

# ACA Data Acquisition for Springbrook Enterprise Clients

The Data Acquisition tool can be used to retrieve data necessary for ACA reporting from live Springbrook Enterprise environment. Export files are created that can then be imported into the ACA reporting database. If the user has questions regarding gaining access to this tool they can use the link below to access the Tool. Data can also be obtained from prior years exported files or using Query By Example from the Payroll module.

Affordable Care Act Data Acquisition link - <http://login.springbrooksoftware.com/Deployment/DataAcquisition/DataAcquisition.application?id=EF1D5131-369A-4798-B6E5-8325F815B133>

The information format for import is listed below. All import files must be in a CSV format to import and must contain the proper number of columns.

**i** NOTE: Characters that are not allowed in the electronic reporting to the IRS AIR system cannot be imported into the Affordable Care Act batch. These characters (. ' " / \ # & ) must be removed from the CSV file before upload. The Dependent file allows birth dates to have / in the date field of the file. Characters can be easily removed by opening the file in Notepad. Use the Edit > Replace feature to search for each character and replace it with a blank or allowed symbol (No for # and | for / are suggested as options).

## **Employee File** 13 columns (A-M)

1. Employee Number
2. Last Name
3. First Name
4. Middle Name
5. SSN
6. Date of Birth
7. Address 1
8. Address 2
9. City
10. State
11. Zip
12. Termination Date
13. Self Insured

## **Dependent File** 18 columns (A-R)

1. Related Employee Number
2. Last Name
3. First Name
4. Middle Name
5. SSN
6. Date of Birth
7. Coverage for January?
8. Coverage for February?
9. Coverage for March?
10. Coverage for April?
11. Coverage for May?
12. Coverage for June?
13. Coverage for July?
14. Coverage for August?
15. Coverage for September?
16. Coverage for October?
17. Coverage for November?
18. Coverage for December?

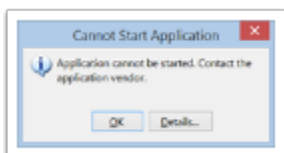
**Coverage File** 5 columns (A E)

1. Related Employee Number
2. Month (Jan, Feb
3. Coverage Amount
4. Coverage Type Code
5. Safe Harbor Code

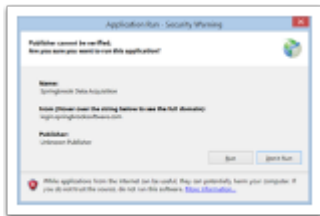
***Accessing and Using the Data Acquisition Tool***

The Data Acquisition Tool is a utility that allows customers to extract ACA related information from their database and create files that can be uploaded to an ACA cloud environment that has been provisioned for them. The exported data will contain employee information from the Payroll system as well as employee dependent information from Human Resources.

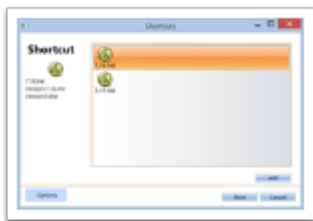
The Data Acquisition tool can be obtained by accessing the link in this article. Copy the tool link and paste it into the Edge browser. Chrome will also work but only if you have the click-once extension added.



The following window will display when opening the tool. You must select Run to start the application/tool.



1. The tool should find any Springbrook icons used to open the application on your desktop. Select the icon used to open your live database. If the icon does not display you should search for it using the Add button. If the shortcut does not appear automatically and cannot be accessed using the Add button see the Issue section below.



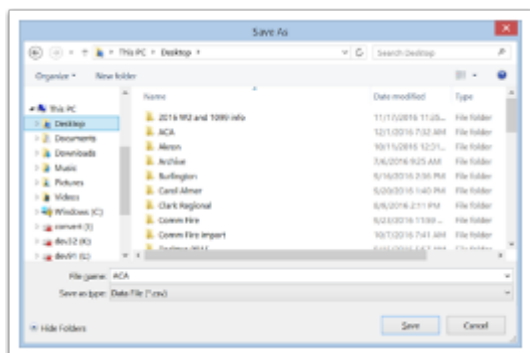
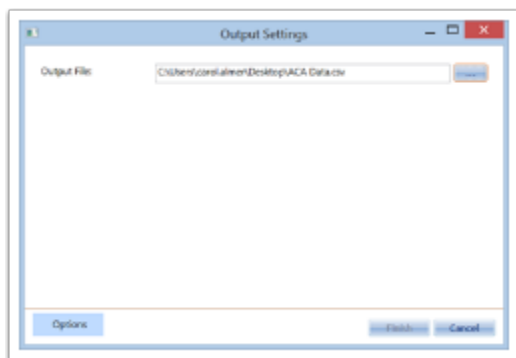
2. The next screen will display the application server settings. These will be automatically populated but can be edited if the need arises. Click Next.



3. Next users will be prompted to enter their Springbrook credentials. This is the login you use to open your Springbrook Payroll database.

