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SUI FILE CREATION IN QUICKBOOKS ENHANCED PAYROLL SOFTWARE  
PENNSYLVANIA,  
EMPLOYER QUARTERLY TAX AND WAGE REPORT

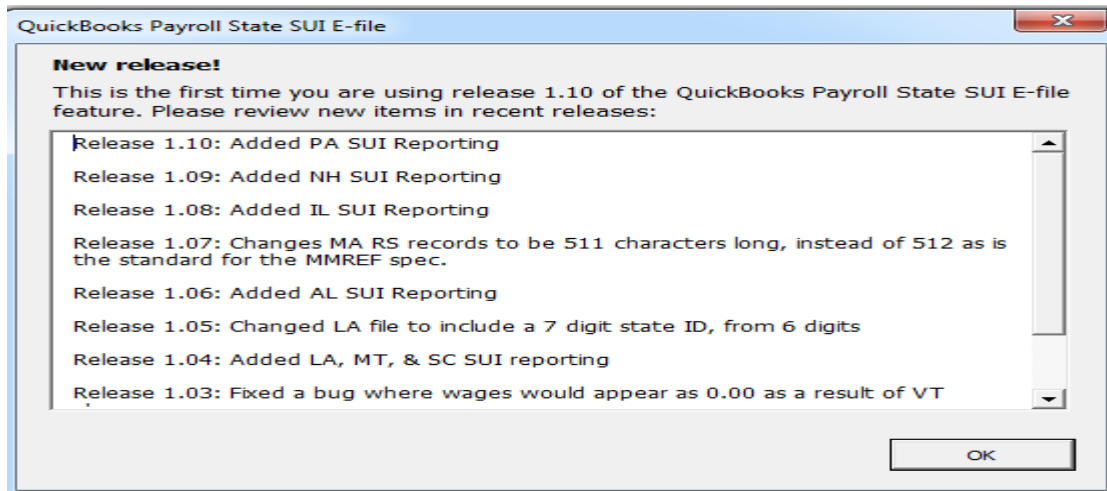
## IMPORTANT:

THE PROCEDURE LISTED BELOW IS ONLY AVAILABLE THROUGH QUICKBOOKS ENHANCED PAYROLL SOFTWARE.

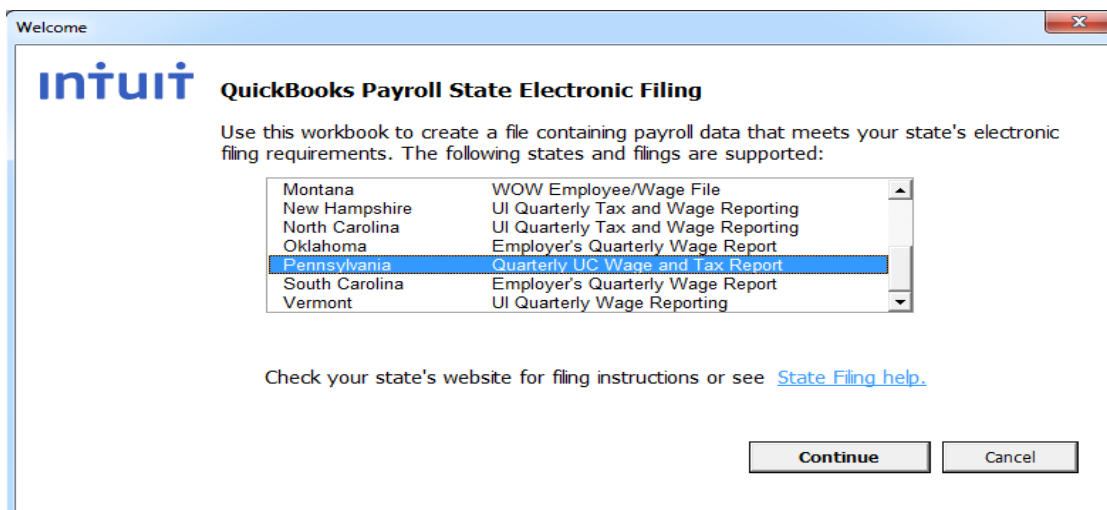
## WORKFLOW

From the main menu select **Employees > Payroll Tax Forms & W-2s > Create State SUI E-file**. Excel will open; be sure Macro is enabled.

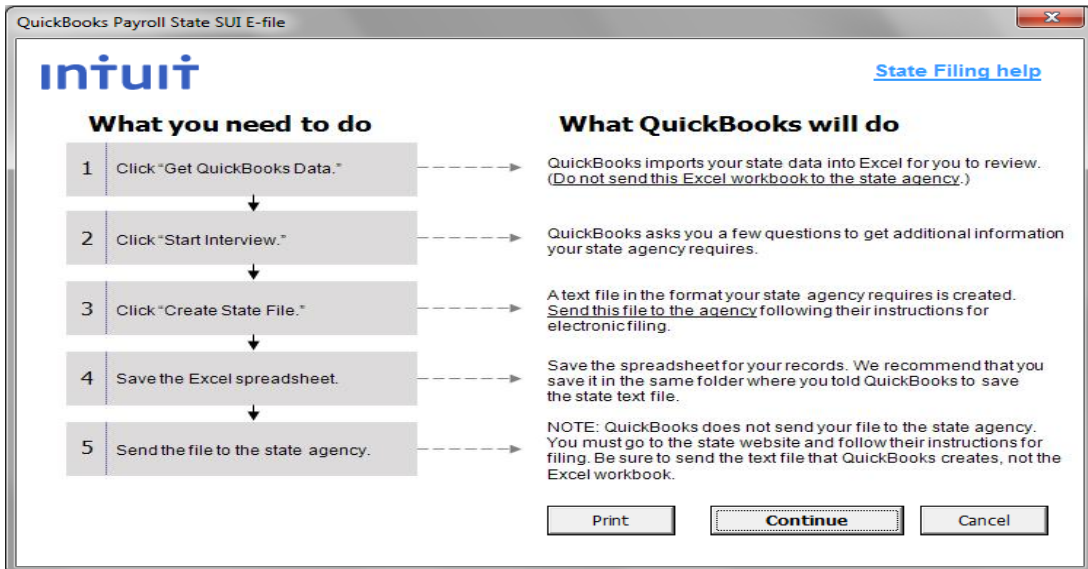
**NOTE:** The **New release!** message will appear the first time the user opens the file.



