

Annual Integrated Economic Survey (AIES)

Step 3: Detailed data – Online Spreadsheet Response

Contents

Annual Integrated Economic Survey (AIES)	1
Step 3: Detailed data – Online spreadsheet response.....	2
Determining Response Method	2
Detailed data online spreadsheet.....	4
FAQs	5
More Information	6
Online response spreadsheet features.....	7
The detailed data tab	8
Responding by Kind of Activity Unit (KAU)	15
Identifying KAUs.....	16
Identifying locations within KAUs	17
Identifying Complex KAUs.....	19
Submitting Step 3.....	22
Submission Screen	25
Submission Confirmation Screen	25
For more information	26

Step 3: Detailed data – Online Spreadsheet Response

This section provides an overview for completing Step 3 of the Annual Integrated Economic Survey (AIES). This guide contains instructions for providing detailed data using the online survey spreadsheet.

Note: Instructional Video Step 3: Detailed data – Online spreadsheet response corresponds to the information covered in this section. This video can be found on our website at

<https://www.census.gov/programs-surveys/aies/technical-documentation/how-to.html>

As mentioned in a previous Instructional PDF, there is a question preview tool for the AIES. Step 1: Verify locations online spreadsheet will include your NAICS code(s) under the cell for Primary Business or Activity: NAICS Code. With the NAICS code(s), you can obtain a list of your survey questions by visiting the AIES Question Preview Tool found on our website at

<https://www.census.gov/aies/questionspreview> .

Once you have completed Step 2, you will be asked a series of questions at the establishment-level (location) or the Kind of Activity Unit (KAU)-level. First, you will need to decide to respond using a customized spreadsheet that you download to your computer, complete, and then upload back into the survey, or to use an online survey that is generated and responded to completely online.

Determining Response Method

At this point in the survey, you will be given a choice on how to provide more detailed data about your company. You can choose to download a customized response spreadsheet to your computer in which you would enter your answers into that spreadsheet and then upload the completed spreadsheet back into the survey. There is more information about this method in the Instructional PDF and video on Step 3: Detailed data – Download Spreadsheet Response.

Alternatively, you can choose to use an online survey spreadsheet to enter your response. This spreadsheet is not downloaded to your computer as it is generated online. This Instructional PDF will cover more information about the online spreadsheet.

The online response method has some advantages and disadvantages to consider. On the one hand, you will not be required to download a file to your own computer if you use the online spreadsheet. This could be particularly helpful if your company has extensive firewalls or prohibitions against downloads.

On the other hand, the online spreadsheet may not perform well within your company's browser settings. This could be particularly challenging if you're using a lower speed or sporadic Internet connection.

Likewise, the download spreadsheet will include all the features of whatever software your company uses to open these types of files (spreadsheets), but please note that some of the formatting may be off due to differences in the program you use.

This could be particularly challenging if your company is using open-source software to handle Excel or .csv files. At the same time, the online spreadsheet does not have many of the same features as proprietary software, so it may be challenging to navigate, especially if you have many locations.

Figure 1: You will choose to respond by completing an online spreadsheet or downloading a customized spreadsheet

An official website of the United States government [Here's how you know](#)

Census Bureau

Annual Integrated Economic Survey (AIES)

FAQ Save and Log out

Step 3: Detailed data spreadsheet selection [More information](#)

Please select the method that you would like to provide your data.

If others in your company would like to review the Step 3 data before submission, please download a copy by clicking "Start" for "Upload a spreadsheet," then click the "Download" button.

Online spreadsheet
Enter the information for each establishment in an online spreadsheet format.
Start

OR

Upload a spreadsheet
Download an Excel file template to enter information for each establishment.
Start

[Back](#)

OMB No. 0607-1024
OMB Expiration Date 06/30/2026

[Accessibility](#) [Privacy](#) [Security](#) [Contact Us](#)

5:10 PM
3/5/2024

If you select to use the online response spreadsheet, click the Start button on the left of this screen under Online spreadsheet option.

Detailed data online spreadsheet

This screen is the online response spreadsheet for our fictional company. Please review the information on this screen carefully before responding.

Figure 2: Step 3: Detailed data online spreadsheet

The screenshot shows the 'Step 3: Detailed data online spreadsheet' interface for the Annual Integrated Economic Survey (AIES). The header includes the United States Census Bureau logo and the survey title. Navigation links for 'FAQ' and 'Save and Log out' are in the top right. The main content area contains instructions for using the spreadsheet, such as how to enter data, the meaning of shaded cells, and how to interpret the ID numbers. Below the instructions are tabs for 'Instructions', 'Detailed data' (which is active), 'Product data-Manufacturing only', and 'Check Data'. A 'Save' button is located to the right of the tabs. The spreadsheet grid is visible, with a header row labeled 'Establishment Information'. The first data row is pre-filled with 'Name 1 prefilled from Step 1.' and a note stating 'We have listed establishments of your company based on yc'. The Windows taskbar at the bottom shows the date as 3/5/2024 and the time as 5:15 PM.

Step 3: Detailed data online spreadsheet [More information](#)

This spreadsheet has been customized based on your responses in Steps 1 and 2.

- Some items have been prefilled.
- To enter data in a field, click in a cell and begin typing.
- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the **FAQ** link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.
- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions **Detailed data** Product data-Manufacturing only Check Data Save

