

### **Add Permissions**

- Navigate to Accounting > Maintenance > Employee > Permissions tab.
- Provide CREATE, READ and UPDATE permissions for Payroll > Reports > Year End > ACA > ACA Information Return.

## Maintenance of the Employee Payroll Records Company-wide

- Navigate to Payroll > Maintenance > Company Information.
- Select a Company from the grid.
- Click the **ACA Setup** tab.

Payroll

- Edit all sub-tabs as needed.
- Clicking the [Update Employee Records] button applies the information to all Payroll employee records at once.
- Clicking the [**Update Last Year**] button updates the previous year ACA information with the data currently defined in the company ACA Setup tab. You will find this button on all three pages of the ACA Setup tab and all three serve the same function. You will be prompted to confirm that you want to overwrite last years data. Click [**OK**] to confirm.

Payroll Company: Payroll Comp	any Company: QA 1	001 (01)									
Q B Search Save	Basi	c FICA FUTA/SUI	Account Setup	Misc Other Pay	Print Setup	ACH Setup	Worker Comp	State Ded. Insurance	Paid Leave Setup	Department Position	ACA Setup
Form 1095-B Information	Form 1094-C Par	ts I, II and III	Form 1094-C Pa	irt IV							
Part I. Responsible Indi	vidual										
8. Enter le	etter identifying	Drigin of the P	olicy (see instru	ictions for cod	les): A						
9. Small Business Health Options Program (SHOP) Marketplace identifier, if applicable. :											
Part III. Issuer or Other Coverage Provider											
Name (Box 16) QA 1001											
EIN (Box 17)											
Contact Telephone Number (Box 18) 1 (514) 556-6665 67											
Street Address (Box 19) 101 Binary Lane											
City or Town (Box 20) Mobile											
State (Box 21) Alabama v											
				ZIP Code (Bo	<b>x 22)</b> 366	93-					
This information is reported to the employee on Form 1095-B. It can be entered here and added to all employee records. The information can then be edited for individual employees, if necessary.											
Ion with all of the data currently defined Company ACA Setup for this year.											

All Company ACA Setup data defined for this year will be written to last year. Existing information will be overwritten. Are you sure?

Cancel

OK

### Maintenance of the Individual Employee Payroll Records

- Navigate to Payroll > Maintenance > Employee Information.
- For each Payroll Employee Record that deviates from the Company Information
  - Search and select the Employee record.
  - Click the ACA Setup tab.
  - Edit all sub-tabs as needed.

NOTE: Each tab and sub-tab must be updated independently. Click the [**Update Last Year**] button on each sub-tab where changes have been made.

 Marking the Do Not Include this Employee In ACA Information Returns checkbox, will exclude that employee from the ACA submittal.

NOTE: The employee's Name, Address and Social Security Number as defined on the Employee record's Basic tab in the current year are used for the ACA forms.

1095-C Information Covered Individuals											
Do Not Include This Employee In ACA Information Returns :											
Part I. Responsible Individual											
8. Enter letter identifying Origin of the Policy (see instructions for codes). :											
9. Small Business Health Options Program (SHOP) Marketplace identifier, if applicable. :											
095-B Part II 📝 1095-B Part III											
Part III. Issuer or Other Coverage Provider											
I	Name (Box 16)	DMC (01)									
EIN (Box 17) 45-9876543											
Contact Telephone Number (Box 18) (251) 555-1213											
Street Address (Box 19) 101 Bibary Lane											
City or	Town (Box 20)	Mobile									
	Alabama 👻										
ZIP Code (Box 22) 36695-											
			Undate Last Year								
			Copulate Last real								
Form 1095-B Information Form 1095-C Information Covered Indivi											
Do Not Include This Employee In ACA Information Returns : 🗹											
	Covered Individuals OP5-C Information Covered Individuals ACA Information Returns :  Intifying Origin of the Policy (see instruction ins Program (SHOP) Marketplace identifier, UP5-B Part II  I U 1095-B Part III I Contact Telephone Nu Street Ad City or ZIP Form 1095-B Information Do Not Include This Emp	1095-C Information       Covered Individuals         an ACA Information Returns :	1095-C Information       Covered Individuals         n ACA Information Returns :								

## **Create an Original ACA Return Report**

- Navigate to Payroll > Reports > Year End > ACA > ACA Information Return
- Click the [**New**] button in the Action Ribbon.
- Select a Tax Year from the dropdown.

