How to Import 1099 Data from QuickBooks Online into W2 Mate

The W2 Mate 1099 Utility for QuickBooks Online is used to create a CSV file to import your 1099 data into W2 Mate.

Note: In order to use this feature you must purchase and enable W2 Mate Option #3 to import

Note: You will need to export your data from QuickBooks Online to Excel spreadsheets, use the W2 Mate QuickBooks Online Helper Utility to convert the spreadsheet data to a single CSV (Comma Separated Value) spreadsheet (per company), then import the CSV data into W2 Mate. Each company will need to be created and imported separately.

To export your data from QuickBooks Online:
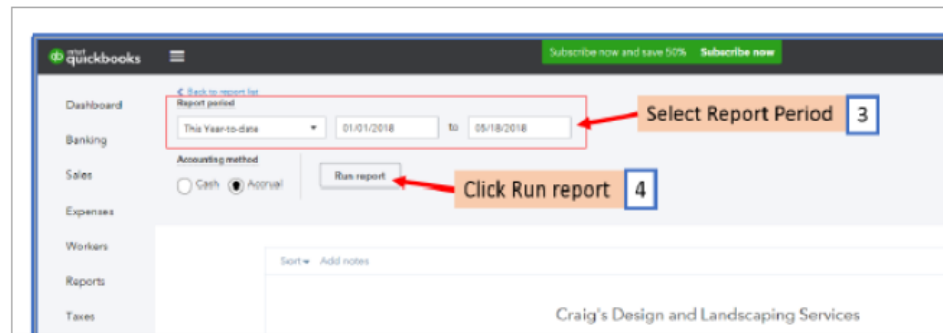(examples using Internet Explorer 11/Excel 2016)

1099 Transaction Detail Report
1. Click on Reports from left side menu
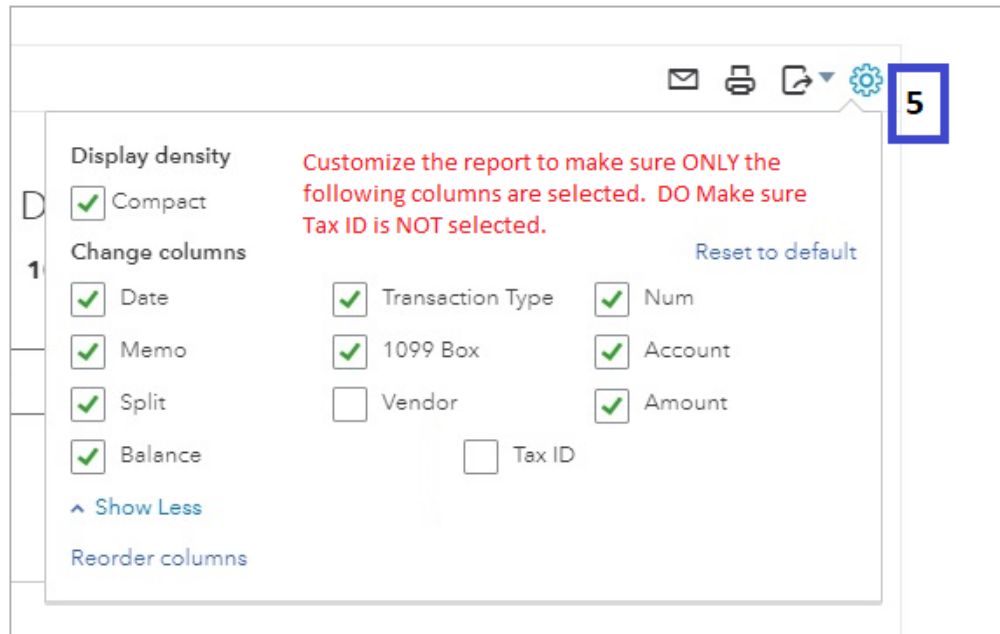
2. Click 1099 Transaction Detail Report
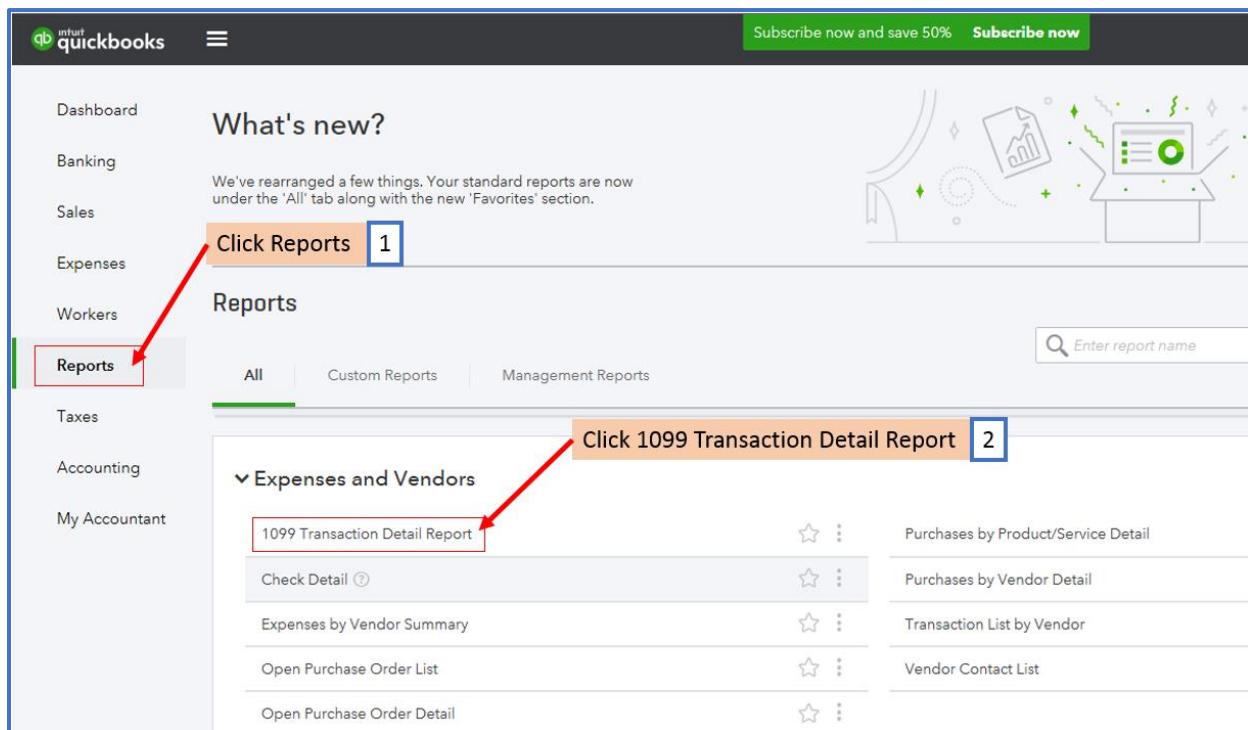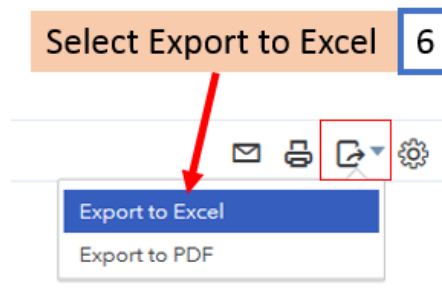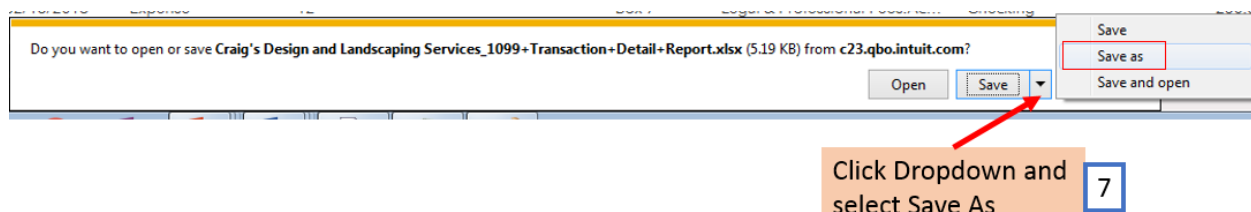
3. Select Report Period

4. Click Run Report

5. Customize the report and then select Export to Excel

Customize the report to make sure ONLY the following columns are selected. DO Make sure Tax ID is NOT selected.

6. Export to Excel

7. Click Save and Select Save As to save the Excel 1099 Transaction Detail report

Do you want to open or save Craig's Design and Landscaping Services_1099+Transaction+Detail+Report.xlsx (5.19 KB) from c23.qbo.intuit.com?

