

## **Quick Guide – Creating the ACA100 Report**

for the Patient Protection and Affordable Care Act (PPACA)

The "ACA100 job" produces the detailed earnings analysis report for the Affordable Care Act, ACA100, and optional CSV rules. An optional summary report (ACA120) is also available that shows the ACA class detail/summary.

The following is a quick guide on how to create the ACA100 report:

1. First, launch the QSS Control Center from your desktop:



2. From the QSS control center main menu, select "Job Menu":



3. In "Job Menu", select "Grid" view. In the Search field, type "aca100", then press enter. Double-click "PPACA Analysis Report and CSV File (ACA100)" to launch the ACA100 job:

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4. The first launch screen shows the **Report Selections** dialogue:

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Your active district will be selected by default.



5. Please input the date range for the report for the full month you wish to return. For example, to request a list of all employees for the month of October 2016, input in Date Paid: **From: 10/01/2016 To: 10/31/2016**. *NOTE: At this time, you can also narrow your search to specify class range, bargaining unit, employee type, etc. Keep all other fields empty if you need a list of ALL active employees!* 

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6. On the next tab, **SSN/Account Selections**, you can further narrow your search to find specific employees or load from an Employee List as well as specify data from specific account strings. *NOTE: Again, keep these fields empty if you need a list of ALL active employees!* 

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- 7. In the final tab, **Report/File Rules**, you may input any Use Class Settings and Lump Rules.
  - a. "Select" the ACA100 report by clicking on the check box to the right of the report name.
  - b. Click in the "Report Title" field next to the report to name the report. For this example, we have named the report "OCTOBER 2016 ACA100" to represent our search criteria from earlier.
  - c. Click under "CSV File" and input a 3-character name for the CSV file. A CSV file will be auto-generated by the name ACAXXX, XXX being the characters specified. For this example, the CSV file is named OCT. It will show up as ACAOCT in our personnel downloader data.

*NOTE: Additionally, you can generate the ACA120 report (ACA Class Detail/Summary) by clicking the check box to the right of the ACA120 field.* 

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8. Click **S** to generate the report. You will receive a Job Number that you can reference to in your Print Manager (LSPOOL):

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## 9. Open Print Manager (LSPOOL) from the main window:



10. Your ACA100 reports will be in your file list. Click on the folder to open the reports:

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## 11. To access the CSV file, go back to the main window and click on Personnel Downloader:



## 12. In Personnel Downloader, click on the second tab, "Data".

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- 13. Change "Owner" to your QCC username. Then click on ". Your ACA CSV will show up with the specified
  - naming convention from above. From our example, the file name was ACAOCT:

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14. Double-click your ACA file to make sure it is selected, then click on it is export the file to Excel using a wizard:

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15. A dialogue will show up to open an Excel document. Do NOT rename the document at this time, it will create a temporary file that you can save later. Click on "Open":

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16. Make sure "Delimited" is selected and select "My data has headers." Then press "Next":

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17. Deselect "Tab" delimiter and select "Comma" delimiter. Then press "Next":

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18. In the "Data Preview" pane, click on each column and adjust the data format accordingly. The black highlighted area will show what data section is selected. For REFERENCE, change the data format to Text. For DATE START, DATE END, HIRE DT, TERM DATE, DATE PAID, PER END DATE, change the data format to Date. The other fields can stay default. Then click "Finish" to export the ACA100 data to Excel:



19. This is the final exported ACA data in Excel, you can now "Save as..." an Excel workbook to your computer:

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EOM	IML.	3420 N	10	10	*******		000 ####	0 00/00/	0		0	6772	2	2		7 RA			000/00	00 00/	00/00/0		
EOM	DGN	3420 LO	10	10	*******		000 ###	0 00/00/	0		0	6772	2	2		7 RA			000/00	00 00/	00/00/0		
EOM	IML	5129 N	10	14	*******	******	000 ####	0 00/00/	0		0	1220	12	2		5 RA		********	000/00	00 00/	00/00/0		
TENF	IRN	0 HF	9	10	*******		000 ****	0 00/00/	0		0	8000	5	12		77 SU	7	*******	000/00	00 00/	00/00/0		
TENF	IRN	0 HF	9	10	******		000 ###	0 00/00/	0		0	8000	5	12		17 SU	7		000/00	00 00/	00/00/0		
E118	IML	3016 N	10	10	*******		000 ###	0 00/00/	0		0	6592	12	2		7 R.A.			000/00	00 00/	00/00/0		
TENE	IRN	0 HF	9	10	<b>NURDERER</b>	monus	000 MMM	0 00/00/	0		0	8000	5	12		17 SU	7	ноноплая	10/000	00 00/	00/00/0		
EOM	IML	3572 N	10	16	*******		000 ###	0 00/00/	0		0	6090	2	2		7 RA			10/000	00 00/	00/00/0		
EOM	OGN	3572 LC	10	10	******	******	000 ###	0 00/00/	0		0	6090	2	2		7 RA		*******	000/00	00 00/	00/00/0		
E118	IML	2160 N	10	10	******	******	000 ####	0 00/00/	0		0	6684	12	2		7 RA		*******	10/000	00 00/	00/00/0		
TENP	IRN	0 HF	9	10	*****	******	000 ###	0 00/00/	0		0	8000	5	12		17 SU	7	*******	10/000	00 00/	00/00/0		
EOM	IR	0 HF	10	10	********		000 ###	0 00/00/	0		0	6804	11	1		8 CT	1		10/000	00 00/	00/00/0		
E118	IML	3233 N	10	10	********		000 ####	0 00/00/	0		0	6804	11	1		8 CT			10/000	00 00/	00/00/0		
EOM	RV	5274 TR	10	16	*******	******	000 ###	0 00/00/	0		0	4030	1	1		L1 RA	1	2/1/2016	000\00	00 00/	00/00/0		
EOM	ELL	4206 CE	10	16	*****		000 ###	0 00/00/	0		0	4030	1	1		II RA	1	2/1/2016	000/00	00 00/	00/00/0		
EOM	IML	4907 N	10	10	******		000 ****	0 00/00/	0		0	4030	1	1		LI RA	1	2/1/2016	000\00	00 00/	00/00/0		
EOM	IML	59 N	10	10	*****		000 ####	0 00/00/	0		0	4030	1	1		LI RA	1	2/1/2016	000\00	00 00/	00/00/0		
TENF	IRN	0 HF	9	10	*******		000 ###	0 00/00/	0		0	8000	5	12		17 SU	7	1/9/2015	10/000	00 00/	00/00/0		
E118	IML	3652 N	10	10	NANARAHA A		000 ####	0 00/00/	0		0	6220	2	2		7 RA			10/000	00 00/	00/00/0		
EOM	TUR	0 00	10	16	******		000 ****	0 00/00/	0		0	6220	2	2		7 R.A.		********	10/000	00 00/	00/00/0		
TENR	LY	0 DL	9	10	******		000 ####	0 00/00/	0		0	8000	2	11		78 SU	7	3/3/2014	000\00	00 00/	00/00/0		
TEAD	(RAI)	A.117					000.000	n nalaal				0000	•	.0.		40. PU		AIR/SALA	in Innn	nn nn l	an inn in		
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