Select Pennsylvania, click **Continue**.

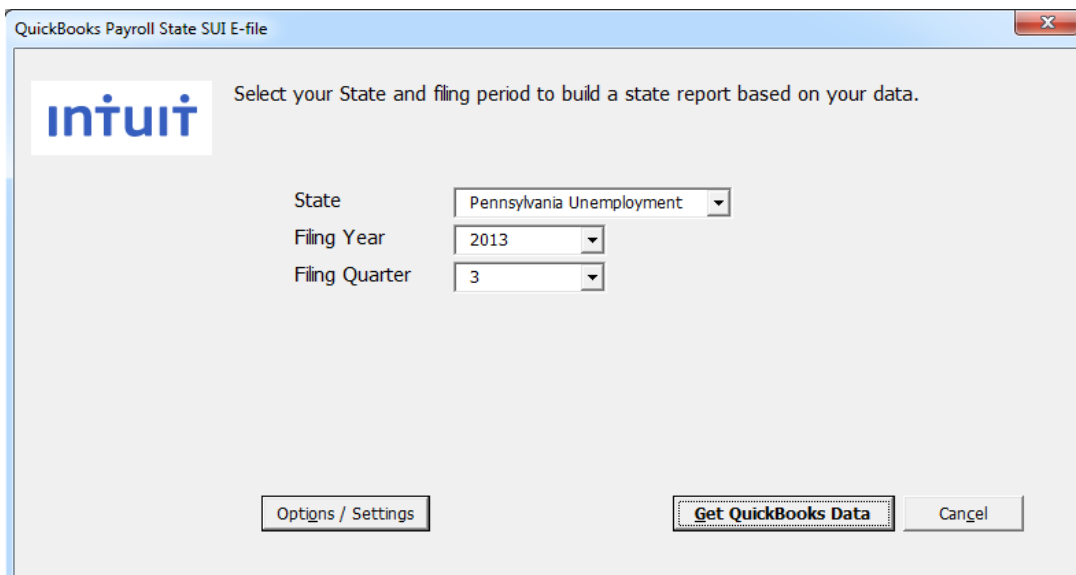


Click **Continue**.



Verify or select the applicable Filing Year and Filing Quarter.

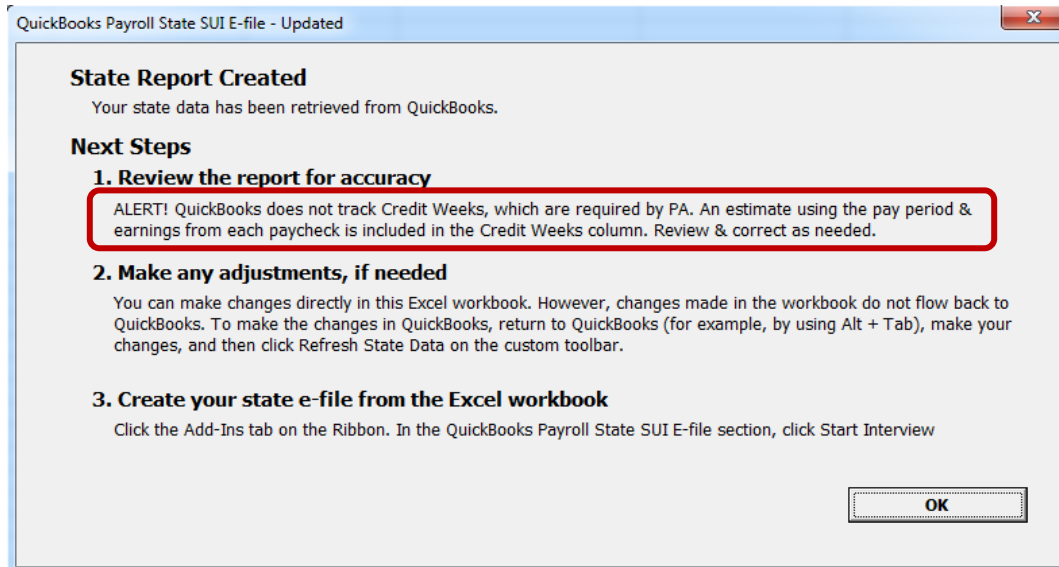
Click **Get QuickBooks Data**.



Excel report opens.

**Note:** In Step 1, we included an **Alert** to the customer so they would be informed that QuickBooks doesn't track Credit Weeks which are required by Pennsylvania. So, if a user compares the Credit Weeks value estimated in the upload creation file, it may or may not match the value in the Form UC-2A in QuickBooks.