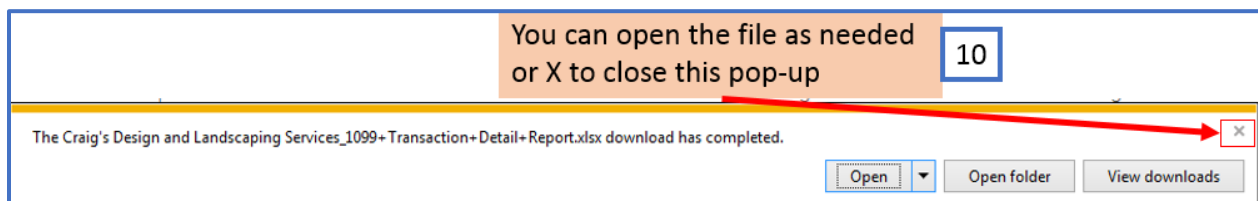Click Dropdown and select Save As 7

8. Choose location to save the file
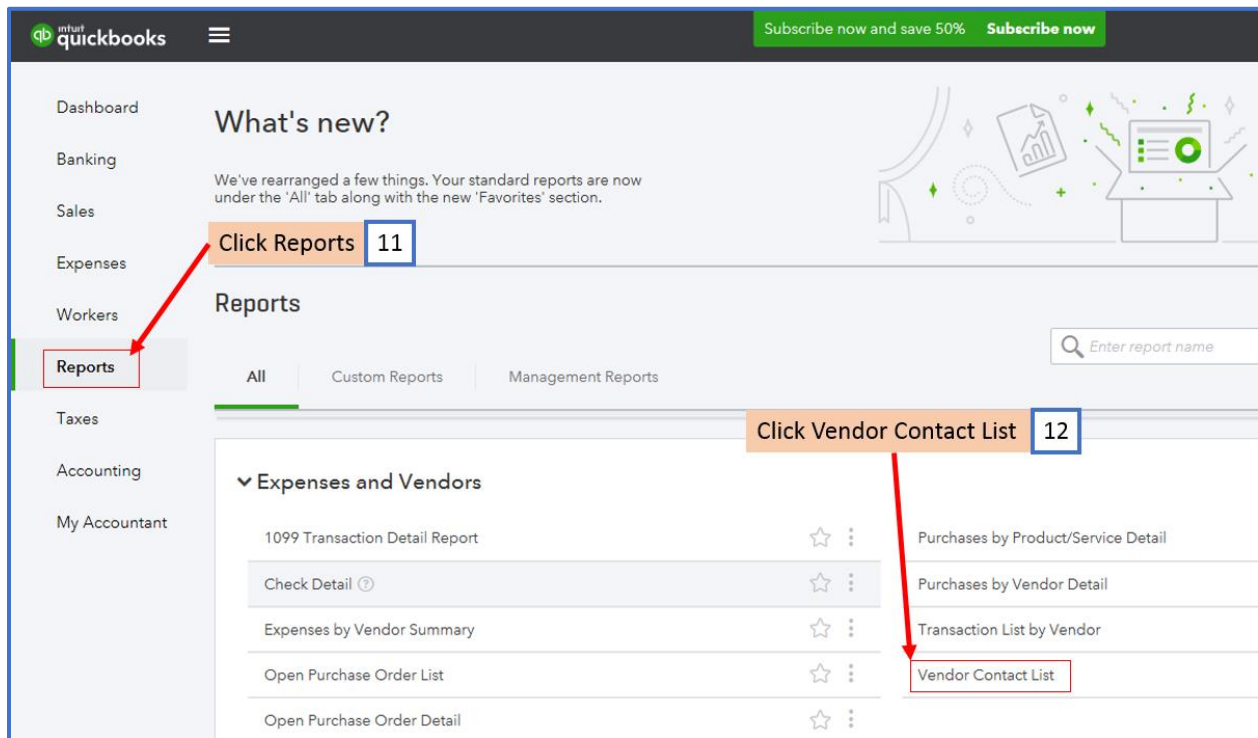
9. Click Save
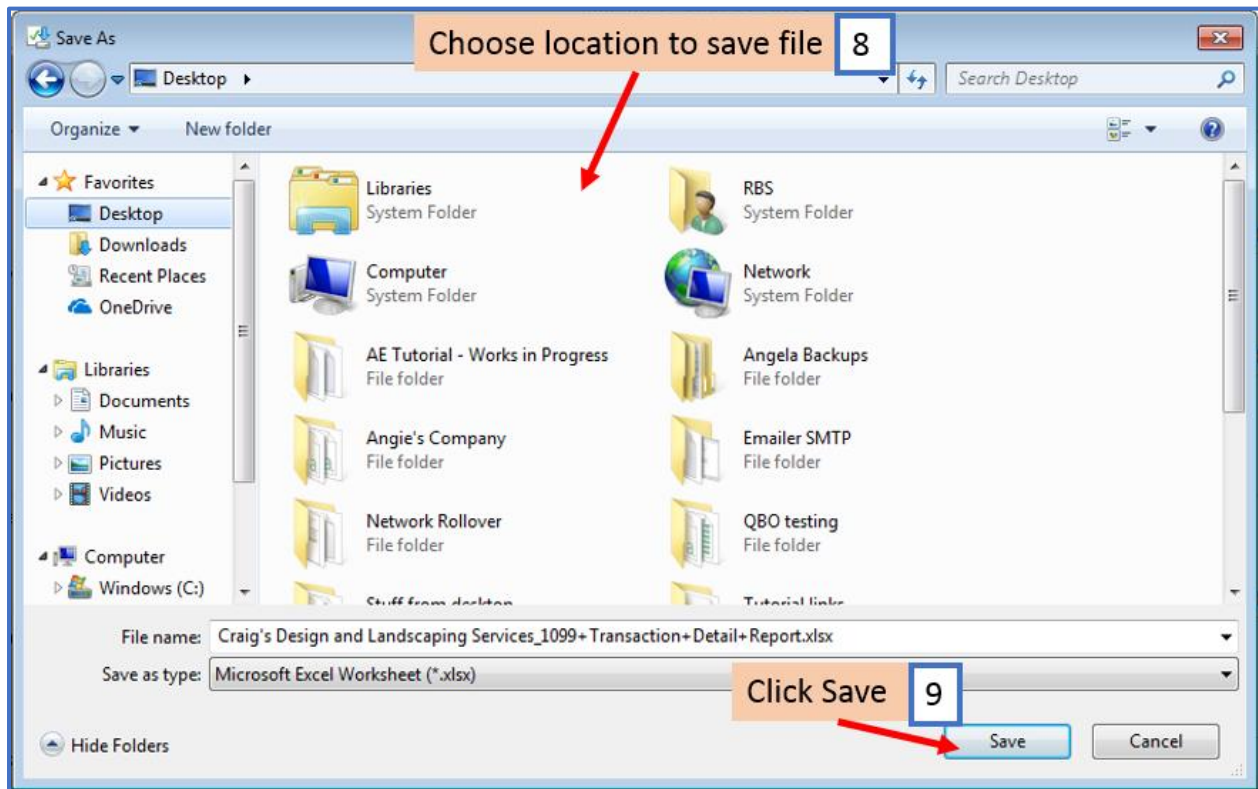
10. Click X to close the pop-up

