

ClassMate *for* Adult Education

1098T Export



1098T Export

Pre-requisites:

The items below **MUST** be setup **PRIOR** to using the 1098T functionality. Data must exist for the 1098T functionality to operate as intended.

Base Date Management:

- **Fee Management:**
Flag fees that are 1098T Eligible
- **Campus Maintenance:**
Enter the **Federal ID** number
Identify preference: **Tuition Charged** or **Tuition Paid**
- **Funding Source Management:**
Flag **Funding Sources** as scholarship or grant

Curriculum Management Pre-requisites

- **Instructional Course Offerings:**
Fees attached to the class

Student Processing Pre-Requisites

- **Registration & Enrollment**
Student Demographic Information
Student Enrollment

Student Payment Processing Pre-Requisites

- **Student Payment Processing**
Student Payment Transaction records



Student Processing

What we'll Learn.....

1098T Export

Base Data

- Fees Management
- Campus Maintenance
- Funding Sources

Curriculum Management

- Instructional Course Offerings: Fees

Student Registration & Enrollment

- Student Demographic Info: 1098T Eligible, FT/PT
- Enrollment record

Payment Processing

- Student Payment Processing
Payment transaction records

State Reporting

- 1098T Processing
 - Inserting Data from ClassMate
 - Editing Data
 - Purging Data
 - Re-Inserting Data
 - Creating Export File

Module Assignments

Base Data Management

- Fees Management
- Campus Maintenance
- Funding Sources

Student Processing

- Student Registration & Enrollment

Payment Processing :

- Student Payment Processing

State Reporting

- 1098T Processing



1098T

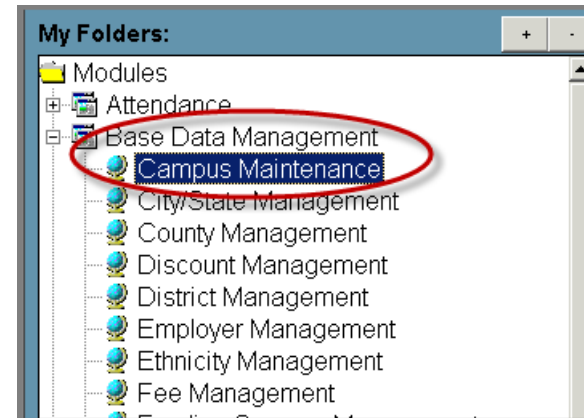
1098T Functionality

ClassMate has created functionality to assist schools in distributing the federally mandated 109T tax forms. Using ClassMate data users can create export files of students that are 1098T eligible and have associated eligible fees attached to their enrollment. The export file generates two separate files formats:

- .CSV
- .ELS

Getting Started

Double click > **Modules** > Double Click
Base Data Management> Click **Campus Maintenance**

