

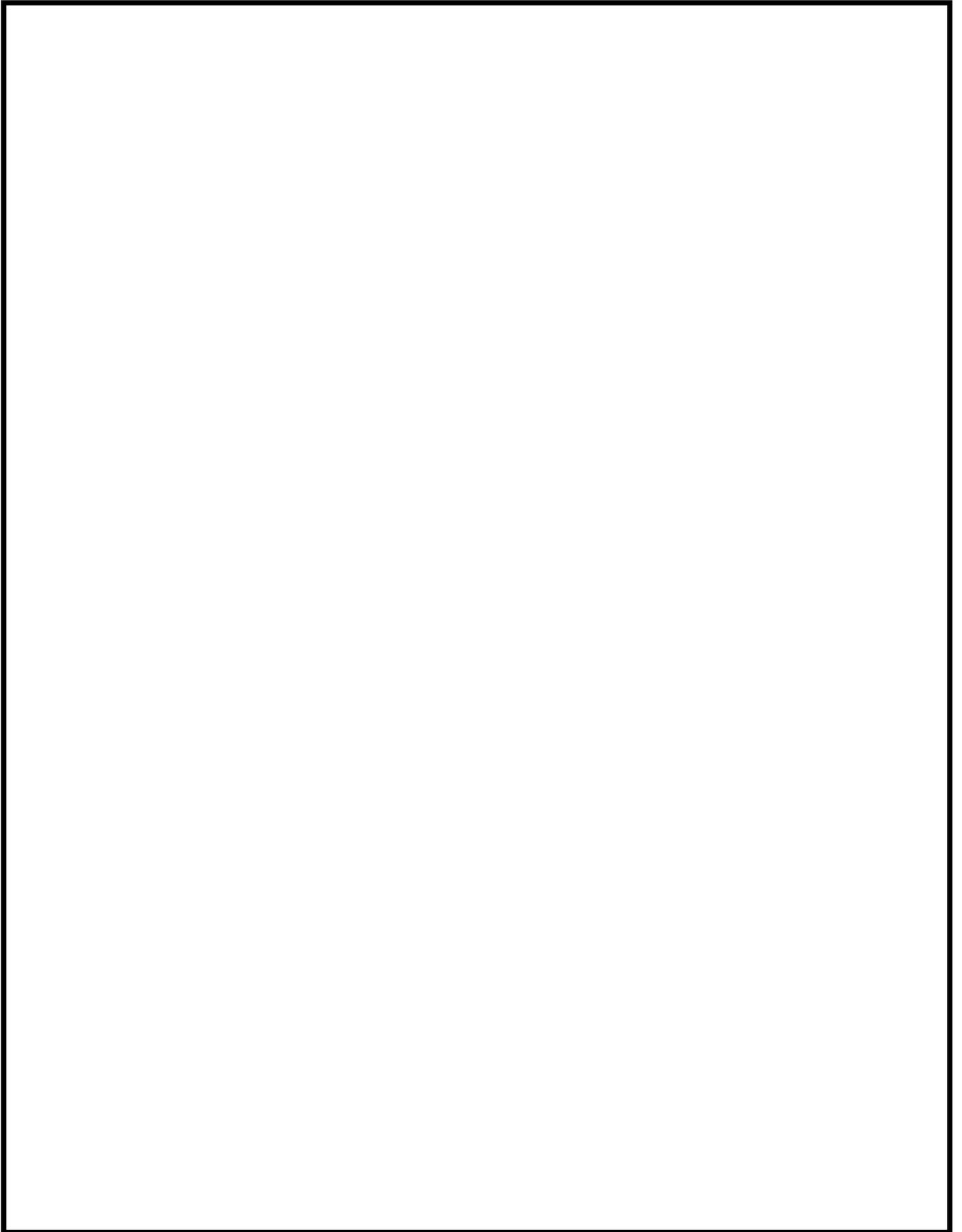
U.S. Regulatory Reporting

Reissued Manual as of November 2014

This is a new edition of the *U.S. Regulatory Reporting* manual. This edition replaces your existing manual, and reflects the changes issued on Colleague Year-End Regulatory Tax Forms Release for 2014 - SU013052-1805.

The Primary Changes Made

Chapter	Pages	Changes Made
All		Updated manual to new template.
"Setting Up 1098-E Reporting"	55	Added information about the Require Consent to View field on the 1098-E Defaults/Parameters (T9ED) form.
"Setting Up 1098-T Reporting"	125	Added information about the Require Consent to View field on the 1098-T Defaults/Parameters (T9TD) form.
"Processing 1098-T Tax Information"	140	Added information about the new Excl Students With Scholarship Equal Tuition field on the 1098-T Work File Generation (T9TG) form.
"Setting Up 1099-MISC Reporting"	205	Added information about the 1099-MISC T Record Setup (MITR) form allowing more than one transmitter on file.



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Colleague U.S. Regulatory Reporting

Release 18
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U.S. Regulatory Reporting
Introduction

About This Manual

This *U.S. Regulatory Reporting* manual is reissued in its entirety each year. Clients should replace the previous year's manual with the one published for the current tax year.

What this manual covers

This manual contains information and procedures for gathering, generating, reviewing, and reporting financial regulatory data. The main focus of this manual is year-end regulatory reporting as required by the Internal Revenue Service (IRS), and covers the following forms:

- 1098-E
- 1098-T
- 1099-MISC
- W-2

This manual also contains a section about HR quarterly processing and 941 reporting.

For information about Canadian regulatory reporting, refer to the [Canadian Regulatory Reporting](#) manual.

What this manual does not cover

This manual does not include U.S. regulatory-related information that is documented elsewhere in the Ellucian documentation library. [Table 1](#) provides a list of information topics that are not included in this manual, but are documented elsewhere.

Table 1: U.S. Regulatory information documented elsewhere

Topic	Documentation
PSIS	Using PSIS Reporting
IPEDS	IPEDS Reporting for Colleague HR IPEDS Reporting for Colleague Student
California State Reporting	Using California State Reporting: MIS Reports Using California State Reporting: Retirement Reports
Texas State Reporting	Using Texas State Reporting

Table 1: U.S. Regulatory information documented elsewhere

Topic	Documentation
SEVIS	various SEVIS documentation
Financial Aid	various Financial Aid documentation

Where to find more information

Review [Table 2](#) for sources of additional information.

Table 2: Sources of additional information

Information	Reference
Detailed information about the screens and fields in each module	Online help
Technical information about each module and how each interacts with other modules in the Colleague system	Your system administrator
Instructions for performing basic functions (such as accessing screens, entering data, and accessing online help) using each of the available Colleague interfaces	See the user interface guide for the version of UI that your institution uses.
In-person instruction for using each module	Training classes offered by Ellucian
Information about your terminal, your other computer equipment, and standard procedures affecting how the Colleague system is used at your institution	Your system administrator
Detailed information on each Colleague subroutine, file, field, screen, procedure, validation code, list specification, and batch process	Tech Doc Online
Changes and enhancements to the system since the previous release	Release Highlights for your Colleague release level
Known problems and bugs	Ellucian Support Center



U.S. Regulatory Reporting
1098-E Reporting

Getting Started with 1098-E Reporting

In this chapter

The 1098-E form is a statement of student loan interest received from an individual during the year. Your institution must file form 1098-E on an annual basis for each individual from whom you receive student loan interest during the calendar year.

When you generate your 1098-E filing information, Colleague searches your Accounts Receivable files for amounts billed during the calendar year for charges that are flagged as 1098-E student loan interest. This information is copied to a workfile from which you print your 1098-E forms and create your 1098-E electronic media.



Warning! *Ellucian recommends that you check with the Internal Revenue Service (IRS) for any changes to the current year 1098-E filing requirements, forms, and electronic media.*

Who receives a 1098-E form?

Any individual billed student loan interest on qualified student loans by your institution. Examples of qualified student loans include loans of the following nature:

- Subsidized, guaranteed, financed, or otherwise treated as a student loan under a program of the Federal, state, or local government, or of a post-secondary educational institution.
- Certified by the individual as a student loan incurred solely to pay qualified higher education expenses.



Warning! *The Internal Revenue Service publishes annual instructions that describe the student loan interest that can be reported on form 1098-E. Ellucian strongly recommends that you check these IRS guidelines before you prepare your 1098-E forms and/or electronic media.*

The 1098-E generation process automatically selects individuals who have amounts for AR codes flagged for 1098-E reporting. Eligible AR codes are identified for 1098-E reporting on the AR Code Federal Tax Info (ARCT) form.

Preparing for 1098-E reporting

The sections below contain information you need to consider when preparing to process 1098-E forms.



Warning! *If you do not take these items into account, it could seriously affect your ability to produce accurate 1098-E information.*

Accounts Receivable considerations

This section outlines the accounts receivable considerations that your institution should take into account when preparing to process your 1098-E tax forms, and addresses the following information in detail:

- Setting up AR codes
- Voiding AR vouchers

Setting up AR codes

All student loan interest charges for 1098-E reporting must be entered with an AR code that has been flagged with a box code associated to the 1098-E tax form. If these charges are not entered with a flagged AR code, they will **not** be reported on the 1098-E tax forms.



Note: If your institution currently mixes student loan interest charges with other charges that are not eligible for reporting on the 1098-E, you must assign separate AR codes to those charges. All student loan interest charges that qualify for a tax credit should be reported in a separate AR code. You can have multiple AR codes for qualified student loan interest charges, but no other types of charges should be associated with those same AR codes.

Use the AR Codes Federal Tax Info (ARCT) form to link an AR code with the appropriate box code that points to the 1098-E tax form.

When defining the AR codes used for student loan interest charges, it's important to take the AR code's priority into account. If you use automatic payment allocation, and want payments to be applied to these expenses first, you must assign these student loan interest AR codes with the highest priorities (for example, "1", "2", "3", etc.). When using automatic payment allocation, Colleague allocates payments to charges with AR codes having the highest priorities first. See *Using Accounts Receivable & Cash Receipts* for more information.

Voiding AR vouchers

Incorrect AR vouchers must be voided or adjusted BEFORE running any of the extracts that create the 1098-E work files. Any outstanding vouchers will be treated as money refunded to the individuals, even if a check has not yet been cut. Since the payment date is not kept once a voucher has been purged, the date the voucher is applied to an AR account is the date the money is considered refunded to that account.

Taxpayer ID considerations

Colleague uses the student's Social Security Number (SSN) as the taxpayer ID. The SSN can also be an ITIN (International Taxpayer Identification Number) or an ATIN (Adopted Taxpayer Identification Number). If you want to enter or maintain the student's or taxpayer's SSN, use the Biographic Maintenance (BIO) form in Colleague Core. If the SSN is missing, Colleague issues a warning when the 1098-T tax information is generated.

You can specify a different address to be used on the 1098-E forms by using a TN98 name and address hierarchy. If the address is different from the preferred address, you must:

- Build a TN98 hierarchy on the Name and Address Hierarchy (NAHM) form.
- Add the TN98 address to the individual's or taxpayer's record on the Person Addresses (ADR) form.

The name that is used on the printed 1098-E tax form and the electronic media file is from the Name and Address Entry (NAE) form. The TN98 hierarchy is used to get the address for the 1098-E form.

If the payee name data exceeds 40 characters, the payee's first name and middle initial could be truncated to preserve the payee's last name, which is used for TIN matching by the IRS. The payee name is only allowed to contain numbers, letters, hyphens, ampersands, and spaces.

Understanding the 1098 year-end repository

The 1098 year-end repository enables the printing of 1098 tax forms for multiple tax years. The repository is a set of files designed to be updated each year with 1098 work file data for each year, beginning with the 2008 tax year. Each type of 1098 tax data (both 1098-T and 1098-E) is stored in the year-end repository, and is processed in the same manner.

Each time the work files are either frozen or submitted, Colleague will update the repository. Colleague will also update the repository when you delete a record from the work file and, optionally, when you purge the work file (as long as the tax data has not been submitted to the IRS).

The repository, unlike the work file, can contain 1098 tax information for more than one year at a time. Also unlike the work file, the data in the repository cannot be imported or modified for prior years—the repository is simply used to collect and store data generated in the 1098 work files. Colleague uses the data in the repository for the following purposes:

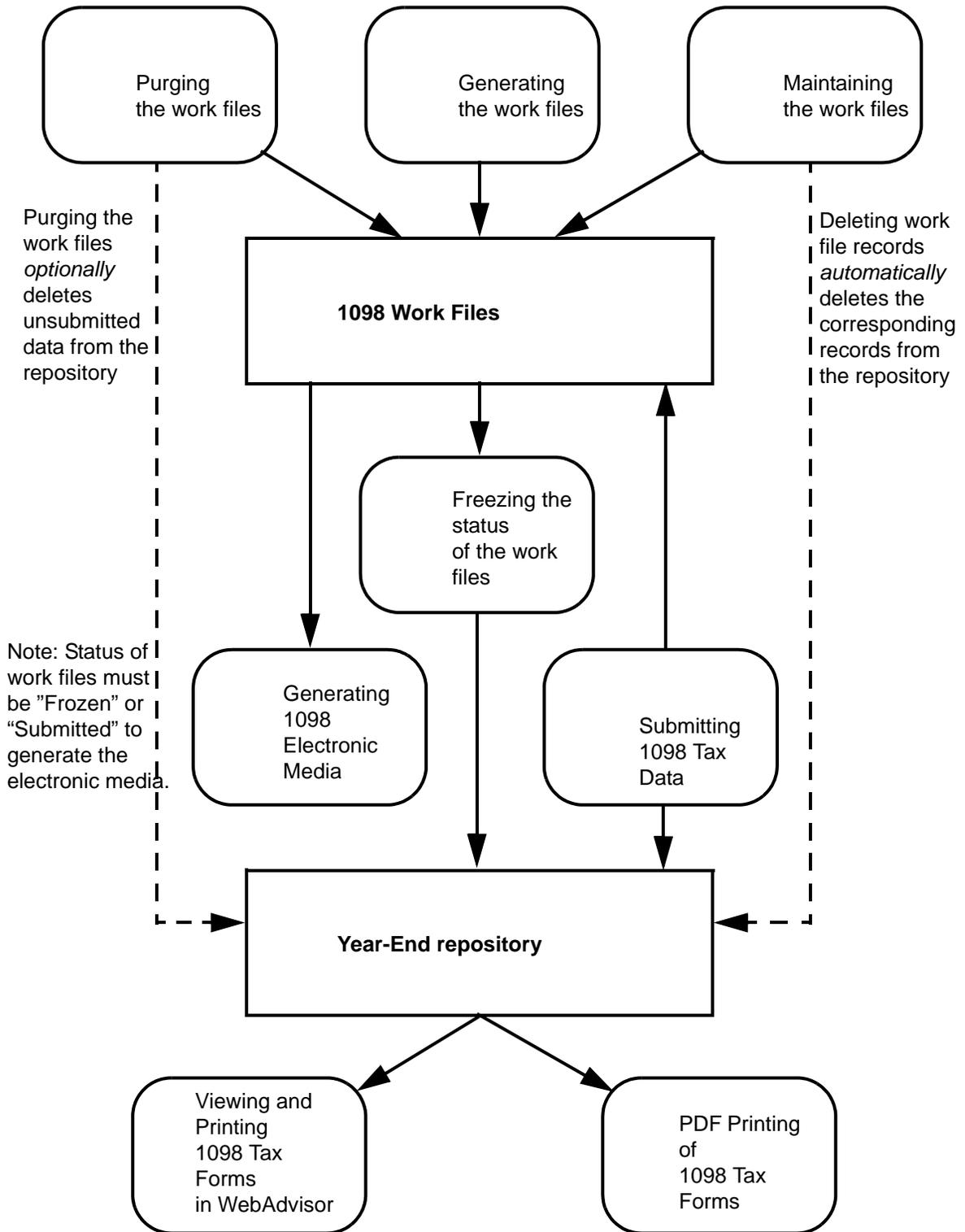
- Printing the 1098 forms using PDF batch printing functionality.
- Viewing and printing the 1098 forms in WebAdvisor.
- Generating the 1098 electronic media.
- Saving the 1098 tax data submitted to the IRS.

The year-end repository is updated by the following processes:

- Purging the work files (optional ability to purge data from the repository).
- Maintaining the work file when work records are deleted.
- Changing the status of the work file to “Frozen.”
- Submitting the work file.

[Figure 1 on page 33](#) shows how the affected 1098 processes interact with the repository.

Figure 1: How 1098 reporting processes interact with the year-end repository



Overview of PDF batch printing

Ellucian provides the ability to print both the 1098 tax form and the tax form data together as a single PDF document using the 1098 forms print processes in Colleague.

The PDF document created when you print your tax forms can be up to 100,000 pages long; however, you can define defaults for your PDF output to limit the size of your PDF documents. Refer to the [Envision Runtime Administration](#) manual for information about using the PDF Defaults (PDFD) form to define your PDF output defaults.

To use PDF printing for your 1098 tax forms, select the **PDF Output** option as the Output Device on the Peripheral Defaults form that is displayed when you print your tax forms.



Note: PDF printing is not available for printing the IRS 1096 Summary report that is generated when you print your 1098 tax forms, or for printing any batch error reports generated by the 1098 print processes. You will still need to either send these reports to a printer or the HOLD file when you print your tax forms.

When you use PDF batch printing, you must also select either a **Private** or a **Shared** directory on the Peripheral Defaults form. Because 1098 tax forms contain sensitive data, Colleague does not allow you to send the PDF file to a Public directory.



Note: Selecting the **PDF Output** option automatically opens the PDF document in Adobe Reader®.

See [“Printing 1098-E forms” on page 75](#) for more information about printing your 1098 tax forms.

Overview of preparing 1098-E information

The following steps provide a high-level overview of the procedures necessary to prepare your 1098-E information. Each step contains a cross-reference to help you locate detailed information about that step in this manual.

1. Review the information contained in [“Getting Started with 1098-E Reporting” on page 29](#).
2. Verify your institution’s ID setup in Colleague. See [“Verifying Your Institution’s ID Parameters” on page 457](#) for information.
3. Set up Colleague for your choice of printing method and form type. See [“Setting Up Your Printing Method” on page 460](#) for detailed information.
4. If 1098-E information exists for a previous reporting year, purge that information using the 1098-E Purge (T9EP) form. See [“Purging prior year 1098-E information” on page 38](#) for instructions.
5. Complete the steps outlined in [“Setting up tax forms” on page 40](#).

6. Set up or review your 1098-E box codes using the Tax Form Box Codes (TFBX) form. See [“Setting up tax form box codes” on page 42](#) for detailed instructions on using the TFBX form.
7. Set up or review the AR codes associated with the 1098-E box codes using the AR Code Federal Tax Info (ARCT) form. See [“Setting up AR code federal tax information” on page 50](#) for detailed instructions on using the ARCT form.
8. Set up or review the defaults and parameters used for 1098-E reporting using the 1098-E Defaults/Parameters (T9ED) form. See [“Setting up 1098-E defaults and parameters” on page 52](#) for detailed instructions on using the T9ED form.
9. Print the 1098-E detail report using the 1098-E Detail Report (T9ER) form. See [“Printing the 1098-E detail report” on page 60](#) for detailed instructions on using the T9ER form.
10. Review the information on the 1098-E detail report. Check for any incorrect information. Make any necessary corrections to the Colleague database.
11. Populate the 1098-E work files with 1098-E information using the 1098-E Generation (T9EG) form. See [“Generating 1098-E information” on page 62](#) for detailed instructions on using the T9EG form.
12. Print and review the 1098-E analytical report. Verify the accuracy of the data and make corrections if needed. See [“Printing the 1098-E analytical report” on page 65](#) for instructions.
13. What kind of adjustments do you need to make to the data?

To adjust the generated information, use the 1098-E Work Records (T98E) form. See [“Modifying 1098-E tax information” on page 66](#) for instructions on using the T98E form.

To make extensive changes by correcting AR data in Colleague, regenerate the information. Locked amounts will not be overwritten.

Refer to [“1098-E troubleshooting” on page 87](#) and the [Using Accounts Receivable/ Cash Receipts](#) manual for information on making corrections to the Colleague database.
14. When all additions and corrections have been made, use the 1098-E Status Change (T9EC) form to “freeze” the information so that it can no longer be changed. See [“Freezing and unfreezing 1098-E information” on page 69](#) for instructions on using the T9EC form.
15. Print the 1098-E historical report using the 1098-E Historical Report (T9EH) form. See [“Printing the 1098-E historical report” on page 71](#) for instructions on using the T9EH form.
16. If you have implemented PDF functionality for 1098-E forms in WebAdvisor, enable access for students in WebAdvisor. See [“Web access enabled” on page 58](#). Refer to the [WebAdvisor for Colleague Finance](#) manual for additional information.
17. Optionally, if you have enabled access for students in WebAdvisor on the T98Y form, you can use the 1098 Recipient Notification (T9RN) form to send email notifications to recipients to inform them that their 1098-E tax forms are available online for viewing and printing using the 1098 Recipient Notification (T9RN) form. See [“Send email notification to 1098-E recipients” on page 73](#).

18. Print the 1098-E forms using the 1098-E Forms Print (T9EF) form and send the forms to the recipients. See [“Printing 1098-E forms” on page 75](#) for instructions on using the T9EF form.
19. Use the 1098-E Form Summary report that prints after the forms are printed to help you prepare your Annual Summary and Transmittal of U.S. Information Returns (Form 1096) if you are submitting hard-copy forms to the IRS. The report has information about totals of student loan interest amounts reported on the forms.
20. Use the 1098-E Media Production (T9EM) form to create the electronic file for submission to the IRS. See [“Creating 1098-E electronic media for the IRS” on page 82](#) for instructions on using the T9EM form.
21. Use the Media Summary report that prints after making the electronic file to help you prepare your IRS Form 4804, *Transmittal of Information Returns Electronically*. The report has information about totals of student loan interest amounts processed on the file.
22. Once you have sent your forms to the individuals, and the IRS has accepted your electronic file, use the 1098-E Submit (T9ES) form to change the status of that reporting year’s 1098-E information to Submitted. See [“Submitting 1098-E information to the IRS” on page 85](#) for instructions on using the T9ES form.
23. If you need to change any information after you have submitted your electronic file or forms to the IRS, see [“Procedures for correcting 1098-E tax information” on page 87](#) for detailed instructions.

Setting Up 1098-E Reporting

Before you begin

Before you begin your 1098-E setup, verify your institution ID parameters, and set up the printing method your institution will use to print each tax form.

[Table 3](#) lists where to find setup information in this manual which is common to the following types of tax form reporting:

- 1098-E
- 1098-T
- 1099-MISC

Table 3: Common institutional setup information

Topic	Page
Verifying Your Institution's ID Parameters	457
Setting Up Your Printing Method	460

Forms used

[Table 4](#) contains a list of the forms used in the procedures in this chapter.

Table 4: Forms used for setting up 1098-E processing

Procedure	Form	Mnemonic
Purging prior year 1098-E information	1098-E Work Files Purge	T9EP
Setting up tax form box codes	Validation Codes	VAL
	Tax Form Box Codes	TFBX
Setting up AR code federal tax information	AR Code Federal Tax Info	ARCT
Setting up 1098-E defaults and parameters	1098-E Defaults/Parameters	T9ED
	Maintain 1098 Tax Year Params	T98Y

Purging prior year 1098-E information

When you generate the 1098-E tax information, the generation process does not automatically clear any previously generated information for the prior reporting year. Since the work files contain information for only one reporting year, data from the prior year must be purged before generating data for the current reporting year.

Purging the work files is not necessary the first year that you generate 1098-E tax information. Prior to purging the work files from any previous year, you will want to create backup copies of them first. If you need to reproduce a prior year's report, the backup copy can be restored to the work files, and existing processes can be used after changing the T9ED tax year to be the same as the year of the data restored.



Note: You *must* purge any 1098-E work files from prior years before generating work files for the current tax reporting year. This will ensure that Colleague generates the 1098-E work files correctly for the current tax reporting year.

Components of purging prior year 1098-E information

Use the 1098-E Work Files Purge (T9EP) form to purge the previous year's generated tax information.



Note: If the status of the work files is "Frozen," Colleague does *not* allow you to purge the information. If the status is "Frozen," an error is issued and the procedure is halted. To purge the work files, change the status to "Unfrozen" using the T9EC form.

You can also use the T9EP form to purge the year-end repository of records that have not yet been submitted to the IRS.

Figure 2: 1098-E Work Files Purge (T9EP) form

T9EP - 1098-E Work Files Purge		
Status : Unfrozen	Year : 2014	
Status Date : 09/16/14	Time : 09:36AM	Oper : Megan Herzog
Generated	09/09/14	At 02:59PM By Teresa Longerbeam
Modified	09/09/14	At 03:02PM By Gary Thorne
Frozen	09/09/14	At 03:02PM By Gary Thorne
Unfrozen	09/16/14	At 09:36AM By Megan Herzog
Submitted		At By
Purged		At By
Purge 1098-E Files <input type="checkbox"/> No		
Purge Repository <input type="checkbox"/> No		

Purge 1098-E files

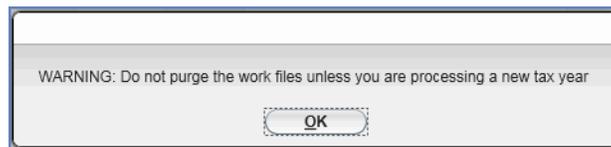
You should only purge the 1098-E work files *immediately before* you start your 1098-E processing for the current tax year, and *never after* you have already submitted tax information to the IRS for the current tax year if you may still need to process additions and corrections to the work files.

If you purge the 1098-E work files after you have submitted tax information to the IRS, Colleague has no way to identify what tax information has already been submitted and, consequently, will not be able to identify any additions or corrections that you might make to the work files.

Additionally, because Colleague does not allow you to purge submitted tax information from the year-end repository, if you purge the work files while you are still processing the current tax year and then regenerate, you will create duplicate records in the repository which cannot be deleted.

If you create duplicate records in the repository, it will increase the number of 1098-E tax forms printed for affected individuals. Additionally, there will be no way to determine which of the duplicate tax forms is the most recent because they will not be marked as “Corrections.”

When you enter `Yes` in this field, Colleague issues the following warning:



Purge repository

This field allows you to *optionally* delete records from the repository if you need to start over with your 1098-E processing for the current tax year. For example, if you generated your work files and changed the status to “Frozen” (which populates the repository), and then realized that a parameter was set incorrectly, you could purge the work files and use the Purge Repository option to also remove those records from the repository as long as the data has not yet been submitted to the IRS.

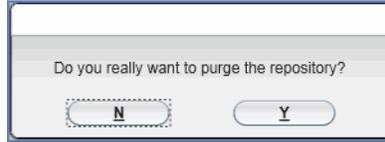


Note: If you set this field to `Yes`, you must also purge the work files at the same time.

The T9EP process uses the Tax Year defined on the 1098-E Defaults/Parameters (T9ED) form to determine which tax year’s records to purge from the work files and to optionally delete from the repository.

This field always defaults to `No`, and can only be set to `Yes` if the work file data that you want to purge has not been marked as “Submitted” to the IRS. After you have submitted tax data to the IRS, Colleague does not allow it to be purged from the repository.

When you enter **Yes** in this field, Colleague displays the following warning message:



Colleague defaults the answer to this warning to **No**. Click **Yes** only if you are sure that you want to purge the records from the repository.

Procedure for purging prior year 1098-E Tax information

Complete the following steps to purge any 1098-E information generated for a prior year.



Note: You must already have generated 1098-E tax information for a previous reporting year.

1. Create a backup copy of the previous year's work files.
2. Verify that the status of the work files is not frozen.
3. Access the 1098-E Work Files Purge (T9EP) form.
4. Enter **Yes** at the Purge 1098-E Files prompt.
5. Update from the T9EP form.

Setting up tax forms

Tax form codes are stored in the TAX.FORMS record of the CORE.VALCODES file.

Use the Validation Codes (VAL) form in the Core application to define the tax form codes used for 1098-E reporting.

Figure 3: Tax form codes on the Validation Codes (VAL) form

The screenshot displays the 'VAL - Validation Codes' form. At the top, it shows 'Table Name : TAX.FORMS', 'Mode : Read/Write', 'Created On : 04/12/93', 'By : CJK', 'Changed On : 01/12/11', and 'By : GTT'. Below this is a table with columns for Code, Description, Min Entry, and Special Processing. The table contains several rows, with the first few being populated with tax form codes like W-2, 1098T, 1098E, and T2202A. A purple arrow points from the '1098E' code in the table to a detailed view window titled 'VALD - Validation Code Detail'. This detail view shows the same information for code 1098E, including its description 'Student Loan Interest', minimum entry '1098E', and four special processing fields.

Code	Description	Min Entry	Special Processing
17 W-2	W-2 Tax Form	W-2	
18 1098T	Tuition & Related Expense	1098T	
19 1098E	Student Loan Interest	1098E	
20 T2202A	Tuition & Educ Amounts	T2202A	
21			
22			
23			
24			

Procedure for setting up tax forms

Ellucian delivers the TAX.FORMS record of the CORE.VALCODES file already populated. You can modify the information in this record, as necessary.

1. From the Core application, access the Validation Codes (VAL) form.
2. At the Validation Code ID Lookup prompt, enter TAX . FORMS.



Note: You can also perform a Lookup at this prompt to locate the TAX.FORMS validation code table.

Colleague displays the TAX.FORMS validation code table.

3. Modify the table, as necessary.



Warning! Do not delete any tax form codes from this table. Every Colleague application accesses this validation code table to process tax forms specific to that application – deleting a tax form code may cause data corruption elsewhere in Colleague.

- 3.1. If the code for the 1098-E form is not already defined, access the Validation Code Detail (VALD) form to add it. Refer to the [Getting Started with Colleague Core](#) manual for instructions about adding a new validation code to the table.
4. Save your work and exit the VAL form.

Setting up tax form box codes

The 1098-E form is divided into numbered boxes for different types of information to be reported. Each box on the 1098-E form identifies a different type of information that must be reported to the Internal Revenue Service (IRS).

Tax form box codes create a link between your 1098-E information and the boxes on the 1098-E tax reporting form. Colleague uses a *code* for each tax form box rather than a hard-coded number as the box numbers on the tax form can change from year to year.

Components of setting up tax form box codes

Use the Tax Form Box Codes (TFBX) form to set up or maintain tax form box codes.

Figure 4: Tax Form Box Codes (TFBX) form

TFBX - Tax Form Box Codes	
Box Code : SLI	
Description	Student Loan Interest
Tax Form	1098E 1098E Tax Form
Box Number	1
Associated Box	
Box 12 Foreign Country	

Fields on the TFBX form

Box code

The key to the box code record can be up to three alphanumeric characters. Perform a standard LookUp at the Box Codes prompt to view a list of records in the BOX.CODES file.

Every box code record must have a box code ID.

Description

Each box code record must contain a text description. This free-form text description can be up to 30 alphanumeric characters, and is displayed when you use LookUp to select a box code, and also appears on 1098-E reports. This description is usually the same as the box label on the 1098-E form.

Tax form

Select the 1098-E tax form code as the form with which you want to associate this box code. The tax codes available for selection in this field are stored in the TAX.FORMS record of the CORE.VALCODES file.

Box number

This field contains the box number on the designated tax form that corresponds to this box code record. If the IRS ever changes the box number associated with a box code and description, change this number to match. For example, the box number associated with student loan interest may change from year to year. Make the change in this field.

Footnote

This field is not used by 1098-E reporting and is therefore not applicable.

1098-E tax form box codes

You must define a box code for each box reported on the 1098-E tax form, as outlined in [Table 5](#) below.

Table 5: 1098-E box information

Box number	Description	Additional information
1	Student Loan Interest Received by Lender	See “Box 1” on page 43 for information on how Colleague calculates this amount.
2	Box 1 Includes Loan Origination Fees and/or Capitalized Interest	See “Box 2” on page 49 for information on how Colleague determines this check box.

Box 1

[“Student Loan Interest Received by Lender”](#) is the amount of student loan interest charges received by the lender (your institution).

When you define your tax form box codes for the 1098-E form, define only one box code for Box 1, Student Loan Interest. Do not define multiple box codes for different types of student loan interest charged by your institution. Instead, create only a single box code for student loan interest (for example, SLI), and associate that single box code with all AR codes eligible to be reported as student loan interest.

See [“Setting up AR code federal tax information” on page 50](#) for information about associating AR codes with Box 1.

Calculation method

Colleague allows you to choose the method by which 1098-E Box 1 amounts are calculated.

With the *allocation method*, Colleague considers only payments that have been allocated to student loan interest charges by either Colleague (system- allocated) or by the user (manually-allocated).

With the *chronological method*, Colleague determines the student loan interest charges that have been paid in the current tax year, regardless of whether the payment has actually been allocated to the interest charges. Using this method, Colleague considers payments received in the current tax year as having paid student loan interest charges before any other types of charges.

In most cases, both methods will calculate the same amount. However, with the allocation method, Colleague reports an amount as having been paid only if a payment has actually been allocated to the invoice, which could be affected by the order in which transactions occur.

For example, consider the following two scenarios:

- Scenario 1 - Payments were made *after* the finance charges were invoiced. Either method would calculate the same amount.
- Scenario 2 - Payments were made *before* the finance charges were invoiced. As the payment would not be allocated to the charges, the allocation method would not consider the finance charges as having been paid. However, the chronological method would consider the payment as having paid the interest charges.

[Table 6](#) below outlines how the order in which transactions occur affect the Box 1 amount calculated by each method.

Table 6: Allocation vs. chronological calculation method for box 1

Order of transactions		Amount calculated for box 1	
1st transaction	2nd transaction	Allocation method	Chronological method
\$50 finance charge invoiced.	\$50 cash payment received.	\$50.00	\$50.00
\$50 cash payment received.	\$50 finance charge invoiced.	\$0.00	\$50.00

See [“Setting up 1098-E defaults and parameters” on page 52](#) for information about defining the 1098-E calculation method.

Refer to [Table 7](#) below for information about how Colleague calculates 1098-E amounts using the *chronological method*.

Table 7: How Colleague determines box 1, student loan interest received by lender—chronological method

Colleague action	Specifications	Additional information
Selects invoices (AR.INVOICES).	Invoice date (INV.DATE) must be prior to or on 12/31 of the current tax year. Invoice cannot be a transferred payment.	
Selects invoice items (AR.INVOICE.ITEMS).	All invoice items are processed.	<p>Qualifying AR codes for interest charges must be associated with the box code for Box 1 on the AR Code Federal Tax Info (ARCT) form.</p> <p>AR codes associated with the 1098-E tax form must contain a box code from the BOX.CODES file that has a box number of 1 and that is associated with the 1098-E tax form in the TAX.FORMS file.</p> <p>Tax forms are defined for the TAX.FORMS file on the Validation Codes form in Colleague Core.</p> <p>Box codes for the 1098-E form must be defined on the Tax Form Box Codes (TFBX) form prior to entering them on the ARCT form.</p>
Sorts and summarizes invoice items.	All invoice items are sorted by invoice date, with reportable charges listed before non-reportable charges. Reportable items are further sorted within each date by box code, and then by AR code.	

Table 7: How Colleague determines box 1, student loan interest received by lender—chronological method (continued)

Colleague action	Specifications	Additional information
Determines for which institution (if reporting for multiple institutions) the amounts will be reported.	<p>Applies only to invoice items that are reported on the 1098-E.</p> <p>Colleague uses the institution defined for an AR code.</p> <p>Otherwise, Colleague uses the Host Organization ID.</p>	<p>Institution information can be defined for an AR code on the AR Code Federal Tax Info (ARCT) form.</p> <p>The Host Organization ID is defined on the ID And LookUp Parameters (PID2) form.</p>
Processes credit invoices.	Credit invoices are considered as being paid as of the invoice date, with the credit amount considered to be a payment with the same date as the credit invoice.	Credit invoices are considered as payments, ensuring that credits to reportable charges are correctly reported.
Selects payments (AR.PAYMENTS).	<p>Payment date (ARP.DATE) must be prior to or on 12/31 of the current tax year.</p> <p>If a payment has been reversed in the same calendar year in which it was received, Colleague ignores both the payment and the reversal.</p> <p>If a payment and its reversal are in different years, Colleague uses the date of the payment, however, assigns the reversal the date of 01/01 in the year in which the reversal was made, ensuring that reversals are processed before other transactions in the same tax year.</p>	

Table 7: How Colleague determines box 1, student loan interest received by lender—chronological method (*continued*)

Colleague action	Specifications	Additional information
<p>Sorts and summarizes payment amounts by date.</p>	<p>All payments are sorted by payment date, and the payment amounts for a given date are accumulated, resulting in a net payment amount.</p> <p>Sponsor billing payments are separated from other payments on the same date.</p> <p>Negative net payment amounts from payment reversals and refunds are considered non-reportable charges instead of payments.</p>	
<p>Applies payments to charges.</p>	<p>Payments are applied first to reportable charges, then to non-reportable charges. Payments will not be applied to a charge with a date after the payment's date unless all previous charges have had payments fully applied to them. Payments to charges with a date after the payment date are applied strictly in date order, without regard to whether or not the charges are reportable.</p> <p>All payments made prior to 01/01 of the current tax year are considered prior years' payments. Payments made between 01/01 and 12/31 of the current tax year are considered current year's payments.</p>	
<p>Sums the eligible invoice item amounts for each student (for each institution) for Box 1.</p>		

Refer to [Table 8](#) below for information about how Colleague calculates 1098-E amounts using the *allocation method*.

Table 8: How Colleague determines box 1, student loan interest received by lender— allocation method

Colleague action	Specifications	Additional information
Selects payments (AR.PAYMENTS).	Payment date (ARP.DATE) must be between 01/01 and 12/31 of the current tax year. Payment cannot be from a sponsor billing payment, a transferred invoice, or a system-generated payment (i.e., a zero-dollar payment).	
Selects payment items (AR.PAYMENT.ITEMS).	All payment items for a selected payment are processed.	<p>Qualifying AR codes for interest charges must be associated with the box code for Box 1 on the AR Code Federal Tax Info (ARCT) form.</p> <p>AR codes associated with the 1098-E tax form must contain a box code from the BOX.CODES file that has a box number of 1 and that is associated with the 1098-E tax form in the TAX.FORMS file.</p> <p>Tax forms are defined for the TAX.FORMS file on the Validation Codes form in Colleague Core.</p> <p>Box codes for the 1098-E form must be defined on the Tax Form Box Codes (TFBX) form prior to entering them on the ARCT form.</p>
Determines for which institution (if reporting for multiple institutions) the amounts will be reported.	<p>Colleague uses the institution defined for an AR code.</p> <p>Otherwise, Colleague uses the Default Host Institution ID.</p>	<p>Institution information can be defined for an AR code on the AR Code Federal Tax Info (ARCT) form.</p> <p>The Default Host Institution is defined on the ID And LookUp Parameters (PID2) form.</p>

Table 8: How Colleague determines box 1, student loan interest received by lender— allocation method (continued)

Colleague action	Specifications	Additional information
Sums the eligible invoice item amounts for each student (for each institution) for Box 1.		

Box 2

“[Box 1 Includes Loan Origination Fees and/or Capitalized Interest](#)” is checked when the amount reported in Box 1 *does not include* any fees or interest. Colleague determines if this box is checked based on how the Interest Includes Fee field on the 1098-E Defaults/Parameters (T9ED) form is set, as follows:

- If the flag on the T9ED form is set to “Yes,” Box 2 will *not* be checked.
- If the flag on the T9ED form is set to “No,” Box 2 will be checked.

See [“Interest includes fees” on page 55](#) for additional information.

Procedure for setting up or reviewing tax form box codes

Complete the following steps to either review or set up tax form box codes. Review the tax form box codes to see which codes exist and which need to be set up or modified.

1. Complete the steps outlined in [“Setting up tax forms” on page 40](#).
2. Access the TFBX form.
3. Enter the box-code ID that you want to set up or review.
4. Does the box code exist in the BOX.CODES file?
 - 4.1. **Yes.** Continue with [Step 5](#).
 - 4.2. **No.** Enter A to add the new box code.
5. Enter or review the description of the box code in the Description field.
6. Enter or review the tax-form code assigned to the 1098-E form from the validation code table for TAX.FORMS.
7. Enter the box number of the tax form associated with this box code.
8. Update from the TFBX form.

Setting up AR code federal tax information

Use the AR Code Federal Tax Info (ARCT) form to specify the AR codes that will be reported in Box 1, "[Student Loan Interest Received by Lender](#)," on the 1098-E form.

If your institution will be reporting information for multiple institutions, you can choose one of three methods for specifying for which institution invoice items with this AR Code will be reported as follows:

- Enter an institution.
- List rules that determine which institution should report the item.
- Specify a preexisting subroutine that finds the institution for you.

If none of these methods are defined, Colleague uses the Host Organization ID from the ID LookUp and Parameters (PID2) form when the AR code's invoice items are processed.

Before using this form, you must have already defined the AR code whose parameters you want to define or update. Refer to the *Getting Started with Colleague Student* manual for information on how to define your AR codes. Also, you must have already have defined the box codes that you want to assign to the AR Code. See "[Setting up tax form box codes](#)" on page 42 for more information on this subject.

The 1098-E detail report and the work files generation process will be affected by the data entered on this form.

Figure 5: AR Code Federal Tax Info (ARCT) form

Box Codes	Tax Form	Box No
1 SLI Student Loan Interest	Student Loan Interest	1
2		
3		
4		
5		

Institution

Institution Rule	Institution
1	
2	
3	
4	
5	

Institution Subr

Fields on the ARCT form

Box codes

Enter the box code for the box on the tax form in which this AR code will be reported.



Note: An AR code cannot be associated with multiple box codes for the same box. See [“Box 1” on page 43](#) for information about defining the box code for student loan interest.

When a tax form is produced, any AR invoice or payment item found with a box code for that tax form will have the AR items's amount used in determining the box code amount. A box code is associated to a tax form on the TXBF form.

This field is required.

Institution information

You can enter either the institution ID, rules used to determine the institution ID, or a subroutine used to determine the institution ID. If you do not enter any of these, Colleague uses the Host Organization ID from the PID2 form on the tax documents.

Institution information

You can identify the ID of the institution for which this AR code will be reported. For schools that create a tax form for multiple institutions for the same individual, the institution ID can be specified here. Then, when this AR code is selected for reporting on a tax form, the tax form will be created with the institution entered here.

Institution rules

You can use rules to assign an institution ID to the tax form on which this AR code is reported. If a rule evaluates to true, the associated institution ID will be the institution for which the AR code will be reported. The first rule to evaluate to true will be used. If no rule is true, then the Host Organization ID from the PID2 form is used on the tax documents.

Institution subroutine

You can identify the name of a custom subroutine used to assign an institution ID for the AR code. Use a subroutine if the rules for assigning an institution for an AR code are too complex. If the subroutine does not return an institution ID, then the Host Organization ID from the PID2 form is used on the tax documents.

Procedure for defining AR code federal tax information

Complete the following steps to either review or set up AR code federal tax information. Review the AR codes your institution uses for student loan interest charges to determine which ones need to be defined.

1. Complete the steps outlined in ["Setting up tax forms" on page 40](#) and ["Setting up tax form box codes" on page 42](#). In addition, you must have already defined the AR codes you want to use for student loan interest charges.
2. Access the ARCT form.
3. Enter the AR code.
4. Enter the box code in which this AR code will be reported.
5. How do you want to identify the institution for which this AR code is reported?

To identify a specific institution, enter the institution ID in the Institution field.

To use rules to identify the institution, enter a rule and the associated institution ID.

To use a customized subroutine to identify the institution, enter the Institution Subroutine ID.



Note: You can only enter one of the above methods to define the institution ID associate with the AR code. If you want to use the institution in the Host Organization ID on the PID2 form, do not enter any of these methods.

6. Update from the ARCT form.

Setting up 1098-E defaults and parameters

This section explains how to define the defaults and parameters used by 1098-E tax reporting.

Components of setting up 1098-E defaults & parameters

Defining 1098-E defaults and parameters

Use the 1098-E Defaults/Parameters (T9ED) form to define the defaults and parameters Colleague uses for 1098-E tax reporting. From this form, you can access the Maintain 1098 Tax Year Params (T98Y) form to view or modify tax year parameters.

Figure 6: 1098-E Defaults/Parameters (T9ED) form

Noteworthy fields on the T9ED form

Tax year

Enter the 4-digit tax year for which you are reporting 1098-E information.

From this field, you can access the Maintain 1098 Tax Year Params (T98Y) form to view or modify additional tax year parameters. See [“Defining 1098-E tax year parameters” on page 56](#) for information.

Electronic file code

The IRS assigns codes to identify the form being reported on the electronic file submission. The IRS has assigned 2 as the type code for 1098-E forms for the current reporting year.

Include inst info

Enter **Yes** or **No** in this field to indicate whether you want Colleague to print your institution’s information on the 1098-E forms.

Contact

Enter the Colleague ID of a person the IRS can contact for 1098-E questions. The IRS requires the name of a person who can be contacted to answer 1098-E questions. The person’s preferred name will be reported to the IRS when filing electronically. This information does not appear on paper 1098-E forms.

Contact phone/Ext

This is the phone number of the person entered in the Contact field. Both a phone number and extension can be entered. If you entered N in the Include Institution Information field, this number is transmitted to the IRS, but does not print on the 1098-E forms.

Contact email

Enter the email address of the person listed in the Contact field. If you enter an email address, it is sent to the IRS on the electronic file, however, it does not appear on the 1098-E forms.

Tax form

Enter the name of the tax form on which 1098-E information will be reported. This form must have already been defined on the TAX.FORMS validation table. The box codes for this tax form must have already been defined as well.

Print subroutine

Enter the subroutine that Colleague uses to print the 1098-E forms. Other subroutines process all of the necessary data and build a print block that is passed to this print subroutine. You can then customize the printing format in this subroutine.

Electronic file subroutine

Enter S.1099.MEDIA for the subroutine that Colleague uses to format the 1098-E electronic file for submission.¹ Other subroutines process all of the necessary data and build a variable array that is passed to this electronic file format subroutine. You can then customize the electronic file layout in this subroutine.

Giving consent text

Modify the text for giving consent, which is displayed on the 1098 Electronic Consent form in WebAdvisor. You can modify the default text that is displayed on this form to better fit your institution's needs, but you cannot leave this field blank.



Note: Ellucian suggests that you determine the date by which you will need to mail the 1098 forms in paper format to recipients, and request that recipients make online consent selections in WebAdvisor prior to that date.

1. Colleague uses the same electronic file subroutine for 1099-MISC, 1098-E, and 1098-T reporting.

Withholding consent text

Modify the text for withholding context, which is displayed on the 1098 Electronic Consent form in WebAdvisor. You can modify the default text that is displayed on this form to better fit your institution's needs, but you cannot leave this field blank.



Note: Ellucian suggests that you determine the date by which you will need to mail the 1098 forms in paper format to recipients, and request that recipients make online consent selections in WebAdvisor prior to that date.

Require consent to view

Use this field to enter whether recipients are required to give consent before viewing 1098 tax information online. If you enter "Yes," recipients are required to give consent on the 1098 Electronic Consent web form before viewing 1098 tax information online.

Threshold amount

Enter the minimum amount of student loan interest charges required to be reported. Interest charges greater than or equal to the amount entered here will be included in the 1098-E work files.

Totaled box numbers

Enter the box numbers for which you require summary totals of the amounts. The amounts in the box numbers entered here are totaled and reported to the IRS. Currently, the IRS requires summary totals for box number 1.

Interest includes fees

If the student loan interest amount received by the lender includes loan origination fees or capitalized interest, set this flag to "Yes." As of 2009, this will leave box 2 blank on the 1098-E form for all the individuals. If origination fees or capitalized interest is not included, then set this flag to "No" and a check will be placed in box 2 on the 1098-E form for all individuals.

Calculation method

Enter C to have Colleague ignore any payment allocation, and to report payments as having paid student loan interest charges *before* paying other types of charges on an account.

See ["How Colleague determines box 1, student loan interest received by lender—chronological method" on page 45](#) for additional information.

Enter A to have Colleague report only student loan interest charges to which payments have actually been allocated.

See ["How Colleague determines box 1, student loan interest received by lender—allocation method" on page 48](#) for additional information.

Defining 1098-E tax year parameters

Use the Maintain 1098 Tax Year Params (T98Y) form, accessible from the “Tax Year” field on the T9ED form or directly from the menu, to view or modify 1098-E tax year parameters.

If you access the T98Y form from the T9ED form, Colleague automatically displays the tax year parameters for the tax year defined on the T9ED form. If you access this form from a menu, Colleague prompts you to enter the tax form and tax year that you want to view or maintain.

The T98Y form is used to maintain the PDF printing parameters used for a specific tax year, including whether the 1098 tax information for that specific year is available to be viewed by students in WebAdvisor, as explained in this section.

Figure 7: Maintain 1098 Tax Year Params (T98Y) form

No	Date	Time	Submitted Information	Operator	Title
1	1	08/27/14	01:30PM	Gary Thorne	Original
2	2	09/04/14	01:31PM	Gary Thorne	Correction 01
3					
4					
5					

WebAdvisor format mapping

This field displays the mapping used by WebAdvisor to create the 1098-E PDF forms for each tax year.

The format mapping is used to merge the 1098-E tax data stored in the year-end repository with the corresponding WebAdvisor PDF template to produce the 1098-E form.



Note: No setup is required for this field—Ellucian automatically populates this field with the mapping for the current year’s tax form (for example, 2014-1098E). You can create your own custom mapping if needed, but otherwise this field uses the mapping provided by Ellucian to match the corresponding WebAdvisor PDF template. WebAdvisor format mappings are stored in the WWW.FORMAT.TEMPLATE file, and are updated and delivered each year (as needed) by Ellucian.

From this field, you can access the Field Mapping Template (WFMT) form if you need to define your own custom mapping for the WebAdvisor PDF form. Refer to the [WebAdvisor Installation and Administration](#) manual and the online help for the WFMT form for additional information.

WebAdvisor PDF template

This field displays the PDF template associated with the WebAdvisor Format Mapping for the 1098-E tax form. Ellucian delivers the template to be used for each tax year.



Note: Ellucian automatically populates this field with the 1098-E template for the specified tax year. You can create your own custom template if needed, but otherwise this field uses the template delivered by Ellucian for the specified tax year. WebAdvisor PDF templates are stored in the PDF.TEMPLATES file, and are updated and delivered each year (as needed) by Ellucian.

To change the PDF template used by the 1098-E WebAdvisor form, access the Web Form External Resources (WFXR) form for the 1098-E form and update the Report Template field. For the current tax year, Ellucian populates this field with the current tax year's template (for example, 2014-1098E), but you can enter another 1098-E template.

Batch print format mapping

This field determines the mapping that Colleague uses for PDF batch printing of the 1098-E forms for the specified tax year. Ellucian delivers the mapping to be used for each tax year.

The format mapping is used to merge the 1098-E tax data stored in the year-end repository with the corresponding batch print PDF template when batch printing the 1098-E forms.



Note: No setup is required for this field—Ellucian automatically populates this field with the mapping for the specified tax year. You can create your own custom mapping if needed, but otherwise this field uses the mapping provided by Ellucian for the specified tax year. Batch print format mappings are stored in the WWW.FORMAT.TEMPLATE file, and are updated and delivered each year (as needed) by Ellucian.

From this field, you can access the Field Mapping Template (WFMT) form if you need to define your own custom mapping for batch printing PDF forms, or to use another type of form, as follows:

- For a PDF with the recipient address in the middle of the form (used with pressure-seal forms), enter 2014-1098E-PS.pdf in the Report Template File Name field on the WFMT form.
- For a PDF with the recipient address at the bottom of the form (used with Z-fold forms), enter 2014-1098E-Z.pdf in the Report Template File Name field on the WFMT form.

Refer to the [WebAdvisor Installation and Administration](#) manual and the online help for the WFMT form for additional information.

Batch print PDF template

This field displays the template that Colleague uses for PDF batch printing of the 1098-E forms for the specified tax year.

The format mapping is used to merge the 1098-E tax data stored in the year end repository with the corresponding batch print PDF template when batch printing the 1098-E forms.



Note: Ellucian automatically populates this field with the mapping for the current year's tax form (for example, 2014-1098E). You can create your own custom template if needed, but otherwise this field uses the template provided by Ellucian. Batch print PDF templates are stored in the PDF.TEMPLATES file, and are updated and delivered each year (as needed) by Ellucian.

This PDF template creates the 1098-E tax form to which the tax data is mapped when batch printing the 1098-E forms.

Web access enabled

This field determines whether students are able to view and print their 1098-E forms in WebAdvisor for the selected tax year.



Note: Colleague defaults this field to No for the current tax year. After you have frozen your work files and printed your 1098-E tax forms, set this field to Yes.

Submittal information

These fields display the date, time, operator, and type of submittal (original or correction) for each electronic file submitted to the IRS.

Procedure for defining 1098-E defaults & parameters

Complete the following steps to define your 1098-E defaults and parameters for the current reporting year. When assigning box number information, assign only box numbers that are being reported in this reporting year.

1. Complete the steps outlined in ["Setting up tax forms" on page 40](#) and ["Setting up tax form box codes" on page 42](#).
2. Access the T9ED form.
3. Enter the year you want to report in the Tax Year field.
 - 3.1. From the Tax Year field, you can access the Maintain 1098 Tax Year Params (T98Y) form to review or modify your tax year parameters.
4. Continue completing (or reviewing) the T9ED form following the regulations set by the IRS and the parameters established by your institution for printing and for electronic file creation.
5. Update from the T9ED form.

Processing 1098-E Tax Information

Before you begin

Before you process your 1098-E tax information, you must have already completed the set up for the current tax year. See [“Setting Up 1098-E Reporting” on page 37](#) for detailed instructions.

Forms used

[Table 9](#) contains a list of the forms used in the procedures in this chapter.

Table 9: Forms used for processing 1098-E information

Procedure	Form	Mnemonic
Printing the 1098-E detail report	1098-E Detail Report	T9ER
Generating 1098-E information	1098-E Generation	T9EG
Printing the 1098-E analytical report	1098-E Analytical Report	T9EA
Modifying 1098-E tax information	1098-E Work Records	T98E
Freezing and unfreezing 1098-E information	1098-E Status Change	T9EC
Printing the 1098-E historical report	1098-E Historical Report	T9EH
Send email notification to 1098-E recipients	1098 Recipient Notification	T9RN
Printing 1098-E forms	1098-E Forms Print	T9EF
Creating 1098-E electronic media for the IRS	1098-E Media Production	T9EM
Submitting 1098-E information to the IRS	1098-E Submit	T9ES

Files used

[Table 10](#) contains a list of the files that Colleague uses to process your 1098-E tax information.

Table 10: Files used in processing 1098-E tax information

File	Description
<i>Files in Colleague Student</i>	
AR.1098E.WORK	This file allows for generating, modifying, and reporting of data for the current year.
AR.1098E.WORK.BOXES	This file allows for generating, modifying, and reporting of data for the current year.
TAX.FORM.1098.STUDENTS	This file allows for viewing and reporting of data from previous years.
TAX.FORM.1098.FORMS	This file allows for viewing and reporting of data from previous years.
TAX.FORM.1098.BOXES	This file allows for viewing and reporting of data from previous years.

Printing the 1098-E detail report

The 1098-E detail report shows what will be the result of generating 1098-E information. The report shows the 1098-E information broken down by student, box code, charges, and payments. The information on this report comes from the Accounts Receivable module.



Note: You can run this report before or after generating the 1098-E workfile information. By running this report **before** generating the workfile, you can see what the information will look like **after** generating. If you see any errors on this report, you can make the appropriate corrections and regenerate the information. This report uses the same subroutines that the generation process uses to identify 1098-E data.

You can also run this report after generating 1098-E information to see if the information has changed in the Accounts Receivable module.



Note: The 1098-E detail report shows only those recipients who are added to the 1098-E workfile through the 1098-E Generation (T9EG) process. Recipients who are manually added to the 1098-E workfile do not appear on the 1098-E detail report.

However, manually added recipients do appear on the 1098-E analytical report. See [“Printing the 1098-E analytical report” on page 65](#) for information about printing the 1098-E analytical report.

Components of the 1098-E detail report

Use the 1098-E Detail Report (T9ER) form to produce the 1098-E detail report.

Figure 8: 1098-E Detail Report (T9ER) form

The screenshot shows the T9ER - 1098-E Detail Report form. It features a title bar with the text 'T9ER - 1098-E Detail Report'. Below the title bar, there is a text input field for 'Saved List Name'. Following this are four groups of three rows each, each with a label and three input fields. The groups are: 'People Included', 'People Excluded', 'AR Types', and 'Institutions'. At the bottom of the form, there is a checkbox labeled 'Addnl Select Criteria' which is currently checked and has the value 'No' displayed next to it.

Noteworthy fields on the T9ER form

All of the fields on the T9ER form are optional – you may leave all of the fields blank in order to select all records for 1098-E reporting for the current tax year.

Saved List name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank.

People included

To limit the detail report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the People Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the People Included field acts as a limiting factor.

People excluded

To omit certain students from the selection process when running the 1098-E detail report, enter the student IDs here.

AR types

To limit the selection process to include only AR accounts with certain AR types when running the 1098-E detail report, enter the AR types here. To report on all AR types, leave this field blank.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-E detail report, enter the institution IDs here.

Generating 1098-E information

When you generate 1098-E information, Colleague collects the information from the Accounts Receivable module and saves the information in the workfiles used for 1098-E reporting.



Warning! When you generate 1098-E information, Colleague checks for Social Security Numbers that have invalid formats using guidelines provided by the Social Security Administration, and reports any invalid numbers as warnings.

The top half of the T9EG form displays the current status of the workfile, but will be blank if the workfile has not yet been generated for the current tax year. Running the generation process automatically updates the workfile status to “Generated.” It also populates fields in the workfile indicating that the generated information has not yet been moved to the year-end repository.

If you try generating the 1098-E information and receive a message that the current status of the information will not let you generate, you will have to change the status. You cannot generate 1098-E information if the status of the work files is “Frozen” or “Submitted.” See [“Freezing and unfreezing 1098-E information” on page 69.](#)

Re-running the generation process

The generation process does not clear any previously generated information for that reporting year. You can run the generation process for all students, then later generate for one student/recipient without clearing the other student information.

The workfile contains information for only one reporting year. Data from prior years must be purged before generating data for the current reporting year. [“Purging prior year 1098-E information” on page 38](#) for information about purging the 1098-E work files.

Locking generated amounts

If you define or change the modified amount information using the 1098-E Work Records (T98E) form between generation processes, you can “lock” previously generated information before generating the information again. Use the T98E form to lock the modified information. See [“Modifying 1098-E tax information” on page 66.](#)



Warning! *If you do not lock the information for a recipient, the changes for that recipient will be lost the next time you generate the workfile. Manually added recipients will be lost, and modified recipient information will be reset to its generated state.*

Determining the payee name

The T9EG process stores the payee name from the Name and Address Entry (NAE) form in the AR.1098E.WORK work file using the following format: FirstName MiddleInitial LastName. This allows the IRS to match the payee’s name with the payee’s TIN after the 1098-E form has been electronically submitted. You can submit the 1098-E form after running the 1098-E Media Production (T9EM) process in Colleague.

If the payee name data exceeds 40 characters, the payee’s first name and middle initial could be truncated to preserve the payee’s last name, which is used for TIN matching by the IRS. The payee name is only allowed to contain numbers, letters, hyphens, ampersands, and spaces.

Components of Generating 1098-E Information

Use the 1098-E Generation (T9EG) form to generate the 1098-E work files.

Figure 9: 1098-E Generation (T9EG) form

T9EG - 1098-E Work File Generation		
Status :	Unfrozen	Year : 2014
Status Date :	09/16/14	Time : 09:36AM Oper : Megan Herzog
Generated	09/09/14 At 02:59PM	By Teresa Longerbeam
Modified	09/09/14 At 03:02PM	By Gary Thorne
Frozen	09/09/14 At 03:02PM	By Gary Thorne
Submitted		
Unfrozen	09/16/14 At 09:36AM	By Megan Herzog
Purged		
Saved List Name <input type="text"/>		
People Included	1 <input type="text"/>	
	2 <input type="text"/>	
	3 <input type="text"/>	
People Excluded	1 <input type="text"/>	
	2 <input type="text"/>	
AR Types	1 <input type="text"/>	
	2 <input type="text"/>	
Addnl Select Criteria	<input type="checkbox"/> No	

The T9EG process populates the following workfiles with 1098-E data for the current tax year:

- AR.1098E.WORK
- AR.1098E.BOXES.WORK

Fields on the T9EG form

All fields on the T9EG form are optional – you may use these fields to define selection criteria for the 1098-E workfile. If you leave all of the fields on the T9EG form blank, Colleague selects all 1098-E information for the current tax year 1098-E workfile.

Saved list name

If you have a saved list of students that you want to use as the source for this process, enter the name of the saved list in this field. To have Colleague generate 1098-E information for *all* students, leave this field blank.

People included

To limit the generation process to certain students (recipients), enter the student IDs here. To generate 1098-E information for all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the People Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the People Included field acts as a limiting factor.

People excluded

To omit certain students from the selection process when generating 1098-E information, enter the student IDs here.

AR types

To limit the selection process to include only AR accounts with certain AR types when generating the 1098-E information, enter the AR types here. To generate workfile data for all AR types, leave this field blank.

Printing the 1098-E analytical report

The 1098-E analytical report shows the information that was generated, modified, or submitted. You can run the analytical report at any time after your initial generation of 1098-E information for a reporting year. The analytical report produced depends on the criteria you set on the 1098-E Analytical Report (T9EA) form.

You can use the analytical report to review information as it existed when you created the electronic media or printed forms.

Components of the 1098-E analytical report

Use the 1098-E Analytical Report (T9EA) form to print the 1098-E analytical report.

Noteworthy fields on the T9EA form

Use the fields on the T9EA form to define selection criteria for the 1098-E analytical report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1098-E reporting for the current tax year.

Saved list name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank.

Only locked field recs

Enter Y to include only forms with one or more locked amounts on the analytical report. Modified amounts are locked using the 1098-E Work Records (T98E) form. See [66](#) for information about using the T98E form.

Only calc/Curr mismatch

Enter **Yes** to include only forms that have one or more modified amounts that do not equal the associated generated amount. Modified amounts are changed using the 1098-E Work Records (T98E) form. See [“Modifying 1098-E tax information” on page 66](#) for information about using the T98E form.

People included

To limit the analytical report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the People Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the People Included field acts as a limiting factor.

People excluded

To omit certain students from the selection process when running the 1098-E analytical report, enter the student IDs here.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-E analytical report, enter the institution IDs here.

Modifying 1098-E tax information

You may need to modify some of the generated 1098-E information because of incorrect entries in the Accounts Receivable module. These changes may range from correcting amounts to changing box numbers.



Note: Modifying information in the 1098-E work files will *not* result in changing the data on the Colleague database. Refer to [“1098-E troubleshooting” on page 87](#) for suggestions on correcting data. Refer to the Billing and Payment parts of the *Using Accounts Receivable & Cash Receipts* manual for detailed instructions about correcting billing and payment information on the Colleague database.

Components of modifying 1098-E tax information

Use the 1098-E Work Records (T98E) form to modify the 1098-E information for a individual, or to add an individual to the work file. Adding or modifying 1098-E records also populates fields on the workfile to indicate that the information has not yet been moved to the year-end repository.



Note: Deleting a record from the workfile automatically deletes the corresponding record from the year-end repository.

Figure 10: 1098-E Work Records (T98E) form

The screenshot shows the T98E - 1098-E Work Records form. At the top, there are fields for SSN (345-67-8912) and Institution (Ellucian University). Below these are fields for Person Name (Connor Johns), Person Name 2, Address (45 Oaklawn St), City, State ZIP (Hillsdale NJ 07642), and Country. A Printed CSZ field shows Hillsdale, NJ 07642. At the bottom, there is a table with columns for Box Code, No, Amount, Value, Lock, Calc Amount, and Calc Value.

Box Code	No	Amount	Value	Lock	Calc Amount	Calc Value
1	SLI Student Loan Interest	1	1,000.00		1,000.00	
2						
3						

Noteworthy fields on the T98E form

Person name

Maintain the recipient's name in this field.

Prior to 2012, the TN98 hierarchy was used to get the name. For 2014 and later, the Name and Address Entry (NAE) form is used to get the name.

Person name 2

If the recipient's name is longer than 40 characters, maintain the rest of the name in the Person Name 2 field.

Address

Maintain the recipient's street address in this field.

City, state, ZIP

Maintain the recipient's city, state, and zip code information in these fields.

Country

Maintain the recipient's country in this field. You cannot enter US or USA in this field.

If this field has a value, the student is flagged as a foreign payee on the 1098-E tax form.

Printed CSZ

Displays the student's city, state, zip as it will be printed on the 1098-E form. For foreign students, this field also displays the student's country — the country is *not* displayed for students from the United States.

Box code

Maintain the list of box codes for the recipient.

Currently, there should be one value in this field that corresponds to box 1 on the 1098-E tax form.

Amount

Enter the amount you actually want reported for this box code.

Value

Some box codes do not have amounts, but character values, such as an X for a check box. This field is not currently used by 1098-E reporting.

Lock

You can lock the amount or value for this box code. If the work files are regenerated, the amount or value will not be overwritten.

Calc amount

This is the amount calculated by Colleague for this box code.

Calc value

Some box codes do not have amounts, but character values, such as an X for a check box. This is the value calculated by Colleague for this box code. This field is not currently used by 1098-E reporting.

Freezing and unfreezing 1098-E information

Once you have amended all 1098-E information and added all students, you can “freeze” the information so that it is not changed by any other processing. Once the 1098-E information is frozen, the only processing you can do is print the forms, create the electronic media, and change the status to “Submitted” or “Unfrozen.” If you do have to change the information after you have frozen it, you must “unfreeze” the information and then make your changes.

Freezing the work files ensures that the information cannot be changed between the time you finalize the information and the time you submit the information to the IRS and print recipient 1098-E forms.

Moving workfile records to the year-end repository

When you change the status of the workfile to “Frozen,” Colleague moves the workfile records to the year-end repository, as follows:

- Any new or modified work records are selected and moved to the repository.
- The flags indicating that the work file records have been moved to the repository are updated.
- The status of the work files are updated to “Frozen” after all new or modified work file records have been moved to the repository, and the corresponding flags for moving the work file records have been set to `Yes`.

The work files can contain work records that have already been moved to the repository (flags are set to `Yes`), in addition to new or modified work records (flags are set to `No`). When you generate the 1098-E work file for the first time in a new tax year, the flags for all records are set to `No` so that all work file records will be moved to the repository.

When you regenerate the work file for selected work records, or modify selected work records on the T98E form, Colleague sets the flags for those specific records to `No` so that the T9EC process will move the new or modified records to the repository. Modified work records will overwrite the corresponding work records in the repository unless those records have been flagged as having been submitted to the IRS, in which case the modified records are flagged as corrections.

When you change the work file status to “Unfrozen” on the T9EC form, Colleague updates the status of the work file only—individual work records are unaffected by unfreezing the work files.

Components of freezing and unfreezing the workfile status

Use the 1098-E Status Change (T9EC) form to freeze and unfreeze the 1098-E work file information.

Figure 11: 1098-E Status Change (T9EC) form

T9EC - 1098-E Status Change		
Status : Frozen	Year : 2014	
Status Date : 09/09/14	Time : 03:02PM	Oper : Gary Thorne
Generated	09/09/14	At 02:59PM By Teresa Longerbeam
Modified	09/09/14	At 03:02PM By Gary Thorne
Frozen	09/09/14	At 03:02PM By Gary Thorne
Submitted		At By
Status will be changed to Unfrozen		
Change Status <input type="text" value="No"/>		

The T9EC form displays the date and time when the last of the following processes occurred:

- **Generated.** The 1098-E work files were last updated using the 1098-E Generation (T9EG) form. The information in the work files was generated from the Accounts Receivable module and may or may not have been modified.
- **Modified.** The 1098-E work files have been changed using the 1098-E Work Records (T98E) form. The information in the work files was changed since the last generation and the amounts that were changed may or may not have been locked to keep them from changing during any subsequent generations.
- **Frozen.** The 1098-E work files cannot be modified or generated. You can only submit, create electronic media, print 1098-E forms, or unfreeze the files. You can freeze and unfreeze the work files using the 1098-E Status Change (T9EC) form.
- **Submitted.** This status indicates that either the 1098-E forms were sent to the recipients or the electronic media was sent to the IRS, or both. You can only unfreeze the work files when the status of the work files is Submitted.

The T9EC form also displays the operator who ran the associated processes.

Depending on the current status displayed in the header block, Colleague displays one of the following options:

- Status will be changed to *Frozen*
- Status will be changed to *Unfrozen*

Noteworthy fields on the T9EC form

Change status

Enter *Yes* or *No* in this field to indicate whether want to proceed with the status change.

Procedure for freezing or unfreezing 1098-E information

1. Access the T9EC form.
Colleague displays the status change that is available at this time.
2. Do you want to change the workfile status as indicated?
Enter **Yes** to change the status as indicated.
Enter **No** to leave the status unchanged.
3. Update from this form.

Printing the 1098-E historical report

The 1098-E historical report shows a history of 1098-E information that was produced. It shows information on the “Frozen” level and each “Submitted” level. The report lists the reported amounts, by individual, by box code for each stage of 1098-E processing.

The historical report is helpful if you want to look at any generated, modified, or submitted information as a whole, or in specific pieces. This is the report you want to keep as a hard-copy record of the amounts reported once you have finalized and submitted the information to the IRS.

Components of the 1098-E historical report

Use the 1098-E Historical Report (T9EH) form to print the 1098-E historical report.

Figure 12: 1098-E Historical Report (T9EH) form

Include	Status	Date	Time	Operator
<input checked="" type="checkbox"/>	FRO	09/09/14	03:02PM	Gary Thorne
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

People Included

1

2

3

People Excluded

1

2

3

Institutions

1

2

Addnl Select Criteria No

Fields on the T9EH form

Use the fields on the T9EH form to define selection criteria for the 1098-E historical report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1098-E reporting for the current tax year.

Saved list name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank.

Status levels – include

Enter \forall if you want the corresponding level and its information included in the historical report. You may report on some or all of the status levels.

Status levels – description

Displays the level of processing that can be reported. Each time these levels are changed by a specific 1098-E process, the corresponding date, time, and operator information is updated. Examples of reportable levels are:

- Generated
- Modified
- Frozen
- Submitted

Status levels – Date / Time / Operator

Displays the date, time, and name of the operator when the corresponding history level was last updated.

People included

To limit the historical report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the People Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the People Included field acts as a limiting factor.

People excluded

To omit certain students from the selection process when running the 1098-E historical report, enter the student IDs here.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-E historical report, enter the institution IDs here.

Addnl Select Criteria

Provides the option to specify other criteria to further limit the selection process when running the 1098-E historical report. If used, the Additional Selection Criteria form displays where you can establish other selection criteria.

Send email notification to 1098-E recipients

After you have copied the tax data to the year-end repository, viewed the 1098-E historical report, enabled access for students in WebAdvisor on the T98Y form, and are ready for the information to be distributed, you can send email notifications to 1098-E recipients. The purpose of the email notifications are to inform recipients that their 1098-E tax forms are available online for viewing and printing.

Components of sending email notifications to 1098-E recipients

Use the 1098 Recipient Notification (T9RN) form to send email notifications informing recipients that their 1098-E tax forms are available online for viewing and printing.

On the T9RN form, when you enter 1098E in the Tax Form Type field, Colleague automatically populates the Tax Form, Tax Year, and Notification Paragraph fields according to the parameters defined on the 1098-E Defaults/Parameter (T9ED) forms.

You can also detail to the Define Custom Paragraphs (DPAR) form to view the exact text that will be included in the notification email. If you would like to edit the text that will appear in the notification email, you must access the DPAR form directly.

Figure 13: 1098 Recipient Notification (T9RN) form

The screenshot shows the 'T9RN - 1098 Recipient Notification' form. It has a header bar with the title. Below the header, there are four rows of input fields: 'Tax Form Type' with the value '1098E', 'Tax Form' with the value '1098E 1098E Tax Form', 'Tax Year' with the value '2014', and 'Notification Paragraph' with the value '1098E.NOTIF'. Below these fields is a section for 'Saved List Name' with an empty text box. At the bottom, there is a 'Students Included' section with five numbered input fields (1 through 5) for listing recipients.

The T9RN process uses the following hierarchy to determine the recipient's email address:

- Colleague first looks for the preferred email address specified for the recipient on the Name and Address Entry (NAE) form.
- If there is no preferred email address for the recipient, Colleague uses the default web email type specified on the Web Access Core Parameters (ACWP) form, if the recipient has an email address of that type.



Note: The Sender's email address used is the E-mail Return Address defined on the Financial Web Parameters (FIWP) form.

Noteworthy fields on the T9RN form

Tax form type

Enter 1098E in this field to indicate that you want to notify 1098-E recipients that their tax forms are available online for viewing and printing.

Notification paragraph

Enter the name of the record that contains the text that you want to use in the notification emails that are sent to 1098-E recipients. The Ellucian-delivered email notification for 1098-E forms is called 1098E.NOTIF.

You can also detail to the Define Custom Paragraphs (DPAR) form from this field to view the exact text that will be included in the notification emails to the recipients. If you want to edit the text that will appear in the notification email, you must access the DPAR form directly.

Saved list name

Enter the name of a saved list of recipients to notify that their 1098-E tax forms are available for viewing and printing online. This saved list must contain Student IDs.

Students included

Enter individual 1098-E tax form recipients that you want to notify. Any students entered in this field will receive an email notification informing them that their 1098-E forms are available for viewing and printing online.

To add a student to this field, you can enter the student's ID or other identifying data. You can also use the Person LookUp to find a person's record.

Procedure for Sending Email Notifications to 1098-E Recipients

Complete the following steps to send email notifications to recipients of the 1098-E tax forms, informing them that their tax forms are ready for viewing and printing online.

