Running the ACA Reconciliation Report Overview

This report lists individual health benefit information for localities to validate prior to Affordable Care Act (ACA) reporting, containing a line for each participant and dependent with coverage in the calendar year. When running reports and queries in Cardinal, you will need to enter your Locality's specific Company and Department codes.

To find your Locality's Company and Department codes, see the Job Aid titled **TLC Cardinal Locality – Company and Department Codes** located on the Cardinal website in **Job Aids** under **Learning**.

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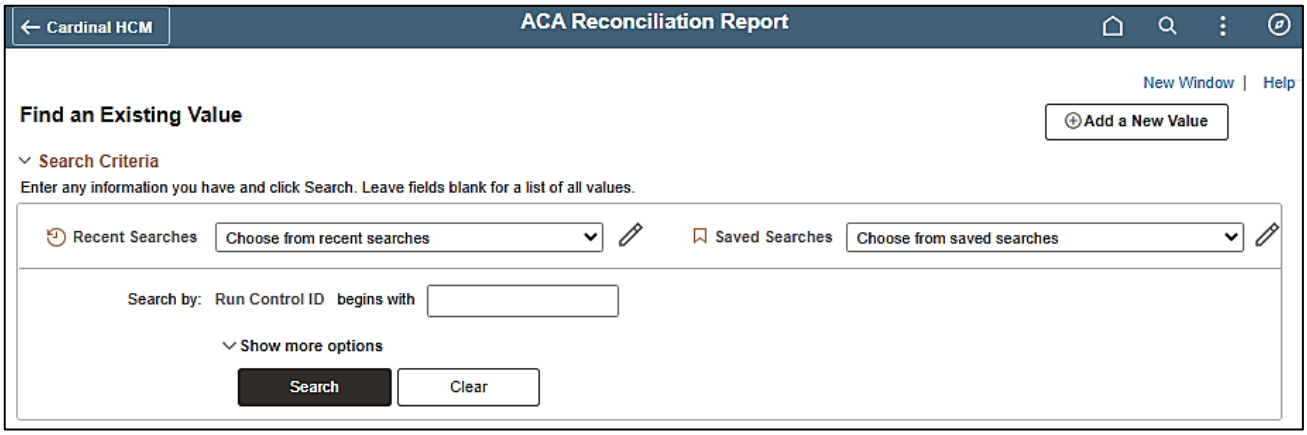
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2026	Baseline.

