Instructions for Including SSN in ACA Reports

Using Excel VLOOKUP

School Financial Services
PC Budget, PC Products & District Support
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The SSN is not included on the ACA summary and detail reports. Districts that have the SSN included in their LLL and PC Labor files can include the SSN on the ACA reports using the Excel VLOOKUP function detailed below.

**VLOOKUP**

VLOOKUP is a Lookup & Reference function that enables users to retrieve specific data stored in an Excel table using a unique identifier. The “V” in VLOOKUP means data is stored vertically in the leftmost column of the table and sorted in ascending order. This function is a good tool for matching and sharing data between two or more lists of data that share a common field.

The following example illustrates how the VLOOKUP function can be used to include Social Security Numbers from an LLL report on the ACA Summary Report generated from PC Labor.

1. Generate an Excel export file from LLL containing EID, NAME Last First, and Emp_SSN. Generate the ACA Summary Report. Open both reports in Excel.
2. Make sure the Excel files are saved in the same version.
3. Insert a column in the ACA Summary Report between the EID and Name columns. Label the column SSN.

4. Select the cell directly below the SSN column header (Cell B2 for this example).

5. Click the function (fx) button on the formula bar.
6. Select **VLOOKUP** from the **Select a function** list and click **OK**. If **VLOOKUP** is not in the list, type **VLOOKUP** in the **Search for a function** box and click **GO**.

![Image of VLOOKUP dialog box with a red circle highlighting the Go button](image1)

7. Enter **Function Arguments** as follows:

**Lookup_value**
Select the first cell in the column that contains the value common in both spreadsheets. For this example, the value is EID. It is in Cell A2.

![Image of VLOOKUP arguments dialog box](image2)
Table_array
Select the data range that contains the information you need. For this example, select the columns in the LLL spreadsheet that have data. The leftmost column must:

1. contain the common data field;
2. contain field values that are unique (unduplicated), e.g., SSN or EID; and
3. be sorted in ascending order.

Col_index_number
Type the number of the LLL spreadsheet column that contains the information you want to include on the ACA Summary Report. For this example, enter “3” because the SSN is in the third column of the LLL spreadsheet.
Range_lookup
Type “FALSE” to find the identical EID in the leftmost column of the LLL spreadsheet. If an exact match is not found, the value returned is #N/A.

8. Copy the VLOOKUP formula to the other cells in the column by placing the cursor in the lower right corner of cell containing the formula and double clicking the crosshair that appears. If the lookup value is not found, #N/A is displayed.
9. Highlight the SSN column of the ACA Summary Report.

10. Right click and select **Copy** from the pop-up menu.

11. Right click again and select **Paste Special Values** (clipboard with 123) from the pop-up menu to overwrite the formula in the cell with the value displayed.