

Instructions for Including SSN in ACA Reports

Using Excel VLOOKUP



School Financial Services
PC Budget, PC Products & District Support

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INSTRUCTIONS FOR INCLUDING SSN IN ACA REPORTS

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.

A	B	C	D	E	F	G	H	I	J
1	EID	Name	SSN						
2	AA1223333	PARSLEY,DEAN	001-01-0101						
3	AA3445555	WILLIAMS,SAGE	002-02-0202						
4	BA6778888	DILL,MICHAEL	003-03-0303						
5	BC9001111	LAVENDER,JAMES	004-04-0404						
6	DA2334444	CONE,ROSEMARY	005-05-0505						
7	DA5667777	ELANTRO,GUILLERMO	006-06-0606						
8	DA8990000	RUDA,CAROLYN	007-07-0707						
9	FA4556666	HERBA,LINDA	008-08-0808						
10	FD7889999	OJAS,PAYTON	009-09-0909						
11	FE0112222	STIMSON,LORENA	101-10-1101						
12	FE8884444	BASELLE,CHRISTINA M	102-10-2102						
13	FF4445555	CONNER,ROSE T	103-10-3103						
14	FF7778888	GREEN,LEMONT	104-10-4104						
15	HA3335555	SIMMON,NORMAN	105-10-5105						
16	HF9994444	CAMMON,MILTON	106-10-6106						

A	B	C	D	E	F	G	H	I	J	
1	eid	name	status	emp_type	hire_date	birth_date	term_date	gender	ben_elig	job_title
2	AA1223333	PARSLEY,DEAN	A	C	04/09/1999	05/11/1970		M	F	TEACHER SPECIAL ASSIGNM
3	AA3445555	WILLIAMS,SAGE	A	N	06/07/1988	01/27/1951		F	F	CUSTODIAN
4	BA6778888	DILL,MICHAEL	T	S	06/16/2014	04/18/1992	07/31/2014	M		STUDENT WORKER
5	BC9001111	LAVENDER,JAMES	A	N	06/18/1996	11/03/1976		M	F	DATA TECHNICIAN
6	DA2334444	CONE,ROSEMARY	T	C	02/02/2010	06/18/1948	10/31/2013	F		TEACHER SUB - DAILY
7	DA5667777	ELANTRO,GUILLERMO	A	N	12/13/2000	05/05/1955		M		INSTRUCTIONAL ASST
8	DA8990000	RUDA,CAROLYN	A	C	02/11/1970	02/11/1948		F	N	TEACHER SUB - DAILY
9	FA4556666	HERBA,LINDA	A	N	04/03/2012	12/29/1988		F	F	ACCOUNTING TECHNICIAN
10	FD7889999	OJAS,PAYTON	A	C	08/14/1995	11/11/1951		M	F	ASST PRINCIPAL
11	FE0112222	STIMSON,LORENA	A	N	12/05/2005	08/26/1967		F		NUTRITION SERVICES WORKE
12	FE8884444	BASELLE,CHRISTINA M	A	C	06/30/1999	07/04/1969		F	F	TEACHER ELEMENTARY
13	FF4445555	CONNER,ROSE T	A	N	10/23/1989	04/23/1975		F	F	SENIOR CUSTODIAN
14	FF7778888	GREEN,LEMONT	A	N	10/20/2005	06/15/1979		M	F	SCHOOL ADMIN ASSISTANT
15	HA3335555	SIMMON,NORMAN	A	C	07/01/1998	12/11/1950		M	F	TEACHER SECONDARY
16	HF9994444	CAMMON,MILTON	T	S	11/08/2013	04/18/1972	06/12/2014	M		SUB NOON DUTY AIDE

