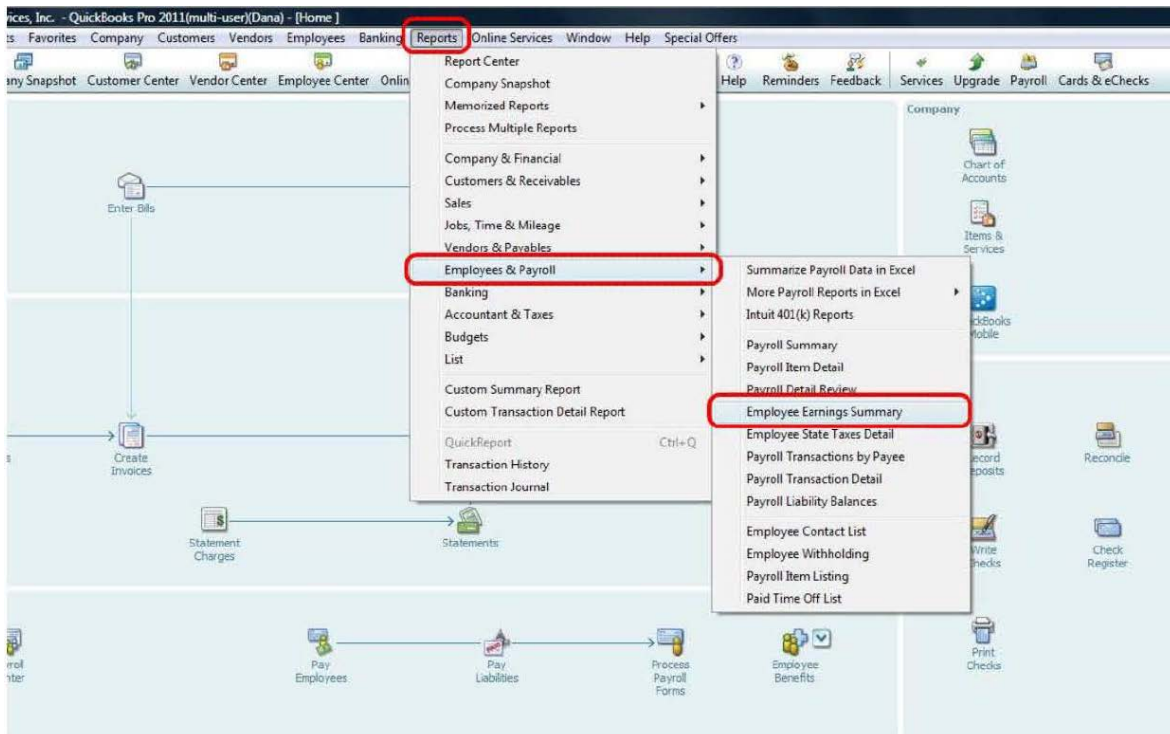
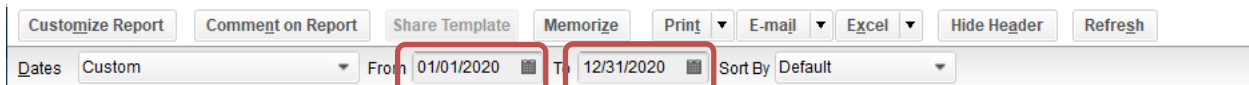


# Generating Quickbooks Census Reports

1. There are three reports that must be run in Quickbooks in order to get the data that is required.  
**Additional fees may be applied for inaccurate or insufficient data.**
  - a. **Employee Earnings Report**
  - b. **Payroll Summary Report**
  - c. **401k Census Report**
    - i. **Important** - This report is accurate if you are entering employee termination dates in the system. If you are not, you will need to update the file with the termination dates after you have generated it from QuickBooks.
2. **Employee Earnings Report Instructions**
3. **Open QuickBooks** – Open your Quickbooks payroll file.
4. **Selecting the Report** – Select “Reports” ➡ “Employees & Payroll” ➡ “Employee Earnings Summary”



5. **Modifying your Report to Plan Year Date Range** – Once the report appears, change the date range to match the plan year. i.e. if the plan year is a 1/1/2020 – 12/31/2020 then use those dates to generate the report.