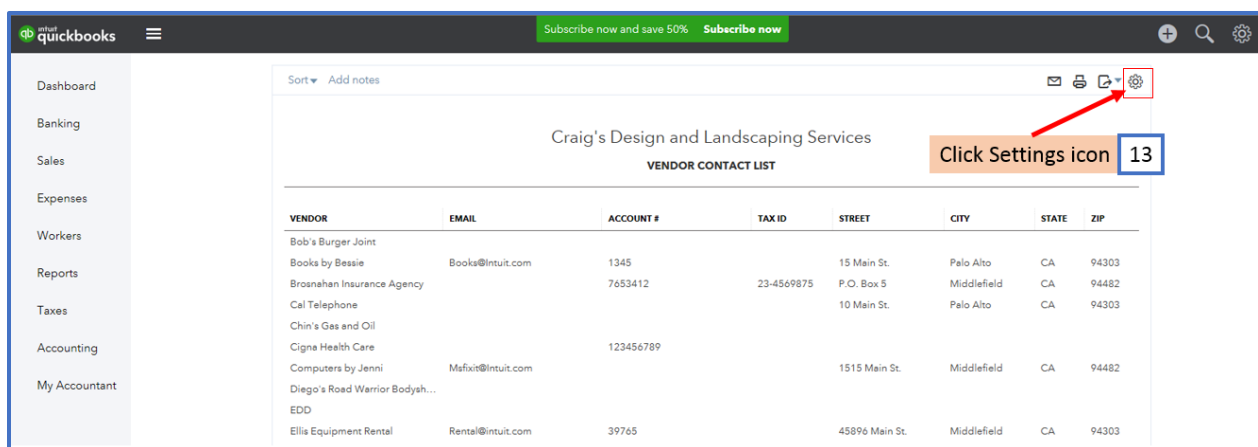**Vendor Contact List**

11. Click on Reports from left side menu
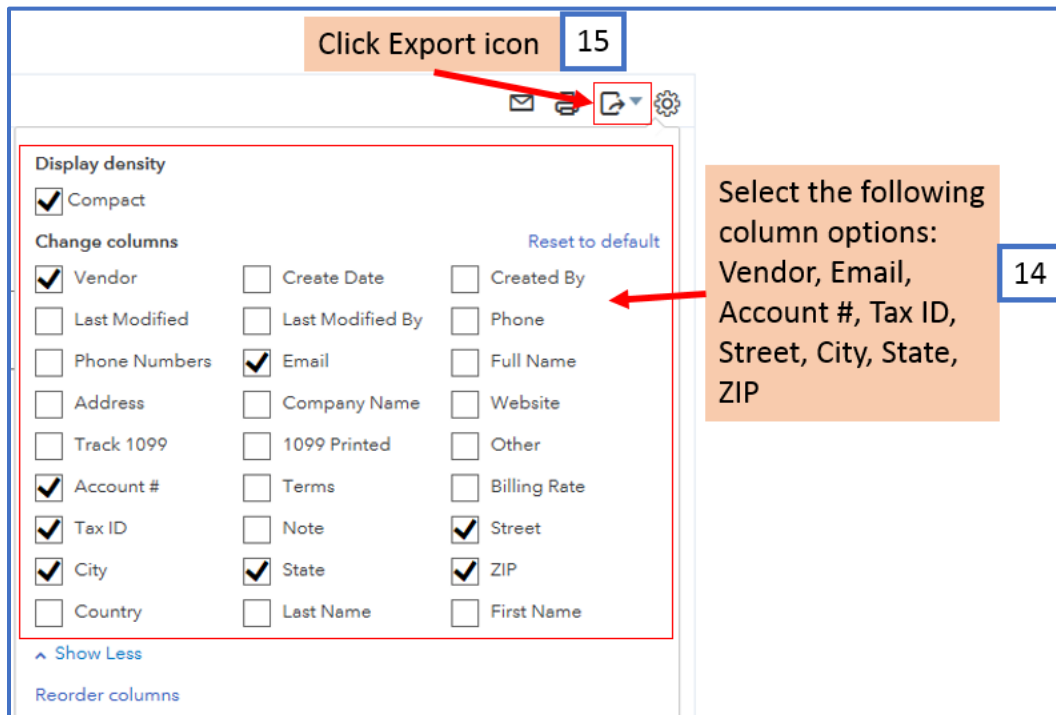
12. Click Vendor Contact List

Vendor List will be displayed
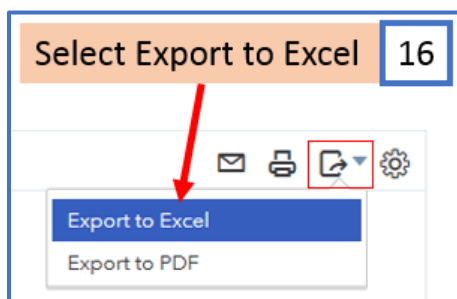
13. Click Settings icon

14. Select the following column options: Vendor, Email, Account #, Tax ID, Street, City, State, Zip
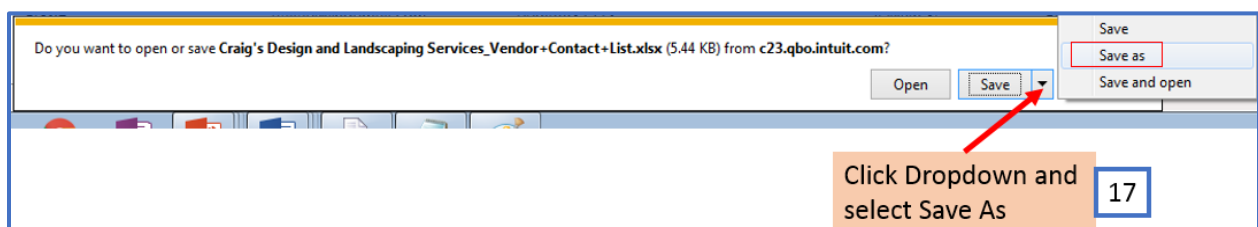
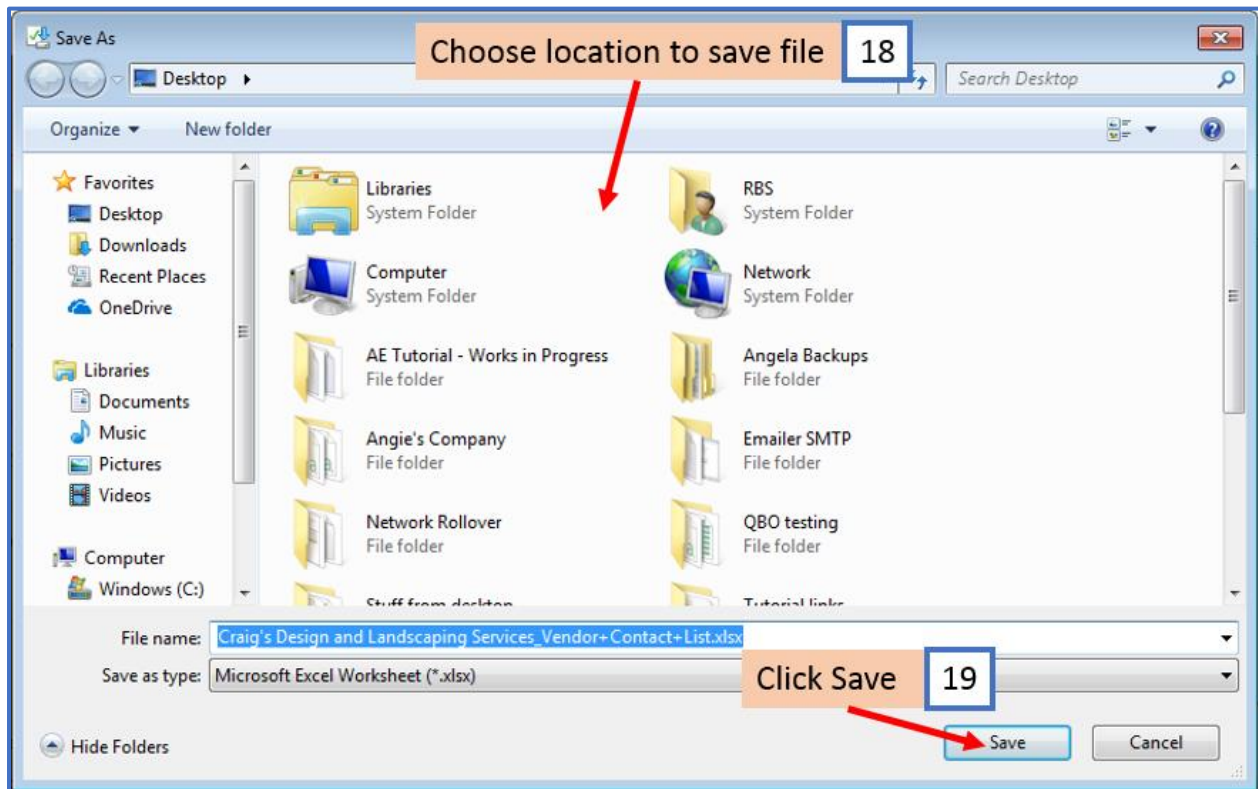15. Click Export icon

16. Select Export to Excel

17. Click Save and Select Save As to save the Excel Vendor Contact list
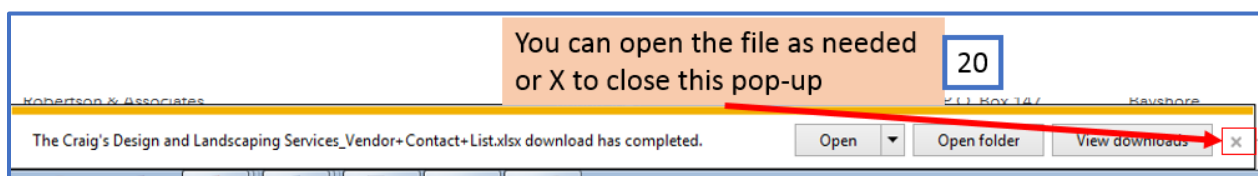
18. Choose location to save the file

