

Kansas Department of Revenue
QuickBooks and Peachtree Data Import Walkthrough
January 2008

Introduction

The Kansas Department of Revenue (KDOR) has created a basic utility to assist QuickBooks and Peachtree users in getting state-required W-2 information out of their accounting programs and into a file format that can be uploaded onto the Department's website. The utility requires the user have Microsoft Excel installed on their computer. To complete the data conversion and upload process, follow the steps documented in this walkthrough.

For more information about the electronic withholding filing process or to obtain a current copy of the W-2 conversion utility, visit the KDOR web site at www.webtax.org.

QuickBooks Users →

Essential QuickBooks data can be obtained by generating two standard QuickBooks reports with slight modifications. Once the reports are selected and modified, they must be saved in a **Comma Separated Value (CSV)** file format which will then be imported into the KDOR conversion template. The following instructions will help you create the needed QuickBooks extracts.

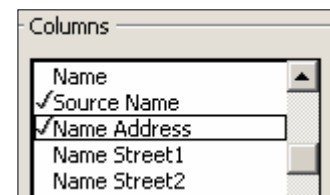
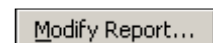
- 1) Open your company in QuickBooks
- 2) Open the "Report Center" either by clicking the appropriate icon or using the Reports menu option.



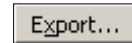
- 3) Select the "Employees and Payroll" option from the Reports list.



- 4) Select the "**Payroll Item Detail**" report from the payroll list
 - a. Make sure you have specify the appropriate date for your report by either selecting a defined period using the drop-down menu or entering the actual date range. This may be "Last Calendar Year" or "This Calendar Year" depending on when you are filing your return.
 - b. The QuickBooks generated report must be modified in order to gather all required information. Click the "Modify Report" button.
 - c. In addition to the fields that already have a check mark next to them, click the following items to add them to the report then click the "OK" button.
 - i. Name Address
 - ii. Name Street1
 - iii. Name Street2
 - iv. Name City
 - v. Name State
 - vi. Name Zip
 - vii. SSN/Tax ID



- d. Click the “Export” button.
- e. When the export dialog box appears, make sure the file format has “a comma separated values (.csv) file. option selected then click the next “Export” button.
- f. Save the file as “**ItemDetail.csv**”.



- 5) Repeat the report export process for the “**Payroll Item Listing**” report.

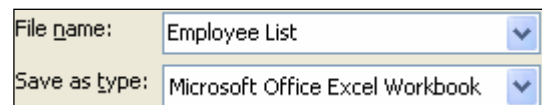
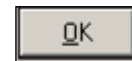
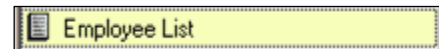
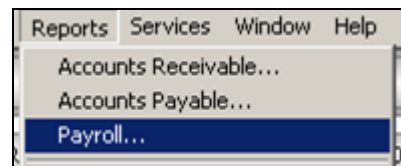


- a. Select the time same time period.
- b. Modify the report and add the following columns.
 - i. State
 - ii. Account ID
- c. Export the report as a comma separated values file saving it as “**ItemListing.csv**”.

Peachtree Users →

Similar to the QuickBooks extract, two standard reports must be produced in Peachtree then exported into a format that can be read by the KDOR conversion template. Unlike QuickBooks, the exported Peachtree files are in a **Microsoft Excel** format. Follow the instructions below to create the necessary files.

- 1) Open your company in Peachtree.
- 2) Select the “Payroll...” option from the “Reports” menu list.
- 3) After the “Select a Report” screen appears, double-click the “**Employee List**” report.
 - a. Once the formatted report is generated, click the “Excel” icon in the menu bar to open the Excel export screen.
 - b. The default options on the Excel export screen should be ok. Click the “OK” button to complete the export process.
 - c. A new Microsoft Excel worksheet will be displayed with all the data displayed in spreadsheet format. The file must be saved before it can be imported into to the KDOR conversion utility. Click the “Save” icon and save the file as “**Employee List.xls**”.

