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Deltek Costpoint®

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CREATE MONTHLY SUTA TAX FILE

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CREATE MONTHLY SUTA TAX FILE 1

CREATE MONTHLY SUTA TAX FILE

Use this screen to create electronic files for submission of monthly wage reports.

You must use the correct file naming convention when entering the file names of the monthly wage reports for submission. Refer to the **File Name** field help information for more details.

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

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 Range

Use this group box to enter criteria for the selection of records that will be included in the tax file.

Taxable Entity

Option

This field displays **One**. You can only select one taxable entity to include in each tax file.

Start

Enter, Enter, or click to select the taxable entity ID of the employer information in the monthly wage report.

Payroll Year

Option

This field displays **One**. You can only select one payroll year to include in each tax file.

Start

Enter the 4-digit payroll year of the monthly wage report.

Month

Option

This field displays **One**. You can only select one month to include in each tax file.

Start

From the drop-down list, select the month of the monthly wage report.

State

Option

This field displays **One**. You can only select one state to include in each tax file.

Start

Enter, or click to select, the state of the monthly wage report.

Options

Include Wages Not Allocated

Select this check box to limit the employee wages to **$15,000** and include any additional amount in the **Employer Wages not Allocated** field of the monthly wage report. This must be selected if an employer does not want to report wages greater than $15,000 for highly compensated employees.

File Name

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

You must use the correct file naming convention in this field. TaxNet recommends inclusion of Month, year, and sequence number within the file name to assist in tracking submissions. The proper file naming convention is **ILUIMonthlyWageMMYYYY_NN.csv**, where:

- **MM** — 2-digit month
- **YYYY** — 4-digit year
- **NN** — 2-digit file sequence (when needed)

Example File Name:

ILUIMonthlyWage012013_01.csv

The file name is case insensitive.

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.

Create the Monthly SUTA Tax File

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

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