1. Access the 1098 Recipient Notification (T9RN) form.
2. Enter 1098E in the Tax Form Type field.
3. In the Notification Paragraph field, enter the name of the record that contains the text that you want to appear in the notification email that will be sent to the 1098-E recipients. When you enter a tax form type on this form, this field is populated by default with the notification paragraph that is delivered by Ellucian



Note: If you want to view the exact text that will be included in the notification email, you can detail to the Define Custom Paragraphs (DPAR) form from this field. If you want to edit the text for the notification email, you must access the DPAR form directly.

4. Enter any of the following selection criteria:
 - Saved List Name
 - Students Included
5. Update from the T9RN form.

Printing 1098-E forms

After you have amended any incorrect 1098-E information, frozen the workfiles, enabled access for students in WebAdvisor, and sent email notifications to 1098-E recipients informing them that their 1098-E tax forms are available online for viewing and printing, you are ready to print the 1098-E tax forms and distribute them to the recipients.

If you generate, print, and submit the 1098-E tax forms, and then realize that one or more of the 1098-E parameters was incorrect, you must regenerate the work file to use the corrected parameters.

Understanding 1098-E form printing

Ellucian provides the PDF Output printing option for printing your 1098-E forms.

For more information about setting up PDF Output printing, see [“Setting Up Your Printing Method” on page 460](#).

After you complete the setup procedures, you can print your 1098-E forms. See the [“Procedure for printing 1098-E forms using PDF output” on page 80](#).

PDF output

Ellucian provides the ability to print both the 1098-E tax form and the tax form data together as a single PDF document using the 1098-E Forms Print (T9EF) process in Colleague. The T9EF process uses the tax information stored in the year-end repository for **PDF Output** printing.

Use the **PDF Output** option to print forms for the current tax year, or for a prior tax year if the tax information has been stored in the year-end repository.

Student loan interest statement

Figure 14: Student loan interest

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-1576	2014 Form 1098-E	Student Loan Interest Statement
RECIPIENT'S/LENDER'S name, address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Ellucian University 4375 Fair Lakes Ct Suite 300 Fairfax, VA 22033 703-968-9000 Ext. 2358				
RECIPIENT'S federal identification no. 52-1986711	BORROWER'S social security number 598-22-3233	1 Student loan interest received by lender \$ 1,250.75		Copy B For Borrower This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for student loan interest.
BORROWER'S name Rupert R Thorne Street address (including apt. no.) 1900 Picker Ave City or town, state or province, country, and ZIP or foreign postal code London, 359 NJ8 UNITED KINGDOM				
Account number (see instructions) 0001900		2 If checked, box 1 does not include loan origination fees and/or capitalized interest for loans made before September 1, 2004 <input checked="" type="checkbox"/>		
Form 1098-E (keep for your records)		www.irs.gov/form1098e		Department of the Treasury - Internal Revenue Service

Components of printing 1098-E tax forms

Use the 1098-E Forms Print (T9EF) form to print the 1098-E tax forms.

Figure 15: 1098-E Forms Print (T9EF) form

The screenshot shows the 'T9EF - 1098-E Forms Print' form. At the top, it displays 'Status : Frozen' and 'Year : 2014'. Below this, it shows 'Status Date : 09/09/14', 'Time : 03:02PM', and 'Oper : Gary Thorne'. The form includes several input fields and buttons: 'Saved List Name' (text input), 'Frozen Date/Time/Oper' (09/09/14, 03:02PM, Gary Thorne), 'Submit Date/Time/Oper' (1, 2, 3, 4 buttons), 'Status/Date' (FRO Frozen dropdown), 'Print Only Corrections' (No button), 'Mask SSN' (No button), 'Recipients to Print' (N Non-consenting dropdown), 'People Included' (1, 2, 3 buttons), 'People Excluded' (1, 2, 3 buttons), 'Institutions' (1 button), and 'Addnl Select Criteria' (No button).

Noteworthy fields on the T9EF form

Tax year LookUp

The Tax Year LookUp prompt is displayed when you first access the T9EF form if you have tax data for more than one tax year stored in the year-end repository. Colleague defaults this to the current tax year defined on the T9ED form, but you can enter a prior tax year for which you want to print 1098-E tax forms.

If the year-end repository contains tax data for only the current tax year, the T9EF form is automatically displayed for the current tax year defined on the T9ED form.

Saved list name

If you have a saved list of students for which you want to print 1098-E forms, enter the name of the saved list in this field. To have Colleague print 1098-E forms on *all* students, leave this field blank.

Depending on the method of printing that you will be using to print your 1098-E tax forms, Colleague uses the tax information stored in either the 1098-E work files or the year-end repository, as follows:

- If you are using PDF output to print your 1098-E forms, the saved list must contain IDs from the TAX.FORM.1098.FORMS file.

- If you are using any other printing method, the saved list must contain IDs from the AR.1098E.WORK file. However, non-PDF printing is no longer being supported by Ellucian.

Status/Date

Enter the “Frozen” or “Submitted” status you want to use for this production of 1098-E forms. To print forms for any submitted entries (if submitted entries exist), enter the date of the submission.



Note: If you access the T9EF form for a prior tax year, the Status and Date fields become inquiry-only—you cannot select a work file status for which to print a prior tax year’s forms.

Print only corrections

To print only those 1098-E tax forms that have been marked as “corrected,” plus any forms that were added after the 1098-E tax information was last submitted to the IRS, enter *Yes* in this field. Colleague defaults this field to *No*—it can be changed to *Yes* only after the work file has been marked as having been submitted to the IRS.

Mask SSN

To mask the Social Security number (SSN) when printing the 1098-E forms, enter *Yes* in this field. This will ensure that only the last four digits of the SSN will be displayed on the printed 1098-E forms. The default for this field is “No.”

Recipients to print

Enter the group of recipients for which you want to produce 1098-E tax forms based on their current consent status.

Select **C – Consenting** in this field if you want to produce 1098-E forms for only recipients who have given their consent to receive them in electronic format only.

Select **N – Non-Consenting** in this field if you want to produce 1098-E forms for only recipients who have withheld consent and have agreed to receive them in paper format, or have not filled out the WebAdvisor 1098 Electronic Consent form.

Select **A – All Recipients** to produce 1098-E forms for all recipients regardless of their consent status.



Note: Non-PDF printing is no longer being supported by Ellucian, even though the functionality still exists in Colleague. Therefore, the values you enter in this field will have no effect on which records are selected for non-PDF printing.

People included

To limit the printing process to certain students (recipients), enter the student IDs here. To print 1098-E tax forms for all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the People Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the People Included field acts as a limiting factor.

Either this field or People Excluded may be entered, but not both. Depending on the tax year and method of printing used to produce the 1098-E forms, the T9EF process includes students from the following files:

- **TAX.FORM.1098.FORMS.** Used for PDF printing for current and prior tax years.
- **AR.1098E.WORK.** Used for stylesheet printing and non-stylesheet laser printing for the current tax year only. However, non-PDF printing is no longer being supported by Ellucian.

People excluded

To omit certain students from the selection process when printing 1098-E tax forms, enter the student IDs here.

Either this field or People Included may be entered, but not both. Depending on the tax year and method of printing used to produce the 1098-E forms, the T9EF process excludes students from the following files:

- **TAX.FORM.1098.FORMS.** Used for PDF printing for current and prior tax years.
- **AR.1098E.WORK.** Used for stylesheet printing and non-stylesheet laser printing for the current tax year only. However, non-PDF printing is no longer being supported by Ellucian.

Institutions

To limit the printing process to certain institutions, enter the institution IDs here.

Procedure for printing 1098-E forms using PDF output

Complete the following steps to print your 1098-E forms as a PDF file.



Warning! Verify that you have completed the necessary setup steps for this method of printing. See [“PDF output printing” on page 460](#) for setup procedures.

1. Before you print your 1098-E forms, verify that the 1098-E workfile is frozen.

Use the 1098-E Status Change (T9EC) form to check the current status of the workfile. See ["Procedure for freezing or unfreezing 1098-E information" on page 71](#) for information about freezing 1098-E information.

2. Access the 1098-E Forms Print (T9EF) form.
3. Complete the T9EF form. Save your work and exit the T9EF form.

Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-E forms.

4. Complete the PDEF form for the 1098-E forms as follows:
 - 4.1. Select **PDF Output** as the Output Device. Colleague automatically populates the Security field with a **Private** directory.



Note: When you select **PDF Output**, you must select either a **Private** or a **Shared** directory—Colleague does not allow you to send the PDF file to a **Public** directory because it contains sensitive information.



Note: If you enter a name in the Banner field, do not include any spaces in the name or Colleague may not generate the PDF file.

5. Save your work and exit the PDEF form. Colleague displays the Sort Definition form.
6. Arrange the sort criteria fields in the order that you want Colleague to sort and print the forms. Save your work and exit the Sort Definition form.



Note: The Sort Definition form for PDF Output uses criteria from the TAX.FORM.1098.FORMS file.

Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-E summary report.

7. Complete the PDEF form for the 1098-E summary report.



Note: PDF printing is not available for printing the 1098-E summary report or batch error report. Send these reports to a printer or to the HOLD file.

8. Save your work and exit the PDEF form.

Colleague prints the 1098-E forms and 1098-E summary report.
9. Arrange the sort criteria fields in the order that you want Colleague to sort and print the forms. Save your work and exit the PDEF form.

Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-E summary report.

10. Complete the PDEF form for the Batch Error report. Save your work and exit the View Batch Process Status (VBS) form.

Colleague prints the 1098-E forms, 1098-E summary report, and the Batch Error Report.

Creating 1098-E electronic media for the IRS

According to IRS regulations, anyone who is required to file 250 or more information returns must file such returns electronically. Submitting an electronic file eliminates the need to send the 1098-E forms (saving time, paper, and money) and makes data processing more accurate.

Consult IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically* for a complete list of requirements.

Tax information must be submitted to the IRS electronically using the IRS Filing Information Returns Electronically System (FIRE System).



Note: The IRS does not accept any type of magnetic media (tapes, tape cartridges, CDs, or DVDs).

This chapter describes how to create the electronic file that you will send to the IRS.



Note: The instructions contained in this chapter pertain only to creating the electronic file in Colleague—not to filing it with the IRS. Refer to the IRS web site (<http://www.irs.gov/>) for information about using the FIRE System.

This manual also provides the steps to download the electronic file created in Colleague to your desktop or network so that it can then be filed electronically using the IRS FIRE System.

Components of creating electronic media

Use the 1098-E Media Production (T9EM) form to create the electronic 1098-E file.



Note: The @ID of the 1098-E electronic file stored in the FINANCIAL.EXPORTS directory is “T9EM_INTERNALDATE_INTERNALTIME”.

Figure 16: 1098-E Media Production (T9EM) form

T9EM - 1098-E Media Production

Status : Frozen Year : 2014
Status Date : 09/09/14 Time : 03:02PM Oper : Gary Thorne

Saved List Name

Frozen Date/Time/Operator

Submit Date/Time/Operator

Type of File/Date

Test Last Filing

Prior Year

Institutions

Addnl Select Criteria

Noteworthy fields on the T9EM form

Saved list name

If you have a saved list of students from the 1098-E workfile (AR.1098E.WORK) for which you want to create the electronic file, enter the name of the saved list in this field. To have Colleague create electronic file for *all* students, leave this field blank.

Type of File/Date

Enter the type of file that you want for this production of electronic media as follows:

- **Original.** If you have not yet submitted electronic media to the IRS, you can only produce an Original file.
- **Correction.** If you have previously submitted electronic media to the IRS, you can produce a file of corrected work records. Colleague compares the current work file data to the submitted data, and includes corrected records for any students whose data differs from the previously submitted data.
- **Replacement.** If you have previously submitted electronic media to the IRS, you can produce a replacement file of the submitted records. You must specify the date of the submitted file that you want to replace.

Test

Enter **Y** if this production of electronic media will be used to send a test file to the IRS. This field marks the file as a “test” file. Make sure this field is set to “No” when you are ready to submit the final electronic media product to the IRS.

Prior year

Enter **Yes** or **No** in this field to indicate whether this production of electronic media is for the current year or a prior year. If you are producing 1098-E media for a prior year, you must load the work files with the prior year data and change the tax year on the 1098-E Defaults/Parameters (T9ED) form.

Last filing

Enter **Y** *only* if this is the final time your institution will ever file 1098-E tax information using the current institution’s name and tax identification number (TIN), whether electronically or by paper. Last filings may occur because of a merger, bankruptcy, and so on.

Institutions

To limit the creation of electronic media to certain institutions, enter the institution IDs here.

Procedure for creating the 1098-E electronic media

Complete the following steps to create a 1098-E media file.

1. Before you create your media, you should:
 - 1.1. Verify that the 1098-E work file is “Frozen.”

See [“Freezing and unfreezing 1098-E information” on page 69](#) for details on changing the status of the 1098-E information.
 - 1.2. Verify your institution’s Transmitter Control Code on the Additional Organization Info (AORG) form.

See [“Verifying Your Institution’s ID Parameters” on page 457](#).
2. Access the 1098-E Media Production (T9EM) form.

Colleague displays the history levels of the current work file.
3. Complete the fields on the T9EM form as required.
4. Save your work and update from the T9EM form.

Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form.

Colleague produces the T9EM media record in the FINANCIAL.EXPORTS file.

Submitting 1098-E information to the IRS

Once you have completed all amendments, printed and distributed the 1098-E forms, and created and sent your electronic media, you are ready to designate the information as Submitted.



Warning! You must complete this step after sending the 1098-E tax information to the IRS. Submitting the data allows Colleague to identify any subsequent changes as corrections. If you do not complete this step but you make changes and file them with the IRS, the changes will not be reported as corrections. This will result in filing inaccurate data with the IRS, or could cause the IRS to reject the new information.

Components of submitting 1098-E information

Use the 1098-E Submit (T9ES) form to record when you submitted the 1098-E information to the IRS.

The T9ES process also tags each record in the year-end repository with its corresponding submittal sequence number. If the work file is submitted to the IRS multiple times (for example, with corrections), a recipient may have multiple work file records in the repository, each with its own submittal sequence number.

For example, if a recipient's 1098-E tax information was originally submitted to the IRS, and then subsequently changed and submitted as a correction, the year-end repository would contain two records for the individual, each with its own unique sequence number.

Figure 17: 1098-E Submit (T9ES) form

T9ES - 1098-E Submit		
Status : Frozen	Year : 2014	
Status Date : 09/09/14	Time : 03:02PM	Oper : Gary Thorne
Generated	09/09/14	At 02:59PM
Modified	09/09/14	At 03:02PM
Frozen	09/09/14	At 03:02PM
Submitted		At
By	Teresa Longerbeam	
By	Gary Thorne	
By	Gary Thorne	
By		
Title	Original	

Procedure for submitting 1098-E information

Complete the following steps to certify your 1098-E information to the IRS

1. Complete all additions and amendments to the 1098-E information.
2. Print 1098-E forms using the 1098-E Forms Print (T9EF) form and send the forms to the recipients. See ["Printing 1098-E forms" on page 75](#) for instructions on using the T9EF form.

3. Use the 1098-E Media Production (T9EM) form to create the electronic media for submission to the IRS. See [“Creating 1098-E electronic media for the IRS” on page 82](#) for instructions on using the T9EM form.
4. Access the T9ES form.
Colleague displays information about the current workfile.
5. In the Title field, enter a name you want to call this submission version of the workfile.
The default title is “Original.”
6. Save your work and exit the T9ES form.
Colleague displays the Process Handler (Phantom Mode Specification) form.
7. Complete the Process Handler form.
8. Colleague updates all 1098-E information and changes the status to “Submitted.”

Correcting 1098-E Information

Procedures for correcting 1098-E tax information

The troubleshooting steps below and procedures that follow explain in detail how to make corrections to 1098-E tax information after it has been submitted.

1098-E troubleshooting

All borrowers listed on the 1098-E Analytical Report, and any added manually, will receive a 1098-E form. Any errors printed on the 1098-E Analytical Report will also appear on the 1098-E forms and electronic media. Make every effort to have an error-free 1098-E analytical report to prevent having to file amendments. This section lists some of the problems you might find on the 1098-E analytical report and the steps you can take to correct each.

Problem: The person's name is missing or incorrect.

Solution: Correct the name on the Name and Address Maintenance (NAE) form in Colleague Core's Demographics module and regenerate the information.

Problem: The person's address is missing or incorrect

Solution: Correct the address on the Name and Address Maintenance (NAE) form or the Address Maintenance (ADR) form in Colleague Core's Demographics module and regenerate the information.

Problem: The person's Social Security Number (SSN) is missing or incorrect.

Solution: Verify that the Social Security Number listed is correct. If it is not correct or if it is missing, use the Name and Address Maintenance (NAE) form in Colleague Core's Demographics module either correct the error or add the Social Security Number.

Problem: Some of the amounts shown are incorrect.

Solution: Review the 1098-E Detail Report for possible error. If you see an area where an error may have occurred on a line item, either make the correction using the 1098-E Work Records (T98E) form, or fix the AR files in Colleague and regenerate the 1098-E data.

Problem: The institution's employer (tax) identification number is missing.

Solution: Use the Additional Organization Info (AORG) form to enter the employer identification number in the institution's record.

Problem: Colleague will not let you continue or use a certain form because the current status of the workfile is not appropriate for that procedure.

Solution: Use the 1098-E Status Change (T9EC) form to change the status of the 1098-E work files.

Problem: Colleague will not let you generate 1098-E work files due to tax year mismatch.

Solution: Verify that the previous year's work files have been purged. Refer to [“Purging prior year 1098-E information” on page 38](#).

Verify that the tax year has been changed to the current year on the 1098-E Defaults/Parameters (T9ED) form.

Amending 1098-E information (after submission)

You may need to amend 1098-E information that has already been submitted to the IRS. For example, after you have sent the 1098-E forms to the borrowers and the electronic media to the IRS, a borrower notifies you that the information on the 1098-E form is incorrect. You can correct the information and send a copy of the amended form to the borrower and the IRS.

Procedure for amending 1098-E information

1. Review the [1098-E troubleshooting](#) section on [87](#).
2. Use the 1098-E Status Change (T9EC) form to “unfreeze” the information so that it can be changed. See [“Freezing and unfreezing 1098-E information” on page 69](#) for instructions on using the T9EC form.
3. If you need to add people or change any amounts, use the 1098-E Work Records (T98E) form. See [“Modifying 1098-E tax information” on page 66](#) for detailed instructions on using the T98E form.

If you need to adjust the form or box code on an AR code of a student loan interest charge, or need to make extensive changes, make the changes on the AR Code Federal Tax Info (ARCT) form. Regenerate the information (locked amounts will not be overwritten). See [“Generating 1098-E information” on page 62](#) for detailed instructions on generating the 1098-E work file.

4. When all additions and corrections have been made, use the 1098-E Status Change (T9EC) form to “freeze” the information so that it can no longer be changed. See [“Freezing and unfreezing 1098-E information” on page 69](#) for instructions on using the T9EC form.
5. Print the corrected 1098-E forms using the 1098-E Forms Print (T9EF) form and send the corrected forms to the recipients. See [“Printing 1098-E forms” on page 75](#) for instructions on using the T9EF form.
6. Use the 1098-E Form Summary report that prints after the forms are printed to help you prepare your Annual Summary and Transmittal of U.S. Information Returns (Form 1096) if you are submitting hard-copy forms to the IRS. The report has information about totals of student loan interest amounts processed on the forms.
7. Use the 1098-E Media Production (T9EM) form to create the corrected electronic file for submission to the IRS. See [“Creating 1098-E electronic media for the IRS” on page 82](#) for instructions on using the T9EM form.

8. Use the Media Summary report that prints after making the electronic file to help you prepare your IRS Form 4804, *Transmittal of Information Returns Electronically*. The report has information about totals of student loan interest amounts processed on the file.
9. Once you have sent your forms or electronic file to the IRS, change the status of that reporting year's 1098-E information to Submitted. See ["Submitting 1098-E information to the IRS" on page 85](#) for instructions on using the T9ES form.

The status of the 1098-E work files is changed to Submitted and records the date when you submitted the information. You cannot change any information when the status is Submitted.

Reprinting 1098-E forms

You may need to reprint 1098-E forms because a recipient may have lost, destroyed, or never received a copy of the 1098-E form.

Reprinting 1098-E forms is simply replacing a lost or damaged form without having made any changes. If, however, you have made changes to any 1098-E information and must submit an amended form, see ["Procedure for amending 1098-E information" on page 88](#) for information.

Procedure for reprinting 1098-E forms

1. Access the T9EF form.
2. If the status is not "Submitted" nor "Frozen," change the status using the 1098-E Status Change (T9EC) form.
If the status is "Submitted" or "Frozen," proceed with [Step 3](#).
3. Enter the status and submitted date that you want to print. Since you want to reprint unchanged forms, enter the submitted status and date that corresponds to the submission date of the original 1098-E forms.



Note: If you are reprinting 1098-E forms for a prior tax year, the Status and Date fields are inquiry-only.

4. If you want to reprint forms for certain borrowers, enter the IDs of the borrowers you want included in the People Included field.
If you enter one or more person IDs in this field, you cannot enter any IDs in the People Excluded field.
If you want to reprint forms for all borrowers or want to exclude certain borrowers, leave the People Included field blank.
5. If you want to reprint forms for all borrowers *except* for certain borrowers, enter the IDs of the borrowers whose information you do not want to generate.
If you enter one or more person IDs in this field, you cannot enter any IDs in the People Included field.

If you want to reprint forms for all borrowers, leave the People Excluded field blank.

6. Finish from this form



Note: If you are reprinting 1098-E forms for a prior tax year, you must select the **PDF Output** option for printing.



U.S. Regulatory Reporting
1098-T Reporting

Getting Started with 1098-T Reporting

Who receives a 1098-T form?

Any student billed for tuition or related expenses required for enrollment or attendance at your institution, or for whom you made a reimbursement or refund. Examples of tuition and related expenses that can be reported on form 1098-T include, but are not limited to:

- Tuition charges.
- Student-activity fees.
- Fees for course-related books, supplies, and equipment **only** if the fees must be paid **to your institution** as a condition of enrollment or attendance.



Warning! *The Internal Revenue Service publishes annual instructions that describe the types tuition expenses that can be reported on form 1098-T. Ellucian strongly recommends that you check these IRS guidelines before you prepare your 1098-T forms and/or electronic media.*

The 1098-T generation process automatically selects students who have amounts for AR codes flagged for 1098-T reporting. Eligible AR codes are identified for 1098-T reporting on the AR Code Federal Tax Info (ARCT) form.

Preparing for 1098-T reporting

The sections below contain information you need to consider when preparing to process 1098-T forms.



Warning! *If you do not take these items into account, it could seriously affect your ability to produce accurate 1098-T information.*

Accounts receivable considerations

This section outlines the accounts receivable considerations that your institution should take into account when preparing to process your 1098-T tax forms.

Setting up AR codes

All qualified tuition charges and related expenses for 1098-T reporting must be entered with an AR code that has been flagged with a box code associated to the 1098-T tax form. If these charges are not entered with a flagged AR code, they will **not** be reported on the 1098-T tax forms.



Note: If your institution currently mixes tuition charges and expenses with other charges that are *not* eligible for reporting on the 1098-T, you must assign separate AR codes to those charges. All tuition charges and expenses that qualify for a tax credit should be reported in a separate AR code. You can have multiple AR codes for qualified tuition charges, but no other types of charges should be associated with those same AR codes.

Use the AR Codes Federal Tax Info (ARCT) form to link an AR code with the appropriate box code that points to a 1098-T tax form. See [“Setting up AR code federal tax information” on page 119](#) for information.

Taxpayer ID considerations

Colleague uses the student’s Social Security Number (SSN) as the taxpayer ID. The SSN can also be an ITIN (International Taxpayer Identification Number) or an ATIN (Adopted Taxpayer Identification Number). If you want to enter or maintain the student’s or taxpayer’s SSN, use the Biographic Maintenance (BIO) form in Colleague Core. If the SSN is missing, Colleague issues a warning when the 1098-T tax information is generated.

You can specify a different name and/or address to be used on the 1098-T forms by using a TN98 name and address hierarchy. If the name to be printed on a 1098-T forms is different from the mail label name, or the address is different from the preferred address, you must:

- Build a TN98 hierarchy on the Name and Address Hierarchy (NAHM) form.
- Add the TN98 address to the student’s or taxpayer’s record on the Person Addresses (ADR) form.

The name that is used on the printed 1098-T tax form and on the electronic media file is from the Name and Address Entry (NAE) form. The TN98 hierarchy is used to get the address for the 1098-T form.

If the payee name data exceeds 40 characters, the payee’s first name and middle initial could be truncated to preserve the payee’s last name, which is used for TIN matching by the IRS. The payee name is only allowed to contain numbers, letters, hyphens, ampersands, and spaces.

Half-time student considerations

When preparing to process your 1098-T tax forms, you need to review your institution's standards for determining if a student is at least half-time. Refer to ["Box 8" on page 118](#) and ["Setting Up 1098-T defaults & parameters" on page 122](#) for detailed information on how half-time student information is defined and reported on the 1098-T tax form.

Graduate student considerations

When preparing to process your 1098-T tax forms, you need to verify that Colleague has been set up to correctly identify any graduate students. Refer to ["Box 9" on page 118](#) and ["Setting Up 1098-T defaults & parameters" on page 122](#) for detailed information on how graduate student information is defined and reported on the 1098-T tax form.

Understanding the 1098 year-end repository

The 1098 year-end repository enables the printing of 1098 tax forms for multiple tax years. The repository is a set of files designed to be updated each year with 1098 work file data for each year, beginning with the 2008 tax year. Each type of 1098 tax data (both 1098-T and 1098-E) is stored in the year-end repository, and is processed in the same manner.

Each time the work files are either frozen or submitted, Colleague will update the repository. Colleague will also update the repository when you delete a record from the work file and, optionally, when you purge the work file (as long as the tax data has not been submitted to the IRS).

The repository, unlike the work file, can contain 1098 tax information for more than one year at a time. Also unlike the work file, the data in the repository cannot be imported or modified for prior years—the repository is simply used to collect and store data generated in the 1098 work files. Colleague uses the data in the repository for the following purposes:

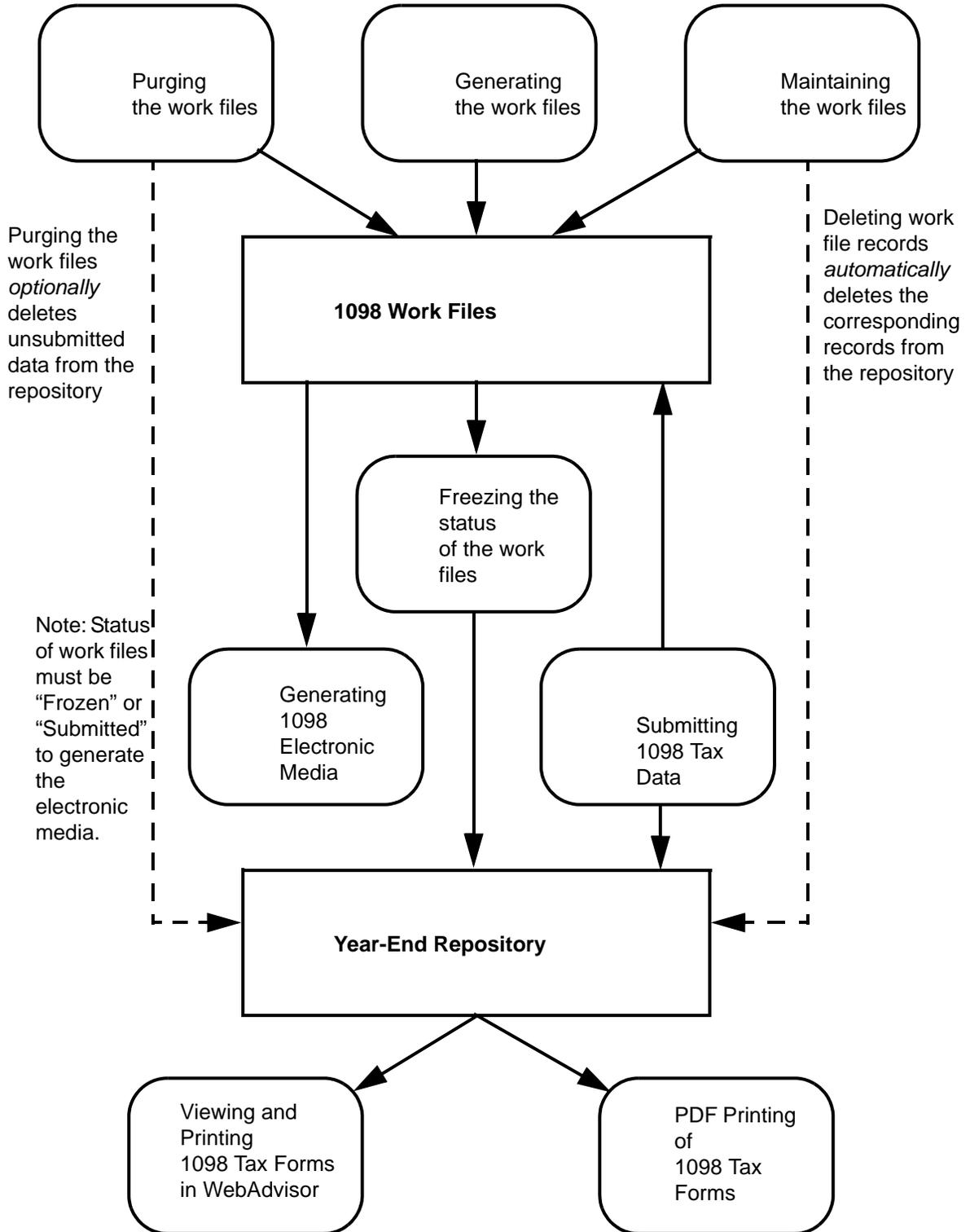
- Printing the 1098 forms using PDF batch printing functionality.
- Viewing and printing the 1098 forms in WebAdvisor.
- Generating the 1098 electronic media.
- Saving the 1098 tax data submitted to the IRS.

The year-end repository is updated by the following processes:

- Purging the work files (optional ability to purge data from the repository).
- Maintaining the work file when work records are deleted.
- Changing the status of the work file to "Frozen."
- Submitting the work file.

Figure 18 shows how the affected 1098 processes interact with the repository.

Figure 18: How 1098 Reporting Processes Interact with the Year-End Repository



Overview of PDF batch printing

Ellucian provides the ability to print both the 1098 tax form and the tax form data together as a single PDF document using the 1098 forms print processes in Colleague.

The PDF document created when you print your tax forms can be up to 100,000 pages long; however, you can define defaults for your PDF output to limit the size of your PDF documents. Refer to the [Envision Runtime Administration](#) manual for information about using the PDF Defaults (PDFD) form to define your PDF output defaults.

To use PDF printing for your 1098 tax forms, select the **PDF Output** option as the Output Device on the Peripheral Defaults form that is displayed when you print your tax forms.



Note: PDF printing is not available for printing the IRS 1096 Summary report that is generated when you print your 1098 tax forms, or for printing any batch error reports generated by the 1098 print processes. You will still need to either send these reports to a printer or the HOLD file when you print your tax forms.

When you use PDF batch printing, you must also select either a **Private** or a **Shared** directory on the Peripheral Defaults form. Because 1098 tax forms contain sensitive data, Colleague does not allow you to send the PDF file to a Public directory.



Note: Selecting the **PDF Output** option automatically opens the PDF document in Adobe Reader®.

See [“Printing 1098-T forms” on page 152](#) for more information about printing your 1098 tax forms.

Overview of preparing 1098-T information

The following steps provide a high-level overview of the procedures necessary to prepare your 1098-T information. Each step contains a cross-reference to help you locate detailed information about that step in this manual.

1. Review the information contained in [“Getting Started with 1098-T Reporting” on page 92](#).
2. Verify your institution’s ID setup in Colleague. See [“Verifying Your Institution’s ID Parameters” on page 457](#) for information.
3. Set up Colleague for your choice of printing method and form type. See [“Setting Up Your Printing Method” on page 460](#) for detailed information.
4. If 1098-T information exists for a previous reporting year, purge that information using the 1098-T Purge (T9TP) form. See [“Purging prior year 1098-T information” on page 101](#) for instructions.
5. Complete the steps outlined in [“Setting up tax forms” on page 103](#).

6. Set up or review your 1098-T tax form box codes using the Tax Form Box Codes (TFBX) form. See [“Setting up tax form box codes” on page 105](#) for detailed instructions on using the TFBX form.
7. Set up or review the AR codes associated with the 1098-T box codes using the AR Code Federal Tax Info (ARCT) form. See [“Setting up AR code federal tax information” on page 119](#) for detailed instructions on using the ARCT form.
8. Set up or review the defaults and parameters used for 1098-T reporting using the 1098-T Defaults/Parameters (T9TD) form. See [“Setting Up 1098-T defaults & parameters” on page 122](#) for detailed instructions on using the T9TD form.
9. Print the 1098-T detail report using the 1098-T Detail Report (T9TR) form. See [“Printing the 1098-T detail report” on page 135](#) for detailed instructions on using the T9TR form.
10. Review the information on the 1098-T detail report. Check for any incorrect information. Make any necessary corrections to the Colleague database.
11. Populate the 1098-T work files with 1098-T information using the 1098-T Generation (T9TG) form. See [“Generating 1098-T information” on page 137](#) for detailed instructions on using the T9TG form.
12. Print and review the 1098-T analytical report. Verify the accuracy of the data and make corrections if needed. See [“Printing the 1098-T analytical report” on page 141](#) for instructions.
13. What kind of adjustments do you need to make to the data?

To adjust the generated information, use the 1098-T Work Records (T98T) form. See [“Modifying 1098-T tax information” on page 143](#) for instructions on using the T98T form.

To make extensive changes to by correcting the data in Colleague, regenerate the information. Locked amounts will not be overwritten.

Refer to [“1098-T troubleshooting” on page 164](#) and the [Using Accounts Receivable/ Cash Receipts](#) manual for information on making corrections to the Colleague database.
14. When all additions and corrections have been made, use the 1098-T Status Change (T9TC) form to “freeze” the information so that it can no longer be changed. See [“Freezing and unfreezing 1098-T information” on page 145](#) for instructions on using the T9TC form.
15. Print the 1098-T historical report using the 1098-T Historical Report (T9TH) form. See [“Printing the 1098-T historical report” on page 148](#) for instructions on using the T9TH form.
16. If you have implemented PDF functionality for 1098-T forms in WebAdvisor, enable access for students in WebAdvisor. See [“Web access enabled” on page 130](#). Refer to the [WebAdvisor for Colleague Finance](#) manual for additional information.
17. Optionally, if you have enabled access for students in WebAdvisor on the T98Y form, you can use the 1098 Recipient Notification (T9RN) form to send email notifications to recipients to inform them that their 1098-T tax forms are available online for viewing and printing using the 1098 Recipient Notification (T9RN) form. See [“Send email notification to 1098-T recipients” on page 150](#).

18. Print the 1098-T forms using the 1098-T Forms Print (T9TF) form and send the forms to the recipients. See [“Printing 1098-T forms” on page 152](#) for instructions on using the T9TF form.
19. Use the 1098-T Form Summary report that prints after the forms are printed to help you prepare your Annual Summary and Transmittal of U.S. Information Returns (Form 1096) if you are submitting hard-copy forms to the IRS. The report has information about totals of tuition amounts reported on the forms.
20. Use the 1098-T Media Production (T9TM) form to create the electronic file for submission to the IRS. See [“Creating 1098-T electronic media for the IRS” on page 159](#) for instructions on using the T9TM form.
21. Use the Media Summary report that prints after making the electronic file to help you prepare your IRS Form 4804, *Transmittal of Information Returns Electronically*. The report has information about totals of tuition amounts processed on the file.
22. Once you have sent your forms to students, and the IRS has accepted your electronic file, use the 1098-T Submit (T9TS) form to change the status of that reporting year’s 1098-T information to Submitted. See [“Submitting 1098-T information to the IRS” on page 162](#) for instructions on using the T9TS form.
23. If you need to change any information after you have submitted your electronic media or forms to the IRS, see [“Procedures for correcting 1098-T tax information” on page 164](#) for detailed instructions.

Setting Up 1098-T Reporting

Before you begin

Before you begin your 1098-T setup, verify your institution ID parameters, and set up the printing method your institution will use to print each tax form.

[Table 11](#) lists where to find setup information in this manual which is common to the following types of tax form reporting:

- 1098-E
- 1098-T
- 1099-MISC

Table 11: Common institutional setup information

Topic	Page
Verifying Your Institution's ID Parameters	457
Setting Up Your Printing Method	460

Forms used

[Table 12](#) contains a list of the forms used in the procedures in this chapter.

Table 12: Forms used for setting up 1098-T processing

Procedure	Form	Mnemonic
Purging prior year 1098-T information	1098-T Work Files Purge	T9TP
Setting up tax form box codes	Validation Codes	VAL
	Tax Form Box Codes	TFBX
Setting up AR code federal tax information	AR Code Federal Tax Info	ARCT

Table 12: Forms used for setting up 1098-T processing

Procedure	Form	Mnemonic
Setting Up 1098-T defaults & parameters	1098-T Defaults/Parameters	T9TD
	Maintain 1098 Tax Year Params	T98Y
	1098-T Box Cds / Calc Excepts	T9TE

Files used

[Table 13](#) contains a list of files that Colleague uses to store your 1098-T setup information.

Table 13: Files used in setting up 1098-T processing

File	Description
<i>Files in Colleague Core</i>	
CORP.FOUNDS	This file (a subset of the PERSON file) contains information that identifies your institution as a corporation/foundation, and includes your institution's transmitter control code and payer name control code.
BOX.CODES	This file contains the codes and descriptions for boxes associated with tax forms.
TAX.FORMS	This record in the CORE.VALCODES file contains the codes that identify your tax forms. These codes are associated with items to identify the amounts as reportable on the 1098-T tax form.
TAX.FORM.STATUS	This file tracks the status history of the 1098-T workfile.
<i>Files in Colleague Student</i>	
PARM.1098	This file contains the year-specific parameters used to process 1098-T data.
TAX.FORM.1098.YEARS	This file stores the web format template, batch format template, web viewing parameter, and submittal information for each 1098 tax year. Each year has its own file.

Purging prior year 1098-T information

When you generate the 1098-T tax information, the generation process does not automatically clear any previously generated information for the prior reporting year. Since the work files contain information for only one reporting year, data from the prior year must be purged before generating data for the current reporting year.

Purging the work files is not necessary the first year that you generate 1098-T tax information. Prior to purging the work files from any previous year, you will want to create backup copies of them first. If you need to reproduce a prior year's report, the backup copy can be restored to the work files, and existing processes can be used after changing the T9TD tax year to be the same as the year of the data restored.



Note: You *must* purge any 1098-T work files from prior years before generating work files for the current tax reporting year. This will ensure that Colleague generates the 1098-T work files correctly for the current tax reporting year.

Components of purging prior year 1098-T information

Use the 1098-T Work Files Purge (T9TP) form to purge the previous year's generated tax information.



Note: If the status of the work files is "Frozen," Colleague does *not* allow you to purge the information. If the status is "Frozen," an error is issued and the procedure is halted. To purge the work files, change the status to "Unfrozen" using the T9TC form.

You can also use the T9TP form to purge the year-end repository of records that have not yet been submitted to the IRS.

Figure 19: 1098-T Work Files Purge (T9TP) form

T9TP - 1098-T Work Files Purge		
Status : Unfrozen	Year : 2014	
Status Date : 09/12/14	Time : 02:01PM	Oper : Megan Herzog
Generated	09/08/14	At 03:34PM
Modified		At
Frozen	09/08/14	At 03:36PM
Unfrozen	09/12/14	At 02:01PM
Submitted	09/04/14	At 01:31PM
Purged		At
By	Gary Thorne	
By		
By	Gary Thorne	
By	Megan Herzog	
By	Gary Thorne	
By		
Purge 1098-T Files	<input type="checkbox"/> No	
Purge Repository	<input type="checkbox"/> No	

Purge 1098-T files

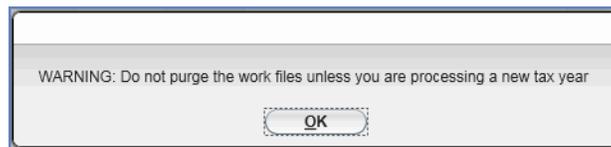
You should only purge the 1098-T work files *immediately before* you start your 1098-T processing for the current tax year, and *never after* you have already submitted tax information to the IRS for the current tax year if you may still need to process additions and corrections to the work files.

If you purge the 1098-T work files after you have submitted tax information to the IRS, Colleague has no way to identify what tax information has already been submitted and, consequently, will not be able to identify any additions or corrections that you might make to the work files.

Additionally, because Colleague does not allow you to purge submitted tax information from the year-end repository, if you purge the work files while you are still processing the current tax year and then regenerate, you will create duplicate records in the repository which cannot be deleted.

If you create duplicate records in the repository, it will increase the number of 1098-T tax forms printed for affected individuals. Additionally, there will be no way to determine which of the duplicate tax forms is the most recent because they will not be marked as “Corrections.”

When you enter `Yes` in this field, Colleague issues the following warning:



Purge repository

This field allows you to *optionally* delete records from the repository if you need to start over with your 1098-T processing for the current tax year. For example, if you generated your work files and changed the status to “Frozen” (which populates the repository), and then realized that a parameter was set incorrectly, you could purge the work files and use the Purge Repository option to also remove those records from the repository as long as the data has not yet been submitted to the IRS.

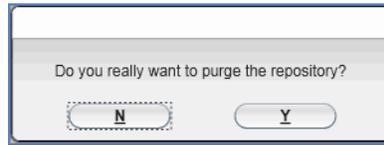


Note: If you set this field to `Yes`, you must also purge the work files at the same time.

The T9TP process uses the Tax Year defined on the 1098-T Defaults/Parameters (T9TD) form to determine which tax year’s records to purge from the work files and to optionally delete from the repository.

This field always defaults to `No`, and can only be set to `Yes` if the work file data that you want to purge has not been marked as “Submitted” to the IRS. After you have submitted tax data to the IRS, Colleague does not allow it to be purged from the repository.

When you enter Yes in this field, Colleague displays the following warning message:



Colleague defaults the answer to this warning to No. Click Yes only if you are sure that you want to purge the records from the repository.

Procedure for purging prior year 1098-T tax information

Complete the following steps to purge any 1098-T information generated for a prior year.



Note: You must already have generated 1098-T tax information for a previous reporting year.

1. Create a backup copy of the previous year's work files.
2. Verify that the status of the work files is not frozen.
3. Access the 1098-T Work Files Purge (T9TP) form.
4. Enter Y at the Purge 1098-T Files prompt.
5. Update from the T9TP form.

Setting up tax forms

Tax form codes are stored in the TAX.FORMS record of the CORE.VALCODES file.

Use the Validation Codes (VAL) form in the Core application to define the tax form code used for 1098-T reporting.

Figure 20: Tax form codes on the Validation Codes (VAL) form

The screenshot displays the 'VAL - Validation Codes' form. At the top, it shows 'Table Name : TAX.FORMS', 'Mode : Read/Write', 'Created On : 04/12/93', 'By : CJK', 'Changed On : 01/12/11', and 'By : GTT'. Below this is a table with columns for Code, Description, Min Entry, and Special Processing. The table contains several rows, with the first row being '17 W-2 W-2 Tax Form'. A purple arrow points from the '1098T' code in the table to a detailed view window titled 'VALD - Validation Code Detail'. This detail view shows the 'Code' as '1098T', 'Description' as 'Tuition & Related Expense', 'Minimum Entry' as '1098T', and four 'Special Processing' fields.

Code	Description	Min Entry	Special Processing
17	W-2	W-2	
18	1098T	1098T	
19	1098E	1098E	
20	T2202A	T2202A	
21			
22			
23			
24			

Procedure for setting up tax forms

Ellucian delivers the TAX.FORMS record of the CORE.VALCODES file already populated. You can modify the information in this record, as necessary.

1. From the Core application, access the Validation Codes (VAL) form.
2. At the Validation Code ID LookUp prompt, enter TAX . FORMS.



Note: You can also perform a LookUp at this prompt to locate the TAX.FORMS validation code table.

Colleague displays the TAX.FORMS validation code table.

3. Modify the table, as necessary.



Warning! Do not delete any tax form codes from this table. Every Colleague application accesses this validation code table to process tax forms specific to that application – deleting a tax form code may cause data corruption elsewhere in Colleague.

- 3.1. If the code for the 1098-T form is not already defined, access the Validation Code Detail (VALD) form to add it. Refer to the *Getting Started with Colleague Core* manual for instructions about adding a new validation code to the table.
4. Update from the VAL form.

Setting up tax form box codes

The 1098-T form is divided into numbered boxes for different types of information to be reported. Each box on the 1098-T form identifies a different type of information that must be reported to the Internal Revenue Service (IRS).

Tax form box codes create a link between your 1098-T information and the boxes on the 1098-T tax reporting form. Colleague uses a *code* for each tax form box rather than a hard-coded number as the box numbers on the tax form can change from year to year.

Components of setting up tax form box codes

Use the Tax Form Box Codes (TFBX) form to set up or maintain tax form box codes.

Figure 21: Tax Form Box Codes (TFBX) form

TFBX - Tax Form Box Codes	
Box Code : TUI	
Description	Tuition and Related Expenses
Tax Form	1098T 1098T Tax Form
Box Number	2
Associated Box	
Box 12 Foreign Country	

Fields on the TFBX form

Box code

The key to the box code record can be up to three alphanumeric characters. Perform a standard LookUp at the Box Codes prompt to view a list of records in the BOX.CODES file.

Every box code record must have a box code ID.

Description

Each box code record must contain a text description. This free-form text description can be up to 30 alphanumeric characters, and is displayed when you use LookUp to select a box code, and also appears on 1098-T reports. This description is usually the same as the box label on the 1098-T form.

Tax form

Select the 1098-T tax form code as the form with which you want to associate this box code. The tax codes available for selection in this field are stored in the TAX.FORMS record of the CORE.VALCODES file.

Box number

This field contains the box number on the designated tax form that corresponds to this box code record. If the IRS ever changes the box number associated with a box code and description, change this number to match. For example, the box number associated with qualified tuition may change from year to year. Make the change in this field.

1098-T tax form box codes

You must define a box code for each box reported on the 1098-T tax form, as outlined in [Table 14](#) below.

Table 14: 1098-T box information

Box number	Description	Additional information
1	Payments Received for Qualified Tuition and Related Expenses	<i>This box is not used by Colleague for 1098-T reporting. See Box 2 below.</i>
2	Amounts Billed for Qualified Tuition and Related Expenses	See “Box 2” on page 107 for information on how Colleague calculates this amount.
3	Check Box for Change of Reporting Method	See “Box 3” on page 110 for information on how Colleague determines this check box.
4	Adjustments Made for a Prior Year - Amounts Billed	See “Box 4” on page 110 for information on how Colleague calculates this amount.
5	Scholarships or Grants	See “Box 5” on page 113 for information on how Colleague calculates this amount.

Table 14: 1098–T box information (continued)

Box number	Description	Additional information
6	Adjustments to Scholarships or Grants for a Prior Year	See “Box 6” on page 116 for information on how Colleague calculates this amount.
7	Check if any portion of the tuition amount in box 2 is for an Academic Period beginning in January through March of the following tax year.	See “Box 7” on page 118 for information on how Colleague determines this check box.
8	Check if at Least Half-Time Student	See “Box 8” on page 118 for information on how Colleague determines this check box.
9	Check if a Graduate Student	See “Box 9” on page 118 for information on how Colleague determines this check box.
10	Reimbursements or Refunds Under an Insurance Contract	<i>This box is not used by Colleague for 1098–T reporting.</i>

Box 1

[“Payments Received for Qualified Tuition and Related Expenses”](#) is *not used* by Colleague for 1098–T Reporting.

Box 1 will always be empty.

Box 2

[“Amounts Billed for Qualified Tuition and Related Expenses”](#) is the method Colleague uses for reporting 1098–T amounts. Form 1098–T allows institutions to report *either* one of the following for qualified tuition and related expenses during the calendar year:

- The net amount of payments received (Box 1).
- The net amount billed (Box 2).



Note: *Ellucian 1098–T Reporting uses the **Box 2 method, net amount billed**.* Reporting net amount of payments received is *not* an option with Ellucian 1098–T Reporting.

When you define your tax form box codes for the 1098-T form, define only one box code for Box 2, Qualified Tuition And Related Expenses. Do not define multiple box codes for different types of tuition and expenses (for example, separate box codes for full-time and part-time tuition). Instead, create only a single box code for qualified tuition (for example, QTU), and associate that single box code with all AR codes eligible to be reported as qualified tuition and related expenses.

See [“Setting up AR code federal tax information” on page 119](#) for information about associating AR codes with Box 2.

Colleague calculates Box 2 and Box 4, “Adjustments Made for a Prior Year - Amounts Billed,” as outlined in [Table 15](#).

Table 15: Box 2 and Box 4 calculations for the current reporting year

Amounts billed for qualified tuition & related expenses	Reported in Box
Charges incurred in the current tax year for the current tax year.	2
Credits incurred in the current tax year for the current tax year.	2
Charges incurred in the current tax year for a future tax year.	2
Credits incurred in the current tax year for a future tax year.	2
Net charges incurred in the current tax year for each individual prior tax year.	2
Net credits incurred in the current tax year for each individual prior tax year.	4

Refer to [Table 16](#) below for information about how Colleague determines the amounts reported as qualified tuition and related expenses.

Table 16: How Colleague determines Box 2, Amounts Billed for Qualified Tuition and Related Expenses

Colleague action	Specifications	Additional information
Selects invoices (AR.INVOICES).	Invoice date (INV.DATE) must be between 01/01 and 12/31 of the current tax year, and invoice billing start date (INV.BILLING.START.DATE) must be after 01/01 of the current tax year.	See Table 17 on page 110 for examples of the date criteria used to select invoices for the current tax year.

Table 16: How Colleague determines Box 2, Amounts Billed for Qualified Tuition and Related Expenses (continued)

Colleague action	Specifications	Additional information
Selects invoice items (AR.INVOICE.ITEMS).	Invoice items must have qualifying AR codes (INVI.AR.CODE).	<p>Qualifying AR codes for tuition and related expenses must be associated with the box code for Box 2 on the AR Code Federal Tax Info (ARCT) form.</p> <p>Do not associate AR codes with any other boxes on the 1098-T form because Colleague uses other methods to determine the values of those boxes.</p> <p>AR codes associated with the 1098-T tax form must contain a box code from the BOX.CODES file that has a box number of "2," and that is associated with the 1098-T tax form in the TAX.FORMS file.</p> <p>Tax forms are defined for the TAX.FORMS file on the Validation Codes (VAL) form in Colleague Core.</p> <p>Box codes for the 1098-T form must be defined on the Tax Form Box Codes (TFBX) form <i>prior</i> to entering them on the ARCT form.</p>
Determines for which institution (if reporting for multiple institutions) the amounts will be reported.	<p>Colleague uses the institution defined for an AR code.</p> <p>Otherwise, Colleague uses the Host Organization ID.</p>	<p>Institution information can be defined for an AR code on the AR Code Federal Tax Info (ARCT) form.</p> <p>The Host Organization ID is defined on the ID and LookUp Parameters (PID2) form.</p>
Determines the eligible invoice item amounts for each student (for each institution) for Box 2.		Eligible invoice items are included in Box 2 for the current year.

Refer to [Table 17](#) below for information about how Colleague uses dates to determine Box 2 and Box 7.

Table 17: Date criteria used to determine Box 2 and Box 7

Invoice date	Invoice billing start date	Amount reported in box 2 ^a	Box 7 checked?
1/1— 12/31 of current tax year	1/1 — 12/31 of current tax year	Yes	No
1/1 — 12/31 of current tax year	1/1 — 3/31 of the following tax year	Yes	Yes
1/1 — 12/31 of current tax year	4/1 — 12/31 of the following tax year	Yes	No ^b

^aAny net increases to the Box 2 amount reported for each individual prior year are included in Box 2 for the current year. Any net decreases to the Box 2 amount reported for each individual prior year are included in Box 4 for the current year.

^bAs per IRS instructions, Box 7 will NOT be checked for classes that begin after March 31 of the next tax year.

Box 3

“[Check Box for Change of Reporting Method](#)” is checked if your institution has changed your method of reporting qualified tuition and expenses for the current tax year.



Note: Ellucian 1098-T Reporting uses the Box 2 method, net amount billed. Reporting the net amount of payments received for qualified tuition and expenses (Box 1) is *not* an option with Ellucian 1098-T Reporting. Box 3 should only be checked if you are generating 1098-T tax forms in Colleague for the first time *and* your previous software reported the net amount of payments (Box 1) instead of the net amount billed (Box 2).

The value for Box 3, which applies to all students for which a 1098-T tax form is generated, is defined on the 1098-T Defaults/Parameters (T9TD) form in Colleague Student. See “[Chg rptg meth](#)” on [page 123](#) for information.

Box 4

“[Adjustments Made for a Prior Year - Amounts Billed](#),” is the amount of current year adjustments for qualified tuition and related expenses billed to a student’s account for a prior tax year.

Colleague calculates Box 4 and Box 2, “Amounts Billed for Qualified Tuition and Related Expenses,” as outlined in [Table 18](#).

Table 18: Box 2 and Box 4 calculations for the current reporting year

Amounts Billed for Qualified Tuition & Related Expenses	Reported in Box
Charges incurred in the current tax year for the current tax year.	2
Credits incurred in the current tax year for the current tax year.	2
Charges incurred in the current tax year for a future tax year.	2
Credits incurred in the current tax year for a future tax year.	2
Net charges incurred in the current tax year for each individual prior tax year.	2
Net credits incurred in the current tax year for each individual prior tax year.	4

Refer to [Table 19 on page 111](#) for information about how Colleague determines the *adjusting invoice amounts* reported in Box 4.

Table 19: How Colleague determines invoices for Box 4, Adjustments Made for a Prior Year - Amounts Billed

Colleague action	Specifications	Additional information
Selects <i>adjusting</i> invoices (AR.INVOICES).	<i>Adjusting</i> invoice date (INV.DATE) must be between 01/01 and 12/31 of the current tax year, and <i>adjusted</i> invoice date must be between 01/01 and 12/31 of the prior tax year with an invoice billing start date (INV.BILLING.START.DATE) after 01/01 of the prior tax year.	See Table 20 on page 112 for examples of the date criteria used to select adjusting invoices for the current tax year.
Selects invoice items.		See Table 16 on page 108 for additional information about invoice selection.
Determines for which institution (if reporting for multiple institutions) the amounts will be reported.		See Table 16 on page 108 for additional information about reporting for multiple institutions.

Table 19: How Colleague determines invoices for Box 4, Adjustments Made for a Prior Year - Amounts Billed (continued)

Colleague action	Specifications	Additional information
Determines the eligible invoice item amounts for each student (for each institution).		<p>Adjusting invoices that <i>increase</i> the <i>Box 2</i> amount reported for <i>each individual prior year</i> are included in <i>Box 2</i> for the current year.</p> <p>Adjusting invoices that <i>decrease</i> the <i>Box 2</i> amount reported for <i>each individual prior year</i> are included in <i>Box 4</i> for the current year.</p>

Refer to [Table 20](#) below for information about how Colleague uses adjusting invoice dates to determine Box 4.

Table 20: Date criteria used to determine amounts for Box 4

Adjusting invoice date	Date of adjusted invoice	Net change of adjustment	Amount reported
Current Tax Year	Any Prior Tax Year	Increase	Box 2
Current Tax Year	Any Prior Tax Year	Decrease	Box 4

Refer to [Table 21](#) below for information about how Colleague determines the sponsor billing payment amounts reported in Box 4



Note: Box 4 includes any *net increases* to *sponsor billing payments* for each individual prior tax year — any *net decreases* for each individual prior tax year are reported in Box 2.

Table 21: How Colleague determines sponsor billing payments for Box 4, Adjustments Made for a Prior Year - Amounts Billed

Colleague action	Specifications	Additional information
Selects sponsor billing payments (AR.PAYMENTS).	<p>Payment date (ARP.DATE) must be between 01/01 and 12/31 of the current tax year, and payment must be allocated to invoice items dated between 01/01 and 12/31 of each individual prior tax year.</p> <p>Sponsor payment indicator (ARP.SPONSOR.INVOICE) must not be blank.</p>	

Table 21: How Colleague determines sponsor billing payments for Box 4, Adjustments Made for a Prior Year - Amounts Billed (continued)

Colleague action	Specifications	Additional information
Selects invoice items.		See Table 16 on page 108 for additional information about invoice selection and reporting for multiple institutions.
Determines for which institution (if reporting for multiple institutions) the amounts will be reported.		

Box 5

“[Scholarships or Grants](#)” is the amount of *non-loan* financial aid transmitted to a student’s account for the current tax year. This amount can be allocated to invoice items, or unallocated.

Colleague calculates Box 5 and Box 6, “Adjustments to Scholarships or Grants for a Prior Year,” as outlined in [Table 22](#).

Table 22: Box 5 and Box 6 calculations

Information reported	Box
Scholarships administered in the current tax year for the current tax year.	5
Sponsor payments in the current year for the current tax year.	5
Increases in the current tax year for scholarships administered in each individual prior tax year.	5
Reductions in the current tax year for scholarships administered in the current tax year.	5
Reductions in the current tax year for scholarships administered in each individual prior tax year.	6

Excluded financial aid awards

Colleague always excludes financial aid awards that have been designated as loans. However, you can list specific awards that are not designated as loans, and that you do not want reported as financial aid. For example, if your institution has set up a financial aid award to pay only room and board charges, and that will never pay eligible tuition expenses and fees, you can exclude that award from being reported.

The 1098-T Box Cds / Calc Excepts (T9TE) form allows you to enter the financial aid awards that you want to exclude from 1098-T processing. See [“Exclude FA awards” on page 131](#) for information.

[Table 23](#) below illustrates how Colleague would determine whether to include or exclude a financial aid award from 1098-T processing.

Table 23: Excluding Financial Aid awards from 1098-T processing

Award code	Loan?	Excluded FA award?	Reporting action taken
AWD1	No	No	Reported in Box 5 or Box 6.
AWD2	Yes	No	Not reported. Loan amounts are not reported.
AWD3	No	Yes	Not reported. Excluded financial aid awards are not reported.

Included Financial Aid pay methods

Colleague does not generally include cash receipt payments when calculating the amount of scholarships and financial aid reported in Box 5. However, you can set up and identify specific pay methods to be included in the Box 5 calculations. For example, if you need to record occasional third-party checks received for students as a type of financial aid or scholarship, you can define a pay method for that type of payment.

The 1098-T Box Cds / Calc Excepts (T9TE) form allows you to enter the financial aid pay methods that you want to include in 1098-T processing. See ["Include FA pay methods" on page 132](#) for information.

Refer to [Table 24](#) below for information about how Colleague determines the amount reported in Box 5.

Table 24: How Colleague determines Box 5, Scholarships or Grants

Colleague action	Specifications	Additional information
Selects financial aid payments (AR.PAYMENTS).	Payment date (ARP.DATE) must be between 01/01 and 12/31 of the current tax year. FA payment indicator (ARP.FA.TRANSMITTAL) must not be blank.	See Table 25 on page 116 for additional date criteria used to select financial aid payments for current tax year.
Selects FA payments for awards that have <i>not</i> been specified as excluded awards.	The award cannot be listed as an excluded financial aid award (P1098.T.EXCLUDE.FA.AWARDS).	Excluded FA awards are specified on the 1098-T Box Cds / Calc Excepts (T9TE) form. See "Excluded financial aid awards" on page 113 for information.
Selects non-loan FA payments.	The Award Category of the FA payment cannot indicate a loan (AC.LOAN.FLAG must be "N").	The FA transmittal (ARP.FA.TRANSMITTAL) points to the FA.TRANSMITTAL file. The FAX.TA.AWARD points to the AWARDS file. The AW.CATEGORY points to the AWARD.CATEGORY file, where the AC.LOAN.FLAG is checked.
Selects cash receipt payments with pay methods specified as FA pay methods.	The cash receipt can only include a single pay method, and that pay method must be a specified FA pay method. Payment date (ARP.DATE) must be between 01/01 and 12/31 of the current tax year.	Included FA awards are specified on the 1098-T Box Cds / Calc Excepts (T9TE) form. See "Included Financial Aid pay methods" on page 114 for information.
Assigns the Host Organization ID as the Institution.		The Host Organization ID is defined on the ID and LookUp Parameters (PID2) form.

Table 24: How Colleague determines Box 5, Scholarships or Grants (continued)

Colleague action	Specifications	Additional information
Exclude payment amounts for scholarships and grants.		Excluded payment amounts and prior year adjustment payment amounts are specified on the Student Sponsorship (STSP) form.

Refer to [Table 25](#) below for information about how Colleague uses dates to determine the amounts reported for Box 5 and Box 6.

Table 25: Date criteria used to determine Box 5 and Box 6

Payment date	Adjustment to a prior tax year?	Amount reported
Prior to 1/1 of current tax year	Not Applicable	Not Reported
1/1 — 12/31 of current tax year	No	Box 5
1/1 — 12/31 of current tax year ^a	Yes ^b	Box 5 (increase) Box 6 (decrease)
After 12/31 of current tax year	Not Applicable	Not Reported

^a Any increases to each individual prior year's awarded amount are reported in Box 5. Any decreases to each individual prior year's awarded amount are reported in Box 6.

^b Colleague determines a financial aid payment to be an adjustment if at least one other financial aid payment for the same award and award period was transmitted to the student's account prior to 01/01 of the current tax year.

Box 6

"[Adjustments to Scholarships or Grants for a Prior Year](#)" is the amount of current year reductions to *non-loan* financial aid transmitted to a student's account for a prior tax year. This amount can be allocated to invoice items, or unallocated.

Colleague calculates Box 6 and Box 5, "Scholarships or Grants," as outlined in [Table 26](#).

Table 26: Box 5 and Box 6 calculations

Information reported	Box
Scholarships administered in the current tax year for the current tax year.	5
Increases in the current tax year for scholarships administered in each individual prior tax year.	5

Table 26: Box 5 and Box 6 calculations (continued)

Information reported	Box
Reductions in the current tax year for scholarships administered in the current tax year.	5
Reductions in the current tax year for scholarships administered in each individual prior tax year.	6
Reduction in the prior year adjustments for sponsor payments when the reduction is from the previous year.	6

Refer to [Table 27](#) below for information about how Colleague determines the amount reported in Box 6. Refer to [Table 23 on page 114](#) for information about excluding financial aid awards from 1098-T processing.

Table 27: How Colleague determines Box 6, Adjustments to Scholarships or Grants for a Prior Year

Colleague action	Specifications	Additional information
Selects financial aid payments (AR.PAYMENTS).	Payment dates (ARP.DATE) must be between 01/01 and 12/31 of the current tax year. FA payment indicator (ARP.FA.TRANSMITTAL) must not be blank.	See Table 25 on page 116 for additional date criteria.
Selects FA payments for awards that have <i>not</i> been specified as excluded awards.	The award cannot be listed as an excluded financial aid award (P1098.T.EXCLUDE.FA.AWARDS).	Excluded FA Awards are specified on the 1098-T Defaults/Parameters (T9TD) form. See “Excluded financial aid awards” on page 113 for information.
Selects non-loan FA payments.		See Table 24 on page 115 for additional information.
Assigns the Host Organization ID as the Institution.		
Determines the eligible FA payments for Box 6.		Net <i>increases</i> to each individual prior year’s awarded amount are reported in Box 5. Net <i>decreases</i> to each individual prior year’s awarded amount are reported in Box 6.

Table 27: How Colleague determines Box 6, Adjustments to Scholarships or Grants for a Prior Year (continued)

Colleague action	Specifications	Additional information
Exclude prior year adjustment amounts for sponsorship payments on scholarships and grants.		Excluded sponsors are specified on the Student Sponsorship (STSP) form in the Exclude from 1098-T field.

Box 7

Box 7, [“Check if any portion of the tuition amount in box 2 is for an Academic Period beginning in January through March of the following tax year.”](#) is checked by Colleague if invoices selected for Box 2 are for terms beginning during the first 3 months of the next tax year. See [“Box 2” on page 107](#) for more information.

Box 8

[“Check if at Least Half-Time Student”](#) is checked if the student is enrolled more than half-time in any enrollment period during the current tax year.

Enrollment periods and half-time criteria for the current tax year must be defined on the 1098–T Defaults/Parameters (T9TD) form. You can use either enrollment date criteria or an enrollment subroutine to determine whether a student is considered to be at least half-time. If you do not define any enrollment criteria, Colleague uses “6” as the number of credits in which a student must be enrolled to be considered at least half-time.

See [“Enroll dates” on page 126](#) and [“Enrollment subroutine” on page 126](#) for information.

Box 9

[“Check if a Graduate Student”](#) is checked if the student is enrolled in any course for graduate credit.

Enrollment periods and graduate student criteria for the current tax year must be defined on the 1098–T Defaults/Parameters (T9TD) form. You can use either enrollment date criteria or an enrollment subroutine to determine whether a student is considered to be a graduate student.

Colleague determines graduate credit by examining the academic level (STC.ACAD.LEVEL) of the student’s academic credits (STUDENT.ACAD.CRED) for each course during the current tax year. The academic level of the course is considered “graduate” if the graduate level flag (ACLV.GRAD.LEVEL.FLAG) in the academic levels file (ACAD.LEVELS) is set to Y.

See [“Enroll dates” on page 126](#) and [“Enrollment subroutine” on page 126](#) for information.

Box 10

[“Reimbursements or Refunds Under an Insurance Contract”](#) is used by insurance companies, and is *not reported* by Colleague for 1098–T Reporting.

Procedure for setting up or reviewing tax form box codes

Complete the following steps to either set up or review tax form box codes. Review the tax form box codes to see which codes exist and which need to be set up or modified.

1. Complete the steps outlined in [“Setting up tax forms” on page 103](#).
2. Access the TFBX form.
3. Enter the box code ID that you want to set up or review.
4. Does the box code exist in the BOX.CODES file?
Yes. Continue with [Step 5](#).
No. Enter A to add the new box code.
5. Enter or review the description of the box code in the Description field.
6. Enter or review the tax form code assigned to the 1098-T form from the validation code table for TAX.FORMS.
7. Enter or review the box number of the tax form associated with this box code.
8. Update from the TFBX form.

Setting up AR code federal tax information

Use the AR Code Federal Tax Info (ARCT) form to specify the AR codes that will be reported in Box 2, [“Amounts Billed for Qualified Tuition and Related Expenses,”](#) on the 1098-T form.



Note: The ARCT form is not used to define AR codes for any other boxes on the 1098-T tax form.

If your institution will be reporting information for multiple institutions, you can choose one of three methods for specifying for which institution invoice items with this AR Code will be reported as follows:

- Enter an institution.
- List rules that determine which institution should report the item.
- Specify a preexisting subroutine that finds the institution for you.

If none of these methods are defined, Colleague uses the Host Organization ID from the ID LookUp and Parameters (PID2) form when the AR code's invoice items are processed.

Before using this form, you must have already defined the AR code whose parameters you want to define or update. Refer to the [Getting Started with Colleague Student](#) manual for information on how to define your AR codes. Also, you must have already have defined the box codes that you want to assign to the AR Code. See [“Setting up tax form box codes” on page 105](#) for more information on this subject.

The 1098-T detail report and the work files generation process will be affected by the data entered on this form.

Figure 22: AR Code Federal Tax Info (ARCT) form

Box Codes	Tax Form	Box No
1 TUI Tuition and Related Expenses	1098T Tax Form	2
2		
3		
4		
5		

Institution

Institution Rule	Institution
1	
2	
3	
4	
5	

Institution Subr

Noteworthy fields on the ARCT form

Box codes

Enter the box code for the box on the tax form in which this AR code will be reported.



Note: An AR code cannot be associated with multiple box codes for the same box. See [“Box 2” on page 107](#) for information about defining the box code for qualified tuition and related expenses.

When a tax form is produced, any AR invoice item found with a box code for that tax form will have the AR items’s amount used in determining the box code amount. A box code is associated to a tax form on the TXBF form.

Institution information

You can enter either the institution ID, rules used to determine the institution ID, or a subroutine used to determine the institution ID. If you do not enter any of these, Colleague uses the Host Organization ID from the PID2 form on the tax documents.

Institution ID

You can identify the ID of the institution for which this AR code will be reported. For schools that create a tax form for multiple institutions for the same student, the institution ID can be specified here. Then, when this AR code is selected for reporting on a tax form, the tax form will be created with the institution entered here.

Institution rules

You can use rules to assign an institution ID to the tax form on which this AR code is reported. If a rule evaluates to true, the associated institution ID will be the institution for which the AR code will be reported. The first rule to evaluate to true will be used. If no rule is true, then the Host Organization ID from the PID2 form is used on the tax documents.

Institution subroutine

You can identify the name of a custom subroutine used to assign an institution ID for the AR code. Use a subroutine if the rules for assigning an institution for an AR code are too complex. If the subroutine does not return an institution ID, then the Host Organization ID from the PID2 form is used on the tax documents.

Procedure for defining AR code federal tax information

Complete the following steps to either set up or review AR code federal tax information for the AR codes your institution uses for tuition and related expenses.

1. Complete the steps outlined in ["Setting up tax forms" on page 103](#) and ["Setting up tax form box codes" on page 105](#). In addition, you must have already defined the AR codes you want to use for qualified tuition and related expenses.
2. Access the ARCT form.
3. Enter the AR code.
4. Enter the box code defined for Box 2 in which this AR code will be reported.
5. How do you want to identify the institution for which this AR code is reported?

To identify a specific institution, enter the institution ID in the Institution field.

To use rules to identify the institution, enter a rule and the associated institution ID.

To use a customized subroutine to identify the institution, enter the Institution Subroutine ID.



Note: You can only enter one of the above methods to define the institution ID associated with the AR code. If you want to use the institution in the Host Organization ID on the PID2 form, do not enter any of these methods.

6. Update from the ARCT form.

Setting Up 1098-T defaults & parameters

This section explains how to define the defaults and parameters used by 1098-T tax reporting.

Components of setting up 1098-T defaults & parameters

Defining 1098-T defaults and parameters

Use the 1098-T Defaults/Parameters (T9TD) form to define the defaults and parameters Colleague uses for 1098-T tax reporting. From this form, you can access the Maintain 1098 Tax Year Params (T98Y) form to view or modify tax year parameters, and the 1098-T Box Cds / Calc Excepts (T9TE) form to define additional 1098-T parameters.

Figure 23: 1098-T Defaults/Parameters (T9TD) form

The screenshot shows the 'T9TD - 1098-T Defaults/Parameters' form. It is divided into several sections:

- Top Section:** Tax Year (2014), Elec File Code (8), Incl Inst Info (Yes), Tax Form (1098T 1098T Tax F), Chg Rptg Meth (No), Contact (0001775 Jonathan George C. Bro), Phone/Ext (703-968-9000, 1008), Email (jonathanbroadhurst@datatel.com), Print Subr (S.PRINT.1098T.FORMS), Elec File Subr (S.1099.MEDIA).
- Consent Section:** Giving Consent Text (1) [By selecting this option, I agree to receiv], Withholding Consent Text (1) [I choose to withhold my consent and underst], Require Consent To View (Yes).
- Credit Type Categories:** Box Codes and Calc Exceptions (X), Credit Type Categories (1) [I Institutional], (2) [C Continuing Ed].
- Enrollment Section:** Enrollment Subroutine, Cred Usage Rules/Cred (1, 2), Half-Time Cred, Half-Time Cred Type Categs.
- Bottom Section:** Totalled Box Nos (1, 6).

Noteworthy fields on the T9TD form

Tax year

Enter the 4-digit tax year for which you are reporting 1098-T information.

From this field, you can access the Maintain 1098 Tax Year Params (T98Y) form to view or modify additional tax year parameters. See [“Defining 1098-T tax year parameters” on page 127](#) for information.

Elec file code

The IRS assigns codes to identify the form being reported on the electronic media submission. The IRS has assigned 8 as the type code for 1098-T forms for the current reporting year.

Incl inst info

Enter **Yes** or **No** in this field to indicate whether you want Colleague to print your institution's information on the 1098-T forms.

Tax form

Enter the name of the tax form on which 1098-T information will be reported. This form must have already been defined on the TAX.FORMS validation table. The box codes for this tax form must have already been defined as well.

Chg rptg meth

The IRS requires you to indicate on the 1098-T tax form if you have changed your method of reporting qualified tuition and expenses for the current tax year. If you enter **Yes** in this field, all 1098-T tax forms generated in Colleague will have a mark in Box 3, [Check Box for Change of Reporting Method](#)

If you are generating 1098-T tax forms in Colleague for the first time, and your previous software reported the *net amount of payments*, set Chg Meth flag on the T9TD form to **Yes** to indicate that you are now reporting *net amounts billed*.



Note: Ellucian 1098-T Reporting uses the Box 2 method, net amount billed. Reporting net amounts of payments received is *not* an option with Ellucian 1098-T Reporting.

If you have generated 1098-T tax forms in Colleague for prior years, leave this flag set to **No**.

Contact

Enter the Colleague ID of a person the IRS can contact for 1098-T questions. The IRS requires the name of a person who can be contacted to answer 1098-T questions. The person's preferred name will be reported to the IRS when filing electronically. This information does not appear on paper 1098-T forms.

Phone/Ext

This is the phone number of the person entered in the Contact field. Both a phone number and extension can be entered. If you entered **N** in the Include Institution Information field, this number is transmitted to the IRS, but does not print on the 1098-T forms.

E-mail

Enter the e-mail address of the person listed in the Contact field. If you enter an e-mail address, it is sent to the IRS on the electronic media, however, it does not appear on the 1098-T forms.

Print Subr

Enter the subroutine that Colleague uses to print the 1098-T forms. Other subroutines process all of the necessary data and build a print block that is passed to this print subroutine. You can then customize the printing format in this subroutine. The print subroutine must have the following arguments:

- **Subroutine input:** MAT XM.1098T (in the I_INIT.1098T.PRINT.MAT insert to be inserted in the subroutine)
- **Subroutine input:** A.FORMAT.COPY.A (a Y/N flag indicating whether the forms being printed are copy A or copy B or C. Copy A needs blank lines skipped between the students' names and addresses to skip over lines on the form. Copies B and C do not have these lines and no lines need to be skipped between the students' names and their addresses.
- **Subroutine output:** A.FORM (an array where each entry is a line in a form; the calling program prints as many of these forms as specified in Forms Per Page (P1098.T.FORMS.PER.PAGE) on a page, so only pass back ONE form per call to the subroutine)

This field is required.