19. Click Save

20. Click X to close the pop-up

To create a new CSV file, Click the link below to open the W2 Mate QB Online Helper download:

http://www.1099tutorial.com/download/w2-mate-QB-online-helper-1.html

21. Click Download Now

22. Click Save

23. Click Open Folder
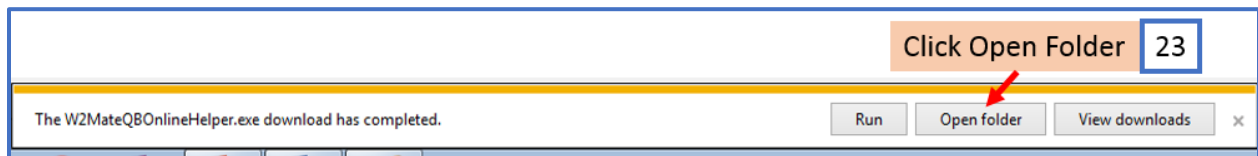
24. Double-click on the W2MateQBOnlineHelper.exe application
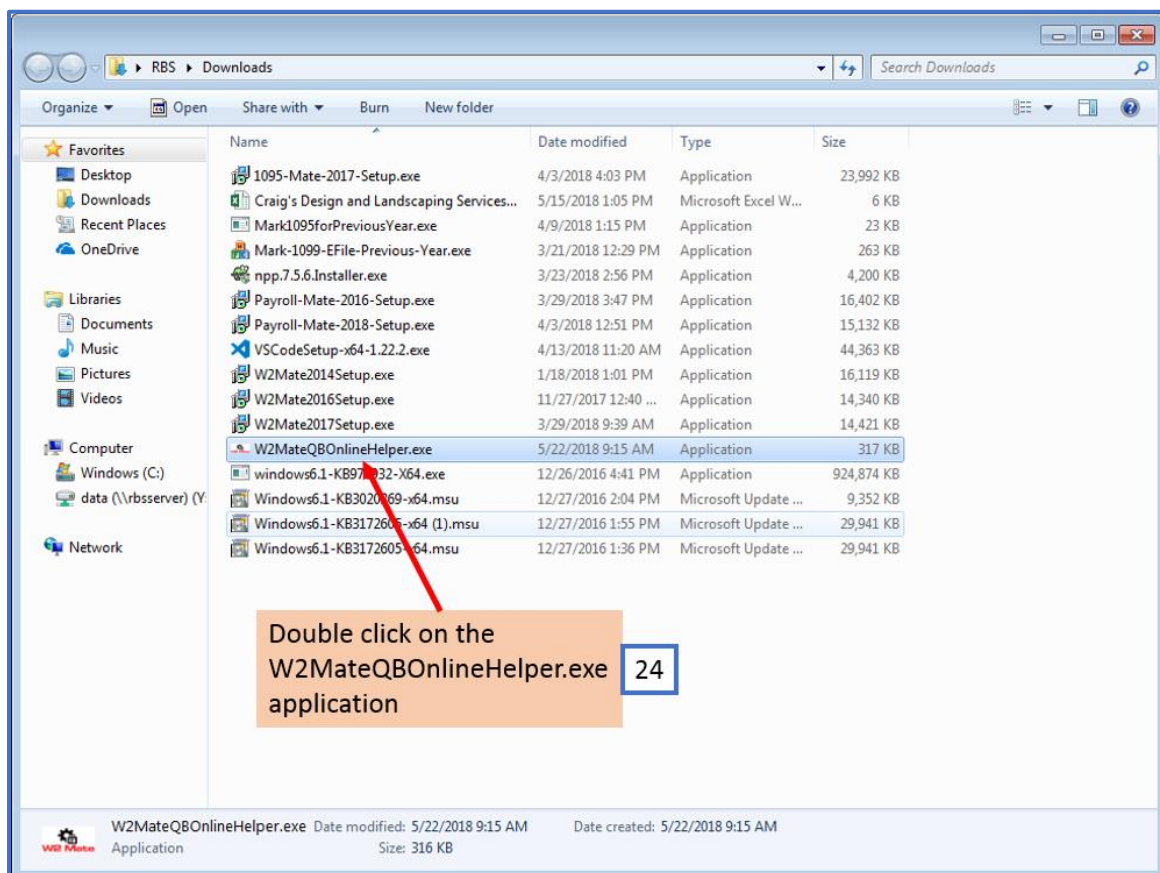
25. Click Run
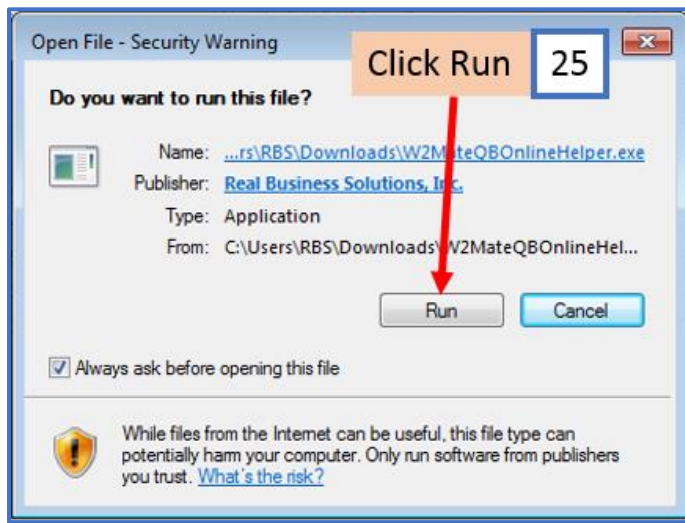
Once the W2 Mate QB Online Helper is open:
26. Click Browse to select the Vendor Contact list file saved from QuickBooks Online
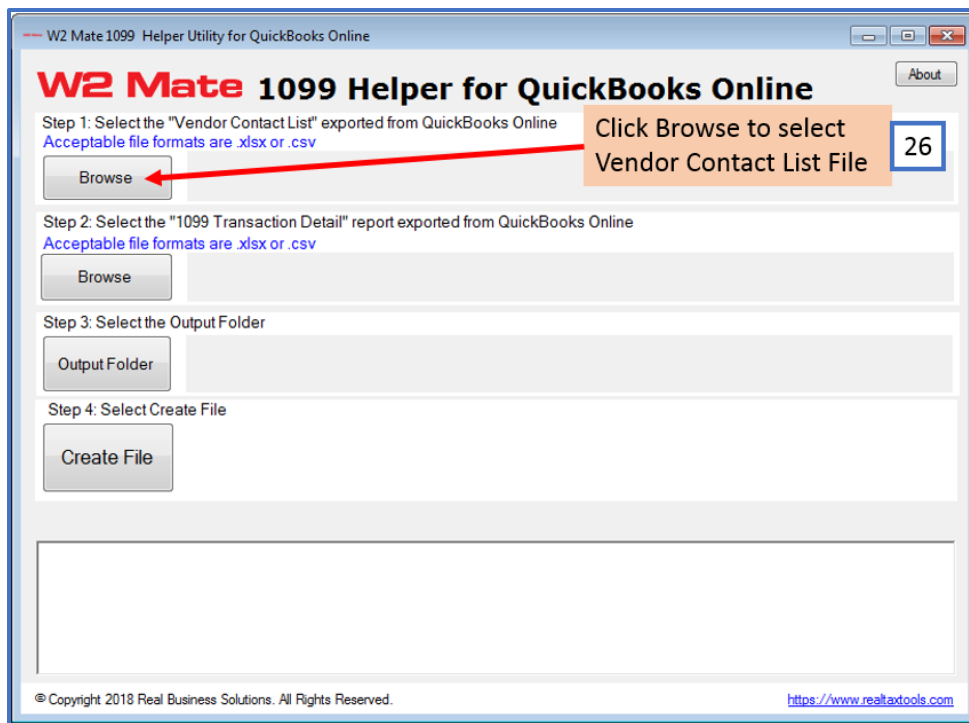
27. Select Vendor Contact List file

