

## **Converting ACA file to Excel file**

- 1. Download the file to your preferred drive (keep in mind this file contains PHI so should be saved to a secure location).
  - a. Select the 1095B/C file you wish to download.

## **Enrollment Reports**

Group Report	Browse	]		
Previous   Next	South Caroli	na Public Empl	ovee Benefit Authority	Report Help
Report Name	Group Number	Billing Date	Description	
HIS17546 🗾	F500001	09-06-2019	Weekly EBS Report of Member BINs	
HIS539NP	F500001	04-01-2019	Subscriber/Dependent Roster	
HIS539NP	F500001	05-01-2019	Subscriber/Dependent Roster	
HIS539NP	F500001	06-01-2019	Subscriber/Dependent Roster	
	F500001	07-01-2019	Subscriber/Dependent Roster	
HIS539NP 🔀 📰	F500001	08-01-2019	Subscriber/Dependent Roster	
HIS539NP  📻	F500001	09-01-2019	Subscriber/Dependent Roster	
HIS912NP 🔀 📑	F500001	09-07-2019	MONEY PLUS Pretax Feature	
нтв1095с 🗾	F500001	10-25-2019	1095-C File	
HIS17546 🗾	G010000	09-06-2019	Weekly EBS Report of Member BINs	

Previous | Next

## b. Select the dropdown box next to Save and click Save As.

				Save	•
Right	Do you want to open or save F500001_HTB1095C_20191025.zip (305 bytes) from inswebappuat.scrs.gov?	Open	Save 🔻	Save and open	1

	🛃 Save As		×
	← → • ↑ <mark> </mark>	> This PC > OS (C:) > Secure Drive v 🖏 Search Secure Drive 🔎	ł.
_	Organize 🔻 New	w folder 🔠 👻 👩	
_	💻 This PC	Name     Date modified     Type     Size	
	🧊 3D Objects	No items match your search.	
	📃 Desktop		
	🔮 Documents		
	👆 Downloads		
1	👌 Music		
	Pictures		
	📑 Videos		
	🏰 OS (C:)	<b>v</b>	
	File name:	F500001_HTB1095C_20191025.zip	$\sim$
	Save as type:	Compressed (zipped) Folder (*.zip)	$\sim$
	∧ Hide Folders	Save Cancel	]

c. Select your preferred location and click Save.

- 2. Open the 1095B/C text file in Excel.
  - a. From the File menu in Excel, select Open. Then, click Browse and navigate to the location where you saved the text file.



b. Select the 1095B/C text file (.txt) and click open (if you do not see the file, you may need to change the file option to All Files (\*.\*) in the dropdown above the open button).

XII Open					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\Box$ $\rightarrow$ This PC $\rightarrow$ OS (C:) $\rightarrow$ Secure Drive $\rightarrow$ F500001_	HTB1095C_20191025		√ Ū	Search F500001_HTE	31095C_20 🔎
Organize 🔻 New folder					- 🔳 ?
This PC Name	Date modified	Туре	Size		
3D Objects F500001_HTB1095C_20191025.txt	11/13/2019 4:37 PM	TXT File	3 KB		
> 🛄 Desktop					
> 🗄 Documents					
> 🕂 Downloads					
> 🁌 Music					
> E Pictures					
> 📑 Videos					
🗸 🔚 OS (C:)					
> 📴 ~rxsuite-14					
checkpoint					
> CONNX32					
iaFolder					
> inetpub					
S Intel					
File name:			~	All Files (*.*)	
			Tools 🔻	Open	Cancel

c. The Text Import Wizard should open. Select Delimited from the original data type options and click next.

Text Import Wizard - Step 1 of 3	?	$\times$
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type Choose the file type that best describes your data:		
Start import at row:     1   File origin: 437 : OEM United States		~
<u>M</u> y data has headers.		
Preview of file C:\Secure Drive\F500001_HTB1095C_20191025\F500001_HTB1095C_20191025	.txt.	
1 F500001 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	~	×
Cancel < Back <u>N</u> ext >	<u></u>	inish

d. Select Other from the Delimiters options and key a ~ in the space provided.

							_
Text Import Wizard -	Step 2 of 3					?	
This screen lets you so preview below.	et the delimiters yo	our data contai	ns. You can s	see how you	r text is affect	ted in the	
Delimiters							
✓ <u>T</u> ab	_						
Se <u>m</u> icolon	Treat consecu	utive delimiters	as one				
<u>C</u> omma	Text qualifier	-					
Space	rext <u>q</u> uaimer:		×				
Other:							
Data provinu							
Data preview							

- e. Select Next and Finish. Your 1095B/C file should now be properly formatted in Excel.
- 3. Add header row if desired.
  - a. If you have not already done so, you should save a copy of the 1095B/C header files to your preferred location. These are located online at <u>peba.sc.gov/aca</u> under Resources.
  - b. Open the 1095B/C header file in Excel (this file is in Excel format so simply open from the File menu).
  - c. Right click on the header line (row one), then pick Copy.



d. Return to the 1095 text file previously opened in Excel, right click on row one and pick Insert Copied Cells.

A	utoSave 💽 Off 📮 🤇	5-c <b>?</b>									F500001_	HTB1095C_201910	25.txt - Exce	el
Fik	e Home Insert	New Tab	New Tab	Page Layout	Formulas	Data	Review	View	Help	Team	🖗 Tell me what you w	ant to do		
Past	Cut Copy ~ Format Painter	Calibri B I <u>U</u> →	• 11 • .		<u> </u>	란 Wra 臣 Mer	p Text ge & Center	Gen	eral • % •	₹.0 .00 .00 →.0 F	Conditional Format as Formatting ▼ Table ▼	Normal Check Cell	Bad Expland	atory
	Clipboard 🕞	I	Font	r <sub>2</sub>	Aligr	nment		Fa	Number	G				Sty
Cal	ibri 🝷 11 🝷 A A	\$ • % ,	500001											
В	I ≡ 🏠 • 🗛 • 🔛	▼ €.0 .00 →.0 →	E	F	G	Н	1	J		К	L	M	N	0
1.	500001 <b>C</b>	L.			F				-		10/10	/1968 X		
6	Cut													
	<u>C</u> opy													
	Paste Options:	a. a.												
		2 a												
-	Paste Special	-												
5	Insert Copied C <u>e</u> lls													
1	<u>D</u> elete													
1	Clear Contents													
1 🗄	Format Cells													
1	<u>R</u> ow Height													
	<u>H</u> ide	_												
10	<u>U</u> nhide													
17														
18														
19														
20														
22														
23														
24														
25														
26														
27														
28														

e. To maintain the file as an Excel spreadsheet, select File, Save As, change the Save as type to Excel Workbook and select Save.

rganize 🛪 New folder								8== 🗸
2D Objects	^	Nama		Date medified	Tune	C:-		0
		Name		Date modified	type	512	e	
Desktop		F500001_HTB1095C_20191025		11/13/2019 4:37 PM	File folder			
- Downloads								
Music								
Pictures	- 11							
Videos								
~psuite-14.0.5-prod-w32								
checkpoints	- 1							
CONNX32								
iaFolder								
inetpub								
Intel								
KMUPDcache								
Cafee Mcafee	~							
File name: 1095 Formatted as Excel								
Save as type: Excel Workbook (*.xlsx)								
Authors:	Ta	ıgs: Add a tag	Title:	Add a title		Subject:	Specify the subject	
Save Thumboail								