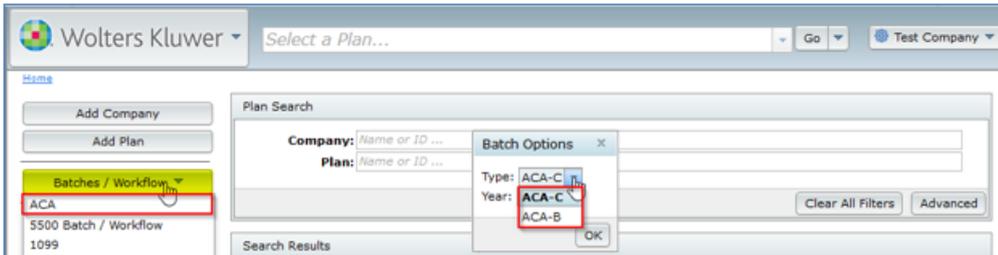


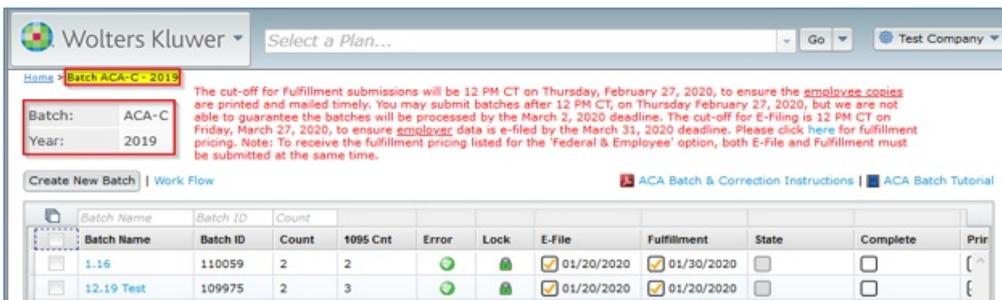
Q2: How would a user create a batch?

12/03/2024 4:48 pm CST

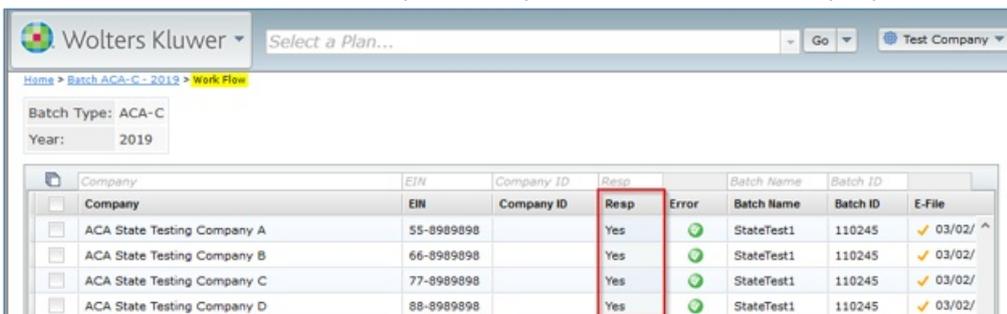
The user would navigate from the Home screen > Batches/Workflow > ACA > Select form type > click OK.



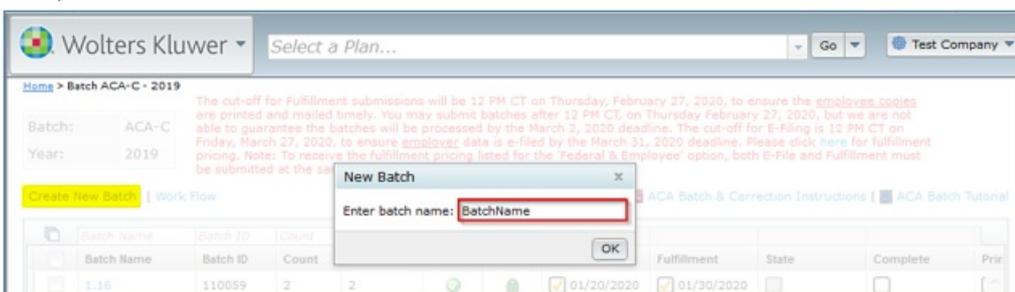
Note: The main ACA Batch screen will display the Form Type and Year within the breadcrumb, as well as at the top of the screen.



The user should verify that within "Workflow" the Employers (Companies) that will be added to a batch have "Resp" equal to "Yes". Any Employer that has "Resp" equal to "No" will not be allowed to be added to a batch. **Note:** Users are also able to update "Resp" for ACA on the Edit Company screen.



Next, users would click on "Create New Batch" and enter a batch name and click on "OK".



The system will direct the user to the Batch Options screen where users are able to click on "Add Companies" to start adding Employers (Companies) to the batch.

Wolters Kluwer Select a Plan... Go Test Company

Home > Batch ACA-C-2019 > BatchName

Batch: ACA-C Count: 0 1095 Cnt: 0
Year: 2019 Error: Lock:
Batch Name: BatchName E-File: Fulfillment:
Batch ID: 110265 State: Complete:
Print:

Batch Options
Edit Filenames: Level 1 | Level 2 | Level 3
Select States for E-File: ??

Add Companies

| Company Name | EIN | Company ID | 1095 Count | Res |
|---|-----------|------------|------------|-----|
| <input checked="" type="checkbox"/> World NJ 10 ACA State | 283838383 | | 3 | Y |
| <input type="checkbox"/> World NJ 11 ACA State | | | 2 | Y |
| <input checked="" type="checkbox"/> World NJ 14 ACA State | 234323456 | | 1 | Y |
| <input type="checkbox"/> World NJ 15 ACA State | 323423423 | | 1 | Y |
| <input type="checkbox"/> World NJ 2 ACA State | 312414564 | | 2 | Y |
| <input type="checkbox"/> World NJ 3 ACA State | 671523473 | | 2 | Y |
| <input type="checkbox"/> World NJ 4 ACA State | 928394032 | | 2 | Y |
| <input type="checkbox"/> World NJ 5 ACA State | 738495847 | | 2 | Y |

Add Cancel Current View Total: 15 / Number Selected: 2 Results are filtered Export current view to CSV

Click "Add" once completed.