Elec file subr

Enter S.1099.MEDIA for the subroutine that Colleague uses to format the 1098-T electronic file for submission.¹ Other subroutines process all of the necessary data and build a variable array that is passed to this electronic file format subroutine. You can then customize the electronic file layout in this subroutine. The electronic file subroutine must have the following arguments:

- **Subroutine input:** A.REC.TYPE (record type - A,B,C,F, or T; only one record type is passed per call)
 - A.FORM.TYPE (type of form - "1098T")
 - MAT XM.MIA (for A.REC.TYPE = A)
 - MAT XM.MIB (for A.REC.TYPE = B)
 - MAT XM.MIC (for A.REC.TYPE = C)
 - MAT XM.MIF (for A.REC.TYPE = F)
 - MAT XM.MIK (not used for 1098-T)

1. Colleague uses the same electronic file subroutine for 1099-MISC, 1098-E, and 1098-T reporting.

- MAT XM.MIT (for A.REC.TYPE = T)

All the matrices above are in I_INIT.TN99.MEDIA.MAT in Colleague Core, which needs to be inserted in the subroutine

- **Subroutine output:** A.FORM (an array where each entry is a line in a form; only pass back ONE form per call to the subroutine)

Giving consent text

Modify the text for giving consent, which is displayed on the 1098 Electronic Consent form in WebAdvisor. You can modify the default text that is displayed on this form to better fit your institution's needs, but you cannot leave this field blank.



Note: Ellucian suggests that you determine the date by which you will need to mail the 1098 forms in paper format to recipients, and request that recipients make their online consent selections in WebAdvisor prior to that date.

Withholding consent text

Modify the text for withholding consent, which is displayed on the 1098 Electronic Consent form in WebAdvisor. You can modify the default text that is displayed on this form to better fit your institution's needs, but you cannot leave this field blank.



Note: Ellucian suggests that you determine the date by which you will need to mail the 1098 forms in paper format to recipients, and request that recipients make their online consent selections in WebAdvisor prior to that date.

Require consent to view

Use this field to enter whether recipients are required to give consent before viewing 1098 tax information online. If you enter "Yes," recipients are required to give consent on the 1098 Electronic Consent web form before viewing 1098 tax information online.

Box codes and calc exceptions

This field provides access to the 1098-T Box Cds / Calc Excepts (T9TE) form. See ["Noteworthy fields on the T9TE form" on page 131](#) for information.

Cred type categories

Enter the credit type categories that qualify a student to be counted as enrolled for 1098-T purposes.

Enroll dates

You can enter the dates on which a student must be enrolled in order to receive a 1098-T form. If both this table and the Enroll Subroutine field are left blank, any student with a tuition charge whose dates are from 1/1 to 12/31 of the year in the 1098-T Tax Year will be written to the work file and have a 1098-T produced, and any student with six or more credits of the credit type categories specified in the Cred Types Categs field will be considered at least half-time.

This field is optional, and can only be used if you do not use the Enrollment Subroutine field to determine enrollment.



Note: If your institution uses terms, you should enter dates for each term included in the current tax year.

Acad levels

Academic levels can have different half-time credit requirements on different enrollment dates. For example, an undergraduate student may need to have 6 credit hours to be considered half-time, while a graduate student may only need to have 4.

If you have different academic levels with different half-time credit loads, enter each academic level with its half-time load. Since multiple academic levels may also differ based on the enrollment date, you would enter each of the different academic levels for each of the enrollment dates. For example, summer semesters may require fewer credits for an undergraduate student to be considered half-time.

Half-time cred

Enter the number of credits considered half-time for the associated enrollment date and academic level, if one was entered.

Half-time cred type categs

Enter the categories of credit types considered in determining half-time status for the associated enrollment date.

Enrollment subroutine

Enter the name of the subroutine used to calculate the enrollment status of each student. Colleague also uses this subroutine to determine if a student is enrolled at least half-time, and whether the student is a graduate student.

If both this field and the Enroll Dates table are left blank, any student with a tuition charge whose dates are from 1/1 to 12/31 of the year in the 1098-T Tax Year will be written to the work file and have a 1098-T tax form produced.

The enrollment subroutine must have the following arguments:

- **Subroutine input:** A.STUDENT.ID (The Colleague ID of the student whose enrollment status is to be calculated)
- **Subroutine input:** A.TAX.YEAR (The tax year for which the student's enrollment is being calculated)
- **Subroutine output:** A.ENROLLED.FLAG (A Y/N flag indicating whether the student was ever enrolled during the tax year)
- **Subroutine output:** AL.INSTITUTIONS (An array where each entry is an institution ID in which the student was enrolled during the tax year)
- **Subroutine output:** AL.GRAD.FLAGS (An array where each entry is an "X" or null indicating whether the student was enrolled in a graduate level program in the corresponding institution in AL.INSTITUTIONS)
- **Subroutine output:** AL.HALF.TIME.FLAGS (An array where each entry is an "X" or null indicating whether the student was enrolled half-time in the corresponding institution in AL.INSTITUTIONS). This field is optional, and can only be used if you do not use the Enroll Dates table to determine enrollment.



Note: Refer to [Article 5058](#) or additional information about creating an enrollment subroutine.

Credit usage rules/Cred

You can create rules used to change the number of credits counted toward half-time status. If any of the rules are true, the number of credits considered towards a half-time load of a student's academic credit is changed to the value associated with the rule.

If your institution has already created such rules for SITX, the NLSC data extraction process, you can use the same rules here.

Totaled box numbers

Enter the box numbers for which you require summary totals of the amounts. The amounts in the box numbers entered here are totaled and reported to the IRS. Currently, the IRS requires summary totals for box numbers 2, 4, 5, and 6.

Defining 1098-T tax year parameters

Use the Maintain 1098 Tax Year Params (T98Y) form, accessible from the "Tax Year" field on the T9ED form or directly from the menu, to view or modify 1098-T tax year parameters.

If you access the T98Y form from the T9TD form, Colleague automatically displays the tax year parameters for the tax year defined on the T9TD form. If you access this form from a menu, Colleague prompts you to enter the tax form and tax year that you want to view or maintain.

The T98Y form is used to maintain the PDF printing parameters used for a specific tax year, including whether the 1098 tax information for that specific year is available to be viewed by students in WebAdvisor, as explained in this section.

Figure 24: Maintain 1098 Tax Year Params (T98Y) form

The screenshot shows the 'T98Y - Maintain 1098 Tax Year Params' form. At the top, it indicates 'Tax Form : 1098T 1098T Tax Form' and 'Tax Year : 2014'. The form contains several input fields:

- WebAdvisor Format Mapping: 2014-1098T
- WebAdvisor PDF Template: 2014-1098T.pdf
- Batch Print Format Mapping: 2014-1098T
- Batch Print PDF Template: 2014-1098T.pdf
- Web Access Enabled: Yes

Below these fields is a table titled 'Submitted Information' with the following data:

No	Date	Time	Operator	Title
1	08/27/14	01:30PM	Gary Thorne	Original
2	09/04/14	01:31PM	Gary Thorne	Correction 01
3				
4				
5				

WebAdvisor format mapping

This field displays the mapping used by WebAdvisor to create the 1098-T PDF forms for each tax year.

The format mapping is used to merge the 1098-T tax data stored in the year-end repository with the corresponding WebAdvisor PDF template to produce the 1098-T form.



Note: No setup is required for this field—Ellucian automatically populates this field with the mapping for the current year’s tax form (for example, 2014-1098T). You can create your own custom mapping if needed, but otherwise this field uses the mapping provided by Ellucian to match the corresponding WebAdvisor PDF template. WebAdvisor format mappings are stored in the WWW.FORMAT.TEMPLATE file, and are updated and delivered each year (as needed) by Ellucian.

From this field, you can access the Field Mapping Template (WFMT) form if you need to define your own custom mapping for the WebAdvisor PDF form. Refer to the [WebAdvisor Installation and Administration](#) manual and the online help for the WFMT form for additional information.

WebAdvisor PDF template

This field displays the PDF template associated with the WebAdvisor Format Mapping for the 1098-T tax form. Ellucian delivers the template to be used for each tax year.



Note: Ellucian automatically populates this field with the 1098-T template for the specified tax year. You can create your own custom template if needed, but otherwise this field uses the template delivered by Ellucian for the specified tax year. WebAdvisor PDF templates are stored in the PDF.TEMPLATES file, and are updated and delivered each year (as needed) by Ellucian.

To change the PDF template used by the 1098-T WebAdvisor form, access the Web Form External Resources (WFXR) form for the 1098-T form and update the Report Template field. For the current tax year, Ellucian populates this field with the current tax year's template (for example, 2014-1098T), but you can enter another 1098-T template.

Batch Print Format Mapping

This field determines the mapping that Colleague uses for PDF batch printing of the 1098-T forms for the specified tax year. Ellucian delivers the mapping to be used for each tax year.

The format mapping is used to merge the 1098-T tax data stored in the year-end repository with the corresponding batch print PDF template when batch printing the 1098-T forms.



Note: No setup is required for this field—Ellucian automatically populates this field with the mapping for the specified tax year. You can create your own custom mapping if needed, but otherwise this field uses the mapping provided by Ellucian for the specified tax year. Batch print format mappings are stored in the WWW.FORMAT.TEMPLATE file, and are updated and delivered each year (as needed) by Ellucian.

From this field, you can access the Field Mapping Template (WFMT) form if you need to define your own custom mapping for batch printing PDF forms, or to use another type of form, as follows:

- For a PDF with the recipient address in the middle of the form (used with pressure-seal forms), enter 2014-1098T-PS.pdf in the Report Template File Name field on the WFMT form.
- For a PDF with the recipient address at the bottom of the form (used with Z-fold forms), enter 2014-1098T-Z.pdf in the Report Template File Name field on the WFMT form.

Refer to the [WebAdvisor Installation and Administration](#) manual and the online help for the WFMT form for additional information.

Batch print PDF template

This field displays the template that Colleague uses for PDF batch printing of the 1098-T forms for the specified tax year.

The format mapping is used to merge the 1098-T tax data stored in the year end repository with the corresponding batch print PDF template when batch printing the 1098-T forms.



Note: Ellucian automatically populates this field with the mapping for the current year's tax form (for example, 2014-1098T). You can create your own custom template if needed, but otherwise this field uses the template provided by Ellucian. Batch print PDF templates are stored in the PDF.TEMPLATES file, and are updated and delivered each year (as needed) by Ellucian.

This PDF template creates the 1098-T tax form to which the tax data is mapped when batch printing the 1098-T forms.

Web access enabled

This field determines whether students are able to view and print their 1098-T forms in WebAdvisor for the selected tax year.



Note: Colleague defaults this field to No for the current tax year. After you have frozen your work files and printed your 1098-T tax forms, set this field to Yes.

Submittal information

These fields display the date, time, operator, and type of submittal (original or correction) for each electronic file submitted to the IRS.

Defining 1098-T box codes and calculation exceptions

Use the 1098-T Box Cds / Calc Excepts (T9TE) form to define additional parameters Colleague uses for 1098-T tax reporting. The T9TE form is accessible from the Box Codes and Calc Exceptions field on the T9TD form.

Figure 25: 1098-T Box Cds / Calc Excepts (T9TE) form

Noteworthy fields on the T9TE form

Prior year adjustment box code

Enter the box code on the 1098-T form associated with tuition amounts that were refunded for a prior year. For the current tax year, enter the box code associated with box number 4.

Scholarships box code

Enter the box on the 1098-T form for scholarship or grant amounts. For the current tax year, enter the box code associated with box number 5.

Prior Yr scholarships box code

Enter the box code on the 1098-T form associated with scholarship and grant amounts that were refunded for a prior year. For the current tax year, enter the box code associated with box number 6

Charges in new year box code

Enter the box code on the 1098-T form associated with tuition amounts that were billed for the new year. For the current tax year, enter the box code associated with box number 7.

Load box code

Enter the box code box for the box checked on the 1098-T form if the student is at least a half-time student. For the current tax year, enter the box code associated with box number 8.

Grad student box code

Enter the box code for the box checked on the 1098-T form if the student is a graduate student. For the current tax year, enter the box code associated with box number 9.

Exclude FA awards

Enter any financial aid awards that you want to exclude from being reported in Box 5, "Scholarships or Grants" and Box 6, "Adjustments to Scholarships or Grants for a Prior Year."

Colleague always excludes financial aid awards that are flagged as loans when calculating 1098-T amounts. However, if you want to prevent specific financial aid awards that are *not* flagged as loans from being included on the 1098-T form, enter the codes for those awards in this field. For example, if you use any financial aid awards for purposes other than true financial aid, list those awards here.



Note: Awards whose category is flagged on the Award Category Definition (ACD) form as being for loans are always excluded from 1098-T processing, and cannot be entered here.

Include FA pay methods

This field can be used to identify cash receipt payments that qualify as scholarship or financial aid payments.

For example, some clients may receive third-party payments that are recorded directly to a student's account instead of being transmitted as a scholarship or financial aid award. This field provides the ability to identify and include those types of payments in 1098-T processing.

To use this *optional* functionality, you will need to have one or more separate payment methods defined for these types of payments. For example, if you would normally receive checks for such payments, you may want to set up a payment method called "FCHK" that cashiers would use to record these types of payments on student accounts. Similarly, you could also set up an "FVSA" payment method to record Visa credit card payments, etc.



Note: Pay methods are defined on the Payment Methods (PMTH) form. Refer to the *Getting Started with Colleague Core* manual for information about defining payment methods.

After you define FA payment methods on the PMTH form, you can list them here to be used by 1098-T processing. If you list FA pay methods in this field, Colleague will examine all cash receipts recorded for the current tax year to identify those that contain an FA pay method.



Warning! Depending on the number of cash receipts that you have recorded for the current tax year, including FA pay methods in your 1098-T calculations may increase the processing time needed to generate the 1098-T work files.

If a cash receipt contains an FA pay method defined here, Colleague includes the amount when calculating Box 5, "Scholarships or Grants."



Note: If you implement FA pay methods to record third-party payments, you cannot include any other types of pay methods on the cash receipt. If a cash receipt has other pay methods in addition to an FA pay method, Colleague does not include *any* of the pay methods when generating 1098-T tax information.



Warning! Unless you currently use a separate pay method for these types of third-party payments, you will not be able to implement this optional functionality for the 2009 tax year.

To use this optional functionality for future 1098-T reporting, set up your FA pay methods now and start using them to record third-party payments on cash receipts in the 2010 tax year.

Procedure for defining 1098-T defaults & parameters

Complete the following steps to define your 1098-T defaults and parameters for the current reporting year. When assigning box number information, assign only box numbers that are being reported in this reporting year.

1. Complete the steps outlined in ["Setting up tax forms" on page 103](#) and ["Setting up tax form box codes" on page 105](#).
2. Access the T9TD form.
3. Enter the year you want to report in the Tax Year field.
 - 3.1. From the Tax Year field, you can access the Maintain 1098 Tax Year Params (T98Y) form to review or modify your tax year parameters.
4. Continue completing (or reviewing) the T9TD form following the regulations set by the IRS, and the parameters established by your institution for printing and electronic media creation.
5. From the Box Codes and Calc Exceptions field, access the Box Cds / Calc Excepts (T9TE) form to complete (or review) additional parameters for 1098-T tax reporting.
6. Update from the T9TE form.
7. Update from the T9TD form.

Processing 1098-T Tax Information

Before you begin

Before you process your 1098-T tax information, you must have already completed the set up for the current tax year. See [“Setting Up 1098-T Reporting” on page 99](#) for detailed instructions.

Forms used

[Table 28](#) contains a list of the forms used in the procedures in this chapter.

Table 28: Forms used for processing 1098-T tax information

Procedure	Form	Mnemonic
Printing the 1098-T detail report	1098-T Detail Report	T9TR
Generating 1098-T information	1098-T Generation	T9TG
Printing the 1098-T analytical report	1098-T Analytical Report	T9TA
Modifying 1098-T tax information	1098-T Work Records	T98T
Freezing and unfreezing 1098-T information	1098-T Status Change	T9TC
Printing the 1098-T historical report	1098-T Historical Report	T9TH
Send email notification to 1098-T recipients	1098 Recipient Notification	T9RN
Printing 1098-T forms	1098-T Forms Print	T9TF
Creating 1098-T electronic media for the IRS	1098-T Media Production	T9TM
Submitting 1098-T information to the IRS	1098-T Submit	T9TS

Files used

[Table 29](#) contains a list of the files that Colleague uses to process your 1098-T tax information.

Table 29: Files used in processing 1098-T tax information

File	Description
<i>Files in Colleague Student</i>	
AR.1098T.WORK	This file allows for generating, modifying, and reporting of data for the current year.
AR.1098T.BOXES.WORK	This file allows for generating, modifying, and reporting of data for the current year.
TAX.FORM.1098.STUDENTS	This file allows for viewing and reporting of data from previous years.
TAX.FORM.1098.FORMS	This file allows for viewing and reporting of data from previous years.
TAX.FORM.1098.BOXES	This file allows for viewing and reporting of data from previous years.

Printing the 1098-T detail report

The 1098-T detail report shows what will be the result of generating 1098-T information. The report shows the 1098-T information broken down by student, box code, and amount billed.



Note: You can run this report before or after generating the 1098-T workfile information. By running this report **before** generating the workfile, you can see what the information will look like **after** generating. If you see any errors on this report, you can make the appropriate corrections and regenerate the information. This report uses the same subroutines that the generation process uses to identify 1098-T data.

You can also run this report after generating 1098-T information to see if the information has changed in the Accounts Receivable module.



Note: The 1098-T detail report shows only those recipients who are added to the 1098-T workfile through the 1098-T Generation (T9TG) process. Recipients who are manually added to the 1098-T workfile do not appear on the 1098-T detail report.

However, manually added recipients do appear on the 1098-T analytical report. See [“Printing the 1098-T analytical report” on page 141](#) for information about printing the 1098-T analytical report.

Components of the 1098-T detail report

Use the 1098-T Detail Report (T9TR) form to produce the 1098-T detail report.

Figure 26: 1098-T Detail Report (T9TR) form

The screenshot shows the T9TR - 1098-T Detail Report form. At the top, there is a title bar and a checkbox for 'Print One Person Per Page' which is checked. Below this is a text field for 'Saved List Name'. The form is divided into several sections, each with three radio buttons and a text input field: 'Students Included', 'Students Excluded', 'AR Types', and 'Institutions'. At the bottom, there is a checkbox for 'Addnl Select Criteria' which is unchecked.

Noteworthy fields on the T9TR form

All of the fields on the T9TR form are optional – you may leave all of the fields blank in order to select all records for 1098-T reporting for the current tax year.

Print one person per page

To print a separate page for each student on the 1098-T detail report, enter **Yes** in this field.

Enter **No** in this field to print multiple students on a single page to save paper.

Saved list name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank.

Students included

To limit the detail report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the Students Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the Students Included field acts as a limiting factor.

Students excluded

To omit certain students from the selection process when running the 1098-T detail report, enter the student IDs here.

AR types

To limit the selection process to include only AR accounts with certain AR types when running the 1098-T detail report, enter the AR types here. To report on all AR types, leave this field blank.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-T detail report, enter the institution IDs here.

Generating 1098-T information

When you generate 1098-T information, Colleague collects the information from the Accounts Receivable module and saves the information in the workfiles used for 1098-T reporting.



Warning! When you generate 1098-T information, Colleague checks for Social Security Numbers that have invalid formats using guidelines provided by the Social Security Administration, and reports any invalid numbers as warnings.

The top half of the T9TG form displays the current status of the workfile, but will be blank if the workfile has not yet been generated for the current tax year. Running the generation process automatically updates the workfile status to “Generated.” It also populates fields in the workfile indicating that the generated information has not yet been moved to the year-end repository.

If you try generating the 1098-T information and receive a message that the current status of the information will not let you generate, you will have to change the status. You cannot generate 1098-T information if the status of the work files is “Frozen” or “Submitted.” See [“Freezing and unfreezing 1098-T information” on page 145.](#)

Re-running the generation process

The generation process does not clear any previously generated information for that reporting year. You can run the generation process for all students, then later generate for one student/recipient without clearing the other student information.

The workfile contains information for only one reporting year. Data from prior years must be purged before generating data for the current reporting year. [“Purging prior year 1098-T information” on page 101](#) for information about purging the 1098-T work files.

Locking generated amounts

If you define or change the modified amount information using the 1098-T Work Records (T98T) form between generation processes, you can “lock” previously generated information before generating the information again. Use the T98T form to lock the modified information. See [“Modifying 1098-T tax information” on page 143.](#)



Warning! If you do not lock the information for a recipient, the changes for that recipient will be lost the next time you generate the workfile. Manually added recipients will be lost, and modified recipient information will be reset to its generated state.

Determining the payee name

The T9EG process stores the payee name from the Name and Address Entry (NAE) form in the AR.1098T.WORK work file using the following format: FirstName MiddleInitial LastName. This allows the IRS to match the payee’s name with the payee’s TIN after the 1098-E form has been electronically submitted. You can submit the 1098-E form after running the 1098-T Media Production (T9TM) process in Colleague.

If the payee name data exceeds 40 characters, the payee's first name and middle initial could be truncated to preserve the payee's last name, which is used for TIN matching by the IRS. The payee name is only allowed to contain numbers, letters, hyphens, ampersands, and spaces.

Components of generating 1098-T information

Use the 1098-T Generation (T9TG) form to generate the 1098-T work files.

Figure 27: 1098-T Generation (T9TG) form

The T9TG process populates the following workfiles with 1098-T data for the current tax year:

- AR.1098T.WORK
- AR.1098T.BOXES.WORK

Noteworthy fields on the T9TG form

All fields on the T9TG form are optional – you may use these fields to define selection criteria for the 1098-T workfile. If you leave all of the fields on the T9TG form blank, Colleague selects all 1098-T information for the current tax year 1098-T workfile.

Include zero amounts

This field allows you to choose whether to include students in the work file that have all zero amounts on their 1098-T tax forms.

Enter *Yes* if you want to generate 1098-T tax information for students that have all zero amounts, and subsequently print 1098-T tax forms for those students.

If you do not want to report or print 1098-T tax information for students with all zero amounts, enter **No** in this field.

This field defaults to **Yes** the first time you access the T9TG form, and then remembers your former response the next time you access the T9TG form.

Excl students with scholarship equal tuition

This field is used to include or exclude students who have scholarships that are equal to tuition.

Enter **Yes** if you want to exclude students who have scholarships that are equal to tuition from box 2. If you enter “Yes,” students are excluded when box 2 and box 5 are equal, when box 2 and box 5 are both zero, and when box 4 and box 6 are null.

Enter **No** if you want to include students that have scholarship and grant amounts that equal the tuition amount.

Incl saved list name

If you have a saved list of students that you want to use as the source for this process, enter the name of the saved list in this field. To have Colleague generate 1098-T information for *all* students, leave this field blank.

You can use either the “Incl Saved List Name” field, or you can use the new “Excl Saved List Name” field, but you cannot use both fields.



Note: If you have only a small number of students for whom you want to generate 1098-T tax information, you can specify those individuals using the “Students Included” field instead.

Excl saved list name

If you have a saved list of students that you want to exclude from this process, enter the name of the saved list in this field. To have Colleague generate 1098-T information for *all* students, leave this field blank.

You can use either the new “Excl Saved List Name” field, or you can use the renamed “Incl Saved List Name” field, but you cannot use both fields.



Note: If you have only a small number of students for whom you do not want to generate 1098-T tax information, you can specify those individuals using the “Students Excluded” field instead.

Students included

To limit the generation process to certain students (recipients), enter the student IDs here. To generate 1098-T information for on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the Student Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the Students Included field acts as a limiting factor.

Students excluded

To omit certain students from the selection process when generating 1098-T information, enter the student IDs here.

AR types

To limit the selection process to include only AR accounts with certain AR types when generating the 1098-T information, enter the AR types here. To generate workfile data for all AR types, leave this field blank.

Printing the 1098-T analytical report

The 1098-T analytical report shows the information that was generated, modified, or submitted. You can run the analytical report at any time after your initial generation of 1098-T information for a reporting year. The analytical report produced depends on the criteria you set on the 1098-T Analytical Report (T9TA) form.

You can use the analytical report to review information as it existed when you created the electronic media or printed forms.

Components of the 1098-T analytical report

Use the 1098-T Analytical Report (T9TA) form to print the 1098-T analytical report.

Figure 28: 1098-T Analytical Report (T9TA) form

Noteworthy fields on the T9TA form

Use the fields on the T9TA form to define selection criteria for the 1098-T analytical report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1098-T reporting for the current tax year.

Saved list name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank. This field is optional.

Only locked field recs

Enter \checkmark to include only forms with one or more locked amounts on the analytical report. Modified amounts are locked using the 1098-T Work Records (T98T) form. See [143](#) for information about using the T98T form.

Only calc/Curr mismatch

Enter \checkmark to include only forms that have one or more modified amounts that do not equal the associated generated amount. Modified amounts are changed using the 1098-T Work Records (T98T) form. See [143](#) for information about using the T98T form.

Students included

To limit the analytical report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the Students Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the Students Included field acts as a limiting factor.

Students excluded

To omit certain students from the selection process when running the 1098-T analytical report, enter the student IDs here.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-T analytical report, enter the institution IDs here.

Modifying 1098-T tax information

You may need to modify some of the generated 1098-T information because of incorrect entries in the Accounts Receivable module. These changes may range from correcting amounts to changing box numbers.



Note: Modifying information in the 1098-T work files will *not* result in correcting the data on the Colleague database. Refer to [“1098-T troubleshooting” on page 164](#) for suggestions on correcting data. Refer to the Billing part of the *Using Accounts Receivable & Cash Receipts* manual for detailed instructions about correcting billing information on the Colleague database.

Components of modifying 1098-T tax information

Use the 1098-T Work Records (T98T) form to modify the 1098-T information for a student, or to add a student to the work file. Adding or modifying 1098-T records also populates fields on the workfile to indicate that the information has not yet been moved to the year-end repository.



Note: Deleting a record from the workfile automatically deletes the corresponding record from the year-end repository.

Figure 29: 1098-T Work Records (T98T) form

Box Code	No	Amount	Value	Lock	Calc Amount	Calc Value
1	LOD Load Box CODE	8				
2	GRD Grad Student Box CODE	9				
3						
4						
5						
6						
7						

Noteworthy fields on the T98T form

Student name

Maintain the recipient's name in this field.

Prior to 2012, the TN98 hierarchy was used to get the name. For 2014 and later, the Name and Address Entry (NAE) form is used to get the name.

Student name 2

If the recipient's name is longer than 40 characters, maintain the rest of the name in the Student Name 2 field.

Address

Maintain the recipient's street address in this field.

City, state, ZIP

Maintain the recipient's city, state, and zip code information in these fields.

Country

Maintain the recipient's country in this field. You cannot enter US or USA in this field.

If this field has a value, the student is flagged as a foreign payee on the 1098-T tax form.

Printed CSZ

Displays the student's city, state, zip as it will be printed on the 1098-T form. For foreign students, this field also displays the student's country — the country is *not* displayed for students from the United States.

Box code

Maintain the list of box codes for the recipient.

Currently, there should be 5 values in this field that correspond to boxes 2 through 6 on the 1098-T tax form.

Amount

Enter the amount you actually want reported for this box code.

Value

Some box codes do not have amounts, but character values, such as an X for a check box. Enter the value you actually want reported for this box code. You can enter either a value or an amount for a box code, but not both.

Lock

You can lock the amount or value for this box code. If the work files are regenerated, the amount or value will not be overwritten.

Calc amount

This is the amount calculated by Colleague for this box code.

Calc value

Some box codes do not have amounts, but character values, such as an X for a check box. This is the value calculated by Colleague for this box code. Either a value or an amount can be calculated for a box code, but not both.

Freezing and unfreezing 1098-T information

Once you have amended all 1098-T information and added all students, you can “freeze” the information so that it is not changed by any other processing. Once the 1098-T information is frozen, the only processing you can do is print the forms, create the electronic media, and change the status to “Submitted” or “Unfrozen.” If you do have to change the information after you have frozen it, you must “unfreeze” the information and then make your changes.

Freezing the work files ensures that the information cannot be changed between the time you finalize the information and the time you submit the information to the IRS and print recipient 1098-T forms.

Moving workfile records to the year-end repository

When you change the status of the workfile to “Frozen,” Colleague moves the workfile records to the year-end repository, as follows:

- Any new or modified work records are selected and moved to the repository.
- The flags indicating that the work file records have been moved to the repository are updated.
- The status of the work files are updated to “Frozen” after all new or modified work file records have been moved to the repository, and the corresponding flags for moving the work file records have been set to **Yes**.

The work files can contain work records that have already been moved to the repository (flags are set to **Yes**), in addition to new or modified work records (flags are set to **No**). When you generate the 1098-T work file for the first time in a new tax year, the flags for all records are set to **No** so that all work file records will be moved to the repository.

When you regenerate the work file for selected work records, or modify selected work records on the T98T form, Colleague sets the flags for those specific records to **No** so that the T9TC process will move the new or modified records to the repository. Modified work records will overwrite the corresponding work records in the repository unless those records have been flagged as having been submitted to the IRS, in which case the modified records are flagged as corrections.

When you change the work file status to “Unfrozen” on the T9TC form, Colleague updates the status of the work file only—individual work records are unaffected by unfreezing the work files.

Components of freezing and unfreezing the workfile status

Use the 1098-T Status Change (T9TC) form to freeze and unfreeze the 1098-T work file information.

Figure 30: 1098-T Status Change (T9TC) form

T9TC - 1098-T Status Change		
Status : Unfrozen	Year : 2014	
Status Date : 09/12/14	Time : 02:01PM	Oper : Megan Herzog
Generated	09/08/14	At 03:34PM
Modified		At
Frozen	09/08/14	At 03:36PM
Submitted	09/04/14	At 01:31PM
By	Gary Thome	
By		
By	Gary Thome	
By	Gary Thome	
Status will be changed to Frozen		
Change Status	No	

The T9TC form displays the date and time when the last of the following processes occurred:

- **Generated.** The 1098-T work files were last updated using the 1098-T Generation (T9TG) form. The information in the work files was generated from the Accounts Receivable module and may or may not have been modified.
- **Modified.** The 1098-T work files have been changed using the 1098-T Work Records (T98T) form. The information in the work files was changed since the last generation and the amounts that were changed may or may not have been locked to keep them from changing during any subsequent generations.
- **Frozen.** The 1098-T work files cannot be modified or generated. You can only submit, create electronic media, print 1098-T forms, or unfreeze the files. You can freeze and unfreeze the work files using the 1098-T Status Change (T9TC) form.
- **Submitted.** This status indicates that either the 1098-T forms were sent to the recipients or the electronic media was sent to the IRS, or both. You can only unfreeze the work files when the status of the work files is Submitted.

The T9TC form also displays the operator who ran the associated processes.

Depending on the current status displayed in the header block, Colleague displays one of the following options:

- Status will be changed to *Frozen*
- Status will be changed to *Unfrozen*

Noteworthy fields on the T9TC form

Change status

Enter *Yes* or *No* in this field to indicate whether you want to proceed with the status change.

Procedure for freezing or unfreezing 1098-T information

1. Access the T9TC form.
Colleague displays the status change that is available at this time.
2. Do you want to change the workfile status as indicated?
Yes. Enter **Yes** to change the status as indicated.
No. Enter **No** to leave the status unchanged.
3. Update from this form.

Printing the 1098-T historical report

The 1098-T historical report shows a history of 1098-T information that was produced. It shows information on the “Frozen” level and each “Submitted” level. The report lists the reported amounts, by student, by box code for each stage of 1098-T processing.

The historical report is helpful if you want to look at any generated, modified, or submitted information as a whole, or in specific pieces. This is the report you want to keep as a hard-copy record of the amounts reported once you have finalized and submitted the information to the IRS.

Components of the 1098-T historical report

Use the 1098-T Historical Report (T9TH) form to print the 1098-T historical report.

Figure 31: 1098-T Historical Report (T9TH) form

Include	Status	Date	Time	Operator
<input type="checkbox"/>	FRO	09/08/14	03:36PM	Gary Thome
<input checked="" type="checkbox"/>	SUB	09/04/14	01:31PM	Gary Thome
<input checked="" type="checkbox"/>	SUB	08/27/14	01:30PM	Gary Thome
<input type="checkbox"/>				

Students Included: 1, 2, 3

Students Excluded: 1, 2, 3

Institutions: 1, 2

Addnl Select Criteria: No

Noteworthy fields on the T9TH form

Use the fields on the T9TH form to define selection criteria for the 1098-T historical report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1098-T reporting for the current tax year.

Saved list name

If you have a saved list of students that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague report on *all* students, leave this field blank. This field is optional.

Status levels – Include

Enter \forall if you want the corresponding level and its information included in the historical report. You may report on some or all of the status levels.

Status levels – Description

Displays the level of processing that can be reported. Each time these levels are changed by a specific 1098-T process, the corresponding date, time, and operator information is updated. Examples of reportable levels are:

- Generated
- Modified
- Frozen
- Submitted

Status levels – Date / Time / Operator

Displays the date, time, and name of the operator when the corresponding status level was last updated.

Students included

To limit the historical report to certain students (recipients), enter the student IDs here. To report on all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the Students Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the Students Included field acts as a limiting factor.

Students excluded

To omit certain students from the selection process when running the 1098-T historical report, enter the student IDs here.

Institutions

To limit the invoice items reported to AR codes associated with specific institutions when running the 1098-T historical report, enter the institution IDs here.

Send email notification to 1098-T recipients

After you have copied the tax data to the year-end repository, viewed the 1098-T historical report, enabled access for students in WebAdvisor on the T98Y form, and are ready for the information to be distributed, you can send email notifications to 1098-T recipients. The purpose of the email notifications are to inform recipients that their 1098-T tax forms are available online for viewing and printing.

Components of sending email notifications to 1098-E recipients

Use the 1098 Recipient Notification (T9RN) form to send email notifications informing recipients that their 1098-T tax forms are available online for viewing and printing.

On the T9RN form, when you enter 1098T in the Tax Form Type field, Colleague automatically populates the Tax Form, Tax Year, and Notification Paragraph fields according to the parameters defined on the 1098-T Defaults/Parameter (T9TD) form.

You can also detail to the Define Custom Paragraphs (DPAR) form to view the exact text that will be included in the notification email. If you would like to edit the text that will appear in the notification email, you must access the DPAR form directly.

Figure 32: The 1098 Recipient Notification (T9RN) form

The screenshot shows the 'T9RN - 1098 Recipient Notification' form. It contains the following fields and sections:

- Tax Form Type: 1098T
- Tax Form: 1098T 1098T Tax Form
- Tax Year: 2013
- Notification Paragraph: 1098T.NOTIF
- Saved List Name: (empty text box)
- Students Included: A list of five numbered input fields (1 through 5) for selecting recipients.

The T9RN process uses the following hierarchy to determine the recipient's email address:

- Colleague first looks for the preferred email address specified for the recipient on the Name and Address Entry (NAE) form.

- If there is no preferred email address for the recipient, Colleague uses the default web email type specified on the Web Access Core Parameters (ACWP) form, if the recipient has an email address of that type.



Note: The Sender's email address used is the E-mail Return Address defined on the Financial Web Parameters (FIWP) form.

Noteworthy fields on the T9RN form

Tax form type

Enter 1098T in this field to indicate that you want to notify 1098-T recipients that their tax forms are available online for viewing and printing.

Tax form

Displays the tax form that is defined on the 1098-T Defaults/Parameters (T9TD) form. The recipients of this form will receive the email notifying them that their 1098-T tax forms are available for viewing and printing.

Tax year

Displays the tax year associated with the tax form type entered on this form. Colleague automatically populates this field according to what is defined on the 1098-T Defaults/Parameters (T9TD) form.

Notification paragraph

Enter the name of the paragraph that contains the text that you want to use in the notification emails that are sent to 1098-T recipients. The Ellucian-delivered email notification for 1098-Ts is called 1098T.NOTIF.

You can also detail to the Define Custom Paragraphs (DPAR) form from this field to view the exact text that will be included in the notification emails to the recipients. If you want to edit the text that will appear in the notification email, you must access the DPAR form directly.

Saved list name

Enter the name of a saved list of recipients to notify that their 1098-T tax forms are available for viewing and printing online. This saved list must contain Student IDs.

Students Included

Enter individual 1098-T tax form recipients that you want to notify. Any students entered in this field will receive an email notification informing them that their 1098-T forms are available for viewing and printing online.

To add a student to this field, you can enter the student's ID or other identifying data. You can also use the Person LookUp to find a person's record.

Procedure for sending email notifications to 1098-T recipients

Complete the following steps to send email notifications to recipients of the 1098-T tax forms, informing them that their tax forms are ready for viewing and printing online.

1. Access the 1098 Recipient Notification (T9RN) form.
2. Enter 1098T in the Tax Form Type field.
3. In the Notification Paragraph field, enter the name of the record that contains the text that you want to appear in the notification email which will be sent to the 1098-T recipients. When you enter a tax form type on this form, this field is populated by default with the notification paragraph that is delivered by Ellucian.



Note: If you want to view the exact text that will be included in the notification email, you can detail to the Define Custom Paragraphs (DPAR) form from this field. If you want to edit the text for the notification email, you must access the DPAR form directly.

4. Enter any of the following selection criteria:
 - Saved List Name
 - Students Included
5. Update from the T9RN form.

Printing 1098-T forms

After you have amended any incorrect 1098-T information, frozen the workfiles, enabled access for students in WebAdvisor, and sent email notifications to 1098-T recipients informing them that their 1098-T tax forms are available online for viewing and printing, you are ready to print the 1098-T tax forms and distribute them to the recipients.

If you generate, print, and submit the 1098-T tax forms, and then realize that one or more of the 1098-T parameters was incorrect, you must regenerate the work file to use the corrected parameters.

Understanding 1098-T form printing

Ellucian provides the PDF Output printing option for printing your 1098-T forms.

For more information about setting up PDF Output printing, see [“Setting Up Your Printing Method” on page 460](#).

After you complete the setup procedures, you can print your 1098-E forms. See the ["Procedure for printing 1098-T forms using PDF output" on page 158](#).

PDF output

Ellucian provides the ability to print both the 1098-T tax form and the tax form data together as a single PDF document using the 1098-T Forms Print (T9TF) process in Colleague. The T9TF process uses the tax information stored in the year-end repository for **PDF Output** printing.

You can use the **PDF Output** option to print forms for the current tax year, or for a prior tax year if the tax information has been stored in the year-end repository.

Tuition statement

Figure 33: Tuition statement

<input checked="" type="checkbox"/> CORRECTED				2014		Tuition Statement
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Ellucian University 4375 Fair Lakes Ct Suite 300 Fairfax, VA 22033 703-968-9000 Ext. 1008		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574 Form 1098-T	2 Amounts billed for qualified tuition and related expenses \$ 15,654.50		
FILER'S federal identification no. 52-1986711	STUDENT'S social security number	3 If this box is checked, your educational institution has changed its reporting method for 2014 <input type="checkbox"/>		5 Scholarships or grants \$ 0.00		Copy B For Student This is important tax information and is being furnished to the Internal Revenue Service.
STUDENT'S name Bernard M Alvanox		4 Adjustments made for a prior year \$				
Street address (including apt. no.) 934 Ridge Dr Address Line 2 Address Line		6 Adjustments to scholarships or grants for a prior year \$		7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2015 ► <input type="checkbox"/>		
City or town, state or province, country, and ZIP or foreign postal code Mclean, VA 22101		8 Check if at least half-time student <input checked="" type="checkbox"/>		9 Checked if a graduate student <input checked="" type="checkbox"/>		
Service Provider/Acct. No. (see instr.) 0003977		10 Ins. contract reimb./refund \$				
Form 1098-T (keep for your records)		www.irs.gov/form1098t		Department of the Treasury - Internal Revenue Service		

Components of printing 1098-T tax forms

Use the 1098-T Forms Print (T9TF) form to print the 1098-T tax forms.

Figure 34: 1098-T Forms Print (T9TF) form

The screenshot shows the 'T9TF - 1098-T Forms Print' form. At the top, it displays 'Status : Frozen', 'Year : 2014', 'Status Date : 09/16/14', 'Time : 09:44AM', and 'Oper : Megan Herzog'. Below this is a 'Saved List Name' field. A section for 'Frozen Date/Time/Oper' shows '09/16/14', '09:44AM', and 'Megan Herzog'. A 'Submit Date/Time/Oper' table lists four entries: 1 (09/04/14, 01:31PM, Gary Thome), 2 (08/27/14, 01:30PM, Gary Thome), 3, and 4. Below this is a 'Status/Date' dropdown menu set to 'FRO Frozen'. There are checkboxes for 'Print Copy A' (No), 'Print Only Corrections' (No), and 'Mask SSN' (No). A 'Recipients to Print' dropdown is set to 'N Non-consenting'. There are input fields for 'Students Included' (1, 2, 3) and 'Students Excluded' (1, 2). An 'Institutions' field is set to 1. Finally, 'Addnl Select Criteria' is set to 'No'.

Noteworthy fields on the T9TF form

Tax year LookUp

The Tax Year LookUp prompt is displayed when you first access the T9TF form if you have tax data for more than one tax year stored in the year-end repository. Colleague defaults this to the current tax year defined on the T9TD form, but you can enter a prior tax year for which you want to print 1098-T tax forms.

If the year-end repository contains tax data for only the current tax year, the T9TF form is automatically displayed for the current tax year defined on the T9TD form.

Saved list name

If you have a saved list of students for which you want to print 1098-T forms, enter the name of the saved list in this field. To have Colleague print 1098-T forms on *all* students, leave this field blank.

Depending on the method of printing that you will be using to print your 1098-T tax forms, Colleague uses the tax information stored in either the 1098-T work files or the year-end repository, as follows:

- If you are using PDF output to print your 1098-T forms, the saved list must contain IDs from the TAX.FORM.1098.FORMS file.

- If you are using any other printing method, the saved list must contain IDs from the AR.1098T.WORK file. However, non-PDF printing is no longer being supported by Ellucian.

Status/Date

Enter the “Frozen” or “Submitted” status you want to use for this production of 1098-T forms. To print forms for any submitted entries (if submitted entries exist), enter the date of the submission.

This field is required.



Note: If you access the T9TF form for a prior tax year, the Status and Date fields become inquiry-only—you cannot select a work file status for which to print a prior tax year’s forms.

Print copy A

The student’s name and street address, and the student’s street address and city/state/zip are separated by horizontal lines on copy A of the 1098-T form—copies B and C do not have lines separating these fields, allowing the full address to show through the standard 1098 window envelope.

Enter **Yes** to print copy A of the 1098-T form, and to skip a line to correspond with each of the horizontal lines on the page.

Enter **No** to print copy B or C, and to print the student’s name and address on consecutive lines. If you enter “No” in this field, Colleague formats the student’s name and address to show through the standard 1098 window envelope.



Note: For clients using non-stylesheet laser printing, enter **No** if you are printing forms to be mailed out in 1098 window envelopes. However, non-PDF printing is no longer being supported by Ellucian, even though the functionality still exists in Colleague. So if you are using non-PDF printing, Colleague ignores this field.

Print only corrections

To print only those 1098-T tax forms that have been marked as “corrected,” plus any forms that were added after the 1098-T tax information was last submitted to the IRS, enter **Yes** in this field. Colleague defaults this field to **No**—it can be changed to **Yes** only after the work file has been marked as having been submitted to the IRS.

Mask SSN

To mask the Social Security number (SSN) when printing the 1098-T forms, enter **Yes** in this field. This will ensure that only the last four digits of the SSN will be displayed on the printed 1098-T forms. The default for this field is “No.”

Recipients to print

Enter the group of recipients for which you want to produce 1098-T tax forms based on their current consent status.

Select **C – Consenting** in this field if you want to produce 1098-T forms for only recipients who have given their consent to receive them in electronic format only.

Select **N – Non-Consenting** in this field if you want to produce 1098-T forms for only recipients who have withheld consent and have agreed to receive them in paper format, or have not filled out the WebAdvisor 1098 Electronic Consent form.

Select **A – All Recipients** to produce 1098-T forms for all recipients regardless of their consent status.



Note: Non-PDF printing is no longer being supported by Ellucian, even though the functionality still exists in Colleague. Therefore, the values you enter in this field will have no effect on which records are selected for non-PDF printing.

Students included

To limit the printing process to certain students (recipients), enter the student IDs here. To print 1098-T tax forms for all students, leave this field blank.



Note: If you enter a saved list in the Saved List Name field and enter students in the Student Included field, Colleague includes the students listed here only if they are also on the saved list. If you are using a saved list, the Student Included field acts as a limiting factor.

Either this field or Students Excluded may be entered, but not both. Depending on the tax year and method of printing used to produce the 1098-T forms, the T9TF process includes students from the following files:

- **TAX.FORM.1098.FORMS.** Used for PDF printing for current and prior tax years.
- **AR.1098T.WORK.** Used for stylesheet printing and non-stylesheet laser printing for the current tax year only. However, non-PDF printing is no longer being supported by Ellucian.

Students excluded

To omit certain students from the selection process when printing 1098-T tax forms, enter the student IDs here.

Either this field or Students Included may be entered, but not both. Depending on the tax year and method of printing used to produce the 1098-T forms, the T9TF process excludes students from the following files:

- **TAX.FORM.1098.FORMS.** Used for PDF printing for current and prior tax years.

- **AR.1098T.WORK.** Used for stylesheet printing and non-stylesheet laser printing for the current tax year only. However, non-PDF printing is no longer being supported by Ellucian.

Institutions

To limit the printing process to certain institutions, enter the institution IDs here.

Procedure for printing 1098-T forms using PDF output

Complete the following steps to print your 1098-T forms as a PDF file.



Warning! Verify that you have completed the necessary setup steps for this method of printing. See [“PDF output printing” on page 461](#) for setup procedures.

1. Before you print your 1098-T forms, verify that the 1098-T workfile is frozen.
Use the 1098-T Status Change (T9TC) form to check the current status of the workfile. See [“Procedure for freezing or unfreezing 1098-T information” on page 148](#) for information about freezing 1098-T information.
2. Access the 1098-T Forms Print (T9TF) form.
3. Complete the T9TF form. Save your work and exit the T9TF form.
Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-T forms.
4. Complete the PDEF form for the 1098-T forms as follows:
 - 4.1. Select **PDF Output** as the Output Device. Colleague automatically populates the Security field with a **Private** directory.



Note: When you select **PDF Output**, you must select either a **Private** or a **Shared** directory—Colleague does not allow you to send the PDF file to a **Public** directory because it contains sensitive information.



Note: If you enter a name in the Banner field, do not include any spaces in the name or Colleague may not generate the PDF file.

5. Save your work and exit the PDEF form. Colleague displays the Sort Definition form.
6. Arrange the sort criteria fields in the order that you want Colleague to sort and print the forms. Save your work and exit the Sort Definition form.



Note: The Sort Definition form for PDF Output uses criteria from the TAX.FORM.1098.FORMS file.

Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-T summary report.

7. Complete the PDEF form for the 1098-T summary report.



Note: PDF printing is not available for printing the 1098-T summary report or batch error report. Send these reports to a printer or to the HOLD file.

8. Save your work and exit the PDEF form.

Colleague prints the 1098-T forms and 1098-T summary report.

9. Arrange the sort criteria fields in the order that you want Colleague to sort and print the forms. Save your work and exit the form.

Colleague displays the Peripheral Option Defaults (PDEF) form for the 1098-T summary report.

10. Complete the PDEF form for the Batch Error report. Save your work and exit the View Batch Process Status (VBS) form.

Colleague prints the 1098-T forms, 1098-T summary report, and the Batch Error Report.

Creating 1098-T electronic media for the IRS

According to IRS regulations, anyone who is required to file 250 or more information returns must file such returns electronically. Submitting an electronic file eliminates the need to send the 1098-T forms (saving time, paper, and money) and makes data processing more accurate.



Note: Check the 1098-T Defaults/Parameters (T9TD) form to make sure that only box numbers used by your institution are listed in the Box Number Information section. Delete any box numbers that your institution does not use.

Consult IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically* for a complete list of requirements.

Tax information must be submitted to the IRS electronically using the IRS Filing Information Returns Electronically System (FIRE System).



Note: The IRS does not accept any type of magnetic media (tapes, tape cartridges, CDs, or DVDs).

This chapter describes how to create the electronic file that you will send to the IRS.



Note: The instructions contained in this chapter pertain only to creating the electronic file in Colleague—not to filing it with the IRS. Refer to the IRS web site (<http://www.irs.gov/>) for information about using the FIRE System.

This manual also provides the steps to download the electronic file created in Colleague to your desktop or network so that it can then be filed electronically using the IRS FIRE System.

Components of creating electronic media

Use the 1098-T Media Production (T9TM) form to create the electronic media file for the 1098-T tax information.



Note: The @ID of the 1098-E electronic file stored in the FINANCIAL.EXPORTS directory is “T9TM_INTERNALDATE_INTERNALTIME”.

Figure 35: 1098-T Media Production (T9TM) form

T9TM - 1098-T Media Production		
Status : Frozen	Year : 2014	
Status Date : 09/16/14	Time : 09:44AM	Oper : Megan Herzog
Saved List Name	<input type="text"/>	
Frozen Date/Time/Operator	09/16/14	09:44AM Megan Herzog
Submit Date/Time/Operator	09/04/14	01:31PM Gary Thome
	08/27/14	01:30PM Gary Thome
	<input type="text"/>	<input type="text"/>
Type of File/Date	Correction	<input type="text"/>
Test	No	Last Filing <input type="text"/>
Prior Year	No	
Institutions	1	<input type="text"/>
	2	<input type="text"/>
Addnl Select Criteria	No	

Noteworthy fields on the T9TM form

Saved list name

If you have a saved list of students from the 1098-T workfile (AR.1098T.WORK) for which you want to create electronic media, enter the name of the saved list in this field. To have Colleague create electronic media for *all* students, leave this field blank.

Type of file/Date

Enter the type of file that you want for this production of electronic media as follows:

- **Original.** If you have not yet submitted electronic media to the IRS, you can only produce an Original file.
- **Correction.** If you have previously submitted electronic media to the IRS, you can produce a file of corrected work records. Colleague compares the current work file data to the submitted data, and includes corrected records for any students whose data differs from the previously submitted data.
- **Replacement.** If you have previously submitted electronic media to the IRS, you can produce a replacement file of the submitted records. You must specify the date of the submitted file that you want to replace.

This field is required.

Test

Enter \checkmark if this production of electronic media will be used to send a test file to the IRS. This field marks the file as a “test” file. Make sure this field is set to “No” when you are ready to submit the final electronic media product to the IRS.

This field is required.

Prior year

Enter *Yes* or *No* in this field to indicate whether this production of electronic media is for the current year or a prior year. If you are producing 1098-T media for a prior year, you must load the work files with the prior year data and change the tax year on the 1098-T Defaults/Parameters (T9TD) form.

This field is required.

Last filing

Enter \checkmark *only* if this is the final time your institution will ever file 1098-T tax information using the current institution’s name and tax identification number (TIN), whether electronically or by paper. Last filings may occur because of a merger, bankruptcy, and so on.

This field is not used to indicate that this is the last filing of the year.

Institutions

To limit the creation of electronic media to certain institutions, enter the institution IDs here.

Procedure for creating the 1098-T electronic media

Complete the following steps to create a 1098-T media file.

1. Before you create your media, you should:
 - 1.1. Verify that the 1098-T work file is “Frozen.”
 - See [“Freezing and unfreezing 1098-T information” on page 145](#) for details on changing the status of the 1098-T information.
 - 1.2. Verify your institution’s Transmitter Control Code on the Additional Organization Info (AORG) form.
 - See [“Verifying Your Institution’s ID Parameters” on page 457](#).
2. Access the 1098-T Media Production (T9TM) form.

Colleague displays the history levels of the current work file.
3. Complete the fields on the T9TM form as required.
4. Save your work and update from the T9TM form.

Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form.

Colleague produces the T9TM media record in the FINANCIAL.EXPORTS file.

Submitting 1098-T information to the IRS

Once you have completed all amendments, printed and distributed the 1098-T forms, and created and sent your electronic media, you are ready to designate the information as Submitted.



Warning! *You must complete this step after sending the 1098-T tax information to the IRS. Submitting the data allows Colleague to identify any subsequent changes as corrections. If you do not complete this step, but you make changes and file them with the IRS, the changes will not be reported as corrections. This will result in filing inaccurate data with the IRS, or could cause the IRS to reject the new information.*

Components of submitting 1098-T information

Use the 1098-T Submit (T9TS) form to record when you submitted the 1098-T information to the IRS.

The T9TS process also tags each record in the year-end repository with its corresponding submittal sequence number. If the work file is submitted to the IRS multiple times (for example, with corrections), a recipient may have multiple work file records in the repository, each with its own submittal sequence number.

For example, if a recipient's 1098-T tax information was originally submitted to the IRS, and then subsequently changed and submitted as a correction, the year-end repository would contain two records for the individual, each with its own unique sequence number.

Figure 36: 1098-T Submit (T9TS) form

T9TS - 1098-T Submit		
Status : Frozen	Year : 2014	
Status Date : 09/16/14	Time : 09:44AM	Oper : Megan Herzog
Generated	09/08/14	At 03:34PM
Modified		At
Frozen	09/16/14	At 09:44AM
Submitted	09/04/14	At 01:31PM
By	Gary Thorne	
By		
By	Megan Herzog	
By	Gary Thorne	
Title	Correction 02	

Procedure for submitting 1098-T information

Complete the following steps to certify your 1098-T information to the IRS0

1. Complete all additions and amendments to the 1098-T information.
2. Print 1098-T forms using the 1098-T Forms Print (T9TF) form and send the forms to the recipients. See ["Printing 1098-T forms" on page 152](#) for instructions on using the T9TF form.
3. Use the 1098-T Media Production (T9TM) form to create the electronic media for submission to the IRS. See ["Creating 1098-T electronic media for the IRS" on page 159](#) for instructions on using the T9TM form.
4. Access the T9TS form.
Colleague displays information about the current workfile.
5. In the Title field, enter a name you want to call this submission version of the workfile.
The default title is "Original."
6. Save your work and exit the T9TS form.
Colleague displays the Process Handler (Phantom Mode Specification) form.
7. Complete the Process Handler form.
8. Colleague updates all 1098-T information and changes the status to "Submitted."

Correcting 1098-T Information

Procedures for correcting 1098-T tax information

The troubleshooting steps below and procedures that follow explain in detail how to make corrections to 1098-T tax information after it has been submitted.

1098-T troubleshooting

All students listed on the 1098-T Analytical Report, and any added manually, will receive a 1098-T form. Any errors printed on the 1098-T Analytical Report will also appear on the 1098-T forms and electronic media. Make every effort to have an error-free 1098-T analytical report to prevent having to file amendments. This section lists some of the problems you might find on the 1098-T analytical report and the steps you can take to correct each.

Problem: The student's or taxpayer's name is missing or incorrect.

Solution: Correct the name on the Name and Address Maintenance (NAE) form in Colleague Core's Demographics module and regenerate the information.

Problem: The student's or taxpayer's address is missing or incorrect

Solution: Correct the address on the Name and Address Maintenance (NAE) form or the Address Maintenance (ADR) form in Colleague Core's Demographics module and regenerate the information.

Problem: The student's or taxpayer's Social Security Number (SSN) is missing or incorrect.

Solution: Verify that the Social Security Number listed is correct. If it is not correct or if it is missing, use the Name and Address Maintenance (NAE) form in Colleague Core's Demographics module either correct the error or add the Social Security Number.

Problem: Some of the amounts shown are incorrect.

Solution: Review the 1098-T Detail Report for possible error. If you see an area where an error may have occurred on a line item, either make the correction using the 1098-T Work Records (T98T) form, or fix the AR files in Colleague and regenerate the 1098-T data.

Problem: The institution's employer (tax) identification number is missing.

Solution: Use the Additional Organization Info (AORG) form to enter the employer identification number in the institution's record.

Problem: Colleague will not let you continue or use a certain form because the current status of the workfile is not appropriate for that procedure.

Solution: Use the 1098-T Status Change (T9TC) form to change the status of the 1098-T work files.

Problem: Colleague will not let you generate 1098-T work files due to tax year mismatch.

Solution: Verify that the previous year's work files have been purged. Refer to [“Purging prior year 1098-T information” on page 101](#).

Verify that the tax year has been changed to the current year on the 1098-T Defaults/Parameters (T9TD) form.

Amending 1098-T information (after submission)

You may need to amend 1098-T information that has already been submitted to the IRS. For example, after you have sent the 1098-T forms to the recipients and the electronic media to the IRS, a recipient notifies you that the information on the 1098-T form is incorrect. You can correct the information and send a copy of the amended form to the recipient and the IRS.

Procedure for amending 1098-T information

1. Review the [1098-T troubleshooting](#) section on [164](#).
2. Use the 1098-T Status Change (T9TC) form to “unfreeze” the information so that it can be changed. See [“Freezing and unfreezing 1098-T information” on page 145](#) for instructions on using the T9TC form.
3. If you need to add students or change any amounts, use the 1098-T Work Records (T98T) form. See [“Modifying 1098-T tax information” on page 143](#) for detailed instructions on using the T98T form.

If you need to adjust the form or box code on an AR code of a tuition charge, or need to make extensive changes, make the changes on the AR Code Federal Tax Info (ARCT) form. Regenerate the information (locked amounts will not be overwritten). See [“Generating 1098-T information” on page 137](#) for detailed instructions on generating the 1098-T work file.

4. When all additions and corrections have been made, use the 1098-T Status Change (T9TC) form to “freeze” the information so that it can no longer be changed. See [“Freezing and unfreezing 1098-T information” on page 145](#) for instructions on using the T9TC form.
5. Print the corrected 1098-T forms using the 1098-T Forms Print (T9TF) form and send the corrected forms to the recipients. See [“Printing 1098-T forms” on page 152](#) for instructions on using the T9TF form.
6. Use the 1098-T Form Summary report that prints after the forms are printed to help you prepare your Annual Summary and Transmittal of U.S. Information Returns (Form 1096) if you are submitting hard-copy forms to the IRS. The report has information about totals of tuition amounts processed on the forms.
7. Use the 1098-T Media Production (T9TM) form to create the corrected electronic file for submission to the IRS. See [“Creating 1098-T electronic media for the IRS” on page 159](#) for instructions on using the T9TM form.

8. Use the Media Summary report that prints after making the electronic file to help you prepare your IRS Form 4804, *Transmittal of Information Returns Electronically*. The report has information about totals of tuition amounts processed on the file.
9. Once you have sent your forms or electronic file to the IRS, change the status of that reporting year's 1098-T information to Submitted. See ["Submitting 1098-T information to the IRS" on page 162](#) for instructions on using the T9TS form.

The status of the 1098-T work files is changed to Submitted and records the date when you submitted the information. You cannot change any information when the status is Submitted.

Reprinting 1098-T forms

You may need to reprint 1098-T forms because a borrower may have lost, destroyed, or never received a copy of the 1098-T form.

Reprinting 1098-T forms is simply replacing a lost or damaged form without having made any changes. If, however, you have made changes to any 1098-T information and must submit an amended form, see ["Procedure for amending 1098-T information" on page 165](#) for information.

Procedure for reprinting 1098-T forms

Complete the following steps to reprint 1098-T forms.

1. Access the T9TF form.
2. If the status is not "Submitted" nor "Frozen," change the status using the 1098-T Status Change (T9TC) form.

If the status is "Submitted" or "Frozen," proceed with [Step 3](#).

3. Enter the status and submitted date that you want to print. Since you want to reprint unchanged forms, enter the submitted status and date that corresponds to the submission date of the original 1098-T forms.



Note: If you are reprinting 1098-T forms for a prior tax year, the Status and Date fields are inquiry-only.

4. If you want to reprint forms for certain students, enter the IDs of the recipients you want included in the Students Included field.

If you enter one or more student IDs in this field, you cannot enter any IDs in the Students Excluded field.

If you want to reprint forms for all students or want to exclude certain students, leave the Students Included field blank.

5. If you want to reprint forms for all students *except* for certain students, enter the IDs of the students whose information you do not want to generate.

If you enter one or more student IDs in this field, you cannot enter any IDs in the Students Included field.

If you want to reprint forms for all students, leave the Students Excluded field blank.

6. Finish from this form.



Note: If you are reprinting 1098-T forms for a prior tax year, you must select the **PDF Output** option for printing.



U.S. Regulatory Reporting
1099-MISC Reporting

Getting Started with 1099-MISC Reporting

Who receives a 1099-MISC form?

Any vendor to whom your institution has paid miscellaneous income receives a 1099-MISC form. Examples of payments that must be reported on form 1099-MISC include, but are not limited to:

- Rents
- Royalties or broker payments
- Fishing boat proceeds
- Non-employee compensation
- Crop insurance proceeds
- Excess golden parachute payments
- Gross proceeds paid to an attorney
- Direct sales of consumer products to a buyer for resale purposes



Warning! *The Internal Revenue Service publishes annual instructions that describe the types and amounts of payments that must be reported on form 1099-MISC. Ellucian strongly recommends that you check these IRS guidelines before you prepare your 1099-MISC forms and/or media.*

The 1099-MISC generation process automatically selects vendors who have one or more paid vouchers with a line item flagged for 1099-MISC reporting. Line items are identified for 1099-MISC reporting on the Voucher Item Maintenance (VOUD) form by selecting 1099MI in the Form field of the Form/Box/Loc window.

Recipient name and address

A 1099-MISC recipient can be either a person vendor or a corporation vendor. This distinction determines how Colleague retrieves and formats the recipient's 1099-MISC name and address.

Person vendor name

According to the IRS, 1099-MISC vendors who are individuals (not corporations) should not include any prefixes or suffixes. To accommodate this requirement, Colleague uses the first name, middle name, and last name from the person vendor's PERSON record to format the person vendor's 1099-MISC name.

For example, if the person vendor's name is stored as:

```
FIRST.NAME=John  
MIDDLE.NAME=Patrick  
LAST.NAME=Smith
```

Colleague retrieves the first name, first letter of the middle name, and last name to format the 1099-MISC name as:

```
John P. Smith
```

If the person vendor does not have a middle name, Colleague retrieves only the first and last names and formats them appropriately.

Corporation vendor name

Colleague uses the TN99 hierarchy to determine the formatted name to use for each corporation vendor's 1099-MISC form.



Note: The TN99 hierarchy is a record in the NAME.ADDR.HIERARCHY file in Colleague Core. Ellucian delivers the TN99 record in the Colleague Core Demographics module – your institution defines the name and address hierarchies for the TN99 record on the Name and Address Hierarchy (NAHM) form.

See the [Using Demographics](#) manual for information about setting up and maintaining name and address hierarchies.

Person or corporation vendor address

Colleague uses the TN99 hierarchy to determine the 1099-MISC address to use for both person vendors and corporation vendors. If an address hierarchy is not defined in the TN99 record, Colleague uses the vendor's preferred address for 1099-MISC forms and reports.

If Colleague cannot find a TN99 address hierarchy or a preferred address for the vendor, it will display a warning for this vendor on a batch error report when you print your 1099-MISC forms. However, Colleague will still print a 1099-MISC form for this vendor.

Customizing the name and address

You can customize the name and mailing address for any 1099-MISC recipient without modifying the recipient's vendor record. The 1099-MISC Address (MISA) form allows you to modify the recipient's name and mailing address in the 1099-MISC work file, which Colleague uses to create the 1099-MISC forms and electronic files. This modified name and address information also appears on the 1099-MISC reports.

See [“Changing recipient name and address information” on page 241](#) for more information about using the MISA form.

Foreign addresses

Each person and organization record in Colleague contains a country code field which is part of the overall address information.

- If the country code field contains US, USA, or is blank, then Colleague does not flag the vendor's address as foreign when you generate the 1099-MISC work files.
- If the country code field for a 1099-MISC recipient contains anything other than US or USA, then Colleague flags this vendor's address as foreign when you generate the 1099-MISC work files.

Colleague formats and displays foreign addresses differently than addresses in the United States. See [“Foreign vendors” on page 223](#) for more information.

Recipient's Taxpayer Identification Number

The recipient's Taxpayer Identification Number (TIN) is either the person's Social Security Number (SSN) or the organization's Employer Identification Number (EIN).

If a 1099-MISC recipient does not have an SSN or an EIN recorded in your system, Colleague will display a warning for this vendor on a batch error report when you print your 1099-MISC forms. However, Colleague will still print a 1099-MISC form for this vendor.



Note: Run the Missing Tax IDs List (MTID) process in the Accounts Payable module to generate a report of vendors who are missing tax IDs.

See [“Checking for missing tax IDs” on page 214](#) for more information.

Recipient Social Security Number (SSN)

If a 1099-MISC recipient is a *person* (not an organization), Colleague retrieves the Social Security Number entered on the Name and Address Entry (NAE) or the Biographic Information (BIO) form and prints this number on the 1099-MISC form.

Recipient Employer Identification Number (EIN)

If the 1099-MISC recipient is an *organization*, Colleague retrieves the Employer Identification Number (EIN) entered on the Organization Profiles (ORGP) form and prints this number on the 1099-MISC form.

Payer's Employer Identification Number

The Payer is your institution. Your institution could report 1099-MISC activity as a single payer, or as multiple payers.

Single payer

Your institution is a single payer if it uses one federal Employer Identification Number (EIN) to report 1099-MISC activity.

Multiple payer

Your institution is a multiple payer if it uses more than one federal Employer Identification Number (EIN) to report 1099-MISC activity.

For example, City College's School of Nursing and School of Law each have their own federal EIN. Therefore, City College reports 1099-MISC data separately for each EIN.

State payer

Your institution may have a different EIN for each state in which it does business. Enter the EIN for each state (if it is different than the federal number) for your institution on the 1099 State Information (TNST) form.



Note: See ["Setting up 1099 state information" on page 210](#) for more information.

The Employer Identification Number in 1099-MISC processing

The Internal Revenue Service (IRS) has assigned a unique Employer Identification Number (EIN) to your institution. The IRS uses this EIN to identify your institution when you report federal regulatory information.

If your institution reports federal regulatory information for more than one corporate entity, then each entity is required to have its own EIN. For example, your institution's School of Nursing and School of Law could be two separate legal entities — each requiring its own EIN.



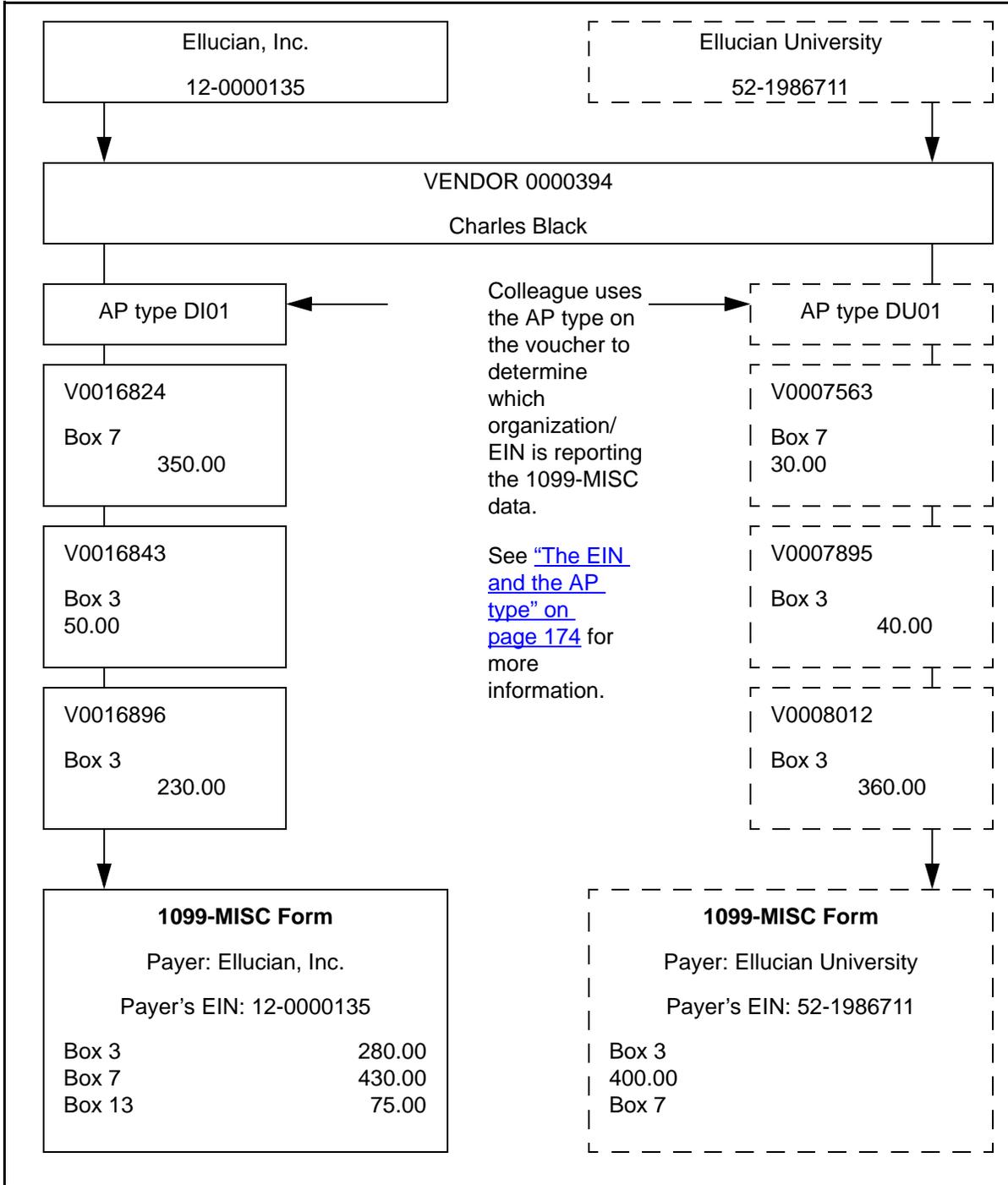
Note: Each legal entity for which your institution reports 1099-MISC activity must have its own organization record set up in Colleague.

One 1099-MISC form per EIN

Colleague prints one 1099-MISC form per EIN per recipient. If a vendor has 1099-MISC data associated with more than one of your institution's EINs, then that vendor will receive one 1099-MISC form for each EIN.

In the example illustrated in [Figure 37 on page 174](#), Ellucian, Inc. and Ellucian University have both paid 1099-reportable amounts to the same vendor. Therefore, Colleague produces two 1099-MISC forms for this vendor – one form for each EIN.

Figure 37: Example of a single vendor receiving two 1099-MISC forms for two EINs



The EIN and the AP type

You can report 1099-MISC information for all of your institution's corporate entities and EINs by setting up a different AP type for each organization/EIN combination, as illustrated in [Table 30](#).

Table 30: Setting Up AP types for each organization/EIN combination

Organization ID	EIN	AP Type
0000135 – Ellucian, Inc.	12-0000135	DI01
0000043 – Ellucian University	52-1986711	DU01

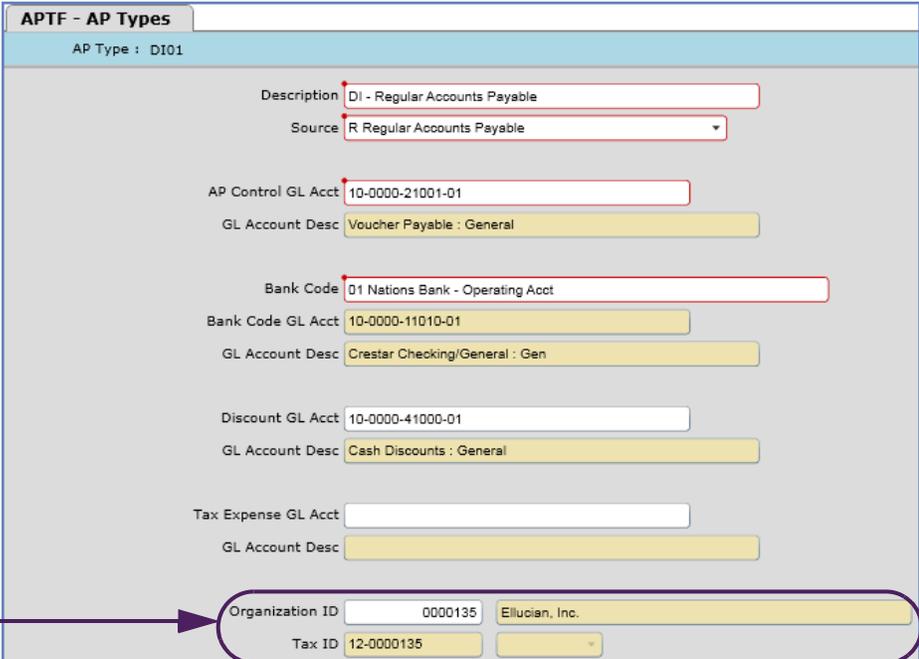
For example, every 1099-MISC paid voucher item that is associated with AP type **DI01** will be reported under EIN **12-0000135**. From this AP type, Colleague knows that the organization reporting the 1099-MISC data is Ellucian, Inc.



Note: You can modify an existing AP type to associate it with a specific organization ID/EIN. However, Colleague does not require you to specify an organization/EIN on any of your AP types.

If the AP type assigned to a 1099-MISC voucher item **does not** have an org ID/tax ID, Colleague uses the Host Organization ID (and its associated EIN) from the ID and LookUp Parameters (PID2) form to create the record ID in the 1099-MISC work file (see [“How Colleague determines which EIN to use” on page 177](#) for more information).

Figure 38: AP Type DI01



Enter an Organization ID to associate this AP type with a specific organization ID and tax ID (EIN).

