

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.

QuickBooks Payroll State SUI E-file
New release!
This is the first time you are using release 1.10 of the QuickBooks Payroll State SUI E-file feature. Please review new items in recent releases:
Release 1.10: Added PA SUI Reporting
Release 1.09: Added NH SUI Reporting
Release 1.08: Added IL SUI Reporting
Release 1.07: Changes MA RS records to be 511 characters long, instead of 512 as is the standard for the MMREF spec.
Release 1.06: Added AL SUI Reporting
Release 1.05: Changed LA file to include a 7 digit state ID, from 6 digits
Release 1.04: Added LA, MT, & SC SUI reporting
Release 1.03: Fixed a bug where wages would appear as 0.00 as a result of VT
ок

Select Pennsylvania, click **Continue**.

ıntuıt	QuickBooks Payroll State Electronic Filing
	Use this workbook to create a file containing payroll data that meets your state's electronic filing requirements. The following states and filings are supported:
	Montana WOW Employee/Wage File New Hampshire UI Quarterly Tax and Wage Reporting North Carolina UI Quarterly Tax and Wage Reporting Oklahoma Employer's Quarterly Wage Report Pennsylvania Quarterly UC Wage and Tax Report South Carolina Employer's Quarterly Wage Report Vermont UI Quarterly Wage Reporting Check your state's website for filing instructions or see State Filing help.
	Continue Cancel

Click Continue.

uickBook	s Payroll State SUI E-file		×
Ini	tui t		State Filing help
V	Vhat you need to do		What QuickBooks will do
1	Click "Get QuickBooks Data."	>	QuickBooks imports your state data into Excel for you to review. (Do not send this Excel workbook to the state agency.)
	↓		
2	Click "Start Interview."	>	QuickBooks asks you a few questions to get additional information your state agency requires.
	+		
3	Click "Create State File."	>	A text file in the format your state agency requires is created. <u>Send this file to the agency</u> following their instructions for electronic filing
	+		clocatoriterining.
4	Save the Excel spreadsheet.	>	Save the spreadsheet for your records. We recommend that you save it in the same folder where you told QuickBooks to save the state text file.
	+		
5	Send the file to the state agency.	>	You must go to the state website and follow their instructions for filing. Be sure to send the text file that QuickBooks creates, not the Excel workbook.
			Print Continue Cancel

Verify or select the applicable Filing Year and Filing Quarter.

Click Get QuickBooks Data.

QuickBooks Payroll State SI	SUI E-file	x
ıntuıt	Select your State and filing period to build a state report based on your data.	
	StatePennsylvania UnemploymentFiling Year2013Filing Quarter3	
	Options / Settings Cancel]

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.

	ateu
Your state data has be	een retrieved from QuickBooks.
lext Steps	
1. Review the re	port for accuracy
ALERT! QuickBooks earnings from each	does not track Credit Weeks, which are required by PA. An estimate using the pay period & paycheck is included in the Credit Weeks column. Review & correct as needed.
2. Make any adju	stments, if needed
You can make chan QuickBooks. To ma changes, and then	iges directly in this Excel workbook. However, changes made in the workbook do not flow bac ke the changes in QuickBooks, return to QuickBooks (for example, by using Alt + Tab), make y click Refresh State Data on the custom toolbar.
3. Create your st	ate e-file from the Excel workbook
3. Create your st Click the Add-Ins ta	ate e-file from the Excel workbook Ib on the Ribbon. In the QuickBooks Payroll State SUI E-file section, click Start Interview
3. Create your st Click the Add-Ins ta	ate e-file from the Excel workbook ab on the Ribbon. In the QuickBooks Payroll State SUI E-file section, click Start Interview

Example of Excel Report that is generated

4	A	В	C	D	E	F	G	н		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	Т	Smithpa	11,546.48	0.00	0.07%	2.00%	Yes	Yes	No	9
4	891-23-4591	Mike	٧	Roadpa	11,538.48	0.00	0.07%	2.00%	Yes	Yes	No	9
5	356-98-7647	Mr. Robert Bobby	М	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
8												

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

C _	39.	(H ·) =	1.00	-	Sec.	-		State_SUI1 [Compatibilit	y Mode] - Microsc
9	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins	Acrobat	QuickBooks

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

								Sector States and Sector States		,
9	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-Ins	Acrobat	QuickBooks
OuickE	Books Pavro	II State SUI	E-file *							
	Gurtam	Toolbarr								

Select Start Interview.