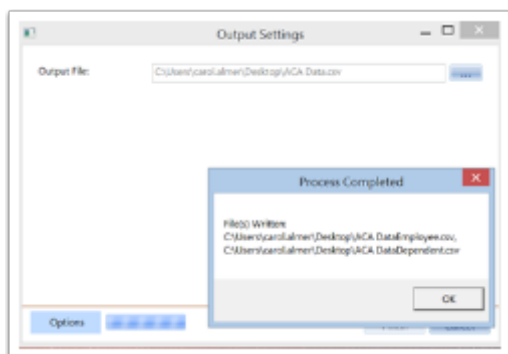


4. Then, finally, select the output location. The necessary .csv files will then be created (employee.csv and dependents.csv). Coverage information is not stored in the Payroll system so will not be exported. You can use the save as button on the right to navigate to the location you want to store the information. If you set a File Name that name will precede the system generated name of Employees and Dependents.



5. Click Finish (even if it appears to not be available). Within a few seconds you should receive a Process Completed message telling you the files have been created.

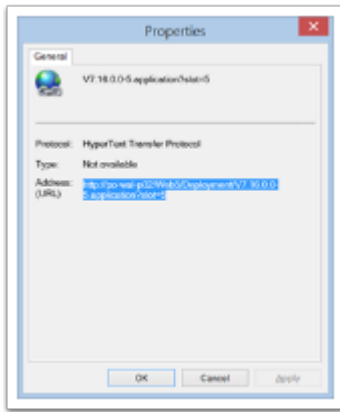
NOTE: If you do not receive a message that the information was exported and are on a on premise 7.17.0 or 7.18.0 database, see **Export file just spins** Issue section below.



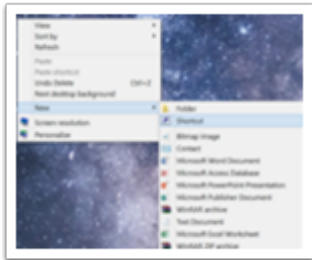
## Data Acquisition Issues and resolutions

**ISSUE ICON not displaying in the Data Acquisition tool.** There are a number of reasons the Springbrook icon might not display but this is an option that should enable you to get the data. You will need to add a new shortcut to your desktop. To create the new shortcut:

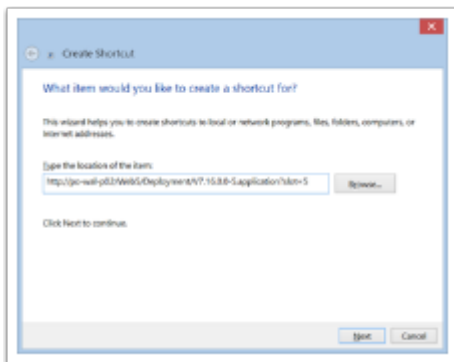
1. Find the location of your Springbrook application.
  - a. Right click on your Springbrook icon or menu item used to access your database. Select Properties.
  - b. Highlight the Address and copy it to your clipboard.



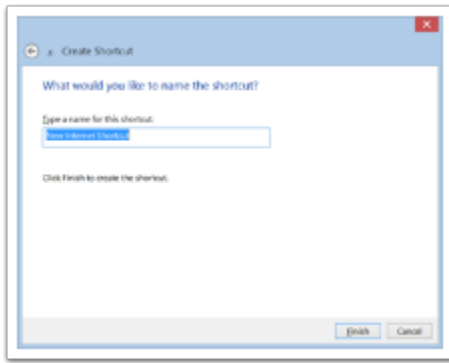
- c. This information will be pasted into a new Shortcut icon created in the next steps.
2. Right click on your desktop and select New > Shortcut.



3. Paste the information into the Create Shortcut window that will appear.



4. Click Next to name the shortcut. You can call it Data Acquisition or any name that works for you.

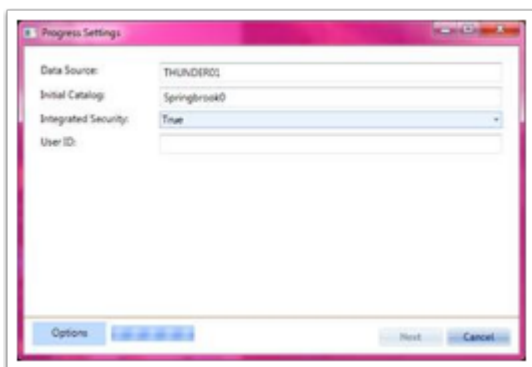


"C:\Program Files\Internet Explorer\iexplore.exe" in front of the address for the database. You will need to have a space after the ".

- a. After finishing your newly created icon should open your Springbrook database if double clicked.

**Issue Export file just spins. Accessing data from version 7.17.0 or 7.18.0.** If you are on version 7.17 or 7.18 you will need to have your network administrator give the user logging in to Springbrook read access to the application. Here are some instructions to assist your network administrator in providing the needed access. This is an item Springbrook Support cannot do for you. If the following instructions do not help your system administrator resolve the issue please contact Springbrook Support for Technical Services assistance.

Problem Symptom - When the data acquisition step showing the Data Source is reached, the Next button does not appear to do anything. The next step will not appear.



Resolution - In order to utilize the Data Acquisition tool successfully your IT staff will need to make a minor change to your SQL Server.

Set db\_datareader permissions on the SQL Server for user XXX\xxxxxxx. (XXX is the server and xxxxxx is the user ID.) The actual server and user name can be obtained by clicking the Options button and selecting Log. A file will appear that contains the server and user with the verbiage Login failed for user 'BMU (server)\calmer (user)'. The error will be near the bottom of the log file.

Making the datareader permission change should resolve the data acquisition problem.