

Account Ability™

Tax Form Preparation for 2002

by

IDMS, Inc.

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Importing Information from QuickBooks® Pro 1999

Although Account Ability™ is capable of importing information returns and annual wage reports from an ASCII text file, one must generally rely upon their host application to create such a text file via an export procedure. It is natural to assume that text files created by host applications do not conform to the file schema Account Ability™ is expecting. Therefore, IDMS publishes a free **2002 Import Mapping Utility** that can assist the user in mapping such text files to a format that Account Ability™ can import. This utility can be installed from the **DOWNLOAD** page of the IDMS website (www.idmsinc.com).

The host application QuickBooks® Pro by Intuit is not the most user friendly when it comes to exporting employee and vendor information. The purpose of this paper is to provide a set of instructions that will assist the user in exporting data from QuickBooks® Pro to a series of text files that Account Ability™ can import. These instructions assume that you have the following programs installed on your computer: (a) QuickBooks® Pro 1999 by Intuit, (b) **2002 Import Mapping Utility** by IDMS, and (c) Microsoft Excel®.

Importing Payroll Information from QuickBooks® Pro 1999

Step 1) Import the employee name and address register

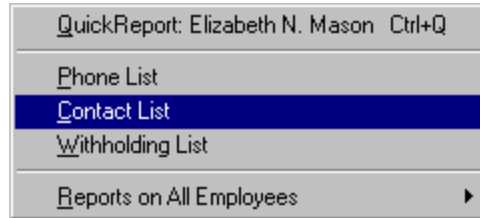
- a) Start QuickBooks® Pro
- b) Open the company containing the employee register to be exported
- c) From the **Lists** menu, select **Employees** to display the **Employee List** window,



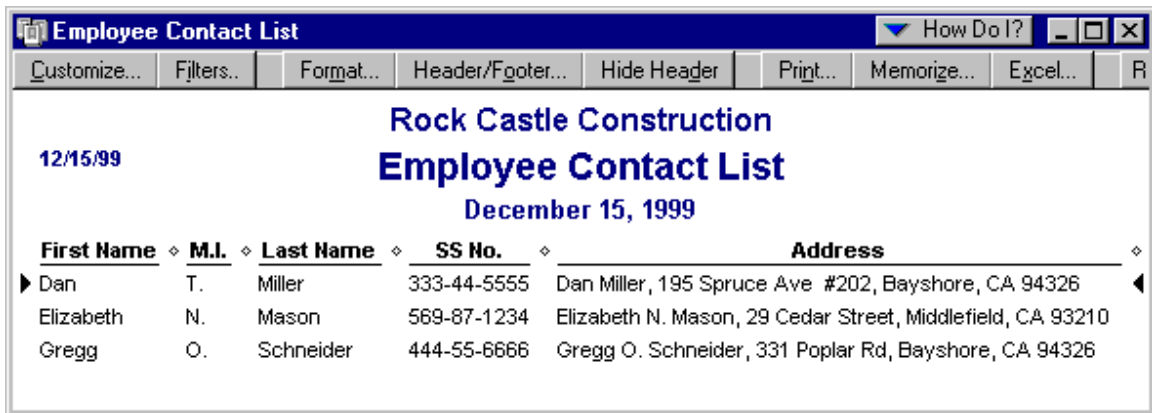
Soc. Sec. #	Name
333-44-5555	Dan T. Miller
569-87-1234	Elizabeth N. Mason
444-55-6666	Gregg O. Schneider

Employee Activities Reports Show All

d) From the **Reports** drop down menu select **Contact List**,



This will display the **Employee Contact List** window. Click on the **Customize** button displayed at the top of the Employee Contact List window and select the following fields: *First Name*, *Middle Initial (M.I.)*, *Last Name*, *SS No.*, and *Address*. After selecting these fields, click the **OK** button. Your customized list should now resemble the following,



A screenshot of the 'Employee Contact List' window. The window title is 'Employee Contact List' and it has a menu bar with options: 'Customize...', 'Filters...', 'Format...', 'Header/Footer...', 'Hide Header', 'Print...', 'Memorize...', 'Excel...', and 'R'. The main content area displays the following information:

12/15/99

Rock Castle Construction

Employee Contact List

December 15, 1999

<u>First Name</u>	<u>M.I.</u>	<u>Last Name</u>	<u>SS No.</u>	<u>Address</u>
▶ Dan	T.	Miller	333-44-5555	Dan Miller, 195 Spruce Ave #202, Bayshore, CA 94326
Elizabeth	N.	Mason	569-87-1234	Elizabeth N. Mason, 29 Cedar Street, Middlefield, CA 93210
Gregg	O.	Schneider	444-55-6666	Gregg O. Schneider, 331 Poplar Rd, Bayshore, CA 94326

Pay strict attention to the **Address** field. Intuit includes the employee's name, street address line 1, street address line 2 (if it exists), city, state and Zip code, separated by commas, on each address line. Count the number of commas on each address line to ensure consistency throughout the listing. If some addresses contain apartment numbers on address line 2 then you must combine those apartment numbers with address line 1. This can be accomplished quite easily by double clicking your mouse on the record to be corrected. After confirming all address lines contain the same number of commas, proceed to the next step.