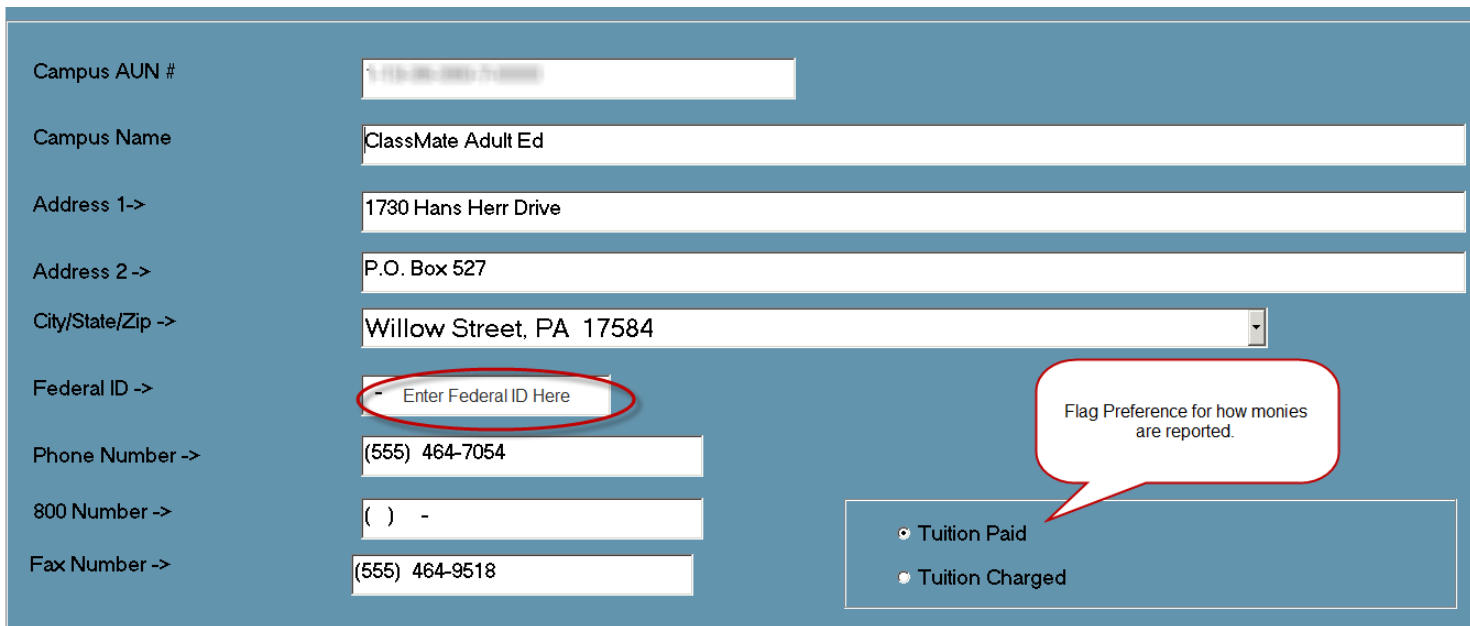


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Base Data Management: Pre-Requisites *Campus Maintenance*

The following fields must be populated to properly generate the 1098T export file.

- Federal ID Number:** Enter your federal ID Number. Federal ID's are a Maximum of 8 digits.
- Tuition Preference:** Populate the radio button to indicate preference for how monies are reported. System will default to Tuition Paid.



The screenshot shows a form with the following fields and values:

- Campus AUN #: [Redacted]
- Campus Name: ClassMate Adult Ed
- Address 1->: 1730 Hans Herr Drive
- Address 2->: P.O. Box 527
- City/State/Zip ->: Willow Street, PA 17584
- Federal ID ->: Enter Federal ID Here (circled in red)
- Phone Number ->: (555) 464-7054
- 800 Number ->: () -
- Fax Number ->: (555) 464-9518

The Tuition Preference section contains two radio buttons:

- Tuition Paid
- Tuition Charged

A red speech bubble points to the radio buttons with the text: "Flag Preference for how monies are reported."



1098T

Base Data Management: Pre-Requisites *Fee Management*

The following fields must be populated to properly generate the 1098T export file.

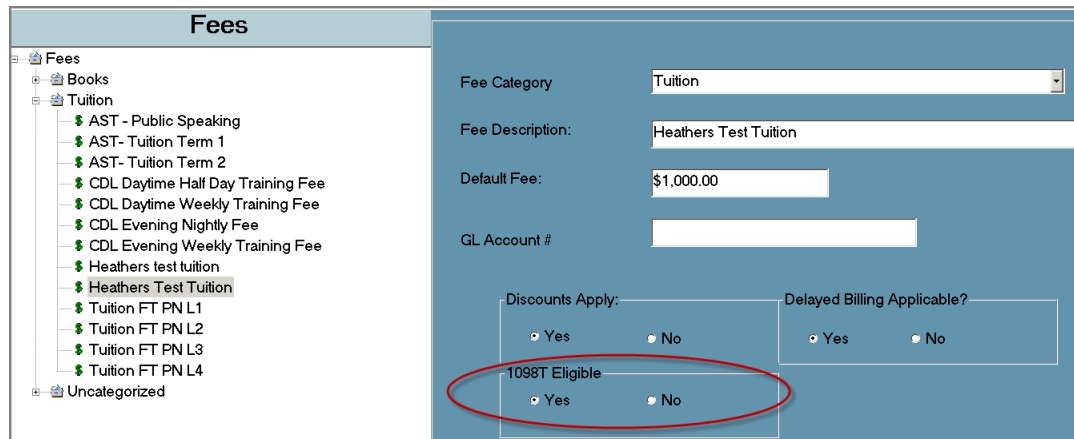
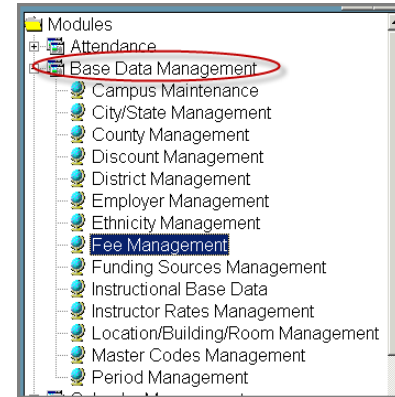
Double click > **Modules** > Double Click

Base Data Management> Click **Fee Management**

Fees: Select the desired Fee type from the fees folders.

