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Overview
This business process guide explains how to generate 1098-T.
Set up the 1098-T TIN Table

Navigate to Set Up SACR > Product Related > Student Financials > Taxes > 1098-T TIN Table

1. Click Add a New Value tab

2. Enter
   - Federal TIN: 946390556
   - Calendar Year: 2008 (current year)

3. Click Add

The 1098-T TIN Detail page displays.

4. Leave this page is blank

5. Click the Copy TIN Setup button to populate the data setup from last year

Note: It will prompt you to enter the previous year processed.
6. Fill in:

- **Description**: CSU East Bay
- **Address Usage**: HOME_MAIL address
- **Name Usage**: PRI_PREF (Primary Preferred Full name)
- **Contact Name**: Florence Olney (Student Financials Manager)
- **Contact Phone**: 510/885-2850 (This format is the only way PS will accept it)
- **Name Control**: CSUE (It will only accept 4 digits)
- **Transmission Code**: 89936 (For our university)

**Note:**

- The **Last Filing Year** box should only be checked if this is the last year that we will be using this particular TIN to file 1098-T forms with the IRS.

- The **Reporting Method Changed** box should only be checked if we decide to change our reporting method. Last year, we reported charges so if we want to start reporting payments, we would check this box.

- The **1098T Reporting Indicator** sets up our reporting method.
7. Select either **Amounts Billed** or **Payments Received** to indicate the reporting method that your institution uses to report 1098-T data to the IRS.

*Note: If you select Amounts Billed, you must select a date type of Billed Date or Posted Date. The system uses this date type to determine the billing date for the reported amounts.*

*Note: Last year, we used Amounts Billed with Posted Dates. Once you select a reporting method, you should not change it without prior approval from the IRS.*

8. Click the **1098-T Institution Address** hyperlink

**The 1098-T Institution Address page displays.**

1098T Institution Address hyperlink should be the university address (25800 Carlos Bee Boulevard Hayward, CA 94542-3024) as displayed.
The 1098-T Citizenship page displays.

Note: The 1098T Citizenship Tab is setup with all IRS reportable citizenship statuses.
Check all item types for 1098-T eligibility

Navigate to Set Up SACR > Product Related > Student Financials > Item Types > Item Types

1. Run the query HAY_SF_1098 to find out which item types are marked 1098T eligible

   This makes it easier to spot check for discrepancies.

2. Mark the specific item types eligible by checking the 1098-T Eligibility box under the Amount Edits tab shown below

   Note: All mandatory registration fees are eligible including orientation fees, Open University and Continuing Education CREDIT courses. Registration fee exceptions include the Student Health Fee and Continuing Education CREDIT courses material fees. All other non-eligible item types should not have the eligibility box checked.
Setup the Financial Aid and Third Party item type groups for 1098T purposes

Navigate to Set Up SACR > Product Related > Student Financials > Item Types > Item Type Groups

The Item Type Groups page displays.

Note: This function was setup last year so there is no need to change any information.

As we create new item types throughout the year, we should make sure to create them under the correct tree nodes so that they will go under the correct item type groups.

These are credit item types where there is someone other than the student that pays the student’s fees. If there is an uncertainty about an item type fitting these criteria, discuss with the accountants.
Run the Generate 1098T process (SFP1098P)

Navigate to Student Financials > Taxes > Generate 1098-T

1. Enter:
   - **Federal TIN**: 946390556
   - **Calendar Year**: 2007 (Current Calendar Year)

2. Under Bypass Validation Edits, check the Citizenship box

3. Click Save

4. Click Run

The Process Scheduler Request page displays.

5. Enter **Server Name**: PSUNIX

6. Check the box **Populate 1098-T Detail**
7. Click the Process Monitor hyperlink.

The Process List page displays.

8. Wait for the Run status to display Success and the Distribution Status to display Posted (The process takes about 6 hours to run).

9. Once the process has completed, click the Details hyperlink to locate the file.

The Process Detail page displays.

10. Click the View Log/Trace hyperlink.
The View Log/Trace page displays.

11. Click the Message Log hyperlink

The View Log/Trace page displays.

12. Check each type of error Message and verify to make sure they are true

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid by Third Party.</td>
<td>Mandatory fees paid by waivers or third party item types.</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Student was not enrolled in the current academic year.</td>
</tr>
<tr>
<td>Paid by Fin Aid.</td>
<td>Mandatory fees paid by financial aid item types.</td>
</tr>
<tr>
<td>No Financial Info.</td>
<td>Student has no financial transactions for the current academic year.</td>
</tr>
<tr>
<td>Citizenship Status.</td>
<td>Either the student does not have a citizenship status or it does not match any of the allowable codes on the second tab on the tax setup page.</td>
</tr>
</tbody>
</table>

The edit report results page displays.

This report shows the accounts that did not generate a 1098T.