28. Click Open
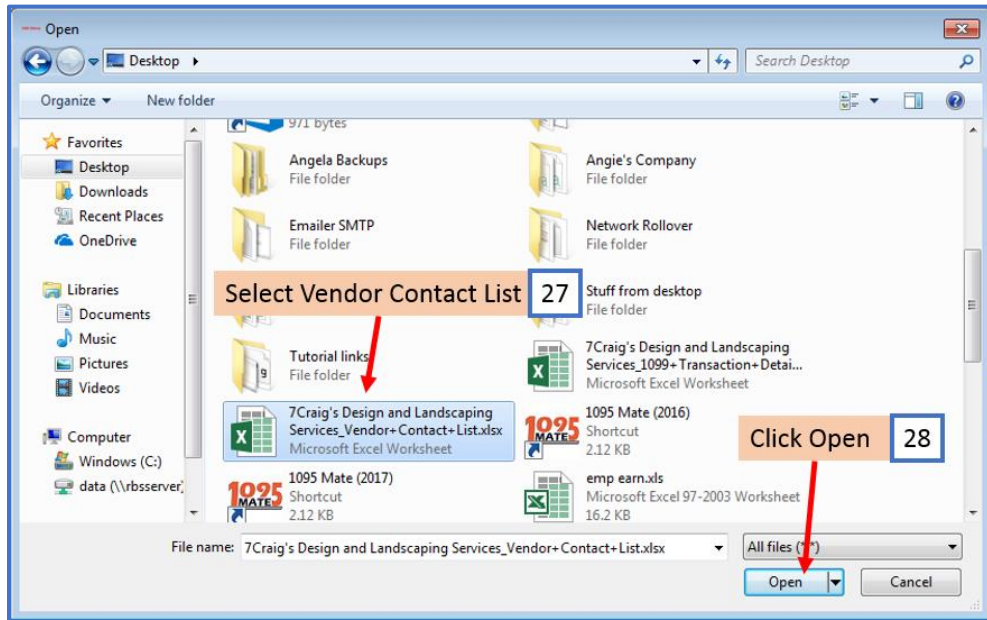
29. Click Browse to select the 1099 Transaction Detail report file saved from QuickBooks Online
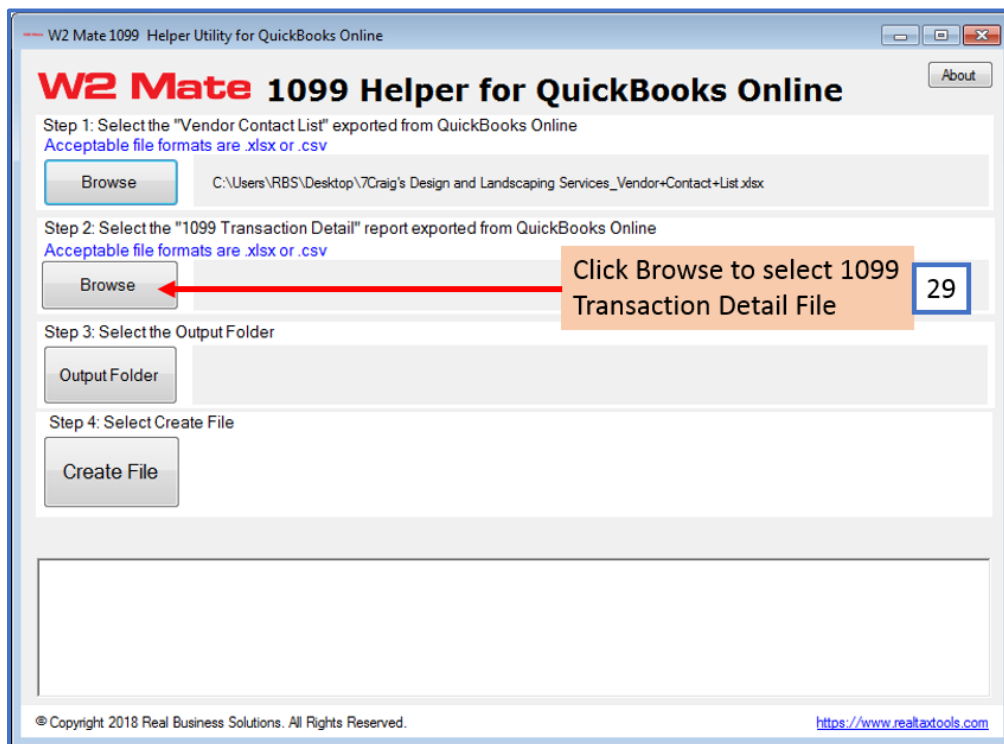
30. Select 1099 Transaction Detail file

31. Click Open
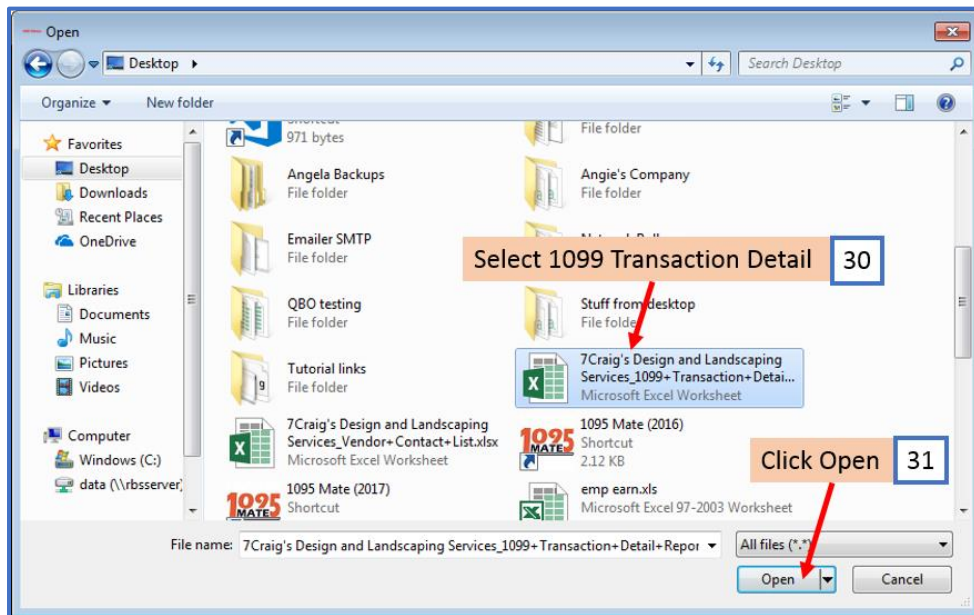
32. Click Output Folder to select the location to save the new CSV file
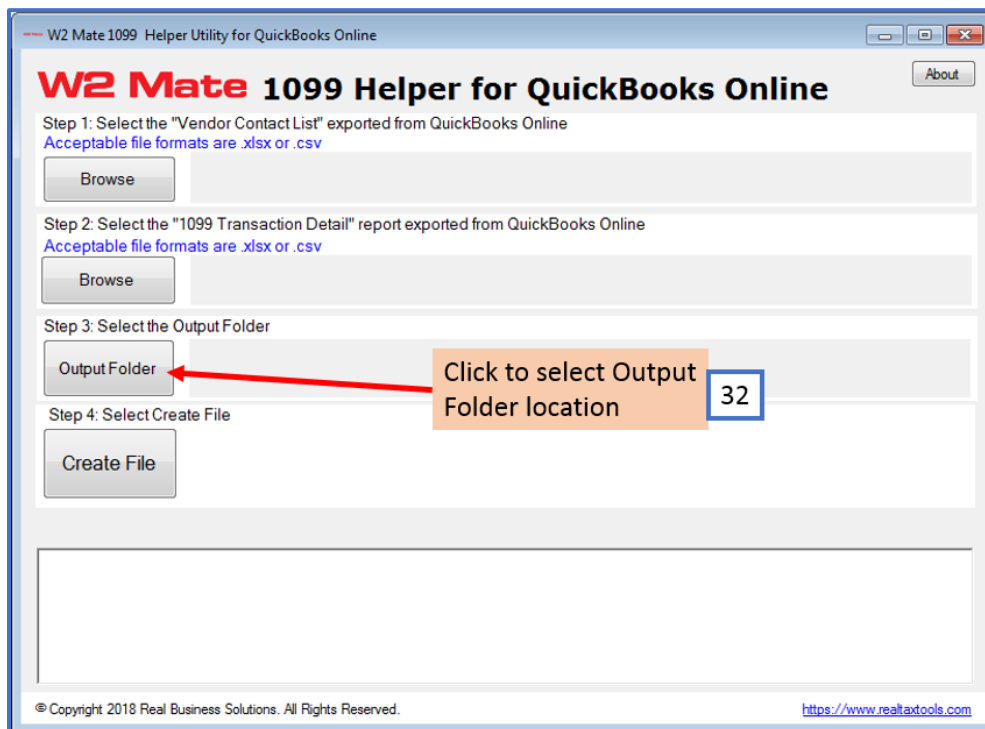
33. Select location to save the new CSV file

34. Click OK
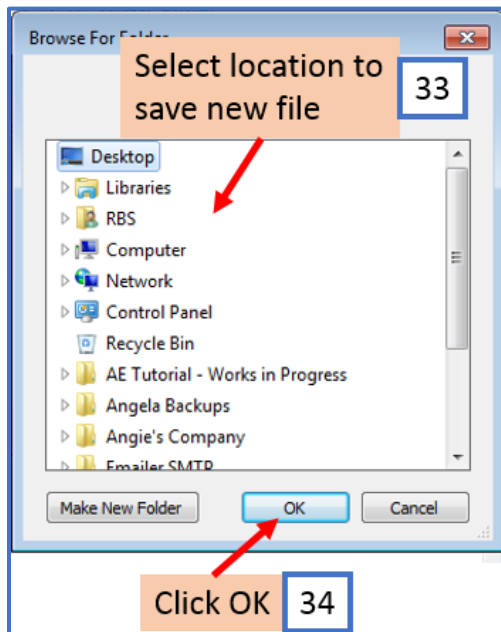
35. Click Create File
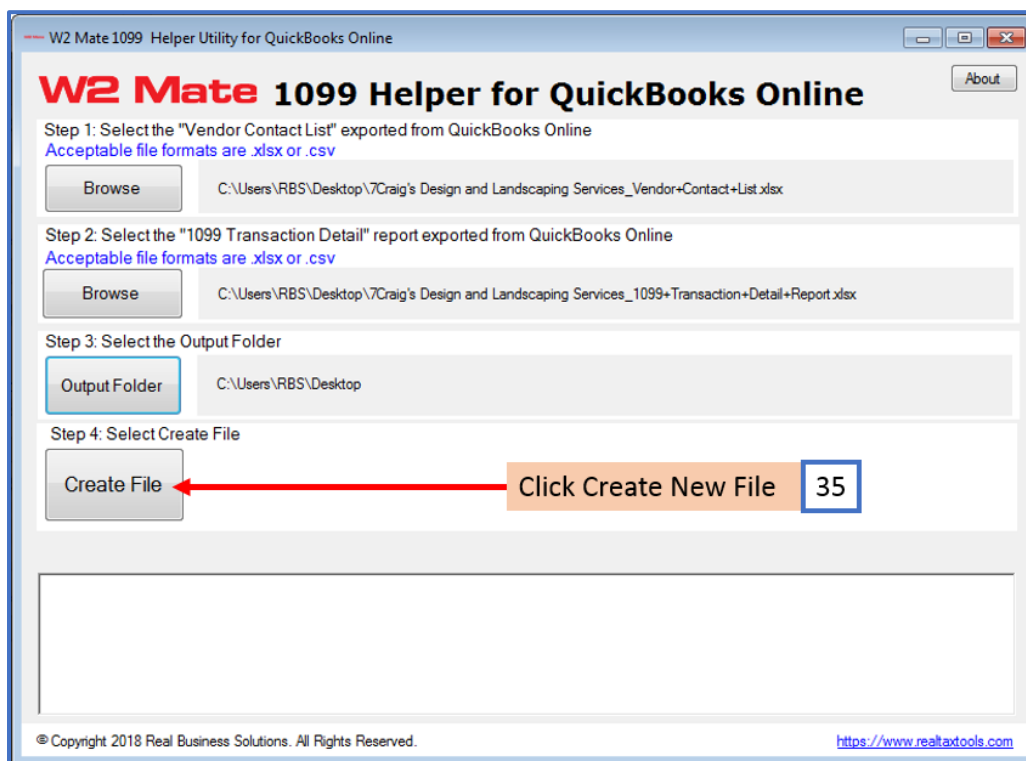
36. If there are errors in the CSV file, they will be listed in Step 5. Click OK