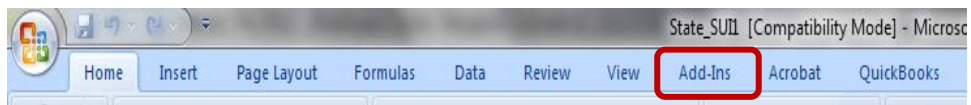
Click **OK**.



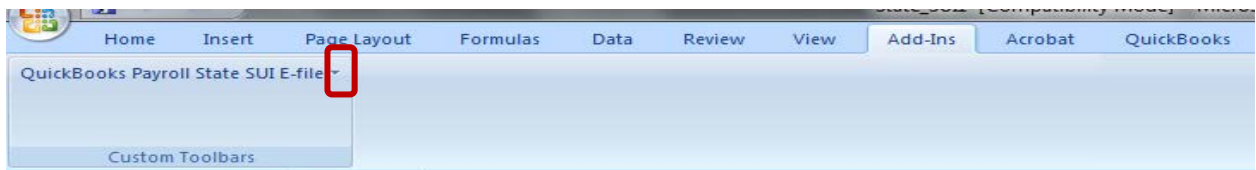
Example of Excel Report that is generated

	A	B	C	D	E	F	G	H	I	J	K	L
	SSN	First Name	MI	Last Name	PA SUI Gross Wages	PA SUI Taxed Wages	PA SUI Tax Rate	PA SUI Company Tax Rate	Worked 12th 1st Month	Worked 12th 2nd Month	Worked 12th 3rd Month	Credit Weeks
1	459-89-7613	Bobby Sue	J	Smith-Rylie II.	1,923.00	1,923.00	0.07%	2.00%	No	No	Yes	3
2	891-23-4589	Joe	T	Smithpa	11,546.48	0.00	0.07%	2.00%	Yes	Yes	No	9
3	891-23-4691	Mike	V	Roadtpa	11,538.48	0.00	0.07%	2.00%	Yes	Yes	No	9
4	356-98-7647	Mr. Robert Bobby	M	Smith-Wells JR.	2,307.69	2,307.69	0.07%	2.00%	No	No	Yes	3
5	088-77-6666	pennsylvania	a		4,000.00	0.00	0.07%	2.00%	Yes	Yes	No	9
6	891-23-4588	Rhonda		Smartpa	3,200.00	0.00	0.07%	2.00%	Yes	Yes	No	9

Click the **Add-Ins** tab on the ribbon.



In the QuickBooks Payroll State SUI E-file, click the drop-down arrow.

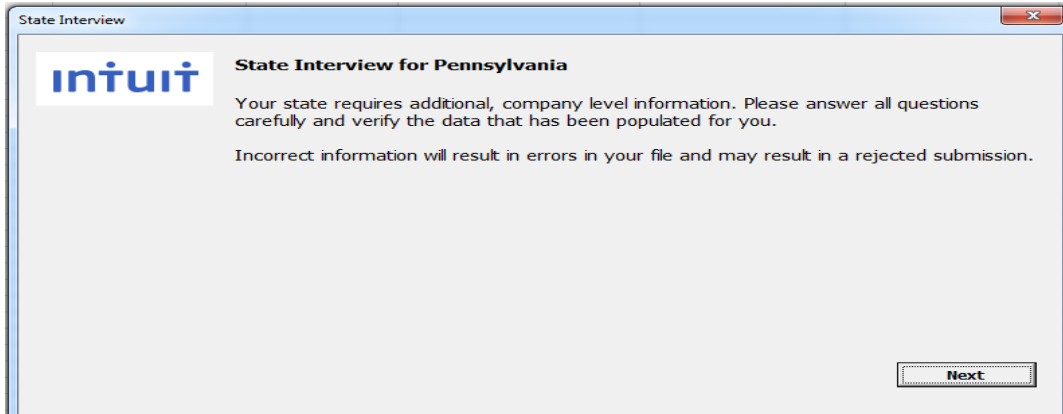


Select **Start Interview**.



The State Interview screen appears.

Click **Next**.

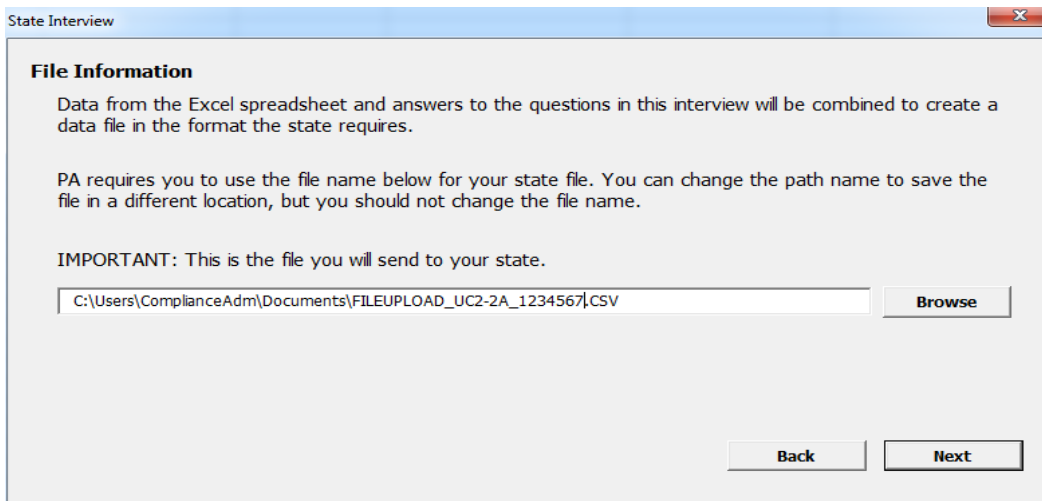


The file being saved is a .CSV file per the agency requirements. Also, the file name must be in a specific format per the agency requirements.