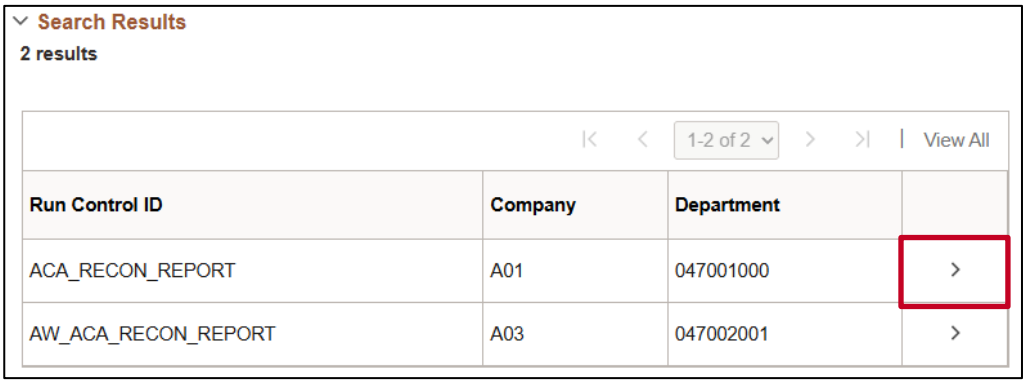
Running the ACA Reconciliation Report

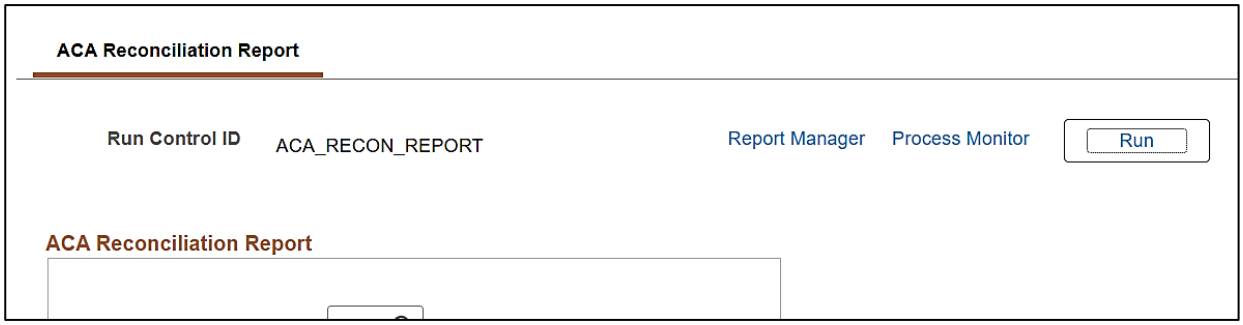
Step	Action
1.	Navigate to the **ACA Reconciliation Report** page using the following path: **NavBar > Menu > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report**

The **ACA Reconciliation Report Find an Existing Value Search** page displays.

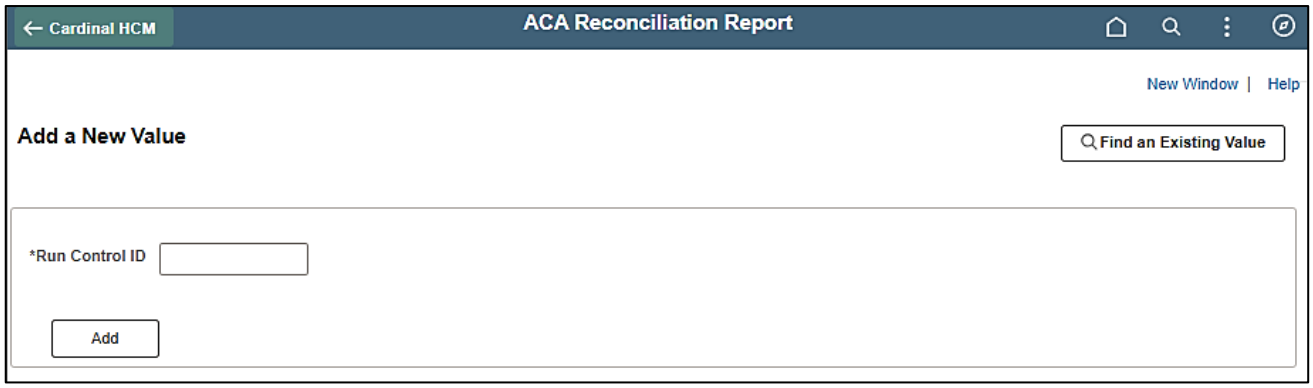


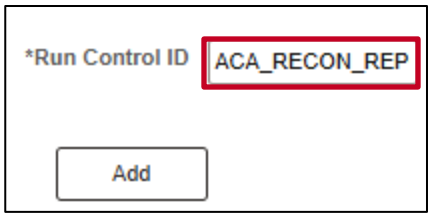
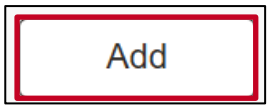
2.	Click the **Search** button to see if a **Run Control ID** already exists for the report.
	A **Run Control ID** is required to run reports in Cardinal. Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked. Users should always do a search before creating a new **Run Control ID**.
3.	If multiple results display, click the **Drill in** icon on the desired **Run Control ID** row and proceed to **Step 9**.

