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**Division of Employment and Training Services**  
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## **Creating and uploading CSV files using Excel for Single Filers**

The single filing feature of the on-line system allows uploading or manually keying one contribution report at a time. After selecting the year/quarter to submit you have three choices:

1. Submit a zero wage report, or
2. Upload a CSV (comma delimited) wage file, or
3. Enter the quarterly wage amounts individually onto a pre-filled grid. The grid pre-fills with employee information, occupational code and geographic codes submitted in the previous quarter.

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

<http://www.labor.state.ak.us/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.

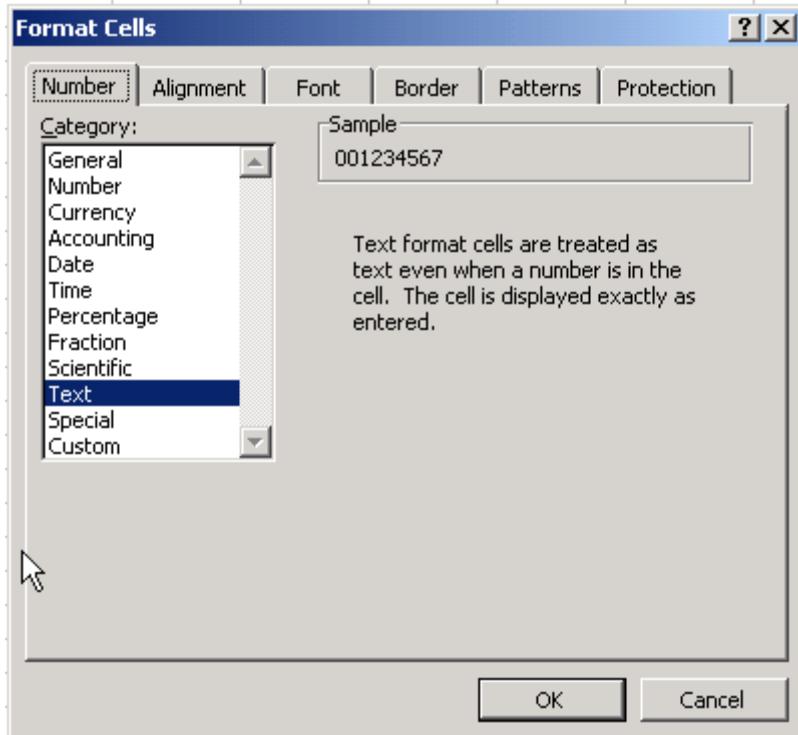
***Step by Step Instructions for Creating a Wage File:***

- 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 wage file:

<b><u>Column</u></b>	<b><u>Max. Length</u></b>	<b><u>Column Contents &amp; Requirements</u></b>
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. Decimals and dashes allowed when part of a valid occupational code. Coding manual located: <a href="http://www.labor.state.ak.us/estax/forms/toc_forms.htm">http://www.labor.state.ak.us/estax/forms/toc_forms.htm</a> as PDF.
12 or L	2	Geographic Code – 2 digit numeric code. Coding manual located <a href="http://www.labor.state.ak.us/estax/forms/toc_forms.htm">http://www.labor.state.ak.us/estax/forms/toc_forms.htm</a> as PDF.