Original wage/tax report: FILEUPLOAD\_UC2-2A\_EAN.CSV  
Example: FILEUPLOAD\_UC2-2A\_1234567.CSV

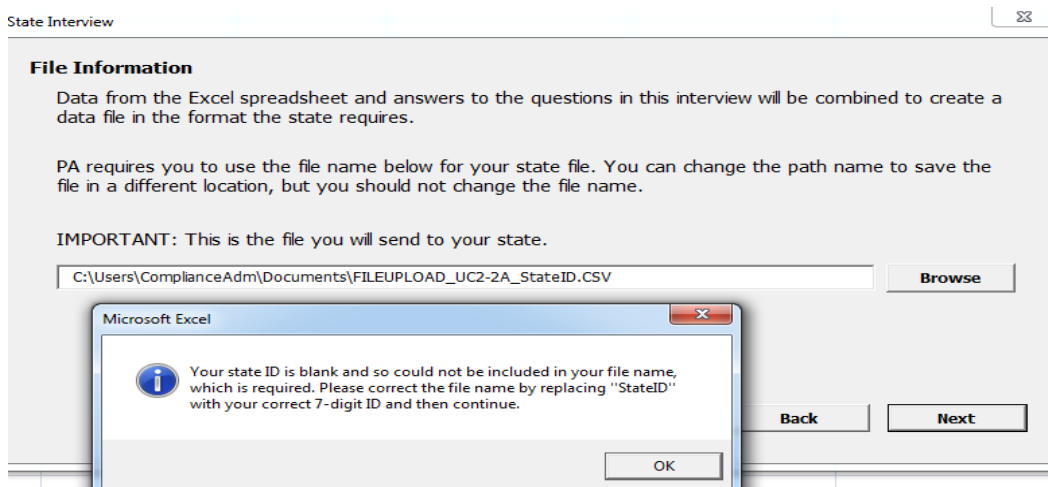
On this screen we inform the customer that Pennsylvania requires them to use the file name we created, and that they should not change the file name.

Click **Next**.

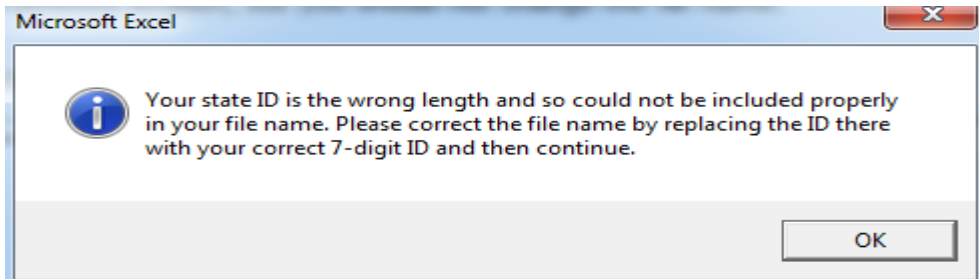


Since the file name is very specific, we also provide error messages for that...