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

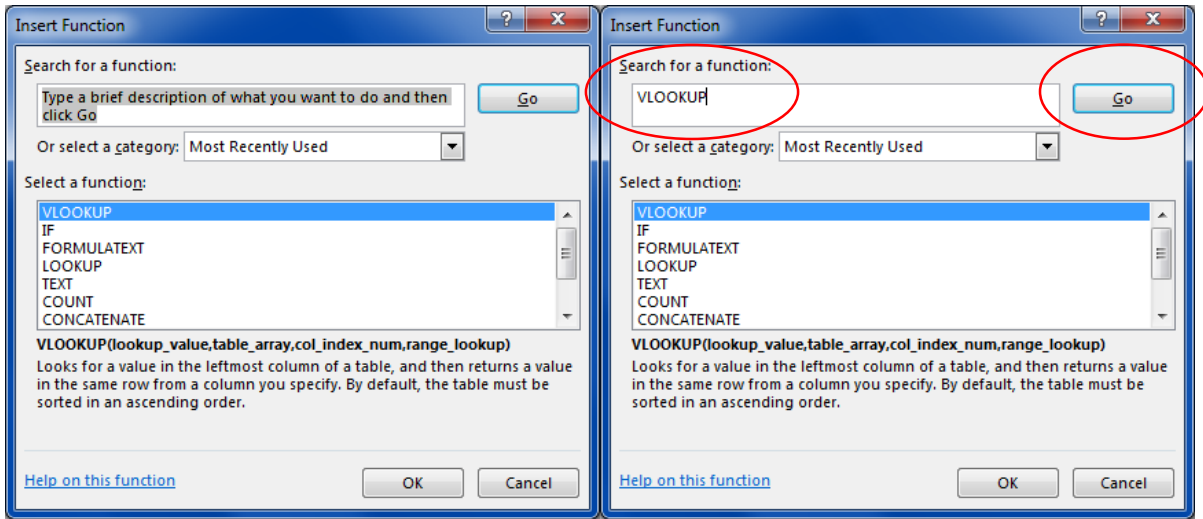
	A	B	C	D	E	F	G	H	I	J	K
1	eid	SSN	name	status	emp_type	hire_date	birth_date	term_date	gender	ben_elig	job_title
2	AA1223333		PARSLEY,DEAN	A	C	04/09/1999	05/11/1970		M	F	TEACHER SPECIAL
3	AA3445555		WILLIAMS,SAGE	A	N	06/07/1988	01/27/1951		F	F	CUSTODIAN
4	BA6778888		DILL,MICHAEL	T	S	06/16/2014	04/18/1992	07/31/2014	M		STUDENT WORKER
5	BC9001111		LAVENDER,JAMES	A	N	06/18/1996	11/03/1976		M	F	DATA TECHNICIAN
6	DA2334444		CONE,ROSEMARY	T	C	02/02/2010	06/18/1948	10/31/2013	F		TEACHER SUB - DATA
7	DA5667777		ELANTRO,GUILLERMO	A	N	12/13/2000	05/05/1955		M		INSTRUCTIONAL ASSISTANT
8	DA8990000		RUDA,CAROLYN	A	C	02/11/1970	02/11/1948		F	N	TEACHER SUB - DATA
9	FA4556666		HERBA,LINDA	A	N	04/03/2012	12/29/1988		F	F	ACCOUNTING TECHNICIAN
10	FD7889999		OJAS,PAYTON	A	C	08/14/1995	11/11/1951		M	F	ASST PRINCIPAL
11	FE0112222		STIMSON,LORENA	A	N	12/05/2005	08/26/1967		F		NUTRITION SERVICE
12	FE8884444		BASELLE,CHRISTINA M	A	C	06/30/1999	07/04/1969		F	F	TEACHER ELEMENTARY
13	FF4445555		CONNER,ROSE T	A	N	10/23/1989	04/23/1975		F	F	SENIOR CUSTODIAN
14	FF7778888		GREEN,LEMONT	A	N	10/20/2005	06/15/1979		M	F	SCHOOL ADMIN ASSISTANT
15	HA3335555		SIMMON,NORMAN	A	C	07/01/1998	12/11/1950		M	F	TEACHER SECONDARY
16	HF9994444		CAMMON,MILTON	T	S	11/08/2013	04/18/1972	06/12/2014	M		SUB NOON DUTY

- Select the cell directly below the SSN column header (Cell B2 for this example).

- Click the **function (fx)** button on the formula bar.