Figure 39: Host organization ID on the PID2 form

If the AP type on a 1099 voucher does not have an organization ID and tax ID assigned, Colleague uses the Host Organization ID (and its associated EIN) to report the 1099 data.

PID2 - ID and LookUp Parameters

Person/Organization ID's Assigned: A Automatic Only
Default Indexing to use for LookUp: P Partial Name

Person ID's Check Digit Subroutine:
Alternate Next Person ID Subroutine:
Additional Person LookUp Subroutine:
Fixed Length for Person LookUp: 7

Organization ID's Check Digit Subroutine:
Alternate Next Organization ID Subroutine:
Additional Organization LookUp Subroutine:
Fixed Length for Organization LookUp: 7

Host Organization ID: 0000135 Ellucian, Inc.

Mail Label Name Width: 30
Update Activity Counters in Batch: No
Default Campus Calendar: MAIN Default Calendar
Default Secondary School CCD:
E-Mail Check @Startup: Yes
Fixed Length for PIN: 7
Address Parameters: X

Using multiple EINs to report 1099-MISC activity

Colleague has the capability to allow your institution to use more than one Employer Identification Number (EIN) to report 1099-MISC activity.

For example, if your institution has several campuses, and each campus has its own federal EIN, then you can generate, report, print, and submit the 1099-MISC data for each of those EINs.

Setting up CORP records for 1099-MISC reporting

You must set up an individual CORP record for each organization/EIN that your institution plans to use for 1099-MISC reporting. Use the Organization Profiles (ORGP) form in Colleague Core to do this.

In this document, we'll use the example of Ellucian, Inc. and Ellucian University. These are two separate legal entities, each with its own federal EIN. Therefore, each entity has its own CORP record set up in Colleague.

Setting up AP types for 1099-MISC reporting

You can prepare your Colleague Accounts Payable system for 1099-MISC reporting by creating a separate AP type for each organization/EIN that your institution uses to report 1099-MISC data.

On the AP Types (APTF) form, enter the ID of the 1099-reporting organization that you want to assign to that AP type in the Org ID field. Colleague defaults that organization's EIN in the Tax ID field.

You can also modify existing AP types for this purpose. If you add an Org ID and Tax ID to an existing AP type, Colleague will report all 1099-MISC voucher items that use that AP type under the organization/EIN for that AP type.

See [“Setting up AP types for 1099-MISC reporting” on page 196](#) for more information.

Setting up the 1099-MISC parameter record for 1099-MISC reporting

The 1099-MISC T Record Setup (MITR) form allows you to create a master list of all organization IDs and EINs that your institution plans to use to report 1099-MISC activity. This list is stored in the PARM.1099MI record of the CF.PARMS file. If Colleague finds 1099-MISC data in Colleague that is associated with an organization/EIN not set up on MITR, it will not print a form for that record or include it in the electronic file. However, it will include this information in the 1099-MISC work file.



Note: The PARM.1099MI record contains a multi-valued association that allows you to set up as many organization/EIN records as your institution needs to report 1099-MISC data.

See [“Setting up the 1099-MISC parameter record” on page 203](#) for more information.

How Colleague determines which EIN to use

All 1099-MISC data originates from paid voucher items. Run the 1099-MISC Generation (MGEN) process to populate the 1099-MISC work file. The key to each record in the work file is **Vendor ID * EIN** (the EIN is the federal tax ID of the organization reporting the 1099-MISC data).

Ideally, you would set up one AP type and a matching MITR record for each organization/EIN combination that your institution uses to report 1099-MISC data. This is illustrated in [Figure 40](#).

Figure 40: Setting up a matching AP Type and MITR record

1

Set up an AP type to report 1099-MISC voucher items for Ellucian University.

When you generate the 1099-MISC work file, every 1099-MISC voucher item assigned to this AP type will have a work file record ID in the following format:

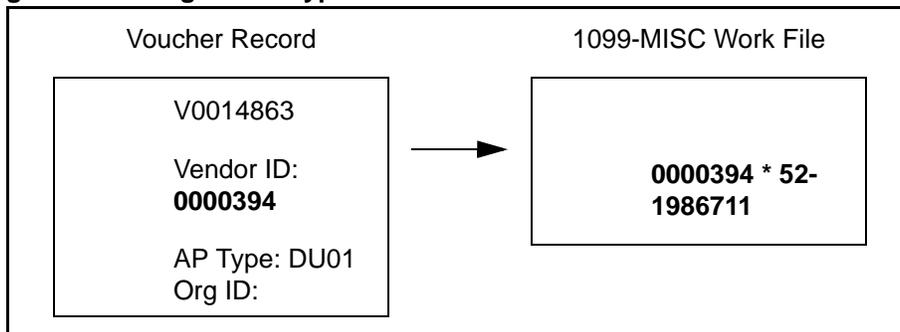
[Vendor ID] * 52-1986711

2

In order to print forms and produce media for those 1099-MISC records in the work file associated with Ellucian University, you must set up a record for Ellucian University on the MITR form.

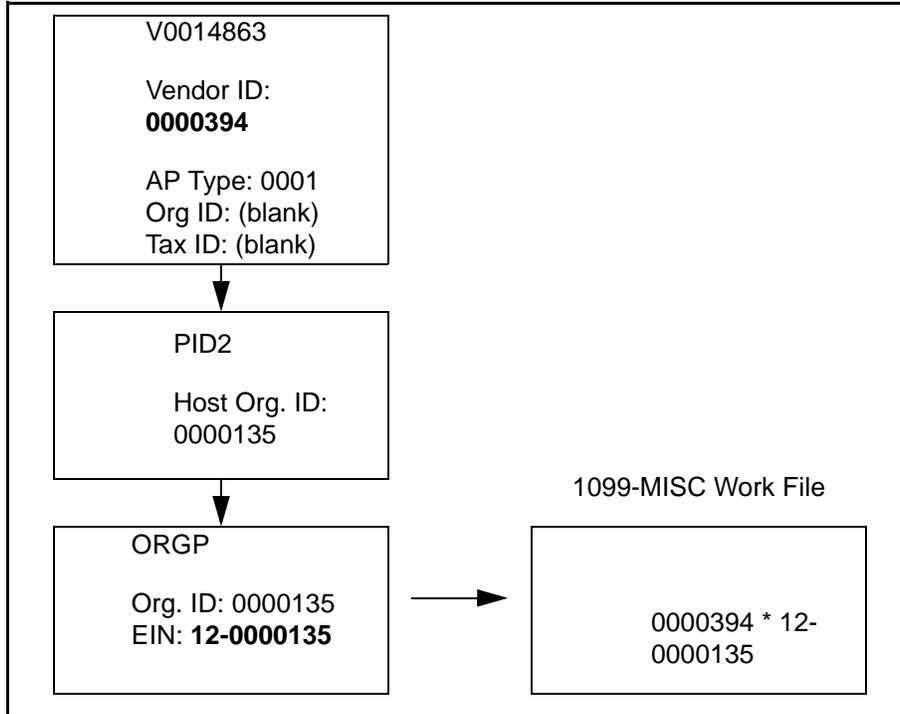
When you run the MGEN process, Colleague checks the AP type associated with each 1099-MISC voucher item. If the AP type assigned to a 1099-MISC voucher item **does** have an org ID/tax ID, Colleague uses that information to create the record ID in the 1099-MISC work file (see [Figure 41](#)).

Figure 41: Using the AP type to create the work file record ID



If the AP type assigned to a 1099-MISC voucher item **does not** have an org ID/tax ID, Colleague uses the Host Organization ID (and its associated EIN) from the ID and LookUp Parameters (PID2) form to create the record ID in the 1099-MISC work file (see [Figure 42](#)).

Figure 42: Using the PID2 host organization ID to create the work file record ID



For 1099-MISC recipients that are manually added to the work file, you select the organization you want to use to report the 1099-MISC activity when you create the detail records (on the 1099-MISC Box Amount Maint [MBOX] form). You can only select an organization that has been set up in the PARM.1099MI record (through the MITR form).

Specifying the EIN in 1099-MISC processing

You could have 1099-MISC data for a single vendor reported by more than one EIN. Several 1099-MISC processes in Colleague require you to specify which combination of vendor ID and EIN you want to select.

[Table 31](#) contains a list of the 1099-MISC processes and their LookUps.

Table 31: 1099-MISC processes and LookUps

Form	LookUp	LookUp Purpose
1099-MISC T Record Setup (MITR)	Organization LookUp	This is a full lookup against the CORP file in Colleague.
1099 State Information (TNST)	States LookUp	This is a full lookup against the STATES file in Colleague.
	1099-MISC Organization LookUp ^a	This is a restricted lookup against the PARM.1099MI record.

Table 31: 1099-MISC processes and LookUps (continued)

Form	LookUp	LookUp Purpose
Add 1099 Form (ATNM)	Vendors LookUp	This is a full lookup against the VENDORS file in Colleague.
	1099-MISC Organization LookUp ^a	This is a restricted lookup against the PARM.1099MI record.
1099-MISC Box Amount Maint (MBOX)	1099-MISC Vendors LookUp	This is a restricted lookup against the TAX.FORM.1099MI work file.
	1099-MISC Organization LookUp ^a	This is a restricted lookup against the PARM.1099MI record.
	1099 States LookUp	This is a restricted lookup against the STATES.1099.ORG file.
1099-MISC Address (MISA)	1099-MISC Vendors LookUp	This is a restricted lookup against the TAX.FORM.1099MI work file.
1099-MISC Delete Vendor (MIDV)	1099-MISC Vendors LookUp	This is a restricted lookup against the TAX.FORM.1099MI work file.
	1099-MISC Organization LookUp ^a	This is a restricted lookup against the PARM.1099MI record.
1099-MISC Media Production (MMED)	1099-MISC Organization LookUp ^a	This is a restricted lookup against the PARM.1099MI record.

^a. If your institution uses a single EIN to report 1099-MISC activity, Colleague does not display this LookUp prompt.

Understanding the 1099MI work file

Colleague's 1099-MISC processes let you generate, maintain, and report 1099-MISC data by EIN. The 1099MI work file contains one record per recipient, per reporting organization/EIN.



Note: Colleague prints one 1099-MISC form per reporting EIN per person. If a recipient has 1099-MISC data associated with two different reporting EINs, Colleague prints two 1099-MISC forms for that recipient (one 1099-MISC form for each EIN).

See [Figure 43 on page 184](#) and [Figure 44 on page 185](#) for detailed illustrations of the 1099MI work file structure.

TAX.FORM.1099MI file

The TAX.FORM.1099MI file contains summary-level information for each 1099-MISC recipient for a single reporting year. Each year when you purge the 1099MI work files, the information in this work file is cleared from the system.

Information stored in the TAX.FORM.1099MI file includes:

- **Name and Address** – contains the full mailing address of the 1099-MISC recipient. The TAX.FORM.1099MI file has separate address fields for domestic and foreign vendor addresses.
- **TIN Type** – indicates whether the recipient's Tax Identification Number (TIN) is a Social Security Number (SSN) or an Employer Identification Number (EIN). If the recipient is a person, the TIN type is SSN. If the recipient is an organization, the TIN type is EIN.
- **Direct Resale Flag** – this Yes/No flag is set by the user on the Vendor Tax Information (VNTX) form.
- **Foreign Vendor Flag** – this Yes/No flag is set by Colleague during 1099-MISC generation, and indicates whether the recipient is a foreign vendor.

The key to each TAX.FORM.1099MI record is a combination of the recipient's vendor ID and the reporting organization's EIN.

For example, the key **1091781*52-1986711** represents the record for vendor 1091781 and your institution's EIN 52-1986711.

TAX.1099MI.STATE file

The TAX.1099MI.STATE file contains the following information by state for each recipient's 1099-MISC record:

- **Box Codes** – contains the list of box codes for which amounts are generated for this 1099-MISC record.
- **Box Code Amounts** – contains the corresponding dollar amounts generated for each box code for this T4A record.
- **Box Number** – contains each box number for which this recipient has reportable 1099-MISC data.
- **Locking Flags** – determines whether the amounts for each box code is protected from regeneration or can be overwritten by regenerating the data.

The key to the TAX.1099MI.STATE file is a combination of the recipient's vendor ID, the reporting organization's EIN, and the state for which the 1099-MISC activity is being reported.

For example, the key **1091781*52-1986711*VA** represents the record for vendor 1091781, your institution's EIN 52-1986711, and the state of Virginia.



Note: One TAX.FORM.1099MI record can be associated with many TAX.1099MI.STATE records.

TAX.1099MI.DETAIL file

There can be multiple detail records for each reporting EIN per recipient. Each detail record includes the following information:

- **Box Number** – contains each box number for which this recipient has reportable 1099-MISC data.
- **Box Number Amounts** – contains the dollar amounts for each 1099-MISC box number.
- **Qualifying Flag** – determines whether this 1099-MISC record meets the criteria required to print a 1099-MISC form.
- **Form Status** – contains the current status of this 1099-MISC record. Tax form return statuses are stored in the TAX.FORM.RETURN.STATUS record of the CF.VALCODES file.
 - *N – New.* This 1099-MISC record has been generated or modified, but has never been submitted.
 - *U – Unchanged.* This 1099-MISC record has been submitted, and the data has not changed.
 - *G – Amended (1-Step Corrected).* This 1099-MISC record has been submitted, but the dollar amounts have changed.
 - *C – Changed (2-Step Corrected).* This 1099-MISC record has been submitted, but the demographic data has changed.

The key to the TAX.1099MI.DETAIL file is *Person*EIN*State*Reference Code*.



Note: One TAX.1099MI.STATE record can be associated with many TAX.1099MI.DETAIL records.

Reference codes

A 1099MI detail record contains one of the following three reference codes:

- **G** – Generated
- **M** – Modified
- **NN** – Certification Number (where *N* is a numeral)

The reference code is the fourth part of the key to each TAX.1099MI.DETAIL record.

When you generate 1099-MISC data, Colleague creates two TAX.1099MI.DETAIL records per recipient. One detail record contains the “G” reference code and one contains the “M” reference code. The two detail records contain the exact same data.



Note: For those records manually added to the 1099MI work file (using the Add 1099 Form [ATNM] form), only one detail record exists. The reference code associated with this detail record is “M” – since the record was not added through the generation process, no “G” record is created for this recipient.

When you modify the 1099MI detail record, the information in the “M” detail record is updated. The “G” record remains unchanged.

When you submit the 1099-MISC data, the “M” detail record is copied to a detail record with a reference code of the “Certification Number” (for example, “01”). If you correct and resubmit a 1099-MISC record, the changes are made to the “M” detail record and copied to another detail record with the reference code of the new “Certification Number” (for example, “02”).

If you regenerate the 1099-MISC data, Colleague recreates the “G” and “M” records. Any amounts that are not locked are refreshed. Locked amounts remain unchanged. See [“Locking detail amounts” on page 237](#) for information.

TAX.FORM.STATUS file

This file stores the status history of the 1099-MISC data in your work file. Colleague updates this file with the date, time, and operator login each time you purge, generate, modify, verify/unverify, and certify/uncertify the 1099-MISC work file.

TAX.FORM.PROCESSING.STATUS validation codes

Ellucian supplies the following codes in Colleague Core’s TAX.FORM.PROCESSING.STATUS validation code table.

- **GEN**–Generated
- **MOD**–Modified
- **PUR**–Purged
- **SUB**–Submitted
- **FRO**–Frozen
- **REO**–Reopened
- **UNF**–Unfrozen
- ***NA**–Not Available
- **VER**–Verified

- **CER**—Certified
- **UNV**—Unlocked Verified
- **UNC**—Unlocked Certified

* This code is not used in 1099-MISC processing.

The TAX.FORM.PROCESSING.STATUS validation code table is inquiry-only, which means that users cannot modify it.

Figure 43: Structure of the 1099-MISC work file

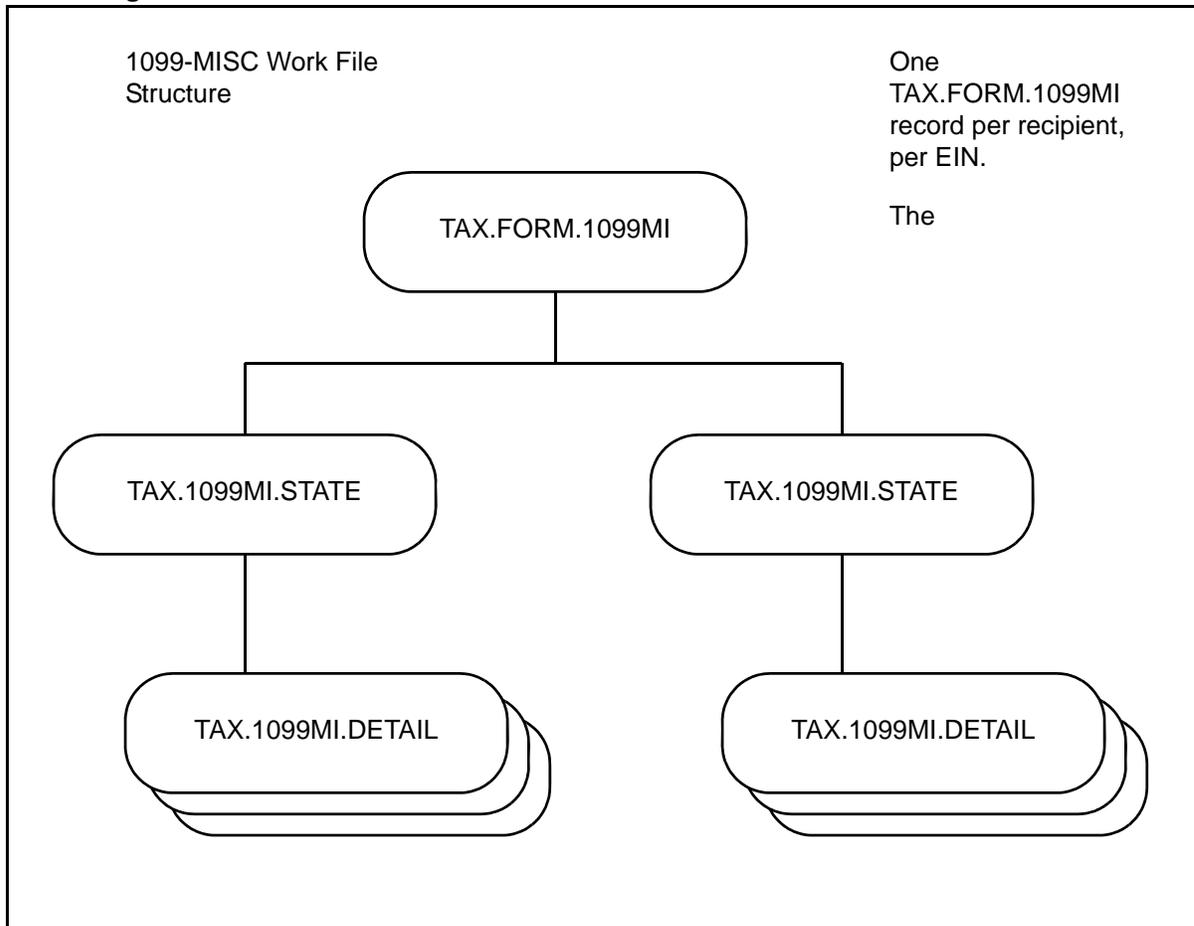
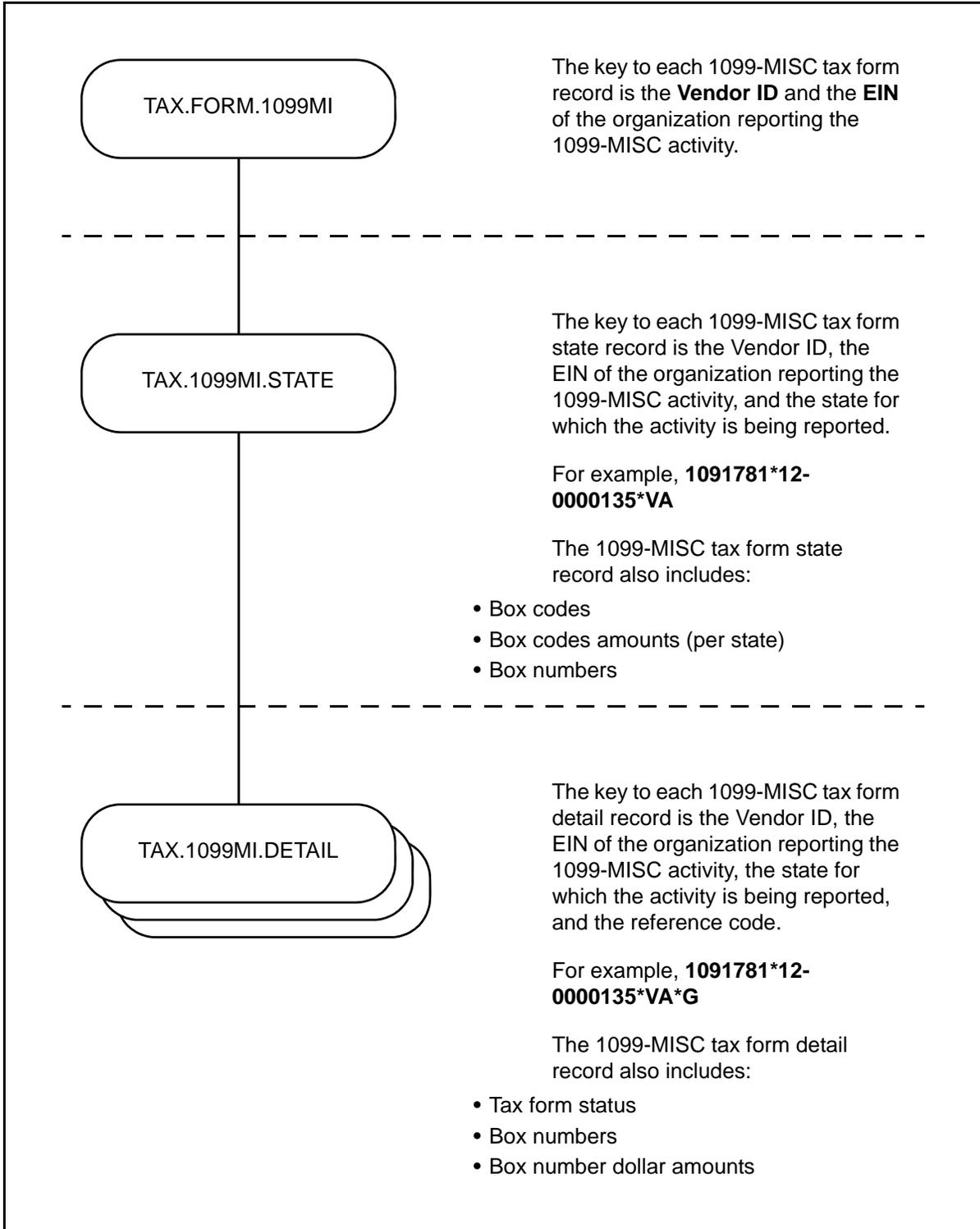


Figure 44: Details of the 1099-MISC work file structure



Understanding the 1099-MISC repository

The year-end repository has been added to enable the printing of 1099-MISC tax forms for multiple tax years in PDF format. The repository is a set of files designed to be updated with 1099-MISC work file data for each year, beginning with the 2008 tax year.

For the current and future tax years, each time the work files are verified or certified, the repository is updated.

The repository, unlike the work file, can contain 1099-MISC tax information for more than one year at a time. Also unlike the work file, the data in the repository cannot be imported or modified for prior years—the repository is simply used to collect and store data generated in the 1099-MISC work files. The data in the repository is used for the following purposes:

- Printing the 1099-MISC forms using the PDF batch printing functionality.
- Viewing and printing the 1099-MISC forms on the web using the PDF format.
- Saving the 1099-MISC tax data submitted to the IRS.

The year-end repository is updated by the following processes:

- Purging the work files and purging data from the repository.
- Changing the status of the work file to “Verified” or “Certified.”
- Submitting the work file.

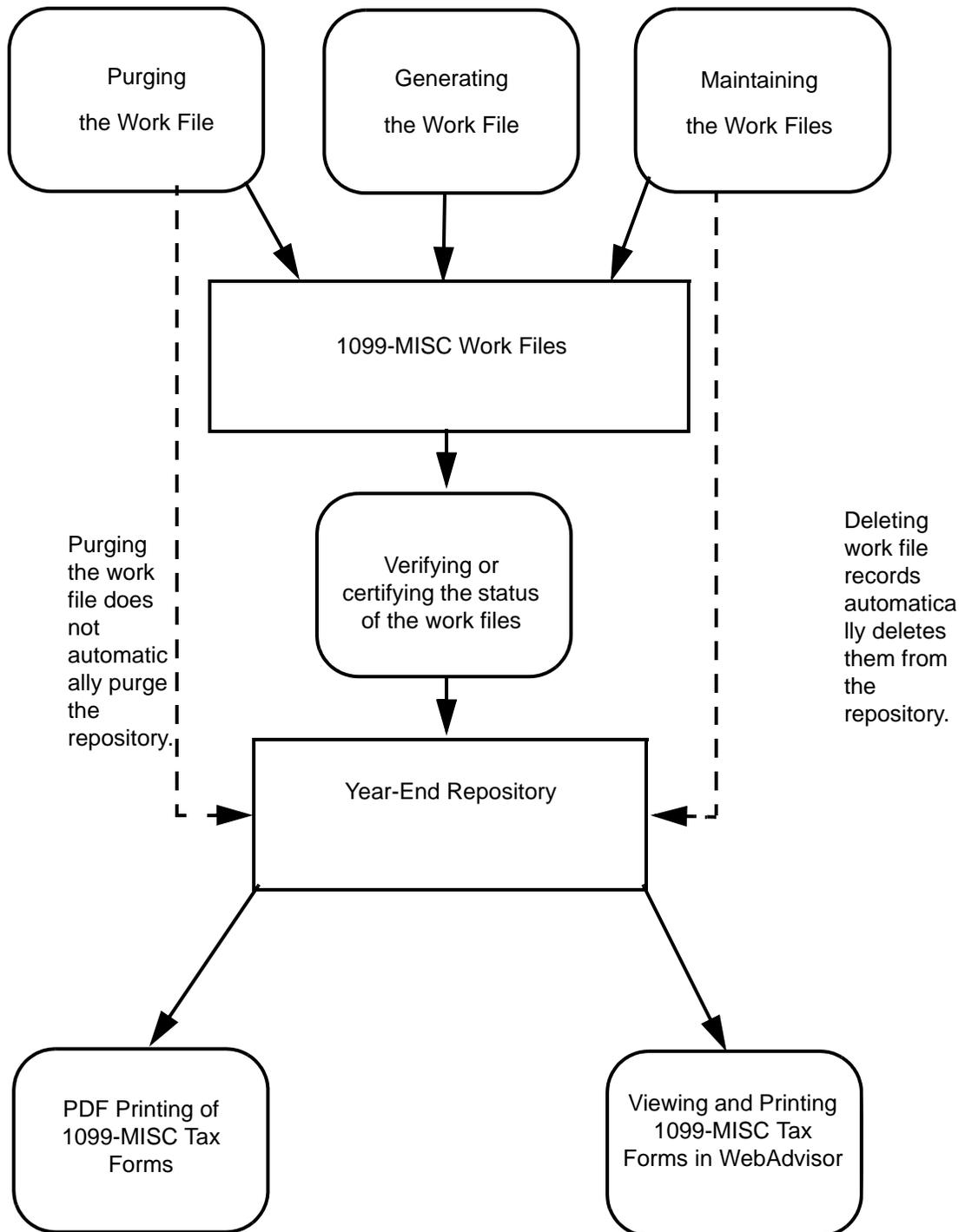
The 1099-MISC Status Change (MISC) form copies the 1099-MISC work file data for each recipient to the repository when the status is changed to “Verified.”

Manual changes to an existing recipient’s 1099-MISC form cannot be made when the current status of the work file is Verified or Certified. The work file must be Unverified and then the changes can be made.



Note: The [Figure 45 on page 187](#) is a diagram of the repository and does not include standard printing from the work files.

Figure 45: How 1099-MISC reporting interacts with the year-end repository



Overview of PDF batch printing

You have the ability to print both the 1099-MISC tax form and the tax form data together as a single PDF document using the 1099-MISC forms print processes in Colleague.

The PDF document created when you print your tax forms can be up to 100,000 pages long, however, you can define defaults for your PDF output to limit the size of your PDF documents. Refer to the [Envision Runtime Administration](#) manual for information about using the PDF Defaults (PDFD) form to define your PDF output defaults.

To use PDF printing for your 1099-MISC tax forms, select the **PDF Output** option in the Output Device field on the Peripheral Defaults form that is displayed when you print your tax forms.

When you use PDF batch printing, you must also select either a **Private** or a **Shared** directory in the Security field on the Peripheral Defaults form. Because 1099-MISC tax forms contain sensitive data, Colleague does not allow you to send the PDF file to a Public directory.



Note: Selecting the **PDF Output** option automatically opens the PDF document in Adobe Reader®, and after the document opens you can print the PDF file.



Note: You can use the PDF format to print any copy of the 1099-MISC except for copy A.

Overview of preparing 1099-MISC information

The following steps provide a high-level overview of the procedures necessary to prepare your 1099-MISC information. Each step contains a cross-reference to help you locate detailed information about that step in this manual.

7. Verify your institution's ID setup in Colleague. See [“Verifying Your Institution's ID Parameters” on page 457](#) for instructions.
8. Set up or review tax form box codes. See [“Setting up tax forms and box codes” on page 193](#) for instructions.
9. Set up or review your AP types for 1099-MISC processing. See [“Setting up AP types for 1099-MISC reporting” on page 196](#) for instructions.
10. Set up or review default 1099-MISC vendor information. See [“Setting up default tax form information for vendors” on page 197](#) for instructions.
11. If 1099-MISC information exists for a previous reporting year, purge that information. See [“Purging prior year 1099-MISC information” on page 201](#) for instructions.
12. Change the status of the work file from “Purged” to “Empty – Cleared for Restart.” See [“Changing the status of the work file” on page 252](#) for instructions.

13. Set up your 1099-MISC tax form parameters for the reporting tax year. See [“Setting up the 1099-MISC parameter record” on page 203](#) for instructions.
 - 13.1. Set up your general 1099-MISC processing parameters. See [“1099-MISC Setup \(MISU\)” on page 203](#) for instructions.
 - 13.2. Set up your 1099-MISC transmitter record information. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for instructions.
14. Set up or verify 1099 information for your state, if you are participating in the combined federal filing program. See [“Setting up 1099 state information” on page 210](#) for instructions.
15. Set up your system for your choice of printing method and form type. See [“Setting up the printing method” on page 212](#) for instructions.
16. Print the 1099-MISC detail report. See [“Printing the 1099-MISC detail report” on page 215](#) for instructions.
17. Populate the 1099-MISC work file with 1099-MISC information for the current tax year. See [“Generating 1099-MISC information” on page 220](#) for instructions.
18. Print and review the 1099-MISC analysis report. Verify the accuracy of the data and make corrections if needed. See [“Printing the 1099-MISC analysis report” on page 226](#) for instructions.

The analysis report displays information from the 1099-MISC work file. You can modify the information in the 1099-MISC work file, as outlined below:

- 18.1. **Modify box code information.** See [“Procedure for setting up box codes” on page 195](#).
- 18.2. **Add vendors to the 1099-MISC work file.** See [“Adding 1099-MISC recipients to the work files” on page 231](#).
- 18.3. **Delete vendors from the 1099-MISC work file.** See [“Deleting 1099-MISC recipients from the work files” on page 237](#).
- 18.4. **Modify voucher line item information.** See [“Changing voucher line item information” on page 245](#).
19. Print the 1099-MISC history report. See [“Printing the 1099-MISC history report” on page 247](#) for instructions.
20. Freeze the 1099-MISC work file. See [“Changing the status of the work file” on page 252](#) for instructions.
21. Print the 1099-MISC forms and send the forms to the recipients. See [“Printing 1099-MISC forms” on page 255](#) for instructions.

If you have implemented PDF functionality for 1099-MISC forms in WebAdvisor, enable access for recipients in WebAdvisor.

Use the report that prints after the forms print to help you prepare your 1099-MISC Summary Form (if you are certifying hard-copy forms). The report contains information about totals of income processed on the forms.

22. Create the electronic file for submission to the IRS. See [“Creating 1099-MISC media for the IRS” on page 265](#) for instructions.

Use the report that prints after you create the media to help you prepare your 1099-MISC Summary Form. The report has information about totals of income processed in the media.

- 23.** Once you have sent your forms to the IRS, change the status of that reporting year's 1099-MISC work file to "Certified." See ["Certifying 1099-MISC information to the IRS" on page 268](#) for instructions.
- 24.** If you need to change any information after you have certified your media to the IRS, see the chapter ["Correcting 1099-MISC Information" on page 270](#) for instructions.

Setting Up 1099-MISC Reporting

Forms used

[Table 32](#) contains a list of the forms used in the procedures in this chapter.

Table 32: Forms used for setting up 1099-MISC reporting

Procedure	Form	Mnemonic
Verifying your institution's ID parameters^a	Organization Profiles	ORGP
	Additional Organization Info	AORG
	ID and LookUp Parameters	PID2
Setting up tax forms and box codes	Validation Codes	VAL
	Tax Form Box Codes	TFBX
Setting up AP types for 1099-MISC reporting	AP Types	APTF
Setting up default tax form information for vendors	Vendor Maintenance	VEND
	Vendor Tax Information	VNTX
Purging prior year 1099-MISC information	1099-MISC Purge	MPRG
Setting up the 1099-MISC parameter record	1099-MISC Setup	MISU
	1099-MISC T Record Setup	MITR
Maintaining 1099MI tax year params	1099-MISC Tax Year Params	MITP
Setting up 1099 state information	1099 State Information	TNST
Setting up the printing method	1099-MISC Setup	MISU
	Peripheral Options Default	PDEF

^a See ["Verifying Your Institution's ID Parameters" on page 457](#) for instructions.

Files used

[Table 33](#) contains a list of the files that Colleague uses to process your 1099-MISC information.

See [“Understanding the 1099MI work file” on page 180](#) for more information.

Table 33: Files used in setting up 1099-MISC reporting

File	Description
Files in Colleague Core	
CORP.FOUNDS	This file (a subset of the PERSON file) contains information that identifies your institution as a corporation/foundation.
BOX.CODES	This file contains the codes and descriptions for boxes associated with tax forms.
TAX.FORMS	This record in the CORE.VALCODES file contains the codes that identify your tax forms. These codes are associated with voucher line items to identify the payments as reportable on the 1099-MISC tax form.
TAX.FORM.STATUS	This file tracks the status history of the 1099-MISC work file.
Files in Colleague Finance	
ITEMS	This file contains records that Colleague uses to generate 1099-MISC data. ITEMS records that are flagged for the 1099-MISC tax form and that have a status of “Paid” during the tax reporting year are included in the generated 1099-MISC work files.
MMED.STATUS	This file keeps track of the organizations associated with 1099-MISC data in the work file, and the media records created for each organization.
PARM.1099MI	This record in the CF.PARMS file contains the year-specific parameters used to process 1099-MISC data.
STATES.1099.ORG	This file contains information about each state participating in the Combined Federal/State Filing program for each organization/EIN reporting 1099-MISC data.
TAX.FORM.1099MI	This file is the main work file used to process 1099-MISC data. Information for this file is generated by the 1099-MISC Generation (MGEN) process. You can modify the information in this file.
TAX.1099MI.STATE	This file contains box code and box number information for each state.

Table 33: Files used in setting up 1099-MISC reporting (continued)

File	Description
TAX.1099MI.DETAIL	This file contains detailed information about each 1099-MISC box number and amount for each 1099-MISC recipient.
TAX.FORM.1099MI.YEARS	This file stores the web format template, batch format template, web viewing parameter, and submittal information for each 1099-MISC tax year. Each year has its own file.
TAX.FORM.1099MI.REPOS	This file allows for viewing and reporting of data from previous years.
TAX.1099MI.STATE.REPOS	This file allows for viewing and reporting of data from previous years.
TAX.1099MI.DETAIL.REPOS	This file allows for viewing and reporting of data from previous years.

Verifying your institution's ID parameters

Before you begin processing your 1099-MISC data, you must verify that your institution information is correctly set up in Colleague Core. Colleague uses this information to process 1099 data in Colleague Finance and 1098 data in Colleague Student.

See [“Verifying Your Institution's ID Parameters” on page 457](#) for instructions.

Setting up tax forms and box codes

The 1099-MISC form is divided into several numbered boxes for different types of 1099 income. Each box identifies a specific type of payment that must be reported to the Internal Revenue Service (IRS) and to state governmental agencies.

Accurate year-end 1099 reporting requires that each 1099 line item on your vouchers be associated with the correct tax form and box number. The tax form box code, entered in the second element of the Tax Form field on the Voucher Item Maintenance (VOUD) form,¹ supplies both tax form and default box code information.

1. You can also enter the tax form and box code for a 1099 vendor on the Requisition Item Maintenance (RQIM) and PO Item Maintenance (POIM) forms. This information will carry forward from the requisition and purchase order to the voucher. You can also associate a tax form with a vendor on the Vendor Maintenance (VEND) form.

When you run the 1099-MISC generation process for a given year, Colleague reads all the paid item records from the Accounts Payable module and, using the information in the tax form and box code fields, accumulates all the paid items for that year that have box codes associated with 1099-MISC tax forms. The accumulated item records are used during the 1099-MISC generation process to create 1099-MISC data.

Tax form box codes create a link between your 1099 voucher line items and the boxes on the 1099-MISC tax reporting form.

Tax forms

Tax form codes are stored in the TAX.FORMS record of the CORE.VALCODES file.

Figure 46: TAX.FORMS validation code table



Warning! Do not delete or edit any tax form codes from this table. Every Colleague application accesses this validation code table to process tax forms specific to that application – deleting a tax form code may cause data corruption elsewhere in Colleague.

VAL - Validation Codes					
Table Name : TAX.FORMS			Mode : Read/Write		
Created On : 04/12/93		By : CJK	Changed On : 01/12/11		By : GTT
Code	Description	Min Entry	Special Processing		
1 1098	1098 Tax Form	1098	MTG		
2 1099A	1099-A Tax Form	A	BAL		
3 1099B	1099-B Tax Form	B	BND		
4 1099DI	1099-DIV Tax Form	DI	GDV		
5 1099G	1099-G Tax Form	G	TGR		
6 1099IN	1099-INT Tax Form	IN	INT		
7 1099MI	1099-MISC Tax Form	MI	NEC		
8 1099OI	1099-OID Tax Form	OI	EWP		
Purpose					
1					
2					
Maximum Code Size <input type="text" value="6"/>					
Zero Fill Numbers (Y/N) <input type="text" value="No"/>					



Note: The **1099MI** code is delivered as part of the TAX.FORMS validation code table. If the 1099MI code is missing from this code table, contact your system administrator.

Box codes

Colleague uses a *code* for each tax form box rather than a hard-coded number for the following reasons:

- The box numbers on the tax form can change from year to year
- You can create multiple box codes for a single box number if required

Use the Tax Form Box Codes (TFBX) form to set up and maintain tax form box codes.

Figure 47: Tax Form Box Codes (TFBX) form

TFBX - Tax Form Box Codes

Box Code : FT

Description Foreign Tax Paid to Canada

Tax Form 1099MI 1099-MISC Tax Form

Box Number 11 Associated Box

Box 12 Foreign Country ASHMORE AND CARTIER ISLANDS

Procedure for setting up box codes

Complete the following steps to set up tax form box codes.

1. Access the Tax Form Box Code (TFBX) form.
2. At the Box Code LookUp, enter the box code you want to view or maintain.

If the code you entered does not exist in the BOX.CODES file, Colleague displays the prompt:

```
Record not found -- Reenter or Add
```

Add the record or cancel from the prompt.

You may perform a standard LookUp to find the box code you want.

3. In the Description field, enter a free-form text description of the box.
The description can be the same as the box label that is printed on the 1099-MISC form.
This box code description appears on the 1099-MISC Detail Report.
4. In the Tax Form field, select the tax form with which you want to associate this box code.
The values for this field are stored in the TAX.FORMS record of the CORE.VALCODES file.
5. In the Box Number field, enter the number associated with the box on the designated tax form.

This information is useful if the IRS ever changes the box number associated with a box code and description. For example, the box number associated with Excess Golden Parachute payments may change from year to year. You would update the box number in this field.

6. Save your work and update from the TFBX form.

Setting up AP types for 1099-MISC reporting

You can prepare your Colleague Accounts Payable system for 1099-MISC reporting by creating a separate AP type for each organization/EIN that your institution uses to report 1099-MISC data. See [“The EIN and the AP type” on page 174](#) for information about how Colleague uses the AP type in 1099-MISC processing.

On the AP Types (APTF) form, enter the ID of the 1099-reporting organization that you want to assign to that AP type in the Org ID field. Colleague defaults that organization’s EIN in the Tax ID field. [Figure 48](#) illustrates this setup.

You can also modify existing AP types for this purpose. If you add an Org ID and Tax ID to an existing AP type, Colleague will report all 1099-MISC voucher items that use that AP type under the organization/EIN for that AP type.



Note: You can define an Organization ID only for those AP types with a source code of “R – Regular Accounts Payable.”

Figure 48: AP Types (APTF) form

If a 1099-MISC voucher item uses an AP type that contains an Organization ID and a Tax ID, Colleague uses that org ID/EIN combination to report the 1099-MISC activity.

The screenshot shows the 'APTF - AP Types' form with the following fields and values:

- AP Type : DI01
- Description: DI - Regular Accounts Payable
- Source: R Regular Accounts Payable
- AP Control GL Acct: 10-0000-21001-01
- GL Account Desc: Voucher Payable : General
- Bank Code: 01 Nations Bank - Operating Acct
- Bank Code GL Acct: 10-0000-11010-01
- GL Account Desc: Crestar Checking/General : Gen
- Discount GL Acct: 10-0000-41000-01
- GL Account Desc: Cash Discounts : General
- Tax Expense GL Acct: (empty)
- GL Account Desc: (empty)
- Organization ID: 0000135 (Ellucian, Inc.)
- Tax ID: 12-0000135

Setting up default tax form information for vendors

The information Colleague needs to process your 1099-MISC forms for annual submission to the Internal Revenue Service (IRS) is compiled directly from individual paid voucher line items. Colleague automatically selects individual line items for electronic 1099-MISC processing by selecting line items with the form name “1099MI” in the Tax Form field. This 1099-MISC information may be added to line items manually, or it can be set up as a default defined in each vendor’s record.

For your 1099-MISC vendors, you can enter the tax form name (“1099MI”) on a vendor’s record. The Core TAX.FORMS code table lets you assign a specific box code to a given tax form name, so that the box number defaults in when you enter the tax form name. This is helpful if all, or most, of the income reported on your 1099-MISC forms is of the same type, such as non-employee compensation, or is reported in the same box on the 1099-MISC form.

Once you have set up a vendor with a default tax form, then when you enter that vendor’s ID on a procurement document, the form and box number will default into the Tax Form field in every line item on that procurement document.



Note: This defaulting feature is optional. You can enter 1099-MISC information onto line items manually; you can also modify or delete defaulted information on any line item.

If you want to set up your 1099 vendors with default information, you must define tax form box codes and then enter the appropriate box code in the tax form code in the Core TAX.FORMS code table.

Box codes are defined on the Tax Form Box Codes (TFBX) form. See [“Procedure for setting up box codes” on page 195](#) for instructions on setting up box codes.

Vendor tax form information is added to a vendor’s record on the Vendor Maintenance (VEND) form. See [“Vendor tax form” on page 197](#) and [“Streamlining your 1099 tax form information” on page 199](#).

Vendor tax form

For vendors for whom you report annual income tax amounts to the Internal Revenue Service (IRS), you can enter the applicable tax form on the vendor record of each of the vendors. Entering the tax form code on the vendor records allows you to track the income by line item, so that you can report on it at the end of the year.

For example, you can enter 1099MI on the records of all vendors for whom you report 1099-MISC income. This code in a vendor’s record causes Colleague to select that vendor for automatic 1099-MISC processing if that vendor has any paid voucher items for the current tax year.

Figure 49: Example of a tax form code in a vendor record

Select a Tax Form code to default onto procurement documents for this vendor

Detail to VNTX

VEND - Vendor Maintenance

AP Types 1 0001 Reg Accounts Pa 2
Vendor Types 1 BK Books & Journals 2 LB Local Business
Terms 1 2
Misc Codes 1 2

Active Yes
Stop Payment
Approved Vendor Yes
Approval Notes 1
Alternate ID
Institution ID
Tax Form 1099MI 1099-MISC Tax Form
Currency
Annual Sales
Comments 1
Misc Terms 1
Tax Information X

History 502.43
Commodities
Demographics X
Req Rtn Auth No No

Tax forms are maintained in the TAX.FORMS validation code table that is defined in Core and is delivered predefined by Ellucian. You can add tax form codes to this code table, if necessary.

Another defaulting mechanism for tax forms is to set up your system so that all the information needed for 1099 processing defaults into line items in one step. For more information, see [“Streamlining your 1099 tax form information” on page 199](#).

Additional vendor tax information

Use the Vendor Tax Information² (VNTX) form to define additional 1099-MISC information about a specific vendor.

2.The VNTX form is a detail-only form accessed from the “Tax Information” field on the VEND form. The VNTX form is not accessible from the main CF menu system.

Figure 50: Vendor Tax Information (VNTX) form

VEND - Vendor Maintenance	VNTX - Vendor Tax Information
Family Home Supplies	ID: 1136258 SRC: Corpo
VA 22030	
1099-MISC Information	
Second Notice Flag	<input type="text" value="No"/>
Withholding Flag	<input type="text" value="No"/>
Direct Resale Flag	<input type="text" value="No"/>
T4A Information	
Deferred Flag	<input type="text"/>
Pension Number	<input type="text"/>

You can create tax form defaults for a vendor on the VNTX form. Colleague checks the fields on the VNTX form for specially flagged vendors when processing 1099-MISC forms for vendors. For U.S. institutions, the fields on this form provide information that Colleague uses to ensure that your 1099-MISC form reporting for the selected vendors is correct, including:

- A second notice flag, to record IRS notification of an incorrect vendor Taxpayer Identification Number (TIN).
- A 1099 withholding flag, to record whether your institution must withhold income taxes from this vendor.
- A 1099 direct resale flag, to indicate resales by your institution to the vendor.

If you are required to complete one of these fields for certain vendors, you will receive special instructions from the IRS.

The remaining fields on the VNTX form are for Canadian institutions to use for their T4A filings. U.S. institutions should leave these fields blank.

Streamlining your 1099 tax form information

For vendors on whom you must report income to the federal government, you can enter the tax form name directly in the Tax Form field of the vendor record. This links the vendor's record with the tax form on which that vendor's income will be reported and speeds your processing of the tax forms for these vendors at the end of the year. The tax form you enter in the vendor record defaults into all line items of each procurement document you create for that vendor. You can modify this default, if necessary.

Automatically identifying amounts for 1099-MISC reporting

If you are using Colleague's automated 1099-MISC tax form processing, you can further simplify the task of tagging 1099-MISC reportable line items by setting up several pieces of information in Colleague Core and in the Purchasing or Accounts Payable modules. Doing these steps defaults the following tax form-related information in every line item you create for 1099-MISC vendors:

- The tax form on which the vendor's income will be reported
- The box on the tax form where the income from procurement line items is to be placed
- Your institution and its state location

The Tax Form field on the Requisition Item Maintenance (RQIM), PO Item Maintenance (POIM), Voucher Item Maintenance (VOUD), and Recurring Voucher Item Maintenance (ROUD) forms has three separate elements: Form, Box, and Loc. Their roles are:

- **Form field.** Lists the tax form that will be used to report the amount in this line item as taxable income for this vendor (from the Core TAX.FORMS validation code table)
- **Box field.** Indicates the box on the tax form in which the line item amount will be placed (from BOX.CODES code file, created in the Accounts Payable module)
- **Loc field.** The state from which you will be filing the 1099-MISC form for this vendor (these codes are selected from the STATES.1099 code file)

Procedure for defaulting vendor tax form information

The steps below help you set up the various defaults and codes to make the Form, Box, and Loc information default automatically into your line items for 1099-MISC vendors.

These steps provide an example of associating the box code "NEC" (Non-Employee Compensation) with the 1099-MISC tax form and then adding this tax form and box code as a default to the vendor record.

1. On the ID and LookUp Parameters (PID2) form, verify your institution's Host Organization ID.

The address you define for the Host Organization ID determines the state location that defaults into the Location field of the Form/Box/Loc window on requisitions, purchase orders, and vouchers for 1099-MISC vendors.

See ["Verifying Your Institution's ID Parameters" on page 457](#) for information about the Host Organization ID field on the PID2 form.

2. On the TFBX form in Colleague Finance, define the box code "NEC" for Non-Employee Compensation.

See ["Procedure for setting up box codes" on page 195](#) for information about creating and maintaining box codes.

3. On the VAL form in Colleague Core, access the TAX.FORMS code table. Enter NEC in Special Processing field for the 1099MI code.

This step causes the box code “NEC” to default into the Box field of each line item associated with the “1099MI” tax form.

See [“Tax forms” on page 194](#) for information about the TAX.FORMS validation code table.

4. On the VEND form in Colleague Finance, access the vendor record you want and enter 1099MI in the Tax Form field.

The tax form code and description become part of the vendor record. See [Figure 49 on page 198](#) for an example of a tax form code on a vendor record.

When you enter that vendor’s ID on a requisition, purchase order, or voucher, the tax form code, box code, and location code will default as a unit into every line item on the document. You can change the Box and Loc values. You can also delete or change the tax form code – be aware that if you change or delete the tax form code, the Box and Loc field may need to be modified as well.

Purging prior year 1099-MISC information

Colleague allows you to work with 1099-MISC information for only one tax year at a time. Before you can generate the 1099-MISC information for the current tax reporting year, you must purge any information from the previous tax year from the work files.

Components of purging prior year 1099-MISC information

Use the 1099-MISC Purge (MPRG) form to remove previously generated 1099-MISC tax form information from the 1099-MISC work files.

Figure 51: 1099-MISC Purge (MPRG) Form

	Date	Time	Operator
Generated	09/04/14	03:40PM	Teresa Longerbeam
Modified			
Verified	09/05/14	10:07AM	Teresa Longerbeam
Unlocked Verified			
Certified			
Unlocked Certified			
Purged			

Purge 1099-MISC Files No

Purge 1099-MISC Repository No

The 1099-MISC work files contain information for only one tax year. The files are overwritten each time you generate 1099-MISC information for the same tax year – however, the files must be purged before you can generate 1099-MISC information for the next tax year.

The purge process removes the data from the 1099-MISC tax form files and updates the status record to “Purged.”

After the 1099-MISC work files are “Purged,” you will need to change the status of the work files to “Empty – Cleared for Restart.” Once this is done, you are ready to generate 1099-MISC data for the current tax year.

This 1099-MISC Purge process does not affect the Accounts Payable files.

Procedure for purging prior year 1099-MISC information



Warning! Be sure to run any reports or save any copies of the prior year’s 1099-MISC data before you purge it.

1. Access the MPRG form.



Note: The MPRG form shows the status history of the 1099-MISC work file. The work file status must be “Verified” or “Certified” in order to purge the 1099-MISC data.

If the work file status is “Verified,” Colleague displays a warning that the current work file information has not been certified.

2. Is the current status of the 1099-MISC data either “Verified” or “Certified”?

Yes. Continue with the next step.

No. Use the 1099-MISC Status Change (MISC) form to update the work file status to either “Verified” or “Certified.”

See [“Changing the status of the work file” on page 252](#) for more information.

3. Do you want to purge the existing 1099-MISC data from the work files?

Yes. Enter **Yes** in the Purge 1099-MISC Files field and finish from the MPRG form.

Colleague purges the work files.

No. Enter **No** in the Purge 1099-MISC Files field and exit from the MPRG form.

Colleague returns you to the menu without purging the work files.

4. Change the status of the work files from “Purged” to “Empty – cleared for restart.”

Use the 1099-MISC Status Change (MISC) form to change the status of the work files. See [“Changing the status of the work file” on page 252](#).

5. Do you want to purge the existing 1099-MISC data from the repository?

Yes. Enter `Yes` in the Purge 1099-MISC Repository field and finish from the MPRG form.

Colleague purges the repository.

No. Enter `No` in the Purge 1099-MISC Repository field and exit from the MPRG form.

Colleague returns you to the menu without purging the repository.

Setting up the 1099-MISC parameter record

Colleague contains a 1099-MISC parameter record called PARM.1099MI. The PARM.1099MI record (in the CF.PARMS file) stores the parameters for processing your 1099-MISC forms and data. Each year, you should review these parameter settings and update them accordingly for the current tax year.



Note: Colleague does not purge any information from the PARM.1099MI record when you run the 1099-MISC Purge (MPRG) process. Any information you entered in prior years is still available in the PARM.1099MI record.

Use the following forms to maintain the PARM.1099MI record:

- 1099-MISC Setup (MISU)
- 1099-MISC T Record Setup (MITR)

1099-MISC Setup (MISU)

Use the 1099-MISC Setup (MISU) form to set up general information that Colleague needs to process your 1099-MISC data.

Figure 52: 1099-MISC Setup (MISU) form

MISU - 1099-MISC Setup

Tax Year: 2014

Include Institution Information: Yes

Type of Return: A

Phone: 703-968-9000

Ext: 345

Print Subroutine Name: S.1099.FORM.LASER

Electronic File Subroutine Name: S.1099.MEDIA

Code	Minimum Balance Requirements Description	Amount
1 A2	BOX 2	10.00
2 A5	BOX 5, 14, 15B	0.00
3 A8	BOX 8	10.00

Box Number	Box	Information Description	Minimum Code	Bal Total Flag	Withholding Flag
1	1	Rents	AA	Yes	No
2	2	Royalties	A2	Yes	No
3	3	Other Income	AA	Yes	No
4	4	Federal Income Tax W/H		Yes	Yes
5	5	Fishing Boat Proceeds	A5	Yes	No

Figure 53: Using MISU to set up the PARM.1099MI record

PARM.1099MI

Tax Year

Include Inst. Info.

Type of Return

Phone / Ext.

Print Subroutine Name

Electronic File Subroutine Name

Minimum Bal. Req.

Box Number Info.

The 1099-MISC Setup (MISU) form populates the PARM.1099MI record in the CF.PARMS file.

The PARM.1099MI record stores basic information for processing your 1099-MISC data, such as the current tax year and the subroutines you want to use to print 1099-MISC forms and produce media. The PARM.1099MI record also stores a master list of the minimum balance requirements and the box numbers that your institution uses to report 1099-MISC data.

1099-MISC T Record Setup (MITR)

The 1099-MISC T Record Setup (MITR) form serves two purposes:

- The first purpose of the MITR form is to allow you to create a master list of organization IDs and EINs that your institution plans to use to report 1099-MISC activity.
- The second purpose of the MITR form is to establish transmitter “T” record information for each 1099-reporting organization/EIN combination.

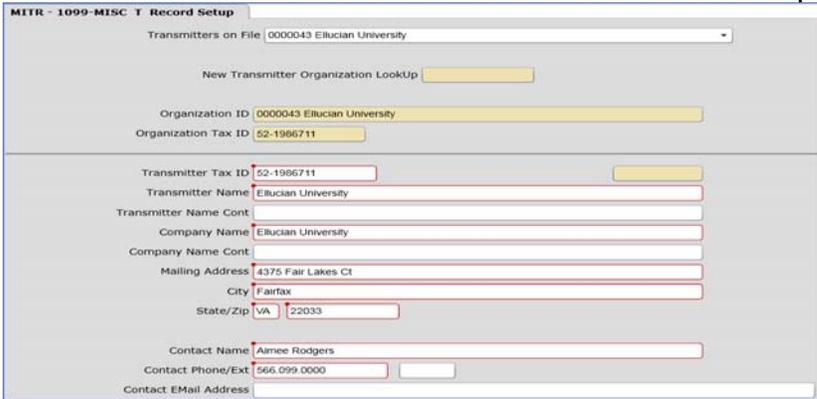
Create a master list of organization IDs/EINs

You must set up a record on the MITR form for every organization/EIN that your institution plans to use to report 1099-MISC activity. This information is stored in the PARM.1099MI record of the CF.PARMS file. If Colleague finds 1099-MISC data that is associated with an organization/EIN not set up on MITR, it will not print a form for that record or include it in the media file. However, it will include this information in the 1099-MISC work file.



Note: The PARM.1099MI record contains a multi-valued association that allows you to set up as many organization/EIN records as your institution needs to report 1099-MISC data.

Figure 54: Using MITR to set up the PARM.1099MI record



PARM.1099MI

- Organization ID
- Organization Tax ID
- Transmitter Tax ID
- Transmitter Name
- Company Name
- Company Address
- Contact Name
- Contact Phone

The 1099-MISC T Record Setup (MITR) form populates the PARM.1099MI record in the CF.PARMS file.

The PARM.1099MI record stores a master list of the organization IDs and associated EINs that your institution uses to report 1099-MISC activity. Each organization ID and EIN that your institution uses to report 1099-MISC data must be set up in the PARM.1099MI record through the MITR form.

Two Organization/EIN Records in PARM.1099MI

<p>Organization ID: 0000135</p> <p>Organization Tax ID: 12-0000135</p> <p>Transmitter Tax ID: 12-0000135</p> <p>Transmitter Name: Ellucian, Inc.</p>	<p>Organization ID: 0000043</p> <p>Organization Tax ID: 52-1986711</p> <p>Transmitter Tax ID: 52-1986711</p> <p>Transmitter Name: Ellucian University</p>
--	---

This PARM.1099MI record contains two organization/EIN records for reporting 1099-MISC data.

Establish transmitter “T” record information

The second purpose of the MITR form is to establish transmitter “T” record information for each organization/EIN that you set up.

The transmitter “T” record identifies the entity transmitting the media file and contains information which is supplied on IRS Form 4804, *Transmittal of Information Returns Electronically*. The “T” Record has been created to facilitate current electronic processing of information returns with the eventual goal of paperless filing.

The “Transmitter” is the person or organization submitting your file(s) electronically to the IRS. The transmitter may be the payer (your institution) or an agent of the payer.

Payer acts as its own transmitter

If Ellucian University transmits its own 1099-MISC data to the IRS, they would complete the MITR form as follows:

Figure 55: Ellucian University acts as its own transmitter

Enter the tax ID of Ellucian University in the Transmitter Tax ID field.

MITR - 1099-MISC T Record Setup	
Transmitters on File	0000043 Ellucian University
New Transmitter Organization LookUp	
Organization ID	0000043 Ellucian University
Organization Tax ID	52-1986711
Transmitter Tax ID	52-1986711
Transmitter Name	Ellucian University
Transmitter Name Cont	
Company Name	Ellucian University
Company Name Cont	
Mailing Address	4375 Fair Lakes Ct
City	Fairfax
State/Zip	VA 22033
Contact Name	Aimee Rodgers
Contact Phone/Ext	566.099.0000
Contact EMail Address	

Payer employs a third party transmitter

If Ellucian University uses Joe's Tax Service Bureau to transmit its 1099-MISC data to the IRS, they would complete the MITR form as follows:

Figure 56: Joe's Tax Service Bureau transmits data for Ellucian University

Enter the tax ID of Joe's Tax Service Bureau in the Transmitter Tax ID field.

MITR - 1099-MISC T Record Setup	
Transmitters on File	0000043 Ellucian University
New Transmitter Organization LookUp	
Organization ID	0000043 Ellucian University
Organization Tax ID	52-1986711
Transmitter Tax ID	52-1111111
Transmitter Name	Ellucian University
Transmitter Name Cont	
Company Name	Ellucian University
Company Name Cont	
Mailing Address	4375 Fair Lakes Ct
City	Fairfax
State/Zip	VA 22033
Contact Name	Bob Ellucian
Contact Phone/Ext	566.099.0000
Contact EMail Address	

Fields on the MITR form

You can modify any of the fields on the MITR form except for when you are adding a new transmitter organization. The fields on the MITR form correspond to fields in the transmitter “T” record. See IRS Publication 1220: *Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically* for information about the transmitter “T” record layout.

You can modify any of the information on the MITR form except for when you are adding a new transmitter organization. If you use the MITR form to modify an existing organization record in the PARM.1099MI record, the new information overwrites the previous information when you save your changes on the MITR form.

Use the online help to find out more information about the specific fields on MITR.

Information provided for the “T” record

The IRS requires the “T” record to contain information regarding the software vendor whose program your institution uses to compile its 1099-MISC reporting data. Colleague places the information in [Table 34](#) into the “T” record.

Table 34: Software vendor information provided for the “T” record

“T” record fields	Information	Description and remarks ^a
2 - 5	current tax year	Indicates the tax year being reported. The “T” record reads the current tax year from the PARM.1099MI record (entered on the MISU form).
359 - 393	contact e-mail	E-mail address of the person whom the IRS can contact regarding your institution’s electronic 1099-MISC submission (entered on the MITR form).
394 - 395	LS	Use of this field by filers using electronic file will be acceptable but is not required.
396 - 410	filename	Name of the electronic file for replacement.
500 - 507	00000001	Sequential record counter.
518	V	Indicates that your software was purchased from a vendor or other outside source.
519 - 558	ELLUCIAN INC	Vendor name.
559 - 598	4375 FAIR LAKES COURT	Vendor mailing address.
599 - 638	FAIRFAX	Vendor city.
639 - 640	VA	Vendor state.
641 - 649	22033	Vendor ZIP code.

Table 34: Software vendor information provided for the “T” record (continued)

“T” record fields	Information	Description and remarks^a
650 - 689	MOIRA KIRKLAND	Vendor contact name.
690 - 704	7035026793	Vendor contact phone number & extension.
705 - 739	msk@ellucian.com	Vendor contact e-mail address.

^a Information from IRS Publication 1220: Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically.

Maintaining 1099MI tax year params

Maintain 1099-MISC parameters on the 1099-MISC Tax Year Params (MITP) form. The MITP form indicates the mapping and PDF template files to use for 1099-MISC each year.

Figure 57: The 1099-MISC Tax Year Params (MITP) form

MITP - 1099-MISC Tax Year Params

Tax Year : 2014

Web Access Enabled Yes

WebAdvisor Format Mapping

WebAdvisor PDF Template

Batch Print Format Mapping

Batch Print PDF Template

Copy A Format Mapping

Copy A PDF Template

Certified Information

	Date	Time	Operator	Title
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use the MITP form to maintain 1099-MISC tax year parameter information. For information about the fields on the MITP form, see the online help.

Setting up 1099 state information

The state information you maintain for your 1099-MISC processing relates to the federal Internal Revenue Service (IRS) program by which states can participate in a combined 1099 filing program.

The federal government has a program called the “Combined Federal/State Filing Program,” that allows 1099 filers to send their tax reporting information directly to the IRS, rather than having to send it individually to the IRS, the state, and the vendor. After collecting 1099 tax information from companies and institutions, the IRS then distributes this information to the states and vendors.

Some states participate in the combined filing program and some do not. You must have approval from your state in order to participate in the program.

The two-digit federal code for each state for 1099 form processing is assigned by the IRS, and can be found in IRS publication 1220 *Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically*.

During your 1099-MISC tax form processing, Colleague uses this federal code to compile all your 1099 information that will be included in the combined filing program.



Note: The TNST form populates the STATES.1099.ORG file. The key to this file is a combination of the two-character state abbreviation (as it is stored in the STATES file) and the ID of the organization (your institution) that reports 1099 data in that state. If your institution uses more than one Organization ID/Employer Identification Number (EIN) combination to report federal 1099 data, then you can set up a state record for each organization.

Components of 1099 state information

Use the 1099 State Information (TNST) form to define or modify 1099 state information by reporting organization.

Figure 58: 1099 State Information (TNST) form

TNST - 1099 State Information	
State :	VA Virginia
Organization ID :	1054188 Ellucian University
Federal Code	02
Participating	No
Approved	No
Employer ID Number (EIN)	[empty field]
Withholding Percentage	[empty field]
Add Date	12-29-04
Add Operator	AER
Change Date	09-27-10
Change Operator	TGL

When you access the TNST form to create a new state 1099 record, the Participating and Approved fields on this form appear with a default value of “No.” To avoid confusion in determining if you are working with an existing record or a new record, Colleague displays add date/operator and change date/operator information at the bottom of the TNST form for any state records that already exist for the selected organization in the STATES.1099.ORG file.

Procedure for setting up 1099 state information

1. Access the 1099 State Information (TNST) form.
2. At the States LookUp prompt, enter the code for the state you want to view or maintain.

You may perform a LookUp in this field.

3. At the 1099-MISC Organization LookUp prompt, enter the ID of the institution that does business in this state.

You can perform a LookUp in this field. This LookUp is restricted those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form.



Note: If your institution uses a single EIN to report 1099-MISC activity, Colleague does not display this 1099-MISC Organization LookUp prompt.

4. Has 1099 state information already been defined for this state/organization combination?

Yes. The add date/operator and change date/operator information is displayed with the record.

No. The Participating and Approved fields on the state record are set to “No.” The Add Date/ Operator and Change Date/Operator fields are blank.

5. Complete or modify the fields on the form, as necessary.
6. Save your work and update from the TNST form.

Setting up the printing method

Ellucian provides [PDF output printing](#) for printing your year-end tax forms.



Note: For more information about the Ellucian supported forms and envelopes, see Support Solution 8011.

Processing 1099-MISC Information

Forms used

[Table 35](#) lists the forms and mnemonics used to perform the procedures in this chapter.

Table 35: Forms used for 1099-MISC processing

Procedure	Form	Mnemonic
Checking for missing tax IDs	Missing Tax IDs List	MTID
Printing the 1099-MISC detail report	1099-MISC Detail	MDET
Generating 1099-MISC information	1099-MISC Generation	MGEN
Printing the 1099-MISC analysis report	1099-MISC Analysis	MANA
Adding 1099-MISC recipients to the work files	Add 1099 Form	ATNM
	1099-MISC Box Amount Maint	MBOX
Deleting 1099-MISC recipients from the work files	1099-MISC Delete Vendor	MIDV
Changing recipient name and address information	1099-MISC Address	MISA
Changing voucher line item information	Tax Form Maintenance	TXFM
	1099-MISC Box Amount Maint	MBOX
Printing the 1099-MISC history report	1099-MISC History	MHIS
Changing the status of the work file	1099-MISC Status Change	MISC
Printing 1099-MISC forms	1099-MISC Form Print	MFRM
Creating the TIN matching file	1099-MISC TIN Matching File	MTIN
Printing prior year 1099-MISC forms	1099-MISC Prior Year Form Print	MPYF
Creating 1099-MISC media for the IRS	1099-MISC Media Production	MMED

Table 35: Forms used for 1099-MISC processing (continued)

Procedure	Form	Mnemonic
Certifying 1099-MISC information to the IRS	1099-MISC Certification	MCER



Note: Some of the procedures in this chapter refer to the Process Handler and Peripheral Defaults forms. For information about using these forms, see the [Envision Runtime Administration](#) manual.

Checking for missing tax IDs

Before you start processing your 1099-MISC data, you can run the Missing Tax IDs List (MTID) process in the Accounts Payable module to produce a report of vendors who do not have a tax ID recorded.



Note: Running the MTID process is optional—you are not required to run this process in order to generate or report your 1099-MISC data.

Figure 59: Missing Tax IDs List (MTID) form

Use the Missing Tax IDs List (MTID) form to produce a report listing vendors who are missing tax IDs. Colleague looks for one of the following when determining if a vendor does not have a tax ID:

- Corporation tax ID—Employer Identification Number (EIN)
- Individual tax ID—Social Security Number (SSN)

The report lists vendors whose VEN.TAX.FORM field matches the other selection criteria you specify. That is, the report lists only those vendors that have a tax form specified in the Tax Form field on the Vendor Maintenance (VEND) form and are missing a tax ID. Use the Tax Form field on the MTID form to select only those vendors whose vendor records are flagged for “1099MI” reporting. See [Figure 49 on page 198](#) for an example of a vendor record that is flagged for “1099MI” reporting.



Note: If you do not enter a tax form in the Tax Form field on the MTID form as part of the selection criteria, Colleague will select every vendor with any tax form who does not have a tax ID.

The report selects only those vendors that have a default tax form but do not have a tax ID. The report does not select vendors that do not have a default tax form but have an item record with a tax form, even though those vendors do not have a tax ID.

Sample Missing Tax IDs (MTID) report

January 03 2014 18:12	MISSING TAX IDS	Page 1
Vendor ID	Name	
-----	-----	
0000280	Central Oil Inc.	
0000159	Day-Timers, Inc	
0008029	Johns Plumbing	
1056611	Ms. Wendy W. Waverly	
Total number of vendors without Tax IDs: 4		

Printing the 1099-MISC detail report

The 1099-MISC detail report shows the 1099-MISC information as it is stored in the Accounts Payable files. The information on the detail report is broken down by recipient, box number, box code, voucher, and line item.



Note: You can run this report before or after generating the 1099-MISC work file information. By running this report **before** generating the work file, you can see what the work file will look like **after** generating. If you see any errors on this report, you can make the appropriate corrections in the Accounts Payable files and regenerate the 1099-MISC work file.

You can also review the 1099-MISC detail report for:

- Recipients with incorrect line item tax amounts.
- Vendors who received direct sales but have no AP activity.



Note: The 1099-MISC detail report shows only those recipients who can be added to the 1099-MISC work file through the 1099-MISC Generation (MGEN) process. Recipients who are manually added to the 1099-MISC work file do not appear on the 1099-MISC detail report.

However, manually added recipients do appear on the 1099-MISC analysis report. See [“Printing the 1099-MISC analysis report” on page 226](#) for information about printing the 1099-MISC analysis report.

Components of the 1099-MISC detail report

Use the 1099-MISC Detail (MDET) form to define selection criteria and produce the 1099-MISC detail report.

Figure 60: 1099-MISC Detail (MDET) form

MDET - 1099-MISC Detail
Status: Unlocked Verified for 2014 by AER on 09/03/14 at 09:59AM

Saved List to Use
Saved List to Save

Include Vendors

Exclude Vendors

Include Organizations

Exclude Organizations

Additional Selection Criteria

Noteworthy fields on the MDET form

All of the fields on the MDET form are optional – you may leave all of the fields blank in order to select all records for 1099-MISC reporting for the current tax year.

Saved list to use

If you have a saved list of voucher line items that you want to use as the source for this report, enter the name of the saved list in this field. To have Colleague read *all* voucher line items and report on *all* 1099-MISC items, leave this field blank.

Saved list to save

If you want to create a new saved list consisting of the voucher line items appearing on this report, enter the name of the saved list in this field. You can use this new saved list as a source of vendor IDs when you run subsequent 1099-MISC detail reports.

Include vendors

To limit the detail report to those line items associated with certain vendors (recipients), enter the vendor IDs here. To report on all vendors, leave this field blank.



Note: If you enter a saved list in the Saved List to Use field, the Vendors Included field acts as a limiting factor on that saved list.

Exclude vendors

To exclude specific vendors who would otherwise appear on the report, enter the vendor IDs.



Note: The Include Vendors and Exclude Vendors fields are mutually exclusive. You cannot enter vendor IDs in both fields.

Include organizations

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, enter the organization ID associated with the EIN for which you want to generate the 1099-MISC detail report. To report on all EINs, leave this field blank.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: If you enter a saved list in the Saved List to Use field, the Include Organizations field acts as a limiting factor on that saved list.

Exclude organizations

If your institution uses more than one EIN to report 1099-MISC activity, this field allows you to exclude selected organizations/EINs when you run the 1099-MISC detail report.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: The Include Organizations and Exclude Organizations fields are mutually exclusive. You cannot enter organization IDs in both fields.

Sorting the 1099-MISC detail report

Colleague offers the sort fields listed in [Table 36](#) on the Sort Definition form when you complete the MDET form:

Table 36: Sorting Options for the 1099-MISC Detail Report

ITM.VOU.CORP	Sort and print the report by organization ID.
ITM.VEN.SORT.NAME	Sort and print the report by vendor name.
ITM.VOU.VENDOR	Sort and print the report by vendor ID.
ITM.TAX.FORM.LOC	Sort and print the report by tax form state.
ITM.BOX.NUMBER	Sort and print the report by tax form box number.
ITM.TAX.FORM.CODE	Sort and print the report by tax form.
ITM.VOU.ID	Sort and print the report by voucher ID.

Arrange the order of these sort criteria according to how you want to sort the 1099-MISC Detail report.

Procedure for printing the 1099-MISC detail report

1. Access the 1099-MISC Detail (MDET) form.
2. Complete the fields on the MDET form in order to generate the desired report.
3. Save your work and update from the MDET form.
Colleague displays the Sort Definition form.
4. Arrange the sort criteria fields in the order that you want Colleague to sort and print the report data. Save your work and update from the form.
Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form.
Colleague displays the Process Handler form.
6. Complete and update from the Process Handler form.
Colleague produces the 1099-MISC Detail report.

Sample 1099-MISC detail report

Dec 03 2014		1099-MISC DETAIL REPORT			Page 1	
13:36						
Vendor: 1093202 C. F. Rentals, Inc.						
State WV West Virginia						
Box 7 Nonemployee Compensation						
NEC Nonemployee Compensation						
Organization	Voucher	Item	Commodity	Paid Date	Check No	Item Amount
0000135 Ellucian, Inc	V0013780	1		11/18/14	0001014	750.00
0000135 Ellucian, Inc	V0014348	1		05/18/14	M9876	98.00
0000135 Ellucian, Inc	V0014349	1		11/18/14	0001015	98.00
0000135 Ellucian, Inc	V0014393	1		11/18/14	0001015	686.00
Nonemployee Compensation Total						1,632.00
Box 7 Total						1,632.00
State WV Total						1,632.00
Vendor C. F. Rentals, Inc. Total						1,632.00
Vendor: 0000220 Ginns Office Supplies						
State WV West Virginia						
Box 7 Nonemployee Compensation						
NEC Nonemployee Compensation						
Organization	Voucher	Item	Commodity	Paid Date	Check No	Item Amount
0000135 Ellucian, Inc	V0013981	1		11/18/14	0001019	275.00
0000135 Ellucian, Inc	V0014623	1		11/18/14	0001019	6.68
0000135 Ellucian, Inc	V0014623	2		11/18/14	0001019	3.78
Nonemployee Compensation Total						285.46
Box 7 Total						285.46
State WV Total						285.46
Vendor Ginns Office Supplies Total						285.46

Generating 1099-MISC information

When you generate 1099-MISC information, Colleague collects the information from the Accounts Payable module and saves the information in a work file for 1099-MISC reporting. In addition, the generation process selects vendors whose Direct Resale flag is set to “Yes” and who have “1099MI” Accounts Payable activity for the current reporting year.