- State ID is blank

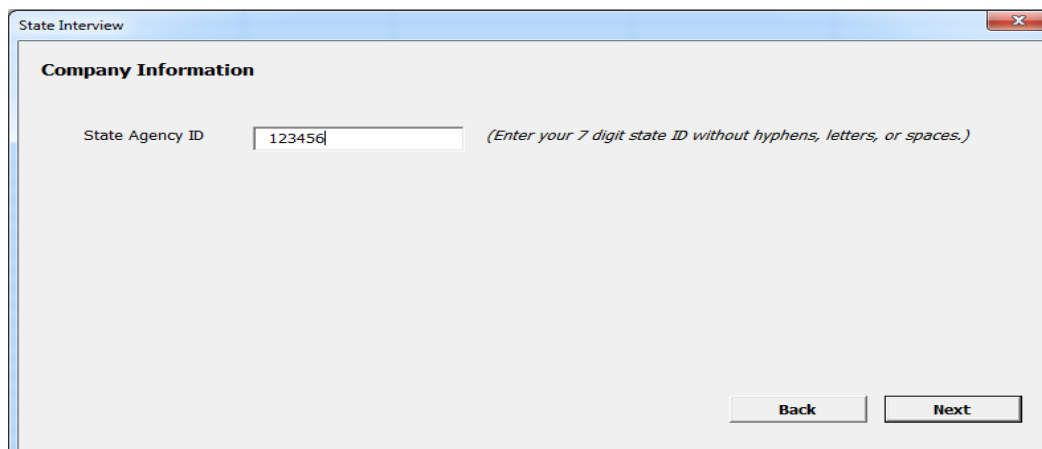


- State ID is the wrong length



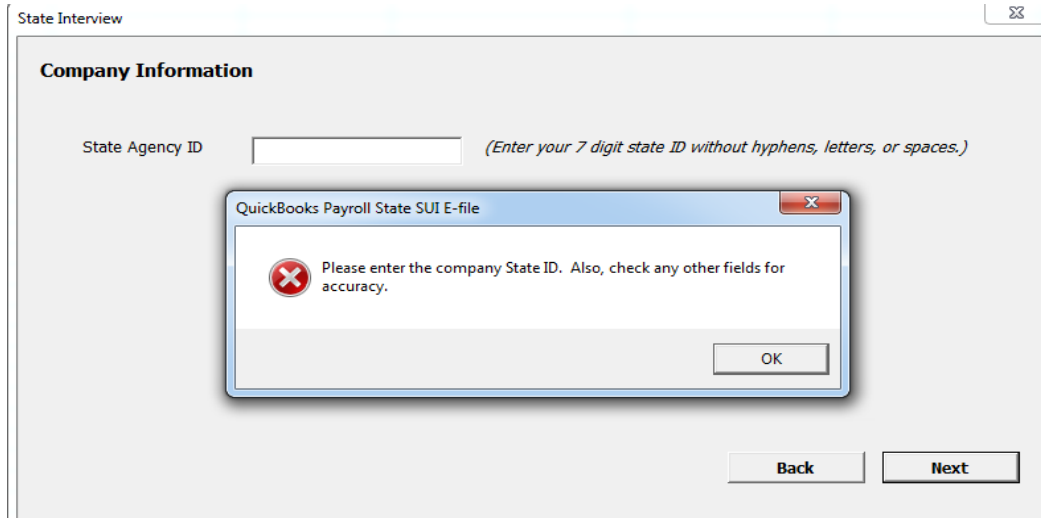
The only additional piece of information we need to collect for the agency upload file is the state ID number, so this screen is included in the interview.

Click **Next**.

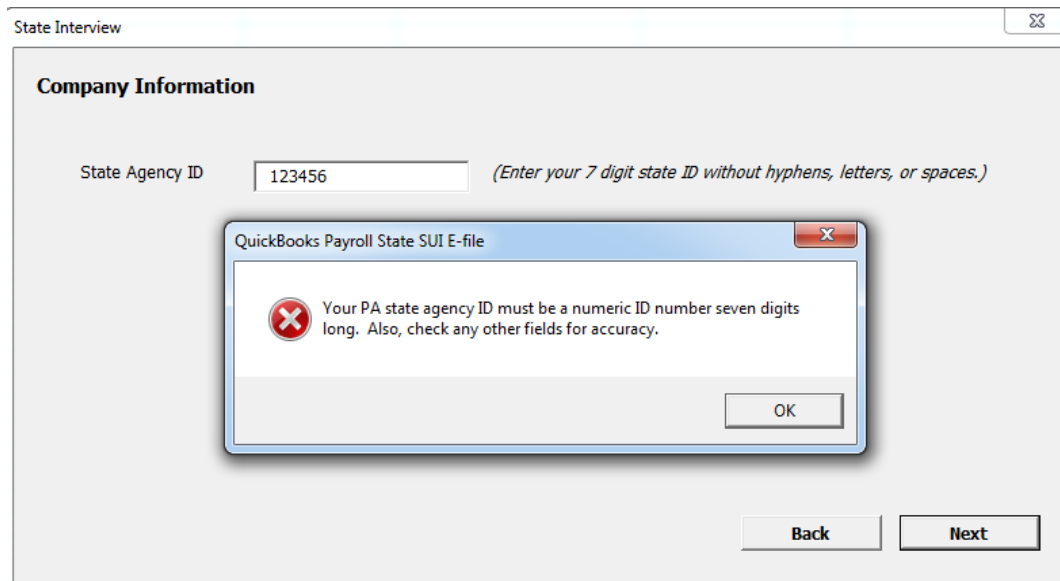


Since the state ID number must be 7 digits without any hyphens, letters, or spaces in the upload file for example, if the user has the PA state SUI ID number in QuickBooks as '12-34567 M', the code strips out the unwanted characters and populates the field in the Interview as '1234567'.

