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# 2022 Annual Integrated Economic Survey (AIES) Pilot ONLINE SURVEY INSTRUCTIONS

This information is to assist you in responding to the questions in the online 2023 Annual Integrated Economic Survey (AIES) Pilot.

To complete the AIES online:

- 1. Complete company totals in the "Company" tab.
- 2. Complete the customized spreadsheet in the "Survey" tab.
- 3. Add any new locations in the "Add Location(s)" tab.
- 4. Complete the "Products" tab (If applicable).
- 5. Upload the completed workbook.

For additional information or assistance, please contact: <a href="mailto:emd.aies.help@census.gov">emd.aies.help@census.gov</a>

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## **SURVEY INSTRUCTIONS**

# **Download Instructions**

Download the template by selecting the Download Response Spreadsheet button.

Download Response Spreadsheet

Once you have completed filling out the data, select the Upload Completed Response Spreadsheet button.

Upload Completed Response Spreadsheet

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# **Spreadsheet Contents**

### Overview of Tabs

- Overview: Provides an outline of each tab, and how to fill out the spreadsheet.
- **Company**: Answer questions about your company.
- **Survey**: Input the answers about your company.
- Add Location(s): Add any locations that are not represented in the Survey tab here.
- **Products**: (If applicable) Provide a specific list of the products your company manufactures at each location.
- **Instructions**: Detailed instructions for how to answer each individual survey question.

### DO NOT:

- Re-name, modify, or delete any of the columns in the survey tab. Doing so will make your survey unreadable.
- Re-name, modify, or delete any of the rows denoting your locations in the survey tab.
- Delete any tabs.

### PLEASE NOTE:

Colors indicate if a cell is a question, or if a response is required at that level, optional at that level, or not applicable.

Blue cells represent question text.

White cells represent required answer at that level.

Yellow cells represent optional answer at that level.

Gray cells represent not applicable answers.

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### Additional Information:

• Each column represents a question. The questions are grouped by topics.

- Answers should be formatted in thousands of a number, unless otherwise specified in the row below the question.
- Fill in all the information on the Survey tab
- Some questions are required by each location (establishment).
  - For these questions, the industry level is gray (non-applicable), and the location level is white (required).
- Some questions are required by each industry, but you can choose to answer by location.
  - For these questions, the industry level will be white (required), and the location level will be yellow (optional).
  - For these questions, if you answer by location, the workbook will automatically sum by industry.
- · You can type over any auto-summed cells.
- · Add any missing locations in the Add Locations tab.

# **Survey Tutorial**

The Survey tab of the spreadsheet is a customized reporting spreadsheet where you can find a listing of all your locations and corresponding information. You will input the answers for your company's locations and industries.

# **Key Orientation Features:**

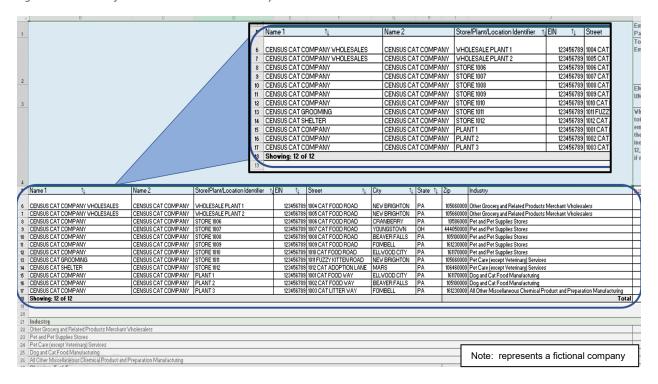
- Location Information
- Consolidated Industries
- Question Rows
- Company Totals
- Color Codes
- Auto-Summing

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### **Location Information**

On the customized reporting spreadsheet, you can find a listing of all your locations, and corresponding information in columns B-J.