1098T Eligible: Select the desired fee
Flag fee that is 1098T eligible as “Yes”
“Save” the selection

You must indicate eligibility by fee. That is **EACH** eligible fee Individually must be flagged. The system will default all newly created fees to “No”



Fees

- Books
- Tuition
 - AST - Public Speaking
 - AST- Tuition Term 1
 - AST- Tuition Term 2
 - CDL Daytime Half Day Training Fee
 - CDL Daytime Weekly Training Fee
 - CDL Evening Nightly Fee
 - CDL Evening Weekly Training Fee
 - Heathers test tuition
 - Heathers Test Tuition**
 - Tuition FT PN L1
 - Tuition FT PN L2
 - Tuition FT PN L3
 - Tuition FT PN L4
- Uncategorized

Fee Category: Tuition

Fee Description: Heathers Test Tuition

Default Fee: \$1,000.00

GL Account #

Discounts Apply:
 Yes No

Delayed Billing Applicable?
 Yes No

1098T Eligible
 Yes No



1098T

Base Data Management: Pre-Requisites *Funding Source Management*

The following fields must be populated to properly generate the 1098T export file.

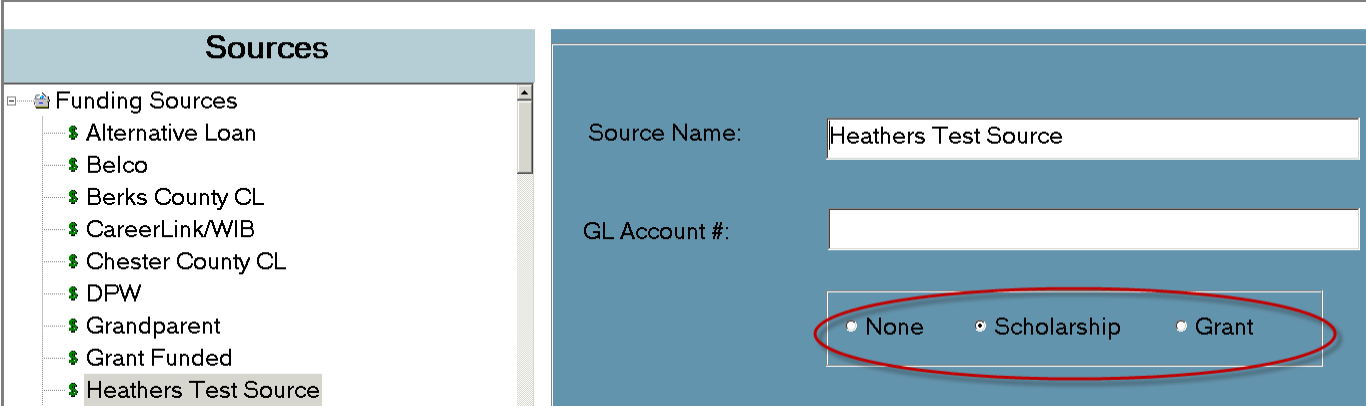
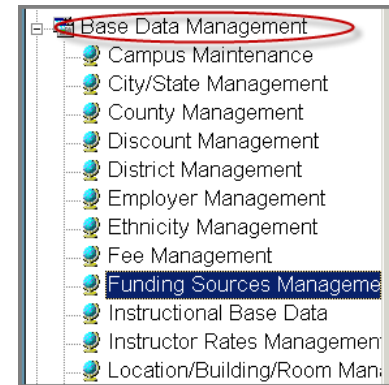
Double click > **Modules** > Double Click

Base Data Management> Click **Funding Source Management**

Fees: Select the desired Fee type from the fees folders.

1098T Eligible: Select the desired fee
Flag fee as None, Scholarship or Grant
“Save” the selection

You must indicate eligibility by fee. That is **EACH** eligible fee Individually must be flagged. The system will default all newly created fees to “No”



A screenshot of a software interface for managing funding sources. On the left, a tree view titled 'Sources' shows a list of funding sources: Alternative Loan, Belco, Berks County CL, CareerLink/WIB, Chester County CL, DPW, Grandparent, Grant Funded, and Heathers Test Source. On the right, a form for editing a source is shown. The 'Source Name' field contains 'Heathers Test Source'. The 'GL Account #' field is empty. Below these fields, there are three radio buttons: 'None', 'Scholarship', and 'Grant'. The 'None' radio button is selected and circled in red.



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Base Data Management: Pre-Requisites Curriculum Management

The following fields must exist to properly generate the 1098T export file.