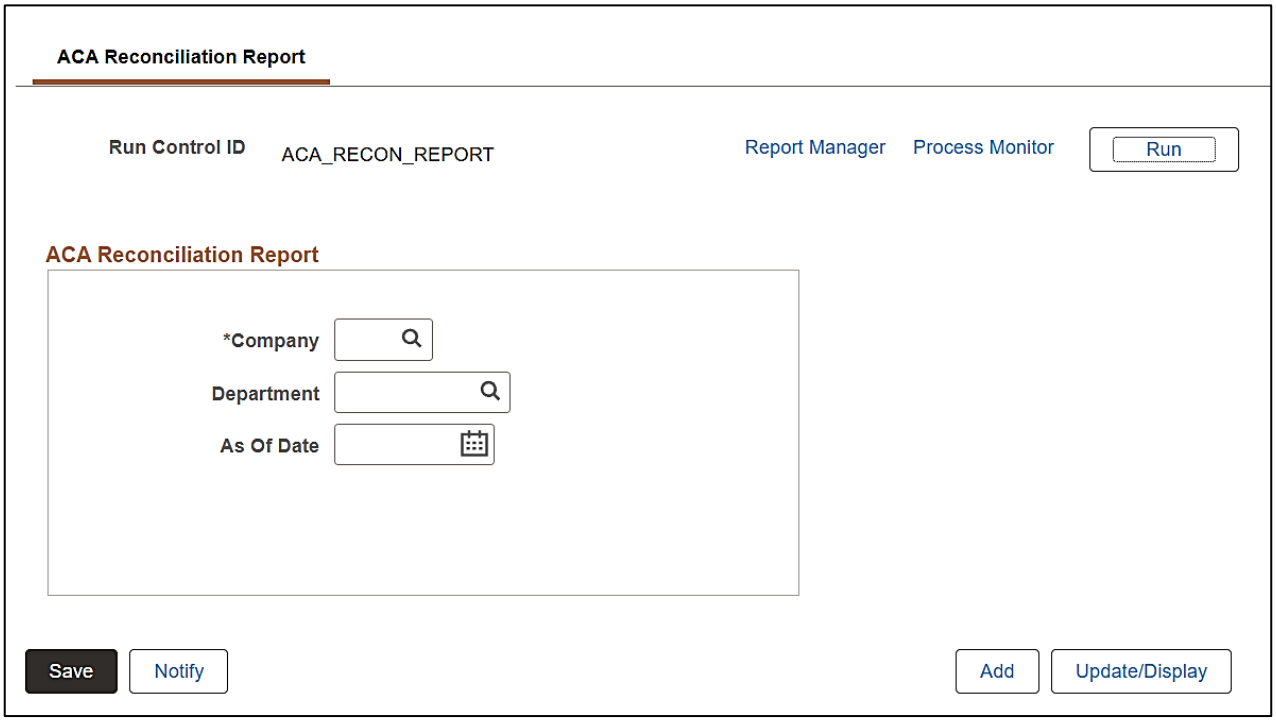
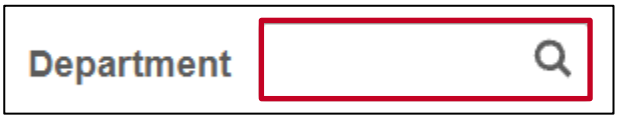


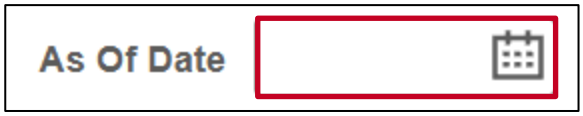
Step	Action
4.	If only one Run Control ID exists, Cardinal will open the **Run Control** page for the report. Proceed to **Step 9**. 
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next step.
6.	Click the **Add a New Value** button.

The **ACA Reconciliation Report Add a New Value** page displays.