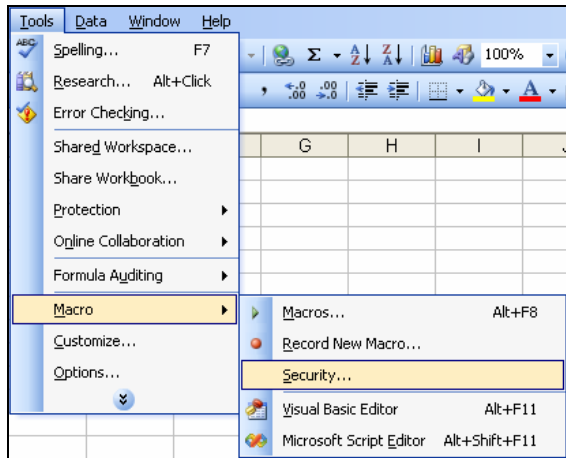


- 4) Repeat the process for the “**Yearly Earnings Report**” saving the exported file as “**Yearly Earnings Report.xls**”.

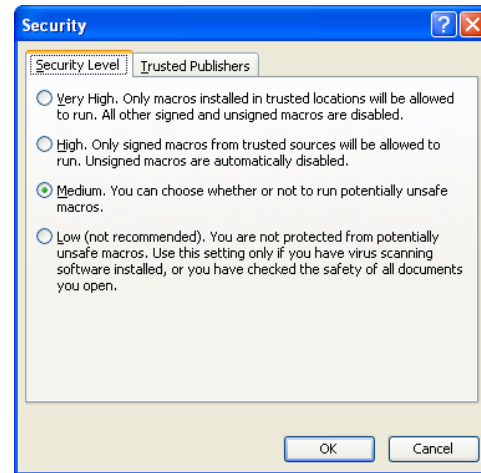
KDOR Conversion Template

After the QuickBooks or Peachtree extracts are created, they must be converted into a file that can be uploaded using the KDOR Conversion Template. Because this Microsoft Excel template uses complex macros to compile information from the extracted reports, it may be necessary to adjust Excel's security levels before the template will work. It is recommended that the security level be set at "Medium" so you can choose to allow an Excel program with macros to run.

1) Select the "Security" menu option.



2) Select the "Medium" security level.



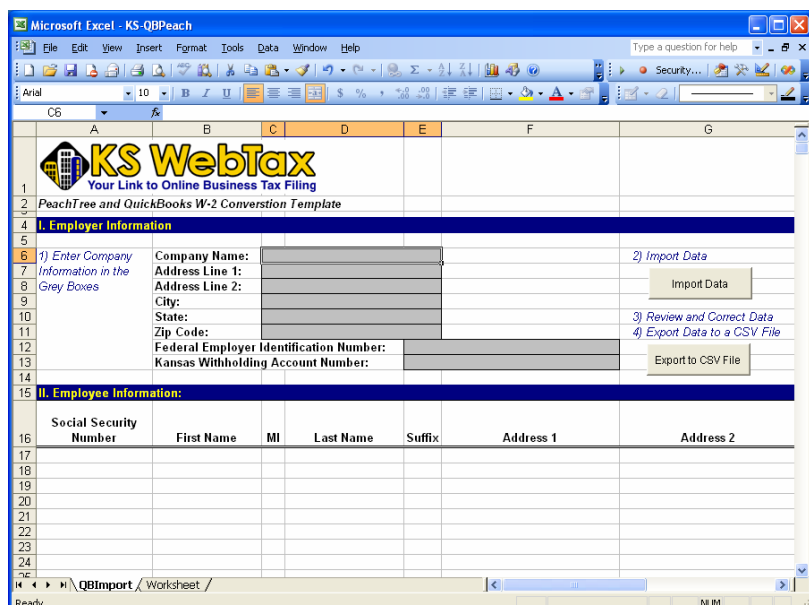
Once you have completed your data conversion, you may opt to reset the security levels to "High" or "Very High". Simply repeat the process outlined above.

Completing the Conversion

Before you complete your QuickBooks or Peachtree data conversion, make sure you have the most current version of the KDOR Conversion Template. This file, named **KS-QBPeach.xls** can be obtained by visiting the Department's web site at www.webtax.org.

1) The first step, whether you are working with a QuickBooks or Peachtree conversion is to complete the basic company information. Fill out the grey boxes on the spreadsheet.

Note: It is important to have a correct Kansas Withholding Account Number entered before you import your data.



- 2) Click the **“Import Data”** button to load the QuickBooks or Peachtree extracts you saved previously.

Select the accounting application you use. The application reports labels will change depending on the type of accounting application you select.

Click the **“Find”** button next to each text box and select the specified file. Once you have identified both files, click the **“Import Data”** button to continue.

Peachtree Users: In order to properly calculate Federal and Social Security wages, you must identify specific payroll items that should not be included in the Federal wage figure of the W-2. A **“Pretax Deductions”** screen will be displayed. If you have items that should not be considered, select them from the drop-down boxes. If you do not have any items, leave the drop-down boxes blank and click the **“Continue”** button.