QuickBooks Payroll State SUI E-file				
	Start Interview			
2	Refresh State Data			
\bigcirc	Online Help			
٢	About			

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.

ile Information		
Data from the Excel spreadsheet and answers to the questions in this data file in the format the state requires.	interview will be comb	ined to create a
PA requires you to use the file name below for your state file. You can file in a different location, but you should not change the file name.	n change the path nar	ne to save the
IMPORTANT: This is the file you will send to your state.		_
C:\Users\ComplianceAdm\Documents\FILEUPLOAD_UC2-2A_1234567,CSV		Browse
	Back	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.

State Interview			×
Company Information	n		
State Agency ID	123456	(Enter your 7 digit state ID without hyphens, letters, or spaces.)	
		Back 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 Interview	
Company Informat	tion
State Agency ID	(Enter your 7 digit state ID without hyphens, letters, or spaces.)
	QuickBooks Payroll State SUI E-file
	Please enter the company State ID. Also, check any other fields for accuracy.
	ОК
	Back Next

• State ID is the wrong length

State Interview		23
Company Informat	tion	
State Agency ID	123456 (Enter your 7 digit state ID without hyphens, letters, or spaces.)	
	QuickBooks Payroll State SUI E-file	
	Back Next	

The interview is completed.

Click Create State file.

State Interview	×
End of Interview	
You have completed the interview an	e ready to create the file you will submit to your State.
Click Create State file.	
	Back Create State file

The state file is created.

Click **OK**.

Complete!		
Your State file has	been created with 6 state records.	
Next Steps		
 Follow your age to submit using ma 	ency's filing instructions. (Some states ask you to upload the file to th agnetic media such as a CD or disk.)	heir website; other states ask you
2. Save this Excels require that you ke	spreadsheet. Keep both the spreadsheet and the state file for future eep these records for several years.	e reference. Many agencies
File Information	n	
File Information IMPORTANT: Note	n e the file name and location. This is the file you will submit to your s	tate.
File Information IMPORTANT: Note File Type: Character Set: File Name: Employee Count: SUI Wages:	e the file name and location. This is the file you will submit to your s CSV ASCII-1 C:\Users\ComplianceAdm\Documents\FILEUPLOAD_UC2-2A_1234567.CSV 6 34,515.73	tate. <u>State Filing help</u>

Click **Yes** to save the workbook.

Save Work	book?
1	Many states require that you retain your e-filing records for several years. We recommend that you save this workbook for future reference. Do you want to save this workbook now?
	Yes No

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

-												
	A	В	С	D	E	F	G	Н		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	Т	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	М	Smith-Wells JR.	2,307.69	2,307.69	0.07%	2.00%	No	No	Yes	3
6	888-77-6666	pennsylvania		а	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
0												

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

	UC Management System					
Welcome to the I Web site will prov Please check this	nome page for the Unemployment Compensation Management System (UCMS vide you with information on the objectives, benefits and vision of the new U web site frequently, as it is regularly updated with new information.	3) Project. This JC system.				
On Wednesday, 3 study by Carnegi to continuing pro the UC Benefits f	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 to customers. The concern access to custom environment.	Wage functionality will continue to be utilized by the department and our exi- lepartment remains committed to providing quality customer service, greater her account data, as well as expanded and improved online services, in a sec	ternal · real- time cure				
Please use the be	elow 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					
	<u>Understanding the Employer Tax Release of the Unemployment</u> <u>Compensation Management System</u>					
	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

Business user login - <u>www.paucemployers.state.pa.us</u>

- 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.