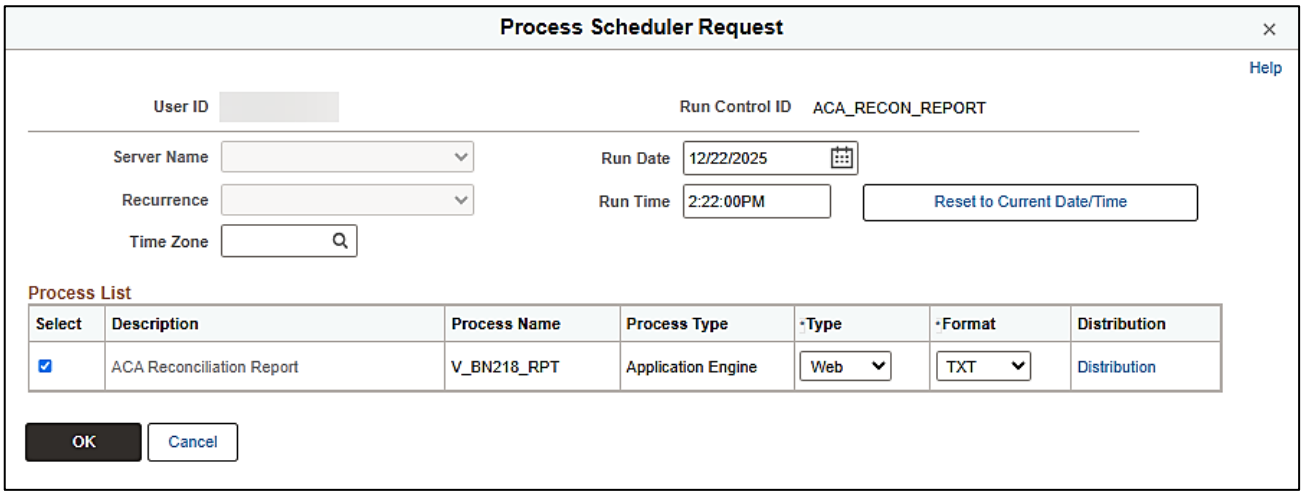


Step	Action
7.	Enter a Run Control ID for this report in the **Run Control ID** field. • The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted) • Up to 30 characters are allowed • No blank spaces can be used; however, an underscore can be used in lieu of spaces • Do not use wildcard symbols (%)
	For this example, a Run Control ID of **ACA_RECON_REPORT** has been entered. 
8.	Click the **Add** button. 

Step	Action
The **ACA Reconciliation Report** page displays. 	
9.	Click the **Company Look up** icon and select the applicable Company. **Note**: This is a required field.
	See the Job Aid titled **TLC Cardinal Locality - Company and Department Codes** to find your Company code if unknown. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
10.	Click the **Department Look up** icon and select the applicable Department. 
	This is your **Group ID number**. If you have multiple groups, you must run this report for each group. See the Job Aid titled **TLC Cardinal Locality - Company and Department Codes** to find your Locality Group ID/Department.

Step	Action
11.	Enter or select the applicable Date in the **As Of Date** field. **Note**: This is the coverage date. Please use the first day of the month. 
12.	Click the **Run** button.

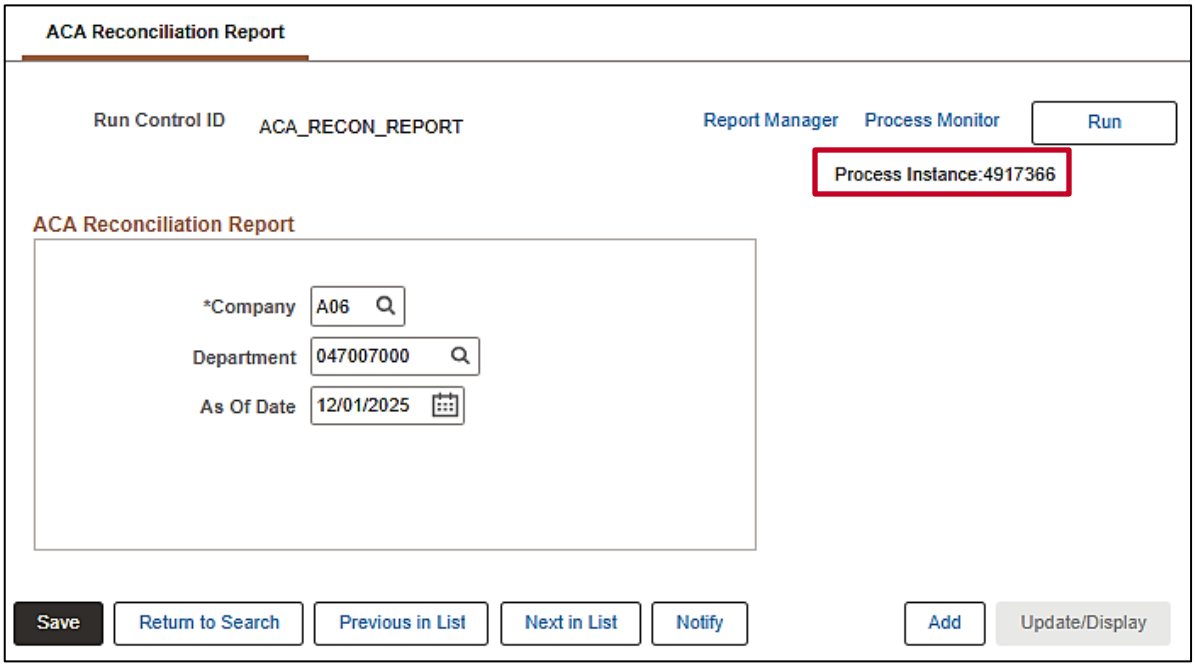
The **Process Scheduler Request** page displays in a pop-up window.