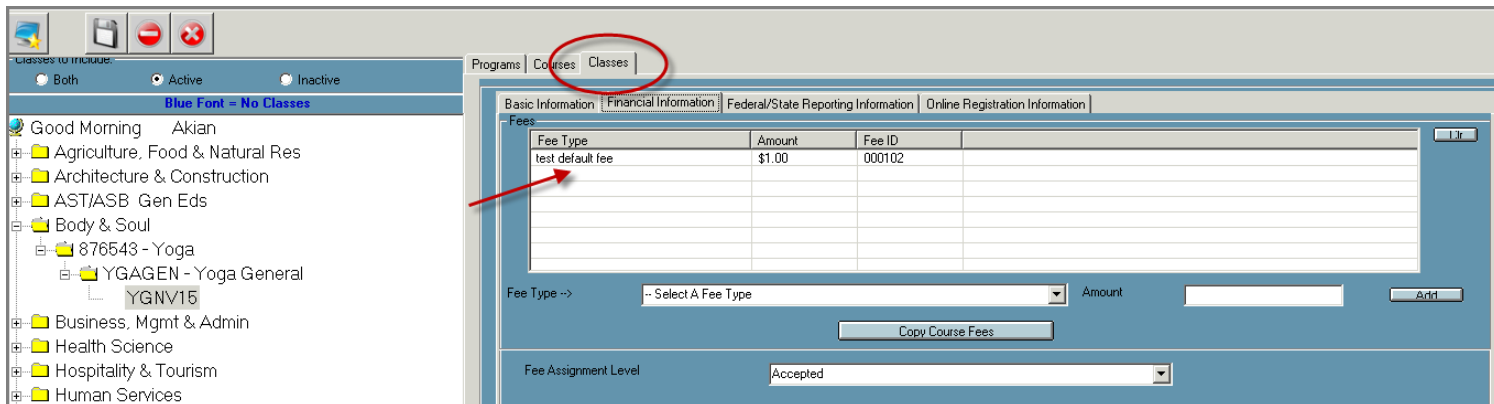
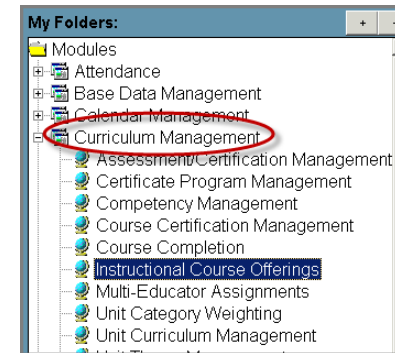
Double click > **Modules** > Double Click

Curriculum Management Click **Instructional Course**

Offerings *Class Tab*

Class Fees:

For a student with eligible fees to be properly pulled into the 1098T export, the class the student is enrolled in must have an eligible fee attached to the class.



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Base Data Management: Pre-Requisites *Student Registration & Enrollment*

The following record must exist to properly generate the 1098T export file.

Double click > **Modules** > Double Click

Student Processing Click **Registration/Enrollment**

Demographic Tab:

For a student with eligible fees to be properly pulled into the 1098T export. The student must be flagged as 1098T eligible.

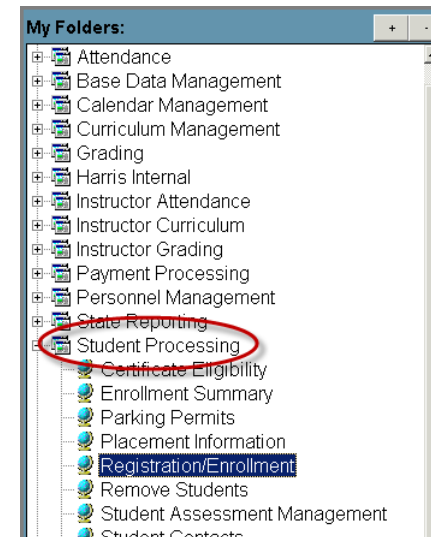


State/Fed Reporting Flags

1098T Eligible? No Yes

FT/PT FullTime PartTime

Fully Funded? No Yes



Registration Tab:

For a student with eligible fees to be properly pulled into the 1098T export. The student must have an existing enrollment record that falls within the reporting window timeframe.

Course/Class	Location	Start Date	End Date	Class Period	Total Fees	Balance Due	Status	Pell Grant	WIA	Loan
Baking for the Holidays Cookie Making 10...	ClassLink - Will...	02/23/2015	05/12/2016	CAT 4, T...	\$3,560.00	\$0.00	Enrolled	N - 0	N - 0	N - 0
Billing and Coding Specialist/15MAY	ClassLink - Will...	05/12/2015	08/20/2015	T,Th; 6:3...	\$688.75	\$0.00	Completed	N - 0	N - 0	N - 0



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Base Data Management: Pre-Requisites *Student Payment Processing*

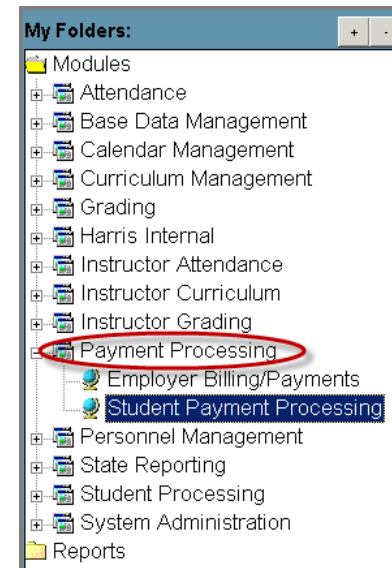
The following record must exist to properly generate the 1098T export file.