e) Write the *Employee Contact List* to a new Microsoft Excel® spreadsheet by clicking the **Excel** button displayed at the top of the Employee Contact List window. After a few seconds, Excel should start with the Employee Contact List displayed as follows,

	A	B	C	D	E	F	G	H	I	J
1	First Name	M.I.	Last Name		SS No.				Address	
2	Dan	T.	Miller		333-44-5555				Dan Miller, 195 Spruce Ave #202, Bayshore, CA 94326	
3	Elizabeth	N.	Mason		569-87-1234				Elizabeth N. Mason, 29 Cedar Street, Middlefield, CA 932	
4	Gregg	O.	Schneider		444-55-6666				Gregg O. Schneider, 331 Poplar Rd, Bayshore, CA 9432	
5										
6										
7										

It will now be necessary to parse the **Address** field into distinct fields! To this end, highlight the **Address** column by clicking the column heading ('I' in the illustration above). When the column has been selected, select **Text to Columns...** from the **Data** menu. This will display the *Convert Text to Columns Wizard* shown below,

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited** - Characters such as commas or tabs separate each field.
- Fixed width** - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Address
2	Dan Miller, 195 Spruce Ave #202, Bayshore, CA 94326
3	Elizabeth N. Mason, 29 Cedar Street, Middlefield, CA 93210
4	Gregg O. Schneider, 331 Poplar Rd, Bayshore, CA 94326
5	

Buttons: Cancel, < Back, Next >, Finish

Choose **Delimited** and click the **Next** button. When step 2 of the wizard appears, remove the check mark from the **Tab** delimiter and place a check mark before the **Comma** delimiter. Click **Next**, then **Finish**. Your Excel spreadsheet will now appear with the Address field parsed into a full name, street address, city, state and Zip code. Label the headings of these fields appropriately before continuing to the next step, but, don't label the column containing the State and Zip code.

- e) Look at the field containing the State and Zip code! We must parse this field one more time before continuing. So, as before, highlight the column by clicking the column heading above the State and Zip code. When the column has been selected, select **Text to Columns...** from the **Data** menu. This will display the *Convert Text to Columns Wizard*. This time, choose a **Fixed width** data type. Click **Next**, then **Finish**. Your Excel spreadsheet will now appear as before with the State and Zip code parsed into distinct columns. You can now label these columns appropriately.
- f) You are now ready to save the Excel spreadsheet to a comma separated value text file (CSV). Select **Save As...** from Excel's **File** menu. Change the **Save as type** to CSV (comma delimited) and use a **File name** of *employees*. Note the directory in which you are saving the file (My Documents is fine), and click the **Save** button. If Excel informs you that certain features will be lost, etc..., just click the OK and YES buttons.
- g) Exit Excel. Do NOT save your file again when prompted by Excel.
- h) Start the Account Ability 2002 Import Mapping Utility.
- i) Select W-2 from the **Tax Form** drop down box.
- j) From the **Source File** group, locate and open the *employees.csv* file created in step (f) above.
- k) Select **Comma** in the **Delimiter** group.
- l) Select **Read** in the **Header** group.
- m) Create your mapping by dragging and dropping the source fields onto their respective data fields. Don't map the field containing the employee's full name!
- n) After all fields have been mapped, select **Skip** in the **Header** group.
- o) Click the **Execute** button and save your output using the file name displayed (*employeesW2*) in the folder displayed (*2002maps*).
- p) Close the 2002 Import Mapping Utility.
- q) Start Account Ability for 2002. Select the client to be used and open the W-2 form.
- r) From the **File** menu, select **Import → ASCII Text File...**
- s) Open the text file that you saved in step (o) above.
- t) Account Ability™ will now import your employee register.

Step 2) Import annual wage information

- Start QuickBooks® Pro
- From the **Reports** menu, select **Payroll Reports**
- From the Payroll Reports menu, select **Employee Earnings Summary** to display

	Salary	Overtime Pay	Regular Pay
Dan T. Miller	1,596.15	0.00	0.00
Elizabeth N. Mason	0.00	0.00	0.00
Gregg O. Schneider	0.00	0.00	0.00
TOTAL	1,596.15	0.00	0.00

- Click the **Customize** button and select the period 01/01/2002 to 12/31/2002
- The *Employee Earnings Summary* will now reflect the current calendar year
- Write this report to a new Microsoft Excel® spreadsheet by clicking the **Excel** button displayed at the top of the *Employee Earnings Summary* window. After a few seconds, Excel should start with the report displayed as follows,

	A	B	C	D	E	F	G	H	I	J	K
1			Salary		Sick Salary		Vacation Salary		Overtime Pay		Regular Pay
2		Dan T. Miller	38,307.63		319.24		1,276.92		0.00		0.00
3		Elizabeth N. Mason	0.00		0.00		0.00		4,187.83		19,796.77
4		Gregg O. Schneider	0.00		0.00		0.00		1,717.11		14,669.93
5		TOTAL	38,307.63		319.24		1,276.92		5,904.94		34,466.70
6											
7											
8											
9											
10											
11											
12											

