

How to make a Corrections File in 1095 Express with Copy and Paste

Open the original File into the 1095 Express Program. Click on the Edit Menu, then "Insert Record ID Numbers". Then SAVE the file.

Next, open a Second Copy of 1095 Express by clicking the black-and-red Icon. When it says "1095 Express is already running. Run Another Copy?" click YES. A Second Copy of the program appears with an EMPTY grid.

Copy and paste the lines to be corrected

Click on the line to be corrected, then Right Click on that line. Then COPY that line. See Graphic 1 below.

Go to the Second Copy 1095 program grid. Click the first empty line. Then Right Click and PASTE that line into the program. See Graphic 2 below. Note: A warning will appear that you should probably be using "Paste From Excel by Name". Check "Do not show this message again". Then choose PASTE.

Continue this process until all of the forms you wish to correct are in the Second Copy of 1095 Express.

Next Copy and Paste the FILER/COMPANY.

Right Click on the First Copy Program grid anywhere. Choose COPY FILER. Right Click on the Second Copy 1095 program grid. Choose PASTE FILER.

This Copy Filer process works perfectly for 1095-B forms. However for 1095-C the Copy Filer will only bring forward Page 1 of the 1094-C form. You must re-enter Pages 2 and 3. This bug will be repaired in a future release after version 2015.23

Next go into each form and check the "CORRECTED" check box. Then make the changes necessary.

Next SAVE the Corrections File

Choose SAVE AS in the Second Copy. Choose a slightly different name add the word Corr1 at the end. For example, if the filename in the First Copy is Jones1095C.T95 save the Corrections file as Jones1095C-Corr1.T95.

Next make the corrections by hand to the file, such as entering the correct TaxID-Name combinations, OR removing the TaxID and using the date of birth, where possible. Make any other corrections, then save the file.

Of course it is always possible to Export the grid from your Corrections file to EXCEL, then make the corrections in Excel, then "Paste From Excel by Header Name" back correction grid 1095 program and choose "Replace".

You are now ready to build the XML files for the correction file. Click the Options Menu then "Build IRS XML Correction File - This File". During this process you will be prompted to enter the Receipt ID of the original file that was "Accepted with Errors".

See Graphic 1 and Graphic 2 on the following page:

GRAPHIC NO. 1

1095 EXP 1095 Express Enterprise 2015.23 Form 1095-C C:\A2015\Samples\1095CTest.T95

File Add F3 Options Edit Search Select Form Internet e-File Deadlines Transfer License Help

Open Save Add Print PDF Print [Icons]

1095-B 1095-C

1094 FILER Print 1094 View XML Files AIR Upload Validate XML EIN 2015 Form 1095-C.nu

R	F	CO	RES	BA	CS	SSN	FNAME	MNAM	LNAME	BIR	ADDR	ADDR2	CITY	STATE	ZIP
1	B	c	1			349-33-8712	Bill	K	Higginbotham		PO Box 344	The Big	Dallas	TX	
2	B	c	2			456-44-9876	Bill	K	Jones		204 Main St.		Austin	TX	
3	B	c	3			456-33-3377	Robert		Ridgeway		348 Elm St	Suite 40	Boston	MA	
4	B	c	4			463-45-1234	Elen		Doe		2388 East Ole		New Or	LA	
5	B	c	5			334-12-0982	Richard		Phillins		PO Box 3455		Phoenix	AZ	
6	B	c	6			83256							Dallas	TX	
7	B	c	7			09312							Reynos	MX	
8	B	c	8			400-00							Fort Col	CO	
9	B	c	9			400-00							Sandy	UT	

Transmitter

Row: 5 Last Row: [] Visible Rows:=10

Context Menu:
Delete (Cut)
Copy ←
Paste
Paste from Excel by Header Name
View Source
Print (Create) Laser Forms
Copy Filer
Paste Filer

1095 EXP 1095 Express Enterprise 2015.23 Form 1095-C

File Add F3 Options Edit Search Select Form Internet e-File Deadlines Transfer License Help

Open Save Add Print PDF Print [Icons]

1095-B 1095-C

1094 FILER Print 1094 View XML Files AIR Upload Validate XML EIN 2015 Form 1095-Cany

R	F	CO	RES	BA	CS	SSN	FNAME	MNAM	LNAME	BIR	ADDR	ADDR2	CITY	STATE	ZIP

Transmitter

Row: 1 Last Row: 0 File Unchanged C:\A2015\Bin\ Visible Rows:=6

GRAPHIC NO 2

The screenshot shows the '1095 Express Enterprise 2015.23 Form 1095-C' application window. The menu bar includes File, Add F3, Options, Edit, Search, Select Form, Internet, e-File, Deadlines, Transfer License, and Help. The toolbar contains icons for Open, Save, Add, Print, PDF Print, Cut, Copy, Paste, and other functions. The main window displays a table with columns: R, F, CO, RES, BA, CS, SSN, FNAME, MNAME, LNAME, BIR, ADDR, ADDR2, CITY, STATE, ZIP. The first row contains data: 1, B, c, 5, 334-1200, Richard, Phillip, PO Box 2455, Phoenix, AZ, 83744. A context menu is open over the table, listing options: Delete (Cut), Copy, Paste (highlighted with a red arrow), Paste from Excel by Header Name, View Source, Print (Create) Laser Forms, Copy Filer, and Paste Filer. The status bar at the bottom shows 'Row: 1', 'Last Row', '5\Bin\ Visible Rows:=6'.

R	F	CO	RES	BA	CS	SSN	FNAME	MNAME	LNAME	BIR	ADDR	ADDR2	CITY	STATE	ZIP
1	B	c	5			334-1200	Richard	Phillip			PO Box 2455		Phoenix	AZ	83744