- State ID is blank

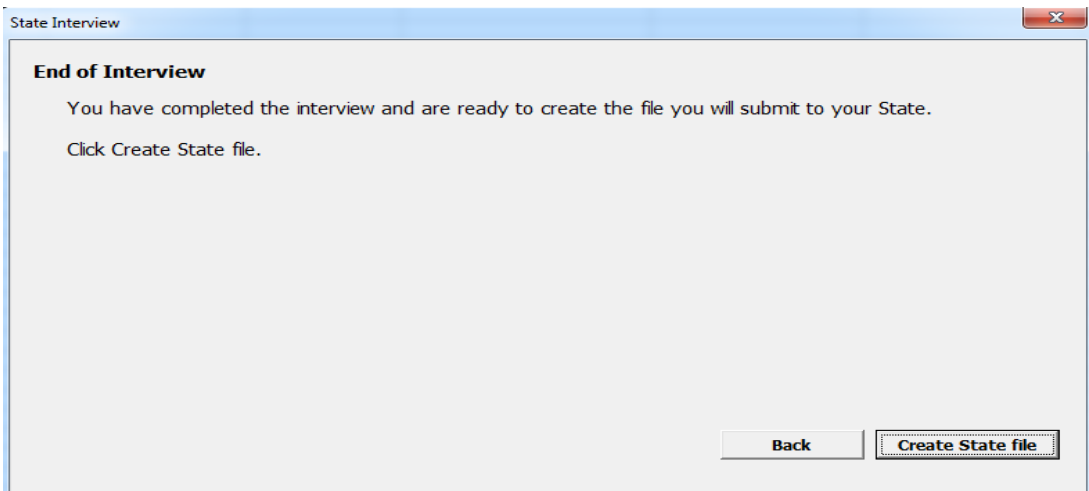


- State ID is the wrong length



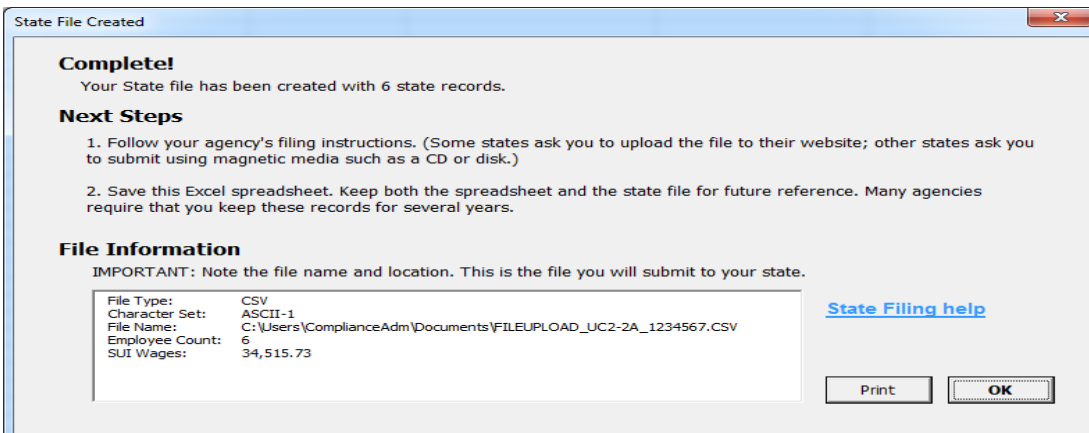
The interview is completed.

Click **Create State file**.

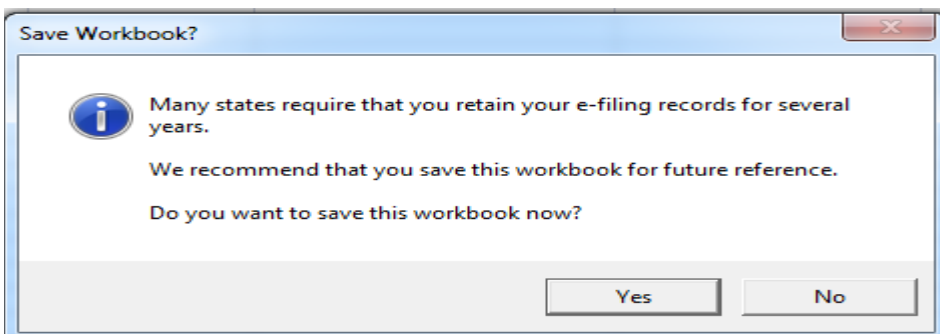


The state file is created.

Click **OK**.



Click **Yes** to save the workbook.



The Excel report is displayed. The workflow in QuickBooks is completed.



	A	B	C	D	E	F	G	H	I	J	K	L
1	SSN	First Name	MI	Last Name	PA SUI Gross Wages	PA SUI Taxed Wages	PA SUI Tax Rate	PA SUI Company Tax Rate	Worked 12th 1st Month	Worked 12th 2nd Month	Worked 12th 3rd Month	Credit Weeks
2	459-89-7643	Bobby Sue	J	Smith-Rylie II.	1,923.08	1,923.08	0.07%	2.00%	No	No	Yes	3
3	891-23-4589	Joe	T	Smithpa	11,546.48	0.00	0.07%	2.00%	Yes	Yes	No	9
4	891-23-4591	Mike	V	Roadpa	11,538.48	0.00	0.07%	2.00%	Yes	Yes	No	9
5	356-98-7647	Mr. Robert Bobby	M	Smith-Wells JR.	2,307.69	2,307.69	0.07%	2.00%	No	No	Yes	3
6	888-77-6666	pennsylvania	a		4,000.00	0.00	0.07%	2.00%	Yes	Yes	No	9
7	891-23-4588	Rhonda		Smartpa	3,200.00	0.00	0.07%	2.00%	Yes	Yes	No	9

## AGENCY FILE CHECKER PROGRAM

Files having improper format or other technical problems will be rejected, so PA UCMS is instructing businesses that report by file upload to make sure their file meets the filing specifications. Employers should use the UCMS File Checker program before uploading a CSV file.

File Checker instructions and the program are provided on the UCMS site -

[http://www.portal.state.pa.us/portal/server.pt/community/uc\\_management\\_system/18222](http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222)

### UC Management System

Welcome to the home page for the Unemployment Compensation Management System (UCMS) Project. This Web site will provide you with information on the objectives, benefits and vision of the new UC system. Please check this Web site frequently, as it is regularly updated with new information.

On Wednesday, July 31, 2013, Secretary Hearthway announced that, due to the results of an independent study by Carnegie Mellon University's Software Engineering Institute (SEI) of the UCMS project and also due to continuing problems with that project, the Department of Labor & Industry will stop the development of the UC Benefits functionality in UCMS.

The UC Tax and Wage functionality will continue to be utilized by the department and our external customers. The department remains committed to providing quality customer service, greater real-time access to customer account data, as well as expanded and improved online services, in a secure environment.

Please use the below links to learn more about UCMS's UC Tax and Wage functionalities.

[UC Wage and Tax Information](#)

[UCMS File Layouts and Formats for Electronic Reporting of PA Quarterly UC Wage and Tax Data](#)

[UCMS File Checker](#)

[UCMS File Checker Instructions](#)

[Understanding the Employer Tax Release of the Unemployment Compensation Management System](#)

[UCMS Quick Reference Guide](#)

[Tips for Electronic Filing Using File Upload or FTP](#)

## AGENCY WEBSITE FOR UPLOADING FILES

Pennsylvania UCMS (Unemployment Compensation Management System) site - [http://www.portal.state.pa.us/portal/server.pt/community/uc\\_management\\_system/18222](http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222)

Business user login - [www.paucemployers.state.pa.us](http://www.paucemployers.state.pa.us)

- If the user already has a User ID and password, they just enter that in the Keystone block
- If the user has not registered yet, they just need to click the Register button and enter the data needed on the screens.