You cannot generate 1099-MISC information if the current status of the work file is “Verified,” “Certified,” or “Purged.” The top half of the MGEN form displays the current status of the work file, but will be blank if the work file has not yet been generated for the current tax year. Running the generation process automatically updates the work file status to “Generated.”

If you try to generate the 1099-MISC information and receive a message that the current status of the work file will not let you generate, you will have to change the work file status. See [“Changing the status of the work file” on page 252.](#)

How Colleague determines which EIN to use

The MGEN process populates the TAX.FORM.1099MI work file. The key to each record in this work file is a combination of the vendor ID and the reporting organization’s Employer Identification Number (EIN). For example, if Ellucian University (EIN 12-0000135) has paid a 1099-reportable amount to vendor 0000394, the key to that work file record is **0000394*12-0000135.**

When you run the MGEN process, Colleague checks the AP type associated with each 1099-MISC voucher item. Ideally, you have set up one AP type and a matching MITR record for each organization/EIN combination that your institution uses to report 1099-MISC data. This is illustrated in [Figure 61.](#)

The host organization must be filled in on the ID and LookUp Parameters (PID2) form and have an EIN specified on the Organization Profiles (ORGP) form.

Figure 61: Setting up a matching AP type and MITR record

1
Set up an AP type to report 1099-MISC voucher items for Ellucian University.

When you generate the 1099-MISC work file, every 1099-MISC voucher item assigned to this AP type will have a work file record ID in the following format:
[Vendor ID] * 12-0000135

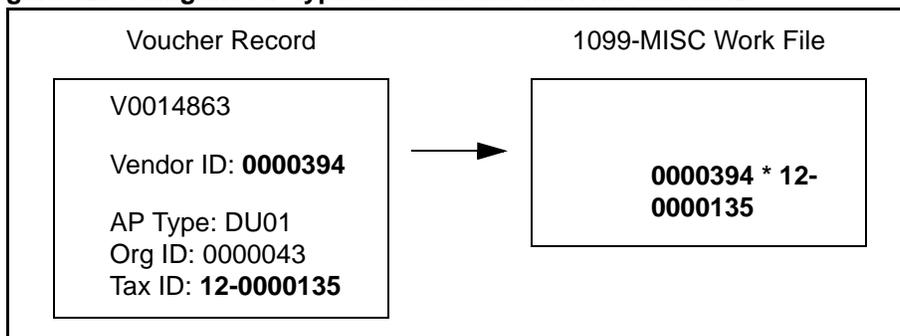
2
In order to print forms and produce media for those 1099-MISC records in the work file associated with Ellucian University, you must set up a record for Ellucian University on the MITR form.

AP Type - AP Types
AP Type: AP
Description: Regular Vendor Payments
Source: R Regular Accounts Payable
AP Control GL Acct: 11-01-01-00-0000-20001
GL Account Desc: General - Accounts Payable Ven
Bank Code: 01 General Checking
Bank Code GL Acct: 11-01-01-00-0000-10100
GL Account Desc: General - Cash in Checking Acc
Discount GL Acct: 11-01-01-00-0000-55885
GL Account Desc: General - Discounts Lost
Tax Expense GL Acct:
GL Account Desc:
Organization ID: 000043 Ellucian University
Tax ID: 52-1986711

MITR - 1099-MISC T Record Setup
Transmitters on File: 000043 Ellucian University
New Transmitter Organization Lookup:
Organization ID: 000043 Ellucian University
Organization Tax ID: 52-1986711
Transmitter Tax ID: 52-1986711
Transmitter Name: Ellucian University
Transmitter Name Cont:
Company Name: Ellucian University
Company Name Cont:
Mailing Address: 4375 Fair Lakes Ct
City: Fairfax
State/Zip: VA 22033
Contact Name: Aimee Rodgers
Contact Phone/Ext: 566.099.0000
Contact Email Address:

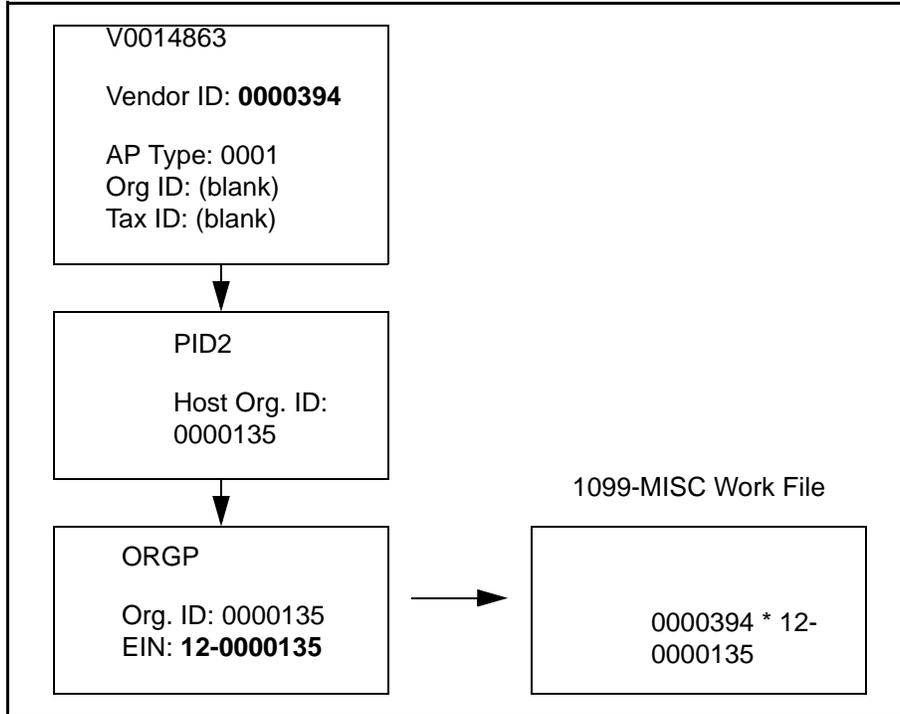
If the AP type assigned to a 1099-MISC voucher item **does** have an org ID/tax ID, Colleague uses that information to create the record ID in the 1099-MISC work file (see [Figure 62](#)).

Figure 62: Using the AP type to create the work file record ID



If the AP type assigned to a 1099-MISC voucher item **does not** have an org ID/tax ID, Colleague uses the Host Organization ID (and its associated EIN) from the ID and LookUp Parameters (PID2) form to create the record ID in the 1099-MISC work file (see [Figure 63](#)).

Figure 63: Using the PID2 host organization ID to create the work file record ID



For 1099-MISC recipients that are manually added to the work file, you select the organization that you want to use to report the 1099-MISC activity when you create the detail records (on the 1099-MISC Box Amount Maint [MBOX] form). You can only select an organization that has been set up in the PARM.1099MI record (through the MITR form).

Re-running the generation process

The generation process does not clear previously generated information from the work file. You can run the generation process for all vendors, then later generate for one vendor/recipient without clearing the existing data in the work file.

The work file contains information for only one reporting year. Data from prior years must be purged before generating data for the current reporting year. See [“Purging prior year 1099-MISC information” on page 201](#) for information about purging 1099-MISC data.

Locking generated amounts

If you define or change the modified amount information using the 1099-MISC Box Amount Maint (MBOX) form between generation processes, you can “lock” previously generated information before generating the information again. Use the MBOX form to lock the modified information. See [“Changing voucher line item information” on page 245](#).



Warning! If you do not lock the information for a recipient, the changes for that recipient will be lost the next time you generate the work file. Manually added recipients will be lost, and modified recipient information will be reset to its generated state.

Foreign vendors

Each person and organization record in Colleague contains a country code field that is part of the address. When you add a vendor to the TAX.FORM.1099MI work file (either by generating or by manually adding), Colleague checks the country code field to see if this is a foreign address.

- If the country code field for a 1099-MISC recipient contains US, USA, or is blank, then Colleague does not flag the vendor's address as foreign in the TAX.FORM.1099MI work file.
- If the country code field for a 1099-MISC recipient contains anything other than US or USA, then Colleague flags the vendor's address as foreign in the TAX.FORM.1099MI work file.



Note: Colleague sets the TMFI.FOREIGN.ADDR field in the TAX.FORM.1099MI file to "Yes" if the 1099-MISC recipient is a foreign vendor.



Note: Use the Name and Address (NAE) form in Colleague to maintain a person's country code. Use the Organization Profiles (ORGP) form to maintain an organization's country code.

If the vendor's address is flagged as foreign, then the street address is stored in the TFMI.FOREIGN.ADDR.LINE1 field of the TAX.FORM.1099MI file. The city, state (or province), postal code, and country name are stored in the TFMI.FOREIGN.ADDR.LINE2 field.



Note: The TFMI.FOREIGN.ADDR.LINE2 field is limited to 30 characters. If the combination of the vendor's city, state, postal code, and country name exceeds 30 characters, Colleague omits the state and combines the city, postal code, and country name. If this combination exceeds 30 characters, Colleague truncates the city so that the combination of city, postal code, and country equals 30 characters.

Determining the payee name

When the vendor is a person, the MGEN process stores the payee name from the Name and Address Entry (NAE) form in the TAX.FORM.1099MI work file using the following format: FirstName MiddleInitial LastName. This allows the IRS to match the payee's name with the payee's TIN after the 1099-MISC form has been electronically submitted. You can submit the 1099-MISC form after running the 1099-MISC Media Production (MMED) process in Colleague.

If the payee name data exceeds 40 characters, the payee's first name and middle initial might be truncated to preserve the payee's last name, which is used for TIN matching by the IRS. The payee name is only allowed to contain numbers, letters, hyphens, ampersands, and spaces.

If the vendor is a corporation, the MGEN process stores the payee name using the TN99 name hierarchy.

Components of generating 1099-MISC information

Use the 1099-MISC Generation (MGEN) form to define vendor selection criteria and generate the 1099-MISC work files.

Figure 64: 1099-MISC Generation (MGEN) form

The screenshot shows the 'MGEN - 1099-MISC Generation' form. At the top, it displays the status 'Unlocked Verified' for the year 2014, generated by AER on 08/19/14 at 03:35PM. Below this is a table with columns for 'Date', 'Time', and 'Operator'. The table contains several rows of data, including 'Generated', 'Modified', 'Verified', 'Unlocked Verified', 'Certified', 'Unlocked Certified', and 'Purged'. At the bottom of the form, there are sections for 'Include Vendors' and 'Exclude Vendors', each with four numbered input fields. Finally, there is a field for 'Additional Selection Criteria' set to 'No'.

	Date	Time	Operator
Generated	10/16/14	01:05PM	Teresa Longerbeam
Modified			
Verified	10/16/14	01:07PM	Teresa Longerbeam
Unlocked Verified	10/19/14	03:35PM	Aimee Rodgers
Certified			
Unlocked Certified			
Purged			

Include Vendors: 1 [] 2 [] 3 [] 4 []

Exclude Vendors: 1 [] 2 [] 3 [] 4 []

Additional Selection Criteria: No

The MGEN process populates the following work files with 1099-MISC data for the current tax year:

- TAX.FORM.1099MI

- TAX.1099MI.STATE
- TAX.1099MI.DETAIL

All fields on the MGEN form are optional – you may use these fields to define selection criteria for the 1099-MISC work files. If you leave all of the fields on the MGEN form blank, Colleague selects all 1099-MISC data for the current tax year in your Accounts Payable files and uses this data to populate the 1099-MISC work files.

Procedure for generating 1099-MISC information

1. Verify that the 1099-MISC data from the prior tax year has been purged from the work files and that the status of the work files is “Empty – Cleared for Restart.”

See [“Purging prior year 1099-MISC information” on page 201](#) and [“Changing the status of the work file” on page 252](#).

2. Verify that the 1099-MISC Setup (MISU) form contains accurate information for the current tax reporting year.

See [“Setting up the 1099-MISC parameter record” on page 203](#).

3. Verify that you have set up each organization/EIN that your institution uses to report 1099-MISC data on the 1099-MISC T Record Setup (MITR) form.

If the MGEN process finds 1099-MISC data in the Accounts Payable files that is associated with an organization/EIN that is not set up on the MITR form, it adds the data to the TAX.FORM.1099MI work file, but displays a warning.

4. Access the 1099-MISC Generation (MGEN) form.

The MGEN form displays the status history of the work file for the current tax reporting year. The first time you run the MGEN process for the current tax reporting year, these status fields are blank.

You cannot access the MGEN form if 1099-MISC information from a prior year exists in the work files.

5. Enter any selection criteria, or leave the fields blank to select all eligible records.

6. Save your work and update from the MGEN form.

Colleague displays the Process Handler form.

7. Complete and update from the Process Handler form.

When you finish from this form, Colleague generates the 1099-MISC work files. The status of the work files is “Generated.”

Printing the 1099-MISC analysis report

The 1099-MISC Analysis report shows the 1099-MISC work file information that was generated, modified, or certified. You can run the analysis report at any time after you generate the 1099-MISC work files for a reporting year.

The analysis report is helpful if you want to look at any generated, modified or certified information as a whole or in specific pieces. This is the report you want to keep as a hard-copy record of the amounts reported once you have submitted and certified the information to the IRS.

Components of the 1099-MISC analysis report

Use the 1099-MISC Analysis (MANA) form to define selection criteria and generate the analysis report.

Figure 65: 1099-MISC Analysis (MANA) form

MANA - 1099-MISC Analysis
Status: Unlocked Verified for 2014 by AER on 10/19/14 at 03:35PM

Return Type

Include Only

Qualified Forms
Forms with Locked Amounts
Forms with Modified Amounts Not Equal to Generated Amount

Vendors Included
Vendors Excluded

Org ID Included
Org ID Excluded

Print Box Codes
Additional Selection Criteria

Noteworthy fields on the MANA form

Use the fields on the MANA form to define selection criteria for the 1099-MISC analysis report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1099-MISC reporting for the current tax year.

Return type

Select the return type of a tax return. The return type identifies the condition of the tax return produced by 1099-MISC processing.

Valid return statuses are:

- **N** – New
- **G** – 1 Step Correction
- **C** – 2 Step Correction
- **U** – Unchanged



Note: These return statuses are stored in the TAX.FORM.RETURN.STATUS record of the CF.VALCODES file. This record is inquiry-only and cannot be modified by users.

Qualified forms

Enter *Yes* to include only qualified forms on the analysis report. Qualified forms are those that meet the minimum balance criteria or requirements necessary for 1099-MISC reporting. Requirements for 1099-MISC reporting are specified and maintained on the 1099-MISC Setup (MISU) form.

Forms with locked amounts

Enter *Yes* to include only forms with one or more locked amounts on the analysis report. Modified amounts are locked using the 1099-MISC Box Amount Maint (MBOX) form. See [235](#) for information about using the MBOX form.

Forms with modified amounts not equal to generated amount

Enter *Yes* to include only forms that have one or more modified amounts that do not equal the associated generated amount. Modified amounts are changed using the 1099-MISC Box Amount Maint (MBOX) form, see [235](#) for information about using the MBOX form.

Vendors incl

To select specific vendors to be included in the analysis report, enter the vendor IDs. To include all vendors that are selected by the other criteria on the form, leave this field blank.

Vendors excl

To exclude specific vendors who would otherwise appear on the report, enter the vendor IDs.



Note: The Vendors Incl and Vendors Excl fields are mutually exclusive. You cannot enter vendor IDs in both fields.

Org ID included

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, enter the organization ID associated with the EIN for which you want to generate the 1099-MISC analysis report. To report on all EINs, leave this field blank.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.

Org ID excluded

If your institution uses more than one EIN to report 1099-MISC activity, this field allows you to exclude selected organizations/EINs when you run the 1099-MISC analysis report.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: The Org ID Included and Org ID Excluded fields are mutually exclusive. You cannot enter organization IDs in both fields.

Print box codes

Enter *Yes* to print box codes on the analysis report. If you set this field to “Yes,” the box code, box number, and amount for each 1099-MISC recipient display on the report.

Sorting the 1099-MISC analysis report

Colleague offers the sort fields listed in [Table 37](#) on the Sort Definition form when you complete the MANA form:

Table 37: Sorting options for the 1099-MISC analysis report

TAX.1099MI.STATE.EIN	Sort and print the report by Employer Identification Number (EIN). If your institution uses more than one EIN to report 1099-MISC activity, you can sort the MANA report first by EIN, then by vendor ID or vendor name.
TAX.1099MI.STATE.VENDOR.ID	Sort and print the report by vendor ID.
TMIST.NAME.SORT	Sort and print the report by vendor name.
TAX.1099MI.STATE.STATE.ID	Sort and print the report by vendor state.

Arrange the order of these sort criteria according to how you want to sort the 1099-MISC Analysis report.

Procedure for printing the analysis report

Complete the following steps to print the 1099-MISC Analysis report.

1. Make sure your institution's Host Organization ID is properly defined on the ID and LookUp Parameters (PID2) form in Colleague Core.

See ["Verifying Your Institution's ID Parameters" on page 457](#).

2. Access the 1099-MISC Analysis (MANA) form.
3. Complete the fields on the MANA form in order to produce the desired report.
4. Save your work and update from the MANA form.
Colleague displays the Sort Definition form.
5. Arrange the sort criteria fields in the order that you want Colleague to sort and print the report data. Save your work and update from the form.
Colleague displays the Peripheral Defaults form.
6. Complete and update from the Peripheral Defaults form.
Colleague displays the Process Handler form.
7. Complete and update from the Process Handler form.
Colleague produces the 1099-MISC Analysis report.

Sample 1099-MISC analysis report

December 14 2014 09:23	1099-MISC ANALYSIS REPORT For Forms	Page 1			
Vendor ID: 0000220 State: WV Organization: 0000135 Ellucian, Inc					
Generated Information -----					
J. L. Ferguson 2121 West North Street Fairfax, VA 22033	TIN.....: 95-7784424 Second Notice: No Direct Resale: No				
Modification Return Type.....: New Certify Return Type.....:					
Box Number	Description	Generated Amount	Lock	Modified Amount	Certify Amount
13	Excess Golden Parachute	336.00	No	336.00	
14	Attorney Legal Services	304.00	No	304.00	
Vendor ID: 1092233 State: WV Organization: 0000043 Ellucian University					
Generated Information -----					
Mr. Reed B. Stottlemeyer 44 Covington Rd Hagerstown, MD 21722		TIN.....: 244-44-4440 Second Notice: No Direct Resale: No			
Modification Return Type.....: New Certify Return Type.....:					
Box Number	Description	Generated Amount	Lock	Modified Amount	Certify Amount
7	Nonemployee Compensation	267.30	No	267.30	

Changing 1099-MISC information

After you generate the 1099-MISC work files, you may need to change some of the generated 1099-MISC information because of incorrect entries in the Accounts Payable module.

[Table 38](#) lists the changes you can make and helps you find the information you need to make the type of change necessary to correct your 1099-MISC information.

Table 38: Changing 1099-MISC tax information

Topic	Reference
Add recipients to the work files	“Adding 1099-MISC recipients to the work files” on page 231.
Delete recipients from the work files	“Deleting 1099-MISC recipients from the work files” on page 237.
Change recipient name and/or address information	“Changing recipient name and address information” on page 241.
Change box number information on line items of paid vouchers	“Changing voucher line item information” on page 245.
Change amounts on box numbers	“Step 2 – Define detail information” on page 235.

Adding 1099-MISC recipients to the work files

Use the 1099-MISC Detail (MDET) report to check your 1099-MISC work file for incorrect or missing information. A recipient who is not listed in the 1099-MISC detail report may need to be added to the work file manually.

The Add 1099 Form (ATNM) process is used to manually add a recipient to the TAX.FORM.1099MI work file whose information was not picked up by the 1099-MISC Generation (MGEN) process. The MGEN process may not include a certain recipient for one or more of the following reasons:

- The recipient does not have a paid voucher in Colleague.
- Voucher line items for this recipient are not flagged as “1099MI.”
- The recipient does not exist in the VENDORS file.

Adding a 1099-MISC recipient to the generated work files is a two-step process.

Step 1 – Add the demographic record

If a vendor who should receive a 1099-MISC form was not added to the work file through the 1099-MISC Generation (MGEN) process, use the Add 1099 Form (ATNM) form to manually add the vendor to the generated work file.

Step 2 – Add the 1099-MISC detail

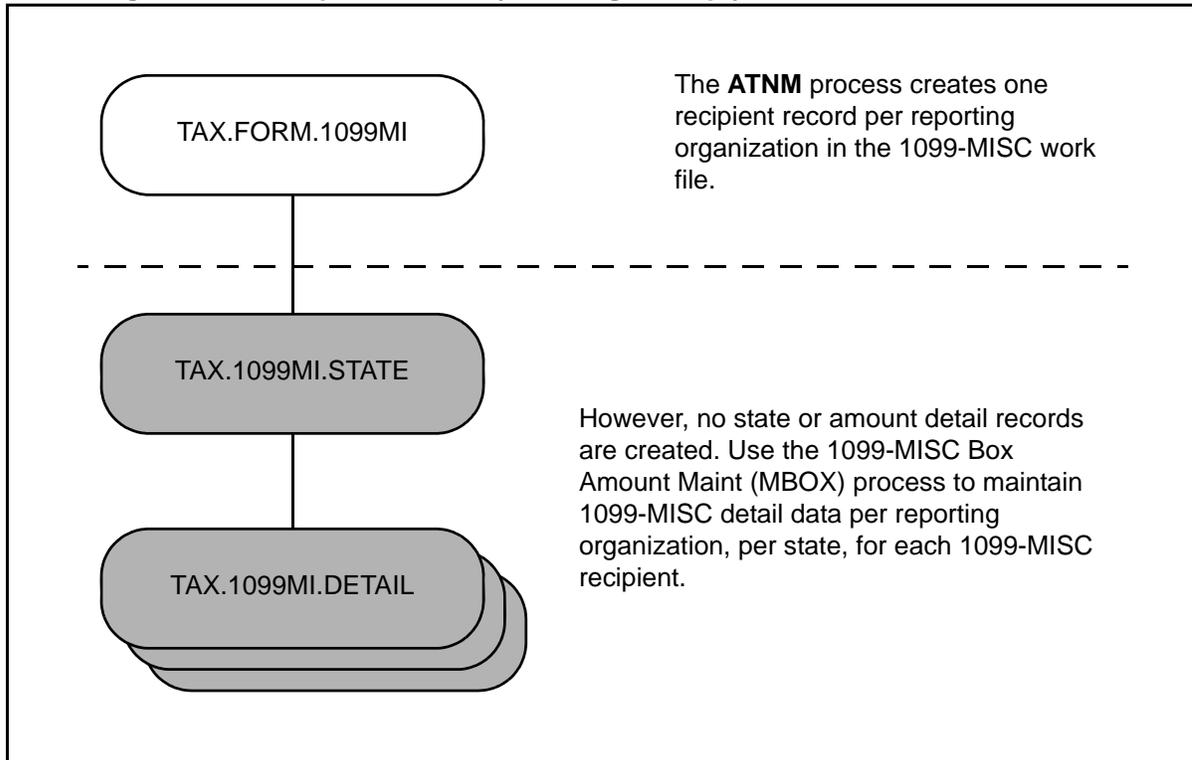
Once you manually add a record to the 1099-MISC work file, use the 1099-MISC Box Amount Maint (MBOX) form to define the reporting organization, state, and tax code box amounts for the recipient.

You cannot manually add a vendor to the 1099-MISC work file until you run the 1099-MISC Generation (MGEN) process, which creates the work file. See [“Generating 1099-MISC information” on page 220](#) for more information about creating the 1099-MISC work file.



Note: Recipients who are manually added to the 1099-MISC work file do not appear on the 1099-MISC detail report. However, these recipients do appear on the 1099-MISC analysis report. See [“Printing the 1099-MISC analysis report” on page 226](#).

Figure 66: Example of manually creating an empty 1099-MISC record



Step 1 – Add the recipient to the work files

Use the Add 1099 Form (ATNM) form to manually add a 1099-MISC recipient to the generated work file.

Figure 67: Add 1099 Form (ATNM) form

ATNM - Add 1099 Form		
Mr. David J. Smithfield	ID: 1140571	SRC: Friend
Fairfax, VA 12321		
Organization ID : 0000135 Ellucian, Inc.		
Create a 1099 tax form <input checked="" type="checkbox"/>		

The ATNM process lets you add a recipient's demographic information to the 1099-MISC work file. You will need to complete the second part of this procedure (see [“Step 2 – Define detail information” on page 235](#)) to define 1099-MISC reporting amounts for this recipient.



Note: If the status of the work file is “Verified” or “Certified,” you cannot manually add a recipient. You must change the status of the work file in order to add the recipient.

See [“Changing the status of the work file” on page 252](#) for more information.

You cannot create a 1099-MISC form for a vendor who does not have a tax ID and an address stored in Colleague.

Procedure for adding a 1099-MISC recipient

Complete the following steps to manually add a recipient to the 1099-MISC work file.

1. Generate the 1099-MISC work file.

See [“Generating 1099-MISC information” on page 220](#).



Note: You cannot manually add a recipient to the 1099-MISC work file until the work file has been generated.

2. Print and review the 1099-MISC detail report and the 1099-MISC analysis report.

See [“Printing the 1099-MISC detail report” on page 215](#) for instructions on printing the 1099-MISC detail report.

See [“Printing the 1099-MISC analysis report” on page 226](#) for instructions on printing the 1099-MISC analysis report.

3. Access the Add 1099 Form (ATNM) form.

4. At the Vendors LookUp prompt, enter a vendor ID or perform a LookUp to help you find the ID of the recipient you want to add.

- 4.1. If the ID or name of the recipient exists in Colleague but is not set up as a vendor, Colleague prompts you to create a VENDORS record for the recipient.

- Enter **Yes** to create a vendor record for the recipient.

Colleague adds this recipient's information to the VENDORS file.

- Enter **No** to cancel the process and return to the Vendors LookUp prompt.

- 4.2. If the vendor does not exist, Colleague prompts you to create a new record (either a Corporation or a Person record).

- Enter **C** to create a Corporation record.

Colleague displays the Organization Profiles (ORGP) form.

Follow your institution's procedures for completing the ORGP form. When you finish from the ORGP form, Colleague returns you to the ATNM form.

- Enter **P** to create a Person record.

Colleague displays the Name and Address Entry (NAE) form.

Follow your institution's procedures for completing the NAE form. When you finish from the NAE form, Colleague returns you to the ATNM form.



Note: When you create the new record, you must include the recipient's tax ID (either SSN or EIN) and address. Otherwise, Colleague displays an error and does not create a 1099-MISC tax form for this new recipient.

5. At the 1099-MISC Organization LookUp prompt, enter the ID of the institution reporting this vendor's 1099-MISC activity.

You can perform a LookUp in this field. This LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form.



Note: If your institution uses a single EIN to report 1099-MISC activity, Colleague does not display this 1099-MISC Organization LookUp prompt.

The header block of the ATNM form displays demographic data about the vendor, as well as the ID and name of the organization reporting the 1099-MISC data for this record.

6. Are you ready to create a 1099 form for this recipient?

Yes. Enter **Yes** in the "Create a 1099 tax form" field.

Continue with [Step 7](#).

No. Enter **No** in the "Create a 1099 tax form" field.

Colleague cancels the process and exits the form.

7. Save your work and update from the ATNM form.

Colleague creates a record in the TAX.FORM.1099MI file for this new recipient. However, the new record contains only demographic data – you must add the dollar amounts that you want to report on the 1099-MISC form for this recipient.

Continue with [“Step 2 – Define detail information” on page 235](#) to add 1099-MISC dollar amounts to this recipient’s record.

Step 2 – Define detail information

Use the 1099-MISC Box Amount Maint (MBOX) form to maintain line item tax amounts by reporting organization and state for 1099-MISC recipients. You can use the MBOX process for any generated or manually added recipient in the TAX.FORM.1099MI work file.

Figure 68: 1099-MISC Box Amount Maint (MBOX) form

MBOX - 1099-MISC Box Amount Maint

Susty Corporation ID: 1093302 SRC: Corpo
 Fairfax, VA 22033
 Status: Generated for 2014 by MCT on 10/28/14 at 03:49PM
 Organization ID : 1132449 Education Corporation

Box Information

Box	Description	Modified Amount	Lock Flag	Generated Amount
1	3 Prizes, Awards, etc	1,000.00	No	1,000.00
2				
3				
4				
5				
6				
7				

States

Comments

Noteworthy fields on the MBOX form

Box

Indicates the box numbers that contain reportable amounts for the selected recipient. You can perform a standard LookUp in this field to view a list of box codes for which your institution intends to report 1099-MISC amounts (as defined on the 1099-MISC Setup [MISU] form).

Modified amount

If the generated amount for this box number is incorrect, enter the correct amount here. The modified amount will be the amount reported.

If another generation process occurs, the modified amount will again equal the generated amount *unless* the Lock Flag field is set to “Yes.”

Lock flag

Enter *Yes* if you want to lock the modified value. Locking the modified value prevents it from being changed by any subsequent generation processes.

If this field is set to *No*, any further generation processes will reset the modified amount to equal the newly generated amount.

Comments

Enter any optional free-form text comments about this record.

Procedure for Defining Tax Form Box Amounts

1. Access the 1099-MISC Box Amount Maint (MBOX) form.
2. At the 1099-MISC Vendor LookUp prompt, retrieve the desired vendor record.
3. At the 1099-MISC Organization LookUp prompt, enter the ID of the institution reporting this vendor’s 1099-MISC activity.

You can perform a LookUp in this field. This LookUp is restricted those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form.



Note: If your institution uses a single EIN to report 1099-MISC activity, Colleague does not display this 1099-MISC Organization LookUp prompt.

4. At the 1099 States Look Up prompt, enter the state for which you want to report 1099-MISC information for this vendor.
5. Complete the fields on the MBOX form.
6. Save your work and update from the MBOX form.

Changing information after adding a recipient

If you need to change any demographic information for a recipient who was manually added to the TAX.FORM.1099MI work file, you must use the processes that directly modify the work file data. Changing a recipient’s demographic information in Colleague Core does not affect the information in the 1099-MISC work file because the vendor was not picked up by the 1099-MISC Generation (MGEN) process.

Changing the name and address

To change name and/or address information for a manually added recipient, use the 1099-MISC Address (MISA) form. The MISA form lets you directly modify the name and address information for any recipient (generated or manually added) in the TAX.FORM.1099MI work file.

See [“Changing recipient name and address information” on page 241](#) for more information about the MISA form.

Changing the tax ID

If you need to change the tax ID (SSN or EIN) for a recipient who was manually added to the work file, you must make that change in the recipient's Colleague Core record.

First, delete the recipient from the TAX.FORM.1099MI work file. Use the 1099-MISC Delete Vendor (MIDV) process to do this. See [“Deleting 1099-MISC recipients from the work files” on page 237](#) for more information about the MIDV process.



Note: The key to the 1099-MISC work file is **Vendor ID*EIN**. If your institution uses more than one EIN to report 1099-MISC activity, you must delete every vendor/EIN record for this vendor from the work files.

Next, change the recipient's tax ID. If you need to change the SSN for a person, use the Name and Address Entry (NAE) form. If you need to change the EIN for a corporation, use the Organization Profiles (ORGP) form.

Once the recipient's tax ID has been changed, you must manually re-add that recipient to the TAX.FORM.1099MI work file. Use the ATNM and MBOX forms to re-add the recipient.

Locking detail amounts

Enter *Yes* in the Lock Flag field on the MBOX form to lock the manually entered amount(s) for the recipient. By locking the amount, you are protecting this recipient's record in the work file from being overwritten the next time the work file is regenerated.



Warning! *If you do not lock the amounts for a manually added recipient, that recipient's information will be lost the next time you regenerate the work file.*

Deleting 1099-MISC recipients from the work files

Use the 1099-MISC Delete Vendor (MIDV) process to delete a vendor's information from the generated 1099 work files and the repository.

Figure 69: 1099-MISC Delete Vendor (MIDV) form

MIDV - 1099-MISC Delete Vendor

Vendor ID : 1093302 Susty Corporation
Organization ID : 1132449 Education Corporation

1099-MISC Taxpayer Identification Number 12-3233453

1099-MISC TIN Type EIN

1099-MISC Name Susty Corporation

1099-MISC Second Name

1099-MISC Address 4375 Fair Lakes Court

1099 MISC Cty/St/Zp Fairfax VA 22033

Foreign Address Line 1

Foreign Address Line 2

1099-MISC Foreign Address Flag No

1099-MISC Direct Resale Flag No

States 1 VA
2

Delete Vendor Yes

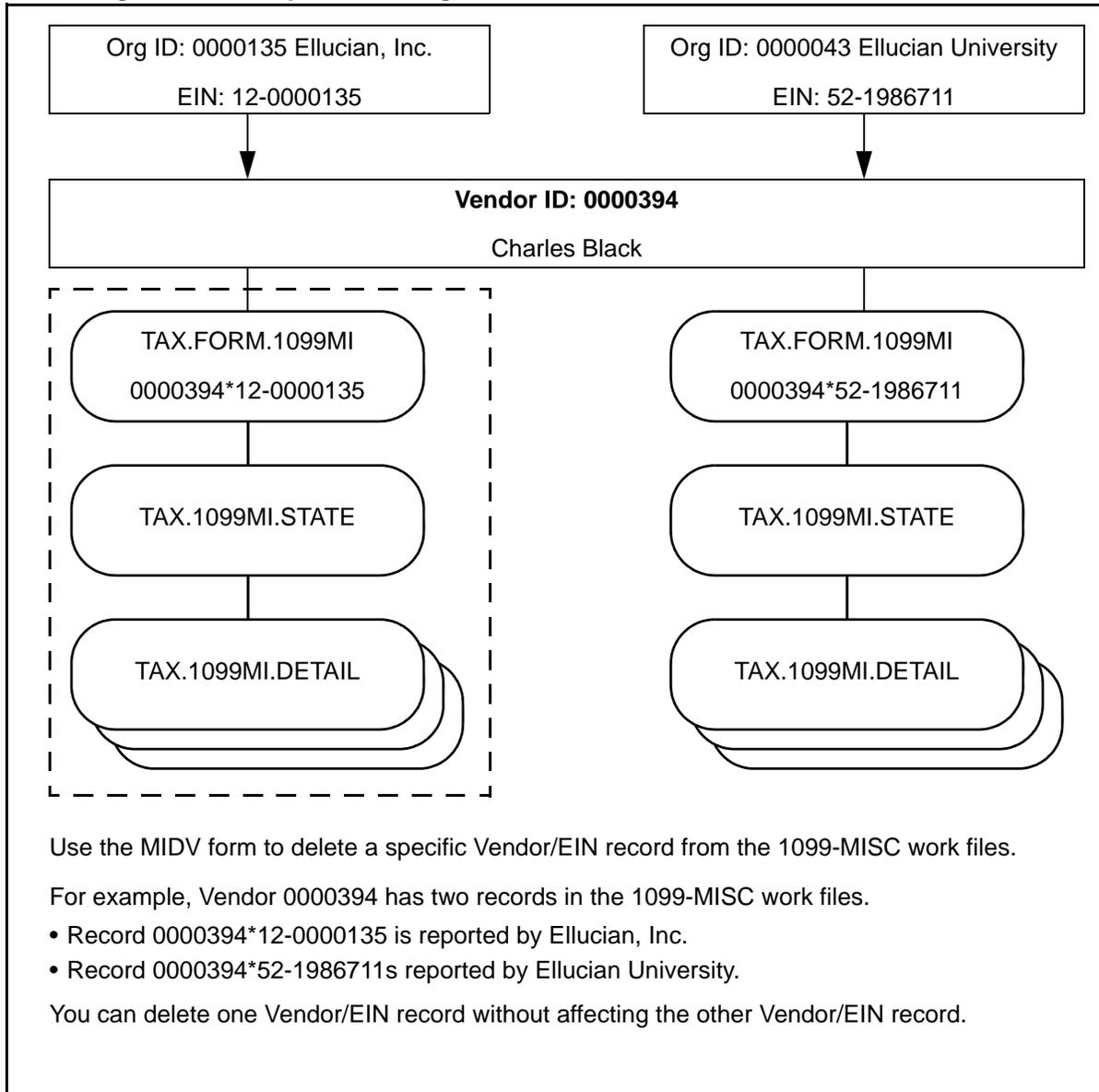
The MIDV process deletes information for the selected vendor/EIN record from the following files:

- TAX.FORM.1099MI
- TAX.1099MI.STATE
- TAX.1099MI.DETAIL
- TAX.FORM.1099MI.REPOS
- TAX.1099MI.STATE.REPOS
- TAX.1099MI.DETAIL.REPOS

Deleting a vendor's 1099-MISC information from these files or the repository does not impact information in the Accounts Payable files or the VENDOR record in the Colleague database.

If your institution uses more than one EIN to report 1099-MISC activity, a vendor could have 1099-MISC data associated with more than one EIN (the key to the TAX.FORM.1099MI file is **Vendor ID*EIN**). The MIDV process deletes a specific Vendor*EIN record from the 1099-MISC work files, as illustrated in [Figure 70](#).

Figure 70: Example of deleting a vendor/EIN record from the 1099-MISC work files



You can delete a vendor from the 1099-MISC work files and repository only if the status of the files is:

- GEN (generated)
- MOD (modified)
- UNV (unlocked verified)

If the 1099-MISC work files or repository carry any other status, you must change the status before you can delete a vendor/EIN record from the files. Use the 1099-MISC Status Change (MISC) process to change the status of the work files. See [“Changing the status of the work file” on page 252](#).



Note: If the work file has been previously Certified, you cannot delete a vendor from the 1099-MISC work files.



Note: If your institution uses more than one EIN to report 1099-MISC data and the vendor you want to delete from the work file or the repository is the only vendor associated with a particular 1099-reporting organization/EIN, the MIDV process also deletes the organization/EIN from the MMED.STATUS file.

Procedure for deleting a vendor from the work files

1. Access the 1099-MISC Delete Vendor (MIDV) form.
2. At the 1099-MISC Vendors LookUp prompt, enter the name or number of the vendor you want to select. You may perform a Vendor LookUp at this prompt.
3. At the 1099-MISC Organization LookUp prompt, enter the ID of the institution reporting this vendor's 1099-MISC activity.

You can perform a LookUp in this field. This LookUp is restricted those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form.



Note: If your institution uses a single EIN to report 1099-MISC activity, Colleague does not display this 1099-MISC Organization LookUp prompt.

4. Verify from the information displayed on the MIDV form that this is the vendor/EIN record you want to delete from the 1099-MISC work files and repository.
 - 4.1. If you want to delete this vendor's information from the generated 1099-MISC work files and the repository, enter **Yes** in the Delete Vendor field.

When you finish from the MIDV form, Colleague deletes this vendor's 1099 data from the work files and the repository.
 - 4.2. If you do not want to delete this vendor's information from the generated 1099-MISC work files and the repository, enter **No** in the Delete Vendor field.

Colleague cancels the process and exits back to the menu.

Once you complete the MIDV process, you can run the 1099-MISC Analysis (MANA) report to verify that the vendor's information has been deleted from the 1099-MISC files.

Restoring a deleted vendor to the 1099-MISC work files

You can restore a deleted vendor back to the 1099-MISC work files using either of the following methods:

- Run the 1099-MISC Generation (MGEN) process to automatically regenerate the information for the deleted vendor(s).

- Use the selection criteria fields on the MGEN form to generate 1099-MISC information for only the vendors you want to restore to the work files. If you do not use selection criteria, the MGEN process regenerates the entire 1099-MISC work file.
- See ["Generating 1099-MISC information" on page 220](#) for information about the MGEN process.
- Use the Add 1099 Form (ATNM) and the 1099-MISC Box Amount Maint (MBOX) processes to manually restore the deleted vendor(s) to the work files.
 - Use the ATNM process to add the deleted vendor to the work file. The ATNM process adds the vendor's name and address to the work file, but does not include any dollar amounts for any of the 1099-MISC boxes.
 - Use the MBOX process to define the dollar amounts per box number that you want to report for that vendor.
 - See ["Adding 1099-MISC recipients to the work files" on page 231](#) for information about the ATNM and MBOX processes.

Changing recipient name and address information

You can modify a recipient's name and address information in the 1099-MISC work file without changing the way this information is stored in the recipient's Colleague Core record.

Components of changing recipient name and address information

Use the 1099-MISC Address (MISA) form to change the name and/or address that will appear on the 1099-MISC form and media.

Figure 71: 1099-MISC Address (MISA) form

MISA - 1099-MISC Address

Susty Corporation ID: 1093302 SRC: Corpo
Fairfax, VA 22033

Name Susty Corporation
Second Name
Address Line 1 4375 Fair Lakes Court
Address Line 2
Address Line 3
Cty/St/Zp Fairfax VA 22033

Comments
1
2

1099-MISC Form Recipient Address
Susty Corporation
4375 Fair Lakes Court
Fairfax VA, 22033

To use the MISA form, a record for the vendor must already exist for the current tax year in the 1099-MISC work file. To add a record, create one using either the 1099-MISC Generation (MGEN) form or the Add 1099 Form (ATNM) form.

You cannot use the MISA form if the work file status is “Certified,” “Verified,” or “Purged.” The status must be changed to “Unlocked Verified” or “Unlocked Certified” to make changes. Use the 1099-MISC Status Change (MISC) form to change the status of the work file, if necessary. See [“Changing the status of the work file” on page 252](#).



Note: Any changes made through the MISA form will remain in effect until you regenerate the work files. The process of regenerating the 1099-MISC work files automatically clears any changes made through the MISA form and restores the vendor’s Colleague Core name and address information to the work files.

The MISA process affects the recipient’s demographic data in the TAX.FORM.1099MI work file. The key to each record in this work file is **Vendor ID * EIN**.

Even if your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC data for this vendor, Colleague does not prompt you for a 1099-MISC Organization. The MISA form updates the recipient’s name and address changes across all of that recipient’s records in the 1099-MISC work files.

Changing the recipient’s name

When you access a recipient’s information on the MISA form, the recipient’s Colleague Core name defaults into 1099-MISC Name and 1099-MISC Second Name fields. You can change the default name information in those fields. If the recipient’s name is longer than 34 characters, maintain the rest of the name in the 1099-MISC Second Name field.



Note: Per IRS Bulletin 2003-30, names of 1099-MISC vendors who are individuals (not corporations) should not include any prefixes or suffixes.

The name fields on the MISA form are free-form text fields. If you use the MISA form to modify a person vendor's name, do not include any prefixes or suffixes.

Changing the recipient's address

The recipient's address information also defaults onto the MISA form. The foreign address flag in each recipient record determines how the address appears on the MISA form. See ["Foreign vendors" on page 223](#) for more information.

Non-foreign recipients

For a recipient whose address is **not** flagged as foreign in the work file, the address defaults into the 1099-MISC Address and 1099-MISC CSZ (City State Zip) fields on the MISA form. You can modify the address in these fields, or add to it using the three supplemental address fields (Address Line 1-3).

If you enter information in the supplemental address fields, you must define custom print and electronic file subroutines on the 1099-MISC Setup (MISU) form in order for that address information to be used on the 1099-MISC forms and media. Depending on your custom subroutine, Colleague can use the information in the supplemental address lines in addition to or in place of the information displayed in the 1099-MISC Address field.

Foreign recipients

For a recipient whose address **is** flagged as foreign in the work file, the address defaults into the Foreign Address Line 1 and Foreign Address Line 2 fields on the MISA form. The supplemental address fields are not available for foreign addresses.

Noteworthy fields on the MISA form

Name / Second name

Maintain the recipient's name in the 1099-MISC Name field (up to 34 characters). If the recipient's name is longer than 34 characters, maintain the rest of the name in the 1099-MISC Second Name field.

Address line 1

Enter the first line of the address to be used for reporting 1099-MISC information. Modifications here do not change the recipient's Colleague Core address.

For U.S. and foreign addresses, use Address Line 1 to maintain the recipient's street address. Only Address Lines 1 and 2 are available for foreign addresses. Address line 3 and the City, State, Zip line are disabled for foreign addresses.

This address is used in the 1099-MISC Form Print (MFRM) process. The MFRM process uses this address line for the first address line on the 1099-MISC form.

This address line is also available for use in customized versions of 1099-MISC print and electronic subroutines. Customized subroutine names are specified on the 1099-MISC Setup (MISU) form.

A custom subroutine may be written to display multiple lines or to format the address lines differently than the Ellucian-provided subroutines.

Address line 2

Enter the second line of address to be used for 1099-MISC purposes. Modifications here do not change the Core address.

Enter the second line of address to be used for 1099-MISC purposes. Modifications here do not change the Colleague Core address. For standard United States addresses, use Address Line 2 to add a second line of street address or postal information. For foreign addresses, use Address Line 2 to maintain the recipient's city, country, and postal code. Only Address Lines 1 and 2 are available for foreign addresses. Address line 3 and the City, State, Zip line are disabled for foreign addresses.

This is used in the 1099-MISC Form Print (MFRM) process. The MFRM process uses this address line for the second address line on the 1099-MISC form.

For standard U.S. addresses, if you enter information in Address Line 2 and Address Line 3, the MFRM process prints both lines of address information on one address line. If the sum of the lengths of Address Line 2 and 3 does not exceed 33 characters, then both lines are printed as the second address line on the form. If the sum of the lengths of Address Line 2 and 3 exceeds 33 characters, then only Line 2 is printed.

This address line is also available for use in customized versions of 1099-MISC print and electronic subroutines. Customized subroutine names are specified on the 1099-MISC Setup (MISU) form.

A custom subroutine may be written to display multiple lines or format the address lines differently than the Ellucian provided subroutines.

Address line 3

Enter the third line of address to be used for reporting 1099-MISC tax record information. Modifications here do not change the Colleague Core address.

This is used in the 1099-MISC Form Print (MFRM) process.

For standard U.S. addresses, if you enter information in Address Line 2 and Address Line 3, the MFRM process prints both lines of address information on one address line. If the sum of the lengths of Address Line 2 and 3 does not exceed 33 characters, then both lines are printed as the second address line on the form. If the sum of the lengths of Address Line 2 and 3 exceeds 33 characters, then only line two is printed.

This address line is also available for use in customized versions of 1099-MISC print and electronic subroutines. Customized subroutine names are specified on the 1099-MISC Setup (MISU) form.

A custom subroutine may be written to display multiple lines or format the address lines differently than the Ellucian provided subroutines.

This line is disabled for foreign addresses.

CSZ

Maintain the recipient's city, state, and zip code information in these fields.

Comments

Use this field to add any comments to the 1099-MISC work file record.

Procedure for changing recipient name and address information

1. Access the 1099-MISC Address (MISA) form.
2. At the 1099-MISC Vendors LookUp prompt, enter the ID or name of the vendor you want to maintain, or use Vendor LookUp to located the desired 1099-MISC vendor.
3. Maintain the name and address information as needed.
4. Save your work and update from the MISA form.

Changing voucher line item information

Upon reviewing the 1099-MISC detail report, you may notice that some recipients have income amounts applied to incorrect boxes. Most likely this information was incorrectly entered directly on the voucher.



Note: All 1099-MISC processing uses paid voucher line items. You cannot use the Voucher Maintenance (VOUM) form to modify or change information on a paid voucher. Use the Tax Form Maintenance (TXFM) form to modify the Form/Box/Loc information on any "Paid" voucher line item.

Components of changing a voucher line item

Use the Tax Form Maintenance (TXFM) form to maintain line item tax form information on paid vouchers.

Procedure for changing voucher line item information

Complete the following steps to change line item tax form information on a paid voucher.

1. Access the Tax Form Maintenance (TXFM) form.
2. At the voucher LookUp, enter or select the voucher you want to maintain.
Use standard LookUp procedures to locate the desired voucher.
3. Maintain the Form, Box and Loc information for each line item as needed.
4. Save your work and update from the TXFM form.

Printing the 1099-MISC history report

The 1099-MISC History report shows the history of 1099-MISC information that was produced for all 1099-MISC recipients. The history report shows information on the Frozen level and each Certified level. The report lists the amounts by box number for each stage of 1099-MISC processing.

Use this report to review information as it existed when you created media or printed forms.



Note: Save the 1099-MISC History report as your hard-copy record for the tax year.

Components of the 1099-MISC history report

Use the 1099-MISC History (MHIS) form to define selection criteria and produce a 1099-MISC history report.

Figure 73: 1099-MISC History (MHIS) form

MHIS - 1099-MISC History

Status: Unlocked Verified for 2014 by AER on 08/19/14 at 03:35PM

Vendors 1 2 3 4 5

States 1 2 3 4 5

History Levels

Include	Description	Date	Time	Operator
1 <input type="checkbox"/> Yes	Generated	08/16/14	01:05	Teresa Longerbeam
2 <input type="checkbox"/> Yes	Modified	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Include Organizations 1 2 3 4

Exclude Organizations 1 2 3 4

Noteworthy fields on the MHIS form

Use the fields on the MHIS form to define selection criteria for the 1099-MISC history report. All of the fields on this form are optional – you may leave all of the fields blank in order to select all records that are eligible for 1099-MISC reporting for the current tax year.

Vendors

To select specific vendors to be included in the history report, enter the vendor IDs. To include all vendors that are selected by the other criteria on the form, leave this field blank.

States

Enter the state codes of the states you want included on the report. Only vendors that have 1099-MISC tax form activity in the states entered will be included in the report. If you leave this field blank, all states are included in the report.

History levels – Include

Enter **Yes** if you want the corresponding level and its information included in the history report. You may report on some or all of the history levels.

History levels – Description

Displays the level of processing that can be reported. Each time these levels are changed by a specific 1099-MISC process, the corresponding date, time, and operator information is updated. Examples of reportable levels are:

- Generated
- Modified
- Correction 03
- Correction 02
- Correction 01
- Original

History levels – Date / Time / Operator

Displays the date, time, and name of the operator when the corresponding history level was last updated.

Include organizations

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, enter the organization ID associated with the EIN(s) for which you want to generate the 1099-MISC history report. To report on all EINs, leave this field blank.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.

Exclude organizations

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, this field allows you to exclude selected organizations/EINs when you run the 1099-MISC history report.

You may perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: The Include Organizations and Exclude Organizations fields are mutually exclusive. You cannot enter organization IDs in both fields.

Sorting the 1099-MISC history report

Colleague offers the sort fields listed in [Table 39](#) on the Sort Definition form when you complete the MHIS form:

Table 39: Sorting options for the 1099-MISC history report

Sort option	Description
TAX.1099MI.STATE.EIN	Sort and print the report by Employer Identification Number (EIN). If your institution uses more than one EIN to report 1099-MISC activity, you can sort the MHIS report first by EIN, then by vendor ID or vendor name.
TAX.1099MI.STATE.VENDOR.ID	Sort and print the report by vendor ID.
TMIST.NAME	Sort and print the report by vendor name.
TAX.1099MI.STATE.STATE.ID	Sort and print the report by vendor state.

Arrange the order of these sort criteria according to how you want to sort the 1099-MISC History report.

Procedure for printing the history report

Complete the following steps to print the 1099-MISC History report.

1. Access the 1099-MISC History (MHIS) form.
2. Complete the fields on the MHIS form in order to produce the desired report.
3. Save your work and update from the MHIS form.
Colleague displays the Sort Definition form.
4. Arrange the sort criteria fields in the order that you want Colleague to sort and print the report data. Save your work and update from the form.
Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form
Colleague displays the Process Handler form.
6. Complete and update from the Process Handler form.
Colleague produces the 1099-MISC History report.

Sample 1099-MISC history report

December 14 2014 1099-MISC HISTORY REPORT Page 1
 09:34

Vendor ID	Organization ID	Name/Address	TIN	Level Status Qualified	Box	Description	Amount
1093202	0000135	C. F. RENTALS, INC. 5400 Fairfax County Parkway Fairfax, VA 22033	53-1122334	Generated	7	Nonemployee Compen	1,632.00
WV	Ellucian, Inc			Modified New (Qualified)	7	Nonemployee Compen	1,632.00
0000394	0000135	Charles Black 8709 Birchwood Road Wolfville NS B0P 1X0 Canada	123-55-7890	Generated			
VA	Ellucian, Inc			Modified	3	Other Income	500.00
					7	Nonemployee Compen	40.00
1053951	0000135	Thorne's Astronomical Supplies 5748 Astro Drive Suite 7825 Jupiter, FL 33505	12-0989898	Generated	7	Nonemployee Compen	10.00
VA	Ellucian, Inc			Modified New (Not Qualified)	7	Nonemployee Compen	10.00

Changing the status of the work file

Some of the 1099-MISC processes automatically update the status of the work file, such as the generation and certification processes. There are other times when the status must be changed manually. Use the 1099-MISC Status Change (MISC) form to manually change the status of the 1099-MISC work file.

[Table 40 on page 253](#) lists and describes the work file statuses, indicates whether or not the data is “frozen” and describes how the status is assigned.

Freezing and unfreezing 1099-MISC information

Once you have modified all 1099-MISC information and added all recipients, you can “freeze” the information so that it can no longer be changed by any other processing. Once the 1099-MISC information is frozen, you can print the forms, create media, and change the status to Certified. If you need to change the information after you have frozen it, you must first change the status back to “Verified.”

Freezing the work file ensures that the information cannot be changed between the time you finalize the information and the time you submit the information to the IRS and print recipient 1099-MISC forms.

When the file has been frozen, the work files are copied to the repository.

To freeze a work file, change its status to one of the “frozen” levels as indicated in [Table 40 on page 253](#).

Work file statuses

Table 40: 1099-MISC work file statuses

Status	Description	Frozen?	How assigned
Generated	The work file has been generated at least once.	No	By running the generation process on the 1099-MISC Generation (MGEN) form.
Modified	The work file has been manually updated.	No	By changing information using any of the following processes: <ul style="list-style-type: none"> • Add 1099 Form (ATNM) • 1099-MISC Box Amount Maintenance (MBOX) • 1099-MISC Address (MISA) • 1099-MISC Delete Vendor (MIDV)
Verified	The information in the work file has been reviewed and is believed to be accurate. The work files are copied to the repository.	Yes	By manually updating the status from Generated, Modified or Unlocked Verified using the 1099-MISC Status Change (MISC) form.
Unlocked Verified	Problems have been discovered in the verified data, and the work file has been unlocked (unfrozen) in order to make additional changes. Note: The status may be changed between Verified and Unlocked Verified as many times as needed.	No	By manually updating the status from Verified using the MISC form.
Certified	The information in the work file is correct and ready to be sent to recipients and the IRS. The work files are copied to the repository.	Yes	By running the certification process on the 1099-MISC Certification (MCER) form.
Unlocked Certified	Information that was previously certified as correct to the IRS needs to be changed, and the work file has been unlocked (unfrozen) in order to make those changes. Note: The status may be changed between Certified and Unlocked Certified as many times as needed.	No	By manually updating the status from Certified using the MISC form.

Table 40: 1099-MISC work file statuses (continued)

Status	Description	Frozen?	How assigned
Purged	The work file and the repository have been purged.	n/a	By running the purge process on the 1099-MISC Purge (MPRG) form.

Components of changing the work file status

Use the 1099-MISC Status Change (MISC) form to manually change the status of the 1099-MISC work file.

Figure 74: 1099-MISC Status Change (MISC) form

MISC - 1099-MISC Status Change

Status: Unlocked Verified for 2014 by AER on 08/19/14 at 03:35PM

	Date	Time	Operator
Generated	08/16/14	01:05PM	Teresa Longerbeam
Modified			
Verified	08/16/14	01:07PM	Teresa Longerbeam
Unlocked Verified	08/19/14	03:35PM	Aimee Rodgers
Certified			
Unlocked Certified			
Purged			

Status will be changed from Unlocked Verified to Verified

Proceed with status change Yes

The MISC form displays the date and time that each status change was made, along with the ID of the operator who performed the process.

The MISC form indicates what the current status is and what the status will be if you confirm the status change. Depending on the current status, the form displays one of the following options:

- Status will be changed from *Generated* to *Verified*
- Status will be changed from *Modified* to *Verified*
- Status will be changed from *Unlocked Verified* to *Verified*
- Status will be changed from *Verified* to *Unlocked Verified*
- Status will be changed from *Certified* to *Unlocked Certified*
- Status will be changed from *Unlocked Certified* to *Certified*

- Status will be changed from *Purged* to (*Empty — cleared for restart*)

Procedure for changing the status of the work file

1. Access the 1099-MISC Status Change (MISC) form.
Colleague displays the status change that is available at this time.
2. Do you want to change the work file status as indicated?
Yes. Enter `Yes` to change the status as indicated.
No. Enter `No` to leave the status unchanged. Colleague cancels the process and exits the form.
3. Save your work and update from the MISC form.

Printing 1099-MISC forms

After you have amended any incorrect 1099-MISC information and frozen the work files, you are ready to print the 1099-MISC forms and distribute them to the recipients.

The 1099-MISC Form Print (MFRM) process prints 1099-MISC tax forms that have the qualified flag set to “Yes” and that carry one of the following return type statuses:

- N – New
- G – 1-Step Corrected
- C – 2-Step Corrected

The process does not print forms that carry the “U– Unchanged” status because these forms could duplicate forms that you have already printed. See [“TAX.1099MI.DETAIL file” on page 182](#) for more information about tax form return statuses.

Understanding 1099-MISC form printing

Formatting the recipient address

Colleague formats each recipient’s city, state, postal code, and country name to fit in the space provided on the 1099-MISC form and in the 1099-MISC media.

Non-foreign recipients

Non-foreign recipients are those vendors whose country code contains “US,” “USA,” or is blank. For these recipients, Colleague formats the city, state, postal code, and country name data into a 34-character string. Any characters in excess of 34 are truncated from the end of the city name.

Foreign recipients

Foreign recipients are those whose country code field contains anything other than “US” or “USA.”



Note: For these recipients, Colleague stores the recipient’s street address in the TFMI.FOREIGN.ADDR.LINE1 field of the TAX.FORM.1099MI file, and stores the city, state, postal code, and country name in the TFMI.FOREIGN.ADDR.LINE2 field.

See [“Foreign vendors” on page 223](#) for information about how Colleague formats foreign recipient addresses.

Components of printing current 1099-MISC forms

Use the 1099-MISC Form Print (MFRM) form to print 1099-MISC tax forms for the current year.

Figure 75: 1099-MISC Form Print (MFRM) form

History Levels	Description	Verified Date/Time/Operator	Certified Date/Time/Operator
1	Verified	09/05/14	10:07AM
2			
3			

Level Selected: 1 Verified

Print Copy A: No

Mask SSN: No

Vendors:

1		
2		
3		
4		

Include Organizations:

1		2		3		4	
---	--	---	--	---	--	---	--

Exclude Organizations:

1		2		3		4	
---	--	---	--	---	--	---	--

The MFRM process first prints your 1099-MISC forms, then prints a summary report of the data. If the summary report displays box numbers with no dollar amounts, determine whether those box numbers should be removed from the Box Number Information table on the 1099-MISC Setup (MISU) form.



Note: Only PDF printing is supported.

Noteworthy fields on the MFRM form

The fields on the MFRM form are discussed in this section.

History levels

The History Levels table displays each status iteration of the 1099-MISC work file. If a history level contains information in the Verified Date/Time/Oper fields, then the work file is “Verified” at that level. If a history level contains information in the Certified Date/Time/Oper fields, then the work file is “Certified” at that level. If the History Levels table is empty, then there is no generated data available to create a report.

If the status of the Verified level is “Certified,” you cannot select the Verified level. When the status is “Certified,” the verified information is the same as the certified.



Note: The exception is when the status of each form on the verified level has been changed to “Unchanged” in anticipation of the generation or modification process.

Level selected

Enter the line number from the History Levels table that you want to use.

This field is required.

Print copy A

Enter `Yes` in this field to print a PDF file of Copy A.

The default for this field is “No.” If you do not want to print Copy A, then Copy B and Copy 2 are printed to PDF format.

Mask SSN

When printing the 1099-MISC forms, you can mask the Social Security number (SSN). Entering “Yes” in this field allows you to mask the SSN except for the last four digits.

The default for this field is “No.”

Vendors

To print forms for specific vendors in the work file, enter the vendor IDs or perform a Vendor LookUp. To print forms for all vendors in the work file, leave this field blank.

Include organizations

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, enter the organization ID associated with the EIN for which you want to print 1099-MISC forms. To print forms for all EINs, leave this field and the Exclude Organizations field blank.

You can perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.

Exclude organizations

If your institution uses more than one EIN to report 1099-MISC activity, this field allows you to exclude selected organizations/EINs when you print the 1099-MISC forms.

You can perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: The Include Organizations and Exclude Organizations fields are mutually exclusive. You cannot enter organization IDs in both fields.

Sorting the 1099-MISC forms

Colleague offers the sort fields listed in [Table 41](#) on the Sort Definition form when you complete the MFRM form.

Table 41: Sorting options for the 1099-MISC forms

Sort option	Description
TMIDTLR.EIN	Sort and print the 1099-MISC form by Employer Identification Number (EIN). If your institution uses more than one EIN to report 1099-MISC activity, you can sort the 1099-MISC forms first by EIN, then by vendor ID or vendor name.
TMIDTLR.VENDOR.ID	Sort and print the 1099-MISC form by vendor ID.
TMIDTLR.STATUS.SORT	Sort and print the 1099-MISC form by vendor status.
TMIDTLR.NAME.SORT	Sort and print the 1099-MISC form by vendor name. Note: When the vendor is a person, the sort is by last name and then first name.

Creating the TIN matching file

The 1099-MISC TIN Matching File (MTIN) form is used to create a text file in the FINANCIAL.EXPORTS directory for the bulk Internal Revenue Service's Taxpayer Identification Number (TIN) Matching Program.

Select the historical level that you want to use to extract the vendor information for the text file.

Each time you run this process, any previous MTIN.txt file in the FINANCIAL.EXPORTS directory is overwritten with the new data. There is only one MTIN.txt file, which always contains the latest data processed.

The status of the 1099-MISC must be Verified or Certified to run this process.



Note: The records included in the text file are the same records that will be included in the 1099-MISC electronic media file created by the MMED process. The text file includes the TIN type, TIN number, name, and account number. The account number is optional for each person.

You can only run this process for the year that is entered on the 1099-MISC Setup (MISU) form.

After you have run this process, use the bulk TIN Matching Program on the IRS website to confirm that you have the correct taxpayer identification numbers.

Figure 76: The 1099-MISC TIN Matching File (MTIN) form

MTIN - 1099-MISC TIN Matching File		
Status:	Operator:	
History Levels	Verified Date/Time/Operator	
Description	Certified Date/Time/Operator	
1	Verified	09/20/14 09:45AM Aimee Rodgers
2	Correction 01	09/10/14 04:04PM Aimee Rodgers
		09/10/14 04:11PM Aimee Rodgers
3	ORIGINAL	09/09/14 10:10PM Aimee Rodgers
		09/10/14 01:01PM Aimee Rodgers
Level Selected	1 Verified	
Create MTIN Text File	N	

Noteworthy fields on the MTIN form

The fields on the MTIN form are discussed in this section.

History levels

The History Levels table displays each status iteration of the 1099-MISC work file. If a history level contains information in the Verified Date/Time/Oper fields, then the work file is “Verified” at that level. If a history level contains information in the Certified Date/Time/Oper fields, then the work file is “Certified” at that level. If the History Levels table is empty, then there is no generated data available to create a report.

If the status of the Verified level is “Certified,” you cannot select the Verified level. When the status is “Certified,” the verified information is the same as the certified.



Note: The exception is when the status of each form on the verified level has been changed to “Unchanged” in anticipation of the generation or modification process.

Level selected

Enter the line number from the History Levels table that you want to use.

This field is required.

Create MTIN text file

Enter `Yes` to create the text file in the FINANCIAL.EXPORTS directory. This file will be used with the bulk 1099-MISC TIN Matching Program provided by the IRS.

A new text file is created and overwrites any previous data each time you enter “Yes” in this field.

Enter `No` if you do not want to create the text file. The default for this field is “No.”

Procedure for the 1099-MISC TIN matching file

Perform the following steps to create the bulk 1099-MISC TIN matching file.

1. Access the 1099-MISC TIN Matching File (MTIN) form.
2. In the Level Selected field, enter the level you want to use to create the bulk TIN matching file.
3. In the Create MTIN Text File field, enter `Yes` if you want to create the MTIN.txt text file.

If you do not want to run this process, enter `No`.

4. Save from the MTIN form.

After you have created the MTIN.txt text file, use the IRS website to run the bulk 1099-MISC TIN Matching program.

Printing prior year 1099-MISC forms

Use the 1099-MISC Prior Year Form Print (MPYF) form to print prior year 1099-MISC tax forms. You can print forms for someone who might have lost their original form or use it for corrections.

For past years, the years available are those with 1099-MISC form data in the repository. When you select a past year, you can only print forms in PDF format.

If the year you wanted to select is not available, then the data for that year is not located in the repository.

Figure 77: The 1099-MISC Prior Year Form Print (MPYF) form

MPYF - 1099-MISC Prior Year Form Print

1099MI Tax Year: 2014

Certify History Levels				
	Description	Date	Time	Operator
1	First Correction	08/13/14	02:58PM	Teresa Longerbeam
2	ORIGINAL	08/13/14	02:56PM	Teresa Longerbeam
3				

Level Selected: 2 ORIGINAL

Print Copy A: No

Mask SSN: No

Vendors:

1		
2		
3		
4		

Include Organizations: 1 2 3 4

Exclude Organizations: 1 2 3 4

The MPYF process first prints the selected prior year 1099-MISC forms, then prints a summary report of the data.

Noteworthy fields on the MPYF form

The fields on the MPYF form are discussed in this section.

Tax year

Select the prior year for which you want to print 1099-MISC tax information. This includes all years in the repository except the for the current year on the 1099-MISC Setup (MISU) form.

Certify history levels

The History Levels table displays all of the “Certified” levels selected for the year.

Level selected

Enter the line number from the Certify History table that you want to use.

This field is required.

Print copy A

Enter `Yes` in this field to print a PDF file of Copy A.

The default for this field is “No.” If you do not want to print Copy A, then Copy B and Copy 2 are printed to PDF format.

Mask SSN

When printing the 1099-MISC forms, you can mask the Social Security number (SSN). Entering “Yes” in this field allows you to mask the SSN except for the last four digits.

The default for this field is “No.”

Vendors

To print forms for specific vendors in the work file, enter the vendor IDs or perform a Vendor LookUp. To print forms for all vendors in the work file, leave this field blank.

Include organizations

If your institution uses more than one Employer Identification Number (EIN) to report 1099-MISC activity, enter the organization ID associated with the EIN for which you want to print 1099-MISC forms. To print forms for all EINs, leave this field and the Exclude Organizations field blank.

You can perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.

Exclude organizations

If your institution uses more than one EIN to report 1099-MISC activity, this field allows you to exclude selected organizations when you print the 1099-MISC forms.

You can perform a LookUp in this field. The LookUp is restricted to those organizations that have been set up on the 1099-MISC T Record Setup (MITR) form. See [“1099-MISC T Record Setup \(MITR\)” on page 205](#) for information.



Note: The Include Organizations and Exclude Organizations fields are mutually exclusive. You cannot enter organization IDs in both fields.

Sorting the 1099-MISC forms

Colleague offers the sort fields listed in [Table 42](#) on the Sort Definition form when you complete the MPYF form.

Table 42: Sorting options for the 1099-MISC forms

Sort option	Description
TMIDTLR.EIN	Sort and print the 1099-MISC form by Employer Identification Number (EIN). If your institution uses more than one EIN to report 1099-MISC activity, you can sort the 1099-MISC forms first by EIN, then by vendor ID or vendor name.
TMIDTLR.VENDOR.ID	Sort and print the 1099-MISC form by vendor ID.
TMIDTLR.STATUS.SORT	Sort and print the 1099-MISC form by vendor status.
TMIDTLR.NAME.SORT	Sort and print the 1099-MISC form by vendor name. Note: When the vendor is a person, the sort is by last name and then first name.

PDF batch printing

Ellucian delivers the ability to print both the 1099-MISC tax form and the tax form data together as a single PDF document using the 1099-MISC forms print processes in Colleague.

You can print on a blank sheet of paper or on a pressure seal form.

Requirements for PDF batch printing



Note: The information must exist in the repository to allow for batch printing.

Verify system requirements

In order to use the PDF printing option, your institution must meet the following system requirements:

- Current with all Envision software updates.
- Current on all DMI updates.
- Using Adobe Reader 8.0 or later.

PDF templates

Ellucian has delivered two format mappings, one PDF template, and one pressure seal template in the WWW.FORMAT.TEMPLATE file. The Batch Print Format Mapping field on the 1099-MISC Tax Year Params (MITP) form defaults to the 2014-1099.pdf template as seen in [Figure 57 on page 209](#).

If you want to use the pressure seal form, do the following:

1. Access the Field Mapping Template (WFMT) form.
2. Change the batch PDF template to the pressure seal template. The pressure seal template is 2014-1099-PS.pdf.
3. Save out of the WFMT form. The pressure seal form is now set up for use on the MITP form.

For more information about the MITP form, see [“Maintaining 1099MI tax year params” on page 209](#).

Table 43: Templates for PDF printing

Format Mapping	Template Name
2014-1099MI-WEB	20XX-1099.pdf
2014-1099MI	20XX-1099.pdf
2014-1099MI	20XX-1099-PS.pdf
2014-1099MI-A	20XX-1099-A.pdf

Procedure for PDF printing

Perform the following steps to set up your system to print 1099-MISC tax forms in PDF format.

1. Access the 1099-MISC Tax Year Params (MITP) form.
2. Complete the MITP form. Save your work and update from the form.
3. Access the 1099-MISC Form Print (MFRM) or the 1099-MISC Prior Year Form Print (MPYF) form.
4. Complete the MFRM or MPYF form. Save your work and update from the form.
5. On the Peripheral Option Defaults form, in the Output Device field, select PDF Output option.
6. In the Security field, select the Private or Shared option.
7. Save your work and update from the MFRM or MPYF form.
8. Verify and update the Sort Definition form.

Creating 1099-MISC media for the IRS

According to IRS regulations, anyone who is required to file 250 or more information returns must file such returns electronically. Submitting media (electronic files) eliminates the need to send the 1099-MISC forms (saving time, paper, and money) and makes data processing more accurate. However, you must submit a completed Form 4804, *Transmittal of Information Returns Electronically*, for each electronic file that you submit to the IRS. This applies to original submissions as well as replacement and correction files.

Consult IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically* for a complete list of requirements.

Tax information must be submitted to the IRS electronically using the IRS Filing Information Returns Electronically System (FIRE System).



Note: The IRS does not accept any type of magnetic media (tapes, tape cartridges, CDs, or DVDs).

This manual lists the steps to download the file created by Colleague to your desktop or network so that it can then be filed electronically using the IRS FIRE System.



Note: The instructions contained in this manual only pertain to creating the electronic file—not to filing it with the IRS. Refer to the IRS web site (<http://www.irs.gov/>) for information about using the FIRE System.

Components of creating media

Use the 1099-MISC Media Production (MMED) form to create your institution's media file.

The MMED process creates a record in the FINANCIAL.EXPORTS file called MMED_ *organizationID*. Each time you run the MMED process for the same organization, this record is overwritten.

Figure 78: 1099-MISC Media Production (MMED) form

MMED - 1099-MISC Media Production

Status: Verified for 2014 by AER on 09/10/14 at 04:12PM

Organization ID

History Levels Description	Verified Certified	Date/Time/Operator	Date/Time/Operator
1 Verified	09/10/14	04:12PM	Aimee Rodgers
2 Correction 01	09/10/14	04:04PM	Aimee Rodgers
	09/10/14	04:11PM	Aimee Rodgers
3 ORIGINAL	09/09/14	10:10PM	Aimee Rodgers
	09/10/14	01:01PM	Aimee Rodgers

Level Selected

Test

Last Filing

Prior Yr Data

Foreign Entity

Organization ID	EIN	Date	Test
1 0000043 Ellucian University	52-1986711	09/10/2013	N
2			

Noteworthy fields on the MMED form

Organization ID

Enter the ID of the 1099-reporting organization for which you want to create a media file.

Your institution could use more than one Organization/Employer Identification Number (EIN) to report 1099-MISC activity. Perform a LookUp to view a list of organization/EIN records that have been set up on the 1099-MISC T Record Setup (MITR) form for reporting 1099-MISC data, and select the organization for which you want to create a media file. If you know the organization ID for which you want to create a media file, you can enter it directly in this field.

History levels

Displays the historical levels of 1099-MISC information.

Level selected

Enter the line number of the historic level you want to use for this production of media.

The History Levels window displays the status of different iterations of the 1099-MISC work file data. Select the line number that identifies the information you want to use and enter that number in this field.

If the window is empty, then there is no generated data available to create a report. If the status of the Verified level is Certified, you cannot select the Verified level.

This field is required.

Test

Enter *Yes* if this production of media will be used to send a test electronic file to the IRS. This field marks the electronic file as a “test” file. Make sure this field is set to “No” when you are ready to submit the final media product to the IRS.

This field is required.

Last filing

Enter *Yes only* if this is the final time your institution will ever file 1099-MISC tax information using the current institution’s name and tax identification number (TIN), whether electronically or by paper. Last filings may occur because of a merger, bankruptcy, and so on.

This field is not used to indicate that this is the last filing of the year.

Prior year data

Enter *Yes* only if you are reporting 1099-MISC information for a prior year.

Foreign entity

Enter *Yes* only if the transmitter is a foreign entity.

Organization ID / EIN / Date / Test

This table displays a list of organizations/EINs that are associated with 1099-MISC data in the work files. This list is stored in the MMED.STATUS file.