Double click > **Modules** > Double Click

Payment Processing Click **Student Payment Processing**

Payment Processing:

For a student with eligible fees/monies to be properly pulled into the 1098T export the student must have payment records in ClassMate to indicate amount paid/charged.



Course Balance Due:	
Total Charges:	\$4,530.00
Amount Paid:	\$3,535.00
Credit/Discount:	\$0.00
Total Refund(s):	\$0.00
Balance Due:	\$995.00



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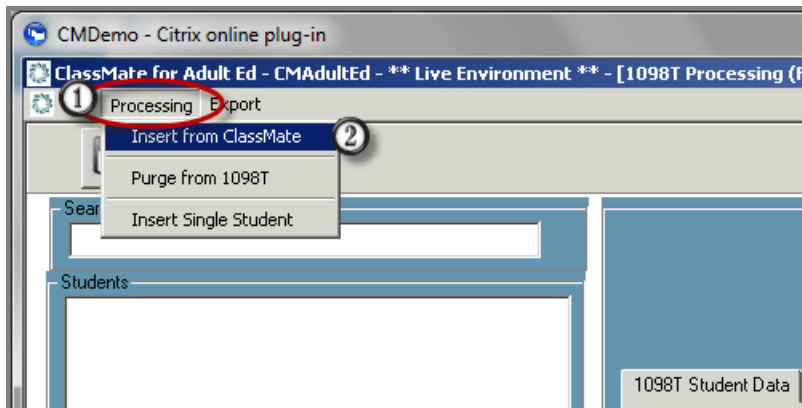
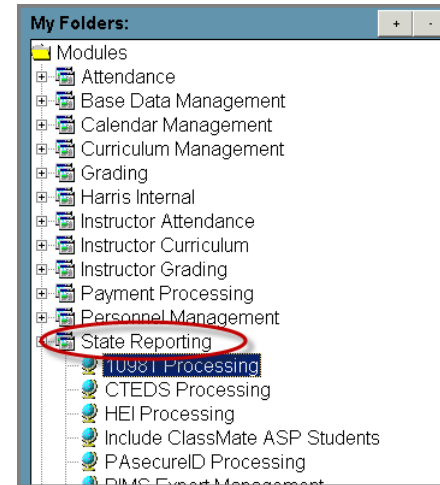
State Reporting : Inserting Data from ClassMate

The following record must exist to properly generate the 1098T export file.

Double click > **Modules** > Double Click
State Reporting Click **1098T Processing**

1098T Processing module first time users will need to insert
ClassMate data into the processing module.

- 1 Select the word **Processing** from menu at the top of the screen.
- 2 Select **Insert from ClassMate**



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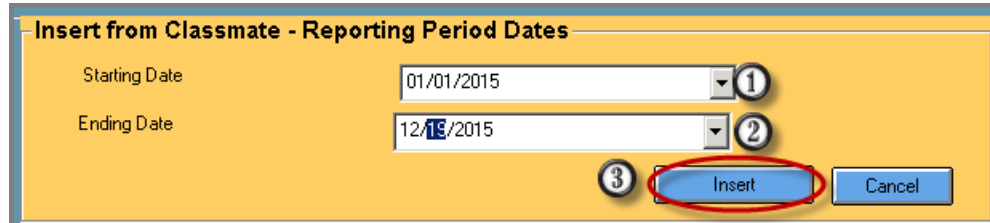
State Reporting : Inserting Data from ClassMate

The following record must exist to properly generate the 1098T export file.

Select the Reporting Period Dates

- 1 Enter the **Starting Date**
- 2 Enter the **Ending Date**
- 3 Select the **BLUE** Insert Button
- 4 The system will confirm the insert
Select the **“Yes”** button
- 5 Select **“OK”**

Once the data has been successfully inserted into the processing module the Students names will display along the left side of the screen.

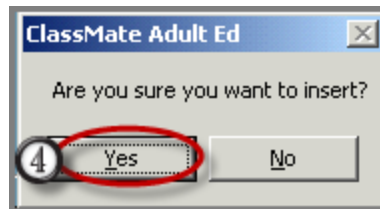


Insert from Classmate - Reporting Period Dates

Starting Date: 01/01/2015 (1)

Ending Date: 12/19/2015 (2)

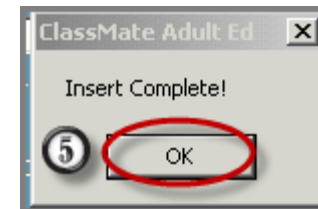
Insert (3) Cancel



ClassMate Adult Ed

Are you sure you want to insert?