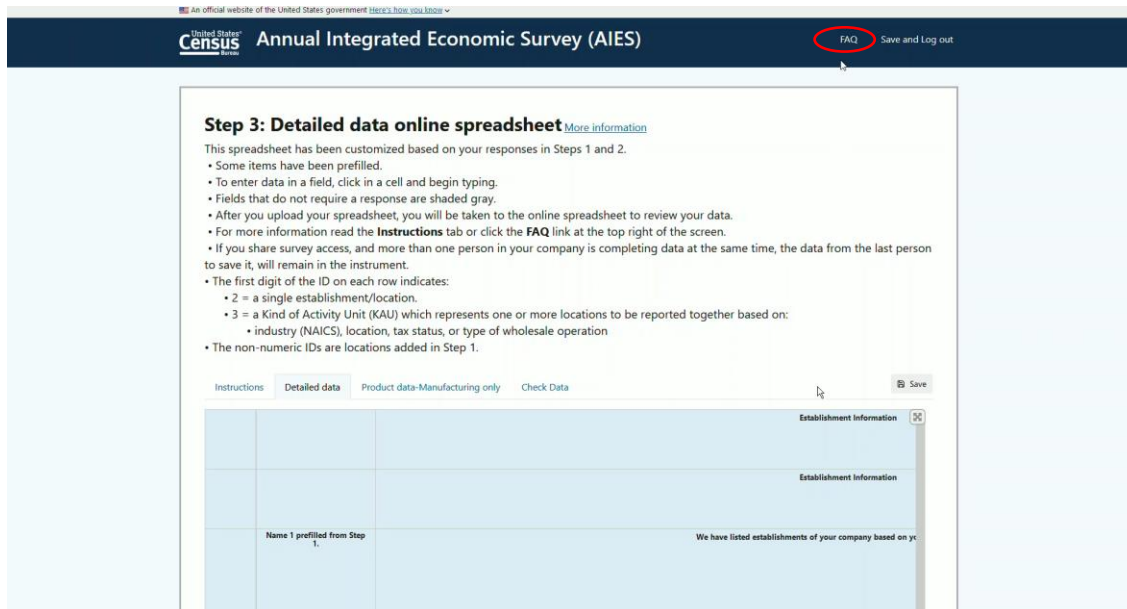
Establishment Information	
Establishment Information	
Name 1 prefilled from Step 1.	
We have listed establishments of your company based on yc	

On the next few pages of this guide, we will look at FAQs, More Information, and some features of the online spreadsheet response method.

FAQs

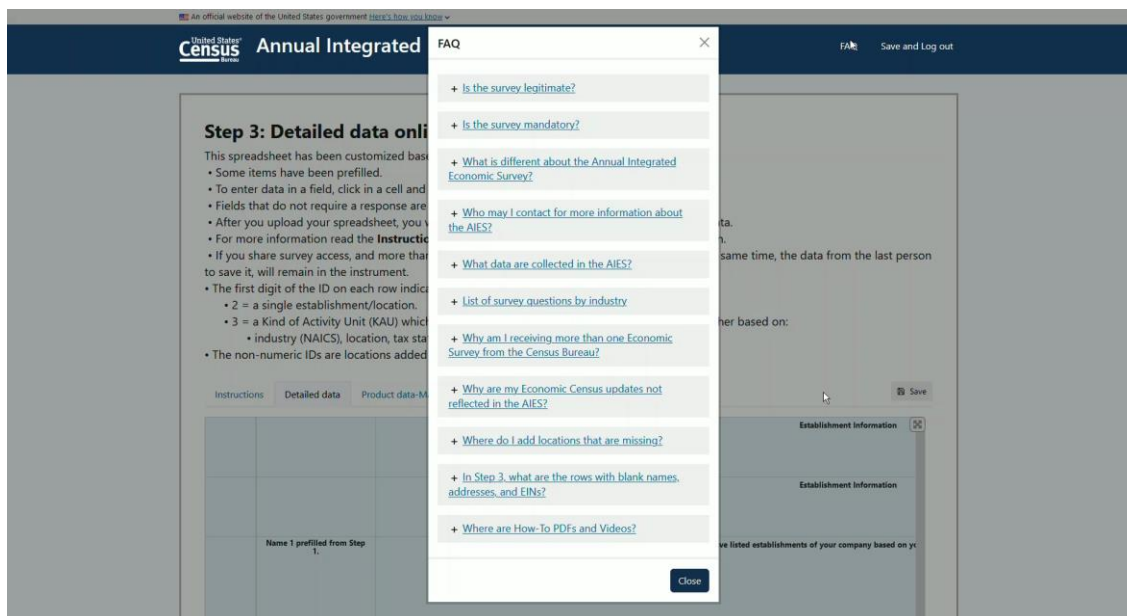
On these screens, there are Frequently Asked Questions (FAQs) at the top of the page. Click on the FAQ button.

Figure 3: FAQ button



To access the response to each frequently asked question, select the plus button. To hide the text, select the minus button.

Figure 4: FAQs



Click the Close button to close out the list of FAQs.

You can read more information about completing your survey by clicking on the “More information” link at the top of the screen.

Annual Integrated Economic Survey (AIES)

[FAQ](#)
[Save and Log out](#)

Step 3: Detailed data online spreadsheet [More information](#)

This spreadsheet has been customized based on your responses in Steps 1 and 2.

- Some items have been prefilled.
- To enter data in a field, click in a cell and begin typing.
- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the **FAQ** link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.
- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

[Instructions](#)
[Detailed data](#)
[Product data-Manufacturing only](#)
[Check Data](#)

Save

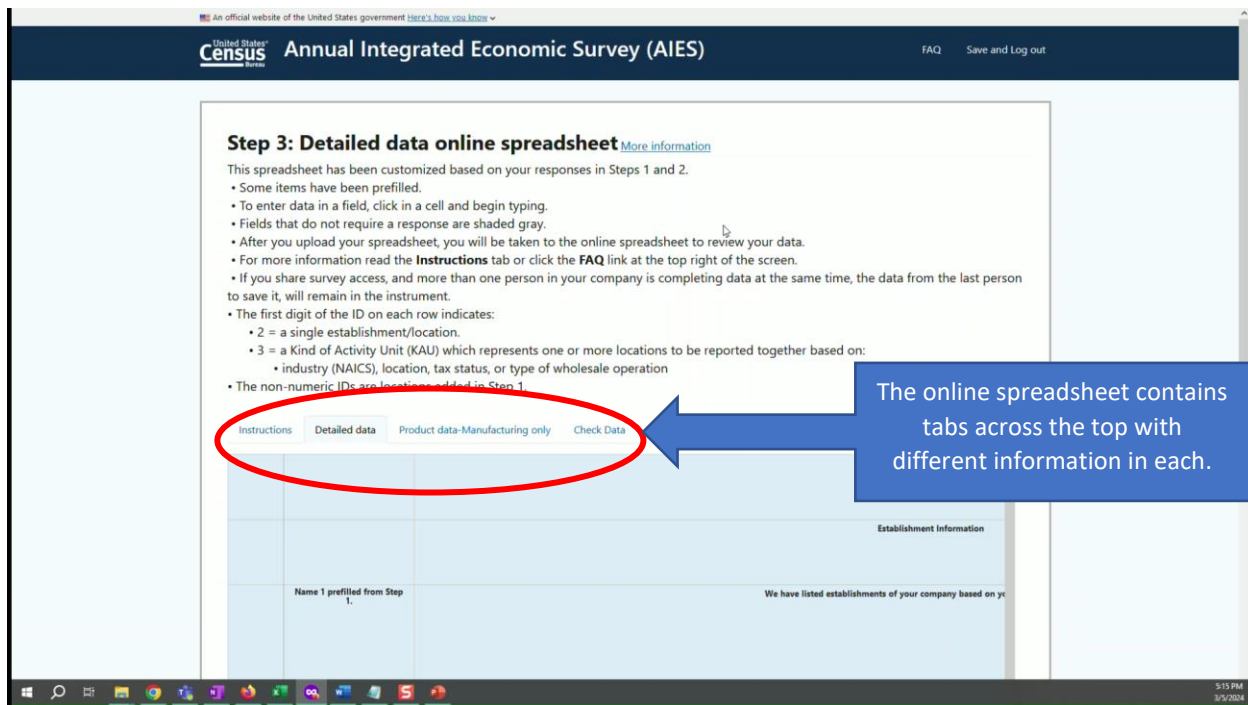
Establishment Information	
Establishment Information	
Name 1 prefilled from Step 1.	We have listed establishments of your company based on your responses in Step 1.

