Instructions for Including SSN in ACA Reports

Using Excel VLOOKUP



School Financial Services PC Budget, PC Products & District Support This page intentionally left blank.

The SSN is not included on the ACA summary and detail reports. Districts that have the SSN included in their LLL and PC Labor files can include the SSN on the ACA reports using the Excel VLOOKUP function detailed below.

VLOOKUP

VLOOKUP is a **Lookup & Reference** function that enables users to retrieve specific data stored in an Excel table using a unique identifier. The "V" in **VLOOKUP** means data is stored vertically in the leftmost column of the table and sorted in ascending order. This function is a good tool for matching and sharing data between two or more lists of data that share a common field.

The following example illustrates how the **VLOOKUP** function can be used to include Social Security Numbers from an LLL report on the ACA Summary Report generated from PC Labor.

- 1. Generate an Excel export file from LLL containing EID, NAME Last First, and Emp_SSN. Generate the ACA Summary Report. Open both reports in Excel.
- 2. Make sure the Excel files are saved in the same version.

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3. Insert a column in the ACA Summary Report between the EID and Name columns. Label the column SSN.

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5	BC9001111	LAVENDER, JAMES	Α	N	06/18/1996	11/03/1976		М	F	DATA TECHNICIAN
6	DA2334444	CONE, ROSEMARY	Т	С	02/02/2010	06/18/1948	10/31/2013	F		TEACHER SUB - DA
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8	DA8990000	RUDA, CAROLYN	Α	С	02/11/1970	02/11/1948		F	N	TEACHER SUB - DA
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12	FE8884444	BASELLE, CHRISTINA M	Α	С	06/30/1999	07/04/1969		F	F	TEACHER ELEMEN
13	FF4445555	CONNER, ROSE T	Α	N	10/23/1989	04/23/1975		F	F	SENIOR CUSTODI#
14	FF7778888	GREEN, LEMONT	Α	N	10/20/2005	06/15/1979		М	F	SCHOOL ADMIN A
15	HA3335555	SIMMON,NORMAN	Α	С	07/01/1998	12/11/1950		М	F	TEACHER SECOND
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17										

- 4. Select the cell directly below the SSN column header (Cell B2 for this example).
- 5. Click the **function** (*fx*) button on the formula bar.

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13	FF4445555		CONNER, ROSE T	А	N	10/23/1989	04/23/1975		F	F	SENIOR CUST
14	FF7778888		GREEN, LEMONT	А	N	10/20/2005	06/15/1979		м	F	SCHOOL ADM
15	HA3335555		SIMMON, NORMAN	А	с	07/01/1998	12/11/1950		м	F	TEACHER SEC
16	HF9994444		CAMMON.MILTON	т	s	11/08/2013	04/18/1972	06/12/2014	м		SUB NOON D

6. Select VLOOKUP from the Select a function list and click <u>OK</u>. If VLOOKUP is not in the list, type VLOOKUP in the Search for a function box and click <u>GO</u>.

Insert Function	Insert Function
Search for a function:	Select a category: Most Recently Used Or select a category: Most Recently Used Select a function: VLOOKUP IF FORMULATEXT LOOKUP TEXT COUNT CONCATENATE VLOOKUP/lookup_value,table_array.col_index_num,range_lookup) Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.
Help on this function OK Cancel	Help on this function OK Cancel

7. Enter **Function Arguments** as follows:

Lookup_value

Select the first cell in the column that contains the value common in both spreadsheets. For this example, the value is EID. It is in Cell A2.

Function Arguments	?										
VLOOKUP											
Lookup_value	A2 = "AA1223333"										
Table_array	= number										
Col_index_num	= number										
Range_lookup	🔝 = logical										
Col_index_num Image = number Range_lookup Image = logical = Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order. Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.											
Formula result =											
Help on this function	OK Cancel										

Table_array

Select the data range that contains the information you need. For this example, select the columns in the LLL spreadsheet that have data. The leftmost column must:

- 1. contain the common data field;
- 2. contain field values that are unique (unduplicated), e.g., SSN or EID; and
- 3. be sorted in ascending order.