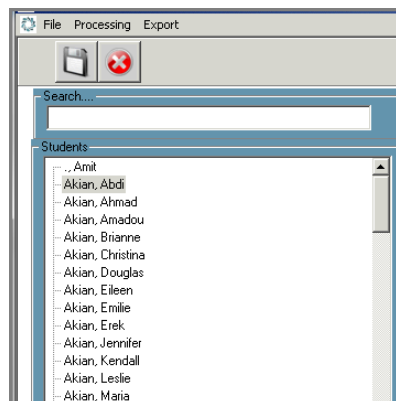
Yes (4) No



ClassMate Adult Ed

Insert Complete!

OK (5)



File Processing Export

Search...

Students

- .. Amit
- Akian, Abdi
- Akian, Ahmad
- Akian, Amadou
- Akian, Brianne
- Akian, Christina
- Akian, Douglas
- Akian, Eileen
- Akian, Emilie
- Akian, Ereik
- Akian, Jennifer
- Akian, Kendall
- Akian, Leslie
- Akian, Mana



Reported Fields:

The following fields are present in the 1098T processing module.

Field Name	Description
Student ID	This is the unique student ID in ClassMate
Social Security Number	Student social security number as entered into ClassMate
Student Name	Student Name as entered into ClassMate
Address	Student address as entered into Classmate. Includes Street Address, City, State and Zip Code
Status	Full or Part Time Status as indicated in student registration/enrollment.
1. Payment Received	If this preference was flagged in Campus Maintenance a box with *** will display
2. Amount Billed	If this preference was flagged in Campus Maintenance a box with *** will display
3. Institute Changed Reporting Method	If the school changed how it reports . ClassMate defaults to No
4. Adjustments for a prior year	Adjustments made for a prior year. ClassMate defaults to zero
5. Scholarships or Grants	This will be the total amount of scholarships or grants received

Helpful Hint: Save all information before moving to the next Tab.

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Reported Fields

Field Name	Description
6. Adjustments: Scholarship or Grant	The amount of any reduction to the amount of scholarships or grants that were reported for any prior year after 2002. ClassMate default to zero
7. Amount Jan-March	Payments received, or amounts billed, for qualified tuition and related expenses reported for 2016 relate to an academic period that begins in January through March of 2017. ClassMate defaults to No
8. Half-Time Student	if the student was at least a half-time student during any academic period that began in 2016. A half-time student is a student enrolled for at least half the full-time academic workload for the course of study the student is pursuing. Your institution's standard for a half-time student work load must equal or exceed the standards established by the Department of Education under the Higher Education Act and set forth in 34 C.F.R. section 674.2. ClassMate defaults
9. Graduate Student	If the student was a graduate student. The student is a graduate student if the student was enrolled in a program or programs leading to a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential. ClassMate defaults to No
10. Refund/ Re-imburement	Total amount of reimbursements or refunds of qualified tuition and related expenses that you made to the student during 2016.

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State Reporting : Reviewing Student Data

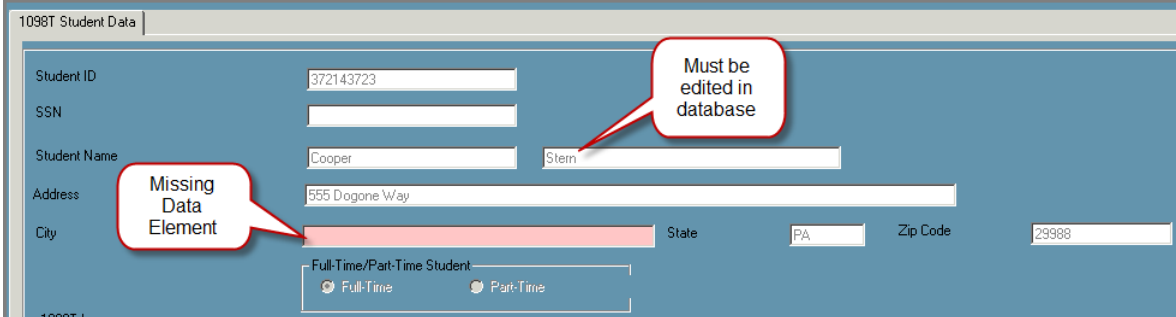
The following process must be used to properly generate the 1098T export file.

It is vital to ensure that the student data in processing module is accurate. Users are required to review student data prior to creating the export file.

