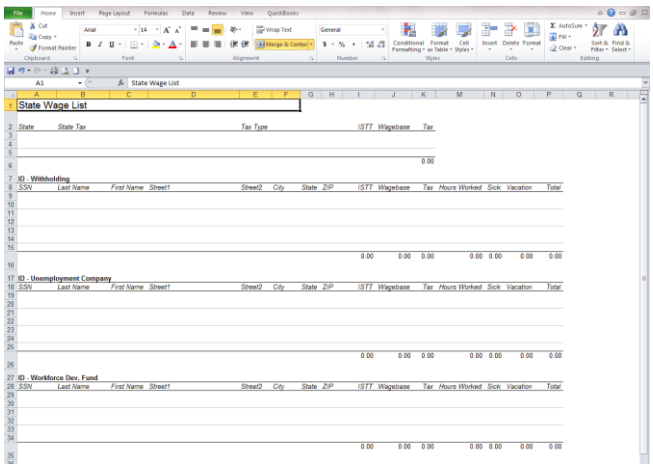


Excel will open. A new screen will pop up and ask "Which worksheet do you want to create?"

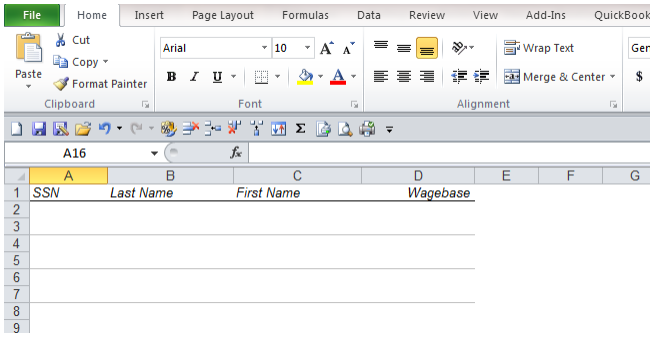
- Choose "State SUI Wage Listing"
- Choose "Last Quarter," or change the dates to the appropriate quarter
- Click "Create Report"



Data will export to Excel. The report will include ID-Withholding, ID-Unemployment Company, and ID-Workforce Dev. Fund, as shown below.



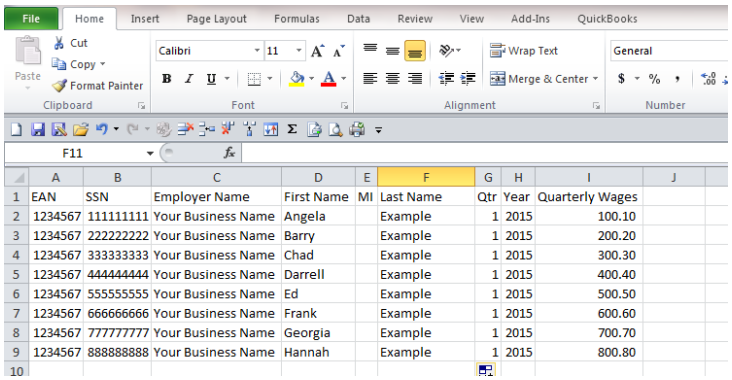
The only section needed for your SUTA report is ID-Unemployment Company. Highlight the other rows, including the total (rows 1-17 and 26-35 in the example above), right-click and choose "Delete." Next, highlight columns with extraneous information (columns D-I and K-P in the example above), right-click and choose "Delete."



Now you will need to add columns and proper information for Employer Account Number, Middle Initial (column needs to be there but data is not required), Quarter and Year to finish the wage list for importing. Please see the Import Wage Help for the correct file format. You can review the **Standard Template** or the **Tab or Comma separated** file (Client's EAN is not required unless you are a PEO).

Note: When you are done, choose to save the file in tab or comma separated format before importing.

Your report should look like the example below.



	A	B	C	D	E	F	G	H	I	J
1	EAN	SSN	Employer Name	First Name	MI	Last Name	Qtr	Year	Quarterly Wages	
2	1234567	111111111	Your Business Name	Angela		Example	1	2015	100.10	
3	1234567	222222222	Your Business Name	Barry		Example	1	2015	200.20	
4	1234567	333333333	Your Business Name	Chad		Example	1	2015	300.30	
5	1234567	444444444	Your Business Name	Darrell		Example	1	2015	400.40	
6	1234567	555555555	Your Business Name	Ed		Example	1	2015	500.50	
7	1234567	666666666	Your Business Name	Frank		Example	1	2015	600.60	
8	1234567	777777777	Your Business Name	Georgia		Example	1	2015	700.70	
9	1234567	888888888	Your Business Name	Hannah		Example	1	2015	800.80	
10										