Colleague updates the Date and Test columns in this table each time you run the MMED process for an organization. The Date field displays the last date on which a media file was created for that organization, and the Test field displays *Yes* or *No* to indicate whether the MMED process was run in test mode.



Note: The Organization ID table could include an organization/EIN that is not set up on the 1099-MISC T Record Setup (MITR) form because it found this information in the 1099-MISC work files. However, you cannot create a media file for an organization that has not been set up on the MITR form.

Procedure for creating media

Complete the following steps to create a 1099-MISC media file.

1. Before you create your media, you should:
 - 1.1. Verify that the 1099-MISC work file is “Verified” or “Certified.”

See [“Changing the status of the work file” on page 252](#) for details on changing the status of the 1099-MISC information.
 - 1.2. Verify that the electronic file subroutine you want to use is entered on the 1099-MISC Setup (MISU) form.

See [“Setting up the 1099-MISC parameter record” on page 203](#).
 - 1.3. Verify your institution’s information for the “T” record on the 1099-MISC T Record Setup (MITR) form.

See [“1099-MISC T Record Setup \(MITR\)” on page 205](#).
 - 1.4. Verify your institution’s Transmitter Control Code on the Additional Organization Info (AORG) form.

See [“Verifying Your Institution’s ID Parameters” on page 457](#).
2. Access the 1099-MISC Media Production (MMED) form.

Colleague displays the history levels of the current work file.
3. Complete the fields on the MMED form as required.
4. Save your work and update from the MMED form.

Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form.

Colleague produces the MMED media record in the FINANCIAL.EXPORTS file.

Certifying 1099-MISC information to the IRS

Once you have printed the 1099-MISC forms and created your media, you are ready to submit the information according to the rules and regulations established by the IRS.



Warning! Certification is the last step in processing your 1099-MISC data. Before you certify your 1099-MISC data, make every effort to ensure that the data is correct. If you need to change any 1099-MISC information after certification, you must resubmit your 1099-MISC data to the IRS.

See [“Modifying 1099-MISC information \(after submission\)” on page 272](#) and [“Resubmitting 1099-MISC information” on page 275](#) for more information.

Components of certifying 1099-MISC information

After you have submitted your 1099-MISC tax information to the recipients and the IRS, you can record the final “submission” of 1099-MISC tax information to recipients and the IRS by using the 1099-MISC Certification (MCER) form.

Figure 79: 1099-MISC Certification (MCER) form

The screenshot shows the 'MCER - 1099-MISC Certification' form. At the top, it displays 'Status: Verified for 2014 by AER on 09/10/14 at 04:12PM'. Below this is a table with three columns: 'Date', 'Time', and 'Operator'. The table contains several rows of actions performed by 'Aimee Rodgers' on '09/10/14'. At the bottom, there is a 'Title' field with the value 'Correction 02'.

	Date	Time	Operator
Generated	09/10/14	04:12PM	Aimee Rodgers
Modified	09/10/14	04:11PM	Aimee Rodgers
Verified	09/10/14	04:12PM	Aimee Rodgers
Unlocked Verified	09/10/14	04:02PM	Aimee Rodgers
Certified	09/10/14	04:11PM	Aimee Rodgers
Unlocked Certified	09/10/14	04:11PM	Aimee Rodgers
Purged			

Title Correction 02

Procedure for certifying 1099-MISC information

Complete the following steps to certify your 1099-MISC information to the IRS.



Note: Once the 1099-MISC information is Certified, you cannot delete any vendor information from the 1099-MISC work files. See [“Deleting 1099-MISC recipients from the work files” on page 237](#).

1. Access the 1099-MISC Certification (MCER) form.
Colleague displays information about the current work file.
2. In the Title field, enter the name you want to call this submission (certification) version of the work file.
The default title is “Original.”
3. Save your work and update from the MCER form.
Colleague displays the Process Handler form.
4. Complete and update from the Process Handler form.
Colleague updates all 1099-MISC information and changes the status of the work file to “Certified.”

Correcting 1099-MISC Information

Forms used

The procedures in this chapter require access to the following forms:

Table 44: Forms used for 1099-MISC correction

Procedure	Form	Mnemonic
1099-MISC troubleshooting	1099-MISC Address	MISA
	1099-MISC Analysis	MANA
	1099-MISC Box Amount Maint	MBOX
	1099-MISC Delete Vendor	MIDV
	1099-MISC Detail Report	MDET
	1099-MISC Generation	MGEN
	1099-MISC Purge	MPRG
	1099-MISC Status Change	MISC
	ID and LookUp Parameters	PID2
	Name and Address Entry	NAE
	Organization Profiles	ORGP
	Person Addresses	ADR
	Tax Form Maintenance	TXFM
Vendor Tax Information ^a	VNTX	
Modifying 1099-MISC information (after submission)	1099-MISC Certification	MCER
	1099-MISC Form Print	MFRM
	1099-MISC Status Change	MISC
Reprinting unchanged 1099-MISC forms	1099-MISC Form Print	MFRM
Printing modified 1099-MISC forms	1099-MISC Form Print	MFRM

Table 44: Forms used for 1099-MISC correction (continued)

Procedure	Form	Mnemonic
Resubmitting 1099-MISC information	1099-MISC Certification	MCER
	1099-MISC Form Print	MFRM
	1099-MISC Media Production	MMED
	1099-MISC Status Change	MISC

^aThe VNTX form is a detail-only form. Access the VNTX form by detailing from Tax Information field on the Vendor Maintenance (VEND) form.

1099-MISC troubleshooting

Any errors printed on the 1099-MISC analysis report will also appear on the 1099-MISC forms and media. Make every effort to have an error-free 1099-MISC analysis report to prevent having to file 1099-MISC amendments with the IRS. This section lists some of the problems you might find on the 1099-MISC analysis report and the steps you can take to correct each problem.

Problem: The recipient's name is missing or incorrect.

Solution: Correct the recipient's name on the Name and Address Entry (NAE) form in Colleague Core, then regenerate the 1099-MISC record for that recipient in Colleague Finance.

Problem: The recipient's address is missing or incorrect

Solution: Correct the recipient's address on the Name and Address Entry (NAE) form or the Person Addresses (ADR) form in Colleague Core, then regenerate the 1099-MISC record for that recipient in Colleague Finance.

Problem: You need to use a different name or address for a recipient.

Solution: Change the recipient's name or address information on the 1099-MISC Address (MISA) form. Changes made on the MISA form will affect *only* the 1099-MISC work files, not the information in Colleague Core.

Do not regenerate the 1099-MISC work files after using the MISA form. If you regenerate the work files after modifying a recipient's name and/or address on the MISA form, the changes will be lost.

If the change of name or address is permanent and not just for this work file, use the NAE or ADR forms to change Colleague Core record, then regenerate the 1099-MISC work file.

Problem: The recipient's employer identification number (EIN) or social security number (SSN) is missing or incorrect.

Solution: Use the Name and Address Entry (NAE) form in Colleague Core either to correct the error or to add the tax ID number, then regenerate the 1099-MISC record for that recipient in Colleague Finance.

Problem: Some of the amounts shown are incorrect.

Solution: Review the 1099-MISC detail report for possible errors. If you see an area where an error may have occurred on a voucher line item, make the correction using the Tax Form Maintenance (TXFM) form, then regenerate the 1099-MISC work file in Colleague Finance. You can also use the 1099-MISC Box Amount Maint (MBOX) form to manually correct the error directly in the 1099-MISC work file.

Problem: Colleague will not let you continue or use a certain form because the current status of the work file is not appropriate for that procedure.

Solution: Use the 1099-MISC Status Change (MISC) form to change the status of the 1099-MISC work file.

Problem: A vendor was erroneously coded for selection as a 1099-MISC vendor. For example, the Direct Resale flag was incorrectly set to "Yes" or a voucher was incorrectly coded.

Solution: Correct the erroneous information in the Accounts Payable files. For example, if the direct resale flag was incorrectly set to "Yes," change it back to "No" on the Vendor Tax Information (VNTX) form. If a voucher was incorrectly coded, correct it on the Tax Form Maintenance (TXFM) form.

Next, run the 1099-MISC Purge (MPRG) process to clear the 1099-MISC work file. Change the status of the work file to "Empty – Cleared for Restart" on the 1099-MISC Status Change (MISC) form. When you run the 1099-MISC Generation (MGEN) process, the work file will reflect the corrected information.

You may also use the 1099-MISC Delete Vendor (MIDV) form to remove the vendor's information from the 1099-MISC work files and the repository. Be aware that this is a temporary solution – if you regenerate the work files, the vendor's information will be re-added to the work files.

Modifying 1099-MISC information (after submission)

You may need to modify 1099-MISC information that has already been submitted to the IRS. For example, after you have sent the 1099-MISC forms to the recipients and the media to the IRS, a recipient notifies you that the information on the 1099-MISC form is incorrect. You can correct the information and send a copy of the amended form to the recipient and the IRS.

Procedure for modifying 1099-MISC information

1. Change the status of the work file from “Certified” to “Unlocked Certified.”
Use the 1099-MISC Status Change (MISC) form. See [“Changing the status of the work file” on page 252](#) for instructions.
2. Modify the 1099-MISC information as necessary.
See [“Changing voucher line item information” on page 245](#) for instructions on amending 1099-MISC information.
3. Print the modified 1099-MISC forms using the 1099-MISC Form Print (MFRM) form.
The word Amended should print at the top of the form.
See [“Procedure for printing modified 1099-MISC forms” on page 274](#) for instructions.
4. Send copies of the amended 1099-MISC forms to the recipients.
5. Send copies of the amended 1099-MISC forms to the IRS, or create and submit a corrected media file.
See [“Creating 1099-MISC media for the IRS” on page 265](#) for instructions.
6. Change the status of the 1099-MISC information back to Certified using the 1099-MISC Certification (MCER) form.
See [“Certifying 1099-MISC information to the IRS” on page 268](#) for instructions.

Reprinting unchanged 1099-MISC forms

You may need to reprint 1099-MISC forms because a recipient may have lost, destroyed, or never received a copy of the 1099-MISC form.

If you do not make any changes to the 1099-MISC work file that was previously certified, you may reprint 1099-MISC forms for selected vendors. You also have the option to reprint 1099-MISC forms for all vendors.



Warning! If you make any changes to the 1099-MISC work file that was previously certified, you must reprint all 1099-MISC forms. See [“Procedure for printing modified 1099-MISC forms” on page 274](#) for information.

Procedure for reprinting unchanged 1099-MISC forms

1. Access the 1099-MISC Form Print (MFRM) form
Colleague displays the history levels of the work file. The current status must be “Verified” or “Certified” in order to continue.
2. In the Level field, enter the number of the history level that corresponds to the submission date of the submitted 1099-MISC forms.

3. To reprint forms for specified vendors only, enter the vendor IDs in the Vendors field. To reprint forms for all vendors, leave this field blank.

Use LookUp to locate the vendors for which you want to print forms.

4. Save your work and update from the MFRM form.
Colleague displays the Peripheral Defaults form.
5. Complete and update from the Peripheral Defaults form.
Colleague displays the Process Handler form.
6. Complete and update from the Process Handler form.

When you update from the Process Handler form, Colleague prints the 1099-MISC forms to the specified printer or to a hold file, then returns you to the menu.

Printing modified 1099-MISC forms

You may need to print 1099-MISC forms if a recipient noticed an error on the 1099-MISC form you originally sent and has requested an amended 1099-MISC form.

If you make any changes to the 1099-MISC work file that was previously certified, you must reprint *all* 1099-MISC forms.

Procedure for printing modified 1099-MISC forms

Complete the following steps to print amended 1099-MISC forms.

1. Complete the procedures for amending 1099-MISC forms, [“Procedure for modifying 1099-MISC information” on page 273](#).
2. Complete the procedures for resubmitting 1099-MISC information, [“Procedure for resubmitting unchanged 1099-MISC information” on page 275](#).
3. Access the 1099-MISC Form Print (MFRM) form
Colleague displays the history levels of the work file. The current status must be “Certified” in order to continue.
4. In the Level field, enter the number of the history level that corresponds to the submission date of the submitted 1099-MISC forms.
5. Save your work and update from the MFRM form.
Colleague displays the Peripheral Defaults form.
6. Complete and update from the Peripheral Defaults form.
Colleague displays the Process Handler form.
7. Complete and update from the Process Handler form.

When you update from the Process Handler form, Colleague prints the 1099-MISC forms to the specified printer or to a hold file, then returns you to the menu.

Resubmitting 1099-MISC information

You may need to resubmit 1099-MISC information to the IRS because:

- The original media submitted to the IRS was damaged.
- Changes were made to some or all of the originally submitted information.

Procedure for resubmitting unchanged 1099-MISC information

Complete the 1099-MISC Media Production (MMED) form to create a new electronic file of the originally submitted information. Make sure you select the original submitted level. See [“Procedure for creating media” on page 268](#) for information on completing the MMED form.

Procedure for submitting changed 1099-MISC information

Complete the following steps to resubmit and recertify changed 1099-MISC information to the IRS.

1. Access the 1099-MISC Status Change (MISC) form.

The form should display:

```
Status will be changed from Certified to Unlocked  
Certified
```

2. Enter **Yes** in the “Do you want to change the status” field.

The 1099-MISC work file status is changed to “Unlocked Certified.”

3. Make the changes to the 1099-MISC tax information as needed.

When you make any changes to the 1099-MISC work file, Colleague automatically changes the status of the work file from “Unlocked Certified” to “Modified.”

4. Access the 1099-MISC Status Change (MISC) form.

The form should display:

```
Status will be changed from Modified to Verified
```

5. Enter **Yes** in the “Do you want to change the status” field.

The 1099-MISC work file status is changed to “Verified.”

6. Complete the 1099-MISC Media Production (MMED) form to create a new electronic file of the corrected information.

See [“Procedure for creating media” on page 268](#) for information on completing the MMED form. Make sure you select the appropriate corrected level. (In this case, select the history level described as “Verified”).

7. Complete the 1099-MISC Form Print (MFRM) form to print new forms with the corrected information.

See [“Procedure for printing modified 1099-MISC forms” on page 274](#) for information on completing the MFRM form. Make sure you select the appropriate corrected level. (In this case, select the history level described as “Verified”).

8. Complete the 1099-MISC Certification (MCER) form to recertify the 1099-MISC information.

See [“Procedure for certifying 1099-MISC information” on page 269](#) for information on completing the MCER form.



U.S. Regulatory Reporting

Quarterly Processing and 941 Reporting

Getting Started with Quarterly Processing

Understanding quarterly processing

This section presents information about performing the quarterly processing at your institution. It includes the following information:

- An overview of the processes that are used.
- An explanation of the time frame in which quarterly processing must be started, including how it relates to the time frame defined on the Payroll Parameter Setup (PRPS) form, to previous quarterly processing, and to current and future payroll processing.
- A description of the pertinent forms and files.

Overview of the processes

The EMPLOYES file stores payroll-related information for every employee at your institution. This information includes the taxes paid during the most recent quarter as well as the year-to-date amounts and the limits on earnings and on benefits and deductions. (For more information about the EMPLOYES file, see the section on employee records in the [Using Payroll](#) manual.) During quarterly processing, Colleague does the following:

- Gathers these tax amounts for reporting.
- Clears the quarter-to-date amounts, which allows those totals to begin accumulating again during the next quarter.

If the fourth quarter is being processed, then Colleague also does the following:

- Clears the year-to-date amounts, which allows those totals to begin accumulating again during the new year.
- Deletes terminated employees from the file if you chose that option on the Payroll Parameter Setup (PRPS) form.

Ideally, all quarterly processing would be performed between the last payroll of the ending quarter and the first payroll of the next quarter. Doing so would ensure that all quarterly amounts being reported were accurate for the quarter just ending. For most institutions, however, such timing is not possible. To help resolve this timing issue, Colleague provides processes that work with the EMPLOYES file to gather the data necessary for quarterly processing and prepare the file for regular payroll processing. These processes store the quarterly data in the EMPBKUP file, which allows you to perform quarterly processing when it is convenient for you while continuing with your regular payroll processing in the next quarter.

When you are ready to perform quarterly processing, Colleague provides processes that work with the quarterly data, allowing you to view, modify, report, and archive that data as necessary.

Finally, it provides a method for monitoring the quarterly processing to ensure that each process is run within the right time frame and in the right sequence.

Processes that work with the EMPLOYES file

The following two processes gather the data for the ending quarter from the EMPLOYES file and then prepare that file for the first payroll of the next quarter.

- **Copy EMPLOYES to EMPBKUP (QCEB).** This process gathers the quarterly data on the earnings and taxes paid by every employee from the EMPLOYES file and copies it into the EMPBKUP file. Copying this data into another file ensures that it is available for the balance of quarterly processing without interfering with the next quarter's payroll processing. For detailed information about this process, see ["Gathering the quarterly data" on page 307](#).
- **Clear Employee QTD/YTD Totals (QCLT).** This process clears the totals for the ending quarter from the EMPLOYES file, which allows you to begin payroll processing for the next quarter and accumulate totals for that quarter.

If you are processing the fourth quarter, then this process also clears all year-to-date totals from the file and deletes the EMPLOYES records for terminated employees, but only if you chose this option on the Payroll Parameter Setup (PRPS) form. For detailed information about the QCLT process, see ["Clearing the totals" on page 310](#).

After the quarterly information has been gathered and the totals cleared in the EMPLOYES file, you can continue with regular payroll processing for the next quarter and perform the balance of quarterly processing when it is convenient.



Note: You cannot process the first payroll of the next quarter until both the QCEB and QCLT processes have completed successfully.

Process that works with the PAYTODAT file

The Quarterly Federal Tax Report (QFTR) process allows you to modify and report on information to help you fill out the IRS Form 941 and Schedule B (Form 941). Because the information required by these forms is specific to pay period dates, the reports generated by the QFTR process use data retrieved from the PAYTODAT file and are sorted primarily by the date that employees are paid.

Although the QFTR process uses a file that is not used by other quarterly processes, Ellucian recommends that you always complete the Copy EMPLOYES to EMPBKUP (QCEB) process before you use the QFTR process to generate a report of federal data.



Note: You must run the QFTR process to generate the federal report before you can run the final step of quarterly processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process.

For detailed information about the reports generated by the QFTR process, see [“Reporting quarterly taxes by date” on page 320.](#)

Processes that work with the quarterly data

The processes listed below allow you to modify, report, and archive the data copied from the EMPLOYES file for the ending quarter and to report or display archived data from previous quarters.

- **Employee Overview Copy (EOVC).** This process and its detail forms allow you to view or modify data from the current quarter for a specific employee. These forms also allow you to view historical data from any previous quarter for an employee as long as that data has not yet been deleted from the EMPBKUP.QTLY file. For detailed information about these forms, see [“Viewing and modifying quarterly data” on page 313.](#)
- **Qtly Tax Report by Employee (QRPT).** This process allows you to generate a report of current quarterly data or previous quarterly data for your internal use. For detailed information about this process, see [“Reporting quarterly taxes by employee” on page 335.](#)
- **Create Tax Agency Export (QTAE).** This process creates an export file of the quarterly data for a state or local tax agency. For detailed information about this process, see [“Creating an export file” on page 338.](#)
- **Copy EMPBKUP to EMPBKUP.QTLY (QCBB).** This process archives all quarterly data that was used to process the ending quarter into the EMPBKUP.QTLY file, where it is accessible for viewing or reporting as long as necessary. For detailed information about this process, see [“Archiving quarterly data” on page 346.](#)

Process for monitoring the quarterly processing

Because the sequence in which these processes are run is critical, Colleague provides the Monitor Qtly/Yrly Processing (QYPR) form, on which you can view the status of each process involved in quarterly processing. Typically, if the status of a process displayed on the QYPR form is “Yes,” then the process has completed successfully, and the next process can begin. If the status is “No,” then that process either has not yet run or has not completed successfully.



Note: If you run the QFTR process with “Yes” in the Report Only 941 Data field, the QFTR Quarterly Federal Tax Report field on the Monitor Qtly/Yrly Processing (QYPR) form is set to “Yes” after the report has been completed.

If you enter “No” in the Report Only 941 Data field, the QFTR Quarterly Federal Tax Report field on the QYPR form indicates “No” after the report has been completed.

Using the QYPR form, you can easily do the following:

- Monitor the processes that are complete as well as those that remain.
- Troubleshoot any problems that occur during quarterly processing.
- If you have proper authority, recover from those problems by resetting the appropriate statuses and re-running any necessary processes.

For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Determining the time frame for beginning quarterly processing

Because gathering the data from the ending quarter and preparing the EMPLOYES file for the next quarter is a time-sensitive issue, the time frame in which you can begin quarterly processing is controlled by the number of days specified on the Payroll Parameter Setup (PRPS) form, the status of the processing for the previous quarter, and the status of your current payrolls.

Specifically, you can begin quarterly processing only when *all* of the following conditions exist:

- Today’s date is within the number of days—either before or after the end of the quarter—that is entered on the Payroll Parameter Setup (PRPS) form in the field Time Frame to Start Quarterly Processing.
- The process Copy EMPBKUP to EMPBKUP.QTLY (QCBB), which archives the data from the previous quarter that is currently in the EMPBKUP file, has completed successfully.
- All payroll processing for the ending quarter has completed.
- The first payroll for the next quarter has not yet been calculated.

The sections below explain these criteria and how each affects the timing of quarterly processing.

Relationship to the number of days entered on the PRPS form

You can begin quarterly processing only within a time frame that is determined by the number of days entered on the Payroll Parameter Setup (PRPS) form in the field Time Frame to Start Quarterly Processing. The number entered in that field represents the number of days before or after the ending date of the quarter being closed during which quarterly processing must begin.

Figure 80: The field on the PRPS form that controls the time frame for quarterly processing

Number of days before or after the end of the quarter when quarterly processing must begin

PRPS - Payroll Parameter Setup	
Institution Name	Ellucian University
Institution Address	4375 Fair Lakes Court
	Fourth Floor
Institution City/St/Zp	Fairfax VA 22033
U.S. Federal Tax Number/State ID Number	381624684 41-52882563
Print Deposit Advices	<input type="checkbox"/> Yes
Create Direct Deposit Offset Entry	<input type="checkbox"/> Yes
Post Employer Contributions to GL	<input type="checkbox"/> Yes
Employer Contribution GL Account Piece	OBJECT
Delete Terminated Employees At Year End	<input type="checkbox"/> No
Timeframe to Start Quarterly Processing	09
Payroll Accrual General Ledger Account	11-01-01-00-00000-20004
Use Check Date as Posting Date	<input type="checkbox"/> No
Remove Earnings Types with Zero Amounts	<input type="checkbox"/> Yes
Time Recording Method	Daily
Print Zero Amount Ben/Ded on Pay Stub	<input type="checkbox"/> Yes
Formatting Subroutine for Paychecks	S.PREPARE.PAYCHK.DATA.MOORE
Formatting Subroutine for Advices	S.PREPARE.ADVICE.DATA.MOORE
Subroutine for Creating WEB.PAY.ADVICES	S.CREATE.WEB.PAY.ADVICES

For example, if the ending date for your third quarter is September 30 and the number in that field on the PRPS form is 10, as in [Figure 80](#), then you would have from September 20 through October 10 to run the first step of quarterly processing—the Copy EMPLOYES to EMPBKUP (QCEB) process. Colleague would not allow you to run the QCEB process before September 20 or after October 10.



Warning! If “0” is entered in this field, then quarterly processing can begin only on the date that the quarter ends, regardless of whether that date falls on a weekday, a weekend, or a holiday.

For more information about this field and the PRPS form, see the [Using Payroll](#) manual.

Relationship to quarterly processing

You can begin quarterly processing only *after* you have run the process Copy EMPBKUP to EMPBKUP.QTLY (QCBB), which archives the data from the previous quarter currently in the EMPBKUP file. In fact, the status for QCBB on the Monitor Qtly/Yrly Processing (QYPR) form for the previous quarter must be “Yes” for Colleague to allow the QCEB process to run for the ending quarter. (For more information about the QYPR form and how it controls quarterly processing, see [“Monitoring quarterly processing” on page 292.](#))

Figure 81: Example of the QCBB status that controls quarterly processing

Status for QCBB in Q4 must be “Yes” for Q1’s processing to begin

Task	Status
QCEB Copy EMPLOYES to EMPBKUP	Yes
QCLT Clear Employee QTD/YTD Totals	Yes
QFTR Quarterly Federal Tax Report	Yes
QRPT Qtly Tax Report by Employee	Yes
YCYS Update Calendar Year Salary	Yes
W2BA W-2 Employee Benefit Adjustmt	No
W2PP W-2 Preprocessor	Yes
W2AJ W-2 Adjustment	No
W2VR W-2 Verification Report	Yes
W2FP W-2 Form Print	Yes
W2EX Create W-2 Export	Yes
QTAE Create Tax Agency Export	1
QCBB Copy EMPBKUP to EMPBKUP.QTLY	Yes

This requirement is necessary because the first step in processing a quarter—the Copy EMPLOYES to EMPBKUP (QCEB) process—deletes all of the data for the last quarter that was processed from the EMPBKUP file before it copies data for the ending quarter from the EMPLOYES file. If the QCBB process has not yet archived that data into the file EMPBKUP.QTLY, then that data will be lost. Therefore, to ensure that this historical data is available, Colleague prevents you from running QCEB for the ending quarter until QCBB has been completed successfully for the previous quarter.

Relationship to payroll processing

To ensure that the data gathered from the EMPLOYES file for quarterly processing is complete and that it consists of data for that quarter only, *both* of the following conditions must be met before you can run the first step of quarterly processing:

- **All payroll processing must have completed for the ending quarter**

If the payroll processing is not complete for the quarter that is ending, then the quarter-to-date amounts that are copied to the EMPBKUP file and reported to your tax agency will be less than they should be. You must be certain that all payrolls for the ending quarter have completed successfully before you begin quarterly processing.

- **The first payroll for the next quarter has not yet been calculated**

Although Colleague does allow some preliminary payroll processing to run for the next quarter, it does not allow you to run the Payroll Calculation–Register (CALC) process for a payroll in the next quarter until you have run both of the following processes:

- QCEB process to copy the quarterly data for the ending quarter into the EMPBKUP file.

- QCLT process to clear existing totals in the EMPLOYES file, which prepares the file to accumulate totals for the next quarter.

If you calculated the payroll for the next quarter before you began quarterly processing for the ending quarter, then the quarter-to-date amounts gathered during the QCEB process would be more than they should be, and any quarterly limit-to-date amounts would most likely have exceeded their limits.

Forms used in quarterly processing

[Table 45](#) lists the forms associated with quarterly processing and describes the purpose of each. These forms are listed in alphabetical order and not in the order in which they are used during quarterly processing.

Table 45: Forms used

Form	Purpose
Clear Employee QTD/YTD Totals (QCLT)	<p>Clears the totals in the quarter-to-date fields in the EMPLOYES file to allow new totals to be accumulated in the next quarter. If this process is being run to clear totals for the fourth quarter, then it also does the following:</p> <ul style="list-style-type: none"> • Clears totals in the year-to-date fields to allow new totals to be accumulated during payroll processing in the next quarter. • Deletes terminated employees who had no earnings for a full calendar and fiscal year, but only if you chose this option on the Payroll Parameter Setup (PRPS) form. <p>Before attempting to calculate the first payroll for the next quarter, you must run both the Copy EMPLOYES to EMPBKUP (QCEB) process and this QCLT process.</p> <p>For more information about this process, see “Clearing the totals” on page 310.</p>
Copy EMPBKUP to EMPBKUP.QTLY (QCBB)	<p>Archives data from the EMPBKUP file for the last quarter processed to the EMPBKUP.QTLY file. Archiving this data allows it to remain accessible for viewing or generating reports.</p> <p>For more information about this process, see “Archiving quarterly data” on page 346.</p>

Table 45: Forms used (continued)

Form	Purpose
Copy EMPLOYES to EMPBKUP (QCEB)	<p>Does all of the following:</p> <ul style="list-style-type: none"> • Clears existing data for the last quarter processed from the EMPBKUP file • Copies data for the ending quarter from the EMPLOYES file to the EMPBKUP file • Signals Colleague that quarterly processing has begun • Updates the QTD.YTD.PROCESSING record in HR.PARMS with the quarter number being closed and its ending date <p>Before attempting to calculate the first payroll for the next quarter, you must run both this process and the Clear Employee QTD/YTD Totals (QCLT) process.</p> <p>For more information about this process, see “Gathering the quarterly data” on page 307.</p>
Create Tax Agency Export (QTAE)	<p>Creates an export file of quarterly data for a state or local tax agency.</p> <p>For more information about this process, see “Creating an export file” on page 338.</p>
Employee Overview Copy (EOVC) and its detail forms	<p>Provides a method to view or modify a particular employee’s data for the quarter being processed, or view the data for a particular employee from any previous quarter with data on the EMPBKUP.QTLY file. The data that you can view or modify includes the employee’s earnings amounts, tax information, and the information about benefit/deductions.</p> <p>For more information about this process, see “Viewing and modifying quarterly data” on page 313.</p>
Monitor Qtly/Yrly Processing (QYPR)	<p>Provides a method for monitoring the status of all processes pertaining to quarterly and year-end processing. This form allows you to view and modify data stored in the QTD.YTD.PROCESSING record in the HR.PARMS file. It safeguards the quarterly and year-end processing by ensuring that all required processes are run in the correct order and that none is inappropriately run more than once.</p> <p>For more information about this form, see “Monitoring quarterly processing” on page 292.</p>

Table 45: Forms used (continued)

Form	Purpose
Quarterly Federal Tax Report (QFTR)	<p>Generates one of the following reports:</p> <ul style="list-style-type: none"> • Federal report of quarterly data to help you submit IRS Form 941 or Schedule B (Form 941). • Custom report of available data from any quarter, whether current or past, for your internal use. <p>For more information about this process, see “Reporting quarterly taxes by date” on page 320.</p>
Qtly Tax Report by Employee (QRPT)	<p>Generates a report of quarterly data to help you submit information to a federal, state, or local tax agency. This report uses data from any quarter, whether current or past, and is intended only for your internal use.</p> <p>For more information about this process, see “Reporting quarterly taxes by employee” on page 335.</p>
Tax Agency Export Setup (QTAS)	<p>Used to define the parameters for creating an export file of quarterly or yearly tax information that is needed by a particular state or local tax agency.</p> <p>For more information about this form, see “Form used to set up the parameters” on page 299.</p>

Files Used in quarterly processing

[Table 46](#) provides an alphabetical list of the files that pertain to quarterly processing and a description of how each is used.

Table 46: Files Used

File	Description
EMPBKUP	<p>Stores data for the quarter most recently closed. This data is used to generate quarterly tax reports and any quarterly export file required by a state or local tax agency.</p> <p>The file is updated by the Copy EMPLOYES to EMPBKUP (QCEB) process, which clears all existing data from this file and then copies into it all data for the ending quarter from the EMPLOYES file.</p> <p>This data is later archived to the EMPBKUP.QLTY file by the Copy EMPBKUP to EMPBKUP.QLTY (QCBB) process.</p>

Table 46: Files Used (continued)

File	Description
EMPBKUP.QTLY	<p>Stores historical data from previous quarters so that it is accessible for viewing or reporting.</p> <p>This file is updated by the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, which copies data into this file from the EMPBKUP file.</p>
EMPLOYES	<p>Stores most of the data that is used for payroll processing and other payroll-related activities. For every employee, it stores information about earnings limits, taxes, specifications for direct deposits, financial aid awards, and limits on benefits and deductions.</p> <p>When quarterly processing is ready to begin, the Copy EMPLOYES to EMPBKUP (QCEB) process copies the data for the ending quarterly into the EMPBKUP file where it is used to generate the quarterly reports and export files for a state or local tax agency.</p>
PAYTODAT	<p>Stores data for the current payroll being processed. This file is a temporary storage place for information pertaining to individual pay records, including the actual amounts paid and hours worked.</p> <p>Because information required by the IRS on Form 941 and Schedule B (Form 941) is specific to pay period dates, this file is accessed by the Quarterly Federal Tax Report (QFTR) process for reporting purposes.</p>
QTD.YTD.PROCESSING	<p>Stores status information about quarterly and year-end processing to ensure that required processes are run in the correct order and that none is inadvertently run more than once.</p> <p>This record in the HR.PARMS file is updated with status information by each quarterly and year-end process. For example, if a process completes successfully, then that process updates a status code in this record. That status code can determine whether Colleague allows the next process to run.</p> <p>The statuses in this record can be viewed on the Monitor Qtly/Yrly Processing (QYPR) form.</p>

Table 46: Files Used (continued)

File	Description
TAX.AGENCIES	<p>Stores the parameters for creating an export file of quarterly or yearly tax information that is needed by a particular state or local tax agency.</p> <p>These parameters, which are defined on the Tax Agency Export Setup (QTAS) form, include such information as the ID and name of the state or local agency receiving the file, whether this agency allows federal records to be included on the file, the quarters in which this agency is to receive a file, and whether the file is required.</p>
TAX.EXPORT.WORK	<p>Stores the records created by the Create Tax Agency Export (QTAE) process. This file is in the format required by the tax agency receiving the export file.</p>

Understanding the reports

To provide optimum access to quarterly data, Colleague allows you to generate tax reports based on whether you want to report quarterly information by date or by employee:

- Generating a report by date provides information that is useful for IRS reporting and for internal purposes.
- Generating a report by employee provides information that is generally useful for internal purposes.

Quarterly reports by date

Using the Quarterly Federal Tax Report (QFTR) process, you can generate the following tax reports by date:

- **Federal report**, which can be generated for any quarter being processed. The data on this report can be used to help you complete IRS Form 941, Employer's Quarterly Federal Tax Return, or Schedule B (Form 941), Employer's Record of Federal Tax Liability.
- You must enter "Yes" in the Report Only 941 Data field on the QFTR form to set the QFTR Quarterly Federal Tax Report field on the Monitor Qtly/Yrly Processing (QYPR) form to "Yes" after the report has been completed.
- **Custom report**, which can be generated for any quarter in any calendar year, including the quarter that you are currently processing. This report is intended for your internal use and can be used to preview any information to be submitted on IRS Form 941 and Schedule B (Form 941).

If you enter “No” in the Report Only 941 Data field on the QFTR form, the QFTR Quarterly Federal Tax Report field on the QYPR form indicates “No” after the report has been completed.

These reports are intended to help you fill out IRS Form 941 and Schedule B (Form 941).

Content of a quarterly report by date

Both the federal and custom reports generated by the QFTR process are sorted primarily by the date that employees are paid. The basic content and format of these reports are described below.

- The detailed portion lists the date that the employee was paid and the tax codes associated with that date.
- Detailed information for every tax code is also listed. This includes taxable amount, employee tax withheld, employer match amount, and total tax liability. Tax codes are then grouped by tax type and the totals for the categories listed above are sorted by these tax types.
- The summary portion contains totals by that date that the employee is paid, the month, and the quarter for the following:
 - Taxable amount
 - Employee tax withheld
 - Employer match amount
 - Total tax liability

Example of a quarterly report by date

[Figure 82 on page 290](#) shows an example of a page from the federal report generated by the QFTR process.

For more information about how to use the QFTR reports for IRS tax reporting, see [“Using federal data to fill out Form 941 and Schedule B \(Form 941\)” on page 326](#).

Figure 82: Example of a page from the federal report sorted by date

Pay Period	Check Date	Tax Code	Taxable Amount	Employee Tax Withheld	Employer Match Amount	Total Tax Liability
March 14 2014 09:52 Page 1 Ellucian University Quarterly Federal Tax Report Employer Identification Number: 381624684 For Quarter Ending: 03/31/2014						
07 February 2014		FICA FICA Withholding	253,558.70	15,720.64	15,720.64	31,441.28
		MEDI Medicare Portion - FICA	274,654.53	3,982.51	3,982.51	7,965.02
		MEDI2 Addnl Withhlding - 0.009	0.00	0.00		0.00
		Totals for FICA		19,703.15	19,703.15	39,406.30
		FWHM Federal Withholding - Mar	114,876.14	21,599.50		21,599.50
		FWHS Federal Withholding - Sin	168,936.20	32,355.67		32,355.67
		Totals for FWHT	283,812.34	53,955.17		53,955.17
				73,658.32	19,703.15	93,361.47
14 February 2014		FICA FICA Withholding	800.00	49.60	49.60	99.20
		MEDI Medicare Portion - FICA	800.00	11.60	11.60	23.20
		MEDI2 Addnl Withhlding - 0.009	0.00	0.00		0.00
		Totals for FICA		61.20	61.20	122.40
		FWHM Federal Withholding - Mar	800.00	48.08		48.08
		Totals for FWHT	800.00	48.08		48.08
				109.28	61.20	170.48
28 February 2014		FICA FICA Withholding	434,807.06	26,958.05	26,958.05	53,916.10
		MEDI Medicare Portion - FICA	546,332.43	7,921.85	7,921.85	15,843.70
		MEDI2 Addnl Withhlding - 0.009	21,482.50	193.34		193.34
		Totals for FICA		35,073.24	34,879.90	69,953.14
		FWHM Federal Withholding - Mar	206,247.75	39,786.85		39,786.85
		FWHS Federal Withholding - Sin	350,012.47	102,658.45		102,658.45
		Totals for FWHT	556,260.22	142,445.30		142,445.30
				177,518.54	34,879.90	212,398.44
Totals for February		FICA FICA Withholding	689,165.76	42,728.29	42,728.29	85,456.58
		MEDI Medicare Portion - FICA	821,786.96	11,915.96	11,915.96	23,831.92
		MEDI2 Addnl Withhlding - 0.009	21,482.50	193.34		193.34
		Totals for FICA		54,837.59	54,644.25	109,481.84
		FWHM Federal Withholding - Mar	321,923.89	61,434.43		61,434.43
		FWHS Federal Withholding - Sin	518,948.67	135,014.12		135,014.12
		Totals for FWHT	840,872.56	196,448.55		196,448.55
				251,286.14	54,644.25	305,930.39

Quarterly report by employee

Using the Qtly Tax Report by Employee (QRPT) process, you can generate a report on quarterly information from your current or past quarterly data. This report is sorted by employee and is intended for your internal use.

Content of a quarterly report by employee

The report generated by the Qtly Tax Report by Employee (QRPT) process is sorted primarily by employee name. The basic content and format of this report is listed below.

- The detailed portion lists the name and Social Security number of each employee who had earnings that quarter, the amount of these earnings that are taxable by and that were withheld for the federal government, the appropriate state governments, and each FICA code.

- The summary portion contains totals for the following by tax code:
 - Number of employees
 - Taxable earnings
 - Withheld earnings
 - Matching contributions made by your institution
 - The amount of those matching contributions that is taxable

Example of a quarterly report by employee

Figure 83 shows an example of a page from the Quarterly Tax Report by Employee generated by the QRPT process.

Figure 83: Example of a page from the quarterly tax report sorted by employee

Employee Name	SSN	Federal Taxable	Federal withheld	FICA Code	FICA Taxable	FICA Withheld	State Code	State Taxable	State withheld	EIC Payment
Quick, Arden	566-78-9009	4,196.15	663.93	FICA MEDI	4,196.15 4,196.15	260.16 60.84	VAST	4,196.15	205.45	
Racz, Alexandr G.	301-88-9288	409,588.50	143,706.82	FICA MEDI MEDI	113,700.00 409,588.50 209,588.49	7,049.40 5,939.03 1,886.30	VAST	409,588.50	23,479.68	
Raidi, Elizabeth	101-50-6620	2,064.02	244.92	FICA MEDI	2,064.02 2,064.02	127.97 29.93	VAST	2,064.02	82.85	
Rast, Everette	505-68-7743	3,957.62	604.30	FICA MEDI	3,957.62 3,957.62	245.37 57.39	VAST	3,957.62	191.73	
Yu, Bob	455-23-1115	5,160.47	905.01	FICA MEDI	5,160.47 5,160.47	319.95 74.83	VAST	5,160.47	260.89	
Zia, Sun		6,888.88	795.83	FICA MEDI	6,888.88 6,888.88	427.11 99.89	VAST	6,888.88	348.33	
Tax Code			Number of Employees		Taxable	withheld		Matching		Matching Taxable
EIC Payments										
Federal Taxes			55		758,101.45	208,262.33		0.00		0.00
FICA Taxes										
FICA FICA withholding			47		431,875.54	26,776.30		26,776.30		431,875.54
MEDI Medicare Portion - FICA			49		748,173.66	10,848.55		10,848.55		748,173.66
MEDI2 Addnl withholding - 0.009000			1		209,588.49	1,886.30				
State Taxes										
CTTX Connecticut Tax Credit Code F			1		17,047.32	652.37		0.00		0.00
MDST Maryland State withholding			5		116,125.77	50.00		0.00		0.00
PAST Pennsylvania State withholding			3		28,849.41	362.32		0.00		0.00
VAST Virginia State withholding			48		746,180.11	40,354.69		0.00		0.00

For more information about the Qtrly Tax Report by Employee (QRPT) process, see ["Reporting quarterly taxes by employee" on page 335.](#)

Monitoring quarterly processing

The Monitor Qtly/Yrly Processing (QYPR) form provides a method for monitoring the status of quarterly and year-end processing. This chapter, however, pertains only to how you would use this form to monitor quarterly processing. It includes explanations of the following:

- The form that is used to monitor the quarterly processes.
- The status fields pertaining to quarterly processing that are displayed on this form.

If you are performing quarterly processing for the fourth quarter, which includes W-2 processing, then see [“Understanding the QYPR statuses for year-end processing” on page 361](#) for more information about how this form is used during calendar year-end and W-2 processing.

Understanding the QYPR form

The sequence in which the processes involved in both quarterly and year-end processing are run is critical. To control the order in which these processes are run and to ensure that none is inappropriately run twice, each process that finishes successfully updates a field in the QTD.YTD.PROCESSING record in the HR.PARMS file. The next process then verifies the statuses in this record before it begins to ensure that all prerequisite processing has been done.

The Monitor Qtly/Yrly Processing (QYPR) form provides an easy way for you to view this record and monitor the processing. During quarterly processing, you can use this form to do the following:

- Monitor the processes that are complete as well as those that remain for the quarter that you are processing.
- Troubleshoot any problems that occur during quarterly processing.
- If you have proper authority, recover from those problems by resetting the appropriate statuses and re-running any necessary processes.

Figure 84: Monitor Qtly/Yrly Processing (QYPR) form

The order in which the processes are displayed reflects the approximate sequence in which each should be run. The processes with mnemonics beginning with “Q” pertain to quarterly processing, while those beginning with “W” pertain to W-2 processing.

When you run the Copy EMPLOYES to EMPBKUP (QCEB) process, which is the first step in quarterly processing, the field Quarter Currently Being Processed is updated with the quarter that you entered on the QCEB form, and the Quarter Ending Date is updated with the ending date for that quarter. When QCEB finishes successfully, it updates the status of field QCEB Copy EMPLOYES to EMPBKUP to “Yes” and changes the status of all other fields to “No.” As each of the remaining processes finishes successfully, it updates the status of the corresponding field. For example, [Figure 84](#) above shows that, for the first quarter of 2012, the QCEB, QCLT, QFTR, and QRPT processes have completed successfully.

Most processes displayed on this form can be re-run without resetting the status to “No.” The following four processes, however, require that the status be reset before they can be run again:

- Copy EMPLOYES to EMPBKUP (QCEB)
- Clear Employee QTD/YTD Totals (QCLT)
- Update Calendar Year Salary (YCYS), which pertains only to year-end processing
- Copy EMPBKUP to EMPBKUP.QTLY (QCBB)

If for some reason one of these processes must be re-run, then someone with proper authority—usually a system administrator—must reset the status for that process on this form. Doing so updates the QTD.YTD.PROCESSING record, which controls the quarterly and year-end processing that occurs, and allows that process to be re-run.



Warning! Modifying any of the data displayed on this form could seriously affect the quarterly and year-end processing. Be sure to thoroughly confirm all aspects of a situation before deciding to override the status in a field.

Understanding the statuses for quarterly processing

This section describes each field on the QYPR form that pertains to quarterly processing and the process that updates each field.

If you are processing the fourth quarter, which includes W-2 processing, then see [“Understanding the QYPR statuses for year-end processing” on page 361](#) for more information about the fields that control calendar year-end and W-2 processing.

Quarter currently being processed

This field displays the most recent quarter that has completed the process Copy EMPLOYES to EMPBKUP (QCEB). The quarter that is displayed in this field is the quarter that was specified on the QCEB form in the field Quarter to be Closed Out.

Quarter ending date

This field displays the end date of the most recent quarter that has completed the QCEB process. The ending date that defaults into this field is based on the quarter that was specified on the QCEB form in the field Quarter to be Closed Out.

[Table 47](#) shows the default ending dates for each quarter.

Table 47: Default ending dates for each quarter

Quarter	Default ending date
First quarter (Q1)	March 31
Second quarter (Q2)	June 30
Third quarter (Q3)	September 30
Fourth quarter (Q4)	December 31

QCEB copy EMPLOYES TO EMPBKUP

This field indicates whether the QCEB process has successfully copied the quarterly data from the EMPLOYES file into the EMPBKUP file where it is available for further quarterly processing. When QCEB finishes successfully, it updates this field to “Yes.” No other quarterly or year-end process can run until this field contains the status “Yes.”



Warning! You cannot calculate a payroll in the next quarter until the statuses in both this field and the QCLT Clear Employee QTD/YTD Totals field are “Yes.”



Note: If the status of this field is “Yes” and you need to re-run the process, then someone with proper authority—usually a system administrator—must reset this status to “No” before Colleague will allow QCEB to be run again.

For detailed information about the QCEB process, see [“Gathering the quarterly data” on page 307.](#)

QCLT clear employee QTD/YTD totals

This field indicates whether the QCLT process has successfully cleared the appropriate fields in the EMPLOYES file and prepared it to accumulate totals for the payrolls processed in the next quarter. When QCLT finishes successfully, it updates this field to “Yes.” For quarterly or year-end processing to continue and for payrolls to be processed in the next quarter, this status must display “Yes.”



Note: If the status of this field is “Yes” and you need to re-run the process, then someone with proper authority—usually a system administrator—must reset this status to “No” before Colleague will allow QCLT to be run again.

For detailed information about the QCLT process, see [“Clearing the totals” on page 310.](#)

QFTR quarterly federal tax report

This field indicates whether the QFTR process has successfully generated a federal report to help you fill out IRS Form 941 and Schedule B (Form 941). Although you can use QFTR to generate a custom report for your internal purposes, Colleague updates the status on this field to “Yes” only after a federal report of 941 data is generated.

Ellucian recommends that you complete the Copy EMPLOYES to EMPBKUP (QCEB) process before you generate a federal report using the QFTR process. In addition, Ellucian recommends that you generate the federal report using the QFTR process before you run the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, which is the final step of quarterly and year-end processing.

If you have generated a federal report of 941 data and you need to regenerate it, then you do not need to reset the status. Although Colleague does display a message to let you know that you have already generated this report, it allows you to generate it again without resetting the status.

For detailed information about the QFTR process, see [“Reporting quarterly taxes by date” on page 320.](#)

QRPT Qtly tax report by employee

This field indicates whether the QRPT process has successfully generated a report of quarterly data.

If you have generated a report using the QRPT process and you need to regenerate it, then you do not need to reset the status. Although Colleague does display a message to let you know that you have already generated this report, it allows you to generate it again without resetting the status.

For detailed information about the QRPT process, see [“Reporting quarterly taxes by employee” on page 335](#).

QTAE create tax agency export

This window lists the IDs of the state and local tax agencies for which the Create Tax Agency Export (QTAE) process successfully created an export file of tax data for the quarter being processed.

If the Tax Agency Export Setup (QTAS) form indicates that a tax agency *requires* an export file for this quarter and if that tax agency is not listed here, then quarterly or year-end processing cannot be completed until the QTAE process has successfully created that export file.

If the QTAS form indicates that a tax agency would like to receive a file for that quarter but *does not require* that you submit one, then Colleague displays a message to remind you that the file has not been created but allows you to complete quarterly or year-end processing.

If you have created an export file but you need to re-create it, then you do not need to change anything displayed in this window. Although Colleague does display a message that you have already created this file, it allows you to create it again.

For information about using the QTAS form to set up the parameters for the export file, see [“Form used to set up the parameters” on page 299](#). For detailed information about the QTAE process, see [“Creating an export file” on page 338](#).

QCBB copy EMPBKUP to EMPBKUP.QTLY

This field indicates whether the QCBB process has successfully copied the quarterly data from the EMPBKUP file to the EMPBKUP.QTLY file, where it is archived. The data for all quarters that have been processed are stored in this file where it remains accessible for viewing and reporting as long as you choose to keep it.

When the QCBB process finishes successfully, it updates this field to “Yes.” The QCBB process is the last step of quarterly processing.



Warning! You cannot begin processing the next quarter until this field contains the status “Yes.”



Note: If the status of this field is “Yes” and you need to re-run the process, then someone with proper authority—usually a system administrator—must reset this status to “No” before Colleague will allow QCBB to be run again.

For detailed information about the QCBB process, see [“Archiving quarterly data” on page 346](#).

Setting Up Parameters for Creating an Export File

Overview of the parameters

If your institution must submit a file of quarterly or yearly data to a state or local tax agency, then you must set up parameters for the file required by each agency. Because agencies differ in the file formats that they can handle and the data that they require, the parameters that you set up ensure that each file you send meets the requirements of the appropriate agency.



Note: You must define parameters for *every* tax agency that is to receive an export file.

Some of the parameters that you set up can be overridden on the Create Tax Agency Export (QTAE) form, which creates the export file. However, if a tax agency requires separate export files for quarterly and year-end data and if those files have different requirements, then depending on whether the differences can be handled on the QTAE form or by a custom subroutine, you might need to set up parameters for two “tax agencies”: one that has the specific parameters and subroutines to create the *quarterly* file and one that has the specific parameters and subroutines to create the *year-end* file.

Before you begin

Before you begin setting up the parameters, you must first decide whether to submit quarterly data from the EMPBKUP file or the TAX.W2 file.

To determine which file to use, you must compare the requirements from your state or local tax agency with the data that is stored in each file. The EMPBKUP file is a copy of the EMPLOYES file, while the TAX.W2 file contains data that originated from the EMPBKUP file but has been manipulated by the W-2 Preprocessor (W2PP). For information about the W2PP process, see [“Gathering the W-2 data” on page 403](#).

If you determine that the data that you submit to your state and local tax agency should come from the TAX.W2 file, then you must create box codes for the pertinent state and local tax codes *before* you set up the parameters for the export file. You create box codes on the Tax Form Box Codes (TXFB) form and its detail form, Tax Form Payroll Codes (TXPC). For information about these forms and the box codes to define, see [“Defining box codes” on page 366](#).

Form used to set up the parameters

The Tax Agency Export Setup (QTAS) form is used to set up the parameters for an export file of quarterly tax information required by a particular state or local agency. These parameters ensure that the export file is created accurately and on time.

Figure 85: Tax Agency Export Setup (QTAS) form

The screenshot shows the 'QTAS - Tax Agency Export Setup' form. At the top, it displays 'Tax Agency ID : VA'. The main form area contains several fields and controls:

- Description: Virginia State Tax
- State Wage Box Codes: 1 (with a dropdown arrow) and VAT Virginia Taxable Amount
- State Withholding Box Codes: 1 (with a dropdown arrow) and VAW Virginia Tax Withheld
- State Unemp Wage Box Codes: 1 (with a dropdown arrow)
- State Unemp Taxable Box Codes: 1 (with a dropdown arrow)
- Local Wage Box Codes: 1 (with a dropdown arrow)
- Local Withholding Box Codes: 1 (with a dropdown arrow)
- Include Federal Records: Yes (checkbox)
- Export Subroutine: S.BUILD.TAX.EXPORT.WORK
- ELF Export: CPE004 State/Local Tax Ag
- File to Process: TAX.W2

At the bottom, there is a table for 'Quarters' with a 'Required' column:

Quarters	Required
1 Q1 First Quarter	No
2 Q4 Fourth Quarter	Yes
3	
4	

The QTAS form allows you to specify the following:

- ID and name of the state or local agency receiving the file.
- Box codes containing wages that are taxable by this agency.
- Box codes containing the tax amounts withheld for this agency.
- Whether this agency allows federal records to be included on the file. You can override this field on the Create Tax Agency Export (QTAE) form when you are creating the export file for a specific quarter.
- The subroutine, either provided by Ellucian or developed by your institution, that formats the data according to the requirements of the tax agency receiving it.
- ELF routine that creates the export file.
- File that contains the data to be submitted. You can specify either the EMPBKUP or the TAX.W2 file.
- Quarters in which this agency is to receive a file.
- Whether the file is required or optional for each of those quarters.

To finish from this form, you must enter the following information:

- Description of the tax agency.
- Whether to include federal records.
- The subroutine to use when creating the export file.
- Which file to process.
- At least one quarter in which the agency is to receive a file.
- Whether the file is required or optional for that quarter.

Export subroutines field

The subroutine that you enter in the Export Subroutine field is used by the Create Tax Agency Export (QTAE) process to create the export file in the format required by this state or local tax agency. Ellucian provides two subroutines that you can use as they are, or copy and modify as necessary. These subroutines are available in HR.SUBROUTINES.

- **S.BUILD.TAX.EXPORT.WORK.** This default subroutine creates an export file in the Filing Forms W-2 Electronically (EFW2) format from data in the TAX.W2 file. This format, which is required by the IRS and SSA, is accepted by many state tax agencies and can be used by the default ELF export routine CPE004. This default subroutine also generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Magnetic Media produced by the Create W-2 Export (W2EX) process.
- **S.BUILD.TAX.EXPORT.NOTMMREF.** This subroutine creates an export file in a format similar to the TIB-4 format formerly required by the SSA. Like the default subroutine, it also uses data from the TAX.W2 file and generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Magnetic Media. Although the format for the file created by this subroutine can also be used by the default ELF export routine CPE004, you must modify the record length when you create the export file.



Note: If a tax agency requires a different format from that provided by either of these subroutines, then you must create a new subroutine and possibly an ELF routine that meets the agency's requirements.

Even if a tax agency accepts one of these formats but requires different data to be reported or a different report to be submitted, then you still must create a subroutine and possibly an ELF routine that meets the agency's requirements.

If the agency's requirements are similar to either of these subroutines, then you can create a subroutine similar to those provided by doing the following:

- To create a subroutine similar to S.BUILD.TAX.EXPORT.WORK, you can copy its template S.BUILD.TAX.EXPORT.TMPLT, rename it, and modify it as necessary. This template is available in HR.SUBROUTINES.
- To create a subroutine similar to S.BUILD.TAX.EXPORT.NOTMMREF, you can copy that subroutine from HR.SUBROUTINES, rename it, and modify it as necessary. A template is not currently provided for this subroutine.

The subroutine that you create *must* use the following arguments in the order in which they are listed:

1. Tax agency
2. Yes/No flag to include federal records
3. SSA PIN number
4. List of warning message flags
5. List of error message flags
6. List of message IDs
7. List of message arguments

Relationship of the export subroutine field to other fields on the QTAS form

The data that you enter in the following fields varies according to the agency's format and data requirements:

- Export Subroutine
- ELF Export
- File to Process

If the export file created by the default subroutine S.BUILD.TAX.EXPORT.WORK is acceptable to your tax agency, then you can leave the defaults on this form as follows:

- Export Subroutine field with the default S.BUILD.TAX.EXPORT.WORK
- ELF Export field with the default CPE004
- File to Process field with the default TAX.W2

Specifying a different subroutine in the Export Subroutine field, however, affects the data entered in the ELF Export and File to Process fields.

[Table 48](#) below summarizes the data to enter in these fields based on the format and data requirements for the export file. Use it as a guide to determine what to enter in these fields.

Table 48: Parameters to enter on the QTAS form based on the file format

For this format	Enter these parameters in these fields		
	Export subroutine	ELF export	File to process
EFW2	Default subroutine S.BUILD.TAX.EXPORT.WOR K	Default routine CPE004	Default file TAX.W2

**Table 48: Parameters to enter on the QTAS form based on the file format
(continued)**

For this format	Enter these parameters in these fields		
	Export subroutine	ELF export	File to process
EFW2 with different data	Name of your new or modified subroutine	<p>If your custom subroutine writes directly to an output device, then leave this field blank.</p> <p>If the subroutine writes to the TAX.EXPORT.WORK file, then use the default routine CPE004.</p> <p>Otherwise, enter the ELF routine created by your institution.</p>	Either the TAX.W2 or EMPBKUP file, depending on the source of the data
Non-EFW2	S.BUILD.TAX.EXPORT.NOT MMREF	Default routine CPE004	Default file TAX.W2
	Name of your new or modified subroutine	<p>If your custom subroutine writes directly to an output device, then leave this field blank.</p> <p>If the subroutine writes to the TAX.EXPORT.WORK file, then use the default routine CPE004.</p> <p>Otherwise, enter the ELF routine created by your institution.</p>	Either the TAX.W2 or EMPBKUP file, depending on the source of the data.

The effects of not creating a file on time

To ensure that a tax agency receives a file on time, Colleague uses the parameter that specifies whether a file is required for a particular quarter to control further quarterly processing.

- If this form shows that an export file for a particular quarter is *required*, then Colleague prohibits you from completing quarterly or year-end processing until that export file has been created for the quarters specified.

- If this form shows that submitting the export file is *optional*, then Colleague warns you when the export file has not been created for the quarters specified but allows you to complete quarterly processing.

Procedure for setting up the parameters for creating an export file

Follow these steps to define the parameters for creating an export file for a state or local tax agency.



Note: You must set up parameters for every state or local agency that is to receive a file of quarterly or year-end tax data.

If an agency has different requirements for the files of quarterly data and the file of year-end data, then you must set up separate parameters for each set of requirements.

1. Access the Tax Agency Export Setup (QTAS) form.
2. At the Tax Agency LookUp prompt, enter the ID for the tax agency that requires an export file.

If parameters are already set up for this tax agency, then Colleague displays those parameters on this form.

If the parameters have not been set up for this tax agency, then Colleague displays a message that the record was not found and allows you to add it.

3. At the prompt, enter **A** to add the tax agency ID.

Data defaults into the following fields:

- Include Federal Records
- Export Subroutine
- ELF Export
- File to Process

4. In the Description field, enter a phrase that uniquely identifies this tax agency.

You can enter a maximum of 30 characters.

5. In the State Wage Box Codes field, enter the ID of each box code containing *wages subject to state tax* that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category STW.

6. In the State Withholding Box Codes field, enter the ID of each box code containing *state taxes withheld* from the employees' pay that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category STH.

7. In the State Unemp Wage Box Codes field, enter the ID of each box code containing *state unemployment wages* that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category SUW.

8. In the State Unemp Taxable Box Code field, enter the ID of each box code containing *unemployment wages subject to state tax* that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category SUT.

9. In the Local Wage Box Codes field, enter the ID of each box code containing *wages subject to local tax* that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category LTW.

10. In the Local Withholding Box Codes field, enter the ID of each box code containing *local taxes withheld* from the employees' pay that must be included on the export file for this tax agency.

If you do not know the ID of the box code, then use Colleague's LookUp feature to choose from a list of box codes that have the tax form W-2 and the export category LTH.

11. In the Include Federal Records field, indicate whether this agency typically allows or wants federal data included on the export file

To include federal records, leave the default as "Yes."

To exclude federal records, enter No.



Note: The value that you enter in this field becomes a default that is displayed on the Create Tax Agency Export (QTAE) form, where you can override it for specific quarters.

12. Does this tax agency require this file to be in the Specifications for Filing Forms W-2 Electronically (EFW2) format?

Yes. In the Export Subroutine field, leave the default as S.BUILD.TAX.EXPORT.WORK.

No. Enter the name of the subroutine being used to create the file for this tax agency.

13. Does the subroutine entered in the Export Subroutine field write to the TAX.EXPORT.WORK file?

Yes. In the ELF Export field, leave the default as “CPE004.”

No, it writes to another file. Enter the name of your new ELF routine.

No, it writes directly to an output device. Leave this field blank.



Note: The following Ellucian-provided subroutines write to the TAX.EXPORT.WORK file and, therefore, can use the default CPE004:

- S.BUILD.TAX.EXPORT.WORK (the default subroutine)
- S.BUILD.TAX.EXPORT.NOTMMREF

14. Specify whether the data included on the file is from the EMPBKUP or the TAX.W2 file.

If *either* of the following conditions is true, then you must leave the default as TAX.W2:

- If the file is to contain annual data used in year-end processing.
- The Export Subroutine field contains either the default S.BUILD.TAX.EXPORT.WORK or the subroutine S.BUILD.TAX.EXPORT.NOTMMREF.

15. In the Quarters window, enter each quarter for which this tax agency is to receive an export file.

You must enter at least one quarter.

16. For each quarter entered in the previous window, indicate whether this export file is required.

If the file is required for a quarter, enter *Yes*.

If the file is optional for a quarter, enter *No*.

17. Finish from the QTAS form to save these parameters.

Processing Quarterly Data

Steps at a glance

[Table 49](#) provides an overview of the steps involved in quarterly processing.



Warning! Before you can process a payroll for the next quarter, you must perform steps 1 and 2 in [Table 49](#).

After you perform each step of the processing in the table, use the Monitor Qtly/Yrly Processing (QYPR) form to verify that it completed successfully. For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Table 49: Summary of the steps for performing quarterly processing

Step	Procedure	Form	More Information
1.	Copy the data needed for quarterly processing from the EMPLOYES file to the EMPBKUP file. Note: This step must complete successfully before the first payroll for the next quarter can be calculated.	Copy EMPLOYES to EMPBKUP (QCEB)	“Gathering the quarterly data” on page 307
2.	Clear the quarter-to-date totals from the EMPLOYES file. Note: This step must complete successfully before the first payroll for the next quarter can be calculated.	Clear Employee QTD/YTD Totals (QCLT)	“Clearing the totals” on page 310
3.	View or modify data from the current quarter for a particular employee.	Employee Overview Copy (EOVC) and its detail forms	“Viewing and modifying quarterly data” on page 313
4.	Generate a federal report of quarterly data for IRS reporting or a custom report for your internal use.	Quarterly Federal Tax Report (QFTR)	“Reporting quarterly taxes by date” on page 320
5.	Generate a report of the quarterly data, such as state and local information, for your internal use.	Qtly Tax Report by Employee (QRPT)	“Reporting quarterly taxes by employee” on page 335

Table 49: Summary of the steps for performing quarterly processing (continued)

Step	Procedure	Form	More Information
6.	Create an export file of quarterly data for a tax agency. Note: If your subroutine uses data from the TAX.W2 file, then you must run the W-2 Preprocessor (W2PP) <i>before</i> you create the export file.	Create Tax Agency Export (QTAE)	“Creating an export file” on page 338
7.	Archive the quarterly data in EMPBKUP by copying it to EMPBKUP.QTLY where it is accessible for viewing or reporting as long as necessary.	Copy EMPBKUP to EMPBKUP.QTLY (QCBB)	“Archiving quarterly data” on page 346 “Viewing and modifying quarterly data” on page 313

Gathering the quarterly data

The Copy EMPLOYES to EMPBKUP (QCEB) process gathers the data for quarterly processing from the EMPLOYES file. This section includes the following information:

- An explanation of the QCEB process.
- A description of how to use it.

Understanding the process

The Copy EMPLOYES to EMPBKUP (QCEB) process gathers the data for the current quarter from the EMPLOYES file and copies it into to the EMPBKUP file where it is used to create the official report and the export file, if any, required by a tax agency. Copying this data allows you to perform the balance of quarterly processing when it is convenient for you while continuing with regular payroll processing in the next quarter.

About the time frame for running this process

The time frame in which you run this process is critical for successful quarterly processing. You can run it only when *all* of the following conditions exist:

- Today’s date is within the number of days — either before or after the end of the quarter — that is entered on the Payroll Parameter Setup (PRPS) form in the field Time Frame to Start Quarterly Processing
- The process Copy EMPBKUP to EMPBKUP.QTLY (QCBB), which archives the data from the previous quarter that is currently in the EMPBKUP file, has completed successfully

- All payroll processing for the ending quarter has completed
- The first payroll for the next quarter has not yet been calculated

For more information about the factors that influence this time frame, see [“Determining the time frame for beginning quarterly processing” on page 281](#).

What happens during the process

When you enter the quarter that you want to begin processing in the Quarter to be Closed Out field, the ending date for that quarter is displayed in the Quarter Ending Date field.

Figure 86: Copy EMPLOYES to EMPBKUP (QCEB) form

The QCEB process does the following:

- Clears existing data from the EMPBKUP file
- Copies the data for the ending quarter into the EMPBKUP file
- Updates the Monitor Qtly/Yrly Processing (QYPR) form

Clearing existing data from the EMPBKUP file

Before the QCEB process copies the data from the EMPLOYES file into the EMPBKUP file, it first clears the EMPBKUP file of all data from the last quarter that was processed.



Note: If this data has not yet been archived into the EMPBKUP.QTLY file, then Colleague does not allow the QCEB process to run.

The Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process archives the existing data. For information about this process, see [“Archiving quarterly data” on page 346](#).

Copying quarterly data to the EMPBKUP file

After clearing the previous quarter's data from the EMPBKUP file, the QCEB process begins gathering the data from the EMPLOYES file for the quarter specified on the form and copies that data to the EMPBKUP file.

When the QCEB process finishes successfully, the EMPBKUP file will be an exact duplicate of the EMPLOYES file at the end of the quarter. The EMPBKUP file is then used for all remaining quarterly processing, which not only allows you to continue quarterly processing at a time when it is convenient for you, but prepares the EMPLOYES file to begin receiving data for payrolls that are processed in the next quarter.



Note: Before you can calculate the first payroll in the next quarter, you must run *both* the QCEB process and the Clear Employee QTD/YTD Totals (QCLT) process, which clears the quarterly or yearly totals from the EMPLOYES file.

For information about the QCLT process, see [“Clearing the totals” on page 310](#).

Updating fields on the Monitor Qtly/Yrly Processing (QYPR) form

When the QCEB process completes successfully, it updates the following fields on the Monitor Qtly/Yrly Processing (QYPR) form:

- **Quarter Currently Being Processed** with the number of the quarter in the calendar year that has just completed the QCEB process. This information signals Colleague that quarterly processing for that quarter has begun.
- **Quarter Ending Date** with the month, day, and year of the last day of the quarter that is currently being processed.
- **QCEB Copy EMPLOYES to EMPBKUP** with either “Yes” or “No” depending on whether the process completed successfully. You cannot run the next quarterly process until this status is “Yes.”
- **QTAE Create Tax Agency Export** to delete the tax agencies that received an export file when the previous quarter was processed

Remainder of the fields with “No.” As each remaining process involved in quarterly processing completes successfully, it automatically updates the appropriate field on the QYPR form to “Yes.”

Using the QCEB process

To use the QCEB process, you need to specify only the quarter to be processed and then indicate that you are ready to copy the quarterly data.

Specifying the quarter to process

To begin gathering the data, you must first specify the quarter that you want to process in the field Quarter to be Closed Out. The ending date for that quarter is then displayed in the field Quarter Ending Date. [Table 52](#) shows the relationship among these elements.

Table 50: Relationship between the Quarter Entered and the Ending Date

To Process This Quarter	Enter	This Ending Date is Then Displayed
First	Q1	March 31
Second	Q2	June 30
Third	Q3	September 30
Fourth	Q4	December 31

The quarter that you enter is validated against the Ellucian-maintained validation code table PR.QUARTERS.

Running the process

If you leave the default of “Yes” in the field Copy End of Quarter Employee Data when you finish from the form, then the QCEB process begins copying the data for the quarter that you specified from the EMPLOYES file to the EMPBKUP file.

If you either change the default to “No” or cancel from this form, then the process is cancelled and no records are copied. Colleague displays a message that this process did not begin.

Clearing the totals

The Clear Employee QTD/YTD Totals (QCLT) process prepares the EMPLOYES file for the payroll processing that is done during the next quarter. This section includes the following information:

- An explanation of the QCLT process.
- A description of how to use it.

Understanding the process

The Clear Employee QTD/YTD Totals (QCLT) process is the second quarterly process, in addition to the Copy EMPLOYES to EMPBKUP (QCEB), that works with the EMPLOYES file.

Figure 87: Clear Employee QTD/YTD Totals (QCLT) form

QCLT - Clear Employee QTD/YTD Totals

Quarter Processed: Q4 Quarter Ending Date: 12/31/12

Clear Employee QTD and YTD Totals Yes

About the time frame for running this process

You must run this process within the following time frame:

- *After* you have run the process Copy EMPLOYES to EMPBKUP (QCEB) to gather the quarterly data from the EMPLOYES file and copy it into the EMPBKUP file.
- *Before* the first payroll of the next quarter is calculated. Although Colleague does allow some preliminary payroll processing to run, it does not allow you to run the Payroll Calculation–Register (CALC) process for a payroll in the next quarter until the QCLT process has completed.



Note: To ensure that the QCEB process has completed successfully, you can access the Monitor Qtly/Yrly Processing (QYPR) form and verify that the field QCEB Copy EMPLOYES to EMPBKUP is set to “Yes.”

What happens during the process

The Clear Employee QTD/YTD Totals (QCLT) process does the following:

- Prepares certain fields in the EMPLOYES file for new processing.
- Updates the Monitor Qtly/Yrly Processing (QYPR) form.

Preparing the EMPLOYES file

The QCLT process clears the totals in certain fields in the EMPLOYES file. Doing so resets the counters in these fields and allows them to begin accumulating totals for the payroll processing done in the next quarter. The fields that it clears and other actions that it performs depend upon the quarter that is being processed.

When processing the first, second, or third quarters. If you are processing the first, second, or third quarter, then the QCLT process clears only the quarter-to-date fields in the EMPLOYES files.

When processing for the fourth quarter. If you are processing the fourth quarter, then this process does all of the following:

- Clears the quarter-to-date fields in the EMPLOYES file.
- Clears the year-to-date fields in the EMPLOYES file.

To remind you that these fields will be cleared, the label for the form's only field is changed to Clear Employee QTD and YTD Totals when you are processing the fourth quarter; for all other quarters, it is labeled Clear Employee QTD Totals.

- Deletes terminated employees who had no earnings for a full calendar and fiscal year from the EMPLOYES file. However, it deletes these employees only if you chose this option on the Payroll Parameter Setup (PRPS) form as shown in [Figure 88 on page 312](#). (For more information about the PRPS form, see the [Using Payroll](#) manual.)

Figure 88: The field on the PRPS form that controls deleting terminated employees

This field controls whether the QCLT process deletes terminated employees when it processes the fourth quarter

Updating Fields on the Monitor Qtrly/Yrly Processing (QYPR) Form

When the QCLT process completes successfully, it updates to “Yes” the QCLT Clear Employee QTD/YTD Totals field on the Monitor Qtrly/Yrly Processing (QYPR) form.



Warning! If this process does not complete successfully, then no other quarterly processing for the ending quarter can run and the first payroll for the next quarter cannot be calculated.

Using the process

To begin running this process, you need only to indicate in the field Clear Employee QTD Totals whether you want to proceed with clearing the totals.



Note: When processing the fourth quarter, this field is labeled Clear Employee QTD and YTD Totals.

If you leave the default as “Yes,” then the QCLT process begins clearing the appropriate information from the EMPLOYES file based on the quarter that you are processing and whether you chose the option on the PRPS form to delete terminated employees.

If you either change the default to “No” or cancel from this form, then the process is canceled and no fields are cleared from the EMPLOYES file. Colleague displays a message that this process did not begin.

Viewing and modifying quarterly data

Using the Employee Overview Copy (EOVC) form and its associated detail forms, you can view and modify the data for the quarter that is currently being processed while it is in the EMPBKUP file. After this data is archived to the EMPBKUP.QTLY file by the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, it can no longer be modified, but it can still be viewed.

This section presents information about the EOVC form and its associated detail forms that are available for viewing and, depending on whether the QCBB process has been run, modifying the quarterly data.

Understanding the EOVC form

The Employee Overview Copy (EOVC) form and its associated detail forms—each of which can be accessed directly—allow you to do the following:

- View information about an employee’s earnings, taxes, or benefit/deductions in the EMPBKUP file during quarterly processing.
- Modify this information for an employee in the EMPBKUP file as long as the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) has not yet been run for the quarter.
- View an employee’s historical data stored in the EMPBKUP.QTLY file.

Figure 89: Employee Overview Copy (EOVC) form

EOVC - Employee Overview Copy

Position Title Assistant Professor - Drama

Employee Earnings 

Employee Taxes 

Employee Benefits/Deductions 

The EOVC form is similar to the Employee Overview (EPOV) form, in that it provides a single place from which you can access data for a particular employee. It is different from EPOV in that you can access only the data used for quarterly processing, which is stored in either the EMPBKUP or EMPBKUP.QTLY file, depending on the stage of the processing for a particular quarter.

[Table 51](#) below shows the forms that you can access from each field on the EOVC form and the type of information that you can view or modify from each.

Table 51: Forms available from the EOVC form

From this field on EOVC	Access this form	Modify data
Employee Earnings	Employee Earnings Copy (EERC)	Earnings, earnings limits, and limit-to-date amounts
Employee Taxes	Employee Taxes Copy (ETXC)	Tax information
Employee Benefits/ Deductions	Employee Ben/Ded Limits Copy (EBLC)	Benefit/deduction information

In addition to detailing to these forms from the EOVC form, you can also access each of them directly; however, the method that you use to access them determines the data that you can view and modify.



Warning! Any changes that you make using these “. . .Copy” forms do not affect the permanent data for that employee in the EMPLOYES file. These changes are applied only to the “copy” of the data from the EMPLOYES file now in the EMPBKUP file, which is used during quarterly processing.

To make permanent changes to an employee’s data, you must use the Employee Overview (EPOV) form and its detail forms. For information about making permanent changes, see the section on employee records in the [Using Payroll](#) manual.



Note: The Payroll Audit Report (PADR) process allows you to generate a report of changes made to an employee’s pay record within a date range. This “Report of Employee Record Maintenance” reports the changes made using both the EPOV and EOVC forms.

