

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



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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The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service. Data will export to Excel. The report will include ID-Withholding, ID-Unemployment Company and ID-Workforce Dev. Fund, as shown below.

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A1 - 🖉 State Wage List	100 million (100 million)			
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6			0.00	
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47		0.00 0.00	0.00 0.00 0.00	0.00 0.00
10				
17 ID - Unemployment Company 18 SSN Last Name First Name Street	Street2 City Stat	e ZiP /STT Wapebape	Tax Hours Worked Sick	Vacation Total
19				
20				
22				
23				
26				
26		0.00 0.00	0.00 0.00 0.00	0.00 0.00
27 ID Westforce Day Fund				
28 SSN Last Name First Name Street	Street2 City Stat	e ZIP ISTT Wapebase	Tax Hours Worked Sick	Vacation Total
29				
31				
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33				
76		0.00 0.00	0.00 0.00 0.00	0.00 0.00
40				

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:

d	A	B	C	D				
1	State Wag	l <mark>e List</mark>						
2	ID - Unemployment Company							
3	SSN	Last Name	First Name	ISTT				
4								
5								
6								
7								
				0.00				

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:

	А	В	С	D	Е	F	G	Н	I.	
1	EAN	SSN	Employer Name	First Name	MI	Last Name	Qtr	Year	Quarterly Wages	
2	00099999999	111111111	Your Business Name	Angela		Example	1	2015	100.10	
3	00099999999	222222222	Your Business Name	Barry		Example	1	2015	200.20	
4	00099999999	333333333	Your Business Name	Chad		Example	1	2015	300.30	
5	00099999999	44444444	Your Business Name	Darrell		Example	1	2015	400.40	
6	00099999999	555555555	Your Business Name	Ed		Example	1	2015	500.50	
7	00099999999	666666666	Your Business Name	Frank		Example	1	2015	600.60	
8	00099999999	777777777	Your Business Name	George		Example	1	2015	700.70	
9	00099999999	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.

File name:	Book1 ·	I
Save as type:	Excel Workbook	
Authors:	Excel Workbook Excel Macro-Enabled Workbook	
	Excel Binary Workbook Excel 97-2003 Workbook	
Hide Folders	Single File Web Page Web Page	
24	Excel Template Excel Macro-Enabled Template	J
25	Excel 97-2003 Template Text (Tab delimited)	Ē
26	Unicode Text	L
27	XML spreadsheet 2005 Microsoft Excel 5.0/95 Workbook	Ŀ
28 29	CSV (Comma delimited) Formatted Text (Space delimited)	

**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.