NOTE: The tax year must be closed (ie: Archived) to create an ACA report.

- Select a Form Type based on your dealership's needs.
- Mark the Original checkbox as the **Submission Type** if this is the first return for the tax year.
- Click the [Save] button to open the ACA Info Return screen.



ACA	Info Return												
(Payroll (	Company: <i>F</i>	Payroll Co	ompany C	Company: UA1	1002 A	CA Info Return	Tax Year: 202	0 Form Type: 1094/	'95-B				
+ New	Q Search	B Save	<b>B</b> Preview	<b>∧</b> Navigate•	✔ Validate	Select All/None	Generate Da	Gata Submission XML	L Update Status	PDF Employee Forms	C) Test		
UTID: nu Submissi Receipt I	ill ion Type: 1 id: null	094/95-E	3				Select	Id	First Name	Last	: Name	Warnings	
Response	e Status:							000438	Christopher	4101	and an		
								000779	Christopher	And	815		
								000928	Colby	Bag	180	×	
								000510	Paul	810	Free 200	×	

The left side of the screen displays the Report Status Tree.

The grid on the right side includes all Payroll Employees. Employees whose Payroll records have been marked **Do Not Include This Employee In ACA Information Returns** are listed with a red **X** in the *Warnings* column.

- Press the [**Validate**] button in the Action Ribbon. A red ! icon warning symbol will be added to the grid for each record that did not validate. Hover over the warning symbol to see a ToolTip explaining the validation error.
- Click the blue hyperlink next to each record with a red ! icon, and address each warning. Employee records with a warning will be included in the ACA report and submitted to the IRS.
- Click the [Select All/Select None] button in the Action Ribbon to select all payroll employee records to be included in the ACA Return Report.

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NOTE: Making no selection in the Select column will Include all employee records.

 Employee payroll records previously marked with for exclusion are automatically deselected. Manually deselect any additional Employee Records to exclude them from the ACA submission.



# **Generate and Submit Data**

- Press the [Generate Data] button in the Action Ribbon. No changes are permitted to the report once the data has been generated. Employee records that were not marked in the Select column are removed from the list of employee records.
- Press the [Update Status] button in the Action Ribbon to open the ACA Info Return Status window.
- Input your TCC (Transmitter Control Code). NOTE. You will be defining the Receipt ID and the Status later on.
- Click [Save] to return to the ACA Info Return.

#### Test the Portal (Required One time only)

The IRS requires the dealership to submit a test prior to submitting the first ever ACA Report. Only perform this test if you have NEVER submitted before. The test confirms that subsequent submittals will succeed with properly prepared employee records.

To generate the test .xml files that you will send to the IRS, go to Payroll > Reports > Year End > ACA > ACA Information Return and click the [Test] button.

Open a separate tab to manually upload both files to the IRS website https://www.irs.gov/e -file-providers/affordable-care-act-information-returns-air.

- Press [Submission XML] to generate the files that must be manually uploaded to the IRS. These files include the manifest and request files.
- Open a separate tab to manually upload both files to the IRS. Transmit files to IRS-(AIR) https:// www.irs.gov/e-file-providers/affordable-care-actinformation-returns-air.
- Click on the User Interface Production System link to upload the files.