Capabilities when detailing from the EOVC form

If you access these forms by detailing from fields on the EOVC form, then you must specify the calendar year and quarter for the data in which you are interested. This information determines the file that is used and whether you can modify or only view the data.

- If you accept the defaults of the *current calendar year and quarter* on the EOVC form, then these detail forms work the same way as if you had accessed them directly. That is, you can view the data for this quarter in the EMPBKUP file, and you can modify that data if the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process has not yet archived it to the EMPBKUP.QTLY file.
- If you enter a *calendar year and quarter that has already been archived*, then you can only view the data for that quarter in the EMPBKUP.QTLY file. Because this file contains historical data from quarters that have completed quarterly processing, you cannot modify the data stored there.

Capabilities when accessing the forms directly

If you access one of these forms directly, then you see the employee's data now in the EMPBKUP file for the quarter currently being processed. You do not have an option to specify another quarter or year.

You can modify this data only if the QCBB process has not yet archived it to the EMPBKUP.QTLY file. After the QCBB process runs, the data is considered to be historical and cannot be modified.

Understanding the detail forms

Each of the detail forms allows you to view and, depending on the status of quarterly processing, modify the following quarterly data for a particular employee:

- Earnings, earnings limits, and limit-to-date amounts
- Tax information
- Benefit/deduction information

The sections below explain the form that is used to view or modify each type of data.

Employee Earnings Copy (EERC)

Using the Employee Earnings Copy (EERC) form, you can view and modify an employee's earnings, earnings limits, limit-to-date amounts, and hours worked for the current, unarchived quarter. You can also use this form to view archived data from a previous quarter.

Figure 90: Employee Earnings Copy (EERC) form

EOVC - Employee Overview Copy		EERC - Employee Earnings Copy			
Jones, Mr. Dennis D.		ID: 1083191	SSN: 262-62-6262		
Centreville, VA 20120		Home: 703-123-4567			
Position Title: Assistant Professor - Drama					
Earning Categories					
	Regular	Overtime	Leave	Work-Study	Misc
Limit Amts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Limit ToDate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q-T-D Amts	<input type="text" value="21,866.88"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y-T-D Amts	<input type="text" value="24,238.11"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Amt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q-T-D Hours	<input type="text" value="736.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y-T-D Hours	<input type="text" value="816.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If this data is from the quarter currently being processed and if the QCBB process has not yet been run to archive this data, then you can view or modify the data that is displayed. To see data from the current, unarchived quarter, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see *only* the data for the current quarter being processed; you do not have the option of viewing archived data from a previous quarter or year.



Warning! Any change that you make on the EERC form affects only the quarterly data for that employee in the EMPBKUP file. It does not affect the employee's permanent data in the EMPLOYES file.

To make a permanent change to this employee's limits or limit-to-date amounts, you must use the Employee Earnings (EERN) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see the section on employee records in the [Using Payroll](#) manual.

Data that has been archived using the QCBB process, whether from the current or a previous quarter, is historical data and, therefore, can only be viewed. To view archived data, you must detail to the EERC form from the EOVC form, where you can specify the quarter and the year that you want to view.

Employee Taxes Copy (ETXC)

Using the Employee Taxes Copy (ETXC) form and its associated detail form, Tax Withholding Copy (TXWC), you can view and modify an employee's and employer's tax data for the current, unarchived quarter.

Figure 91: Relationship between the Employee Taxes Copy (ETXC) and the Tax Withholding Copy (TXWC) forms

The image shows two screenshots of a software interface. The top screenshot is the 'ETXC - Employee Taxes Copy' form for 'Jones, Mr. Dennis D.'. It displays a table of tax codes with columns for Code, Type, Description, Exempt/Allow, Code, and Amount. The 'FWHS' code is highlighted with a red box. A red note on the right says 'Employer ID pertains to Canadian institutions only' with an arrow pointing to the 'Employer ID' field. The bottom screenshot is the 'TXWC - Tax Withholding Copy' form for the same employee, showing a detailed view for the 'FWHS' tax code. It lists various tax and contribution amounts for the quarter (QTD) and year-to-date (YTD), along with days and weeks worked.

Code	Type	Description	Exempt/Allow	Code	Amount
1	MQGE	FICA	Mqge Test	R	
2	MEDI	FICA	Medicare/Fica - Hospital I	R	
3	FWHS	FWHT	Federal Tax Single	R	
4	EICS	EIC	Earned Income Credit	R	
5	VAST	STAT	Virginia State Withholding	R	
6	CENT	CITY	City of Centerville	R	

Category	QTD	YTD
Employee Taxes	6,051.67	6,730.03
Employee Taxable	20,800.01	23,268.58
Employer Taxes	0.00	0.00
Employer Taxable	0.00	0.00
Days Worked		0
Weeks Worked		3

The ETXC form displays the following information for an employee:

- Each tax code assigned to that employee.
- Its tax type.
- Number of allowances and exemptions for that tax code.
- Its assigned FATER code and FATER amount.

By detailing on a tax code, you can access the TXWC form, which displays both the employee's and employer's quarter- and year-to-date contributions for that tax code as well as the days and weeks worked for the quarter and year to date.



Note: To access the TXWC form, you must detail from the appropriate tax code on the ETXC form; you cannot access the TXWC form directly.

You can also use these forms to view archived data from a previous quarter.

- To see data from the current, unarchived quarter, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see *only* the data for the current quarter being processed.
- To view archived data, you must detail to the ETXC form from the EOVC form, where you can specify the quarter and year that you want to view. Data that has been archived using the QCBB process, whether from the current or a previous quarter, is historical data and, therefore, can only be viewed.



Warning! Any change that you make on the ETXC or TXWC forms affects only the quarterly data for that employee in the EMPBKUP file. It does not affect the employee's permanent data in the EMPLOYES file.

To make a permanent change to this employee's tax information, you must use the Employee Taxes (ETAX) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see the section on employee records in the [Using Payroll](#) manual.

Employee Ben/Ded Limits Copy (EBLC)

The Employee Ben/Ded Limits Copy (EBLC) form displays an employee's benefit/ deduction limit-to-date amounts for the employee's and employer's contributions. Its associated detail form, Ben/Ded Totals Copy (BDTC), displays the limit amounts and the to-date amounts for both the employee's and employer's portions of the benefit/deduction.

Figure 92: Relationship between the Employee Ben/Ded Limits Copy (EBLC) and the Ben/Ded Totals Copy (BDTC) forms

The image shows two overlapping forms. The top form is the 'EBLC - Employee Ben/Ded Limits Copy' for Jones, Mr. Dennis D. (ID: 1083191, SSN: 262-62-6262). It displays a table of benefits:

Code	Description	Employee Limit Bal	Employer Limit Bal
1 403B	403B Retirement Plan	909.53	500.00
2 CAR	Automobile Allowance		
3			
4			
5			
6			
7			
8			

The bottom form is the 'BDTC - Ben/Ded Totals Copy' for the same employee, detailing the '403B Retirement Plan' (Code 403B). It includes fields for:

- Employee Limit Amt: 1,000.00
- Employer Limit Amt: 500.00
- Employee Amounts: Quarter to Date (868.67), Year to Date (909.53), Fiscal Yr to Date
- Employer Amounts: Quarter to Date (371.43), Year to Date (500.00), Fiscal Yr to Date
- Employee GST Cost, Employee GST Tax, Employer GST Cost, Employer GST Tax
- GST Component YTD

A callout box on the left states: "The fields pertaining to GST apply to Canadian institutions only".

Using these forms, you can view and modify this data for an employee in the current, unarchived quarter, or you can view the archived data from a previous quarter.

- To see data from the current, unarchived quarter, you can either access this form directly or detail from Employee Benefits/Deductions field on the EOVC form. However, if you access this form directly, then you can see *only* the data for the current quarter being processed.
- To view archived data, you must detail to the EBLC form from the EOVC form, where you can specify the quarter and the year that you want to view. Data that has been archived using the QCBP process, whether from the current or a previous quarter, is historical data and, therefore, can only be viewed.

To access the BDTC form, you must detail from a benefit/deduction code displayed on the EBLC form. You cannot access the BDTC form directly.

If this data is from the quarter now being processed and if the QCBB process has not yet been run to archive this data, then you can view or modify the data that is displayed. To see data from the current quarter, you can either access this form directly or detail from the EOVC form. However, if you access this form directly, then you can see only the data for the current quarter being processed.



Warning! Any change that you make on the EBLC or BDTc form affects only the quarterly data for that employee in the EMPBKUP file. It does not affect the employee's permanent data in the EMPLOYES file.

To make a permanent change to this employee's limits or limit-to-date amounts, you must use the Employee Ben/Ded Limits (EBDL) form, which you can access directly or by detailing from the Employee Overview (EPOV) form. For more information, see the section on employee records in the [Using Payroll](#) manual.

Reporting quarterly taxes by date

The Quarterly Federal Tax Report (QFTR) process produces two reports that are sorted primarily by the date that employees are paid.

One report includes federal data that can be used to fill out the Form 941, Employer's Quarterly Federal Tax Return, and Schedule B (Form 941), Employer's Record of Federal Tax Liability. The IRS requires employers who withhold federal income tax, Social Security tax, and Medicare tax to file these forms each quarter.

The other is a custom report that can be generated for your internal use.

This section includes the following information:

- An explanation of the QFTR process.
- The procedures for running it.

To generate a report by *employee* instead of by *date*, see ["Reporting quarterly taxes by employee" on page 335](#).

For information about the differences between the reports by date and by employee, see ["Understanding the reports" on page 288](#).

Understanding the QFTR process

The Quarterly Federal Tax Report (QFTR) process allows you to generate the following reports of tax information:

- **Federal report.**

This report can be generated for any quarter, but it is usually generated for the quarter now being processed.

You can use the data from this report to complete Form 941 and Schedule B (Form 941) as required by the IRS.

- **Custom report.**

You can generate this report for any quarter in any calendar year, including the quarter which you are now processing. Its data is intended for your internal use only.

Because the information required by the IRS Form 941 and Schedule B (Form 941) is specific to pay period dates, both reports are sorted by the date that employees are paid.

The report that you are generating controls the defaults that you see on the QFTR form, the data that you enter, and other criteria. For more information about Colleague's requirements for the Quarterly Federal Tax Report, see ["About the time frame" on page 323](#).

For a summary of differences between the federal and custom reports, see [Table 52 on page 321](#).

Summary of the differences between the federal and custom reports

[Table 52 on page 321](#) summarizes the differences between the criteria for generating federal and custom quarterly reports using the QFTR process.



Note: Both reports are sorted primarily by the date that employees are paid.

To generate a federal report of quarterly information for IRS reporting, the Report Only 941 Data field on the QFTR form must contain "Yes." See ["Generating a federal report" on page 323](#).

Table 52: Differences between the Federal and Custom Report

Criteria	For the federal report	For the custom report
Time frame for running this report	<p>Ellucian recommends that you generate a federal report within the following time frame:</p> <ul style="list-style-type: none"> • <i>After</i> running the Copy EMPLOYES to EMPBKUP (QCEB) process, which is the first step of quarterly processing. • <i>Before</i> running the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, which is the final step of quarterly processing. 	You can generate a custom report on any quarter at any time.

Table 52: Differences between the Federal and Custom Report (continued)

Criteria	For the federal report	For the custom report
Fields updated on the Monitor Qtly/Yrly Processing (QYPR) form	When the federal report generates successfully, the QFTR Quarterly Federal Tax Report field on this form is set to “Yes.” For more information about the QYPR form, see “Monitoring quarterly processing” on page 292.	No field on the QYPR form is updated. For more information about the QYPR form, see “Monitoring quarterly processing” on page 292.
Data entered in these fields		
Report Only 941 Data	This field must contain “Yes.”	This field must contain “No.”
Saved List Name	You must leave this field blank. The IRS requirements for the federal report determine the selection criteria; you cannot modify this information.	You can enter the name of a saved list if you want to limit the data that is reported. The saved list must contain IDs from the PAYTODAT file.
Employee Count Date	If you enter Q1 in the Quarter field, then this date defaults to March 12 of the current year. Although this date is specified by the IRS for reporting Form 941, you can modify this field if the IRS date changes in the future.	No date defaults into this field. If you want to report an employee count for informational purposes, you can enter a date in this field.
Tax Types to Include	The following tax types default into this window: <ul style="list-style-type: none"> • FWHT (Federal Withholding) • FICA (FICA Withholding) You cannot change them.	You can modify this window to include any tax type that you want to report. For example, if you want to use this field for state reporting purposes, you can include all state tax types.
Additional Selection Criteria	You must leave the default as “No.” The IRS requirements for the federal report determine the selection criteria; you cannot modify this information.	You can enter “Yes” if you want to enter additional selection criteria to limit the records that are reported. When you finish or update from this form, you see the Additional Selection Criteria form, where you can construct your own criteria for selecting records.

Generating a federal report

The federal report generated by the Quarterly Federal Tax Report (QFTR) process is intended to provide you with data required by the IRS on Form 941 and Schedule B (Form 941). Consequently, the time frame in which this report is created and the criteria that you can change on the QFTR form are somewhat limited.



Note: The federal report is sorted primarily by the date that employees are paid.

Figure 93: Generating a federal report with the QFTR form

To generate a federal report of 941 data, this field must display “Yes”

The tax types for a federal report are determined by IRS requirements— you cannot modify this information

About the time frame

You can generate a federal report using the QFTR process at any time. However, because the federal report is considered to be a critical part of quarterly processing, Ellucian recommends that you generate it within the following time frame:

- *After* running the Copy EMPLOYES to EMPBKUP (QCEB) process, which is the first step of quarterly processing.
- *Before* running the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, which is the final step of quarterly processing.

About the file used

Because the information required by IRS Form 941 and Schedule B (Form 941) is specific to pay period dates, the reports generated by the Quarterly Federal Tax Report (QFTR) process use data retrieved from the PAYTODAT file.

The report is sorted primarily by the date that employees are paid.

About the data entered on the form

Because the federal report is intended to help you fill out IRS Form 941 and Schedule B (Form 941), Colleague defaults the appropriate information into some of the fields on QFTR.

Each field on the QFTR form is explained below. It includes the information that is defaulted into each field, and whether or not you can modify the information in the field when generating a federal report.

Report only 941 data

Use this field to indicate which of the following you want to generate:

- Report of federal data to help you fill out IRS Form 941 or Schedule B (Form 941)
- Custom report for internal purposes

To generate a Quarterly Federal Tax Report, enter **Yes**. When generating a report of federal data, Colleague displays data according to the government's official requirements. You can only modify the quarter, calendar year, and the date of the employee count.

If you enter "Yes" in this field, the QFTR Quarterly Federal Tax Report field on the Monitor Qtly/Yrly Processing (QYPR) form is set to "Yes" after the report has been completed.

To generate a Quarterly Custom Tax Report, enter **No**. When generating a report of custom data, all fields can be modified based on what you want to be included in the report.

If you enter "No" in this field, the QFTR Quarterly Federal Tax Report field on the QYPR form indicates "No" after the report has been completed.

To generate a custom report, enter "No." Then see ["Generating a custom report" on page 332](#) for information about what to enter in the remaining fields.

Saved list name

No information defaults into this field. It must remain blank.

The IRS requirements for federal data determine the selection criteria; you cannot use a saved list to change this criteria.

Quarter

The default is the quarter currently displayed in the Quarter Currently Being Processed field on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify this field if you want to report on another quarter.

For information about the QYPR form, see ["Monitoring quarterly processing" on page 292](#).

Calendar year

The default is the calendar year of the quarter ending date currently displayed in the Quarter Ending Date field on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify this field if you want to report on another calendar year.

For information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Quarter ending date

The default is the quarter ending date currently displayed in the Quarter Ending Date field on the Monitor Qtly/Yrly Processing (QYPR) form.

This field cannot be modified. The ending date for each quarter is controlled by the quarter that you enter in the Quarter field.

For information about the ending dates for each quarter, see [Table 50 on page 310](#).

For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Earliest adjustment date

The default is the beginning date of the quarter and year for which you are generating this report.

You can modify this field.

If you know the date of the earliest possible payroll adjustment that you made, then enter it in this field.

To include all possible payroll adjustments on the federal report, leave this field blank. Colleague then searches the entire PAYTODAT file for any possible adjustments.

Employee count date

If you entered “Q1” in the Quarter field, then this date defaults to March 12 of the appropriate year.

If you entered a quarter that is not “Q1” in the Quarter field, then no date defaults into this field.

You can modify this field. However, this date is specified by the IRS for reporting Form 941 data; you should modify it only if the IRS changes its date requirement.

Tax types to include

The following tax types default into this table:

- FWHT (Federal Withholding)
- FICA (FICA Withholding)

This window cannot be modified.

The IRS requirements for federal data determine the selection criteria; you cannot modify this information.

Using federal data to fill out Form 941 and Schedule B (Form 941)

You can use the federal report generated by the QFTR process to help you fill out IRS Form 941 and Schedule B (Form 941). For details, see [Figure 94](#), [Figure 95](#), [Figure 96](#), and [Figure 97](#).



Note: The federal report generated by the QFTR process does not provide the necessary data for all boxes on Form 941. You might need to perform some manual calculations to get the correct amount required in some boxes.

Figure 94: Form 941: Where to find data on QFTR for lines 1, 2, and 3

Pay Period Check Date	Tax Code	Taxable Amount	Employee Tax withheld	Employer Match Amount	Total Tax Liability
12 January 2013	FICA FICA withholding	921.77	57.15	57.15	114.30
			73,183.07	4,273.32	77,456.39
Totals for quarter					
	FICA FICA withholding	707,134.85	43,842.37	43,842.37	87,684.74
	MEDI Medicare Portion - FICA	1,044,528.80	15,145.72	15,145.72	30,291.44
	MEDI2 Addnl withholding - 0.009	226,255.25	2,036.29		2,036.29
	Totals for FICA		61,024.38	58,988.09	120,012.47
	FWHM Federal withholding - Mar	338,971.21	62,309.16		62,309.16
	FWHS Federal withholding - Sin	724,643.19	201,314.61		201,314.61
	Totals for FWHT	1,063,614.40	263,623.77		263,623.77
			324,648.15	58,988.09	383,636.24

Line 3: Find the total tax liability in the Totals for Quarter section of the report and enter that number here.

Number of Employees as of 03/12/2013 **48**

Line 1: Find the number of employees at the bottom of the last page of the report and enter it here.

Form **941 for 2013: Employer's QUARTERLY Federal Tax Return** 950113
(Rev. January 2013) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

City: _____ State: _____ ZIP code: _____

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: *Mar. 12* (Quarter 1), *June 12* (Quarter 2), *Sept. 12* (Quarter 3), or *Dec. 12* (Quarter 4) **1**

2 Wages, tips, and other compensation **2**

3 Income tax withheld from wages, tips, and other compensation **3**

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages . . .	<input type="text"/>	<input type="text"/>
5b Taxable social security tips . . .	<input type="text"/>	<input type="text"/>
5c Taxable Medicare wages & tips . . .	<input type="text"/>	<input type="text"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text"/>	<input type="text"/>	<input type="text"/>
5e Add Column 2 from lines 5a, 5b, 5c, and 5d . . .		<input type="text"/>

Line 2: Find the total taxable amounts for your FWHT tax codes in the Totals for Quarter section of the report and enter it here.

Figure 95: Form 941: Where to find data on QFTR for column 1 - Lines 5a, 5c, and 5d

Pay Period Check Date	Tax Code	Taxable Amount	Employee Tax Withheld	Employer Match Amount	Total Tax Liability
12 January 2013	FICA FICA withholding	921.77	57.15	57.15	114.30
			73,183.07	4,273.32	77,456.39
Totals for Quarter		FICA FICA withholding 707,134.85	43,842.37	43,842.37	87,684.74
		MEDI Medicare Portion - FICA 1,044,528.80	15,145.72	15,145.72	30,291.44
		MEDI2 Addnl withhldng - 0.009 226,255.25	2,036.29		2,036.29
Totals for FICA			61,024.38	58,988.09	120,012.47
FWHM Federal withholding - Mar		338,971.21	62,309.16		62,309.16
FWHS Federal withholding - Sin		724,643.19	201,314.61		201,314.61
Totals for FWHT			263,623.77		263,623.77
			324,648.15	58,988.09	383,636.24
Number of Employees as of 03/12/2013		48			

Column 1, line 5a:
In the Totals for Quarter section of the report, add up the taxable amounts for your Social Security tax code(s) and enter the total here.

Column 1, line 5c:
In the Totals for Quarter section of the report, add up the taxable amounts for your Medicare tax code(s) and enter the total here.

Column 1, line 5d:
In the Totals for Quarter section of the report, add up the taxable amounts for your Medicare tax code(s) that have additional withholding and enter the total here.

Form **941 for 2013: Employer's QUARTERLY Federal Tax Return** 950113
 (Rev. January 2013) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) **1** []

2 Wages, tips, and other compensation **2** []

3 Income tax withheld from wages, tips, and other compensation **3** []

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages . . .	[]	x .124 = []
5b Taxable social security tips . . .	[]	x .124 = []
5c Taxable Medicare wages & tips . . .	[]	x .029 = []
5d Taxable wages & tips subject to Additional Medicare Tax withholding []	[]	x .009 = []
5e Add Column 2 from lines 5a, 5b, 5c, and 5d . . .	5e []	

Figure 96: Form 941: Where to find data on QFTR for Column 2 - Lines 5a, 5c, and 5d

Pay Period Check Date	Tax Code	Taxable Amount	Employee Tax withheld	Employer Match Amount	Total Tax Liability
12 January 2013	FICA FICA withholding	921.77	57.15	57.15	114.30
			73,183.07	4,273.32	77,456.39
Totals for Quarter					
	FICA FICA withholding	707,134.85	43,842.37	43,842.37	87,684.74
	MEDI Medicare Portion - FICA	1,044,528.80	15,145.72	15,145.72	30,291.44
	MEDI2 Addnl withhldng - 0.009	226,255.25	2,036.29		2,036.29
	Totals for FICA		61,024.38	58,988.09	120,012.47
	FWHM Federal Withholding - Mar	338,971.21	62,309.16		62,309.16
	FWHS Federal Withholding - Sin	724,643.19	201,314.61		201,314.61
	Totals for FWHT	1,063,614.40	263,623.77		263,623.77
			324,648.15	58,988.09	383,636.24

Column 2, line 5a:
In the Totals for Quarter section of the report, add up the tax liability amounts for your Social Security tax code(s) and enter the total here.

Column 2, line 5c:
In the Totals for Quarter section of the report, add up the tax liability amounts for your Medicare tax code(s) and enter the total here.

Column 2, line 5d:
In the Totals for Quarter section of the report, add up the tax liability amounts for your Medicare tax code(s) that have additional withholding and enter the total here.

941 for 2013: Employer's QUARTERLY Federal Tax Return 950113
 Form (Rev. January 2013) Department of the Treasury - Internal Revenue Service OMB No. 1545-0020

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 2

3 Income tax withheld from wages, tips, and other compensation 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages		$\times .124 =$
5b Taxable social security tips		$\times .124 =$
5c Taxable Medicare wages & tips		$\times .029 =$
5d Taxable wages & tips subject to Additional Medicare Tax withholding		$\times .009 =$
5e Add Column 2 from lines 5a, 5b, 5c, and 5d		

Figure 97: Form 941: Where to find data on QFTR for Part 2: Month 1, Month 2, and Month 3

09:52 Quarterly Federal
Employer Identification
For Quarter Ending

Pay Period Check Date	Tax Code	Total Tax Liability
Totals for January		
FICA FICA withholding		114.30
MEDI Medicare Portion - FICA		26.74
MEDI2 Addnl withhldng - 0.009		0.00
Totals for FICA		141.04
FWHS Federal withholding - Sin		108.42
Totals for FWHT		108.42
		249.46
Totals for February		
FICA FICA withholding		85,456.58
MEDI Medicare Portion - FICA		23,831.92
MEDI2 Addnl withhldng - 0.009		193.34
Totals for FICA		109,481.84
FWHM Federal withholding - Mar		61,434.43
FWHS Federal withholding - Sin		135,014.12
Totals for FWHT		196,448.55
		305,930.39
Totals for March		
FICA FICA withholding		2,113.86
MEDI Medicare Portion - FICA		6,432.78
MEDI2 Addnl withhldng - 0.009		1,842.95
Totals for FICA		10,389.59
FWHM Federal withholding - Mar		874.73
FWHS Federal withholding - Sin		66,192.07
Totals for FWHT		67,066.80
		77,456.39

... and tax liability for this quarter.

... a monthly schedule depositor or a semiweekly schedule depositor

... less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

... a semiweekly schedule depositor for the entire quarter. Enter your tax liability for the quarter, then go to Part 3.

h 1	.
h 2	.
Month 3	.
Total liability for quarter	Total must equal line 10.

You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941) and attach it to Form 941.

[Table 53](#) below lists information that is required by the 2014 IRS Schedule B (Form 941). Also listed are the section and column where you can find applicable information on the federal report generated by the QFTR process.

Table 53: Information used to fill out 2014 Schedule B (Form 941)

Information required on the 2014 Schedule B (Form 941)	Corresponding information on the Federal Report Generated by QFTR
Daily tax liability for first month of quarter	Using the federal report to verify the pay period dates, fill in the appropriate daily boxes according to IRS instructions for Schedule B (Form 941).
Total tax liability for first month of quarter	<p>Column: Total Tax Liability</p> <p>This is the total tax liability listed for the entire month.</p> <p>For example, if you generate this report for Q1, this information would apply to the month of January.</p>
Daily tax liability for second month of quarter	Using the federal report to verify the pay period dates, fill in the appropriate daily boxes according to IRS instructions for Schedule B (Form 941).
Total tax liability for second month of quarter	<p>Column: Total Tax Liability</p> <p>This is the total tax liability listed for the entire month.</p> <p>For example, if you generate this report for Q1, this information would apply to the month of February.</p>
Daily tax liability for third month of quarter	Using the federal report to verify the pay period dates, fill in the appropriate daily boxes according to IRS instructions for Schedule B (Form 941).
Total tax liability for third month of quarter	<p>Column: Total Tax Liability</p> <p>This is the total tax liability listed for the entire month.</p> <p>For example, if you generate this report for Q1, this information would apply to the month of March.</p>
Total for quarter	<p>Section: Total for Quarter</p> <p>Column: Total Tax Liability</p> <p>This is the total tax liability listed for the entire quarter.</p>

Generating a custom report

You can generate a custom report on any quarter at any time using the QFTR process. Because a custom report is intended for internal use only, the time frame in which you generate the report and the criteria that you use are much more flexible than those used to generate the federal report.



Note: The custom report generated by the QFTR process is sorted primarily by the date that employees are paid.

Figure 98: Generating a custom report with the QFTR form

To generate a custom report, this field must display "No."

You can modify the tax types included for a custom report, for example, for state reporting purposes

About the file used

Because the information required by IRS Form 941 and Schedule B (Form 941) is specific to pay period dates, the reports generated by the Quarterly Federal Tax Report (QFTR) process use data retrieved from the PAYTODAT file.

The report is sorted primarily by the date that employees are paid.

About the data entered on the form

Because the custom report generated by the QFTR process is intended to help you report data for internal purposes, Colleague allows you to modify the fields on QFTR accordingly.

The section below lists each the field on the QFTR form, the information that is defaulted into each field, and whether or not you can modify the information in the field when generating a custom report.

Report only 941 data

"Yes" is defaulted into this field; it can be modified.

Colleague assumes that you want to generate a federal report. To generate a custom report, you must change this field to “No.”

Saved list name

No information defaults into this field. It can be modified.

To limit the records selected, you can enter the name of a saved list containing record IDs in the PAYTODAT file.

Quarter

The default is the quarter currently displayed in the Quarter Currently Being Processed field on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify this field if you want to report on another quarter.

For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Calendar year

The default is the calendar year of the quarter ending date currently displayed in the Quarter Ending Date field on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify this field if you want to report on another calendar year.

For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Quarter ending date

The default is the quarter ending date currently displayed in the Quarter Ending Date field on the Monitor Qtly/Yrly Processing (QYPR) form.

This field cannot be modified. The ending date for each quarter is controlled by the quarter that you enter in the Quarter field.

For information about the ending dates for each quarter, see [Table 50 on page 310](#)

For more information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).

Earliest adjustment date

The default is the quarter beginning date of the quarter and year for which you are generating this report.

You can modify this field.

If you know the date of the earliest possible payroll adjustment that you made, then enter it in this field.

To include all possible payroll adjustments on the custom report, leave this field blank. Colleague then searches the entire PAYTODAT file for any possible adjustments.

Employee count date

No information defaults into this field.

You can modify this field. If you want to report an employee count for informational purposes, you can enter a date in this field.

Tax types to include

The following tax types default into this window:

- FWHT (Federal Withholding)
- FICA (FICA Withholding)

You can modify this window to include any tax type that you want to report. For example, if you want to use this field for state reporting purposes, you can include all applicable state tax types.

Procedure for generating a quarterly report by date

Follow these steps to generate either a federal report that you can use to fill in the Form 941 and Schedule B (Form 941) or to generate a custom report for your internal use.

1. Access the Quarterly Federal Tax Report (QFTR).
2. Do you want to generate a federal or custom report?
 - 2.1. **Federal.** In the Report Only 941 Data field, leave the default as “Yes.” Skip to [Step 4](#).
 - 2.2. **Custom.** In the Report Only 941 Data field, enter No.
3. In the Saved List Name field, enter the name of any saved list that you want to use to limit the records selected.

Your saved list must contain record IDs from the PAYTODAT file.

4. In the Quarter field, verify that the quarter displayed is the quarter on which you want to report. You can select a different quarter if necessary.

The ending date of this quarter is displayed in the Quarter Ending Date field.

5. In the Calendar Year field, verify that the year displayed is the one on which you want to report. You can enter a different year if necessary.
6. Verify the date for which you want to report any possible payroll adjustments and make any changes necessary.

To include all possible payroll adjustments, leave this field blank.

The default is the beginning date of the quarter that you entered in the Quarter field.

7. Are you generating a federal report for the first quarter?

Yes. You cannot change the date displayed in the Employee Date Count field. Continue with the next step.

No, and I want to report the number of employees paid on a certain date.

In the Employee Date Count field, enter the date for which you want an employee count.

Colleague will report the number of employees who were paid in the payroll that includes the date that you enter.

No, and I do not need a count of employees.

Leave the Employee Date Count field blank.

8. Are you generating a federal report

Yes. You cannot change the tax types entered in the Tax Types to Include window. Skip to [Step 10](#).

No. Verify that the tax types that default into the Tax Types to Include window contain the tax types that you want to report. You can make any changes necessary.



Note: The codes available are stored in the validation code table TAXCODE.TYPES. This code table is maintained by Ellucian; you cannot change it.

9. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting records to be reported.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from the QFTR form. You can enter criteria for selecting records from the PAYTODAT file there.

10. Finish and update from the QFTR form to save your data and begin generating the report.

Reporting quarterly taxes by employee

Colleague allows you to generate a report on quarterly information from your current or past quarterly data. This report is intended for your internal use and is generated by the Qtly Tax Report by Employee (QRPT) process.

Understanding the QRPT process

Using the Qtly Tax Report by Employee (QRPT) process, you can generate a report of quarterly data, sorted by employee name and Social Security number. This report is intended for your internal use only.

The data that you enter on this form, the files that are used, and other criteria are controlled by whether you are generating a report on the current quarter or a previous quarter. The sections that follow explain the report criteria in detail.

Figure 99: Qtly Tax Report by Employee (QRPT) form

QRPT - Qtly Tax Report by Employee

Quarter Processed: Q4 Quarter Ending Date: 12/31/12

Saved List Name

Quarter: Q1 First Quarter

Calendar Year: 2012

Quarter Ending Date: 03/31/12

Additional Selection Criteria: No

About the files used

Because past and current quarterly information is stored in separate files within Colleague HR, the data generated by the QRPT process can be different depending on what quarter you are reporting:

- If you want to report on a previous quarter, Colleague retrieves data from the EMPBKUP.QTLY file.
- If you want to report on the current quarter, Colleague retrieves data from the EMPBKUP file.

For information about how this affects your selection criteria, see [“About your saved lists” on page 336](#).

About your saved lists

To limit the records that are reported, you can enter a saved list name, additional selection criteria, or both.



Warning! *If you choose to use a saved list, be aware that you cannot use the same saved list to select records for a report on the quarter currently being processed as for a report on a previous quarter.*

- **For the *current* quarter, the saved list must contain IDs for the EMPBKUP file.**

The records for reporting on the quarter currently being processed are stored in the EMPBKUP file.

The ID for each record is the ID of the employee, for example 0000854.

- For a *previous* quarter, the saved list must contain IDs for the EMPBKUP.QTLY file.

Once the quarter has been archived by the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, all of its data is included in the EMPBKUP.QTLY file. Employees who have worked for your institution for more than one quarter will, therefore, have a record on this file for each quarter that they have been employed.

To distinguish among these records, the ID for this file is made up of the following components:

- Calendar year expressed as four digits
- “Q” plus the number of the quarter that has been archived
- Employee ID

For example, an ID for this file might be 2014*Q3*0000854. Assuming that the person with the ID 0000854 had been employed by your institution for a year, he most likely has three other records archived on this file:

- 2014*Q2*0000854
- 2014*Q1*0000854
- 2013*Q4*0000854

Therefore, any saved list that you created to report data for particular employees for the quarter now being processed could not be used after that data has been archived into the EMPBKUP.QTLY file.

If you want to use saved lists to generate two reports of quarterly data for the same employees—one report for the current quarter being processed and one for the same quarter last year—then you must create *two* saved lists, each with the appropriate IDs for the file containing the records to be reported.

Procedure for generating a quarterly report by employee

Follow these steps to generate either a quarterly report for your internal use that contains data sorted by employee name and Social Security number.

1. Access the Qtlly Tax Report by Employee (QRPT) form.
2. In the Saved List Name field, enter the name of any saved list that you want to use to limit the records selected.

To generate a report for the quarter *currently being processed*, your saved list must contain record IDs from the EMPBKUP file.

To generate a report for a *previous* quarter, your saved list must contain record IDs from the EMPBKUP.QTLY file.

For information about the IDs in each of these files, see [“About your saved lists” on page 336](#).

3. In the Quarter field, verify that the quarter displayed is the quarter on which you want to report. You can select a different quarter if necessary.

The default is the quarter that is currently displayed on the Monitor Qtly/Yrly Processing (QYPR) form in the Quarter Currently Being Processed field.

The ending date of this quarter is displayed in the Quarter Ending Date field.

4. In the Calendar Year field, verify that the year displayed is the one on which you want to report. You can enter a different year if necessary.

The default is the year that is currently displayed on the Monitor Qtly/Yrly Processing (QYPR) form in the Quarter Ending Date field.

5. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting records to be reported.

If you enter "Yes," then the Additional Selection Criteria form is displayed when you finish or update from the QFTR form. There, you can enter criteria for selecting records from either the EMPBKUP or the EMPBKUP.QTLY file, depending on whether you are reporting from the current or a previous quarter.

6. Finish and update from the QRPT form to save your data and begin generating the report.

The Sort Definition is displayed where you can change the sort sequence of the fields listed to meet your needs.

Creating an export file

The Create Tax Agency Export (QTAE) process creates an export file of quarterly tax data for your state or local tax agency. This section includes the following information:

- The preliminary tasks that you must perform before you can create an export file.
- An explanation of the QTAE process, including the origin of the defaults that are displayed, whether they can be overridden, and the effect of this process on further quarterly processing.
- The details of how to use this process.

Before you begin

Before creating an export file, you must have done the following:

- Set up the parameters for an export file that is required for each tax agency.
- Depending on the file that is being processed, run the W-2 Preprocessor (W2PP) process.

Setting up parameters

Before creating an export file, you set up the parameters required by each tax agency for the export file to ensure that the agency can use the file that is sent. These parameters are set up on the Tax Agency Export Setup (QTAS) form.

For information about setting up these parameters, see [“Setting Up Parameters for Creating an Export File” on page 298](#).

Running the W-2 Preprocessor (W2PP)

If the File to Process displayed on the QTAE form is TAX.W2, then you must run the W-2 Preprocessor (W2PP) before you create an export file using this QTAE process. This file name was originally entered on the QTAS form.

[Figure 100 on page 339](#) shows an example of the QTAE form with the TAX.W2 file displayed.

Figure 100: Create Tax Agency Export (QTAE) form

If this field displays the TAX.W2 file, then you must run the W2PP process before you create the export file.

QTAE - Create Tax Agency Export

Quarter Processed: Q4 Quarter Ending Date: 12/31/12

Tax Agency VA Virginia State Tax

Export Subroutine S.BUILD.TAX.EXPORT.WORK

ELF Export CPE004 State/Local Tax Agency Expor

File to Process TAX.W2

Include Federal Records Yes

PIN Assigned by SSA 1234ABCD

Contact 0000019 Mary Bartholomew

Phone Number/Ext 703-555-7777 9862

Notification Method 2 U.S. Postal Service

Fax Number 703-555-9789

Email Address mb@state.va.gov

Batch Control ID VAQ12001

Update Mode No

Modify Target File Definition

Usually, the W2PP process is run during W-2 processing when it gathers and calculates the W-2 data that must be reported for each employee and stores that data in the TAX.W2 file. When run at the end of a quarter, it performs the same function for the quarterly data—gathering the data for each employee, calculating the amounts to be reported, and storing this quarterly data in the TAX.W2 file.

Therefore, in order for this file to contain the quarterly data required by the tax agency, you must run the W2PP process before you create the export file.

For information about using the W2PP process, see [“Gathering the W-2 data” on page 403](#).

Understanding the process

The Create Tax Agency Export (QTAE) process creates an export file of quarterly tax data for your state or local tax agency

When the QTAE process completes successfully, it displays the ID of the tax agency in the QTAE Create Tax Agency Export field on the Monitor Qtly/Yrly Processing (QYPR) form. This status along with the parameter specified on the QTAS form for whether this file is required by a tax agency this quarter controls the quarterly processing that can continue. For more information, see [“Effect on QCBB processing” on page 343](#).

Figure 101: Create Tax Agency Export (QTAE) form

Defaults from the QTAS form

Data shared with the W2EX form

QTAE - Create Tax Agency Export
Quarter Processed: Q4 Quarter Ending Date: 12/31/12

Tax Agency VA Virginia State Tax
Export Subroutine S.BUILD.TAX.EXPORT.WORK
ELF Export CPE004 State/Local Tax Agency Expor
File to Process TAX.W2

Include Federal Records Yes
PIN Assigned by SSA 1234ABCD
Contact 0000019 Mary Bartholomew
Phone Number/Ext 703-555-7777 9862
Notification Method 2 U.S. Postal Service
Fax Number 703-555-9789
Email Address mb@state.va.gov

Batch Control ID VAQ12001
Update Mode No
Modify Target File Definition

Defaults displayed

When you access the QTAE form and enter the ID of a tax agency at the Tax Agency LookUp prompt, information is defaulted into most fields. Some of these defaults originate from the parameters set up on the QTAS form, and some are based on information previously entered either on this form or on the Create W-2 Export (W2EX) form.

You can override some of these defaults; others must be changed on the form where they were first entered.

[Table 54](#) summarizes the origin of the defaults, which defaults can be overridden on the QTAE form, and which form to use to make any necessary changes to the other defaults.

Table 54: Origin of defaults on the QTAE form

Field	Origin of the default	Override on the QTAE form?
Tax Agency	QTAS form	No
Export Subroutine	QTAS form	No
ELF Export	QTAS form	No
File to Process	QTAS form	No
Include Federal Records	QTAS form	Yes
All fields containing contact information	Either the QTAE form or the W2EX form	Yes. Any changes made on the QTAE form also update the contact information displayed on the W2EX form

About the contact information

This form includes fields for information about the person at your institution whom the tax agency should notify if there is a question about or problem with the exported file. Because the same person often serves as the contact for all tax agencies, the information on this form is shared with that on the Create W-2 Export (W2EX) form, which creates an export file of W-2 data for the Social Security Administration.

Therefore, if contact information is already entered on the W2EX form, then it defaults into the fields on this form. Likewise, any contact information that you enter or modify on this form updates the contact information displayed on the W2EX form. For information about the W2EX form, see [“Creating the export file of W-2 data” on page 439](#).

About the file that is created

The format of the export file, the records that are selected, and the report that is generated are controlled by the subroutine entered on the QTAS form and displayed in the Export Subroutine field on this QTAE form.

The export files created by the Ellucian-provided subroutines are described below.



Note: If this tax agency has different requirements, then the Export Subroutine field should display the name of a subroutine developed for your institution to create a file that meets the agency’s requirements.

Using S.BUILD.TAX.EXPORT.WORK

If the subroutine displayed in the Export Subroutine field is S.BUILD.TAX.EXPORT.WORK, which is the default subroutine provided by Ellucian, then the QTAE process creates the export file in the EFW2 format from records in the TAX.W2 file. This format, which is required by the Internal Revenue Service (IRS) and the Social Security Administration (SSA), is also accepted by many state tax agencies.

This default subroutine also generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Export, which you can review and keep for your records.

Using S.BUILD.TAX.EXPORT.NOTMMREF

If the subroutine displayed is S.BUILD.TAX.EXPORT.NOTMMREF, a subroutine also provided by Ellucian, then the QTAE process creates the export file in a format similar to the TIB-4 format formerly required by the SSA. This file has a record length of 275.

Like the default subroutine, it uses data from the TAX.W2 file and generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Export.

Although the format for the file created by this subroutine can also be used by the default ELF export routine CPE004, you must change the record length on the Electronic Transfer File (ELFT) form to match the record length of the file being created. You can access the ELFT form by detailing on the Modify Target File Definition field on the QTAE form. For more information, see [“Procedure for creating the quarterly export file” on page 345](#)

Where the file is stored

The file that is created is stored as a record in the HOLD file as TAX.AGENCY.EXPORT. However, to limit access to the output file, Ellucian recommends that you change its destination to the PAYROLL.EXPORTS file in your operating system directory. Only employees with the appropriate authority can view the contents of the PAYROLL.EXPORTS file.

If a file with the same name already exists in the specified directory, you will receive an error message that asks whether you want to delete the existing file. If you choose “Yes,” the existing file is deleted, and it is replaced by the file that you are creating. If you choose “No,” you are returned to the QTAE form where you can do *either* of the following:

- Change the name or destination of the file to be created.
- Cancel from the QTAE form and change the name of the existing file. (For assistance, see your system administrator.



Note: You can change the destination and other file specifications by detailing from the Modify Target File Destination field to the Electronic Transfer File (ELFT) form.

You can submit this file to the tax agency using that agency’s preferred method of transmittal.

Contents of the report

If the QTAE process is using either of the Ellucian-provided subroutines, S.BUILD.TAX.EXPORT.WORK or S.BUILD.TAX.EXPORT.NOTMMREF, then it is also generating a report. This report is comparable to Form 6559, Employer Summary of Form W-2 Export, which is generated by the Create W-2 Export (W2EX) process.

The report lists each state and local tax code for each employee and that employee's name, Social Security number, total wages, taxable wages, amount withheld, and weeks worked. It is arranged in alphabetical order by the employee's last name. However, you can change this order on the Sort Definition form, which is displayed when you finish from the QTAE form.

The last page of the report provides grand totals for the same categories of information typically reported on W-2s, such as wages, federal income tax withheld, Social Security tax withheld, Medicare tax withheld, deferred compensation, and so on.



Note: If this tax agency requires that different information be reported, then the Export Subroutine field should display the name of a subroutine developed for your institution to create a report that meets the agency's requirements.

Effect on QCBB processing

To help ensure that a tax agency receives a file on time, Colleague does not allow you to run the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process, which is the final step in quarterly processing, until a file that is *required* by a tax agency for a particular quarter is created.

Colleague controls this processing based on the status on the QYPR form for the QTAE process and whether an export file is designated on the QTAS form as being required for a particular quarter.

- If an export file is *required* for a quarter, then Colleague prohibits the QCBB process from running until the following occurs:
 - That file is created using this QTAE process.
 - The QYPR form displays the tax agency ID in the QTAE Create Tax Agency Export field.
- If an export file is *not required* for a quarter and if that file has not been created using this QTAE process (the QYPR form does not display this tax agency ID in the QTAE Create Tax Agency Export field), then Colleague warns you that the export file has not been created but allows you to run the QCBB process to complete quarterly processing.

Noteworthy fields on the QTAE form

Most of the fields on the QTAE form contain data that is defaults from other forms. This section explains the data, if any, that is displayed and the data that you can change.

Include federal records

The default originated on the QTAS form where the parameters for creating this file were set up.

Because some tax agencies allow you to include federal records only in the fourth quarter, be sure that this field is set the way that it should be for this tax agency in this quarter.



Note: When you enter “No” in this field, the RT and RF records will contain state information instead of federal information.

PIN assigned by SSA

When you registered to submit W-2 data as a file in EFW2 format, the Social Security Administration (SSA) assigned you a Personal Identification Number (PIN).

You must enter that PIN in this field.

Fields that contain contact information

These fields display contact information for the person whom the tax agency can call to answer questions and resolve issues. The default data was entered either on this form or on the Create W-2 Export (W2EX) form.

Because telephone numbers, fax numbers, email addresses, and even the person designated as the contact change periodically, be sure to verify that the most recent information is displayed. Any changes that you make are shared with the W2EX form.

Batch control ID

You must enter a batch ID to uniquely identify this export file. The ID that you enter remains in this field until you create the export file by entering “Yes” in the Update Mode field.

Update mode

Use this field to indicate whether you want to actually create the export file or to simulate its creation. Simulating the file creation generates the same report that would have been generated if you had actually created the export file.

To create the export file, you enter “Yes” in this field.

To simulate its creation and review the report that is generated, you enter “No.”

Modify target file definition

If you need to change the file specification, including its name and destination, detail to access the Electronic Transfer File (ELFT) form.



Warning! If you are using the `S.BUILD.TAX.EXPORT.NOTMMREF` subroutine and the ELF routine `CPE004`, then you must change the record length on the ELFT form to 275 to match the record length of the file being created.

Procedure for creating the quarterly export file

Follow the steps below to use create an export file for each tax agency that has requested this data.

1. Access the Create Tax Agency Export (QTAE) form.
2. At the Tax Agency LookUp prompt, enter the ID of the tax agency for which you are creating this file.
3. Verify the information that defaults into the following fields:
 - Tax Agency
 - Export Subroutine
 - ELF Export
 - File to Process

If any of this data is not correct, access the Tax Agency Export Setup (QTAS) form and make any changes there.

Then return to [Step 1](#).

4. In the Include Federal Records field, verify that the correct value is entered.
You can change this default if necessary.
5. In the PIN Assigned by SSA field, enter the Personal Identification Number that the Social Security Administration (SSA) assigned when you registered to submit W-2 data as a file in EFW2 format.
6. Verify that the contact information is current.
You can make any changes necessary. The changes that you make also update the contact information on the Create W-2 Export (W2EX) form.
7. In the Batch Control ID field, enter a batch ID to uniquely identify this export file.
This ID remains in this field until “Yes” is entered in the Update Mode field.
8. In the Update Mode field, indicate whether you want to create the export file or simulate its creation. A report is generated regardless of what you choose.
To create the export file, enter *Yes*.
To simulate the creation, leave the default as “No.” The report is generated, but no file is created.
9. Detail on the Modify Target File Definition field.
The Electronic Transfer File (ELFT) form is displayed.

10. Verify the file specifications on the ELFT form and make any changes necessary.

To limit access to the output file, Ellucian recommends that you follow these substeps to change your directory destination to the PAYROLL.EXPORTS file in your operating system directory.

10.1. To change the directory, specify the directory you want use instead of the default.

The path must be relative, for example, /datatel/live/collive/DATA/DATA_P/PAYROLL.EXPORTS. If it is not in the root directory where the application is run.

10.2. Enter the file name in the OS File Name field.

The changes made here will be used this time only.



Note: To make these changes permanent, you must access the ELFT form directly from the HR menu.

10.3. Go to the ELFT form.

10.4. At the LookUp prompt, enter W2.EXPORT

11. Finish and update from the ELFT form to save your changes.

You are returned to the QTAE form.

12. Finish and update from the QTAE form to save your changes.

13. On the Sort Definition form, verify the sort sequence of the report and the file as necessary.

The default sequence is the employee's last name, first name, middle name, and Social Security number.

14. Finish and update from the Sort Definition form to begin the process.

15. Review the report that is generated to ensure that the data is correct.

Archiving quarterly data

The Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process is used to archive the data from the most recent quarterly processing. This section includes the following information:

- An explanation of the QCBB process
- A description of how to use it

Understanding the process

The Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process copies the quarterly data from the EMPBKUP file, where it was used to create quarterly reports and export files, into the EMPBKUP.QTLY file, where it is accessible for viewing or reporting as long as necessary.

Figure 102: Copy EMPBKUP to EMPBKUP.QTLY (QCBB) form



The screenshot shows a software window titled "QCBB - Copy EMPBKUP to EMPBKUP.QTLY". The window has a light blue header bar and a white main area. In the bottom right corner of the main area, there is a button labeled "Copy Employee Backup to Quarterly Backup" with a "Yes" checkbox next to it.

About the EMPBKUP.QTLY file

As the data from each quarter throughout the year is copied into the EMPBKUP.QTLY file, that file becomes an archive of historical quarterly data. You can either view or generate reports on this data whenever you like.

- To view the historical data from any previous quarter, use the Employee Overview Copy (EOVC) form and its associated detail forms. For more information about how to use these forms, see [“Viewing and modifying quarterly data” on page 313](#).
- To generate a report of this data, use the Qtlly Tax Report by Employee (QRPT) process. This process allows you to produce a report for a particular quarter and year that has been archived. For more information about this process, see [“Reporting quarterly taxes by employee” on page 335](#).

Understanding the record ID

As each record is archived to the EMPBKUP.QTLY file, it is assigned a detailed ID, which identifies not only the record for a particular employee, but for that employee in a particular quarter and calendar year. This record ID is made up of the following components:

- Calendar year expressed as four digits
- “Q” plus the number of the quarter that has been archived
- Employee ID

For example, an ID in this file might be 2014*Q3*0000854. Assuming that the person with the ID 0000854 was employed by your institution for a year, he most likely has three other records archived on this file:

- 2014*Q2*0000854
- 2014*Q1*0000854
- 2013*Q4*0000854

This record ID differs from that in the EMPBKUP file which, because its data pertains to only one quarter, consists of only the employee ID.

This distinction becomes important if you want to generate two reports of quarterly data for the same employees: one report for the current quarter being processed and one for the same quarter last year. If you are using a saved list to select the employees' data, then you must create two saved lists, each with the IDs appropriate for the file that contains the records being reported.

Purging the File

To control the size of the file, you should periodically delete records that are no longer needed from the EMPBKUP.QTLY file. The Purge Quarterly/Yearly Files (PQYF) process allows you to purge all records by calendar year and quarter.

About the time frame for running this process

Because the QCBB process is the final step in quarterly processing and, for the fourth quarter, in year-end processing, you can run it only within the following time frame:

- *After* all other required quarterly or year-end processes, including any required export files, have completed for the quarter being processed. If any required processes have not completed, Colleague displays a warning message when you access QCBB and lists the processes that must be run.
- *Before* running any quarterly processing for the next quarter. Colleague does not allow quarterly processing to begin for the next quarter until the QCBB process has successfully archived data for the quarter currently finishing processing.

Ellucian recommends that you run the QCBB process as soon as possible after submitting the quarterly report and the export file to your state or local tax agency. Doing so would prevent the submitted data from inadvertently being modified using the Employee Overview Copy (EOVC) form. For information about the EOVC form, see ["Viewing and modifying quarterly data" on page 313](#).

What happens during the process

The Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process copies the data for the quarter being processed from the EMPBKUP file to the EMPBKUP.QTLY file. The EMPBKUP.QTLY file serves as an archive for this data, which you can continue to view or report as often as you like.



Note: The QCBB process *does not* delete data from the EMPBKUP file. That data remains accessible until you run the Copy EMPLOYES to EMPBKUP (QCEB) process for the next quarter; that process clears all data from the EMPBKUP file before it copies the new data from the EMPLOYES file.

When the QCBB process completes successfully, it updates to "Yes" the QCBB Copy EMPBKUP to EMPBKUP.QTLY field on the Monitor Qtly/Yrly Processing (QYPR) form.

If this process does not complete successfully, then the Copy EMPLOYES to EMPBKUP (QCEB) process for the next quarter cannot be run, which delays the quarterly processing and, in turn, the payroll processing for the next quarter.

Using the QCBB process

To begin running this process, you need only to indicate in the field Copy Employee Backup to Quarterly Backup whether you want to proceed with copying the file.

If you leave the default as “Yes,” then the QCBB process begins copying the data from the EMPBKUP file to the EMBPKUP.QTLY file.

If you either change the default to “No” or cancel from this form, then the process is cancelled and the data on both files is left as it is. Colleague displays a message that this process did not begin.



U.S. Regulatory Reporting

W-2 and Year-End Processing

Getting Started with W-2 and Year-End Processing

Understanding W-2 and year-end processing

W-2 processing is an integral part of quarterly processing for the fourth quarter and calendar year-end processing.

Overview of the processes

Colleague provides the following capabilities for closing out the calendar year and reporting W-2 data:

- Processing quarterly and yearly data for the fourth quarter.
- Reporting W-2 data to employees and the Social Security Administration (SSA).
- Making the data for the calendar year that is being closed available for viewing during the next calendar year.
- Monitoring each step of the processing.

The sections that follow briefly describe each capability.

Processing data for the fourth quarter

Before you can begin your year-end processing, you must have completed at least the following quarterly processes for the fourth quarter:

- Copy EMPLOYES to EMPBKUP (QCEB)
- Clear Employee QTD/YTD Totals (QCLT)

Likewise, before your year-end processing is officially complete, you must run the final step of quarterly processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB), to archive your data.

If you are unfamiliar with these quarterly processes or with quarterly processing in general, see [“Understanding quarterly processing” on page 278](#) and [“Processing Quarterly Data” on page 306](#).

Processing W-2 data

Using the data in the EMPBKUP file along with the box-code definitions and processing parameters, Colleague gathers and calculates the data for W-2 reporting. You can then adjust this data as necessary, print it on W-2 forms to distribute to employees, and create an export file of this data to submit to the SSA.

Colleague provides processes that allow you to do the following:

- Adjust an employee's taxable benefits and deductions *before* the W-2 data is gathered and calculated.
- Gather and calculate the W-2 data.
- Adjust an employee's W-2 data *after* it has been calculated.
- Generate an updated copy of the W-2 Verification Report that includes any adjustments made to an employee's W-2 data.
- Print or reprint W-2 forms.
- Create an export file of your W-2 data in the required EFW2 format for submission to the SSA.



Note: If your institution uses the W-2 PDF WebAdvisor workflow to make employees' W-2 forms available online, be sure to remind your employees to verify their consent status. For more information about this workflow, see the [WebAdvisor for Colleague HR](#) manual.



Note: If an employees' calculated wages, amounts withheld, or both are zero, then the appropriate federal and state boxes on the W-2 form are left blank. If your state requires that zeros be printed in the state boxes, then you must modify the print program CPB008B to do so.

Making the year's data available for viewing

When W-2 processing is complete, you can use the Update Calendar Year Salary (YCYS) process to copy the earnings, benefits, deductions, and tax data for the past calendar year from the EMPBKUP file to the EMPCYEAR file. The EMPCYEAR file contains payroll totals by calendar year for each employee. Running this process allows you to view this data during the coming year.

For more information about the YCYS form, see ["Making the year's data available for viewing" on page 445](#).

Monitoring the year-end processing

The same form that you use to monitor quarterly processing — Monitor Qtly/Yrly Processing (QYPR) — also allows you to view the status of each process involved in year-end processing.

The statuses on this form control W-2 processing and whether the last step of quarterly processing — Copy EMPBKUP to EMPBKUP.QLTY (QCBB) — can be run for the fourth quarter.

For information about how this form is used in year-end processing, see [“Understanding the QYPR statuses for year-end processing” on page 361](#).

Forms used

[Table 55](#) provides an alphabetical list of the forms associated with W-2 and year-end processing along with the purpose of each.

Table 55: Forms used in W-2 and year-end processing

Forms	Purpose
Benefit Tax Form Boxes (BTXF)	<p>Assign one benefit/deduction code to multiple box codes.</p> <p>For information about this form, see “Assigning a source code to multiple box codes” on page 378.</p>
Create W-2 Export (W2EX)	<p>Create an export file of W-2 data for the Social Security Administration.</p> <p>For information about this process, see “Creating the export file of W-2 data” on page 439.</p>
Earnings Tax Form Boxes (ETXF)	<p>Assign one earnings type to multiple box codes.</p> <p>For information about this form, see “Procedure for defining box codes” on page 377.</p>
Monitor Qtly/Yrly Processing (QYPR)	<p>Monitor the status of all processes pertaining to quarterly and year-end processing. This form allows you to view and modify data stored in the QTD.YTD.PROCESSING record in the HR.PARMS file. It safeguards the quarterly and year-end processing by ensuring that all required processes are run in the correct order and that none is inappropriately run more than once.</p> <p>For more information about this form as it’s used in W-2 and year-end processing, see “Understanding the QYPR statuses for year-end processing” on page 361.</p>

Table 55: Forms used in W-2 and year-end processing (continued)

Forms	Purpose
Tax Form Box Codes (TXFB)	<p>Define the box codes required for W-2 processing. Box codes allow Colleague data to be combined or separated as necessary on the W-2 form and export file to meet current federal requirements.</p> <p>Each box code is composed of source codes—benefit/deduction codes, tax codes, or earnings types—which are assigned on the Tax Form Payroll Codes (TXPC) form.</p> <p>Box codes are stored in the BOX.CODES file in Colleague Core.</p> <p>For information about this form, see “TXFB form” on page 369.</p>
Tax Form Payroll Codes (TXPC)	<p>Assign one or more source codes of the same type to a box code.</p> <p>For information about this form, see “Importance of the tax-Form code for the W-2 form” on page 371.</p>
Update Calendar Year Salary (YCYS)	<p>Make the totals by employee for the payroll year available for viewing.</p> <p>To make these totals accessible, this process copies the earnings, benefits, deductions, and tax data for the past calendar year from the EMPBKUP file to the EMPCYEAR file. This data can then be viewed on the Calendar Year Salary History (CYSH) form.</p> <p>For information about this process, see “Making the year’s data available for viewing” on page 445.</p>
W-2 Adjustment (W2AJ)	<p>Modify an employee’s current W-2 data <i>after</i> the W2PP process has been run or view an employee’s W-2 data from a previous year.</p> <p>You must use this form to select the check boxes for those employees who are reporting third-party sick pay.</p> <p>From this form, you can detail to the W-2 Amount Adjustment (W2AA) form where you can adjust the individual amounts and source codes for a box code that is being reported on an employee’s W-2 form.</p> <p>For information about this form, see “Adjusting an employee’s W-2 data” on page 410.</p>

Table 55: Forms used in W-2 and year-end processing (continued)

Forms	Purpose
W-2 Amount Adjustment (W2AA)	<p>Adjust specific box-code criteria for an employee's W-2 <i>after</i> the W-2 Preprocessor (W2PP) has been run. For example, you can change specific criteria pertaining to the way in which the amounts are reported on a specific employee's printed W-2 form and the export file. You can also add, change, or delete the benefit/deduction codes, earnings types, and tax codes assigned to this box code or their amounts.</p> <p>This form can be accessed only by detailing from the W-2 Adjustment (W2AJ) form.</p> <p>For information about the W2AA form, see "Adjusting an employee's W-2 data" on page 410.</p>
W-2 Employee Benefit Adjustmt (W2BA)	<p>Modify an employee's taxable benefit/deduction codes, taxable amount, or both on the EMPBKUP file <i>before</i> the W-2 data has been gathered by the W-2 Preprocessor (W2PP).</p> <p>From this form, you can detail to the W-2 Taxable Benefit Preview (W2B1) form where you can preview the result of your adjustments before saving them.</p> <p>For information about this form, see "Adjusting an employee's taxable benefits" on page 394.</p>
W-2 Form Print (W2FP)	<p>Print or reprint W-2 forms for employees.</p> <p>For information about this process, see "Printing W-2s" on page 431.</p>
W-2 Notations (W2NT)	<p>Enter miscellaneous information about an employee's W-2 for a particular tax year.</p> <p>Indicate whether an adjustment was needed to an employee's W-2 and, if your institution uses Colleague Core Communications Management, notify the employee. (This adjustment is created outside of Colleague by manually completing the IRS W-2c form.)</p>

Table 55: Forms used in W-2 and year-end processing (continued)

Forms	Purpose
W-2 Processing Setup (W2PS)	<p>Set up the parameters that determine which check boxes are selected on each employee's W-2 form and how the W-2 form is printed.</p> <p>These parameters are stored in the QTD.YTD.PARAMETER record in the HR.PARMS file.</p> <p>For information about this form, see "Setting up the parameters for marking check boxes" on page 381.</p>
W-2 Preprocessor (W2PP)	<p>Gather the W-2 data for each employee from the EMPBKUP file, determine the check boxes to be selected for that employee, and calculate the amounts for the box codes that must be included on the W-2 form and on the export file. The process stores this data in the TAX.W2 file. It also generates a report of the data that was gathered.</p> <p>This process must also be used during quarterly processing if either the Tax Agency Export Setup (QTAS) or the Create Tax Agency Export (QTEA) form specifies the TAX.W2 file in the File to Process field.</p> <p>For information about this process, see "Gathering the W-2 data" on page 403.</p>
W-2 Taxable Benefit Preview (W2B1)	<p>Preview the effects of adjustments made to an employee's taxable benefits on the W-2 Employee Benefit Adjustmt (W2BA) form.</p> <p>This form can be accessed only by detailing from the W2BA form.</p> <p>For information about this form, see "Adjusting an employee's taxable benefits" on page 394.</p>

Table 55: Forms used in W-2 and year-end processing (continued)

Forms	Purpose
W-2 Verification Report (W2VR)	<p>Generate a report of the data to be reported on employees' W-2 forms and submitted to the SSA.</p> <p>With the exception of the order in which the data is sorted, this report is the same as the one generated when you run the W-2 Preprocessor (W2PP). The report generated by the W2VR process includes any adjustments made on the W2AJ and W2AA forms after the W2PP process was run.</p> <p>You can also use this process to generate a report of data for <i>any</i> quarter or tax year that exists in the TAX.W2 file.</p> <p>For information about this process, see "Generating the W-2 verification report" on page 419.</p>

Files used

[Table 56](#) provides an alphabetical list of the primary Colleague Core and Colleague HR files that pertain to W-2 and year-end processing along with a description of how each is used.

Table 56: Files used in W-2 and year-end processing

File	Description
<i>Files in Colleague Core</i>	
BOX.CODES	<p>Stores box-code data. Box codes link Colleague data to a specific place on a tax form or export file where that data is to be reported. They allow benefit/deduction codes, tax codes, or earnings types to be combined or separated as necessary to meet the reporting requirements of particular tax agencies.</p> <p>Box codes are defined on the Tax Form Box Codes (TXFB) form. The codes that make up each box code are assigned to box codes on the Tax Form Payroll Codes (TXPC) form.</p>
TAX.FORM.AMOUNT.TYPES	<p>Stores codes for the amount types, which help control the data that is gathered for a box code.</p> <p>Amount types are specified on the TXFB form.</p>

Table 56: Files used in W-2 and year-end processing (continued)

File	Description
TAX.FORM.EXPORT.CATEGS	<p>Stores the codes for export categories, which control how the data for a box code is reported on an export file as opposed to the printed form.</p> <p>Export categories are specified on the TXFB form.</p>
TAX.FORM.PRINT.CATEGS	<p>Stores the codes for print categories, which control how the data for a box code is printed on the form.</p> <p>Print categories are specified on the TXFB form.</p>
TAX.FORMS	<p>Stores codes for the tax forms supported by Colleague.</p> <p>The tax form is specified on the TXFB form.</p>
<i>Files in Colleague HR</i>	
EMPBKUP	<p>Stores data for the quarter most recently closed. This data is used to generate quarterly tax reports and any quarterly export file required by a state or local tax agency.</p> <p>The file is updated by the Copy EMPLOYES to EMPBKUP (QCEB) process, which clears all existing data from this file and then copies into it all data for the ending quarter from the EMPLOYES file.</p> <p>During W-2 processing, the W-2 Preprocessor (W2PP) gathers the W-2 data from this file for each employee and stores it in the TAX.W2 file for W-2 processing.</p> <p>Data in the EMPBKUP file is later archived to the EMPBKUP.QTLY file by the Copy EMPBKUP to EMPBKUP.QTLY (QCBB) process.</p>
EMPCYEAR	<p>Stores totals of earnings, benefits, deductions, and tax data by employee by year.</p> <p>This file is updated by the Update Calendar Year Salary (YCYS) process, which copies data from the EMPBKUP file after all W-2 processing is complete.</p>
QTD.YTD.PARAMETER	<p>Stores the contact information and the parameters that control the printing of the W-2 forms, including the codes associated with W-2 check boxes.</p> <p>This record in the HR.PARMS file is updated by the parameters entered on the W-2 Processing Setup (W2PS) form and the contact information entered either on the Create W-2 Export (W2EX) or Create Tax Agency Export (QTAE) form.</p>

Table 56: Files used in W-2 and year-end processing (continued)

File	Description
QTD.YTD.PROCESSING	<p>Stores status information about quarterly and year-end processing to ensure that required processes are run in the correct order and that none is inadvertently run more than once.</p> <p>This record in the HR.PARMS file is updated with status information by each quarterly and year-end process. For example, if a process is completed successfully, then that process updates a status code in this record. That status code can determine whether Colleague allows the next process to run.</p> <p>The statuses in this record can be viewed on the Monitor Qtly/Yrly Processing (QYPR) form.</p>
TAX.FORM.W2	<p>Stores the W-2 amounts that have been calculated for each employee. These amounts are reported in the appropriate boxes on the W-2 form and on the export file. This file, which contains one record for each box code per employee, along with the TAX.W2 file contain all of the W-2 data to be reported for each employee.</p> <p>This file is created by the W2PP and can be modified by using the W-2 Amount Adjustment (W2AA) form, which can be accessed only from the W-2 Adjustment (W2AJ) form.</p>
TAX.W2	<p>Stores the non-calculated W-2 data to be reported for each employee. This data includes the employee's name, address, Social Security number; the W-2 check boxes to be selected; and the IDs of associated records in the TAX.FORM.W2 file that contain the employee's calculated W-2 data. This file, which contains one record for each box code per employee, along with the TAX.FORM.W2 file contain all of the W-2 data to be reported for each employee.</p> <p>This file is created by the W2PP and can be modified by using the W2AJ form.</p>

Table 56: Files used in W-2 and year-end processing (continued)

File	Description
W2.EXPORT.WORK	<p>Stores the W-2 data to be submitted to the SSA. Although this file is defined as a single record of the size required by the SSA, it actually represents the multiple records listed below that must be submitted to the SSA in the required EFW2 format:</p> <ul style="list-style-type: none"> • RA - Submitter Record (Required) • RE - Employer Record (Required for each FICA class) • RW - Employee Wage Record • RO - Employee Wage Record • RS - State Record • RT - Total Record • RU - Total Record • RF - Final Record <p>Employees who receive more than one W-2 form have multiple records in this file.</p> <p>This file is created by the W2EX process from data in the TAX.W2 and TAX.FORM.W2 files.</p>
W2.PRINT.WORK	<p>Stores W-2 data that is formatted for print on the W-2 form that your institution uses. Employees who receive more than one W-2 form have multiple records in this file.</p> <p>This file is created by the W-2 Form Print (W2FP) process from data in the TAX.W2 and TAX.FORM.W2 files based on the parameters entered on the W2PS form.</p>
WEB.W2.ONLINE	<p>Stores W-2 data that is captured from the W-2 form that your institution uses and later displays the information online to employees who have consented to view their W-2s online. Employees who receive more than one W-2 form have multiple records in this file.</p> <p>This file is created by the W2FP process from data in the TAX.W2 and TAX.FORM.W2 files based on the parameters entered on the W2PS form.</p> <p>Note: The W-2 PDF WebAdvisor workflow allows institutions to make employees' W-2 forms available online. For more information about this workflow, see the WebAdvisor for Colleague HR manual.</p>

Understanding the QYPR statuses for year-end processing

The same form that you use to monitor quarterly processing — the Monitor Qtly/Yrly Processing (QYPR) form — also allows you to view the status of each process involved in W-2 and year-end processing.

[Figure 103](#) shows an example of this form as it usually looks when fourth-quarter and year-end processing are complete.

Figure 103: Monitor Qtly/Yrly Processing (QYPR) form

Process	Status
QCEB Copy EMPLOYES to EMPBKUP	Yes
QCLT Clear Employee QTD/YTD Totals	Yes
QFTR Quarterly Federal Tax Report	Yes
QRPT Qtly Tax Report by Employee	Yes
YCYS Update Calendar Year Salary	Yes
W2BA W-2 Employee Benefit Adjustmt	No
W2PP W-2 Preprocessor	Yes
W2AJ W-2 Adjustment	No
W2VR W-2 Verification Report	Yes
W2FP W-2 Form Print	Yes
W2EX Create W-2 Export	Yes
QTAE Create Tax Agency Export	1
QCBB Copy EMPBKUP to EMPBKUP.QTLY	Yes

The sections that follow briefly discuss the year-end statuses that control W-2 processing and those that control the final step of fourth-quarter processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB).

For information about the statuses that pertain to processing other quarters, see [“Monitoring quarterly processing” on page 292](#).

Year-end statuses that control W-2 processing

Typically, if the status of a W-2 process displayed on the QYPR form is “Yes,” then the process completed successfully, and the next process can begin. If the status is “No,” then that process either has not yet been run or has not completed successfully. For example, you cannot print W-2 forms or create the export file until the W-2 Preprocessor (W2PP) successfully gathered the data, and its status on the QYPR form is “Yes.”

Exceptions are the statuses displayed in the following fields on the QYPR form:

- W2BA W-2 Employee Benefit Adjustmt

- W2AJ W-2 Adjustment

When these statuses display “Yes,” in addition to indicating that their associated processes have been used to make adjustments, they usually indicate that something more must be done.

W2BA W-2 Employee Benefit Adjustmt

The status “Yes” indicates that adjustments were made using the W-2 Employee Benefit Adjustmt (W2BA) form after the W2PP process was run. Although these adjustments are in the EMPBKUP file, they *are not* yet incorporated into the TAX.W2 file, which contains the calculated W-2 data. Therefore, these adjustments will not be included on the employees’ W-2s.

You cannot print W-2 forms or create the export file if this status is “Yes.” To reset the status to “No,” you must run or re-run the W2PP to gather the data for those modified records.

For information about this status and the W2BA process, see [“Adjusting an employee’s taxable benefits” on page 394.](#)

W2AJ W-2 Adjustment

The status “Yes” indicates that you made adjustments to W-2 data in the TAX.W2 file since the W2PP was last run.

Although this status does not prevent further processing, it does trigger reminders that you *have not* yet run or re-run the W-2 Verification Report (W2VR) process. The W2VR process provides you with an updated report of the W-2 data that will be printed on the employees’ W-2 forms and included on the export file to the SSA.

For more information about this status and the W2AJ process, see [“Adjusting an employee’s W-2 data” on page 410.](#)

Year-end statuses that control whether QCBB can run

When you are processing the fourth quarter, some of the statuses pertaining to W-2 and year-end processing also control whether you can run the last step of quarterly processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB).

[Table 57](#) lists the year-end processes that control whether you can run the QCBB process.

Table 57: Year-end statuses on QYPR that control the QCBB process

Run the QCBB Process in the fourth quarter this field on QYPR...	Must display this status...	More information
YCYS Update Calendar Year Salary	Yes	“Making the year’s data available for viewing” on page 445

Table 57: Year-end statuses on QYPR that control the QCBB process (continued)

Run the QCBB Process in the fourth quarter this field on QYPR...	Must display this status...	More information
W2AJ W-2 Adjustment	No	“Adjusting an employee’s W-2 data” on page 410
W2FP W-2 Form Print	Yes	“Printing W-2s” on page 431
W2EX Create W-2 Export	Yes	“Creating the export file of W-2 data” on page 439

Setting Up W-2 and Year-End Processing

Forms used for W-2 setup

[Table 58](#) provides a list of the forms associated with each setup procedure.

Table 58: Forms used for W-2 setup

Procedure	Form	Mnemonic
Defining the code for the W-2 tax form in Colleague Core	Validation Codes	VAL
Defining box codes	Tax Form Box Codes	TXFB
	Tax Form Payroll Codes	TXPC
Assigning a source code to multiple box codes	Benefit Tax Form Boxes	BTXF
	Earnings Tax Form Boxes	ETXF
Setting up the parameters for marking check boxes	W-2 Processing Setup	W2PS
Specifying the employee address to use		
Setting up the W2FP printing method		

For a complete list of the forms used for all W-2 and year-end processing, see [“Forms used” on page 353](#).

Defining the code for the W-2 tax form

Tax-form codes are stored in the TAX.FORMS record of the CORE.VALCODES file.

To process W-2 data, a code for the W-2 tax form must be defined in the TAX.FORMS validation code table. The code is defined on the Validation Codes (VAL) form in Colleague Core.



Warning! The W-2 code must be defined with the hyphen as shown in [Figure 104](#).

If it is defined any other way, then the W-2 Preprocessor (W2PP) will not gather and calculate the W-2 data. This data is necessary to continue processing W-2s. Without it, any forms that you print will be blank and the export file that you create will be empty.

Figure 104: Defining the tax-form code for W-2s on the VAL form in Core

Tax code for W-2s must be defined with the hyphen.

Code	Description	Min Entry	Special Processing
17	W-2	W-2	
18	1098T	1098T	
19	1098E	1098E	
20	T2202A	T2202A	
21			
22			
23			
24			

Purpose

1	
2	

Maximum Code Size

Zero Fill Numbers (Y/N)

Procedure for defining tax-form codes

Ellucian delivers the TAX.FORMS record of the CORE.VALCODES file already populated. You can modify the information in this record, as necessary.

