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Creating and uploading CSV files using EXCEL for Multiple Filers

The multiple filer feature of the on-line system is for payroll, bookkeeping, CPA's and other entities that file Alaska Quarterly Contribution Reports for more than one employer/client. All employer/client accounts are combined and uploaded together.

Multiple filers have 2 choices for completing the process:

- 1) Upload header detail file and upload a wage detail file for each account into a grid, OR
- 2) Hand key header detail and upload a wage detail file for all accounts.

Power Point demonstrations of our on-line processes can be viewed at:

<http://labor.alaska.gov/estax/training.htm>

General guidelines:

- File format must be comma delimited
- No leading or trailing spaces
- No text qualifiers (quotes around values in columns)
- No column headings or descriptors
- Do not total the wage column in your file
- Do not exceed the maximum number of characters in a column
- Do not insert blank lines between rows of detail
- See the specifications for required layout for fields, columns, and maximum lengths
- Unnecessary commas in your file will be read as a new field and result in an error
- Create one row for each employer in the header record
- Create one row for each employee in the wage detail record. Employees listed more than once in the same file must work for different employers.
- Remove all employees with no wages (zero) in the quarter from the file
- Negative wages are not accepted
- No limit on the number of employers or employees that can be submitted
- DO NOT open your completed CSV file using Excel
- Use NOTEPAD to open completed CSV files to make corrections OR make corrections in your Excel file and recreate the CSV file.

Step by Step Instructions for Creating Header File

The following specifications are to create an upload file to combine all client accounts together. This information can also be manually keyed on the screen after the wage detail is uploaded. This file contains information on all the employers for which you are submitting quarterly reports. Zero reports can also be included in this file. This is equivalent to the top portion of the Alaska Quarterly Contribution Report.

- A. Open a new workbook in Excel. Click on the following: File/New/Workbook
- B. DELETE all of the extra pages in the workbook. This can be done by right clicking on top of the area that says "sheet 2" and select "delete". Repeat for "sheet 3" etc..
- C. Create columns without headings or descriptors in Excel for all of the following fields to complete the header file:

<u>Column</u>	<u>Max. Length</u>	<u>Column Contents & Requirements</u>
1 or A	8	Alaska Employer Account Numbers are 5, 6 or 7 digits in length. Leading zeros are not necessary.
2 or B	4	Reporting Year – Format: CCYY (ex. 2007)
3 or C	1	Reporting Quarter – Valid Values: 1, 2, 3, or 4.
4 or D	1	Zero Report (Y/N) – Yes/No field – Valid values Y or N. Must be upper case. "N" value must have a corresponding wage file record "Y" value will submit a zero report for that employer/client
5 or E	1	Wages reported to other states – Yes/No field – Valid values Y or N. Must be upper case.
6 or F	11,2	Less excess wages – Format numeric with decimal. No \$ or commas. Blanks invalid. If no excess wages, report 0.00. Maximum field length is a total of 11 digits example: 999,999,999.99.
7 or G	11,2	Not currently being used. Leave blank. Future enhancement for Prior balance. Maximum field length is a total of 11 digits example: 999,999,999.99.
8 or H	11,2	Remit amount. Not currently being used. If a value is included, the system will bypass the value.
9 or I	6	Employee count month 1. Report number of employees working on the 12 th day of the first month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.
10 or J	6	Employee count month 2. Report number of employees working on the 12 th day of the 2nd month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.

