

This example is using QuickBooks Premier - Accountant Edition 2009

These instructions will help you prepare your data for importing into Employment Security Department online filing tools.

Note:

Some Quick Books users who have employees with tips have reported a problem exporting those tips from Quick Books. As a result; our instructions may not be reflecting these tips in the salary fields. Please verify that your total gross wages also include tips before submitting your reports to Employment Security.

Open Quick Books

Open the Company

Click on “**Employee Center**”

Click on “**Excel**” and then choose “**Summarize Payroll Data in Excel**”

The screenshot shows the QuickBooks interface for the 'Employee Center' of 'Dan T. Miller'. The 'Excel' menu is open, with 'Summarize Payroll Data in Excel' highlighted. The main window displays the following information:

Employee Information:

- Employee Name: Dan T. Miller
- Address: Dan Miller, 195 Spruce Ave, #202, Bayshore, CA 94326
- Email: Send to: Dan T. Miller

Reports for this Employee:

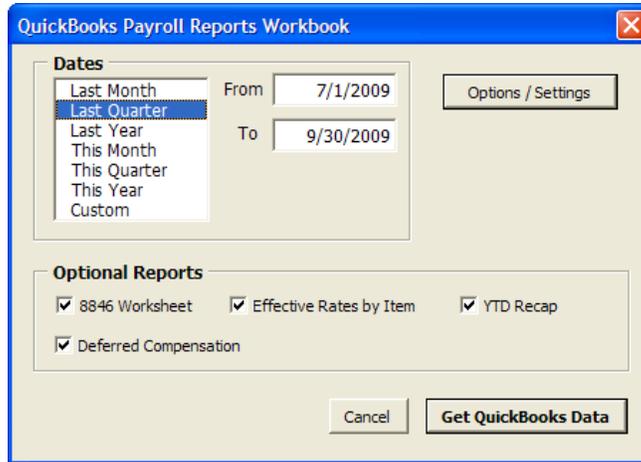
- QuickReport
- Payroll Summary
- Paid Time Off Report
- Payroll Transaction Detail
- Learn About Payroll

Transaction List:

Transaction Type	Date	Paid Through	Account	Amount
Paycheck	12/15/2012	12/15/2012	10100 · Checking	1,299.60
Paycheck	12/15/2012	12/15/2012	10100 · Checking	1,350.15
Paycheck	12/01/2012	12/01/2012	10100 · Checking	1,325.15
Paycheck	11/17/2012	11/17/2012	10100 · Checking	1,324.61
Paycheck	11/03/2012	11/03/2012	10100 · Checking	1,299.60
Paycheck	10/20/2012	10/20/2012	10100 · Checking	1,299.61
Paycheck	10/06/2012	10/06/2012	10100 · Checking	1,299.60
Paycheck	09/22/2012	09/22/2012	10100 · Checking	1,299.60
Paycheck	09/08/2012	09/08/2012	10100 · Checking	1,299.60
Paycheck	08/25/2012	08/25/2012	10100 · Checking	1,299.59
Paycheck	08/11/2012	08/11/2012	10100 · Checking	1,299.60
Paycheck	07/28/2012	07/28/2012	10100 · Checking	1,299.61
Paycheck	07/14/2012	07/14/2012	10100 · Checking	1,299.60

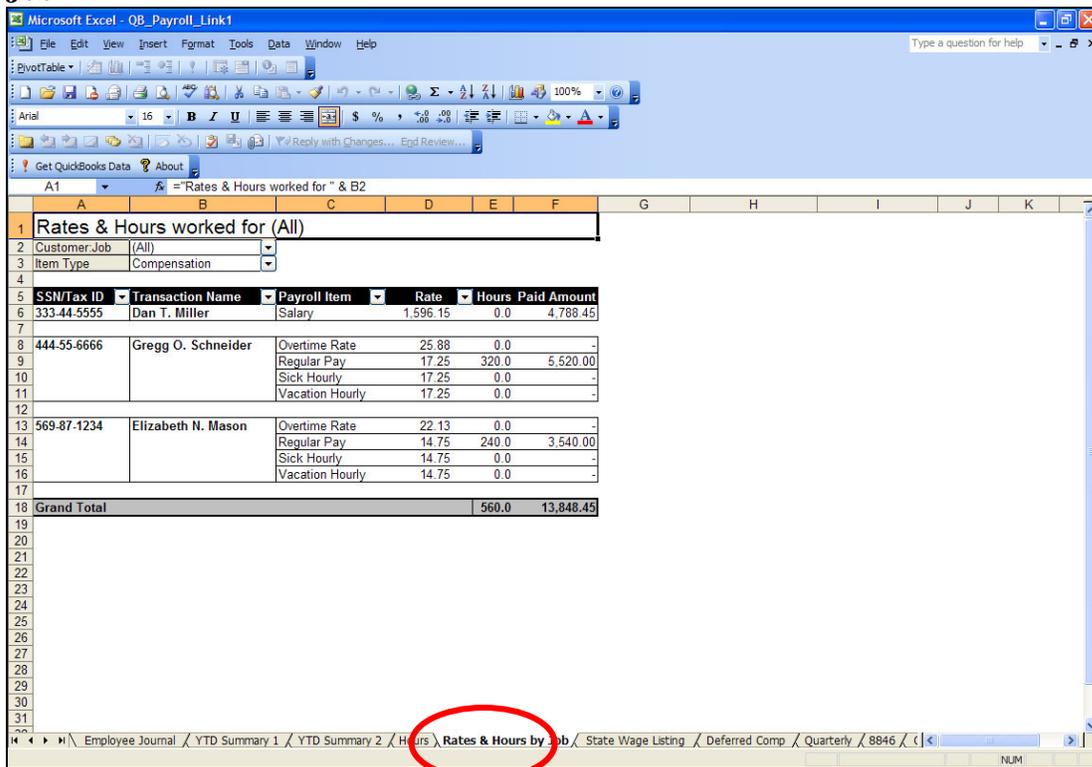
Quick Books will open the excel workbook and another pop up Window will appear