**Keystone ID**  
For Business Users  
Keystone ID:  
Password:  
Login

Forgot Password?  
Forgot Keystone ID?  
Register

Clear

Scheduled Maintenance  
Privacy Policy | Disclaimer  
Copyright © 2013 Commonwealth of Pennsylvania

There is a power point presentation on the DLI (Department of Labor and Industries) website that helps employers with navigation for the UCMS -

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=750546&mode=2>

## FILE PROCESSING CONFIRMATION

In order for a business to verify that their upload file has been processed, they will need to login at [www.paucemployers.state.pa.us](http://www.paucemployers.state.pa.us) two business days after submission of the file to verify that the tax data submitted is processed and posted to their UC account. For this reason, you must file at least 2 business days prior to the due date, then log back into the system to make the payment on time. If the data is not posted, You will need to contact the Office of Unemployment Tax Services (UCTS) e-Government Unit at 1-866-403-6163, option 1, or in the Harrisburg area at 717-787-7679 option 1.

After logging into UCMS, from the main menu, select **Quarterly Reporting**.

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES --Search PA-- go

- Employer Profile
- **Quarterly Reporting**
- Make a Payment
- Amounts Due Delinquencies
- Financial Activities
- Contribution Rates
- Reimbursable Financing Method
- Inquiries
- Certifications
- User Administration
- Correspondence
- Log Off

UCMS\_R2\_WELCOME\_Portlet

## Welcome to the UCMS application.

Please use the navigation links on the left to open specific functions in the application.

**ALERT:** As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2013 is \$8,500 and 2014 is \$8,750.

### Notice

**ALERT:**

**Upload and FTP filers only:**  
If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications using our [File Checker](#) and [File Checker Instructions](#).  
Once you have confirmation that your file is correct and has been uploaded, please check UCMS periodically to make sure it has processed and is available for payment.

**Upload filers only:**  
If you are submitting a Wage Report (UC-2A) only via ICESA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for [UC-2 file specifications](#).

**FTP filers only:**  
If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for [UC-2 file specifications](#).

- Quarterly Reporting
- Filing History
- **File Quarterly Report** ←
- Amend Quarterly Report
- Mid-Quarter Split
- Manage Uploaded Files

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UCMS Home

Log Off

**FILING HISTORY**

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**Employer Name :** ANTHONY      **FEIN :** 25-      **Status :** Active  
**Employer Account :** [82-](#)      **Financing Method :** Contributory

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**Report Filing History**

Select a Quarter/Year.

Quarter/Year	Effective Periods	Type	Filing Method	Receipt Date	Filer Name	Confirmation #
<input type="radio"/> 4 / 2010	10/01/2010 to 12/31/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7603630
<input type="radio"/> 3 / 2010	07/01/2010 to 09/30/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7605139
<input type="radio"/> 2 / 2010	04/01/2010 to 06/30/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7605448
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7273414
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7232304
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI).	04/30/2010	UC2 CONVERSION	4885340
<input type="radio"/> 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI).	04/30/2010	UC2 CONVERSION	4499375

[View Wage Detail](#)    [View Tax Summary](#)    [View Payment History](#)

[Print](#)
[Cancel](#)

You will be taken to Filing History, where you can see which quarterly reports have been filed, the report Type, Filing Method, Receipt Date, Filer Name and Confirmation Number. If an amended report is filed, the quarter will be listed more than once, one for the original report and one for each amendment. The user can select a particular quarter to view the employee wage detail, tax summary or payment history.

To file a report, click on **File Quarterly Report**.



Quarterly Reporting

- Filing History
- File Quarterly Report**
- Amend Quarterly Report
- Mid-Quarter Split
- Manage Uploaded Files

UCMS Home  
Log Off

## FILE QUARTERLY REPORT

Employer Name : ANTHONY      FEIN : 25-      Status : Active  
Employer Account : 82-      Financing Method : Contributory

### Upload Quarterly Report

**ALERT:** Please go to [http://www.portal.state.pa.us/portal/server.pt/community/uc\\_management\\_system/18222](http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222) to review the file naming convention and formats for UCMS before uploading any file. If you fail to follow these specs, your file will not process.

Select the format


- Comma Delimited File (UC2-UC2A) ←
- Interstate Conference of Employment Security Agencies (ICESA) File (UC2A)
- Tab Delimited File (UC2)
- SSA File (UC2A)