36a. Click Copy to Clipboard (if desired) then paste the data into a word document and print out to assist you with correcting any errors found

37. If no errors are found, you will receive this message. Click OK

38. The location folder will automatically open to where the new CSV file is saved

39. Double click the CSV file to open the spreadsheet

40. Review your data. If changes need to be made, edit applicable information and re-save the file as a CSV file type.
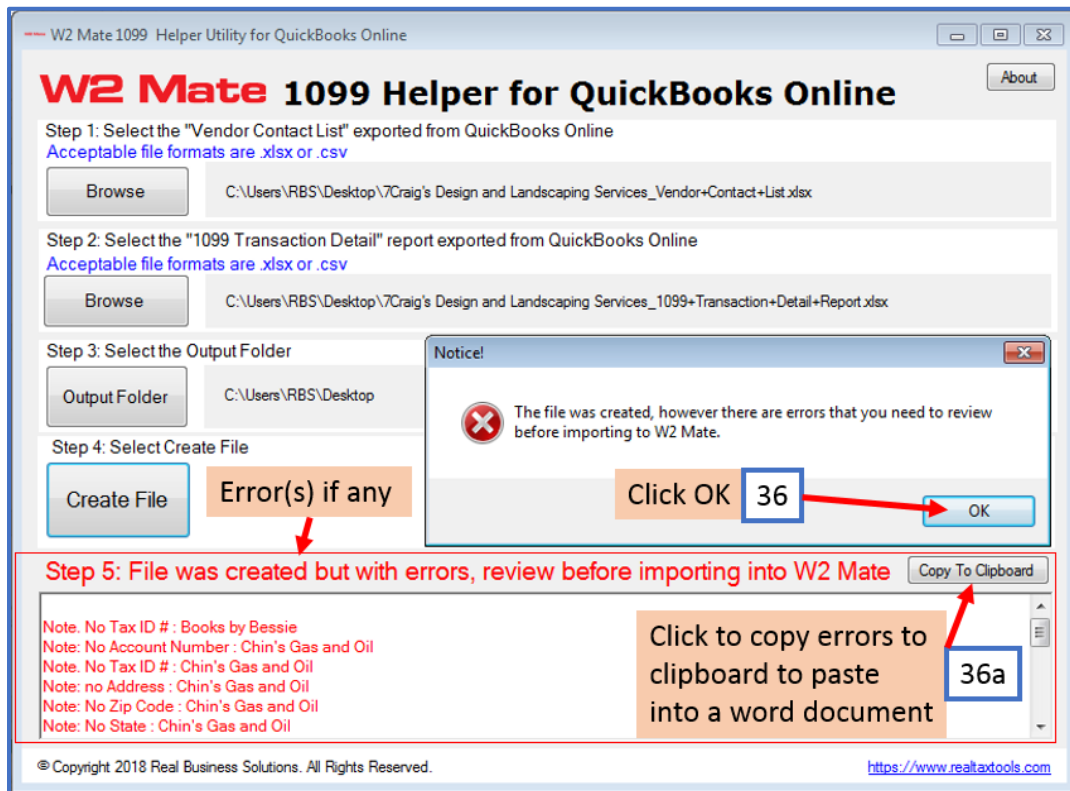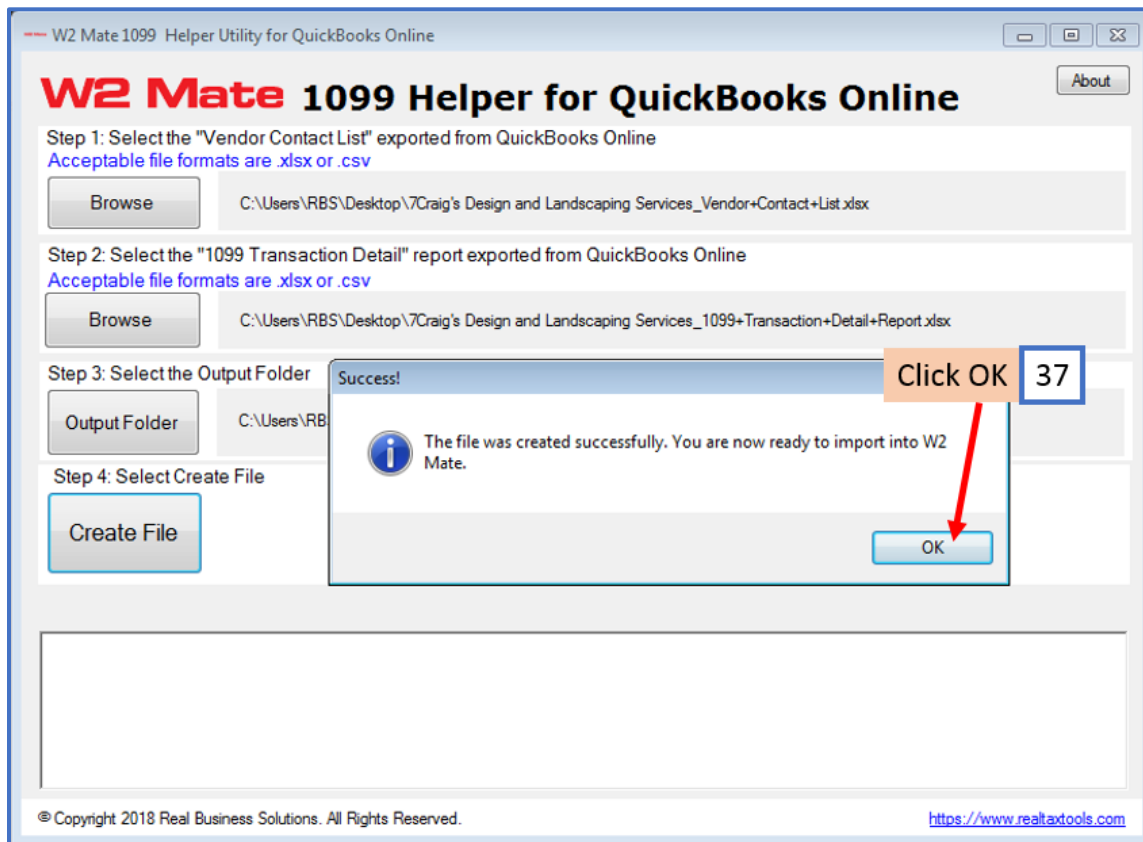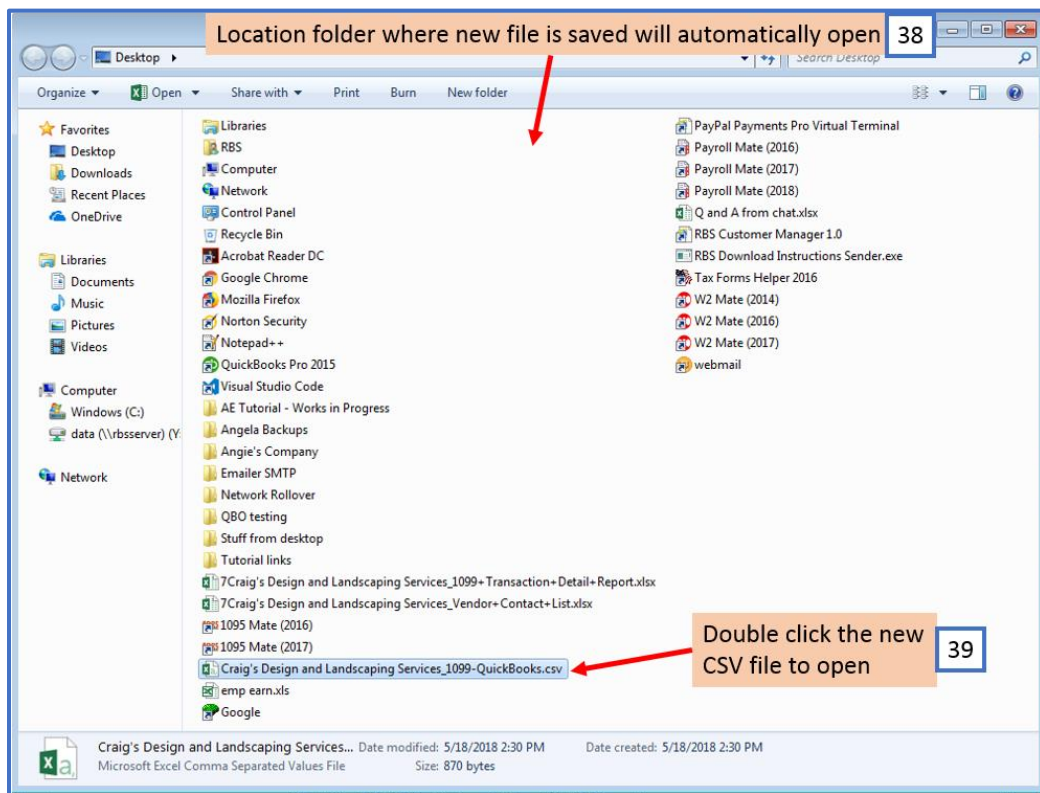