Online response spreadsheet features

There are several tabs across the top, including the following:

- Instructions tab: has additional information about providing a response
- Detailed Data tab: contains most of the questions for this survey
- Product Data tab: asks about revenues for specific products. However, please note that this is not asked of all companies so it may be blank for you
- Check Data tab: used to check for survey completeness

Figure 6: Online response spreadsheet features



The detailed data tab

The Content Tab contains most of the questions for the AIES. It collects information at the location and Kind of Activity (KAU) or industry levels and is different for each company depending on what they make or do.

Figure 7: Detailed data tab

The screenshot shows the 'Step 3: Detailed data online spreadsheet' interface. The 'Detailed data' tab is highlighted with a red circle. The spreadsheet table has two main sections: 'Establishment Information' and 'Detailed data'. The first row under 'Establishment Information' is labeled 'Name 1 prefilled from Step 1'. The second row is labeled 'We have listed establishments of your company based on your responses in Step 1.'.

On the left side of the spreadsheet, you can see the locations that make up this company (see Figure 8 below). Please note that the updates from Step 1 are captured here, including the location that we added in Step 1.

Locations in Rows

On the left are the locations that make up this fictional company. Address updates from Step 1 are reflected here, but changes in what the location does or makes are not updated until next year's survey.

Figure 8: Locations are listed on the left of the grid

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Annual Integrated Economic Survey (AIES)

FAQ Save and Log out

to save it, will remain in the instrument.

- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions

Detailed data

Product data-Manufacturing only

Check Data

Save

Establishment Info

Establishment Info

Name 1 prefilled from Step 1.

We have listed establishments of your company

Name 1	Name 2	Store/Plant number	Street	City
CENSUS CAT COMPANY	STORE 1	1	1001 CAT FOOD ROAD	ELLWOOD CITY
CENSUS CAT COMPANY	STORE 2	2	1002 CAT FOOD ROAD	BEAVER FALLS
CENSUS CAT COMPANY	STORE 3	3	1003 CAT FOOD ROAD	BEAVER FALLS
CENSUS CAT COMPANY	STORE 4	4	1004 CAT FOOD ROAD	NEW BRIGHTON
CENSUS CAT COMPANY	STORE 5	5	1005 CAT FOOD ROAD	NEW BRIGHTON
CENSUS CAT COMPANY	STORE 6			STRANBERRY
CENSUS CAT COMPANY	STORE 7			YOUNGSTOWN
CENSUS CAT COMPANY	STORE 8			BEAVER FALLS
CENSUS CAT COMPANY	STORE 9			COMBELL
CENSUS CAT COMPANY	STORE 10			ELLWOOD CITY
CENSUS CAT COMPANY	STORE 11			NEW BRIGHTON
CENSUS CAT COMPANY	STORE 12			WARS
CENSUS CAT COMPANY	STORE 13	13	1013 CAT FOOD ROAD	WILMINGTON
CCC HEADQUARTERS	HQ	14	1001 CAT LITTER LANE	ELLPORT
CENSUS CAT COMPANY CLEANING	CLEANING 1	15	1001 FUZZY KITTEN LANE	WHEELING
CENSUS CAT COMPANY STAFFING	STAFFING 1	16	1001 ADOPTION ROAD	ELLWOOD CITY
CENSUS CAT COMPANY STAFFING	STAFFING 2	17	1001 ADOPTION ROAD	ELLWOOD CITY

Locations are listed on the left. Most updates from Step 1 are included.

Back Save and continue

Questions in Columns

Along the top, in each of the columns are the questions. The first row contains the topic of the question. The second row has the question text. The third row includes additional information for response.

Figure 9: Questions are in each column. Click on the circled "i" for more information about each question.

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FAQ
Save and Log out

to save it, will remain in the instrument.

- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions
Detailed data
Product data-Manufacturing only
Check Data
Save

Employment & Payroll				
	Primary services	Total Employment	Annual Payroll	First Quarter Payroll
Name 1 prefilled from Step 1.	it's primary reported in	What was the total number of employees for the pay period including March 12, 2023?	What was the annual payroll before deductions in 2023?	What was the payroll before deductions for the first quarter 2023 (January-March)?
Name 1	on	2023 Number	2023 (report in thousands)	2023 (report in thousands)
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CCC HEADQUARTERS				
CENSUS CAT COMPANY CLEANING				
CENSUS CAT COMPANY STAFFING				
CENSUS CAT COMPANY STAFFING				

Back
Save and continue

Click on the circled "i" button for more information about each question.

Additional Question Information

Click on the circled “i” button to expand out to a listing of additional information about the question, including additional instructions.

Figure 10: An example of additional question instructions. These are accessed by clicking on the circled “i” button.

The screenshot shows the 'Column Details' window for the variable EMP_MAR12_NUM in the Census Bureau's Annual Internal Economic Survey (AIES) interface. The window is titled 'Column Details EMP_MAR12_NUM' and has a close button (X) in the top right corner.

Question Preview

Total Employment

What was the total number of employees for the pay period including March 12, 2023?