Helpful Hints:

Red Fields:

If a student record has a **RED** Field. This indicates a missing data element. This field must be corrected in the ClassMate database.



The screenshot shows a form titled "1098T Student Data" with the following fields:

- Student ID: 372143723
- SSN: (empty)
- Student Name: Cooper (grey font), Stern (white font)
- Address: 555 Dogone Way
- City: (red background)
- State: PA
- Zip Code: 29988
- Full-Time/Part-Time Student: Full-Time (selected)

Two callout boxes are present:

- A red callout box pointing to the "City" field with the text "Missing Data Element".
- A red callout box pointing to the "Stern" field with the text "Must be edited in database".

Grey Font Fields:

Fields that have **GREY** font cannot be edited or updated in this module. It is a system requirement that users make corrections in the database.

Database Edits:

After any changes to the student in the ClassMate database, users must re-insert data from the database back into the processing module. Users can re-insert by single student or the entire database. * A best practice has been developed for this process



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State Reporting : Editing Student Data

The following process must be used to properly generate the 1098T export file.

After reviewing the student data in the processing module it may be necessary to edit the student record. This should occur in the ClassMate database. Edits may occur for a variety of reasons. For example:

- Missing Student:** A Student that should be in the export is not displaying in the processing module.
Users may need to flag the student as 1098T eligible in student processing or may need to have a registration/payment record added.
- Incorrect /Incomplete Data:** A Student may have incomplete data elements that need to be added/corrected, etc. An example would be a missing city in the student address or social security number.

It is a ClassMate best practice to make **ALL** edits, updates, additions, deletions, etc .to the student record in the ClassMate database and **NOT** the processing module.

Fields that have **BLACK** font will allow users to make changes however....if you make changes in the processing module and not the database you run the risk of having the export the file and the database **NOT** matchup

Additionally, if you re-insert the student data (which you **MUST** do after editing information in the database) any changes made in the module will be **LOST**.



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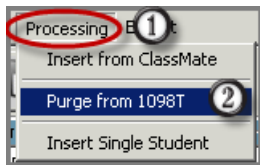
State Reporting : Purging Student Data from the 1908T module

The following process must be used to properly generate the 1098T export file.

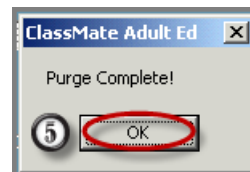
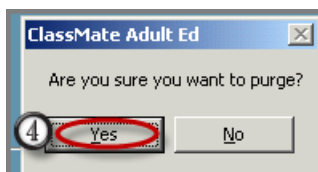
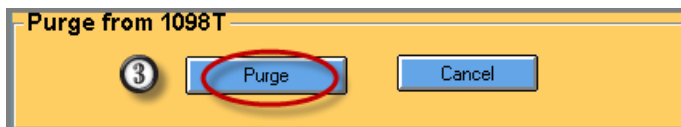
After reviewing the student data in the processing module and making updates to the ClassMate database. Users **MUST** re-insert student data. This can be done by student or for all students.

Prior to re-inserting data from the ClassMate database, a purge of the current student data is required.

Purge from 1098T:



- 1 Select the word **Processing** located along the top of the screen
- 2 Select the **Purge from 1098T** option. This will simply remove the current student data snapshot from the module so the new updated data can be re-inserted.
- 3 Select the **BLUE Purge** button
- 4 Select “**Yes**” when prompted
- 5 Select “**OK**” when the purge completion notification displays
- 6 Repeat the **Insert from ClassMate** process. Be sure to use the proper date range.



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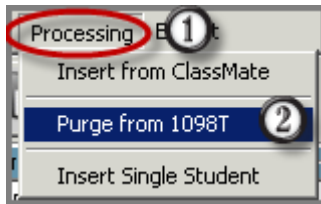
State Reporting : Removing & Re-inserting single students

The following process must be used to properly generate the 1098T export file.

After reviewing the student data in the processing module and making updates to the ClassMate database. Users **MUST** re-insert student data. This can be done by student or for all students.

Prior to re-inserting data from the ClassMate database, a purge of the current student data is required.

Purge from 1098T:



- 1 Select the word **Processing** located along the top of the screen
- 2 Select the **Purge from 1098T** option. This will simply remove the current student data snapshot from the module so the new updated data can be re-inserted.

It is a ClassMate best practice to make **ALL** edits, updates, additions, deletions, etc .to the student record in the ClassMate database and **NOT** the processing module.

Fields that have **BLACK** font will allow users to make changes however....if you make changes in the processing module and not the database you run the risk of having the export the file and the database **NOT** matchup

Additionally, if you re-insert the student data (which you **MUST** do after editing information in the database) any changes made in the module will be **LOST**.