pennsylvania DEPARTMENT OF LABOR & INDUSTRY
pennsylvania 🙀
Login
Log in to your account.
Welcome to Pennsylvania's Unemployment Compensation Self-Service Portal. If you do not have a Keystone ID and password, select the "Register" button to secure a Keystone ID and password. If you are a registered user, enter your Keystone ID and password in the fields below, and then select the "Login" button. If you forgot your password, select the "Forgot password?" button. If you forgot your Keystone ID, select the "Forgot Keystone ID?" button.
Required Fields are Indicated by *
Keystone ID For Business Users * Keystone ID: Password: Login Forgot Keystone ID? Register
Scheduled Maintenance
<u>Privacy Policy</u> <u>Disclaimer</u> 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 <u>www.paucemployers.state.pa.us</u> 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						
Employer Profile	UCMS R2 WELCOME Portlet						
Quarterly Reporting	Welcome to the UCMS application.						
 Make a Payment 							
 Amounts Due Delinquencies 	Please use the navigation links on the left to open specific functions in the application.						
 Financial Activities 							
 Contribution Rates 							
Reimbursable Financing Method							
 Inquiries 							
Certifications	-						
 User Administration 	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.						
 Correspondence 							
	Notice						
Log Off							
	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 	FILING HIS	FILING HISTORY						
 File Quarterly Report 								
 Amend Quarterly Report 								
 Mid-Quarter Split 	Employer Name :	Employer Name : ANTHONY			FEIN : 25- Status : Active			
 Manage Uploaded Files 	Employer Account .	Employer Account : 82- Financing				litory		
UCMS Home	Report Filing	History						
Log Off	Select a Quarter/Year.							
	Quarter/Year u	Effective Periods	Туре 🗉	Filing Method	Receipt Date	Filer Name	Confirmation # 🛚	
	0 4 / 2010	10/01/2010 to 12/31/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7603630	
	© 3 / 2010	07/01/2010 to 09/30/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7605139	
	© 2 / 2010	04/01/2010 to 06/30/2010	Original	Paper (DLI).	02/28/2011	ACTUPD CONV	7605448	
	© 1 / 2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7273414	
	0 1/2010	01/01/2010 to 03/31/2010	Amended	Paper (DOR)	04/30/2010	UC2 CONVERSION	7232304	
	© 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI).	04/30/2010	UC2 CONVERSION	4885340	
	© 1 / 2010	01/01/2010 to 03/31/2010	Original	Paper (DLI).	04/30/2010	UC2 CONVERSION	4499375	
	Print		Vi	ew Wage De	tail View T	ax Summary	View Payment History 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.



Click on the radio button in front of Upload Wage Report File. Select Continue.



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**.

 Quarterly Reporting 				?
 Filing History 	FILE QUARTERLY REPORT			
 File Quarterly Report 				
 Amend Quarterly Report 				
 Mid-Quarter Split 	Employer Name : ANTHONY	FEIN :	25-	Status : Active
 Manage Uploaded Files 	Employer Account : 82-	Financing Met	hod : Contributor	у
UCMS Home	Unload Quarterly Peport			
Log Off	opioud Quarterly Report			
	ALERT: Please go to <u>http://www.portal.state.pa.us/port</u> and formats for UCMS before uploading any file. If you Upload (Step 1 of 3) Click the browse button to select the file to upload.	al/server.pt/community/uc_manac u fail to follow these specs, your f	ement system/18	1222 to review the file naming convention s.
	Back Your Print	file will not be successfully uploa	ded until all 3 ste	ps have been completed Cancel

Select Browse.

Choose File to Upload								8
O O ⊂ E Desktop ►					✓ 4y Search De	esktop		Q
Organize 🔻 New folder								0
 ★ Favorites ▲ Desktop ④ Downloads ★ Recent Places ↓ Libraries ▲ Computer ▲ OS (C:) ▲ DATA (D:) 	me FILEUPLOAD_UC2-2A CSV	Size 1 K	Item type B Microsoft Excel C	Date modified 3/17/2014 11:42 AM				
File name: F	FILEUPLOAD_UC2-2A			-	All Files (*.' Open	*) • (Cancel	•

Locate the file you created.

Highlight your file and select **Open.**



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

pennsylvania 🗛	PA STATE AGENCIES								
 Quarterly Reporting 	2								
 Filing History 	FILE QUARTERLY REPORT								
 File Quarterly Report 									
 Amend Quarterly Report 									
 Mid-Quarter Split 	Employer Name : ANTHONY FEIN : 25- Status : Active								
 Manage Uploaded Files 	Employer Account : 82- Financing Method : Contributory								
UCMS Home	Employer Report for Unemployment Compensation								
	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.								
	ALERT: 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. See <u>http://www.portal.state.pa.us/portal/server.pt?open=18&obiID=895129&mode=2</u> 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. See http://www.portal.state.ps.us/portal/server.pt <u>open=18&obID=895129&mode=2</u> for UC-2 file specifications.								
	Your Confirmation Number: 19568980 Transaction Date : 03/17/2014								
	Upload Another Report (s)								
	Print Cancel								

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.