Function Arguments			? ×									
VLOOKUP												
Lookup_value	A2] =	"AA1223333"									
Table_array	xlsx]Sheet1'!\$A\$1:\$C\$16] =	{"EID", "Name", "SSN"; "AA1223333", "P									
Col_index_num] =	number									
Range_lookup] =	logical									
= Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order. Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name.												
Formula result =												
Help on this function			OK Cancel									

Col_index_number

Type the number of the LLL spreadsheet column that contains the information you want to include on the ACA Summary Report. For this example, enter "3" because the SSN is in the third column of the LLL spreadsheet.

Function Arguments		? ×
VLOOKUP		
Lookup_value	A2 💽	= "AA1223333"
Table_array	xlsx]Sheet1'!\$A\$1:\$C\$16	= {"EID", "Name", "SSN"; "AA1223333", "PAR
Col_index_num	3	= 3
Range_lookup		= logical
Looks for a value in the leftmo specify. By default, the table m Col_ind	st column of a table, and then returns ust be sorted in an ascending order. ex_num is the column number in tab should be returned. The firs	= 1010101 s a value in the same row from a column you ole_array from which the matching value t column of values in the table is column 1.
Formula result = 1010101		
Help on this function		OK Cancel

Range_lookup

Type "FALSE" to find the identical EID in the leftmost column of the LLL spreadsheet. If an exact match is not found, the value returned is #N/A.

Function Arguments	? x
VLOOKUP	
Lookup_value	A2 = "AA1223333"
Table_array	xlsx]Sheet1'!\$A\$1:\$C\$16 📧 = {"EID", "Name", "SSN"; "AA1223333", "PAR
Col_index_num	3 📧 = 3
Range_lookup	FALSE 💽 = FALSE
Looks for a value in the leftmo specify. By default, the table n Range	= 1010101 st column of a table, and then returns a value in the same row from a column you ust be sorted in an ascending order. Lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.
Formula result = 1010101 Help on this function	OK Cancel

8. Copy the **VLOOKUP** formula to the other cells in the column by placing the cursor in the lower right corner of cell containing the formula and double clicking the crosshair that appears. If the lookup value is not found, #N/A is displayed.

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3	AA3445555		WILLIAN	AS,SAGE	Α	N	06/07/1988	01/27/1951		F	F	CUST
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7	DA5667777		ELANTR	O,GUILLERMO	Α	N	12/13/2000	05/05/1955		М		INST
8	DA8990000		RUDA,C	AROLYN	Α	С	02/11/1970	02/11/1948		F	N	TEAC
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10	FD7889999		OJAS,PA	YTON	Α	С	08/14/1995	11/11/1951		М	F	ASST
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12	FE8884444		BASELLE	,CHRISTINA M	Α	С	06/30/1999	07/04/1969		F	F	TEAC
13	FF4445555		CONNER	R,ROSE T	Α	N	10/23/1989	04/23/1975		F	F	SENI
14	FF7778888		GREEN,L	EMONT	Α	N	10/20/2005	06/15/1979		М	F	SCHO
15	HA3335555		SIMMON	N,NORMAN	Α	С	07/01/1998	12/11/1950		М	F	TEAC
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9. Highlight the SSN column of the ACA Summary Report.

