



# aca\_extract\_records



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- Set up the insurance plan data on the [Personnel > Tables > Insurance Company Codes](#) page.
- Ensure that each employee has updated insurance data on the [Personnel > Maintenance > Staff Demo > Insurance](#) tab. You can manually enter the data or use the [Personnel > 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 [Personnel > Utilities > Extract Insurance Data to 1095 Data](#) page to extract insurance data from the [Personnel > Maintenance > Staff Demo > Insurance](#) tab to the [Personnel > Maintenance > ACA 1095 YTD Data maintenance](#) page(s).