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