Enter "0" if none.

Include:

- Full- and part-time employees working at this company (including employees working from home) whose payroll was reported on Internal Revenue Service (IRS) Form 941, Employer's Quarterly Federal Tax Return, or IRS Form 943, Employer's Annual Federal Tax Return for Agricultural Employees, and filed under the Employer Identification Number (EIN)
- All employees on paid sick leave, paid holidays, and paid vacation during the pay period including March 12

Exclude:

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN
- Temporary staffing obtained from a staffing service
- Purchased professional and technical services
- Contractors, subcontractors, or independent contractors, and their employees

2023 Number

[Input field]

Column Info

Name: EMP_MAR12_NUM

Question: Total Employment

Screen: AIES_EMP_PAY

Section: Detailed data

Value Rules:

- Must be a number
 - with a maximum value of 9999999999
 - with no decimals

Features

You can filter your list of locations by Name, Address, City, State or ZIP Code or by response to any of the questions by using the down arrow button.

Figure 11:

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FAQ Save and Log out

to save it, will remain in the instrument.

- The first digit of the ID on each row indicates:
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 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions Detailed data Product data-Manufacturing only Check Data Save

Employment & Payroll

	Primary services	Total Employment	Annual Payroll	First Quarter Payroll
Name 1 prefilled from Step 1.	its primary reported in	What was the total number of employees for the pay period including March 12, 2023?	What was the annual payroll before deductions in 2023?	What was the payroll before deductions for the first quarter 2023 (January-March)?
Name 1	on	2023 Number	2023 (report in thousands)	2023 (report in thousands)
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CCC HEADQUARTERS				
CENSUS CAT COMPANY CLEANING				
CENSUS CAT COMPANY STAFFING				
CENSUS CAT COMPANY STAFFING				

Back Save and continue

Figure 12

United States
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Annual Integrated Economic Survey (AIES)
FAQ
Save and Log out

to save it, will remain in the instrument.

- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions
Detailed data
Product data-Manufacturing only
Check Data
Save

Establishment Information

Establishment Information

Name 1 prefilled from Step 1.
We have listed establishments of your company based on your responses in Step 1.

Name 1	Street	City	State	ZIP Code
CENSUS CAT COMPANY	FOOD ROAD	ELLWOOD CITY	PA	
CENSUS CAT COMPANY	FOOD ROAD	BEAVER FALLS	PA	
CENSUS CAT COMPANY	FOOD ROAD	BEAVER FALLS	PA	
CENSUS CAT COMPANY	FOOD ROAD	NEW BRIGHTON	PA	
CENSUS CAT COMPANY	FOOD ROAD	NEW BRIGHTON	PA	
CENSUS CAT COMPANY	FOOD ROAD	CRANBERRY	PA	
CENSUS CAT COMPANY	FOOD ROAD	YOUNGSTOWN	OH	
CENSUS CAT COMPANY	FOOD ROAD	BEAVER FALLS	PA	15010
CENSUS CAT COMPANY	FOOD ROAD	FOMBELL	PA	16123
CENSUS CAT COMPANY	FOOD ROAD	ELLWOOD CITY	PA	16117
CENSUS CAT COMPANY	FOOD ROAD	NEW BRIGHTON	PA	17257
CENSUS CAT COMPANY	FOOD ROAD	MARS	PA	15252
CENSUS CAT COMPANY	FOOD ROAD	WILMINGTON	DE	21221
CCC HEADQUARTERS	LITTER LANE	ELLPORT	PA	17257
CENSUS CAT COMPANY CLEANING	Y KITTEN LANE	WHEELING	WV	14112
CENSUS CAT COMPANY STAFFING	PTION ROAD	ELLWOOD CITY	PA	16117
CENSUS CAT COMPANY STAFFING	PTION ROAD	ELLWOOD CITY	PA	16117

Back
Save and continue

In addition, you can copy and paste data between cells by clicking in a cell, holding down the control button and the letter c button on your keyboard, then clicking on the empty cell, and holding down the control button and the v button on your keyboard.

You can also autofill information by clicking in the lower right corner and dragging the value down.

Locked Cells

Some questions should be answered for each location. Others are answered for groups of locations based on what they do or make (KAUs or industries). If we scroll to the right, we encounter questions that are grayed. These questions do not require a response for that specific location. You should not enter data into gray or dark blue cells. These cells are locked and will not accept any entered value.

Figure 13: Questions that are grayed out are not to be answered for that location or KAU.

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Annual Integrated Economic Survey (AIES)

FAQ Save and Log out

to save it, will remain in the instrument.

- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions

Detailed data

Product data-Manufacturing only

Check Data

Save

		Revenue		Revenue from Electronic Sources
	Year	Sales, Shipments, Receipts, or Revenue	Prior Year Sales, Shipments, Receipts, or Revenue	Electronic Commerce (e-commerce) Part of total revenue
Name 1 prefilled from Step 1.	What were the total sales, shipments, receipts, or revenue in 2023?	What were the total sales, shipments, receipts, or revenue in 2022?	Of the total 2023 Sales, Shipments, Receipts, or Revenue reported, what amount was from goods, services, or manufactured products that were ordered or whose movement was controlled or coordinated electronically? Please provide an estimate if exact figures are not available.	
Name 1	Thousands	2023 (report in thousands)	2022 (report in thousands)	2023 (report in thousands)
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CENSUS CAT COMPANY				
CCC HEADQUARTERS				
CENSUS CAT COMPANY CLEANING				
CENSUS CAT COMPANY STAFFING				
CENSUS CAT COMPANY STAFFING				

Back

Save and continue

Responding by Kind of Activity Unit (KAU)

Some questions should be answered for each location. Others are answered for groups of locations based on what they do or make.

Figure 14: Some questions are answered by establishment (location) and some are answered by Kind of Activity Unit (KAU), which is groups of locations that make or do the same thing.

The screenshot shows a survey form with five columns. The first column is titled 'Quarter Payroll' and contains the question 'What was the payroll for the first quarter in (January-March)?'. The second column is titled 'Sales, Shipments, Receipts, or Revenue' and contains the question 'What were the total sales, shipments, receipts, or revenue in 2022? Use a minus sign "-" to indicate a negative value.'. The third column is titled 'Prior Year Sales, Shipments, Receipts, or Revenue' and contains the question 'What were the total sales, shipments, receipts, or revenue in 2021? Use a minus sign "-" to indicate a negative value.'. The fourth column is titled 'Revenue from Electronic Sources: Website' and contains the question 'Were there any revenues from customers entering orders directly on the company's websites or mobile applications in 2022?'. The fifth column is titled 'Revenue' and contains the question 'Were there any revenues from customers entering orders directly on the company's websites or mobile applications in 2022?'. Below the questions, there are input fields for '2022 Amount Report in Thousands' and '2021'.