**DB Flag: [0]: 0**

```
> 2008-10-31-14.27.21.489005 INFO|14839,1| FI|494857| Program(SFP1098P)
SFP1098P : Begin program execution at 14.27.19.700000 on 2008-10-31
> 2008-10-31-14.27.21.710000 INFO|14839,7| FI|494857| Program(SFP1098P)
SFP1098P : Begin Processing TIN - 94639556
```

<table>
<thead>
<tr>
<th>EMPLID</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>000005835</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000009457</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000008234</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000007484</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000009577</td>
<td>not eligible for 1098-T - Enrollment.</td>
</tr>
<tr>
<td>000009799</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000010188</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000010266</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000010357</td>
<td>not eligible for 1098-T - Enrollment.</td>
</tr>
<tr>
<td>000010461</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000010656</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000011099</td>
<td>not eligible for 1098-T - Enrollment.</td>
</tr>
<tr>
<td>000011683</td>
<td>not eligible for 1098-T - Enrollment.</td>
</tr>
<tr>
<td>000011683</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000012073</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000012450</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000013261</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000013425</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000013711</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000014036</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
<tr>
<td>000014153</td>
<td>not eligible for 1098-T - Paid by Fin Aid.</td>
</tr>
<tr>
<td>000014555</td>
<td>not eligible for 1098-T - Paid by Third Party.</td>
</tr>
</tbody>
</table>
Run Edit Reports (SF1098VP)

Navigate to Student Financials > Taxes > Tax Reports > 1098-T Audit Report

1. Run the report
   - **Report Mode**: Audit Only
   - **Print Selection**: All 1098-T’s
   - **Primary Sort**: ID
   - **Secondary Sort**: ID
   - **Federal TIN**: 946390556
   - **Calendar Year**: 2008 (the current year)

2. Click Save

The Process Scheduler Request page displays.

3. Enter **Server Name**: PSUNX

4. Select the box for 1098-T Validation and Audit (The process takes about 2 minutes)

The edit report results page displays.

*Note: This report shows the accounts that did generate 1098T’s, and the information that will appear on the transmittal file.*

5. Verify:
   - **Correction** is N for “no” before you submit the file for the first time.
   - **Amounts Billed** is the correct total of all mandatory fees charged for the current year.
   - **Prior Year Adjustments** will be populated if there was a 1098T generated for the account last year.
   - **Financial Aid** is correct total of all financial aid
funds credited toward mandatory charges for the current year.

The 1098-T Audit Report page displays.

6. Run the report

- **Report Mode:** Validate Only
- **Print Selection:** All 1098-T’s
- **Primary Sort:** ID
- **Secondary Sort:** ID
- **Federal TIN:** 946390556
- **Calendar Year:** 2008 (the current year)

7. Click Save

The Process Scheduler Request page displays.

8. Enter **Server Name:** PSUNX

9. Check the box for **1098-T Validation and Audit** (The process takes about 2 minutes)

The edit report results page displays.

Note: This report shows the accounts that should have generated a 1098T, but did not due to certain reasons i.e. invalid address or invalid SSN. Usually these errors are beyond our control. If the student does not submit a valid address, the generate process will not create a 1098T for their account. If the student does not submit a valid SSN, the generate process will not create a 1098T for their account, and legally we are not to solicit SSN’s from students, but we do publicize on our website that the student will not receive it if they do not have a

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valid SSN on file.

The 1098-T Audit Report page displays.

10. Run the report
   - **Report Mode**: Audit and Validate
   - **Print Selection**: All 1098-T’s
   - **Primary Sort**: ID
   - **Secondary Sort**: ID
   - **Federal TIN**: 946390556
   - **Calendar Year**: 2008 (current year)

11. Click Save

The Process Scheduler Request page displays.

12. Enter **Server Name**: PSUNX

13. Check the box for **1098-T Validation and Audit** (The process takes about 2 minutes)

The edit report results page displays.
Create the Transmittal File (SF1098RP)

Navigate to Student Financials > Taxes > Tax Reports > 1098-T Form Print

Create the transmittal file by running the 1098-T Print process.

1. Enter:
   - **Transmitter's TIN:** 946390556
   - **Media:** Extract and Transmittal Files. (Use the correction option if you have made corrections to an original, and resend to the vendor for updating and printing.)
   - **Filing Status:** Original (If you are sending for the first time in the calendar year.)
     - **Filing Status:** Correction (If you are making a correction after the originals are submitted.)
   - **Primary Sort:** ID (This field also has the option to sort by Country, Last Name, Postal, SSN or State.)
   - **Calendar Year:** 2008
     - **Secondary Sort:** Last Name

**TIN Control Information**

- **TIN:** 946390556
- **Calendar Year:** 2008
1. Click the **File Parameters** hyperlink

*Note: The File Parameters link is used to setup the file location and name of the file created by the print process.*

The 1098-T File Info page displays.

- The file path is the Student Financials dept server site /hr/hrpssoft/xfer/in/ebsfiftp/
  After the file is created by the print process, it will be sent to the server.
- The Transmission File Name can be generic as used in the example TRAN.TXT.
- The Extract File Name can be generic as used in the example TRANPRD.TXT.

2. Click **OK** and then **Save**

3. Click **Run**
The Process Scheduler Request page displays.

4. Click OK

The Process List page displays.

5. Go to the Process Monitor, and wait for the process to post successfully

6. Once the process posts successfully to the report repository, click the Details link to the right of the process

7. Click the View Log/Trace hyperlink
The View Log/Trace page displays.

8. Click the Trace File link

The trace file should contain all the information shown in the screen shot below.

Once this information is verified, login to VPN Client and the SSH Secure File Transfer Client (ebsfiftp) to see and move the files to the S:/ drive for dept records. This file is sent to the 3rd party vendor for uploading to their website/database for management and printing.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).