- If column 'A' on your spreadsheet contains only a TOTAL line, delete the column
- Delete any blank columns (such as 'D', 'F', 'H', 'J',..., above)
- Insert the Title 'Employee' above the first employee's name
- Delete the row that contains only TOTAL (the last line above)

- k) Delete Sheet2 and Sheet3
- l) Your spreadsheet should now resemble the following

	A	B	C	D	E	F	G	
1	Employee	Salary	Sick Salary	Vacation Salary	Overtime Pay	Regular Pay	Sick Hourly	Federa
2	Dan T. Miller	38,307.63	319.24	1,276.92	0.00	0.00	0.00	
3	Elizabeth H. Mason	0.00	0.00	0.00	4,187.83	19,796.77	1,213.93	
4	Gregg O. Schneider	0.00	0.00	0.00	1,717.11	14,669.93	914.25	
5								

Intuit writes wages to separate columns, such as B, C, D, E, F, G above, but fails to write a GROSS WAGE column. A GROSS WAGE column will be necessary, so here is one way to create one:

- 1) Insert a blank column before **Federal Withholding** and label it **GROSS**
- 2) Format all cells in this column as **Currency**
- 3) Click your mouse on the salary in Cell (B, 2) (38,307.63 above)
- 4) With the SHIFT key depressed, click on each column to be included in the GROSS (cells (C, 2), (D, 2), (E, 2), (F, 2), and (G, 2) above)
- 5) Click the **Autosum** function (Σ) appearing on the Standard Toolbar
- 6) The GROSS column should contain the total wages for the first employee
- 7) Use this same Autosum function for all of the remaining employees.

	A	E	F	G	H	I	
1	Employee	Overtime Pay	Regular Pay	Sick Hourly	Gross	Federal Withholding	Social Secur
2	Dan T. Miller	0.00	0.00	0.00	\$39,903.79	-3,882.00	
3	Elizabeth H. Mason	4,187.83	19,796.77	1,213.93	\$25,198.53	-3,241.00	
4	Gregg O. Schneider	1,717.11	14,669.93	914.25	\$17,301.29	-2,301.00	
5							

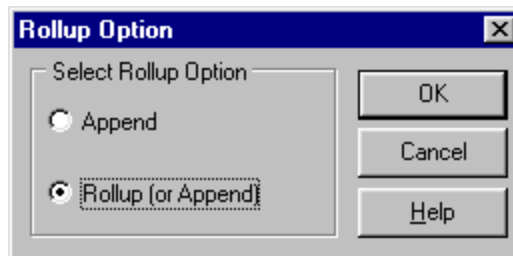
Intuit makes things a little tough by including negative signs on all deductions, as shown above in the Federal Withholding columns. The easiest way to get rid of the minus signs is to use the Search and Replace function. Here's the procedure,

- 1) Select any column containing negatives – in the illustration above, clicking on the letter 'I' above Federal Withholding would select the entire column.
- 2) From Excel's "Edit" menu, select "Replace..."
- 3) In the "Replace" dialog, enter a minus sign "-" in the "Find what:" field and leave the "Replace with:" field blank.
- 4) Set the "Search:" to *By Rows* and click "Replace All".
- 5) Repeat steps (1) – (4) above for each column containing negative numbers.

IMPORTANT: If any of the employee names contains a middle initial followed by a period (for example, Dan T. Miller above), you must remove the period. This can be done during the import into Account Ability™ or it can be done now – the choice is yours.

- m) You are now ready to save the Excel spreadsheet to a **Tab Delimited** text file. Select **Save As...** from Excel's **File** menu. Change the **Save as type** to Text (Tab delimited) and use a **File name** of *payroll*. Note the directory in which you are saving the file (My Documents is fine), and click the **Save** button. If Excel informs you that certain features will be lost, etc..., just click the OK and YES buttons.
- n) Exit Excel. Do NOT save your file again when prompted by Excel.
- o) Start the Account Ability 2002 Import Mapping Utility.
- p) Select W-2 from the **Tax Form** drop down box.
- q) From the **Source File** group, locate and open the *payroll.txt* file created in step (m) above.
- r) Select **Tab** in the **Delimiter** group.
- s) Select **Read** in the **Header** group.
- t) Create your mapping by dragging and dropping the source fields onto their respective data fields.
- u) **IMPORTANT:** Be sure to map the employee's full name!
- v) After all fields have been mapped, select **Skip** in the **Header** group.
- w) Click the **Execute** button and save your output using the file name displayed (*payrollW2*) in the folder displayed (2002maps).
- x) Close the 2002 Import Mapping Utility.
- y) Start Account Ability for 2002. Select the client to be used and open the W-2 form.
- z) From the **File** menu, select **Import → ASCII Text File...**

It is assumed that you have already imported the employee name and address file. If so, Account Ability will display the *Rollup Options* dialog. Check Rollup (Append) as shown below



Click the OK button. The existing employee records should be updated with the payroll information just created. Account Ability™ will match each existing employee record by First, Middle Initial, and Last name when updating. This is why the period (.) appearing after the middle initial must be removed prior to importing.