11 or K

6

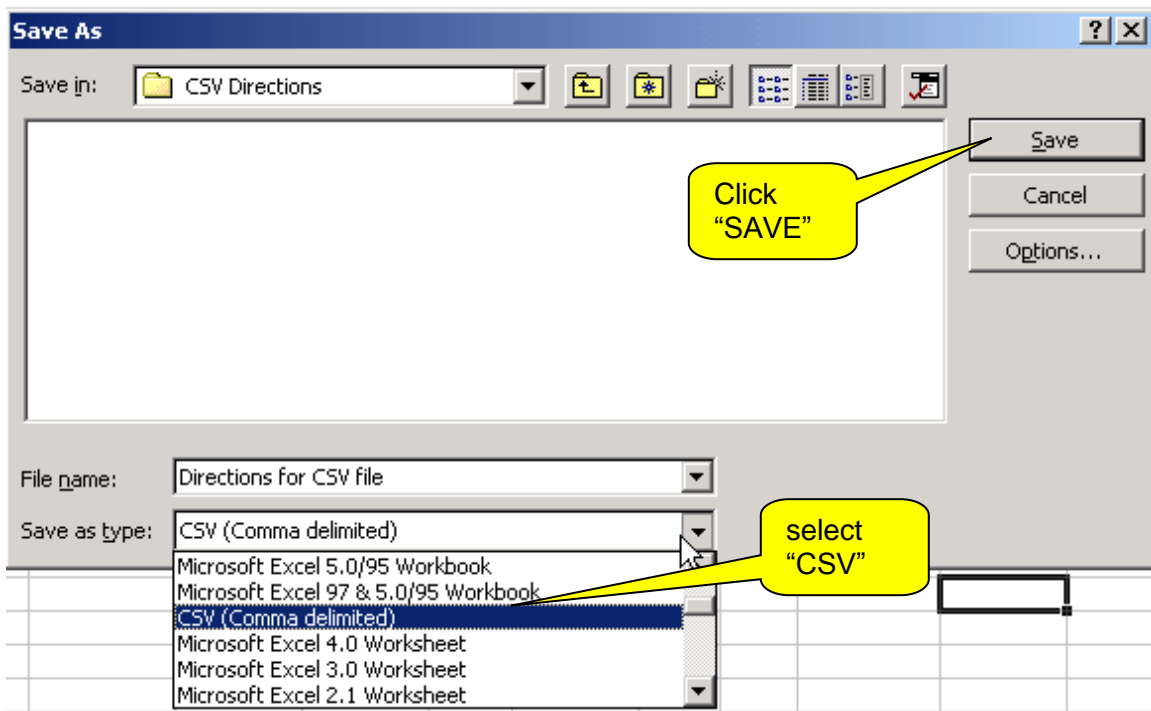
Employee count Month 3. Report number of employees working on the 12th day of the third month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.

REPEAT ALL 11 STEPS FOR EACH EMPLOYER/CLIENT

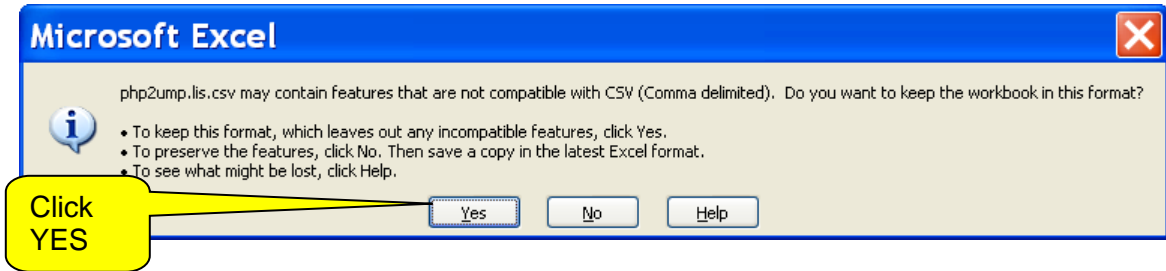
EXAMPLE of how your file should look:

	A	B	C	D	E	F	G	H	I	J	K
1	12345678	2003	1	N	N	0.00			1	1	1
2	45678	2002	4	N	Y	200.45			1	2	2
3	123789	2003	1	N	Y	0.00			2	5	8
4	5278914	2003	1	Y	N	0.00			0	0	0
5											

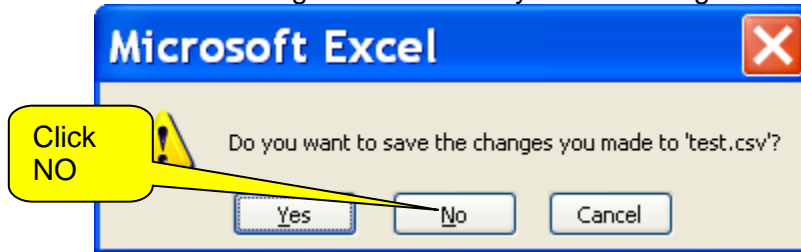
- D. Prior to creating your CSV comma delimited file save a copy in Excel as your working copy.
- E. To save the file as CSV (comma delimited) for uploading online, select “File/Save As” and change the file type to CSV (comma delimited) and name the file something that has meaning for you when you upload the file online. For instance: Header Records Submitted [Date]. See following example:



F. Excel will then give you the following message that you must answer YES to:



G. Close the CSV file by clicking the upper right hand “x”. **YOU MUST CLICK NO** when this 2nd message is received or your formatting will be changed.