Figure 1: Location information located on the 'Survey' tab

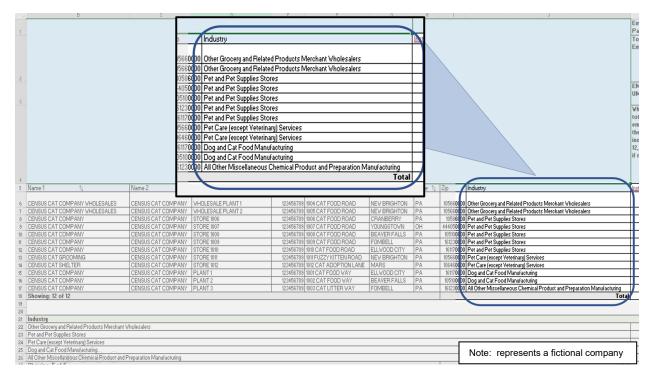


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### **Consolidated Industries**

Column J lists each location's (establishment's) industry. Scroll down to see a consolidated listing of all your industries. They will be located beneath the list of your locations.

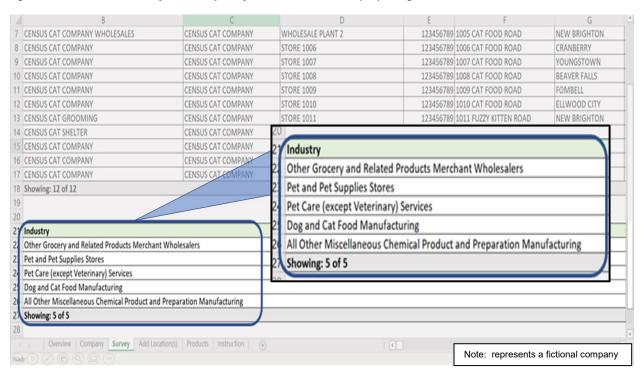
Figure 2: Identifying industry by location in the 'Survey' tab



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Scroll down past the location rows to find the consolidated industries. You can find the same industries outlined in column J listed here. This will come in handy as you're filling in your data, because you can enter information on either level.

Figure 3: Scroll to the bottom of the 'Survey' tab for consolidated industry reporting

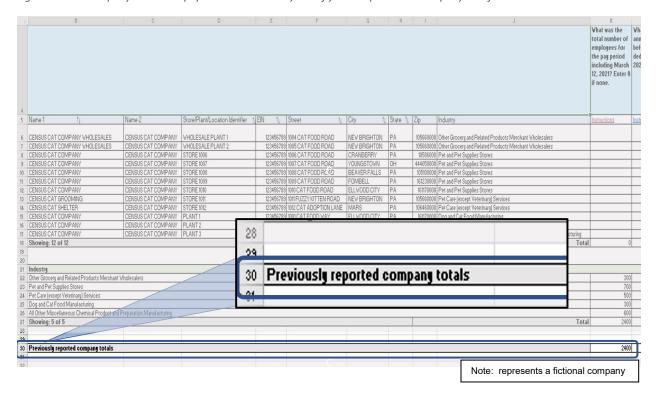


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# **Company Totals**

The last row will include the data you provided in the Company tab. You can use this to double check your work. You may overwrite the totals at any time.

Figure 4: Your company totals will populate in the 'Survey' tab if you complete the 'Company' tab first

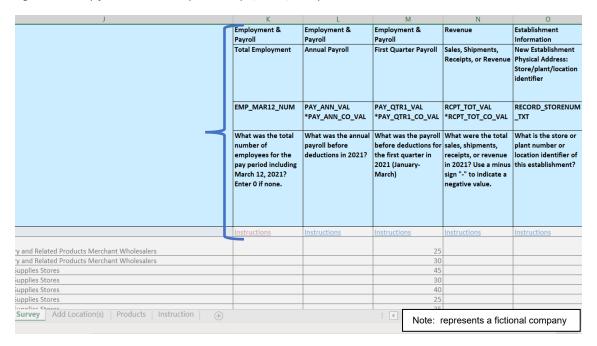


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### **Question Rows**

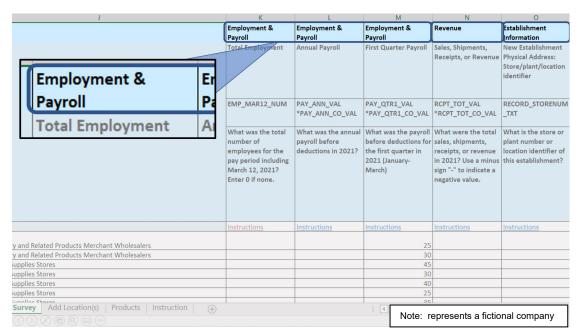
Rows 1-5 indicate the topic, question name, and question itself, and any additional instructions.