	A	B	C	D	E	F	G	H	I	J	K	L
1	Vendor Name(line 1)	Vendor Name (line2)	Account	Tax ID	City	State	Zip	Address(Line 1)	Adress(Line 2)	Email	Amount	
2	Books by Bessie		1345		Palo Alto	CA	94303	15 Main St.			130	
3	Brosnahan Insurance Agency		7653412	23-4569875	Middlefield	CA	94482	P.O. Box 5			2000	
4	Chin's Gas and Oil										301.56	
5	Hicks Hardware		556223		Middlefield	CA	94303	42 Main St.			465.66	
6	Mahoney Mugs										18.08	
7	Pam Seitz		64132549		Bayshore	CA	94326	P.O. Box 15			114.09	
8	PG&E		649587213		Palo Alto	CA	94303	4 Main St.			75	
9	Robertson & Associates		5641		Bayshore	CA	94326	P.O. Box 147			550	
10	Tania's Nursery		2154		Middlefield	CA	94482	1111 Elm St.			244.16	
11	Tim Philip Masonry		78965	55-5555555	Middlefield	CA	94482	3948 Elm St.			666	

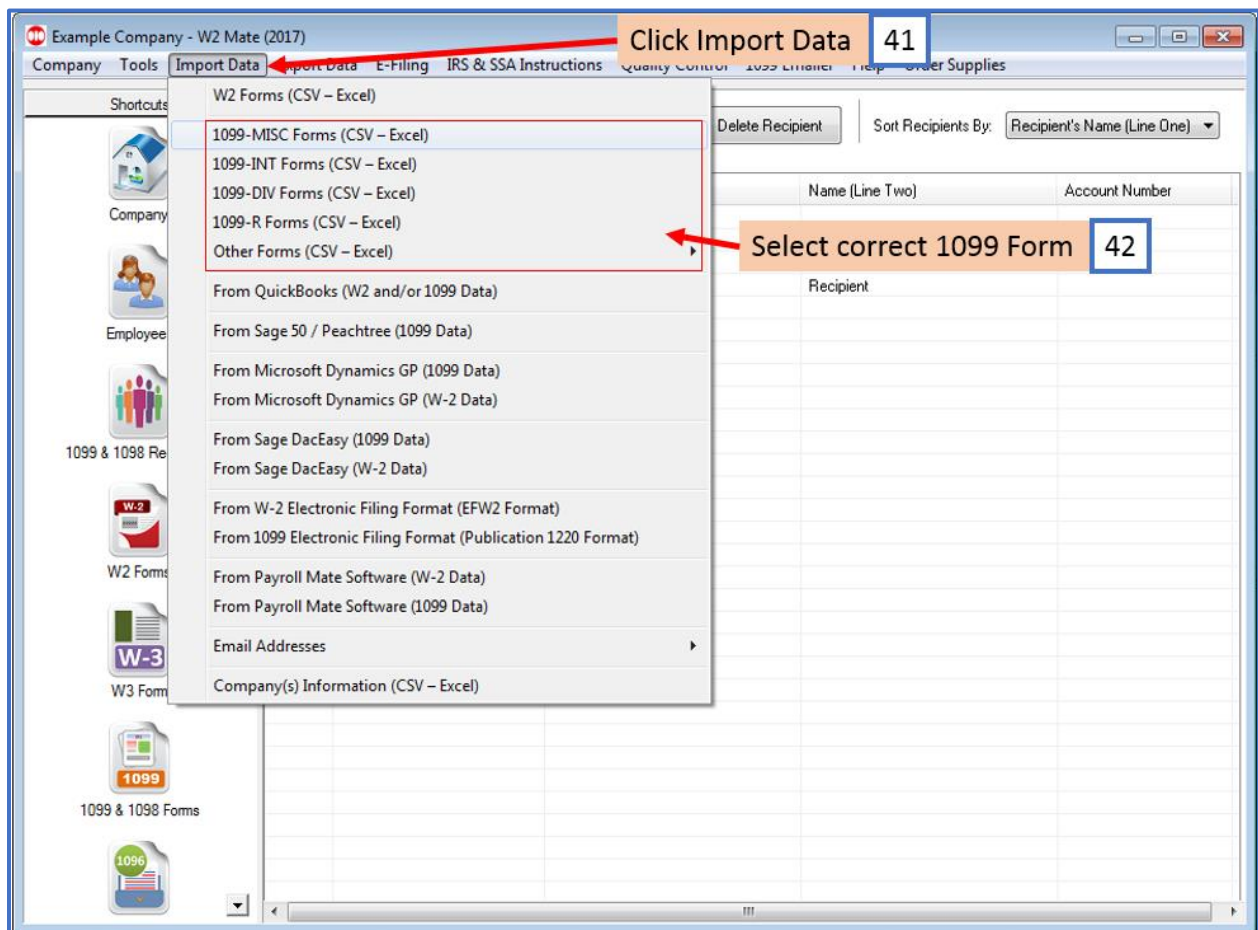Note: Any missing data (Tax ID, Address, etc.) will cause that recipient to NOT import

Now you are ready to import your 1099 data into W2 Mate
Data will need to be imported one company at a time

To import your data into W2 Mate:
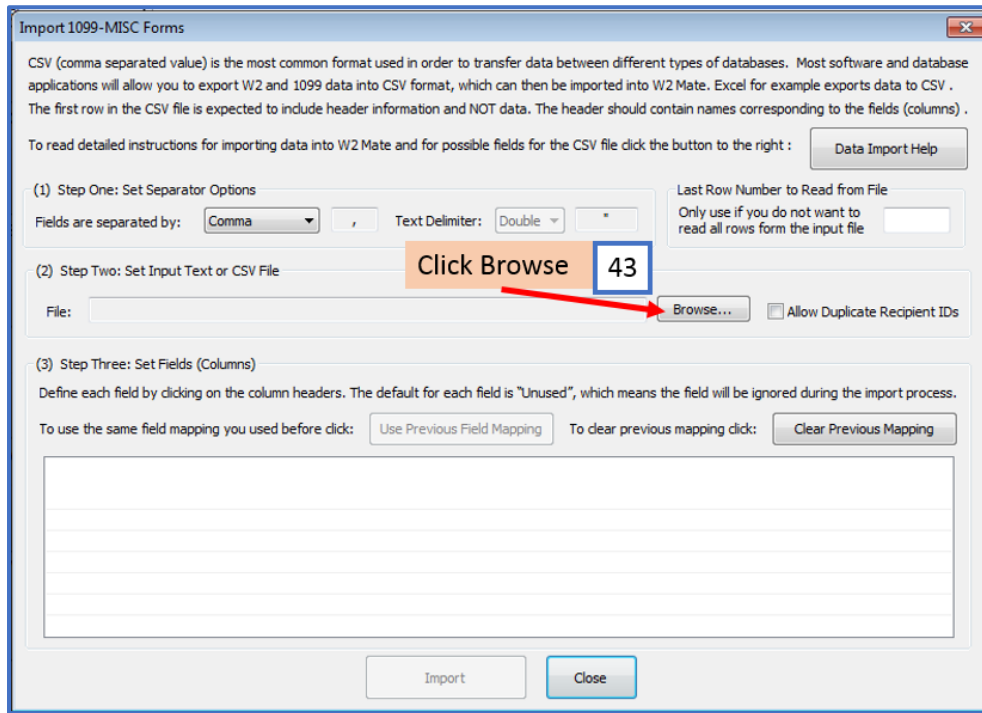Make sure you have the correct Company open inside W2 Mate