Back      Continue ↓

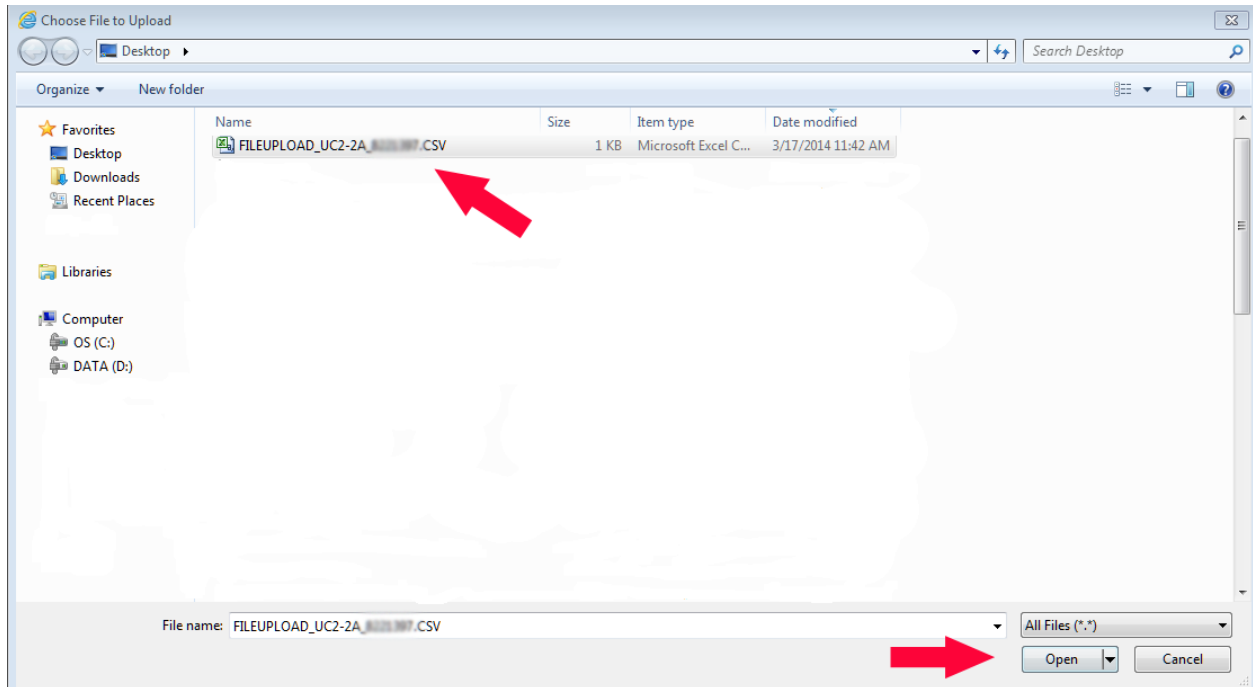
**Note:** It will take a minimum of two business days for an uploaded file to process. Please ensure you allow sufficient time for timely payment of contributions due.

Print      Cancel

Click on the radio button in front of the format being used. In this example, Comma Delimited File (UC-2-UC-2A) is chosen. Select **Continue**.

<ul style="list-style-type: none"><li>Quarterly Reporting<ul style="list-style-type: none"><li>Filing History</li><li><b>File Quarterly Report</b></li><li>Amend Quarterly Report</li><li>Mid-Quarter Split</li><li>Manage Uploaded Files</li></ul></li><li>UCMS Home</li><li>Log Off</li></ul>	<h2>FILE QUARTERLY REPORT</h2> <hr/> <p><b>Employer Name :</b> ANTHONY      <b>FEIN :</b> 25-      <b>Status :</b> Active <b>Employer Account :</b> <a href="#">82-</a>      <b>Financing Method :</b> Contributory</p> <hr/> <h3>Upload Quarterly Report</h3> <p><b>ALERT:</b> Please go to <a href="http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222">http://www.portal.state.pa.us/portal/server.pt/community/uc_management_system/18222</a> to review the file naming convention and formats for UCMS before uploading any file. If you fail to follow these specs, your file will not process.</p> <p>Upload (Step 1 of 3) Click the browse button to select the file to upload.</p> <p><input type="text"/> <input type="button" value="Browse..."/> </p> <hr/> <p><input type="button" value="Back"/>      Your file will not be successfully uploaded until all 3 steps have been completed</p> <hr/> <p><input type="button" value="Print"/>      <input type="button" value="Cancel"/></p>
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Select **Browse**.



Locate the file you created.

Highlight your file and select **Open**.



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY

My Communities Help

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES --Search PA-- go

- Quarterly Reporting
  - Filing History
    - File Quarterly Report**
    - Amend Quarterly Report
    - Mid-Quarter Split
    - Manage Uploaded Files
- UCMS Home
- Log Off

### FILE QUARTERLY REPORT

✔ Your file has been successfully uploaded.

**Employer Name :** ANTHONY      **FEIN :** 25-      **Status :** Active  
**Employer Account :** [82-](#)      **Financing Method :** Contributory

#### Upload Quarterly Report

**Review/Confirm (Step 2 of 3)**  
The file you have selected will be confirmed for upload. Click "Submit" to confirm the upload.

**File Name :** FILEUPLOAD\_UC2-2A\_ b-jswanson-20140317123744.CSV

**Re-Upload File**      **Submit**

(If you uploaded the wrong file please click "Re-Upload File" button)

Your file will not be successfully uploaded until all 3 steps have been completed

**Print**      **Cancel**



The name of the file you selected will be displayed. Select **Submit**.

The screenshot displays the 'FILE QUARTERLY REPORT' page in the UCMS system. The left-hand navigation menu contains several options, with 'UCMS Home' highlighted and a red arrow pointing to it. The main content area shows a confirmation message: 'You have successfully filed a Quarterly Report. Please allow a minimum of two days for your file to be processed. Please go to Manage Uploaded Files to see the Status of your file.' Below this, an 'ALERT' section provides instructions for 'Upload filers only' and 'FTP filers only'. At the bottom of the main content area, there are three buttons: 'Upload Another Report (s)', 'Print', and 'Cancel'. The top of the page features the Pennsylvania state logo and navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'.

You will receive a message saying you have successfully filed the tax return.

File processing will not be immediate. To monitor the status of the file, go to Manage Uploaded Files. It can take a few days for the report to post to your account. If you want to make a payment for the just filed report, you need to click on **UCMS Home**, and then **Make a Payment**. As the money due for the report will not be shown there, you will need to make a Pre-payment of contributions, interest and/or penalty, which will pay the report when it posts to the account.