Figure 5: The top four rows are the question topic, name, and question text.



### The top row should help you find the topic you're looking for.

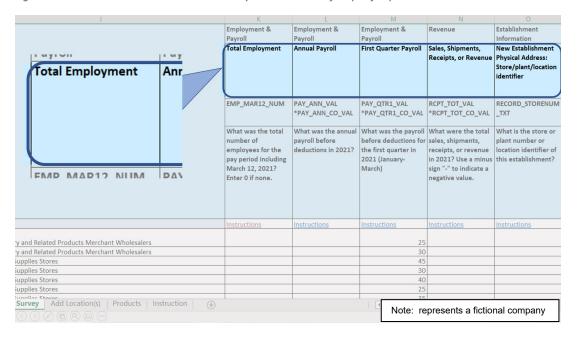
Figure 6: The top row includes topical keywords to search when looking for specific groups of questions.



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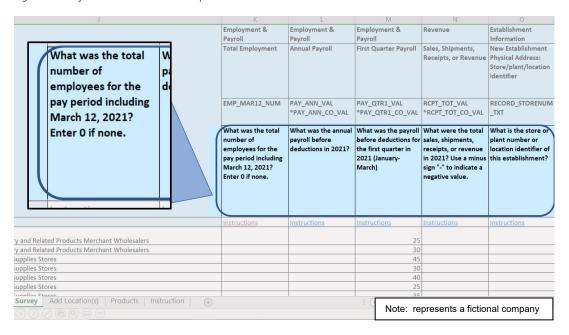
### Row 2 is a shortened title of the question

Figure 7: The second row contains additional keywords to search for specific questions.



### Row 4 is the full question.

Figure 8: The fourth row contains the question text.



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Rows 5 includes additional instructions for specific questions. Click on this row, and you will be automatically redirected to the 'Instructions' tab for more information about this question.

Figure 9: Click on Row 5 for additional instructions or further information about specific questions.

J	K Employment &	Employment &	M Employmen
	Payroll	Payroll	Payroll
	Total Employment	Annual Payroll	First Quart Pagroll
What was the total number of employees befor the pay diperiod including March 12, 2021? Enter 0 if none.	EMP_MAR12_ NUM What was the total number of employees for the pay period including	PAY_ANN_VA L "PAY_ANN_C What was the annual payroll before deductions in 2021?	PAY_QTR1 L "PAY QTR What was ti pagroll before deductions the first quarter in 2 (January-
Instructions Un	March 12, 2021? Enter 0 if none.	la de la constitución de la cons	March)
Industry	Instructions	Instructions	Instructions
424490 - Other Grocery and Related Products Merchant Wholesalers			
424490 - Other Grocery and Related Products Merchant			
Wholesalers			
459910 - Pet and Pet Supplies Stores			
459910 - Pet and Pet Supplies Stores	Note: represents a fictional company		
APPANA D. AD. O. F. O.	+		

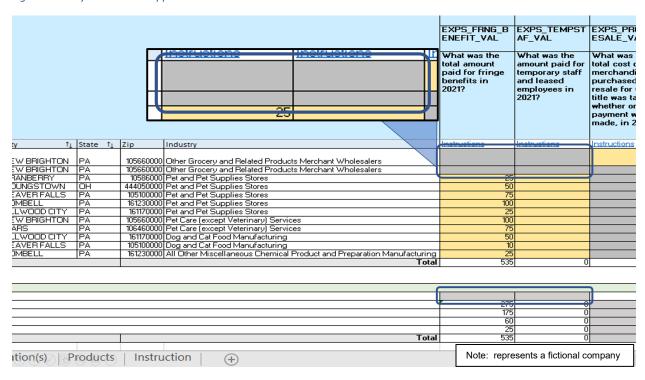
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### **Color Codes**

Different cells have different colors and indicate different things.