Annotations:

- A red oval highlights the input field for '2022 Amount Report in Thousands'. A blue arrow points to it with the text: 'Here is a question that needs to be answered for each location.'
- A red oval highlights the input field for '2021'. A blue arrow points to it with the text: 'Here is a question that needs to be answered for groups of locations, called KAUs.'
- A blue box in the bottom right corner contains the text: 'Represents fictional data'.

Identifying KAUs

If your company makes or does more than one type of thing, it will have more than one Kind of Activity Unit – or KAU. KAUs are groups of locations that do or make the same thing. You can easily identify a KAU in your spreadsheet because it does not have corresponding name or address information in the row.

Figure 15: KAUs do not have name or address information in the grid.

We have listed establishments of your company based on your responses

Name	Name	Store/Plant number	Street	City
CENSUS CAT COMPANY		STORE 1	1 CAT FOOD LANE	BEAVER FALLS
CENSUS CAT COMPANY		STORE 2	2 CAT FOOD LANE	ELLWOOD CITY
CENSUS CAT COMPANY		STORE 3	3 CAT	
CENSUS CAT COMPANY	DBA CCC GROOMING	SALON 1	4 FUZZY KITTEN ROAD	
CENSUS CAT COMPANY	DBA CCC GROOMING	SALON 2	5 CAT FOOD LANE	
CENSUS CAT COMPANY	DBA CCC GROOMING	SALON 3	6 CAT FOOD LANE	
CENSUS CAT COMPANY		STORE 4	4 CAT FOOD LANE	FOMBELL
CENSUS CAT COMPANY	DBA CCC GROOMING	SALON 4	4 FUZZY KITTEN ROAD	BOWIE
CENSUS CAT COMPANY		STORE 5	5 CAT FOOD LANE	BEAVER FALLS
CENSUS CAT COMPANY		STORE 6	6 CAT FOOD LANE	ELLWOOD CITY
CENSUS CAT COMPANY	DBA CCC GROOMING	SALON 5	5 FUZZY KITTEN ROAD	POTOMAC

KAUs do not have name or address information.

Represents fictional data

Identifying locations within KAUs

To determine which locations are within which KAU, first, filter on the Primary Business or Activity Description column.

Select all locations for an industry and then click OK. In the figure below, we use “Temporary Help Services” as an example.

Figure 16: To determine which locations go with which KAU, filter on the Primary Business or Activity Description, and select options with the same description.

The screenshot displays the United States Census Bureau Annual Integrated Economic Survey (AIES) interface. At the top, there is a header with the Census Bureau logo, the title "Annual Integrated Economic Survey (AIES)", and links for "FAQ" and "Save and Log out". Below the header, a list of instructions is provided, including details about data entry, ID numbering, and the purpose of the survey. The main section of the interface is a table with columns for "Activity at Establishment", "Tax Status", and "Primary Business or Activity: Description". A red circle highlights the "Primary Business or Activity: Description" column header. Below the table, a filter dropdown menu is open, showing a search bar and a list of options. A blue arrow points from the text "Select options with the description." to the filter dropdown. The filter dropdown shows the following options: "Corporate, Subsidiary, and Regional Managing Offices", "Facilities Support Services", "Temporary Help Services" (which is selected), and "Used Merchandise Stores". The "Temporary Help Services" option is highlighted in blue. The table below the filter dropdown shows several rows of data, including "CENSUS CAT COMPANY" and "CCC HEADQUARTERS". At the bottom of the interface, there are buttons for "Back" and "Save and continue".

United States Census Bureau Annual Integrated Economic Survey (AIES) FAQ Save and Log out

- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the **FAQ** link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.
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- The non-numeric IDs are locations added in Step 1.

Instructions Detailed data Product data-Manufacturing only Check Data Save

Activity at Establishment		Tax Status
Activity: NAICS	Primary Business or Activity: Description write-in	Type of Operation
Name 1 prefilled from Step 1.	Updates made to the Primary Business or Activity description from Step 1 are listed, and will be processed and updated in the Census Bureau's internal system.	Primary type of operation is prefilled from Census Bureau records. Any updates can be made in the Remarks section at the end of the survey.
Activity Code, American in System on Census Ids.		Tax status description i from Census Bureau rec updates can be made in t section at the end of t
1 Name 1	1 Description	1 Description
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Stores	
CENSUS CAT COMPANY	Stores	
CENSUS CAT COMPANY	Stores	
CENSUS CAT COMPANY	Stores	
CENSUS CAT COMPANY	Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CENSUS CAT COMPANY	Used Merchandise Stores	
CCC HEADQUARTERS	Corporate, Subsidiary, and Regional Managing Offices	
CENSUS CAT COMPANY CLEANING	Facilities Support Services	
CENSUS CAT COMPANY STAFFING	Facilities Support Services	
CENSUS CAT COMPANY STAFFING	Temporary Help Services	

Select options with the description.

Filter by value:
Search
Select all Clear
☐ Corporate, Subsidiary, and Regional Managing Offices
☐ Facilities Support Services
☒ Temporary Help Services
☐ Used Merchandise Stores
OK Cancel

Back Save and continue

Then, you can see the locations for that KAU. In the example provided below, there are two locations for this one KAU, “Temporary Help Services.” We can see more clearly which questions need to be answered for each location and which questions need to be answered for KAUs. In those places where we need to enter KAU data, it is the sum of these locations. For those places where we need to enter data by location, you’ll see that it is grayed out at the KAU and available at the location level. In the example provided below, this question needs to be answered both for each location and for the sum of these locations.

Figure 17: The locations and the KAU are showing. These locations make up this one KAU.