Your finished file will be the name of your file with a .CSV extension. Example: “HeaderRecordSubmitted04232007.CSV”. **DO NOT REOPEN THIS FILE IN EXCEL.**

Step by Step Instructions for Creating Wage Detail File

This is equivalent to filling out the bottom portion of the Alaska Quarterly Contribution Report.

1. Open a new workbook in Excel. Click on the following: File/New/Workbook/OK.
2. DELETE all of the extra pages in the workbook. This can be done by right clicking on top of the area that says “sheet 2” and select “delete”. Repeat for “sheet 3” etc.
3. Create columns without headings or descriptors in Excel for all of the following fields to complete the wage file detail for each employer/client account. The information must correspond with the header information that is uploaded or manually keyed.

<u>Column</u>	<u>Max. Length</u>	<u>Column Contents & Requirements</u>
1 or A	8	Alaska employer account numbers are 5, 6 or 7 numeric digits. Leading zeros are not necessary.
2 or B	4	Reporting Year – Format: CCYY (ex. 2007)
3 or C	1	Reporting Quarter – Valid Values: 1, 2, 3, or 4
4 or D	9	Social Security Number – Must be 9 digits. Must include leading zeros. Do not include hyphens. Define the field as text or put a single quote (') in front of the SSN to keep the leading

		zeros. Leave field blank if SSN has not been received.
5 or E	25	Employee Last Name – Maximum 25 characters. Hyphens are allowed. Do not include commas, spaces or parenthesis. Alpha characters only.
6 or F	15	Employee First Name -Maximum 15 characters. Do not include commas, spaces or parenthesis. Alpha characters only.
7 or G	1	Employee Middle Initial – Maximum 1 character. Alpha characters only. Field can be blank.
8 or H	9,2	Employee Total Reportable Wages – Numeric with decimal. No \$ sign or commas (example: 1000.95 or 623). Maximum field length is a total of 9 digits example: 9,999,999.99
9 or I	1	Project Code – Not currently being used. Leave blank.
10 or J	20	Hourly Rate – Not currently being used. Leave blank.
11 or K	10	Occupational Code – 6 or 8 digit numeric code, or title. Decimals and dashes allowed when part of a valid occupational code. Coding manual located: http://labor.alaska.gov/estax/forms/toc_forms.htm as PDF.
12 or L	2	Geographic Code – 2 digit numeric code. Coding manual located http://labor.alaska.gov/estax/forms/toc_forms.htm as PDF.

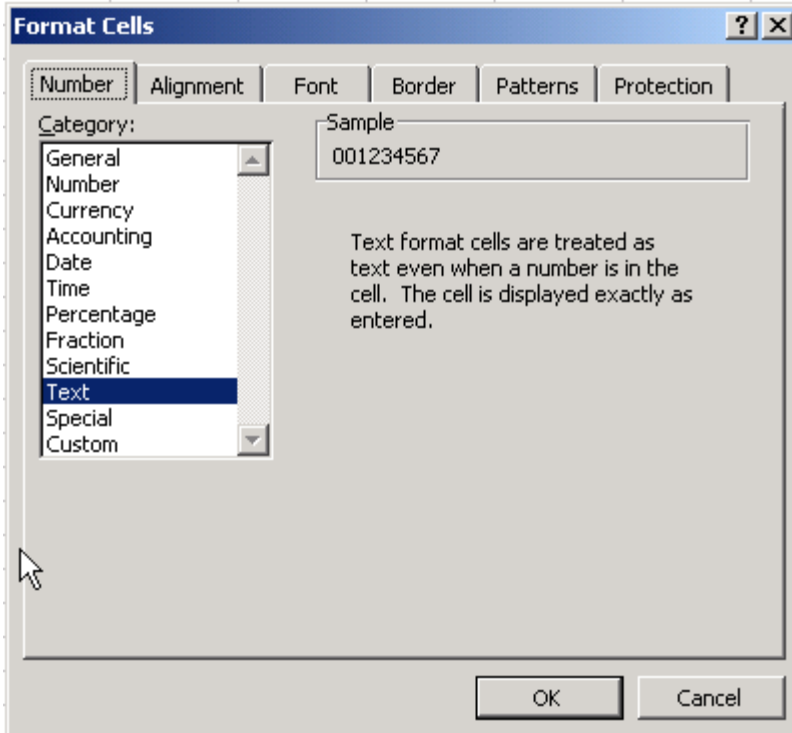
REPEAT ALL 12 STEPS FOR EACH EMPLOYER/CLIENT.