41. Click Import Data

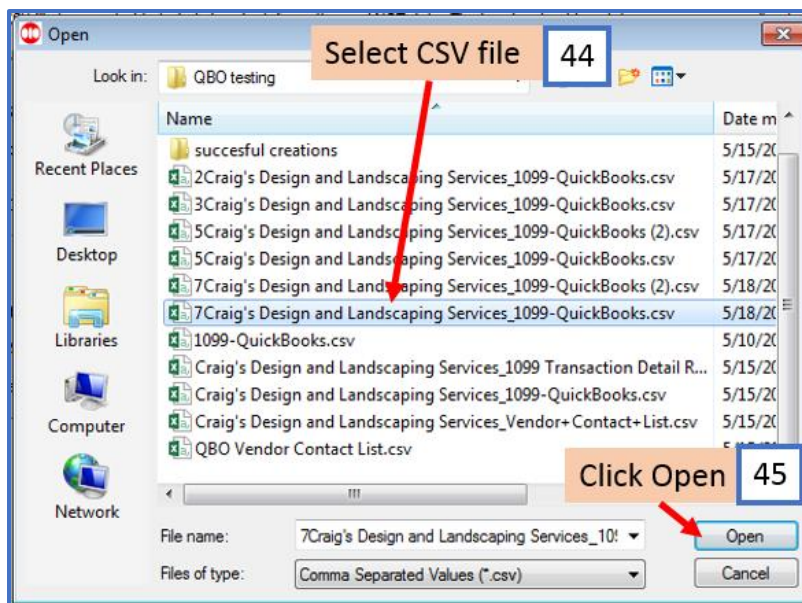42. Select correct 1099 Form

This will open the Import 1099 Forms wizard (for this example 1099-MISC is used)

43. Click Browse to select the correct CSV data file to import

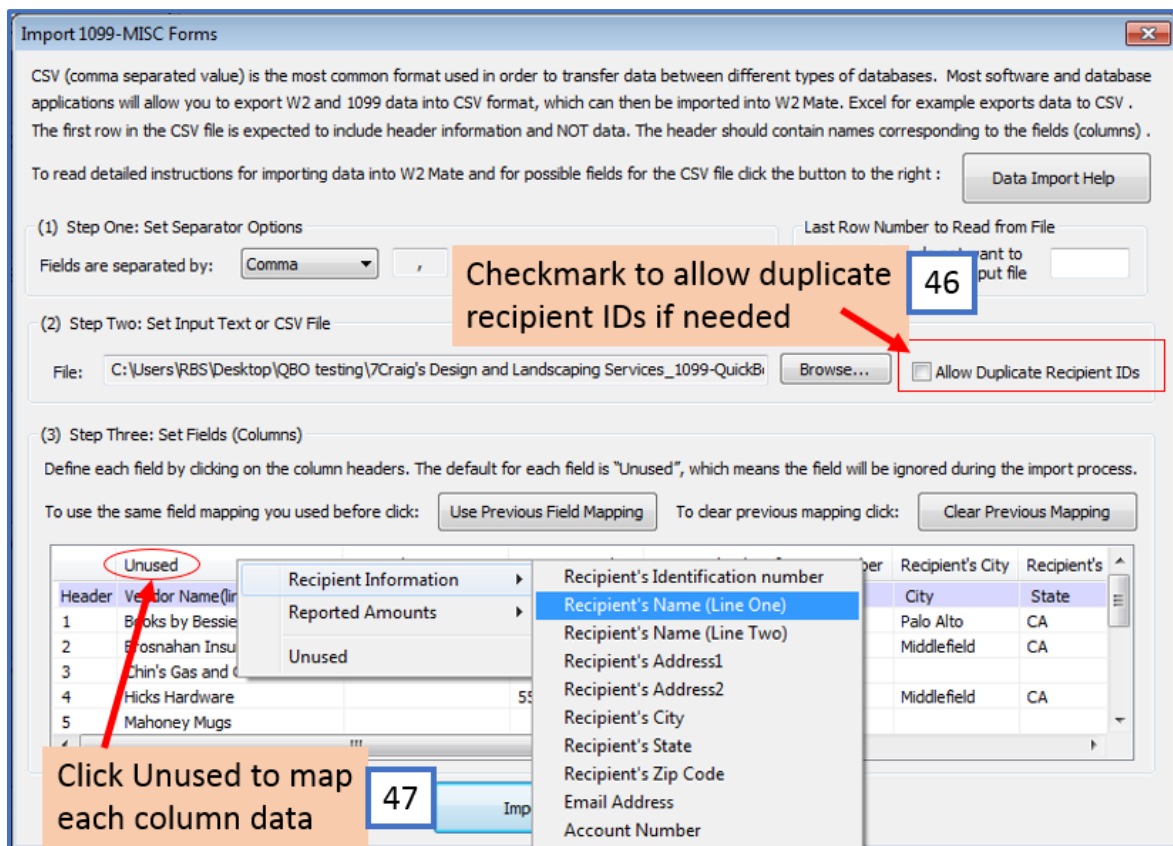44. Select the CSV file created by W2 Mate QuickBooks Online Helper

45. Click Open

46. Checkmark to allow duplicate recipient IDs if needed

47. Map each field by clicking on each column and selecting the correct column data

Note: When mapping your columns, click the word "Unused" for each column and select the correct column description to use for mapping the data

Note: Any column with missing data in this panel (Tax ID, Address, etc.) will cause that recipient to NOT import into W2 Mate

48. When you have all the fields mapped, Click Import

Note: The most common error during import is duplicate or incorrectly formatted 1099 data. The import engine in W2 Mate uses a highly advanced detection system which can identify and report the most common import data errors BEFORE the data is imported.

If you receive any errors in regards to the data in the CSV file, you will need to open the CSV file, make the needed corrections, resave the CSV file, then import the corrected file into W2 Mate.

Corrections cannot be made on the panel above, this is a mapping utility only not an editor.

49. Click OK when you receive the Data Import completed successfully message

50. Click Close to exit the 1099 Import wizard
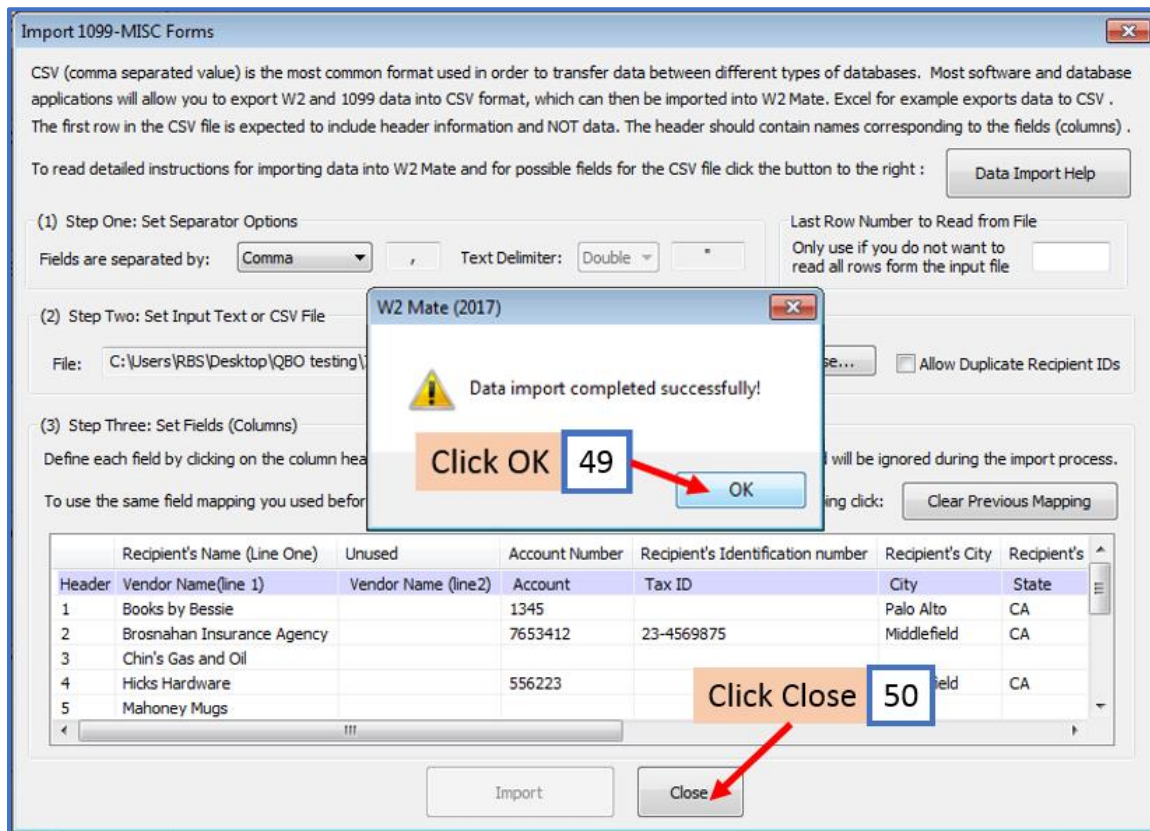
Your recipients and their 1099 data are now inside W2 Mate