- 3) Once your data is loaded into the template, you have the flexibility to review and edit employee information.

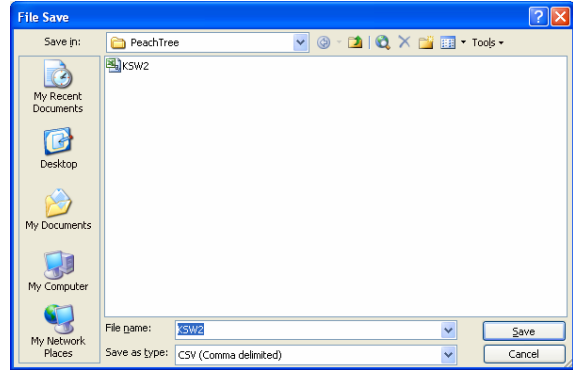
NOTE: The KDOR Conversion Utility makes assumptions about how names should be split. You are encouraged to review names for accuracy.

KS WebTax Your Link to Online Business Tax Filing						
PeachTree and QuickBooks W-2 Conversion Template						
I. Employer Information						
1) Enter Company Information in the Grey Boxes	Company Name:	My Company				2) Import Data
	Address Line 1:	1313 Mockingbird Ln				Import Data
	Address Line 2:					
	City:	Topeka				3) Review and Correct Data 4) Export Data to a CSV File
	State:	KS				
	Zip Code:	68601				
	Federal Employer Identification Number:	123456789				Export to CSV File
	Kansas Withholding Account Number:	036123456789F01				
II. Employee Information:						
Social Security Number	First Name	MI	Last Name	Suffix	Address 1	Address 2
17 111-22-1337	Amanda	W	Chester		4599 West Paces Ferry Road	
18 111-27-1134	Al	L	Duke		3905 Alpharetta Hwy	
19 111-27-6656	Anthony	H	Hecter		67 Lenox Rd	
20 111-44-8778	Alex	C	Kornel		847 Clairmont Road	
21 111-49-8991	Brandon	A	Hugley		920 Gainesville Hwy	
22 111-50-8992	Bob	G	Kerr		1066 Gwinnett Drive	
23 111-27-6894	Brandee	M	Nunnley		2777 Sweetwater Trail	
24 111-32-6555	Charlene	M	Leland		834 Chamblee Tucker Rd	

- 4) Click the “**Export to CSV File**” button to create the KDOR readable file. The file should be saved as “**KSW2.CSV**”.

Be sure to specify the file type as “CSV (Comma delimited) (*.csv)”

You have successfully created a file that can be loaded on the KDOR web site



Upload your W-2 Data

You must use KDOR’s withholding web application to upload the converted W-2 file. The application is available at www.webtax.org. If you have not done so, you will need to establish a profile and password then link your withholding account(s) to the profile. Follow the on-screen prompts to complete this process.



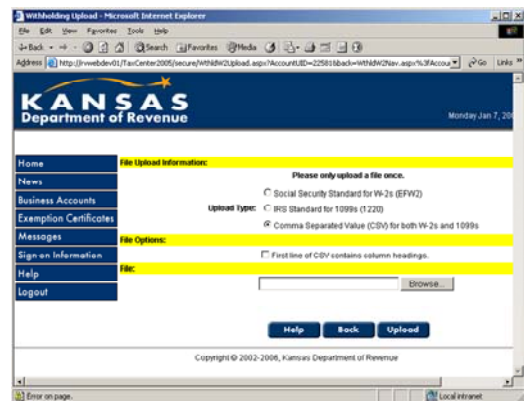
Once your withholding account is linked, you can initiate your end-of-year filing by managing your withholding account. Look for the menu item entitled “*Process year-end withholding W2/1099s.*” Follow the links until you come to a menu with the option to “*Upload a preformatted W2 / 1099 file (CSV, EFW2, Pub 1220).*”

Specify the file type as a “Comma Separated Value (CSV) for Both W-2s and 1099s” type file.

Your file does not contain a header row.

Use the “Browse” button to select the “KSW2.CSV” file you created using the KDOR conversion utility

Click the “**Continue**” button to complete your upload.



Questions or Comments?

The KDOR Conversion Template was designed to be as simple and user-friendly as possible. Should you encounter any problems, we encourage you to check our web site to insure you have the most up-to-date copy of the program.

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