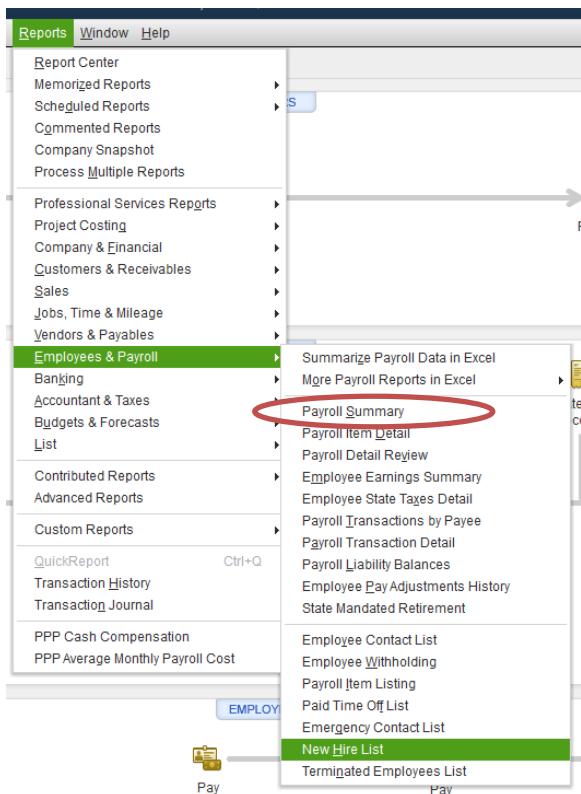


6. **Exporting the Report** – Click the “Export” button at the top of the report (directly above the date fields you just modified). This will bring up the box shown below. Make sure that you select “a new Excel workbook” then click “Export”. When saving the report, please save the file with filename [company name or abbreviation]\_Term\_[plan year end year] (i.e. “Sample Company\_Payroll \_2020.xlsx”)



## 7. Payroll Summary Report

8. **Selecting the Report** – Select “Reports” → “Employees & Payroll” → “Payroll Summary”



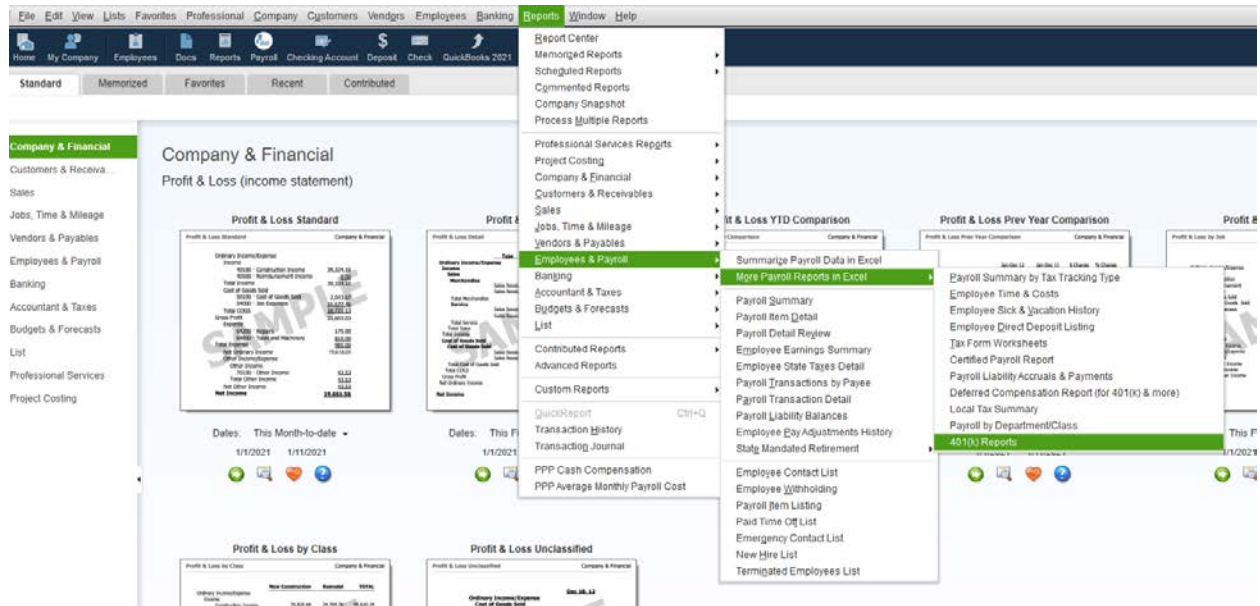
9. **Modifying your Report to Plan Year Date Range** – Once the report appears, click on “Customize Report”, change the “From” field to the first day of the plan year (1/1/2020 for calendar year plan) and change the “To” field to the last day of the plan year (12/31/2020 for a calendar year plan).