QuickBooks Payroll Reports Workbook



In the **DATES** column, Select the quarter you are filing (will probably be "Last Quarter") then click on the **Get QuickBooks Data** button

Wait while the information you requested is imported into the QuickBooks Workbook. At the bottom of the workbook, click on the tab labeled **"Rates & Hours by Job"**

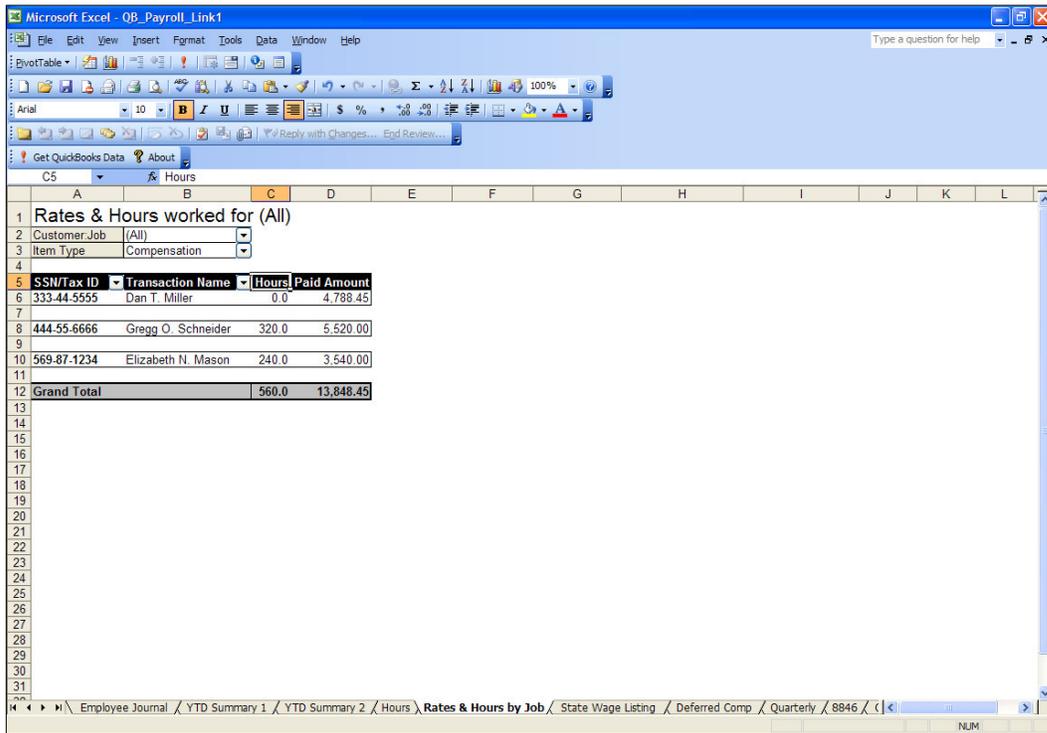


You will now modify the data:

Click and drag the columns off the page:

- Click on **Payroll Item**. While clicking, drag the column over to the white space on the page. When you let go, the column will disappear.
- Do the same for the **Rate** column

Your spreadsheet will now contain only the information needed to import and should look like the below example with: **SSN, NAME, HOURS & Paid Amount** with 1 row for each employee.



The screenshot shows a Microsoft Excel spreadsheet titled "QB_Payroll_Link1". The spreadsheet displays a summary of payroll data. The table has the following structure:

1	Rates & Hours worked for (All)			
2	Customer Job	(All)		
3	Item Type	Compensation		
4				
5	SSN/Tax ID	Transaction Name	Hours	Paid Amount
6	333-44-5555	Dan T. Miller	0.0	4,788.45
7				
8	444-55-6666	Gregg O. Schneider	320.0	5,520.00
9				
10	569-87-1234	Elizabeth N. Mason	240.0	3,540.00
11				
12	Grand Total		560.0	13,848.45

Transferring your data to Employment Security online filing tools:

If using EAMS or UIWebTax

Save the Excel file as a SCV (MS-DOS) (*.CSV) FILE. At the Wage options page, choose Import file and click next. On the Import File page, browse to your file and click the Next button.

If using UIFastTax

Highlight all rows and columns containing wage data. Click Edit then Copy. In UIFastTax at the Select Input Option page, click Paste Wage Data.