

How to Generate Electronic SUI for each State

1. From **Payroll > Reports**
2. Click **Electronic Filing SUI**
3. Set **Year**
4. Select **Quarter**
5. Select **State**
6. Select **Format**



Current Available Formats:

MS ICESA - Mississippi SUI ICESA

7. Set **File Name**



File Name should include file extension to set generated report file type

Ex: ESUI.txt

8. Edit Record if necessary
9. Click **Save** button
10. Click **Generate** button

The screenshot shows the 'Electronic Filing SUI' application window. It has a menu bar with 'Save', 'Undo', 'Generate', and 'Close'. Below the menu bar is a 'Details' tab. The main area is divided into four sections: 'Transmitter Record', 'Employer Record', 'Authorization Record', and 'Total Record'. Each section contains various input fields for data entry.

Transmitter Record

Federal EIN	111222333
Name	IRELY ADMIN
Address	
State	
Zip Code	
Ext	
Contact Name	IRELY ADMIN
Phone	
Authorization No	
Suffix Code	
Allocation Lists	
C-3 Data	
Service Agent ID	

Employer Record

Federal EIN	111222333	Other EIN	
Name	AGROCORP INTERNATIONAL PTE LTD		
Address	10 Anson Rd #32-03,Int	City	Singapore
State		Zip Code	0799
Ext	903	Establishment No	
Employment Code	R	State UI Account No	
Tax Type Code			

Authorization Record

Computer		Internal Label	NL
Density		Recording Code	ASC
No. Tracks	0	Blocking Factor	0
Organization Name	AGROCORP INTERNATIONAL PTE LTD		
Address	10 Anson Rd #32-03,Int	City	Singapore
State		Zip Code	0799
Ext	903	Reason for Adjustment	

Total Record

State QTR UI Taxes Due	2.26
Previous QTR Underpayment	0.00
Interest	0.00
Penalty	0.00
Credit/Overpayment	0.00
Employer Assessment Rate	0.00 Amount
Employee Assessment Rate	0.00 Amount
Total Remittance Amount	0.00

At the bottom of the window, there is a status bar showing a question mark icon, a lightbulb icon, and the text '6.95s' and 'Saved'. A 'Refresh' button is also present.