Wage file must have corresponding header record.

NOTE: To maintain leading zeros in the SSN field you have two choices:

- a) Type a single quote before entering the SSN. (Example '001882222) OR
- b) Select column "D", right click and select "Format/Cells/Number/Text" then OK.

Example:

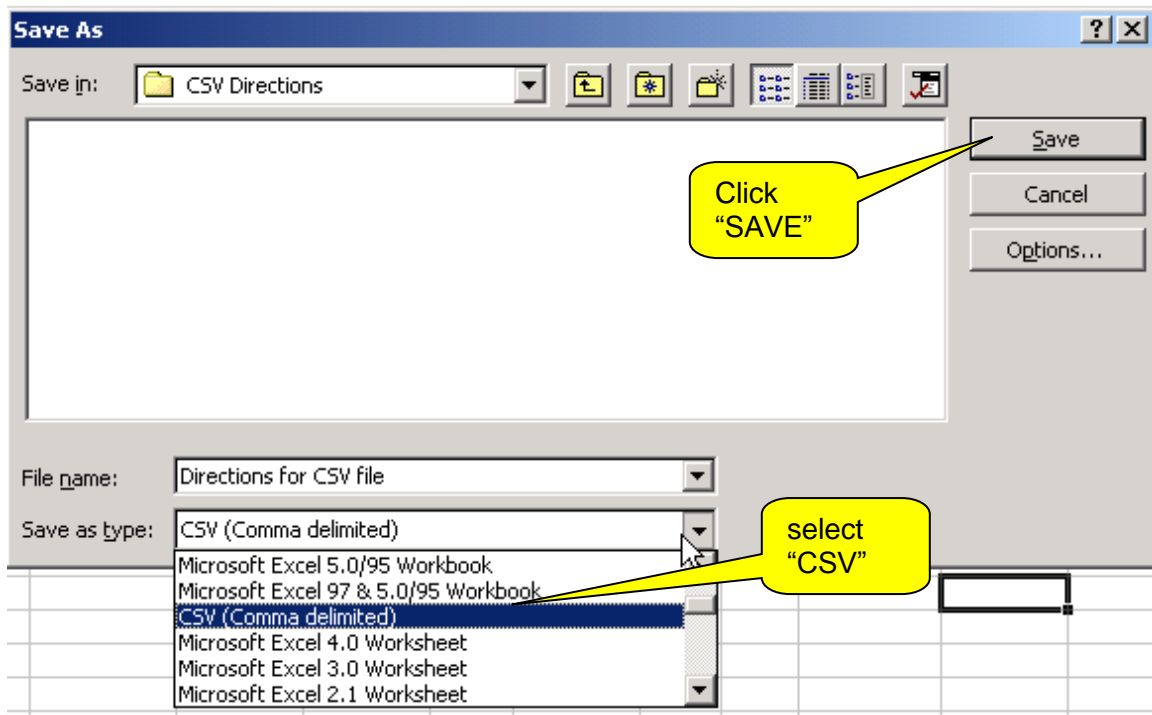


Make sure that all employee records are included in the file. Incomplete employer files will be accepted and any additions or corrections to that employer's report must be submitted as an amended report(s). You may submit one employer's records or multiple employers' records at the same time in the same CSV (comma delimited) file. See the following for an example of a completed wage file for multiple employers:

