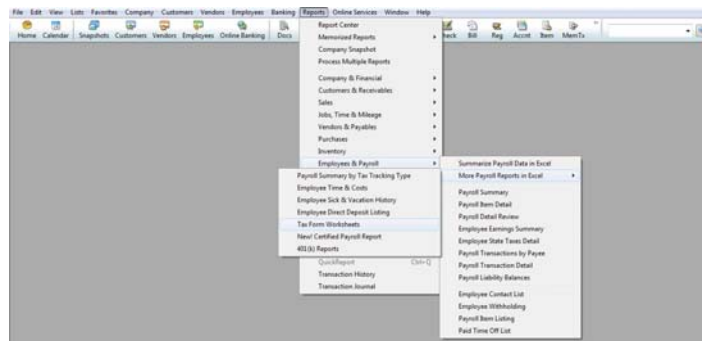# Exporting QuickBooks to Employer Portal

How to Export from QuickBooks to Excel then Import to the Employer Portal
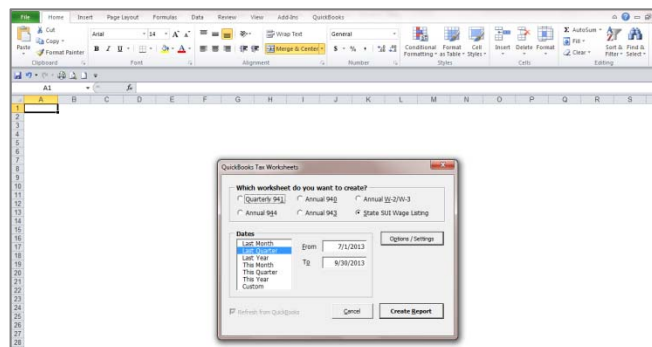
In QuickBooks, go to the top menu bar, then:
- ➤ Reports
    - \> Employees & Payroll
        - \> More Payroll Reports in Excel
   - \> Tax Form Worksheets

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."

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Data will export to Excel. The report will include ID-Withholding, ID-Unemployment Company and ID-Workforce Dev. Fund, as shown below.
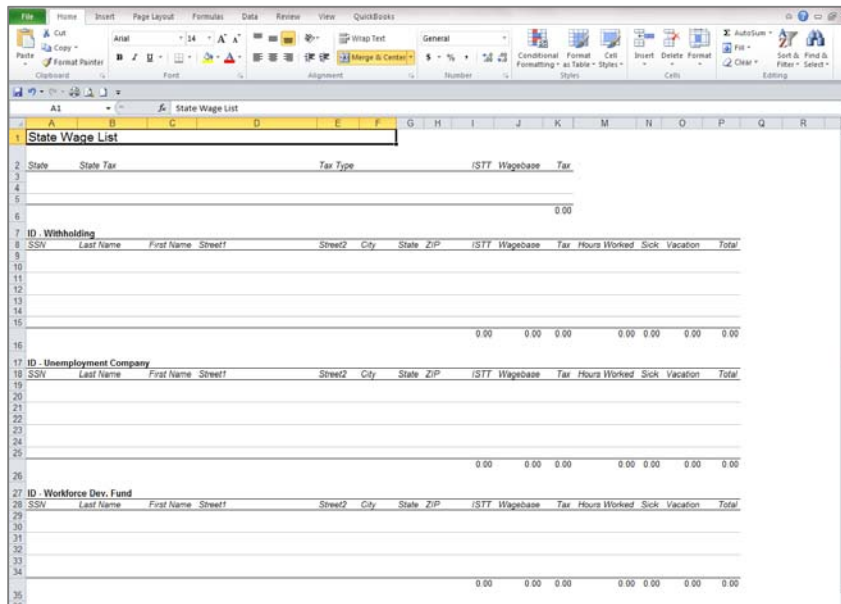
The only section needed for your SUTA report is ID-Unemployment Company. Highlight the other rows, including the total (rows **1-17** and **26-35** in the example above), right-click and choose "Delete." Next, highlight columns with extraneous information (columns D-H and J-P in the example above), right-click and choose "Delete." Your report should now look like the example below:

Now you will need to edit and add columns and information to complete the wage list for importing.