The screenshot shows a data entry interface with a table. The table has columns for Name, Activity, Description, and Tax Status. The first two rows of data are highlighted with a blue box labeled "Locations". The first row is "CENSUS CAT COMPANY STAFFING" and the second row is "CENSUS CAT COMPANY STAFFING". The "Activity" column for both rows is "Temporary Help Services". The "Description" column for both rows is "Help Services". The "Tax Status" column for both rows is "Exempt Income Status". A blue box labeled "KAU" points to the same two rows, indicating that these two locations make up the KAU.

Name	Activity	Description	Tax Status
CENSUS CAT COMPANY STAFFING	Temporary Help Services	Help Services	Exempt Income Status
CENSUS CAT COMPANY STAFFING	Temporary Help Services	Help Services	Exempt Income Status

Identifying Complex KAUs

For some more complex companies, you may filter on a Primary Business or Activity Code and see more than one KAU listed. In these cases, you need to filter on additional information, including type of operation, tax status, and Regional Location.

Figure 18: This grid is filtered on NAICS, but more than one Kind of Activity Unit (KAU) is showing. We need to filter on additional information.

The screenshot shows an Excel spreadsheet with the following data:

Locations	PHYSLOC	ADDR	ST	ZIP	NUM	EIN	NAICS	NAICS DESC
Locations	17222					123456789	42361000	Electrical Apparatus or Merchant wholesalers
Locations	16117					123456789	42361000	Electrical A
Location	15010					123456789	42361000	Electrical A
	17145					123456789	42361000	Electrical Apparatus or Agents, brokers, busin
	15010					123456789	42361000	Electrical A

Annotations in the image include blue arrows pointing from 'Locations' labels to the first three rows and from 'KAU' labels to the last three rows. Red circles highlight the rows with EIN 123456789. A blue box in the bottom right corner states 'Represents fictional data'.

Filter on additional information to see which locations are associated with which KAU.

Figure 19: If more than one KAU is showing after filtering on NAICS, use other columns to the right to further filter.

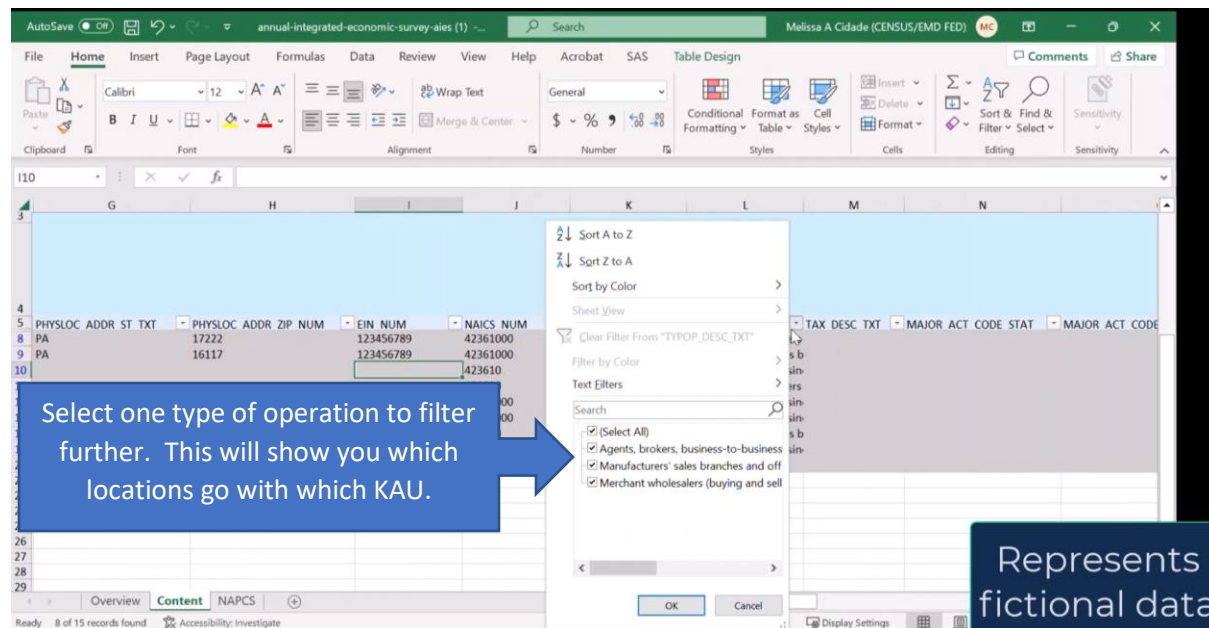
If you see more than one KAU, look to the columns to the right to further filter.

OC ADDR CITY	PA	15010	123456789	42361000	Electrical Apparatus ar Manufacturers' sales b
BRIGHTON	PA	17145	123456789	423610	Electrical Apparatus ar Agents, brokers, busin
OD CITY	PA	15010	123456789	42361000	Electrical Apparatus ar Merchant wholesalers
R FALLS	PA	15010	123456789	423610	Electrical Apparatus ar Agents, brokers, busin
OM	PA	15010	123456789	42361000	Electrical Apparatus ar Agents, brokers, busin
R FALLS	PA	15010	123456789	423610	Electrical Apparatus ar Manufacturers' sales b
R FALLS	PA	15010	123456789	42361000	Electrical Apparatus ar Agents, brokers, busin

