

To remove the override, the following process needs to be performed.

- ✓ Delete *ALL* other tabs on the ACA Summary report to leave just the 1094-C Tab *ONLY*
- ✓ Next clear all data except the following: **Employer EIN** and **Tax Year** (See example screenshot below):

EMPLOYER NAME	EMPLOYER EIN	TAX YEAR	EMPLOYER ADDRESS 1	EMPLOYER CITY
	36-3979153	2017		

Save the file and then upload using the Data Management tool using the "default" mode. See below:



Census Upload

i Importing from a spreadsheet gives you a convenient way to load new employees into the system, either at the beginning of case setup or throughout the case. To import from an Excel spreadsheet, click the browse button and select the name of the file you wish to upload. Data must conform to the specific record structure.

From File | From Case | Scheduled

Census: <Default> Add Import

Auto-add departments
 Employees will complete life events
 Preview

Deliverable: <Not A Deliverable>

Please select a file to upload. Allowed file types: *.xls, *.xlsx, *.mdb, *.accdb, *.zip.

Select File

- ✓ Select your saved file and upload in preview mode first, to ensure uploads with no errors, then finalize upload.

This process will clear out the "hardcoded" data and now allow the report to generate the information based on the traditional ACA reporting process.

Should there be any additional questions or concerns, please contact the Selerix Support Team.