	A	B	C	D	E	F	G	H	I	J	K
1	eid	SSN	name	status	emp_type	hire_date	birth_date	term_date	gender	ben_elig	job_title
2	AA1223333		PARSLEY,DEAN	A	C	04/09/1999	05/11/1970		M	F	TEACHER SPECIAL
3	AA3445555		WILLIAMS,SAGE	A	N	06/07/1988	01/27/1951		F	F	CUSTODIAN
4	BA6778888		DILL,MICHAEL	T	S	06/16/2014	04/18/1992	07/31/2014	M		STUDENT WORKER
5	BC9001111		LAVENDER,JAMES	A	N	06/18/1996	11/03/1976		M	F	DATA TECHNICIAN
6	DA2334444		CONE,ROSEMARY	T	C	02/02/2010	06/18/1948	10/31/2013	F		TEACHER SUB - DATA
7	DA5667777		ELANTRO,GUILLERMO	A	N	12/13/2000	05/05/1955		M		INSTRUCTIONAL ASSISTANT
8	DA8990000		RUDA,CAROLYN	A	C	02/11/1970	02/11/1948		F	N	TEACHER SUB - DATA
9	FA4556666		HERBA,LINDA	A	N	04/03/2012	12/29/1988		F	F	ACCOUNTING TECHNICIAN
10	FD7889999		OJAS,PAYTON	A	C	08/14/1995	11/11/1951		M	F	ASST PRINCIPAL
11	FE0112222		STIMSON,LORENA	A	N	12/05/2005	08/26/1967		F		NUTRITION SERVICE
12	FE8884444		BASELLE,CHRISTINA M	A	C	06/30/1999	07/04/1969		F	F	TEACHER ELEMENTARY
13	FF4445555		CONNER,ROSE T	A	N	10/23/1989	04/23/1975		F	F	SENIOR CUSTODIAN
14	FF7778888		GREEN,LEMONT	A	N	10/20/2005	06/15/1979		M	F	SCHOOL ADMIN ASSISTANT
15	HA3335555		SIMMON,NORMAN	A	C	07/01/1998	12/11/1950		M	F	TEACHER SECONDARY
16	HF9994444		CAMMON,MILTON	T	S	11/08/2013	04/18/1972	06/12/2014	M		SUB NOON DUTY

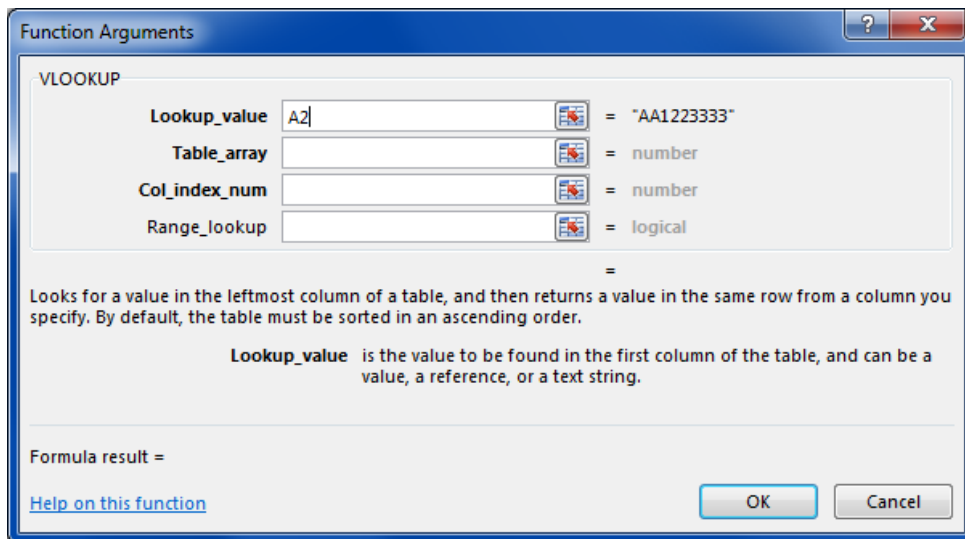
6. Select **VLOOKUP** from the **Select a function** list and click **OK**. If **VLOOKUP** is not in the list, type **VLOOKUP** in the **Search for a function** box and click **GO**.