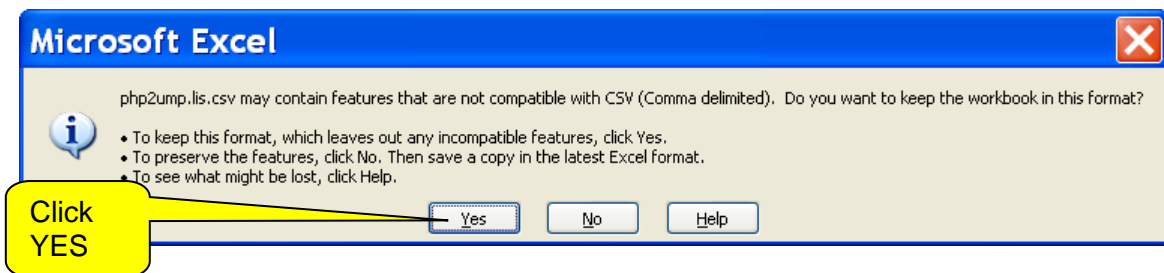
	A	B	C	D	E	F	G	H	I	J	K	L
1	12345678	2003	1	574123456	Smith	Frank	A	1000.95			43-4151	44
2	12345678	2003	1	574456123	Darby	Stacey	M	623			353021	44
3	12345678	2003	1	574987123	Jones	Robert	N	456.97			43-3031	44
4	12345678	2003	1	574567891	Johnson	Susan	L	892.1			351011	44
5	12345678	2003	1	456789123	Lewis	Sarah	K	2597.64			311011	44
6	12345678	2003	1	456123789	Stephenson	Sam		1856.43			352011	44
7	45678	2002	4	001234560	Rogers	Ann	M	915.52			132099	61
8	45678	2002	4	007789561	Smith	Deborah	J	6497.25			43-4199.03	61
9	45678	2002	4	012456789	Nelson	Lisa	A	9164.52			47-3011	44
10	45678	2002	4	015654783	Franklin	William	B	4578.32			472073	44
11	45678	2002	4	459521594	Gatlin	George	L	675.2			537032	61
12	45678	2002	4	537456123	Barton	Stephanie	S	4569			518011	61
13	123789	2003	1	375456789	Stephens	Christopher	M	1264.8			472072	61
14	123789	2003	1	574853213	Rodrigues	John		5821.35			493051	44
15	123789	2003	1	574628596	Samuels	Edna	K	2279.5			43-4031	44
16	123789	2003	1	375527894	Roberts	William	T	14567.85			11-1011	62
17	123789	2003	1	459254567	Jones	Jeffrey	O	4951.2			533032	62
18												

- 4. Prior to creating your CSV comma delimited file save a copy in Excel as your working copy.

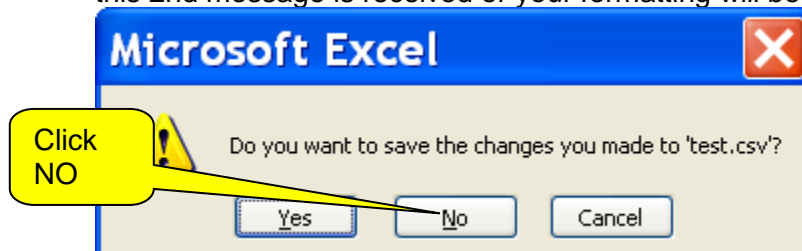
5. To save the file as CSV for uploading online, select File/Save As/, change the file type to CSV (Comma delimited) and name the file something that has meaning for you when you upload the file online (For instance: Wage Detail Submitted [Date].CSV). Example:



- H. Excel will then give you the following message that you must answer YES to:



- I. Close the CSV file by clicking the upper right hand "x". **YOU MUST CLICK NO** when this 2nd message is received or your formatting will be changed.