- Right-click the "Last Name" column (column B in the example above); choose "Cut." Right-click the "ISTT" column; choose "Insert cut cells" to move the Last Name after the First Name.
- Right-click the "SSN" column; choose "Insert." Label the new column "EAN."
- Right-click the "First Name" column; choose "Insert." Label the new column "Employer Name."

- Right-click the "Last Name" column; choose "Insert." Label the new column "MI."

- Right-click the "ISTT" column; choose "Insert." Label the new column "Year."

- Right-click the "Year" column; choose "Insert." Label the new column "Qtr."

- Rename the "ISTT column "Quarterly Wages."

- Go to the "EAN" column. Enter the EAN in the first cell. You must include the leading zeros. Enter an apostrophe (') in front of the number to get all 10 digits (including the zeros) to show. Right-click, choose "Copy," highlight the remaining cells in the column (to the bottom of the data), right-click, choose "Paste."
    - Repeat for the "Employer Name," "Qtr," and "Year" columns.

- Highlight the "SSN" column. Enter Ctrl-H. Enter a dash (-) in the "Find what" box, leave the "Replace with" box blank and click "Replace All." **If a SSN began with "0," the "0" will not show.

- Highlight the first two rows, right-click and choose "Delete" (to remove "State Wage List" and "ID-unemployment company").

Your report should now look like the following example:

	A	B	C	D	E	F	G	H	I
1	EAN	SSN	Employer Name	First Name	MI	Last Name	Qtr	Year	Quarterly Wages
2	0009999999	111111111	Your Business Name	Angela		Example	1	2015	100.10
3	0009999999	222222222	Your Business Name	Barry		Example	1	2015	200.20
4	0009999999	333333333	Your Business Name	Chad		Example	1	2015	300.30
5	0009999999	444444444	Your Business Name	Darrell		Example	1	2015	400.40
6	0009999999	555555555	Your Business Name	Ed		Example	1	2015	500.50
7	0009999999	666666666	Your Business Name	Frank		Example	1	2015	600.60
8	0009999999	777777777	Your Business Name	George		Example	1	2015	700.70
9	0009999999	888888888	Your Business Name	Hannah		Example	1	2015	800.80
10									

Save the report by clicking File > Save As. Choose the location, enter a file name and choose "CSV (Comma delimited)" from the "**Save as type:**" drop-down arrow, as shown below.
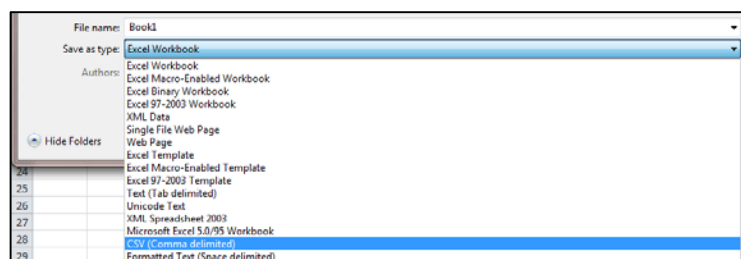
**Tip: Reopen the saved file to ensure the format is correct.*

Go to the Employer Portal at: labor.idaho.gov/employerportal. Log into your Employer Portal Account.

Submit the SUTA report.

- Select "UI Tax Reporting and Payments."

- Select "Report Next Quarter."

- Click the "Import Wage Records" link.

- Click "Browse" to find your saved wage record, select the file and click "Open."

- Click "Import Wages," then "Continue."

- If wages are correct, click "Finish Reporting Wages."

Make a payment.

- Select "Make a Payment."

- Enter the payment amount.

- Select "Pay Online."

- Select payment type (Credit Card or Electronic Check); click "Next."

- Enter customer information; click "Next."

- Select account type (Checking or Savings).

- Enter payment information, including payment date; click "Next."

- Review for errors; click "Submit Payment."

- Print a copy of your confirmation number for your record.