	This report will run as an Excel file.
13.	Click the **OK** button at the bottom of the page.

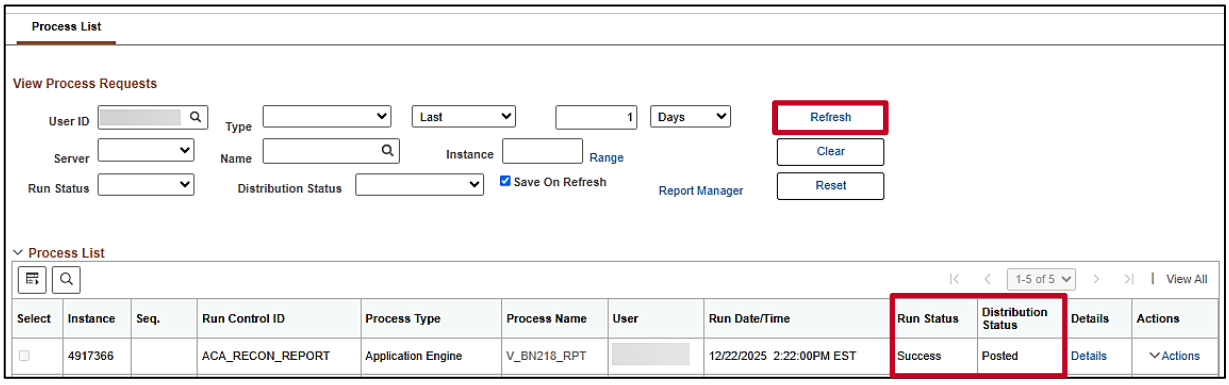
Step	Action

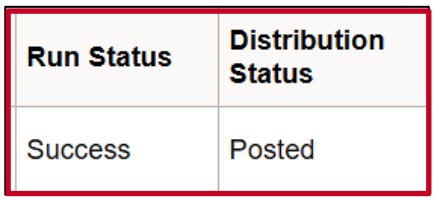
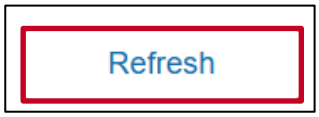
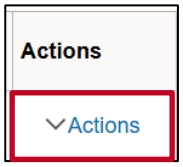
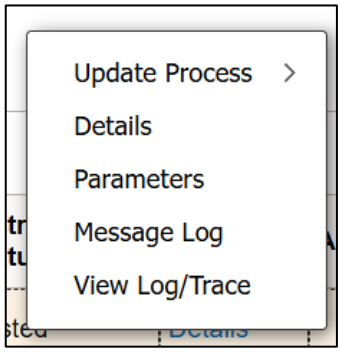
The **ACA Reconciliation Report page** redisplays with a **Process Instance** number displayed.