Represents fictional data

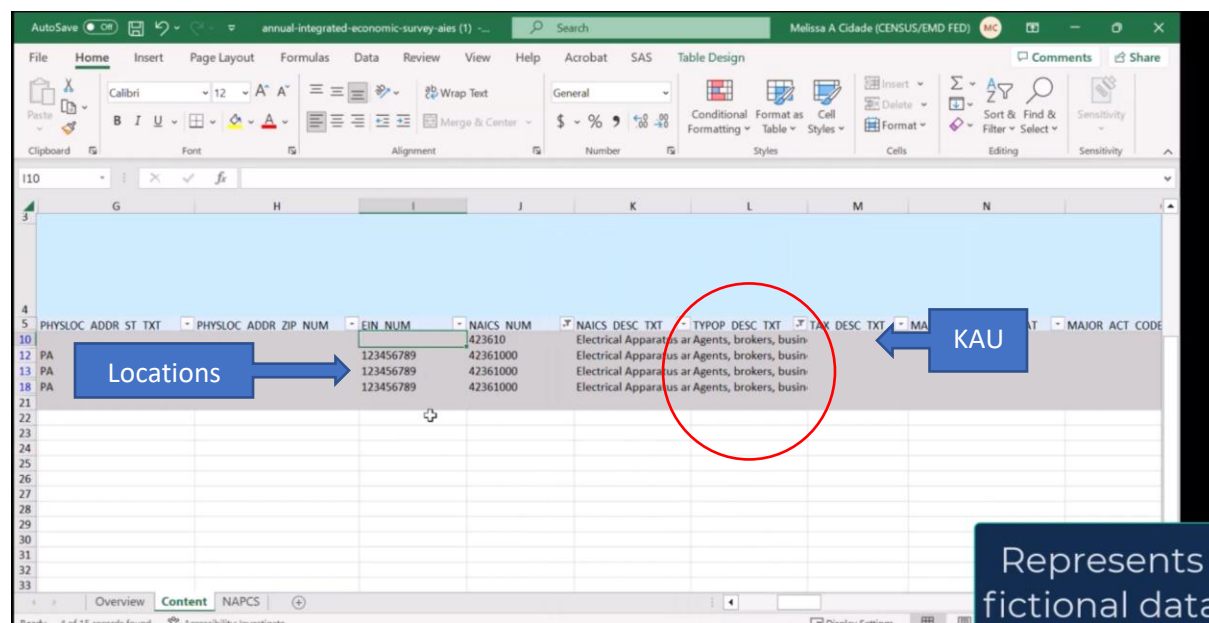
In this case, if we filter on the first industry number, 432610 and 43216000, we can see that these 5 locations are associated with these 3 KAUs. Scrolling to the right, we can see that different locations have different Types of Operations.

Figure 20: Filtering on the Type of Operation column will allow us to identify which locations go with which KAU.



Filter on the first value, and three locations are associated with one KAU.

Figure 21: Further filtering shows one KAU and three locations for this example.



Submitting Step 3

Once the questions in the Detailed data tab and, if applicable, Product data-Manufacturing only tab are completed, you will go to the Check Data Tab at the top and click the Run Checks button. Clicking this button runs a review of your responses. If you're missing any critical items or have provided unexpected responses that may be an error, you will get a message alerting you to the issue and how to fix it.

If there are any errors, please note that you cannot submit your responses until you fix all the outstanding errors.

Figure 22: Click the Run Checks button under the Check Data tab

An official website of the United States government [here's how you know](#)

United States Census Bureau Annual Integrated Economic Survey (AIES) [FAQ](#) [Save and Log out](#)

Step 3: Detailed data online spreadsheet [More information](#)

This spreadsheet has been customized based on your responses in Steps 1 and 2.

- Some items have been prefilled.
- To enter data in a field, click in a cell and begin typing.
- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the **FAQ** link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.
- The first digit of the ID on each row indicates:
 - 2 = a single establishment/location.
 - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
 - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

[Instructions](#) [Detailed data](#) [Product data-Manufacturing only](#) [Check Data](#) [Save](#)

You have not recently ran checks on your data

[Run Checks](#)

[Back](#) [Save and continue](#)

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OMB Expiration Date 06/30/2026

[Accessibility](#) [Privacy](#) [Security](#) [Contact Us](#)

After you have Run Checks and are ready to submit your data, click the Save and continue button at the bottom of the screen.

Next you will go to a remarks screen where you can add any information you think would be helpful to the Census Bureau as we review your responses.

Figure 23: Use this space to include any information about your responses that might be helpful to the Census Bureau.

The screenshot shows the 'Annual Integrated Economic Survey (AIES)' interface. At the top, there is a header with the United States Census Bureau logo and the title 'Annual Integrated Economic Survey (AIES)'. To the right of the title are links for 'FAQ' and 'Save and Log out'. Below the header, a message states: 'If you didn't report data for each of your establishments, please use the back button to return to the spreadsheet.' This is followed by a section titled 'Remarks (Optional - Enter remarks only if necessary)' with instructions: 'Please use this space to indicate where data were estimated or for explanations that may be essential in understanding your reported data.' Below this, a label 'Specify:' precedes a large, empty text input area. At the bottom left of the input area, it says '1000 characters left'. At the bottom center, there are two buttons: 'Back' and 'Save and continue'. At the bottom right, there is a mouse cursor icon. The footer contains OMB information: 'OMB No. 0607-1024' and 'OMB Expiration Date 06/30/2026', along with links for 'Accessibility', 'Privacy', 'Security', and 'Contact Us'.

An official website of the United States government [Here's how you know](#)

United States Census Bureau Annual Integrated Economic Survey (AIES) [FAQ](#) [Save and Log out](#)

If you didn't report data for each of your establishments, please use the back button to return to the spreadsheet.

Remarks (Optional - Enter remarks only if necessary)

Please use this space to indicate where data were estimated or for explanations that may be essential in understanding your reported data.

Specify:

1000 characters left

[Back](#) [Save and continue](#)

OMB No. 0607-1024
OMB Expiration Date 06/30/2026

[Accessibility](#) [Privacy](#) [Security](#) [Contact Us](#)

Click Save and continue when you have entered your remarks.

Then, you'll be taken to the last screen of the survey. Here, you will input your contact information so that if the Census Bureau has any questions, we know who to contact. On this screen, we are also asking you to estimate the amount of time it took you to complete the survey.

Figure 24: Input your contact information in case we have any questions. You're almost done!

The screenshot shows a web browser window with the URL <https://www.census.gov/aies/>. The page header includes the United States Census Bureau logo and the title "Annual Integrated Economic Survey (AIES)". Navigation links for "FAQ" and "Save and Log out" are in the top right corner. The main content area is a form with the following sections:

CENSUS CAT COMPANY
1001 CAT FOOD ROAD
ELLWOOD CITY, PA 15010

Contact Information
Who should we contact regarding this report.

Name

Title

Phone number Extension
 () -

Email address

Website

Survey Completion Time
Approximately how long did it take to complete this survey?