# **Update Status**

- Click the [Update Status] button in the Action Ribbon to open the ACA Info Return Status window. The Files field will auto-populate.
- Enter the Receipt ID number from the IRS response.
- From the dropdown menu, select the Response Status that was provided in the IRS response.
- Click the [Save] button.
- If the submission is accepted, proceed to the Print Employee Forms procedure below.
- If corrections are needed, proceed to the Create a **Corrected ACA Return Report** procedure below.











#### **Online AIR Systems**

User Interface (UI) ACA Assurance Testing System (AATS) Log in to upload your test forms or scenarios.

User Interface (UI) Production System Log in to upload your 1094 and 1095 forms

#### **Print Employee Forms**

Once the return has been Accepted or Accepted With Errors, the Employee Forms may be printed.

- Navigate to Payroll > Reports > Year End > ACA > ACA Information Return.
- Click the line with the accepted report to open the ACA Info Return screen.
- Press the [**Employee Forms**] button to generate the forms. ACA form 1095-C with instructions is configured to print on plain paper with two pages per employee.

## **Create a Corrected ACA Return Report**

Corrections must be made to a submitted (original) report that was *Accepted With Errors*.

- Navigate to Payroll > Reports > Year End > ACA > ACA Information Return.
- Click the block with the original report to open the ACA Info
   Return screen.
- Click the [New] button in the Action Ribbon.
- Mark the **Correction** checkbox as the **Submission Type** in the *New ACA Info Return* window.
- Click the [Save] button.



**Correct an ACA Return Report** - Corrected ACA reports will nest in the report status tree under the original submission. All files that were sent from the original report are included.

- Click the [Validate] button in the Action Ribbon.
- A red ! icon will be added to the grid for each record that did not validate. Hover over the icon to see a ToolTip explaining the validation error.

Payroll C	Company: P	ayroll Co	mpany Co	ompany: UAT	1002 AC	A Info Retur	n	Tax Year: 202	20 F	orm Type: 1095-0	C Correction			
+ New	Q Search	<b>B</b> Save	<b>P</b> review	<b>∧</b> Navigate•	Validate	Select All/N	one	Generate Da	ata	Gubmission XML	<b>L</b> Update Statu	PDF s Employee F	orms	1 Test
UTID: bb Submissi Receipt I	cb40ec-20 on Type: 1 d: 3362155	e3-47ad-8 094/95-C 5653	Be3e-1ab7e , Authorati	eb4379bb:SY ve Transmitta	S12:TZTNO	)::T		Select	Id		First Name		Last Na	me
Response	e Status: A	ccepted W	ith Errors/							000438	Christopher		All second	her .
UT. Sul	ID: 0b7aa5 bmission Ty	8a-ed51-	4313-ac7b -C Correct	-b9519395f5 ion	85:SYS12:	TZTN0::T				000779	Christopher		-	
Receipt Id: 15554785 Response Status: Accepted										000170	David		Brown	
								$\checkmark$		000493	James		Bryan	
							$\checkmark$		000172	Brendan		Byrrise		

Click the blue hyperlink next to each Employee Record with a ! icon, and address each warning.
 NOTE: Employee records with a Warning will be included in the ACA report and therefore submitted to the IRS.
 Each tab and sub-tab must be updated independently.

- Each tab and sub-tab must be updated independently.
  - Click the [Update Last Year] button on each sub-tab where changes have been made.
- Click the [Generate Data] button in the Action Ribbon. No changes are permitted to the report once the data has been generated.
- Press the [**Update Status**] button in the Action Ribbon to open the ACA Info Return Status window.
- Input your TCC (Transmitter Control Code).
- Click [Save] to return to the ACA Info Return.
- Press [Submission XML] to create the XML files to be manually uploaded to the IRS.
- Open a separate tab to manually upload both files to the IRS website <u>https://www.irs.gov/e-file</u> <u>-providers/affordable-care-act-information-returns-air</u>.
- Click the User Interface Production System link to upload the files.
- When the IRS Responds, go to the Update Status procedure above.