Here is a column with **gray** cells. Gray indicates that the question is not applicable, you won't be able to enter data into these cells.

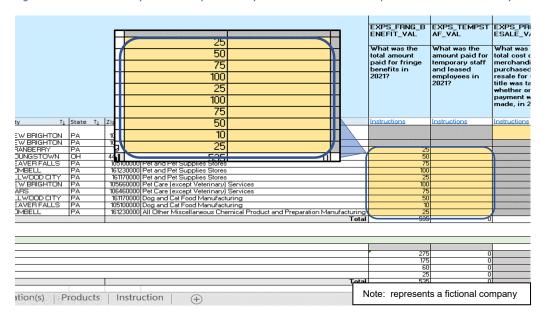
Figure 10: Gray cells are not applicable – do not enter data here.



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Here is a column that includes **yellow cells**, this means that you have a choice to either answer per *each location*, or you can roll up the data *by industry*.

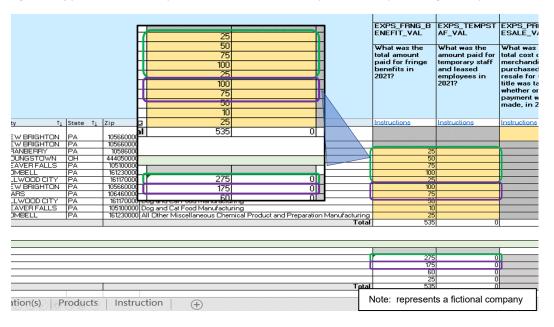
Figure 11: Yellow cells let you answer questions by location. You are not required to enter data in the yellow cells.



This might be a useful feature if you have many locations, but only a few industries.

As you type in your location's data, the total will auto-sum into the industry cell. You can overwrite any auto-summed cell.

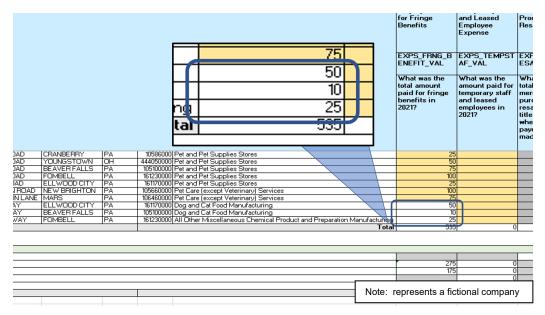
Figure 12: If you enter data into yellow cells, it will automatically sum below by matching industry.



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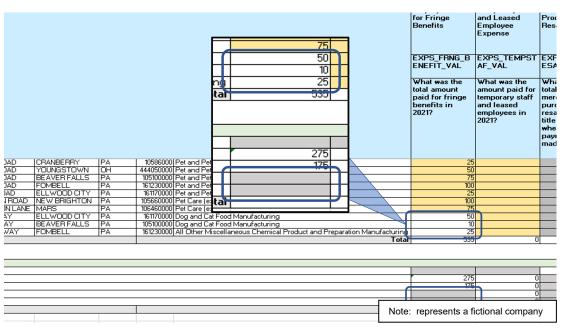
Here you see cells in **white**. This indicates that an answer is required. Both location and industry cells can be white, depending if the data are needed by location or by industry.

Figure 13: White cells require an answer.



The corresponding industries will appear dark gray because the industry roll-up is not applicable.

Figure 14: When a question is required by location (white), it is not asked by industry (gray).



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# **Additional Help**

For additional information or assistance, please contact:



Email: emd.aies.help@census.gov

# A Note on Research

This response spreadsheet is the result of targeted research efforts with businesses across the United States. We are continuing to refine the survey instrument in preparation for our full launch in 2024. If you would like to provide feedback on your experience with completing this survey, please send an email to the following email address, and one of our researchers may be in touch to follow up with you: emd.aies.help@census.gov. This is your opportunity to help shape the future of annual data collections at the Census Bureau, and we look forward to any feedback you wish to offer.