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.

😒 Wolters Kluwer 👻	Select a Plan	✓ Go ▼
Add Company F Add Plan	Plan Search Company: Name or ID Batch Options × Plane Name or ID	
Batches / Workflow	Type: ACA-C The Year: ACA-C ACA-B OK	Clear All Filters Advanced

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.

9 . V	Volters Kli	uwer 🝷	Select a	a Plan					-	Go 🔻	Test C	Company
Batch:	ACA-C - 2019	The cut-off are printed able to gua Friday, Mar	for Fulfillme and mailed rantee the t ch 27, 2020	ent submission timely. You n batches will be	ns will be 1 nay submit e processe <u>mplover</u> da	12 PM CT t batches ed by the I ata is e-file	on Thursday, Febru after 12 PM CT, on March 2, 2020 dead ed by the March 31	ary 27, 2020, to e Thursday February fline. The cut-off fo , 2020 deadline. P	nsure the g y 27, 2020, or E-Filing is lease click	but we s 12 PM	e copies are not CT on fulfillment	
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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.

9. V	Nolters Kluwer - Select a	Plan				- 0	Go 🔻 🧐	Test Company
<u>me > 5</u>	Batch ACA-C - 2019 > Work Flow							
atch	Type: ACA-C							
ear:	2019							
ph.	(Company)	1						
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	Company	EIN	Company ID Company ID	Resp	Error	Batch Name Batch Name	Batch ID Batch ID	E-File
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	Company Company ACA State Testing Company A ACA State Testing Company B ACA State Testing Company C	EIN EIN 55-8989098 66-8989898 77-8989898	Company ID Company ID	Resp Yes Yes Yes	Error	Batch Name Batch Name StateTest1 StateTest1 StateTest1	Batch ID Batch ID 110245 110245 110245	E-File

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

Home > Ba	tch ACA-C - 2019	The out-off	For Eulfillen	ent cubmission	will be 13	DM CT	on Thursday, Febru	nov 27, 2020, ło e	neuros the	 lover	cooler	
	2019			New Batch	nt pricing l	isted for	the 'Federal & Emp X					
Create N	lew Batch			Enter batch n	ame: Bat	chName					ACA Batd	
					-		OK					
	Batch Name Batch Name	Batch 10 Batch ID	Count				ОК	Fulfillment	State		Complete	Prir

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.

ome > Batch ACA-C	- 2019 > Bi	tchName									
								Bat	ch Options		
			Error:			Lock:		Edit	Filenames: Level 1 I		
latch Name: Ba	tch Name: BatchName					Fulfilmen			ect States for E-File: 7		
dd Companies											
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		World NJ 2	ACA State				312414564		2	Y	
		World NJ 3	ACA State				671523473		2	Y	
		World NJ 4 ACA State					928394032		2	Y	
		World NJ 4									

Click "Add" once completed.