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State Reporting : Creating the 1098T Export File

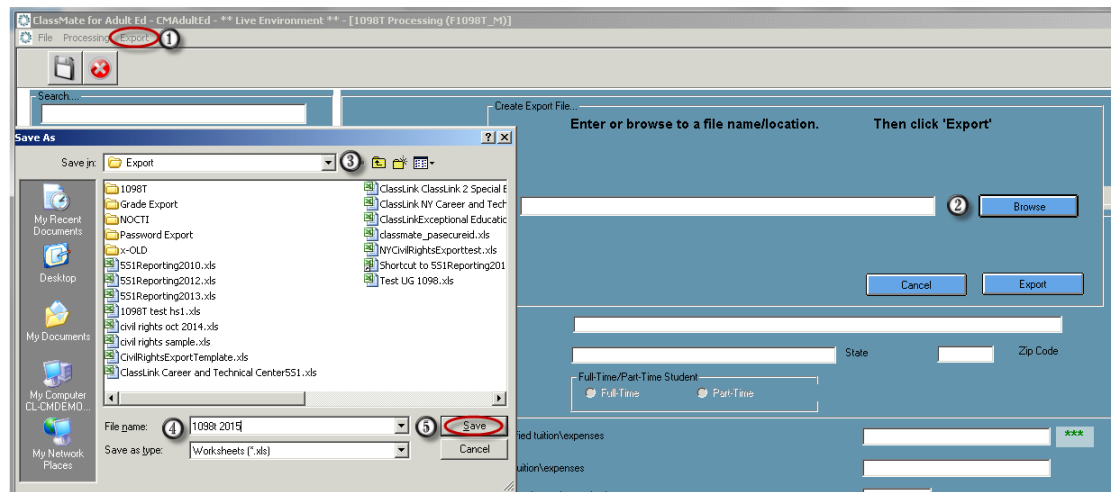
The following process must be used to properly generate the 1098T export file.

After reviewing the final student data in the 1098T processing module and determining all data is accurate. Users will create an export file. **(do they need to be logged in with LP for this?)**

Prior to re-inserting data from the ClassMate database, a purge of the current student data is required.

Creating an Export file:

- 1 Select the word **Export** located along the top of the screen
- 2 Select the **BLUE Browse** button
- 3 Select the location for the file save
- 4 Name the file
- 5 Select the **Save** option



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State Reporting : Creating the 1098T Export File

The following process must be used to properly generate the 1098T export file.

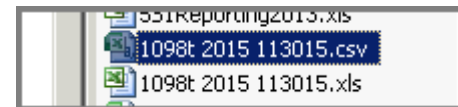
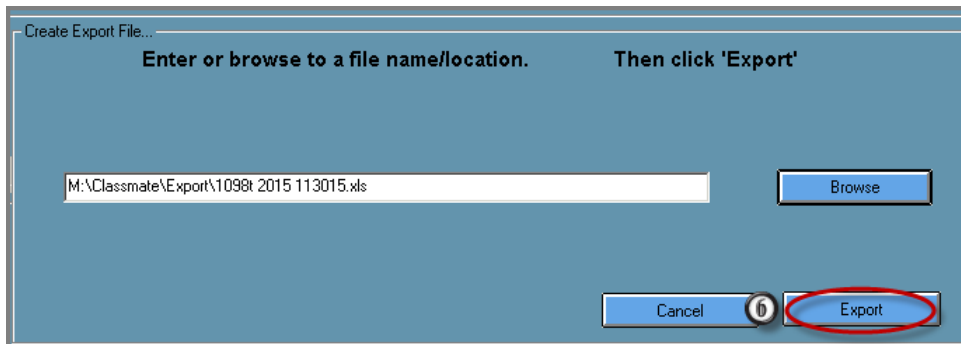
After reviewing the final student data in the 1098T processing module and determining all data is accurate. Users will create an export file. **(do they need to be logged in with LP for this?)**

Prior to re-inserting data from the ClassMate database, a purge of the current student data is required.

Creating an Export file:

- 6 Select the word **Export** located along the top of the screen
- 7 Select **“OK”** when the export completion notification displays. The export creates two files types: **.csv & .xls**

After the export file has been successfully export to the location selected, users can then locate, view the files Created and then utilize the data to create 1098T forms using third party sources.



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State Reporting : *A few word about the export files*

Saving Export Files:

ClassMate can save export files either the M or a local drive. If you do not have access to your local drive You must login via LaunchPad to access the file.

Opening 1098T Files:

.csv and .xls file exported from ClassMate should only be opened in notepad. If you open the files normally in excel the file format may be automatically changed by excel and will Create data issues.

State Reporting : *Additional Resources*

<https://www.irs.gov/pub/irs-pdf/i1098et.pdf>

