



Create 1095 (B or C) AIR file

Table of Contents

Create the AIR File

Depending on the form type (1095-B or 1095-C), use the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > 1095-B Forms](#) or [1095-C Forms](#) report to create the Affordable Care Act Information Returns (AIR) file.

Below is an example of creating an AIR file using the 1095-B Forms report.



The ACA AIR Error Report is displayed along with a File Download Success message and two dialog boxes allowing you to save the XML files.

Save the Manifest file in the current tax year schema MSG folder.

Note: All previous and current year Manifest files are saved to the current year schema MSG folder.



Back Cover