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

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

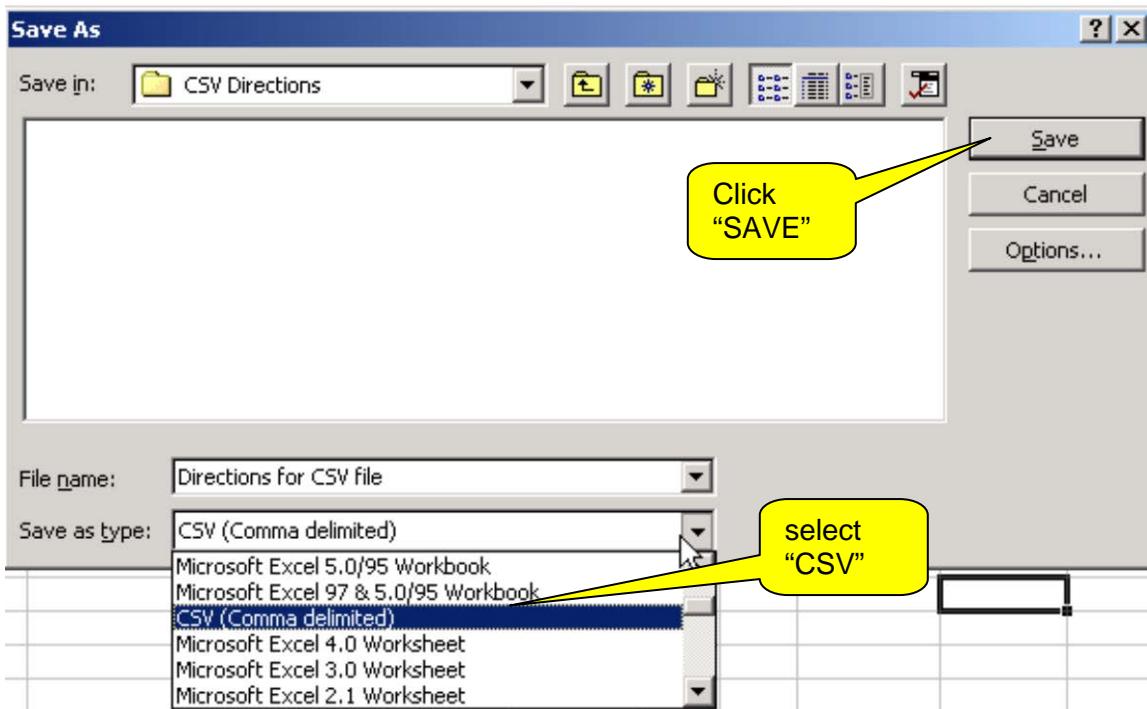


Make sure that all employee records are included in the file. Incomplete employer files formatted correctly will be accepted. Additions or corrections must be submitted as an amended report. Example of completed wage file in Excel format:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1234567	2007	1	123456789	Smith	Mike	F		1000.95		43-4151	34						
1234567	2007	1	234567890	Jones	Joe			623		353021	34						
1234567	2007	1	345678991	Larson	Robert	S		456.97		43-3031	34						
1234567	2007	1	456790092	Bennett	Kathy			892.01		43-4199.03	34						
1234567	2007	1	567901193	File	Patty			915.52		514035	34						
1234567	2007	1	679012294	Miller	Zelda			1264.8		493051	34						

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

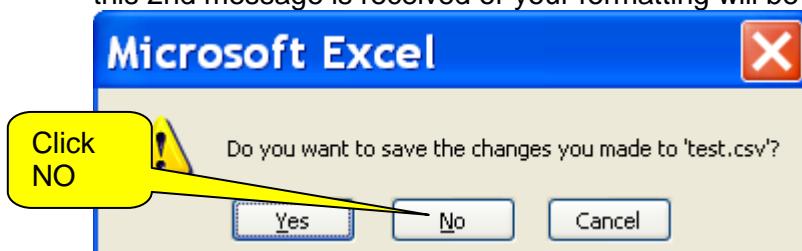
2. To save the file as CSV for uploading online, select “File/Save As/” then change the file type to CSV (Comma delimited) and name the file something that has meaning for you when you upload the file online (For instance: Wage Detail Submitted [Date].CSV). Example:



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



- E. 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: “WageFilesubmitted04232007.CSV”. **DO NOT REOPEN THIS FILE IN EXCEL.**

**UPLOADING FILES:**

1. Logon to: <https://myalaska.state.ak.us>
2. Create user name and password
3. Open email and verify password
4. Select: Employment Security Tax
5. Under contribution reporting select “single account filing”
6. Establish company information or select from menu if previously entered
7. Select year and quarter from pull down menus
8. Select “upload wages from a file”
9. Select “browse” to locate the wage detail file you created and saved on your computer.
10. Select “upload csv file”
11. The system will automatically calculate the total and taxable wages you have uploaded or manually entered. Follow the screens completing the needed “employee count” and submitted by information. If you answer “yes” to “out of state wages” or the business is a successor to another business in the current year you will have to manually enter the excess wage amount.
12. When you reach the summary page make sure to select “certify” and “submit” to complete the filing of the report.
13. The final step is paying the taxes due.
  - a. To pay on-line select the “pay online” button after submitting the report to enter the banking information and payment date OR
  - b. Select “Print this page” to print a payment voucher to mail with a check.
14. You will receive E-mail confirmation that your contribution report has been received. It will not contain any confidential employer information.
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 12.

COMMON ERROR MESSAGES (not a complete list)	REASON
Server Error OR Unexpected Error	<ol style="list-style-type: none"> <li>1. Formatting error that application does not recognize OR</li> <li>2. Server or browser problems OR</li> <li>3. Excel spreadsheet was auto summed to check the total reportable wages. When total was removed the entire row needed to be deleted instead of just the cell.</li> </ol> <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"> <li>1. Check specifications and make sure you have a column for each category. OR</li> <li>2. Inadvertently uploaded the Excel file instead of the CSV file.</li> </ol>
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 can not 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 “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.