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3	AA3445555	020-20-2020	WILLIAMS,SAGE	A	N	06/07/1988	01/27/1951		F	F	CUSTODIAN		N	DDN	07	39031.55	2056	39517.03	184	16
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7	DA5667777	060-60-6060	ELANTRO, GUILLERMO	Α	N	12/13/2000	05/05/1955		м		INSTRUCTIONAL ASST		N			20350.07	1233.39	20589.49	115	10
8	DA8990000	070-70-7070	RUDA,CAROLYN	A	С	02/11/1970	02/11/1948		F	N	TEACHER SUB - DAILY		S			11312.5	618	12887.5	66	7
9	FA4556666	080-80-8080	HERBA,LINDA	Α	N	04/03/2012	12/29/1988		F	F	ACCOUNTING TECHNICIA	N	N	KRS	07	38215.55	2068	44927.57	184	16
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11	FE0112222	101-10-1011	STIMSON,LORENA	A	N	12/05/2005	08/26/1967		F		NUTRITION SERVICES WO	ORKER	N			9138.57	823.5	12580.84	95.5	83.
12	FE8884444	102-20-2022	BASELLE, CHRISTINA N	1 A	С	06/30/1999	07/04/1969		F	F	TEACHER ELEMENTARY		т	DDN	03	74808.37	1111	78432.23	114	10
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1 e	d	SSN	name	status	emp_type	hire_date	birth_date	term_date	gende	r ben_elig	job_title		perm_ind	med_plan	plan_cover	w2_wages t	ot_hours	tot_sal	jan_2014 f	eb_2014
2 A	A1223333	010-10-1010	PARSLEY, DEAN	Α	С	04/09/1999	05/11/1970		M	F	TEACHER SPECIAL AS	SSIGNMN	т	KRS	01	44324.56	1509.75	49176.42	154	148.
3 A	43445555	020-20-2020	WILLIAMS,SAGE	Α	N	06/07/1988	01/27/1951		F	F	CUSTODIAN		N	DDN	07	39031.55	2056	39517.03	184	16
4 B	46778888	030-30-3030	DILL, MICHAEL	т	S	06/16/2014	04/18/1992	07/31/201	4 M		STUDENT WORKER		в			336	42	336	0	
5 B	9001111	040-40-4040	LAVENDER, JAMES	Α	N	06/18/1996	11/03/1976		M	F	DATA TECHNICIAN		N	KRS	09	38763.47	2027.5	40879.91	184	16
6 D.	42334444	050-50-5050	CONE, ROSEMARY	т	С	02/02/2010	06/18/1948	10/31/201	3 F		TEACHER SUB - DAIL	Y	S			5375	99	2062.5	0	
7 D.	45667777	060-60-6060	ELANTRO, GUILLERMO	A	N	12/13/2000	05/05/1955		M		INSTRUCTIONAL ASS	ST	N			20350.07	1233.39	20589.49	115	10
8 D.	48990000	070-70-7070	RUDA,CAROLYN	A	С	02/11/1970	02/11/1948		F	N	TEACHER SUB - DAIL	Y	S			11312.5	618	12887.5	66	7
9 F/	4556666	080-80-8080	HERBA, LINDA	Α	N	04/03/2012	12/29/1988		F	F	ACCOUNTING TECH	NICIAN	N	KRS	07	38215.55	2068	44927.57	184	16
10 FI	7889999	090-90-9090	OJAS, PAYTON	A	с	08/14/1995	11/11/1951		M	F	ASST PRINCIPAL		Α	DDN	05	115853.96	1952	118937	168	14
11 FE	0112222	101-10-1011	STIMSON,LORENA	A	N	12/05/2005	08/26/1967		F		NUTRITION SERVICE	S WORKER	N			9138.57	823.5	12580.84	95.5	83.
12 F	8884444	102-20-2022	BASELLE.CHRISTINA N	1 A	с	06/30/1999	07/04/1969		F	F	TEACHER ELEMENTA	RY	т	DDN	03	74808.37	1111	78432.23	114	10
13 F	4445555	103-30-3033	CONNER, ROSE T	A	N	10/23/1989	04/23/1975		F	F	SENIOR CUSTODIAN		N	DDN	09	52174.34	2212.5	53035.37	184	16
14 F	7778888	104-40-4044	GREENLIEMONT	Δ	N	10/20/2005	06/15/1979		M	F	SCHOOL ADMIN ASS	ISTANT	N	DDN	09	37633.79	1589.28	34383.79	140	14
15 H	43335555	105-50-5055	SIMMON NORMAN	Δ	C	07/01/1998	12/11/1950		M	F	TEACHER SECONDAR	RY	т	DDN	02	75532.18	1133.5	78816.68	114	10
16 H	59994444	106-60-6066	CAMMON MILTON	т	s	11/08/2013	04/18/1972	06/12/201	1 M		SUB NOON DUTY AIR	DE	s			218.88	34.75	295.38	9	
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11. Right click again and select *Paste Special Values* (clipboard with 123) from the pop-up menu to overwrite the formula in the cell with the value displayed.