	Hours	Week of Dec 10, 23	Hours	Week of Dec 10, 23	Hours	Week of Dec 10, 23
<b>Employee Wages, Taxes and Adjustm.</b>						
▼ Gross Pay						
Salary		3,192.30	0.00	0.00		0.00
Overtime Rate		0.00	0.00	0.00		0.00
Regular Pay		0.00	160	2,360.00	240	4,140.00
Sick Hourly		0.00		0.00		0.00
Vacation Hourly				0.00		0.00
<b>Total Gross Pay</b>			160	2,360.00	240	4,140.00
<b>Adjusted Gross Pay</b>			160	2,360.00	240	4,140.00
▼ Taxes Withheld						
Advance Earned Income Credit		0.00		0.00		0.00
Federal Withholding		-220.00		-258.00		-488.00
Medicare Employee		-48.29		-34.22		-80.03
Social Security Employee		-197.92		-148.32		-256.68
CA - Withholding		-34.50		-55.62		-123.28
CA - Disability Employee		-18.84		0.00		-18.29
<b>Total Taxes Withheld</b>		-517.55		-494.16		-944.28
▼ Deductions from Net Pay						
Health Insurance		-25.00		-25.00		-37.50
<b>Total Deductions from Net Pay</b>		-25.00		-25.00		-37.50
<b>Net Pay</b>		<b>2,649.75</b>		<b>1,840.84</b>		<b>3,158.22</b>
▼ Employer Taxes and Contributions						
Federal Unemployment		0.00		0.00		100.00

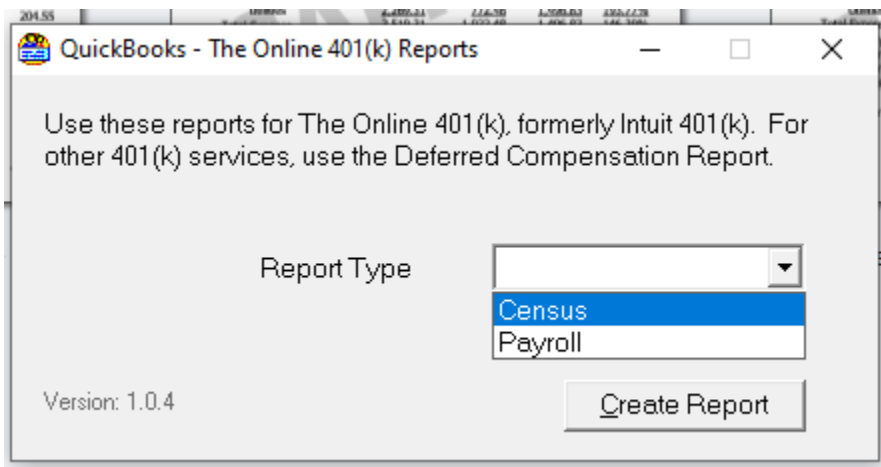
10. **Exporting the Report** – Click the “Export” button at the top of the report (directly above the date fields you just modified). This will bring up the box shown below. Make sure that you select “a new Excel workbook” then click “Export”. When saving the report, please save the file with filename [company name or abbreviation]\_PayrollSummary\_[plan year end year] (i.e. “Sample Company\_PayrollSummary\_2020.xlsx”)

## 11. 401(k) Reports (Census)

12. **Selecting the Report** – Select “Reports” → “Employees & Payroll” → “More Payroll Reports in Excel” → “401(k) Reports”



13. A pop-up box will appear and ask the “Report Type”. Select “Census”, then hit create report.



14. **Exporting the Report** – The report will appear in excel. When saving the report, please save the file with filename [company name or abbreviation]\_Census\_[plan year end year] (i.e. “Sample Company\_Census\_2020.xlsx”). Please review this report as it may not be accurate if you are not entering termination dates in the file. If there were no terminations during the plan year, then please make a note at the bottom of the file indicating this. Otherwise, we will follow up to ensure the data is accurate.

15. **Review the Data** – Please review the data that has been produced to ensure its accuracy. Maintaining termination information in Quickbooks is not necessary to support payroll functions so that report is the most likely to be inaccurate. **Inaccurate or incomplete data received may result in inaccurate testing and additional fees.**
16. **Save the Excel workbooks and submit to PBS** – Please send the reports securely if possible. You may click on the “click here to submit census files securely” link in the census request email to return the attachments securely. Please contact your administrators with any questions or concerns.
17. **Complete, this section and return.**

Preparer's Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

By checking this box, I affirm that I have generated and submitted all three reports needed and supplied any additional information needed to ensure accurate data.