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Deltek Costpoint®

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CREATE QUARTERLY SUTA TAX FILE

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CREATE QUARTERLY SUTA TAX FILE

Use this screen to create magnetic media files for submission of quarterly state reports. The state in which an employee is working is determined by using the **SUTA State** field in the Employee Earnings table.

Refer to the latest Tax Tables documentation, available in Deltek Software Manager (DSM), for additional tax information by state.

Create the magnetic media files at the end of each calendar quarter for submission to the state. Print the State Quarterly Unemployment Report in order to provide backup information relating to amounts on the state magnetic media report.

This application includes multi-state functionality. This functionality allows for the proper computation of withholdings for employees who work in multiple states during one pay period. Since new tables are needed for this multi state calculation, the Create State Qtrly Unempl Mag Media application looks to a new table, EMPL_EARN_STATE. The states that use the new calculation include: OH, CA, NY, IA, and SC.

New functionality allows you to create a mag media file for Nebraska State Unemployment.

There are two ways to work with export files in Costpoint:

- You can save the file to an Alternate File Location.

- You can save the file to the Costpoint database.

If you decide to use the first option, click 🔍 in the **File Location** field to select the alternate file location to which you want to save the file. If you choose the second option, leave the **File Location** field blank when you export the file.

This is a separately licensed product for the current release of Deltek Costpoint.

Location

- People
- Payroll
- Tax Reporting
- State and Local Taxes

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click Query to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click **Query** to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Use this group box to select the taxable entity and the date range for which you wish to print the report.

Taxable Entity

Use these fields to enter taxable entity information.

Option

This field always displays **One**.

Start

Enter, or click 🔍 to select, the taxable entity for which you want to print this report.

Payroll Year

Use these fields to enter payroll year information.

Option

This field always displays **One**.

Start

Enter the four-digit payroll year for which you want to create magnetic media in this field.

Quarter

Use these fields to enter information about the quarter.

Option

This field always displays **One**.

Start

Select the quarter for which you want to create magnetic media print from this non-editable drop-down list.

State

Option

This field always displays **One**.

Start

Enter, or click 🔍 to select, the state code for which you want to create magnetic media.

Options

File Name

Use this field to specify the name of the Quarterly SUTA Tax File. Every time you create the Quarterly Tax File, a new file is written.

Overwrite File

Select this check box to overwrite an existing file, if it has the same file name.

File Location

Enter the location of the file you are creating. There are two ways to do this:

- In the **File Location** field, enter, or click 🔍 to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.

or

- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

File Data

Employee Count

Use this group box to enter the number of employees by month that claimed unemployment based on the information in the **Selection Ranges** group box.

Month 1

Enter the number of individuals that claimed unemployment for the first month of the selected quarter.

Month 2

Enter the number of individuals that claimed unemployment for the second month of the selected quarter.

Month 3

Enter the number of individuals that claimed unemployment for the third month of the selected quarter.

Amount Due

Use this group box to enter amounts that are due to the state of Illinois. This group box is enabled only if the **State** field is **IL**.

Report Penalty/Underpayment

Enter the total previous underpayment amounts (including previously due penalty and interest) that are included on the magnetic media file.

Interest

Enter the total interest amount due that is included on the magnetic media file.

Payment Penalty

Enter the total penalty amount due that is included on the magnetic media file.

Overpayment

Enter the previous overpayment being applied to the balance due that is included on the magnetic media file.

EAF Rate

Enter the Employment Administration Fund (EAF) Tax Rate to be reported in Record **T** in the electronic file. This field is applicable if you are creating a file for Washington (WA).

Surcharge Rate

Enter the unemployment insurance surcharge rate to be reported in Record **T** in the electronic file of the quarterly unemployment report. This field is applicable if you are creating a file for Kentucky (KY).

Computer Manufacturer

Enter the manufacturer of your computer, for example, **IBM**, **Sperry**, **Compaq**. The state government uses this for statistical purposes.

Weeks Worked

This field is currently unavailable.

Amended

This field is currently unavailable.

Create the SUTA Tax File

Click the arrow to the right of and select one of the following options:

- **Create SUTA Tax File —** Select this option to create the Quarterly SUTA Tax file.

- **Batch Mode/ Create SUTA Tax File** — Select this option to schedule when to print the report and create the Quarterly SUTA Tax file.

> ❯ Table Information
>
> **Report Sources**
>
>> Employee Earnings — EMPL_EARNINGS
>>
>> Employee Earnings Pay Types — EMPL_EARN_PAY_TYPE
>>
>> Employee Earnings Deduction — EMPL_EARN_DED