



aca_extract_records

Table of Contents

aca_extract_records i

- Set up the insurance plan data on the [Human Resources > Tables > Insurance Company Codes](#) page.
- Ensure that each employee has updated insurance data on the [Human Resources > Maintenance > Staff Demo > Insurance](#) tab. You can manually enter the data or use the [Human Resources > Utilities > Import Staff Demo Insurance Data](#) page to import the insurance data from a file provided by a third party administrator or an enrollment vendor.
- Use the [Human Resources > Utilities > Extract Insurance Data to 1095 Data](#) page to extract insurance data from the [Human Resources > Maintenance > Staff Demo > Insurance](#) tab to the **Human Resources > Maintenance > ACA 1095 YTD Data** maintenance page(s).