14. Click the **Process Monitor** link.

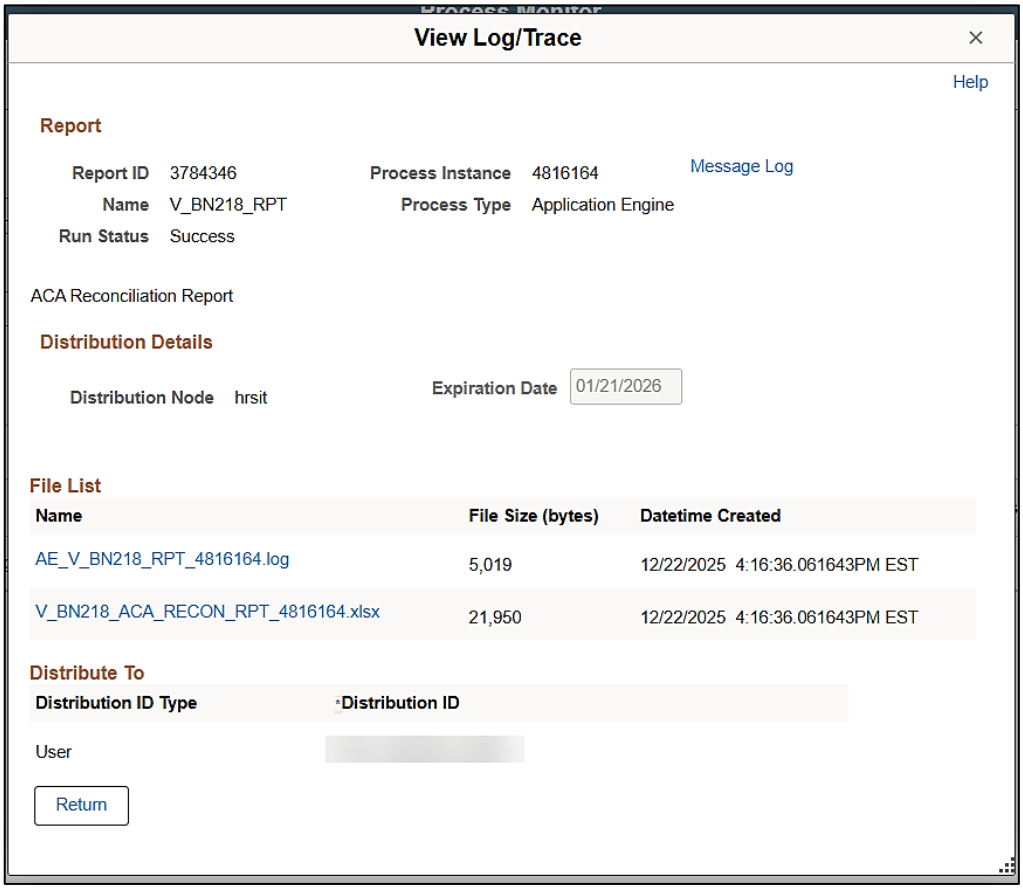
The **Process List** page displays.



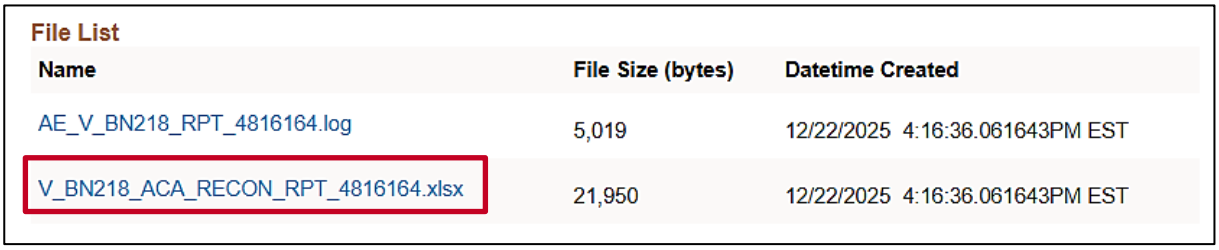
Step	Action
15.	Review the following two fields values to verify they display as noted below: • **Run Status** = “Success” • **Distribution Status** = “Posted” 
16.	If either of these fields display any other value, click the **Refresh** button until the values display as noted above. 
17.	Once the **Run Status** = “Success” and the **Distribution Status** = “Posted”, click the **Actions** link in the **Actions** field. 
The **Actions** dropdown menu displays.  	
18.	Click the **View Log/Trace** list item.