Your finished file will be the name of your file with a .CSV extension. Example: "Wagedetailsubmitted04232007.CSV". **DO NOT REOPEN THIS FILE IN EXCEL.**

UPLOADING FILES:

1. Go to: <https://tos.dol.alaska.gov/tos/>
 2. Login using existing myAlaska login, or create myAlaska user name and password, if you do not already have one.
 3. Under “Contribution Reporting” select “multiple filing”.
 4. Register remitter or select from menu if previously entered.
 5. Select “Submit Wages” to upload files.
 6. Select “Browse...” to locate CSV header file to upload.
 7. Select “Upload” to upload CSV file.
- OR
8. Enter header data manually by typing in the information for each employer account on the page. You may include zero reports during this process.
 9. Select “Next”
 10. Select “browse” to locate the wage file you created, certify and upload.
 11. Review errors in file.
 12. Select “Submit”.
 13. Print Vouchers or a Summary List
 - a. Print Vouchers Only
 - b. Print Vouchers with Summary(DO NOT mail in the summary reports)
 - c. Print Vouchers/Summary/Wages
 - d. Print Summary List to Submit with Payment
 14. Electronic Fund Transfer (EFT) payments can be made individually by going to “Pay Taxes” from the main menu or checks can be mailed in with the Payment Voucher.
 15. In the event that you have errors in your file see below for helpful suggestions on correcting these errors either in NOTEPAD or EXCEL. After corrections are completed follow steps 1 through 15.
 16. Payroll, bookkeeping and accounting organizations that submit payment for their clients may submit one check with multiple payment vouchers. Please use option 13(d) Print Summary List to Submit with Payment, to mail with a check.

COMMON ERROR MESSAGES (not a complete list)	REASON
Server Error OR Unexpected Error	<ol style="list-style-type: none"> 1. Formatting error that application does not recognize OR 2. Server or browser problems OR 3. Excel spreadsheet was auto summed to check the total reportable wages.

	<p>When total was removed the entire row needed to be deleted instead of just the cell.</p> <p>CALL 888-448-3527 for assistance</p>
Incorrect number of columns found on line1. Columns expected 12 found <u>11</u> OR <u>20</u>	<ol style="list-style-type: none"> 1. Check specifications and make sure you have a column for each category. OR 2. Inadvertently uploaded the Excel file instead of the CSV file.
Employer not found	Account number incorrect
Employer cannot submit for this year/quarter	Account closed or canceled
Less excess wages can not be greater than total reportable wages	Wage file total is less than the amount entered as excess wages in the header file. This error will also show when the header file does not locate a corresponding wage file for that employer.
SSN value soc	Occupational code (SOC) is invalid or missing
SSN value geo code	Geographic code (GEO) is invalid or missing
SSN value wage_amt	Individual wage amount cannot be blank, zero, negative or exceed the maximum.

Correcting Errors in Notepad using the CSV file:

1. Right mouse click on the “start” button and select “explore” OR from the desktop select “my computer”
2. Right mouse click on the csv file **DO NOT OPEN USING EXCEL**
3. Select “open with” “notepad” first time users will need to select “choose program” to find notepad.
4. The file will have commas in between all of your columns of detail from the Excel file you originally created. Example: 123456,2007,1,smith,joe,j,1240.00,,,31903,62
5. Check the very end of the file for extra commas and delete these if necessary and select “file, save”
6. Some applications put extra spaces in the file. To remove these select “edit/replace” type a space in the “find what” box and nothing in the “replace with” box. Then select “replace all” and “file save”
7. From the edit menu select “find” or “control f” to locate the SSN or name of the employee that needs to be corrected. This will take the cursor to the line you need to correct.
8. Highlight area to be corrected and type new or corrected information
9. Select “file, save”, close file and return to the steps outlined in the upload section.

Correcting Errors in Excel

NOTE: Do not open the CSV in Excel to make your corrections. Use your original Excel file and recreate the CSV file after making your corrections.

1. Review the specifications for the file and make the necessary corrections to your Excel file.
2. To recreate the CSV file: Select “file/save as”
3. The first message will ask if you want to replace the existing file. You must answer **YES**
4. The second message will state that your file may contain features that are not compatible with CSV (comma delimited). Do you want to keep the workbook in this format? You must answer **YES**
5. Then close the CSV file by clicking the upper right hand “x”. You will receive a third message asking if you want to save your changes. **YOU MUST CLICK NO** here or your formatting will be changed.