Include:

- Time spent collecting data and materials from other individuals/departments
- Time spent running reports, combining materials, and entering data

Hours

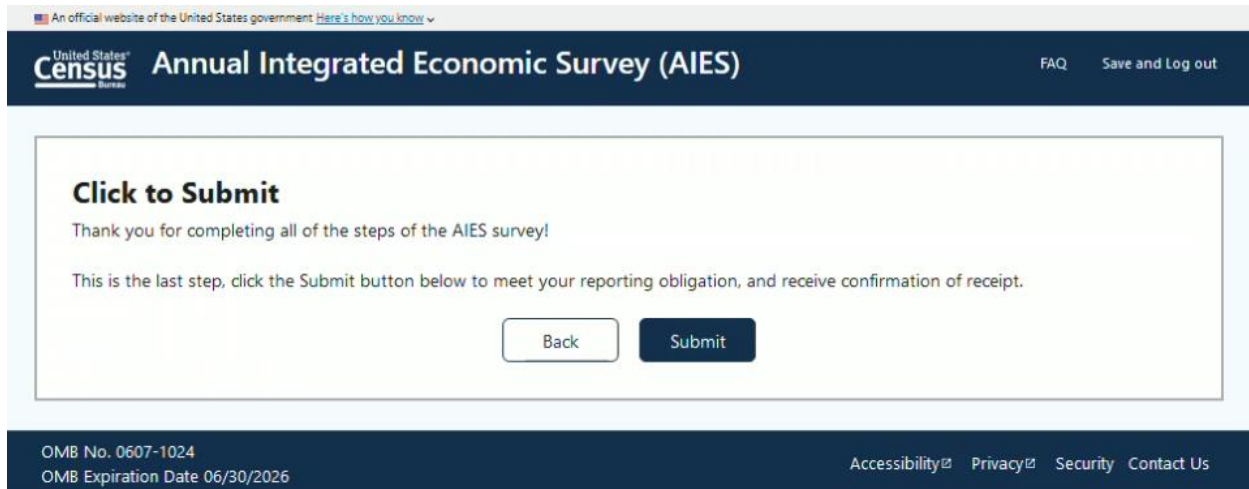
At the bottom of the form are two buttons: "Back" and "Save and continue".

After you have filled in the information requested on this screen, please click the button for Save and continue at the bottom of the page.

Submission Screen

Click the Submit button to submit your response to the AIES.

Figure 25: Click the Submit button to submit your data

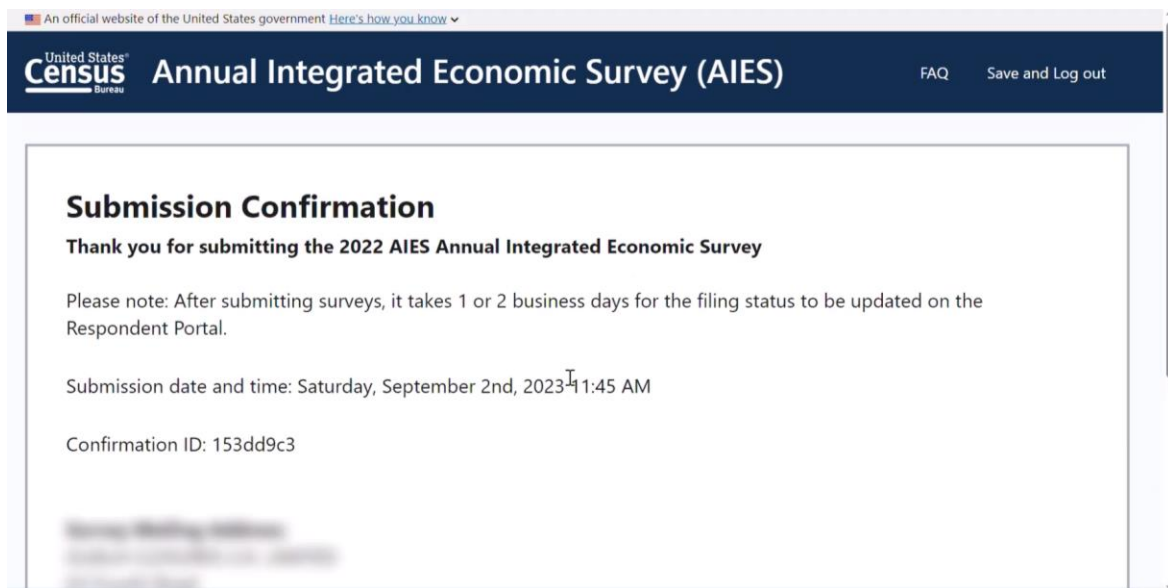


The screenshot shows the 'Annual Integrated Economic Survey (AIES)' submission screen. At the top, there is a header with the United States Census Bureau logo and the title 'Annual Integrated Economic Survey (AIES)'. Below the header, a central box contains the text 'Click to Submit' and 'Thank you for completing all of the steps of the AIES survey!'. It also states 'This is the last step, click the Submit button below to meet your reporting obligation, and receive confirmation of receipt.' At the bottom of this box are two buttons: 'Back' and 'Submit'. The footer of the page includes the OMB No. 0607-1024, OMB Expiration Date 06/30/2026, and links for Accessibility, Privacy, Security, and Contact Us.

Submission Confirmation Screen

Finally, you will see a Submission Confirmation Screen. This is how you know that you submitted your data to the AIES and have met your reporting obligation.

Figure 27: The Submission Confirmation Screen lets you know that your data have been submitted.



The screenshot shows the 'Submission Confirmation' screen. The header is the same as the previous screen. The main content area has the title 'Submission Confirmation' and the text 'Thank you for submitting the 2022 AIES Annual Integrated Economic Survey'. Below this, it says 'Please note: After submitting surveys, it takes 1 or 2 business days for the filing status to be updated on the Respondent Portal.' It also displays the 'Submission date and time: Saturday, September 2nd, 2023 11:45 AM' and the 'Confirmation ID: 153dd9c3'. The bottom of the screen shows a blurred image of a document.

For more information on the AIES, please visit our website at census.gov/aies. For additional help completing the AIES or for any questions, please call our helpdesk at 1-800-681-3012.

For more information

- For instructions on filtering locations, copying and pasting information, and other spreadsheet functionalities, please see the PDF, Overview of the Survey, available here: <https://www.census.gov/programs-surveys/aies/technical-documentation/how-to.html>
- To see what questions you will be asked at which level of the company, visit the interactive content tool: <https://www.census.gov/aies/questionspreview/>
- For an overview of the questions by level, consult the Content Summary by visiting: <https://www2.census.gov/programs-surveys/aies/information-respondents/2024/aies-content-summary.pdf>
- For more information on each of the sections of the survey, consult step-by-step instructions in videos and other PDFs here: <https://www.census.gov/programs-surveys/aies/technical-documentation/how-to.html>