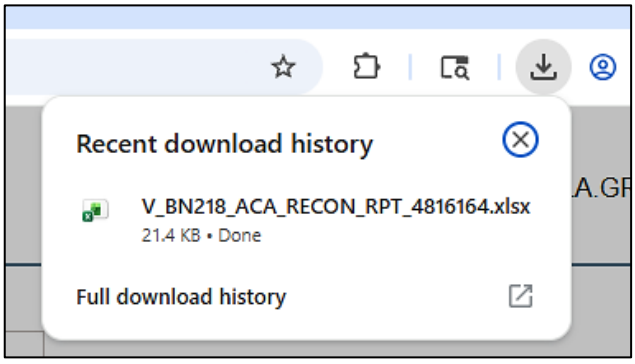
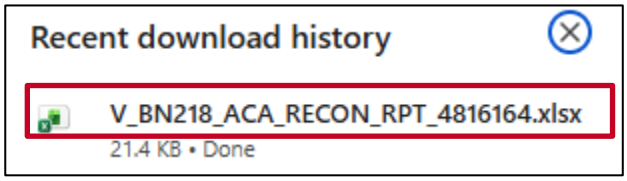
Step	Action

The **View Log/Trace** page displays.



19.	Click the **.xlsx** file in the **Name** field under the **File List** section.



Step	Action
The report goes to the user's **Download** folder. 	
20.	Click on the file to open it. 

Step	Action

The **ACA Reconciliation Report** displays.

Note: The first half of the sample report is shown on top, and the second half (viewed when scrolling right) is on the bottom.

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACA Reconciliation Report	178										
2	Instance = 4816164											
3	Company	Department ID	FEIN	SSN	Employee ID	Empl Record	Last Name	First Name	Middle Name	Sfx	Seq	ValHC
4	A01	047001000				0					0	14718.00000
5	A01	047001000				0					0	14718.00000
6	A01	047001000				1					0	16700.00000
7	A01	047001000				1					0	16700.00000
8	A01	047001000				1					1	0.00000
9	A01	047001000				1					2	0.00000
10	A01	047001000				0					0	39738.00000
11	A01	047001000				0					0	39738.00000
12	A01	047001000				0					1	0.00000
13	A01	047001000				0					2	0.00000
14	A01	047001000				0					3	0.00000
15	A01	047001000				0					0	27234.00000

Sample report scrolled right

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Dep DOB	Form Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	ACTIVE	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	ACTIVE	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2D	1A/2C	1A/2C	1A/2C	1A/2C
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
	ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
	ACTIVE	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	ACTIVE	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C

Step	Action

Each employee will have two lines displaying their ACA Form Data.

ValHC	Dep DOB	Form Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
14718.00000		ACTIVE	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C
14718.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
16700.00000		ACTIVE	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2D	1A/2C	1A/2C	1A/2C	1A/2C
16700.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
0.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
0.00000		ACTIVE	N	N	N	N	N	N	N	N	Y	Y	Y	Y
39738.00000		ACTIVE	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C
39738.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
0.00000		ACTIVE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Line 1: Offer of Coverage Code(s)

- If your locality has 50 or more employees and uses Form 1095-C, this line will display the values that will populate Box 14/16 on the 1095-C form
  - See the IRS Indicator Codes for Employee Offer of Coverage for Box 14/16 Values
- If your locality has 49 or less employees and uses Form 1095-B, you will see “1095B” instead of an Offer of Coverage code

Line 2: Months of Coverage

- Displays the months of coverage with a Y/N value
- Line is Blank if enrolled in an HMO

ValHC field: Estimated Value of Healthcare

- Payroll reporting offers a more precise calculation

Form Status: Values “Active” or “Voided”

1095-C (50+ Employees in Group)

- **Line 1:** Offer of Coverage Codes
- **Line 2:** Months of Coverage (Y/N)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2A	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-
1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2C	1A/2A	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-

1095-B (49 or Less Employees in Group)

- **Line 1:** 1095B
- **Line 2:** Months of Coverage (Y/N)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-
1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-