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

Lookup_value

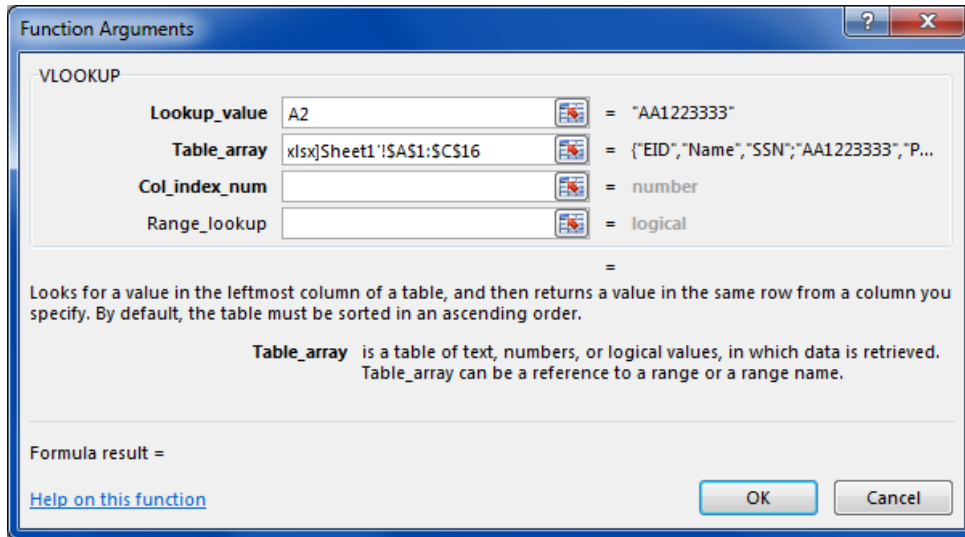
Select the first cell in the column that contains the value common in both spreadsheets. For this example, the value is EID. It is in Cell A2.



Table_array

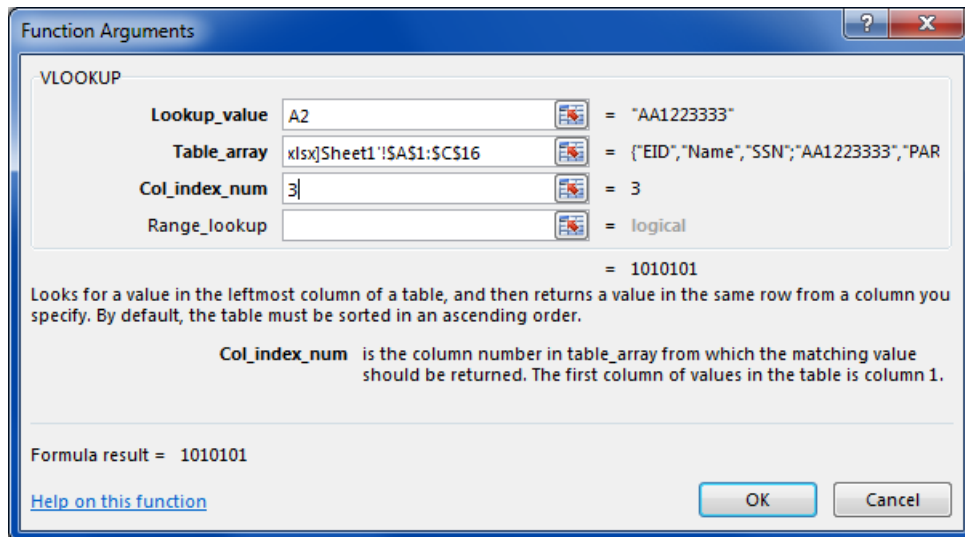
Select the data range that contains the information you need. For this example, select the columns in the LLL spreadsheet that have data. The leftmost column must:

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.



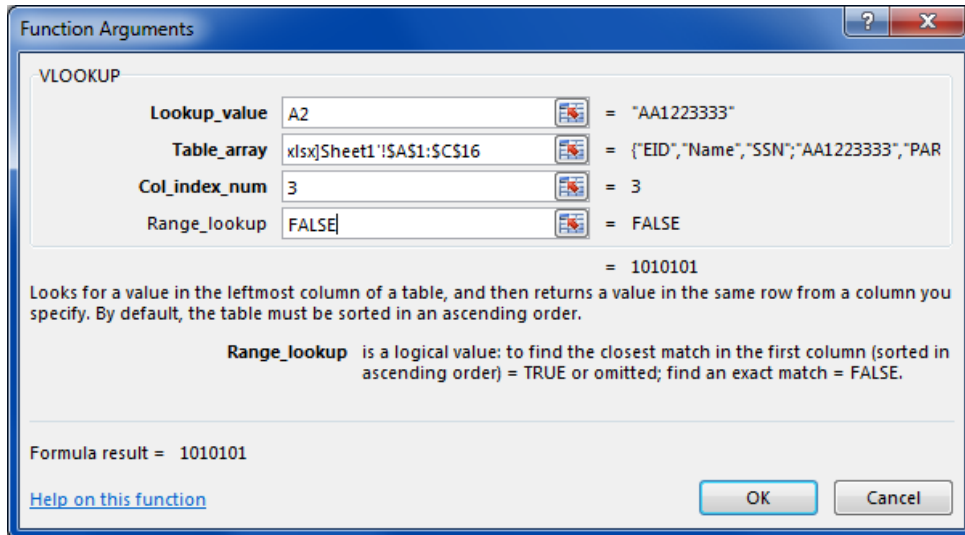
Col_index_number

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.

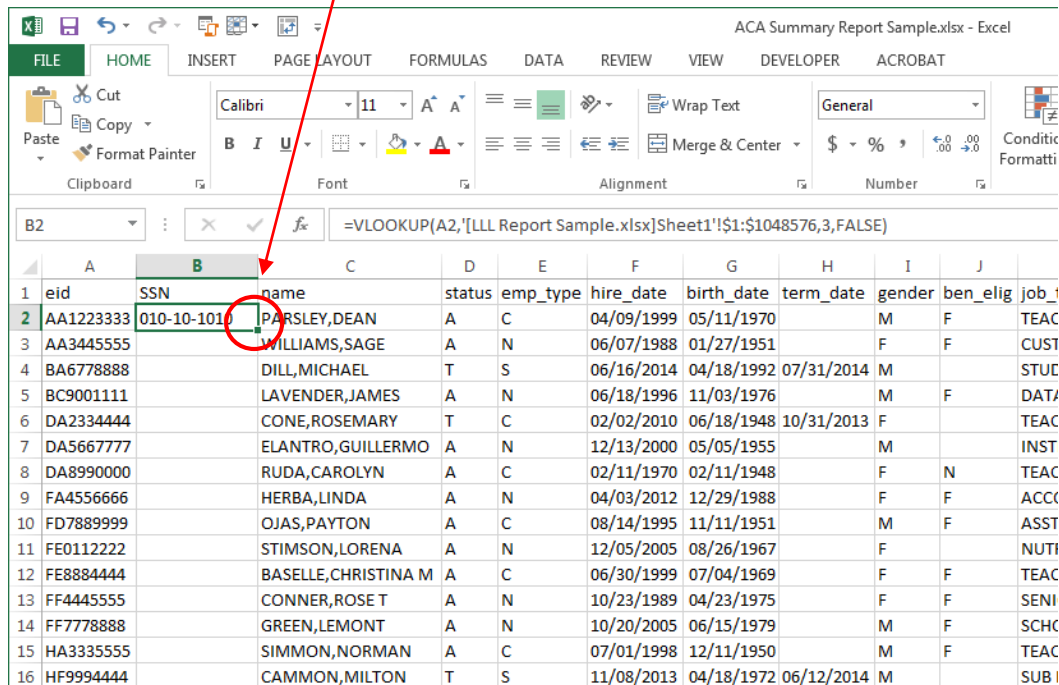


Range_lookup

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.



- 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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9. Highlight the SSN column of the ACA Summary Report.

The screenshot shows an Excel spreadsheet titled "ACA Summary Report Sample.xlsx - Excel". The "SSN" column (column B) is highlighted in blue. The spreadsheet contains a table with columns: eid, SSN, name, status, emp_type, hire_date, birth_date, term_date, gender, ben_elig, job_title, perm_ind, med_plan, plan_cover, w2_wages, tot_hours, tot_sal, jan_2014, feb_2014. The data includes employee records for various roles such as Teacher, Custodian, Student Worker, Data Technician, and Accounting Technician.

10. Right click and select *Copy* from the pop-up menu.

The screenshot shows the same Excel spreadsheet as above, but with a context menu open over the highlighted SSN column. The menu options include "Copy", "Paste", "Format Painter", "Merge & Center", "Wrap Text", "General", "Conditional Formatting", "Table", "Normal", "Bad", "Good", "Neutral", "Insert", "Delete", "Format", "Autosum", "Fill", "Sort & Filter", "Select". The "Copy" option is highlighted.

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.