1. From the Core application, access the Validation Codes (VAL) form.
2. At the Validation Code ID LookUp prompt, enter TAX . FORMS.



Note: You can also perform a LookUp at this prompt to locate the TAX.FORMS validation code table.

Colleague displays the TAX.FORMS validation code table.

3. Verify that the code for the W-2 form is defined as “W-2,” with the hyphen.
If not, modify it as necessary.
4. Make any other changes needed to this code table.



Warning! Do not delete any tax-form codes from this table. Every Colleague application accesses this validation code table to process tax forms specific to that application. Deleting a tax-form code could cause data corruption elsewhere in Colleague.

5. Save your changes and update from the VAL form.

Defining box codes

This section explains how box codes are used in W-2 reporting and provides the procedure for defining them.

Overview of box codes

The W-2 form is divided into numbered boxes. Some of these boxes report amounts that directly correlate with amounts stored in Colleague, other boxes require that amounts be combined from several sources within Colleague, and still others require that an amount from a single source stored in Colleague be split among several boxes.

Colleague uses box codes to gather the appropriate data for a particular tax form and then match that data to the box on the form where it is reported.

Each box number is associated with one or more box codes, each of which is composed of benefit/deduction codes, tax codes, or earnings types—collectively called source codes. When the data for W-2s is generated using the W-2 Preprocessor (W2PP) process, the amounts for all of the source codes that were assigned to the same box code for the W-2 tax form are summed and reported in the appropriate box on the tax form.

Using box codes allows you to do the following:

- Combine amounts from different source codes of the same type that must be reported in a single box on a tax form.
- Separate the portions of a single source code that must be reported in different boxes on a tax form.
- Adapt more easily to changes in reporting requirements instituted by the Internal Revenue Service (IRS).

When to define box codes

You can define or modify box codes until you run the W-2 Preprocessor (W2PP); this process gathers and calculates the data for W-2 reporting.

If you modify a box code after running the W2PP process, then you must re-run it to incorporate the new box-code data.

For information about the W2PP process, see [“Understanding the W2PP process” on page 403](#).

Box codes to define

You must define a box code for each type of information to be reported on a tax form and then specify the source codes to be associated with that box code based on the type of information that the box code is reporting. Each of your institution's source codes can be associated with one or more box codes. To ensure proper reporting, you should define a separate box code for each taxable benefit at your institution.



Note: Ideally, you need to define box codes only once. However, to ensure that your institution is compliant with the most recent regulations and reporting requirements, you should review them each year before processing your W-2s and make any adjustments necessary.



Note: The box codes that you define are stored in the BOX.CODES file in Colleague Core.

Controlling where amounts print on the W-2 form

The print category, not the box number, that is associated with each box code controls where that box code's amount prints on the W-2 form.

The box number that you assign to the box code is used only for informational purposes.

Although the printed result is the same, using print categories to control where an amount is printed reduces the effect of IRS changes to the physical box numbers printed on the form and the amounts that are to be reported in each.

Forms used to define box codes

Two forms are used to define box codes:

- **Tax Form Box Codes (TXFB) form.** Use this to define the specifications for the box code, such as the type of information this box code contains, the location of the box-code amount on the form and on the export file, and how the amount is formatted. For more information about this form, see [“TXFB form” on page 369](#).
- **Tax Form Payroll Codes (TXPC) form.** Use this form to define the source codes — benefit/deduction, tax, and earnings types — that make up this box code. You can access this form directly or by detailing from the Codes to Include field on the TXFB form. For more information, see [“TXPC form” on page 376](#).

[Figure 105](#) shows the relationship between the TXFB and TXPC forms.

Figure 105: Relationship between the TXFB and the TXPC forms

The image displays two overlapping software forms. The top-left form is titled 'TXFB - Tax Form Box Codes' and shows 'Box Code : 403'. It contains several fields: 'Description' (403(B) Contributions), 'Tax Form' (W-2 W-2 Tax Form), 'Box Number' (12), 'Assoc. Box' (empty), 'Electronic Media Only' (checkbox), 'Amount Type' (EEBP Employee Ben/Ded Paid), 'Export Category' (DC2 Contributions to 403(b)), 'Print Category' (COD Coded Box Amounts), and 'Label' (E05). A 'Codes to Include' button is at the bottom. The top-right form is titled 'TXPC - Tax Form Payroll Codes' and shows 'Box Code : 403' and '403(B) Contributions'. It has three sections: 'Benefit/Deductions Codes' with a list containing '1 403B 403B Retirement Plan', '2', and '3'; 'Taxes Codes' with a list containing '1', '2', and '3'; and 'Earnings Types' with a list containing '1', '2', and '3'. A purple arrow points from the 'Codes to Include' button in the TXFB form to the 'Benefit/Deductions Codes' list in the TXPC form.

In addition, if you want to assign portions of a single source code to various box codes that have *already* been defined, then you might want to use one of the following Colleague HR forms instead of the TXPC form:

- **Benefit Tax Form Boxes (BTXF) form.** Use this form to assign one benefit/deduction code to several box codes. For information about this form, see [“Benefit/Deduction code” on page 379](#).
- **Earnings Tax Form Boxes (ETXF) form.** Use this form to assign one earnings type code to several box codes. For information about this form, see [“Earnings type” on page 380](#).

Any information entered on the BTXF and ETXF forms can be modified on the TXFB and TXPC forms.

TXFB form

The information that you enter on the Tax Form Box Codes (TXFB) form determines how the amounts associated with this box code are reported on the printed tax form and on any export file that is required by the tax agency.

Noteworthy fields for W-2 processing

Each field on the TXFB form that pertains to processing W-2s is described below.



Note: The Assoc Box and Electronic Media Only fields are used by Canadian institutions.

Description

Stores a phrase to later help you identify this box code when using LookUp.

This field is required. You can enter up to 30 characters.

Tax form

Specifies the tax form on which the data for this box code is being reported.



Note: These codes are maintained in the validation code table TAX.FORMS in Colleague Core.

This field is required.

For box codes pertaining to the W-2 form, the tax-form code in this field must be “W-2” with the hyphen. For more information, see [“Importance of the tax-Form code for the W-2 form” on page 371](#).

Box number

Specifies the box number on the tax form that pertains to the amount associated with this box code.

For the W-2 form, this field is for reference only. The Print Category field controls where the amount is printed on the form.

For more information, see [“Controlling where amounts print on the W-2 form” on page 367](#).

Amount type

Use this field to specify the type of data that is included in this box code. The amount type that you enter controls the type of source code--benefit/deduction, tax, or earnings type--that can be assigned to this box code.

The amount type that you enter is validated against the Ellucian-maintained validation code table TAX.FORM.AMOUNT.TYPES in Colleague Core.



Note: These codes are stored in the Ellucian-maintained validation code table TAX.FORM.AMOUNT.TYPES in Colleague Core.

For more information, see the following:

- [“About the amount type” on page 372.](#)
- [Table 61 on page 376](#), which shows the source codes that can be assigned based on the amount type in this field.

Export category

Controls how amounts for this box code are reported on the export file of W-2 data—for example, which amounts are totaled and where the total is placed on the file.



Note: These codes are stored in the Ellucian-maintained validation code table TAX.FORM.EXPORT.CATEGS in Colleague Core.

Print category

Use this field to specify the category that controls how and where the data for this box code is reported on the tax form.

A tax agency can require that amounts be reported differently on the printed form than on an export file. The category that you enter in this field controls how the information associated with this box code is reported on the tax form. For example, it determines which amounts are to be combined into a single total and where the total prints on the tax form.

The category that you enter is validated against the Ellucian-maintained validation code table TAX.FORM.PRINT.CATEGS in Colleague Core.



Note: These codes are stored in the Ellucian-maintained validation code table TAX.FORM.PRINT.CATEGS in Colleague Core.

Label

If the amounts assigned to this box code are to be combined and reported as a single line item for a box on a tax form, then use this field to specify the text of the label that you want to print for this line item.

Although you can enter up to 20 characters in this field, Colleague HR uses only the first four.



Note: For tax codes that pertain to local wages or to local taxes that are withheld, the information from this field is printed as the Locality on the employee’s W-2 form. If you leave this field blank, then the description of the tax code as it is defined on the Tax Code Definition (TAXC) form is printed instead.

Codes to include

Allows you to access the Tax Form Payroll Codes (TXPC) form where you can specify the source codes to be included in this box code.



Note: If portions of one source code must be assigned to several box codes, then you must use the Benefit Tax Form Boxes (BTXF) or Earnings Tax Form Boxes (ETXF) forms. For information, see [“Assigning a source code to multiple box codes” on page 378](#).

Importance of the tax-Form code for the W-2 form

When you are defining a box code for the W-2 form, the tax-form code must be defined as “W-2,” as shown in [Figure 106](#) below.



Note: You choose this code from the list of codes in the validation code table TAX.FORMS in Colleague Core.

Figure 106: The correct tax-form code for the W-2 form

If the data for this box code is to be reported on the W-2 form, then the tax-form code in this field must be defined as “W-2,” with a hyphen.

The screenshot shows the 'TXFB - Tax Form Box Codes' form. At the top, it says 'Box Code : 403'. The 'Description' field contains '403(B) Contributions'. The 'Tax Form' dropdown menu is highlighted with a purple circle and contains the value 'W-2 W-2 Tax Form'. Other fields include 'Box Number' (12), 'Assoc. Box' (empty), 'Electronic Media Only' (checkbox), 'Amount Type' (EEBP Employee Ben/Ded Paid), 'Export Category' (DC2 Contributions to 403(b)), 'Print Category' (COD Coded Box Amounts), and 'Label' (E05). At the bottom, there is a 'Codes to Include' section with a magnifying glass icon.



Warning! If this code is defined without the hyphen, then the W-2 Preprocessor (W2PP) will not gather and calculate the W-2 data. This data is necessary to continue processing W-2s. Without it, any forms that you print will be blank and the export file that you create will be empty.

If this tax-form code is not “W-2,” then you or someone with the proper authority must do the following:

1. Access the TAX.FORMS validation code table in Colleague Core and change the code for the W-2 form to “W-2” with the hyphen. For information, see [“Defining the code for the W-2 tax form” on page 364](#).
2. Enter the corrected code in the Tax Form field on the TXFB form for *each* box code that pertains to the W-2 tax form.

About the amount type

The value entered in the Amount Type field on the TXFB form serves two purposes:

- It controls the source codes that can be assigned to this box code on the TXPC form. For more information and a table that shows which amount types require which source codes, see [“TXPC form” on page 376](#).
- It distinguishes whether the box code that you are defining pertains to a deduction or to a base-earnings amount. This purpose is discussed in this section.

Distinguishing deduction amounts from base-earnings amounts

Two types of reportable tax information are governed by box codes:

- **Deduction amounts.** Which are the amounts that are withheld or deducted from an employee’s pay, such as income tax withheld or Medicare tax.
- **Base-earnings amounts.** Which are the amounts that are used to determine how much is to be withheld for a particular deduction, such as regular income, tips, or amounts for group term life.

Most source codes are reported as either a deduction amount or base-earnings amount. However, for any source codes that must be reported as both, you must define two box codes: one for the deduction amount and one for the base-earnings amount.

The information that you enter in the Amount Type field on the TXFB form indicates the type of amount that a box code is reporting. Table below shows how you can determine the amount type to enter for the type of information that you want to report.

Table 59: Determining the Amount Type Needed for a Box Code

To define a box code for reporting	Enter an amount-type code with a description containing...
Deduction amounts	“Paid” <i>Examples:</i> <ul style="list-style-type: none"> • EEBP Employee Ben/Ded Paid • EETP Employee Tax Paid

Table 59: Determining the Amount Type Needed for a Box Code

To define a box code for reporting	Enter an amount-type code with a description containing...
Base-earnings amounts	Either “Taxable Amount” or “Base Amount” <i>Examples:</i> <ul style="list-style-type: none"> • EETA Employee Taxable Amount • EEBA Employee Ben/Ded Base Amt

Guide to defining box codes for the W-2 form

[Table 60](#) beginning on [373](#) provides a guide to the box codes that you should define and the data to enter in each field. You can assign any three-character ID to the box codes; those provided in the table are only suggestions.



Note: If your institution is in Puerto Rico or Guam, then the export categories for some box codes that you define will differ from those shown in [Table 60](#). To determine which export categories to use, see the current EFW2 layout and the list of export categories available in the TAX.FORM.EXPORT.CATEGS validation code table in Colleague Core.

Table 60: Guide for defining W-2 box codes

Suggested box code ID	Box description	2012 W-2 box number	Amount type	Export category	Print category	Label	Comments
WFW	Wages, Tips, Other Comp (Federal Taxable)	1	EETA	FWT	FWT	—	
WFT	Federal Income Tax Withheld	2	EETP	FTH	FTH	—	
WSS	Social Security Wages	3	EETA	SSW	SSW	—	
WSH	Social Security Tax Withheld	4	EETP	SSH	SSH	—	
WMW	Medicare Wages and Tips	5	EETA	MWT	MWT	—	
WMT	Medicare Tax Withheld	6	EETP	MTH	MTH	—	

Table 60: Guide for defining W-2 box codes (continued)

Suggested box code ID	Box description	2012 W-2 box number	Amount type	Export category	Print category	Label	Comments
WEI	Advance EIC Payment	9	EETP	EIC	EIC	—	
WCn	Dependent Care Benefits	10	Varies	DCB	DCB	—	
WNn	Nonqualified Plans	11	Varies	NQD	NQD	—	
WNn	Nonqualified Plans-457	11	Varies	NQ4	NQ4	G	
WGL	Group Term Life	12	TXBD	GTL	COD	C	
W4K	401(k) Plan	12	Varies	DC1	COD	D	
W4B	403(b) Plan	12	Varies	DC2	COD	E	
W8K	408(k)(6) Plan	12	Varies	DC3	COD	F	
W57	457(b) Plan	12	Varies	DC4	COD	G	
W5C	501(c)(18)(D) Plan	12	Varies	DC5	COD	H	
WAA	Designated Roth Contributions to a Section 401(k) Plan	12	Varies	DC6	COD	AA	
WBB	Designated Roth Contribution Under a Section 403(b) Salary Reduction Agreement	12	Varies	DC7	COD	BB	
WHA	HIRE Act Wages and Tips	12	SRTP	HWT	COD	CC	

Table 60: Guide for defining W-2 box codes (continued)

Suggested box code ID	Box description	2012 W-2 box number	Amount type	Export category	Print category	Label	Comments
WEE	Designated Roth Contributions Under a Governmental Section 457(b) Plan	12	Varies	DC8	COD	EE	
WDD	Employer Sponsored Health Coverage	12	Varies	ESH	COD	DD	
WSK	Sick Pay	12	EYTD	—	COD	J	Not included on the export file.
WBn	Nontaxable Business Expenses	12	Varies	—	COD	L	Not included on the export file.
WVn	Moving Expenses	12	Varies	—	COD	P	Not included on the export file.
WQn	Military Subsistence/ Combat Pay	12	Varies	MQS	COD	Q	
WMn	Medical Savings	12	Varies	MSA	COD	R	
W4P	408(p) Plan	12	Varies	DC5	COD	S	
WAn	Adoption Benefits	12	Varies	ADP	COD	T	
WHS	Health Savings Account	12	ERBP	HSA	COD	W	
WCP	Nontaxable Combat Pay	12	Varies	NCP	COD	Q	
W4A	Deferrals under Nonqualified Plans-409A	12	Varies	NQ9	COD	Y	

Table 60: Guide for defining W-2 box codes (continued)

Suggested box code ID	Box description	2012 W-2 box number	Amount type	Export category	Print category	Label	Comments
W9A	Income under Nonqualified Plans-409A	12	Varies	IN9	COD	Z	
Wnn	Other nn	14	Varies	—	OTH	Varies	Not included on the export file.
WSW	State Wages and Tips	16	EETA	STW	STW	—	
WST	State Withholding	17	EETP	STH	STH	—	

TXPC form

The Tax Form Payroll Codes (TXPC) form allows you to assign source codes to a box code or change the source codes that are already assigned. You can access this form directly or by detailing from the Codes to Include field on the TXFB form.

The type of source code that you assign is controlled by the amount type that you entered on the TXFB form. For example, you can assign only benefit/deduction codes to a box code that was defined with an amount type pertaining to benefit/deductions.

[Table 61 on page 376](#) below shows the type of source code that can be assigned to a box code based on the amount type entered for that box code on the TXFB form.



Note: Amount types are stored in the Ellucian-maintained validation code table TAX.FORM.AMOUNT.TYPES in Colleague Core.

Table 61: Source Code Allowed on TXPC Based on Amount Type Entered on TXFB

Amount type on TXFB	description	Type of source code allowed on TXPC
EEBA	Employee Ben/Ded Base Amt	Benefit/Deduction
EEBP	Employee Ben/Ded Paid	Benefit/Deduction
EETA	Employee Taxable Amount	Tax
EETP	Employee Tax Paid	Tax
ERBA	Employer Ben/Ded Base Amt	Benefit/Deduction
ERBP	Employer Ben/Ded Paid	Benefit/Deduction
ERTA	Employer Taxable Amount	Tax

Table 61: Source Code Allowed on TXPC Based on Amount Type Entered on TXFB

Amount type on TXFB	description	Type of source code allowed on TXPC
ERTP	Employer Tax Paid	Tax
EYTD	Employee YTD Earnings	Earnings Type
SRBP	Shared Ben/Ded Paid	Benefit/Deduction
S RTP	Shared Tax Paid	Tax
TXBD	Taxable Benefits	Benefit/Deduction

Procedure for defining box codes

Using the information in [Table 60 on page 373](#) as a guide, follow the steps below to define box codes for W-2 forms.

1. Access the Tax Form Box Codes (TXFB) form.
2. At the Box Codes LookUp prompt, enter the box code that you want to define or modify.

A box code can have a maximum of three characters.

If you are defining a new box code, enter **A** to add the code when prompted.

If you are modifying an existing code and do not know its ID, then use the LookUp feature to choose from a list of those available.

3. In the Description field, enter a meaningful phrase to identify the box code that you are defining.

You can enter a maximum of 30 characters.

4. In the Tax Form field, select the code for the W-2 form.



Warning! This code must be displayed as “W-2” with the hyphen. If any other version is displayed, see [“Importance of the tax-Form code for the W-2 form” on page 371](#) for information about what to do.



Note: Tax-form codes are stored in the TAX.FORMS validation code table in Colleague Core.

5. In the Box Number field, specify the box number on the W-2 tax form entered in the Tax Form field that pertains to the amount associated with this box code.



Note: For the W-2 form, this number is only for reference. The Print Category field on this form controls where the amount is printed on the form.

6. The Amount Type field, choose the code that specifies the type of data to be included in this box code.

For more information about this field, see [“About the amount type” on page 372](#).



Note: Amount types are stored in the Ellucian-maintained validation code table TAX.FORM.AMOUNT.TYPES in Colleague Core.

7. In the Export Category field, choose the category that controls how the data for this box code is reported on the W-2 export file.



Note: Export categories are stored in the Ellucian-maintained validation code table TAX.FORM.EXPORT.CATEGS in Colleague Core.

8. In the Print Category field, choose the category that controls how and where the data for this box code is to be reported on the W-2 tax form.



Note: Print categories are stored in the Ellucian-maintained validation code table TAX.FORM.PRINT.CATEGS in Colleague Core.

9. In the Label field, enter the text, if any, that you want to print next to the amount for this box code.

Although you can enter a maximum of 20 characters, Colleague HR uses only the first four.

10. Do you want to assign source codes to this box code?

Yes. Continue with the next step.

No, I want to assign one source code to multiple box codes.

Save your changes and update from the TXFB form. Then go to [“Procedure for assigning a source code to multiple box codes” on page 380](#).

11. In the Codes to Include field, detail to the Tax Form Payroll Codes (TXPC) form to assign the appropriate source codes to this box code.

12. Based on the amount type that you entered in [Step 6](#), enter the appropriate benefit/deduction, tax, or earnings type codes to be assigned to this box code.

For information about which type of source code can be assigned to this box code based on its amount type, see [Table 61 on page 376](#).

13. Save your changes on the TXPC and TXFB forms respectively.

Assigning a source code to multiple box codes

Colleague allows you to assign one benefit/deduction code or earnings type to multiple box codes. That benefit/deduction or earnings type is then reported in all of the box codes to which it's assigned.

You must first define your box codes using the TXFB form. Then you use the following Colleague HR forms to assign a source code to as many box codes as necessary:

- Benefit Tax Form Boxes (BTXF) form
- Earnings Tax Form Boxes (ETXF) form

Benefit/Deduction code

Using the Benefit Tax Form Boxes (BTXF) form in the Human Resources module, you can assign a benefit/deduction code to several box codes that you already defined using the TXFB form.

You can access the BTXF form directly or from the Benefit/Deduction Definition (BEND) form by detailing on the More Information field.



Note: You can assign a benefit/deduction code only to those box codes with amount types that allow benefit/deductions as a source code. For a list of amount types and the corresponding source code for each, see [Table 61 on page 376](#).

Figure 107: Benefit Tax Form Boxes (BTXF) form

Box Code	Description	Tax Form	Box	Footnote
1	TSS Taxable Ssa Benefit	W-2	3	
2	TMB Taxable Medicare Benefit	W-2	5	
3	WGL Group Term Life	W-2	12	
4	TFB Taxable Federal, Benefit	W-2	1	
5				
6				

In the Box Code column, enter the box codes that you created on the TXFB form and that you want to use to report this benefit or deduction. When you enter a box code, its description, applicable tax form, and box number are displayed in the remaining fields on that line.

You can associate a single benefit/deduction code with as many box codes as necessary. The benefit/deduction code is then reported in all of the box codes specified.



Warning! You can finish from the form without entering a box code. However, if you do, no information for this benefit/deduction is reported on any tax form.

Earnings type

Using the Earnings Tax Form Boxes (ETXF) form in the Human Resources module, you can assign an earnings type to several box codes that you already defined using the TXFB form.

You can access the ETXF form directly or from the Earnings Type Definition (EARN) form by detailing on the More Information field.



Note: You can assign an earnings type only to those box codes with amount types that allow earnings types as a source code and only to box codes pertaining to *nontaxable* earnings. For a list of amount types and the corresponding source code for each, see [Table 61 on page 376](#).

Figure 108: Earnings Tax Form Boxes (ETXF) form

Box Code	Description	Tax Form	Box	Footnote
1 TSE	Taxable Ssa Earnings	W-2	3	
2 TME	Taxable Medicare, Earning	W-2	5	
3 INC	Income	T4	14	00
4 B24	EI Insurable Earnings	T4	24	00
5 B26	CPP Pensionable Earnings	T4	26	
6 B56	PPIP insurable earnings	T4	56	
7				

In the Box Code column, enter the box codes that you created on the TXFB form and that you want to use to report this nontaxable earnings type. When you enter a box code, its description, applicable tax form, and box number are displayed in the remaining fields on that line.

You can associate a single earnings type with as many box codes as necessary. The earnings type is then reported in all of the box codes specified.



Warning! You can finish from the form without entering a box code. However, if you do, no information for this earnings type is reported on any tax form.

Procedure for assigning a source code to multiple box codes

Follow the steps below to assign a benefit/deduction code or an earnings type to multiple box codes.



Note: You must define the box codes before you can assign a source code to them. If you have not defined them, see [“Procedure for defining box codes” on page 377](#).

1. What type of source code are you assigning to multiple box codes?

Benefit/deduction code. Access the Benefit tax Form Boxes (BTXF) form.

Earnings type. Access the Earnings Tax Form Boxes (ETXF) form.



Note: These forms are in the Human Resources module.

2. At the LookUp prompt, enter the ID of the source code that you want to assign to multiple box codes.

If you do not know the ID to enter, then use the LookUp feature to choose from a list of available benefit/deduction codes or earnings types, depending on whether you are using the BTXF or the ETXF form.

3. In the Box Code column, enter the ID of each box code to which this source code is being assigned.

If you do not know the code to enter, then use the LookUp feature to choose from a list of available Box codes.

If the box code you want is not listed, then follow the steps in [“Procedure for defining box codes” on page 377](#) to define it.

4. Save your changes on the BTXF or ETXF form.

Setting up the parameters for marking check boxes

The W-2 form contains three check boxes:

- Statutory Employee
- Retirement Plan
- Third-Party Sick Pay

The W-2 Processing Setup (W2PS) form contains parameters that control when the Statutory Employee and Retirement Plan check boxes are marked on an employee’s W-2 form.

The check box for third-party sick pay is marked on an employee-by-employee basis using the W-2 Adjustment (W2AJ) form. It cannot be controlled by a parameter.

Figure 109: W-2 Processing Setup (W2PS) form

Fields that control when a check box is marked

Retirement Plan Ben/Ded Codes	
1	401K Pre Tax Retirement Savings
2	BCBS BCBS HMO Health Plan

Retirement Plan Tax Codes	
1	
2	

Retirement Plan Earnings Types	
1	
2	

Flag Statutory Employees Yes

Use CHECK Address Yes

Kind of Employer Y State/Local Tax Exempt

PDF Template for Printing W-2s W2ST Standard Template

Subroutine for Printing W-2s

Forms Processing ID for W-2s

Maximum Line Items in Code Box	4	Print Control Prefix	
Maximum Line Items in Other Box	4	Print Control #1	
Maximum Line Items in State Box	2	Print Control #2	
Maximum Line Items in Local Box	2	Print Control #3	

This section includes information about the criteria that must be entered to mark these check boxes correctly.

When to set up these parameters

You must set up the parameters for marking check boxes before you run the W-2 Preprocessor (W2PP) process.

Check box for statutory employees

Statutory employees are those who are not subject to having federal income tax withheld, but who are subject to the withholding of FICA and Medicare taxes. On the Employee Taxes (ETAX) form, these employees have the FATER code "E" for federal income tax and "R" for FICA and Medicare taxes.



Note: For information about the ETAX form and FATER codes, see the chapter on maintaining employee taxes in the [Using Payroll](#) manual.

The W2PS form contains the parameter that controls whether employees who meet this criteria have this check box marked.

Figure 110: Parameter for marking the statutory employee check box

W2PS - W-2 Processing Setup

Retirement Plan Ben/Ded Codes	1	401K Pre Tax Retirement Savings
	2	BCBS BCBS HMO Health Plan
Retirement Plan Tax Codes	1	
	2	
Retirement Plan Earnings Types	1	
	2	

Flag Statutory Employees No

Use CHCK Address Yes

Kind of Employer Y State/Local Tax Exempt

PDF Template for Printing W-2s W2ST Standard Template

Subroutine for Printing W-2s

Forms Processing ID for W-2s

Maximum Line Items in Code Box	4	Print Control Prefix	
Maximum Line Items in Other Box	4	Print Control #1	
Maximum Line Items in State Box	2	Print Control #2	
Maximum Line Items in Local Box	2	Print Control #3	

Field that controls whether the Statutory Employee check box is marked

If your institution wants employees who meet this criteria to have this check box marked, then you must enter **Yes** in the Flag Statutory Employees field.



Note: You can override this parameter for a particular employee *after* the W-2 Preprocessor (W2PP) is run by using the W-2 Adjustment (W2AJ) form.



Note: This parameter is stored in the QTD.YTD.PARAMETER record in the HR.PARMS file. It is used by the W-2 Preprocessor (W2PP) and the W-2 Form Print (W2FP) processes.

Check box for retirement plan

Employees who actively participate in a retirement plan at your institution during the tax year that you are reporting must have the Retirement Plan check box marked.

To determine which employees meet this criteria, Colleague needs to know the benefit/ deduction codes, the tax codes, or the earnings types that are used to identify a retirement plan at your institution.

You enter these codes in the following fields on the W2PS form:

- Retirement Plan Ben/Ded Codes
- Retirement Plan Tax Codes
- Retirement Plan Earnings Types

Figure 111: Parameters for marking the retirement plan check box

Windows that control when the Retirement Plan check box is marked

The Retirement Plan check box is marked for those employees who meet *both* of the following conditions:

- At least one of the codes entered in any of these fields is assigned to the employee.
- The employee has amounts associated with that code for the current tax year.



Warning! If you enter a benefit/deduction code in the Retirement Plan Ben/Ded Codes field, do not enter its tax code or earnings type in the Retirement Plan Tax Codes or Retirement Plan Earnings Types fields.

If you do, then all employees who are assigned that tax code or earnings type will have the Retirement Plan check box marked on their W-2s, regardless of whether they participate in a retirement plan.



Note: You can override this parameter for a particular employee *after* the W-2 Preprocessor (W2PP) is run by using the W-2 Adjustment (W2AJ) form.

Check box for third-party sick pay

If you have employees who received sick pay from a third party and the third party did not provide these employees with a W-2 form—essentially transferring the responsibility of reporting this sick pay to you—then you must mark the Third-Party Sick Pay check box for the affected employees.

Unlike the check boxes for statutory employees and retirement plan, marking the check box for third-party sick pay is determined on an employee-by-employee basis. It cannot be set up as a parameter.

To mark this check box, you must use the W-2 Adjustment (W2AJ) form to add the Third-Party Sick Pay check box to *each* employee who has third-party sick pay to be reported. [Figure 112](#) shows an example. For information, see [“Reporting an employee’s third-party sick pay” on page 412](#).



Note: Before you can adjust an employee’s W-2 data on the W2AJ form, the W-2 Preprocessor (W2PP) process must be run.

Figure 112: Marking the third-party sick pay check box on the W2AJ form

Code that controls whether the Third-Party Sick Pay check box is marked for an employee

The screenshot shows the 'W2AJ - W-2 Adjustment' form for Tax Year 2012, Quarter Q4. Employee details include Last Name/Suffix 'Jones', First/Middle Name 'Dennis', Address '6115 Havener House Way', City State Zip Country 'Centreville VA 20120 USA', and SSN '262-62-6262'. Under 'Checkboxes', 'PENS' and 'TPSP' are listed with 'X' in the 'Flag' column. The 'TPSP' checkbox is highlighted with a purple circle. Below is a table of reportable amounts.

Box Code	Num	Label	Total Amount
1 W1 Wages, Tips, Other Comp	01		23,268.58
2 W2 Federal Income Tax Withheld	02		6,730.03
3 MDI Medicare	05		351.45
4 W5 Medicare Wages and Tips	05		48,476.22

In addition, on the Create W-2 Export (W2EX) form, you must verify the federal income tax that was withheld by the third party. These amounts are included on the employer totals record.

Figure 113: Federal income tax withheld on the W2EX form

The screenshot shows the 'W2EX - Create W-2 Export' form for Tax Year 2012. It includes fields for PIN Assigned by SSA (123), Resubmittal TLCN, Contact (1091888 Bakhtiar Rakhmatov), Phone Number/Ext (703-555-7777), Notification Method (1 E-mail/Internet), Fax Number (232-132-1231), and E-mail Address (brn@abc.com). A table titled 'Total Federal Income Tax Withheld by Third Party' is highlighted with a red box and a callout: 'Federal income tax that was withheld by a third party'. The table has two columns: 'FICA Class' and 'Tax Withheld'. It contains three rows: 1 R Regular(All Others) with 3500.00, 2 Q M.Q.G.E. with 900.00, and 3 with an empty field. Other fields include Batch Control ID, Update Mode (No), and a Modify Target File Definition button.

Total Federal Income Tax Withheld by Third Party	
FICA Class	Tax Withheld
1 R Regular(All Others)	3500.00
2 Q M.Q.G.E.	900.00
3	

For information about using the W2AJ and W2EX forms, see [“Understanding the W2AJ process” on page 410](#) and [“Understanding the W2EX process” on page 439](#) respectively.

Procedure for setting the parameters to mark check boxes

Follow the steps below to set up the parameters for marking the Statutory Employee and Retirement Plan check boxes on all W-2 forms. You can override these parameters for individual employees by using the W-2 Adjustment (W2AJ) form.



Note: Before you can adjust an employee's W-2 data on the W2AJ form, the W-2 Preprocessor (W2PP) process must be run.

1. Access the W-2 Processing Setup (W2PS) form.
2. In the Retirement Plan Ben/Ded Codes field, enter the benefit/deduction codes that are associated with retirement plans at your institution.
If you do not know the code to enter, then use the LookUp feature to choose from a list of the benefit/deduction codes defined at your institution.
3. If your institution has taxable retirement plans that are defined only as tax codes and *not as benefit/deductions*, then enter those tax codes in the Retirement Plan Tax Codes window.

If you do not know the code to enter, use the LookUp feature to choose from a list of the tax codes defined at your institution.

4. If your institution uses earnings types to identify earnings that contribute to a retirement plan that *is not defined as a benefit/deduction*, then enter those earnings types in the Retirement Plan Earnings Types field.

If you do not know the code to enter, use the LookUp feature to choose from a list of the earnings types defined at your institution.

5. In the Flag Statutory Employees field, indicate whether to mark the Statutory Employee check box for those employees who meet the criteria.

To mark the check box for those employees who meet the criteria, enter **Yes**.

To leave the check box unmarked for all employees, regardless of whether they meet the Statutory Employee criteria, enter **No**.

6. Are you finished setting up parameters on the W2PS form?

Yes. Save your changes and update from the W2PS form.

No. I want to set up the address to use. See [“Procedure for specifying the employee address to use” on page 388](#).

No. I want to set up the print parameters. See [“Procedure for setting up the printing method” on page 390](#).

Specifying the employee address to use

When processing W-2s, you can choose to use either of the following addresses for employees:

- The address entered on the Paycheck & Other Information (CHCK) form.
- The address entered in Colleague Core based on the hierarchy specified on the W-2 Preprocessor (W2PP) form. If no address is found in the Name/Address Hierarchy, then the last known address will be used.



Note: The employee’s name used in W-2 processing is always the name entered in the Name field on the Name and Address Entry (NAE) form in Colleague Core. The name entered on the CHCK form is ignored.

Use CHCK Address field on W2PS

The Use CHCK Address field on the W-2 Processing Setup (W2PS) form controls whether an address entered on the Paycheck & Other Information (CHCK) form is the address that is printed on the employee’s W-2 form and is included on the W-2 export file.

Using this field, you can specify whether to *always use* a current employee address, if any, that is entered on the CHCK form or to *ignore* all employee addresses entered on the CHCK form.



Note: The Payroll & Other Information (CHCK) form allows you to specify an employee address to be used for HR purposes, such as delivering paychecks, advices, W-2 forms, and so on.

What happens if you enter "Yes"

If you enter "Yes" in the Use CHCK Address field on the W2PS form, Colleague determines the employee's address as follows:

1. Colleague uses any address entered on the CHCK form that is valid for the current date.
2. If no address is entered on the CHCK form or if the address entered is not valid for the current date, Colleague uses the address determined by the hierarchy entered in the Name/Address Hierarchy field on the W2PP form.
3. If no hierarchy is entered in the Name/Address Hierarchy field on the W2PP form, the preferred mailing address on the Name and Address Hierarchy (NAHM) form will be used when the date is active.
4. If an active address is not found using the CHCK form or the Name/Address Hierarchy, the address with the most recent effective end date will be used.

For information about the W2PP process and the Name/Address Hierarchy field, see ["Gathering the W-2 data" on page 403](#).

What Happens if you enter "No"

If you enter "No" in the Use CHCK Address field, Colleague determines the employee's address as follows:

1. Colleague uses the address determined by the hierarchy entered in the Name/Address Hierarchy field on the W2PP form.
2. If no hierarchy is entered in the Name/Address Hierarchy field, Colleague uses the preferred mailing address as indicated on the Person Addresses (ADR) form.

When to set up this parameter

You must set up the parameter that determines whether the CHCK address is used *before* you run the W-2 Preprocessor (W2PP) process.

Procedure for specifying the employee address to use

Follow the steps below to specify the employee address to use on the printed W-2 form and to include in the export file.

1. Access the W-2 Processing Setup (W2PS) form.

2. In the Use CHCK Address field, indicate whether to use any employee address entered on the CHCK form.

To always use the employee's address entered on the CHCK form, leave the default as "Yes."

To use the address determined by the Name/Address Hierarchy or the employee's preferred address as indicated on the Person Addresses (ADR) form, enter No.

3. Are you finished setting up parameters on the W2PS form?

Yes. Save your changes and update from the W2PS form.

No, I want to set up the parameters for marking check boxes. See ["Procedure for setting the parameters to mark check boxes" on page 386.](#)

No, I want to set up the print parameters. See ["Procedure for setting up the printing method" on page 390.](#)

Setting up the W2FP printing method

The W-2 Form Print (W2FP) form allows you to specify the print method that you want to use to print W-2s. Ellucian provides IRS-compliant W-2s in PDF format on plain 8.5" x 11" paper and on pressure seal form MW1289 provided by RR Donnelly. For more information about the Ellucian supported forms and envelopes, see [Supported U.S. Regulatory Tax Forms.](#)

When to perform setup

You can perform the setup procedures in this section at any time before you run the W-2 Form Print (W2FP) process. For example, you can perform these steps at the same time that you set up your other parameters on the W2PS form, or you can wait until you are ready to run the W2FP process.

Printing W-2s in PDF format

The W2FP process has the capability to print W-2s in PDF format, which allows you to print your employees' W-2s in an IRS-compliant format on 8.5" x 11" plain paper and on pressure seal form MW1289 provided by RR Donnelly.

Standard template

The W2ST–Standard Template is used to create the W-2 in PDF format and contains the IRS-compliant W-2 form with the employee's W-2 data. It can be printed on 8.5" x 11" plain paper.

Four copies of the employee's W-2 — Copy B, C, and two copies of Copy 2 — are printed on a single page followed by one page of standard IRS instructions.



Note: The W2ST–Standard Template is always used for self-service on the web.

If your printer supports duplex printing, most W-2s can be printed on a single page. Additional pages are printed for those employees who either receive more than one W-2, such as those who have income in multiple states, or who have more information than will fit on one W-2 form.

Pressure seal template

The PDF template for the pressure seal form is W2PS–Pressure Seal Template and is printed on RR Donnelly’s form MW1289. Four copies of the employee’s W-2 — Copy B, C, and two copies of Copy 2 — are printed on a single page. The instructions are not printed because they are already included on the back of the form. The mailer label is included on this template.

Print setup on the W2PS form

If you are printing your W-2 forms in PDF format, you can leave all unrequired fields blank.

Because the fields for entering Maximum Line Items are required, you must enter a number in each field. However, when you are running the W-2 Form Print (W2FP) process and you choose to print in PDF format, Colleague ignores the data that you enter.

Procedure for setting up the printing method

Follow the steps below to use the W-2 Processing Setup (W2PS) form to perform the setup needed to print W-2 forms.

1. Access the W-2 Processing Setup (W2PS) form for setting up your W-2s in PDF format.
2. In the PDF Template for Printing W-2s field, either enter **W2ST - Standard Template** or **W2PS - Pressure Seal Template**.
3. In the Maximum Line Items in Code Box field, enter the maximum number of lines that can be printed on your W-2 form in the box containing IRS codes and amounts. On the 2012 W-2 form, this is Box 12.

The number that you enter must be 6 or less.



Note: If you are printing W-2s in PDF format, Colleague ignores the numbers that you enter in [Step 3](#) through [Step 6](#).

4. In the Maximum Line Items in Other Box field, enter the maximum number of lines that can be printed on your W-2 form in the box labeled “Other.”

The number that you enter must be 6 or less.

5. In the Maximum Line Items in State Box field, enter the maximum number of lines that can be printed in the boxes that report state wages and income tax on your W-2 form.
The number that you enter must be 4 or less.
6. In the Maximum Line Items in Local Box field, enter the maximum number of lines that can be printed in the boxes that report local data on your W-2 form.
The number that you enter must be 4 or less.
7. Save your entries and update from the W2PS form.

Processing W-2 and Year-End Data

Before you begin

Before processing W-2 data for your employees, you must perform the preliminary steps presented below.

1. Review the current regulations for W-2 processing.
2. Verify that the code for the W-2 form has been defined as “W-2,” with the hyphen.



Warning! If this code is defined in any other way, such as “W2,” the W-2 Preprocessor (W2PP) does not gather and calculate the W-2 data. For information about how to correct this code, see [“Importance of the tax-Form code for the W-2 form” on page 371.](#)



Note: This code is stored in the validation code table TAX.FORMS in Colleague Core.

3. Verify that all necessary box codes have been defined and that all associated information is correct for this tax year. Make any changes necessary.

Box codes are defined on the Tax Form Box Codes (TXFB) and Tax Form Payroll Codes (TXPC) forms. For information, see [“Procedure for defining box codes” on page 377.](#)

4. Set up the parameters for W-2 processing at your institution by using the W-2 Processing Setup (W2PS) form, or verify your existing parameters.

Note that changes in regulations might require changes to your existing parameters.

5. On the Monitor Qtly/Yrly Processing (QYPR) form, verify the data in the following fields:

- Quarter Currently Being Processed field displays “Q4 Fourth Quarter.”
- Quarter Ending Date field displays the ending date of your fourth quarter, typically 12/31, in the tax year for which you are processing W-2s.
- QCEB Copy EMPLOYES to EMPBKUP field displays “Yes.”

This information indicates that the QCEB process has successfully completed for the fourth quarter of the current tax year. If the data in these fields is different, then you cannot begin W-2 processing.

For information about the quarterly statuses that are displayed on the QYPR form, see [“Monitoring quarterly processing” on page 292.](#)

Steps at a glance

[Table 62](#) below provides an overview of the steps involved in W-2 and year-end processing.

After you perform each step, use the Monitor Qtly/Yrly Processing (QYPR) form to verify that it completed successfully.

- For information about using the QYPR form to monitor year-end processing, see [“Understanding the QYPR statuses for year-end processing” on page 361](#).
- For more general information about the QYPR form, see [“Monitoring quarterly processing” on page 292](#).



Note: If your institution uses the W-2 PDF WebAdvisor workflow to make employees' W-2 forms available online, be sure to remind your employees to verify their consent status. For more information about this workflow, see the [WebAdvisor for Colleague HR](#) manual.

Table 62: Steps for performing W-2 and year-end processing

Step	Procedure	Form	Reference
1.	Make any necessary adjustments to the taxable benefits and deductions, amounts, or both, for individual employees.	W-2 Employee Benefit Adjustmt (W2BA)	“Adjusting an employee’s taxable benefits” on page 394
2.	Gather the W-2 data for each employee.	W-2 Preprocessor (W2PP)	“Gathering the W-2 data” on page 403
3.	Make any necessary adjustments to W-2 data for individual employees.	W-2 Adjustment (W2AJ)	“Adjusting an employee’s W-2 data” on page 410
4.	Generate the W-2 Verification Report. This report includes any manual adjustments that were made in Step 3 using the W2AJ process.	W-2 Verification Report (W2VR)	“Generating the W-2 verification report” on page 419
5.	Print the W-2 forms.	W-2 Form Print (W2FP)	“Printing W-2s” on page 431
6.	Create the export file of W-2 data to be submitted to the Social Security Administration.	Create W-2 Export (W2EX)	“Creating the export file of W-2 data” on page 439

Adjusting an employee's taxable benefits

This section presents the following information about the adjustments that you can make to a specific employee's taxable benefits and deductions:

- An explanation of the W-2 Employee Benefit Adjustmt (W2BA) form and its detail form, W-2 Taxable Benefit Preview (W2B1), which are used to make these adjustments.
- The procedures for using these forms.

Where adjustments are made

Adjustments are made in the EMPBKUP file, where they are used only during W-2 processing.

When to make adjustments

Because these adjustments are made in the EMPBKUP file, you can make adjustments only *after* the Copy EMPLOYES to EMPBKUP (QCEB) process has successfully copied the fourth-quarter data for quarterly processing from the EMPLOYES file to the EMPBKUP file.



Note: You can verify the status of the QCEB process by accessing the Monitor Qtly/Yrly Processing (QYPR) form and confirming that the field QCEB Copy EMPLOYES to EMPBKUP displays “Yes.”

You should make adjustments to an employee's taxable benefits and deductions *before* the W-2 Preprocessor (W2PP) is run.



Note: The W2PP process gathers W-2 data for all employees from the EMPBKUP file and stores it in the TAX.W2 file for further W-2 processing.

When adjustments to taxable benefits and deductions are made after the W2PP process is run, then the W2PP process, along with any subsequent W-2 processing such as printing W-2 forms or creating the export file, must be re-run to incorporate the adjusted data. For more information, see [“Relationship of W2BA to the W2PP process” on page 400.](#)

Understanding the W2BA process

The W-2 Employee Benefit Adjustmt (W2BA) form provides a method for you to adjust the following data for a specific employee:

- Taxable amount for a particular benefit/deduction.
- Benefit/deduction codes on which the employee is taxed.



Note: These adjustments do not permanently change the employee's benefits and deductions. To make a permanent change, you must use the Benefits/Deductions (BNDS) form and its associated forms. For information about the BNDS form, see the [Using Human Resources](#) manual.

When you make an adjustment, the W2BA process first determines which tax codes pertain to that benefit/deduction and then adjusts the taxable amounts for those tax codes accordingly.

By detailing to the W-2 Taxable Benefit Preview (W2B1) form, you can preview the effects of the adjustments made on the W2BA form before you save them.

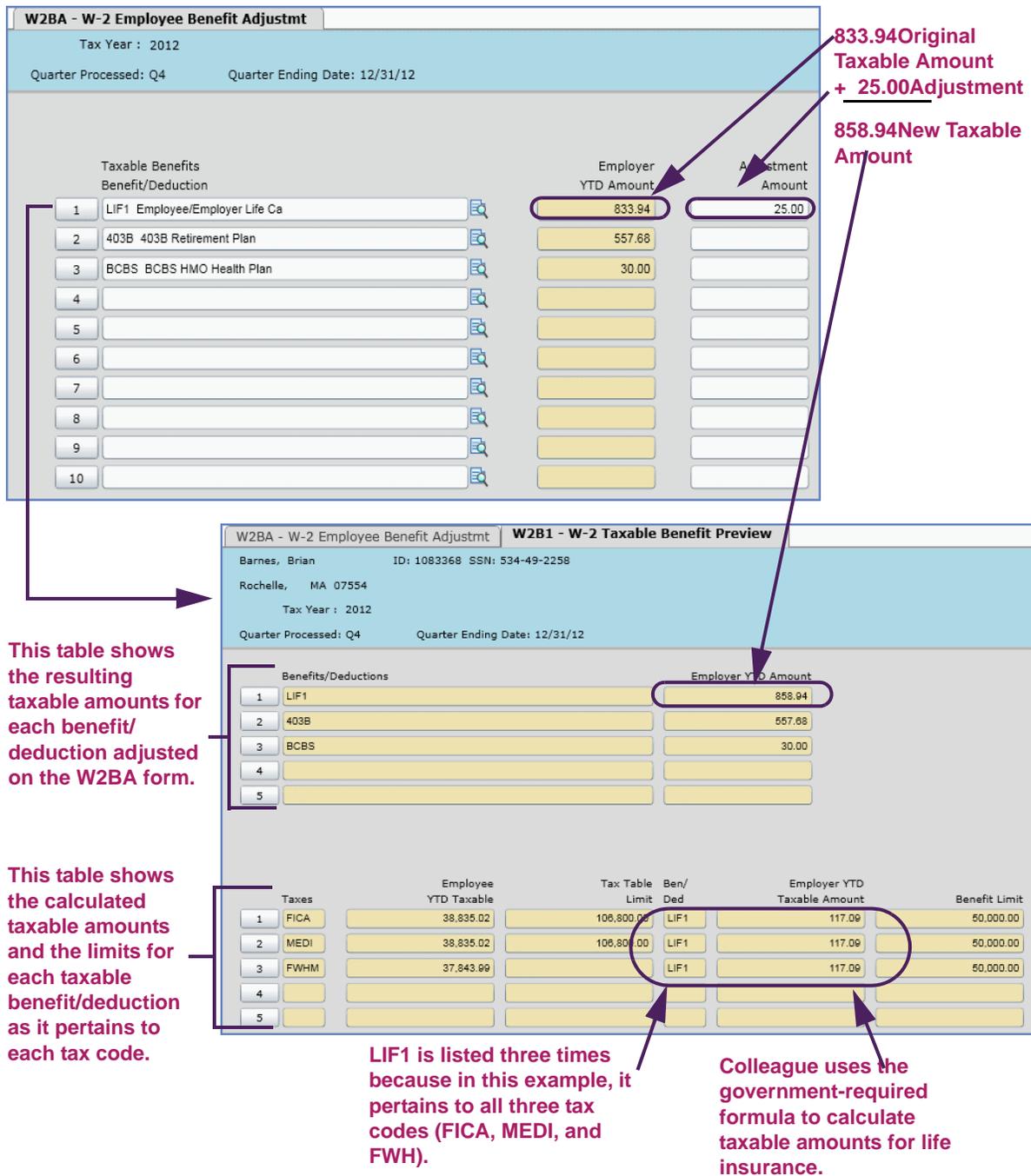


Note: You cannot change any data displayed on the W2B1 form. Its only purpose is to show you the effects of the adjustments made on the W2BA form.

Your adjustments are not saved until you update from the W2BA form. Therefore, you can repeatedly make adjustments on the W2BA form for the same employee and preview the results on the W2B1 form until you are satisfied with the results.

[Figure 114 on page 396](#) illustrates the relationship between the W2BA and the W2B1 forms and the effects of adjusting an amount for an existing taxable benefit/deduction. To see the effects of adding another benefit/deduction code, see [Figure 115 on page 399](#).

Figure 114: Relationship between the W2BA and the W2B1 forms



When you finish making adjustments and save them on the W2BA form, it updates the status in the W2BA W-2 Employee Benefit Adjustmt field on the Monitor Qtlly/Yrly Processing (QYPR) form to "Yes."



Note: A status of “Yes” in the W2BA W-2 Employee Benefit Adjustmt field on the QYPR form indicates that adjustments have been made on the EMPBKUP file that have not yet been incorporated into the TAX.W2 file and, therefore, will not be included on the employees’ W-2s. You cannot print W-2 forms or create the export file if this status is “Yes.”

To incorporate these changes into the TAX.W2 file, you must run the W-2 Preprocessor (W2PP). Doing so resets the status in the W2BA W-2 Employee Benefit Adjustmt field to “No,” allowing you to print W-2 forms and create the export file. For information about the W2PP process, see [“Understanding the W2PP process” on page 403.](#)

Adjustments that you can make using W2BA

When you access the W2BA form and enter an employee’s ID, the list of that employee’s taxable benefit/deductions is displayed along with the taxable amount for each. You can adjust the taxable amount for any of the benefit/deductions displayed, add another taxable benefit/deduction, or both.



Note: You cannot delete a benefit/deduction code from the displayed list. However, you can eliminate its taxable amount by entering that amount as a negative number in the Adjustment Amount column. See [Table 63 on page 398](#) for an example.

The next time that you access the W2BA form for that employee, the benefit/deduction code is still displayed, but its taxable amount in the Employer YTD Amount column is “0.00.”

Adjusting a taxable amount

The taxable amount for each benefit/deduction code is displayed in the Employer YTD Amount column. To adjust this amount, you enter in the Adjustment Amount column the amount that should be added to or subtracted from the taxable amount in order to make it correct. If the amount you enter is to be subtracted, be sure to enter it as a negative number.



Note: If you are adjusting an amount for a benefit/deduction code that pertains to life insurance that is taxable only when it exceeds a specific policy value, then *before* making the adjustment on the W2BA form, you or someone with the proper authority must first access the Life Insurance Taxable Info (BLIF) form and temporarily delete the amount in the Taxable After field. Otherwise, the adjustment is ignored.

After making all adjustments, this amount must be re-entered in the Taxable After field on the BLIF field. These additional steps are included in the procedure for using the W2BA process on [400](#).

Regardless of the amount that you enter in the Adjustment Amount column, Colleague does not allow the resulting taxable amount to ever be less than zero or greater than the maximum amount for which this benefit is taxable. This maximum amount, if any, for a benefit/deduction is displayed on the Taxable Information (BTAX) form in the Taxable Until field. For information about the BTAX form, see the [Using Human Resources](#) manual.

[Table 63](#) provides examples of how to make specific corrections to a taxable amount.

Table 63: Examples of adjusting a taxable amount

If the displayed taxable amount is...	Should be	Then enter this amount in the adjustment amount column
\$400	\$425.50	25.50
\$400	\$375.25	- 24.75
\$400	\$0	- 400

By detailing to the W2B1 form, you can preview the effect of your adjustment. Because your adjustments are not saved until you update from the W2BA form, you can make adjustments on the W2BA form and preview the results repeatedly until you are satisfied.

Adding a benefit/deduction code to the employee's list

You can add a taxable benefit/deduction code to the list displayed for an employee by entering the appropriate benefit/deduction code on the first available blank line.



Note: When adding a benefit/deduction code to this list, you must also enter its taxable amount in the Adjustment Amount column.

Any benefit/deduction codes that are added without an associated taxable amount are not saved when you finish from the W2BA form. Therefore, you cannot add a taxable benefit/deduction code for an employee and then return to this form later to enter the appropriate amount.

You can preview the results by detailing to the W2B1 form. [Figure 115 on page 399](#) shows the effects of adding a car allowance with a taxable amount of \$600.

Figure 115: Example of the effects from adding a taxable benefit/deduction

W2BA - W-2 Employee Benefit Adjustmt			
Tax Year : 2012			
Quarter Processed: Q4		Quarter Ending Date: 12/31/12	
Taxable Benefits Benefit/Deduction	Employer YTD Amount	Adjustment Amount	
1 LIF1 Employee/Employer Life Ca	833.94	25.00	
2 403B 403B Retirement Plan	557.68		
3 BCBS BCBS HMO Health Plan	30.00		
4 CAR Automobile Allowance		600.00	
5			
6			
7			
8			
9			
10			

W2BA - W-2 Employee Benefit Adjustmt		W2B1 - W-2 Taxable Benefit Preview			
Barnes, Brian ID: 1083368 SSN: 534-49-2258					
Rochelle, MA 07554					
Tax Year : 2012					
Quarter Processed: Q4		Quarter Ending Date: 12/31/12			
Benefits/Deductions	Employer YTD Amount				
1 LIF1	858.94				
2 403B	557.68				
3 BCBS	30.00				
4 CAR	600.00				
5					
Taxes	Employee YTD Taxable	Tax Table Limit	Ben/Ded	Employer YTD Taxable Amount	Benefit Limit
1 FICA	39,435.02	106,800.00	CAR	600.00	50,000.00
2 MEDI	39,435.02	106,800.00	LIF1	117.09	50,000.00
3 FWHM	38,443.99		CAR	600.00	
4 FWHM	38,443.99		LIF1	117.09	50,000.00
5					

Effects of adding the CAR benefit/deduction

Original amounts before the car allowance was added. (These amounts are from [Figure 114 on page 396.](#))

Taxes	Employee YTD Taxable	Tax Table Limit	Ben/Ded	Employer YTD Taxable Amount	Benefit Limit
1 FICA	38,835.02	106,800.00	LIF1	117.09	50,000.00
2 MEDI	38,835.02	106,800.00	LIF1	117.09	50,000.00
3 FWHM	37,843.99		LIF1	117.09	50,000.00
4					
5					

Relationship of W2BA to the W2PP process

The W-2 Preprocessor (W2PP) gathers tax data for every employee from the EMPBKUP file, manipulates it to meet W-2 reporting requirements, and stores it in the TAX.W2 file. Ideally, all adjustments to employees' taxable benefit/deductions should be made *before* the W2PP process is run.

Sometimes, however, you discover that adjustments are needed after the W2PP process has been run. Because any adjustments that you make to the EMPBKUP file can affect the data reported on the W-2s, you must re-run the W2PP process for the modified records to incorporate the adjusted data in the balance of W-2 processing.



Note: If you have made adjustments using the W2BA form, you cannot print W-2 forms or create the export file until you have re-run the W2PP process.

To determine whether you have any adjustments that are not yet incorporated into the TAX.W2 file, you can access the Monitor Qtly/Yrly Processing (QYPR) form and look at the status in the W2BA W-2 Employee Benefit Adjustmt field. If this status is “Yes,” then you must re-run the W2PP process in order to continue with W-2 processing.

If you have run any other W-2 processes, such as W-2 Form Print (W2FP) or Create W-2 Export (W2EX), then you must also re-run those to include the adjusted data. For information about these processes, see [“Printing W-2s in PDF format” on page 432](#) and [“Creating the export file of W-2 data” on page 439](#) respectively.

Re-running the W2PP process to incorporate adjustments made using the W2BA form changes the status in the W2BA W-2 Employee Benefit Adjustmt field on the Monitor Qtly/Yrly Processing (QYPR) form to “No,” allowing you to continue with the balance of W-2 processing.

For information about the W2PP process, see [“Gathering the W-2 data” on page 403](#).

Procedure for adjusting an employee's taxable benefits

Follow the steps below to use the W-2 Employee Benefit Adjustmt (W2BA) form to adjust the taxable benefit/deductions, amounts, or both for a particular employee.

1. Access the Monitor Qtly/Yrly Processing (QYPR) form and verify that the status in the QCEB Copy EMPLOYES to EMPBKUP field is “Yes” for the fourth quarter of the tax year that you are processing.

Because the W2BA form adjusts amounts in the EMPBKUP file, the QCEB process must have completed in order for the amounts to exist in that file.

2. Do any of the amounts that you want to adjust pertain to life insurance that is taxable only when it exceeds a certain policy value, such as \$50,000?

Yes. Continue with the next step.

No. Skip to [Step 8](#).

3. Access the Life Insurance Taxable Info (BLIF) form.

If you cannot access this form, ask your system administrator or someone with the proper authority to perform [Step 3](#) through [Step 7](#). These steps all require access to the BLIF form.
4. At the Benefit/Deduction LookUp prompt, enter the benefit/deduction code for the life insurance with the amounts that you want to adjust for a particular employee.

If you do not know the code to enter, use Colleague's LookUp feature to choose from a list of available codes.
5. Write down the amount displayed in the Taxable After field.

You will need to re-enter this number after you have finished making adjustments.
6. Delete the displayed amount from the Taxable After field.
7. Save your changes and finish from the BLIF form.
8. Access the W-2 Employee Benefit Adjustmt (W2BA) form.
9. At the Employee LookUp prompt, enter the ID of the employee whose taxable benefit/ deductions you want to adjust.

If you do not know the employee's ID, use Colleague's LookUp feature to find the appropriate employee.

A list of that employee's taxable benefit/deductions and amounts is displayed.
10. Do you want to **adjust** an amount that is displayed or **add** another taxable benefit/ deduction code?

Adjust an amount. Continue with the next step.

Add a taxable benefit/deduction code. Skip to [Step 15](#).
11. In the Adjustment Amount column for the benefit/deduction that needs adjusting, enter the amount that should be added to or subtracted from the amount displayed in the Employer YTD Amount column.

If the amount that you enter is to be subtracted, enter it as a negative number.

See [Table 63 on page 398](#) for examples of taxable amount adjustments.
12. Detail on the benefit/deduction code that you adjusted to preview the adjusted amount on the W-2 Taxable Benefit Preview (W2B1) form.
13. Is the adjusted amount correct?

Yes. Return to the W2BA form and continue with the next step.

No. Return to the W2BA form to modify the adjustment that you made. Repeat [Step 11](#) through [Step 13](#) until the amount is correct.

Adjustments that you make on the W2BA form are not saved until you finish from that form.

14. Are you finished making adjustments for *this* employee?

Yes, but I have adjustments to make for other employees.

Save your changes and update the record for this employee. Return to [Step 9](#) to begin adjustments for the next employee.

Yes, and I am finished making adjustments for all employees.

Save your changes and update the record for this employee. Skip to [Step 20](#).

No, I need to adjust other amounts.

Repeat [Step 11](#) through [Step 13](#).

No, I need to add a taxable benefit/deduction for this employee.

Continue with the next step.

15. To add a taxable benefit/deduction, on the first blank line of this employee's list of taxable benefit/deductions, enter the benefit/deduction code to be added.

If you do not know the code to enter, use Colleague's LookUp feature to choose from a list of available benefit/deduction codes.

16. In the Adjustment Amount column for the new benefit/deduction, enter the taxable amount.

To save this new benefit/deduction code, you must enter an associated adjustment amount.

17. Detail on the benefit/deduction code that you added to preview its effects on the W-2 Taxable Benefit Preview (W2B1) form.

18. Are you satisfied with the new amounts?

Yes. Return to the W2BA form and continue with the next step.

No. Return to the W2BA form to modify the adjustment that you made. Repeat [Step 15](#) through [Step 18](#) until you are satisfied with the new amounts.

19. Are you finished making adjustments for *this* employee?

Yes, but I have adjustments to make for other employees.

Save your changes and update the record for this employee. Return to [Step 9](#) to begin adjustments for the next employee.

Yes, and I am finished making adjustments for all employees.

Save your changes and update the record for this employee. Continue with the next step.

No, I need to add another taxable benefit/deduction for this employee.

Repeat [Step 15](#) through [Step 19](#).

20. Save your changes and finish from the W2BA form.

If the W-2 Preprocessor (W2PP) has already been run, you must re-run it to gather the data that you just adjusted. For more information about running the W2PP process, see ["Gathering the W-2 data" on page 403](#).

21. Did you make any adjustments pertaining to life insurance?

Continue with the next step.

You are finished with this process.

22. Access the Life Insurance Taxable Info (BLIF) form.

If you cannot access this form, ask your system administrator or someone with the proper authority to perform [Step 22](#) through [Step 24](#).

23. In the Taxable After field, re-enter the amount that was originally in this field.

This is the amount that you wrote down in [Step 5](#).

24. Save your changes and finish from the BLIF form.

Gathering the W-2 data

Use the W-2 Preprocessor (W2PP) process to gather data for annual processing from the EMPBKUP file and to gather data for quarterly processing from the TAX.W2 file.

The information in this section includes an explanation of the preprocessor as it is used in both W-2 and quarterly processing along with the procedures for running it.

Understanding the W2PP process

The W-2 Preprocessor (W2PP) form, shown in [Figure 116](#), gathers tax data for every employee from the EMPBKUP file, formats it to meet annual W-2 reporting requirements, and stores it in the TAX.W2 file.

Depending on the requirements of your state or local tax agency, you might also need to run this process during quarterly processing before you create an export file of quarterly data.

Figure 116: W-2 Preprocessor (W2PP) form

For W-2 processing

During W-2 processing, the W-2 Preprocessor (W2PP) does all of the following:

- Gathers the W-2 data for every employee.
- Determines the check boxes that should be marked.
- Calculates the pertinent amounts for each box code that must be reported on the employee's W-2 form and on the export file submitted to the Social Security Administration (SSA).

The process gathers this data from the EMPBKUP and BOX.CODES files using the parameters specified on the W-2 Processing Setup (W2PS) form and the box-code definitions, which were entered on the Tax Form Box Codes (TXFB) and Tax Form Payroll Codes (TXPC) forms. It then stores the W-2 data to be reported for each employee in the TAX.W2 and TAX.FORM.W2 files where it is available for adjusting, printing W-2 forms, and creating the export file.



Warning! The W2PP process gathers the data only for those box codes associated with the tax form code “W-2,” with the hyphen. If this code is defined any other way, such as “W2,” the W2PP process ignores the data. For more information, see [“Importance of the tax-Form code for the W-2 form” on page 371](#).

If you make any changes to your box-code definitions or to your W-2 processing parameters after you have run the W2PP process, then you must re-run this process for all employees to incorporate your changes.

When the W2PP process completes successfully for all employees, it updates the W2PP W-2 Preprocessor field to “Yes” on the Monitor Qtly/Yrly Processing (QYPR) form.



Note: You should not print W-2 forms or create an export file of W-2 data until the following conditions have been met:

- The W2PP process has been completed for all employees.
- The status in the W2PP Preprocessor field on the QYPR form is “Yes.”
- You have reviewed all errors on the batch error report and the data on the verification report produced by the W2PP process and made any necessary corrections or adjustments.

A status of “Yes” in the W2BA W-2 Employee Benefit Adjustmt field indicates that adjustments to taxable benefits/deductions have been made on the EMPBKUP file since the W2PP process was last run, but have not yet been incorporated into the TAX.W2 file. You will need to include these adjustments on the employees' W-2s.

Re-running the W2PP process incorporates these adjustments and resets this status to “No,” indicating that all adjustments made using the W2BA form have been incorporated into the TAX.W2 file and W-2 processing can continue.

- For more information about re-running the W2PP process to incorporate adjustments to taxable benefits, see [“Limiting the employees processed” on page 406](#).
- For more information about the W2BA process, see [“Adjusting an employee’s taxable benefits” on page 394](#).

When to run the W2PP process

In order for the W2PP process to run, the Copy EMPLOYES to EMPBKUP (QCEB) process must have completed successfully for the fourth quarter.



Note: You can verify the status of the QCEB process by accessing the Monitor Qtly/Yrly Processing (QYPR) form and confirming that the field QCEB Copy EMPLOYES to EMPBKUP displays “Yes.”

Name that is used

The W2PP process *always* uses the employee’s name—first, middle, last, and suffix—that is entered on the Name and Address Entry (NAE) form in Colleague Core, regardless of whether a name and address hierarchy is entered on the W2PP form.

Address that is used

The Use CHCK Address field on the W-2 Processing Setup (W2PS) form and the Name/Address Hierarchy field on the W2PP form work together to determine the employee address that is used. If no address is found in the Name/Address Hierarchy, then the last known address will be used. For more information see, [“Specifying the employee address to use” on page 387](#).



Note: The Payroll & Other Information (CHCK) form allows you to specify an employee address to be used for delivering paychecks, advices, and W-2 forms.

If “Yes” is entered in the Use CHCK Address field on the W2PS form, then Colleague determines the employee’s address as follows:

1. Colleague uses the address entered on the Payroll & Other Information (CHCK) form if it is valid for the current date.
2. If no address is entered on the CHCK form or if the address entered is not valid for the current date, Colleague uses the address determined by the hierarchy entered in the Name/Address Hierarchy field on the W2PP form.

3. If no hierarchy is entered in the Name/Address Hierarchy field, then Colleague uses the preferred mailing address as indicated on the Person Addresses (ADR) form.

If “No” is entered in the Use CHCK Address field on the W2PS form, then any address entered on the CHCK form is ignored. Colleague then determines the employee’s address as follows:

1. Colleague uses the address determined by the hierarchy entered in the Name/Address Hierarchy field on the W2PP form.
2. If no hierarchy is entered in the Name/Address Hierarchy field, then Colleague uses the preferred mailing address as indicated on the Person Addresses (ADR) form.

Handling address changes after W2PP runs

The addresses that the W2PP process stored in the TAX.W2 file are the ones that are printed on the W-2 forms and submitted on the file to the SSA. If you enter a new address for an employee after the W2PP process has been run, the new address will not be used unless you do *one* of the following:

- Use the W-2 Adjustment (W2AJ) form to manually change the address in the TAX.W2 file.
- Re-run the W2PP process for any employees whose addresses have changed.



Note: Ellucian recommends that you keep a list of any employees who submit a change of address *after* you have run the W2PP process.

This list can be used to correct the addresses using either the W2AJ or W2PP process and to verify the corrections on the W-2 Verification Report, which is generated automatically by the W2PP process or manually using the W-2 Verification Report (W2VR) process.

Limiting the employees processed

Initially, you must run the W2PP process for *all* employees. Afterwards, you can run it for particular employees to incorporate data that has changed since it was last run. The W2PP form provides fields for entering a saved list name, the IDs of specific employees, or additional selection criteria.

In addition, the Modified Only field allows you to process only those employees whose taxable benefits and deductions have been modified using the W-2 Employee Benefit Adjustmt (W2BA) form since you last ran this process. However, as with the other selection fields, you must have run the W2PP process at least once for *all* employees before you can use this option.



Note: If you make adjustments to an employee’s taxable benefit/ deductions using the W2BA form *after* the W2PP process has been run for all employees, then you *must* re-run the W2PP process for those modified employees. You cannot continue with W-2 processing until you do so.

When you enter “Yes” in the Modified Only field, the W2PP process selects only the records with “Y” in the EBK.MODIFIED field on the EMPBKUP file. This field was set to “Yes” when an adjustment was made to the employee’s taxable benefits and deductions using the W2BA form. When the W2PP process completes, it removes the “Y” from this field.

Report that is generated

In addition to a batch error report, the W2PP process generates a verification report of the data that was gathered and the amounts calculated. This report, which looks the same as the one generated by the W-2 Verification Report (W2VR) process, is sorted by the employee’s name and then by Social Security number



Note: You can change the sequence of this report on the Sort Definition form, which is displayed when you finish from the W2PP form.



Warning! *If this report contains no data, then verify the tax-form code that was defined for the W-2 form in the TAX.FORMS validation code table in Colleague Core. This code must be defined as “W-2,” with the hyphen. If it is defined any other way, such as “W2,” then the W2PP process does not gather its data.*

See [“Importance of the tax-Form code for the W-2 form” on page 371](#) for information about fixing this code.



Note: W-2 data is not generated for employees who receive a 1042S. These are employees who are assigned a tax code for which the 1042S Tax Type Flag field on the Tax Code Definition (TAXC) form is set to “Yes.” (Colleague does not support 1042S processing.)

If you adjust an employee’s data using the W-2 Adjustment (W2AJ) form *after* running the W2PP process, then be sure to use the W2VR process to generate an updated, comprehensive verification report. Doing so ensures that you have a record of the final W-2 data that is submitted.

For information about the W2VR process, see [“Generating the W-2 verification report” on page 419](#).

For quarterly processing

When you set up the parameters for creating an export file of quarterly data on the Tax Agency Export Setup (QTAS) form, you can choose to submit quarterly data from either the EMPBKUP file or the TAX.W2 file.

To determine which file to use, you must compare the requirements from your state or local tax agency with the data that is stored in each file. The EMPBKUP file is a copy of the EMPLOYES file, while the TAX.W2 file contains data that originated from the EMPBKUP file but has been formatted by the W2PP process.

You can find the current layout of these files in the online [technical documentation for HR Files and Fields](#). (A login ID and password are required to access this portion of the website.)

If you determine that the quarterly data that you submit to your state and local tax agency should come from the TAX.W2 file, then you must run the W2PP process to gather each employee's data, perform the same calculations that are done for W-2 processing, and store that data in the TAX.W2 file, where it is accessible for the Create Tax Agency Export (QTAE) process, which creates the quarterly export file.

If you are using the W2PP process for quarterly processing, be sure to confirm the quarter and year that is being processed. The process works the same way for quarterly processing as it does for W-2 processing. For information about the fields on the W2PP form and on the report that is generated, see ["For W-2 processing" on page 403](#).

Procedure for gathering the W-2 data

Follow the steps below to use the W-2 Preprocessor (W2PP) to gather the data needed for W-2 processing or to meet a state or local tax agency's requirements for its export file of quarterly data.

1. Are you using this process for **W-2** or **quarterly** processing?

W-2. Continue with the next step.

Quarterly. Skip to [Step 4](#).

2. Perform the preliminary steps for W-2 processing presented in ["Before you begin" on page 392](#).
3. Using the W-2 Employee Benefit Adjustmt (W2BA) form, make any necessary manual adjustments to the taxable benefit/deduction codes, amounts, or both, for individual employees.

For information about this process and the adjustments that you can make, see ["Adjusting an employee's taxable benefits" on page 394](#).

4. Access the W-2 Preprocessor (W2PP) form.
5. In the Name/Address Hierarchy field, specify the type of name and address to use.

The default is the name and address hierarchy that was used when this process was last run. To see a list of valid name-and-address types, use Colleague's LookUp feature.

For more information about how this field is used to determine the employee's address to use in W-2 reporting, see ["Address that is used" on page 405](#).

6. Has the W2PP process already been run for *all* employees?

Yes. You can run the process again for all employees, or you now can limit the employees that are processed.

- To limit the employees processed, continue with the next step.
- To process all employees, skip to [Step 11](#).

No. You cannot limit the employees to be processed. Skip to [Step 11](#).



Note: To determine whether the process has been run for all employees, access the Monitor Qtly/Yrly Processing (QYPR) form and look at the status in the W2PP W-2 Preprocessor field. If the status is “Yes,” then the process has been run for all employees.

7. In the Saved List Name field, enter the name of a saved list, if any, that you want to use to limit the employees processed.

This saved list must contain the record IDs of employees in the EMPBKUP file. To see a list of all saved list names, use Colleague’s LookUp feature.

8. To process only certain employees, enter their IDs in the Employee IDs window.

If you do not know an employee’s ID, use Colleague’s LookUp feature.

9. In the Modified Only field, indicate whether to process only employees whose W-2 data has been modified since the W2PP process was last run using the W-2 Employee Benefit Adjustmt (W2BA) process.

To process all employees, leave the default as “No.”

To process only employees whose data has been modified using the W2BA process, enter *Yes*.

10. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting employees to be processed.

If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting employees from the EMPBKUP file there.

11. Save your entries and update from the W2PP form to begin gathering W-2 data.



Note: Use the Sort Definition form to change the sort sequence of the W-2 Verification Report that is generated. This form is displayed after you update from the W2PP form.

12. Review the W-2 Verification Report, generated by the W2PP process, to ensure that the data is correct.

For help resolving problems, see [“Troubleshooting problems with W-2 processing” on page 447](#).

If the report shows that the W-2 data calculated for an employee is incorrect, you can use the W-2 Adjustment (W2AJ) form to make any necessary modifications.

If any *other data* is incorrect, for example if the net amount for any box code is a negative amount for earnings, taxes, or benefits, you will need to change the data in the employee's record on the EMPBKUP file. Because the W2PP process deletes previous TAX.W2 data and cannot create new TAX.FORM.W2 records for negative amounts the first time it is run for the quarter, you must verify the amounts before you create new files.

Use the W-2 Employee Benefit Adjustmt (W2BA) form or the Employee Overview Copy (EOVC) form, other forms as needed to correct the data for an employee. You must then re-run the W2PP process for that employee.

For information about these forms, see the following pages:

For W2AJ, see [“Adjusting an employee’s W-2 data” on page 410](#).

For W2BA, see [“Adjusting an employee’s taxable benefits” on page 394](#).

For EOVC, see [“Viewing and modifying quarterly data” on page 313](#).

Adjusting an employee’s W-2 data

This section presents information about the adjustments that you can make to an employee’s W-2 data *after* the W-2 Preprocessor (W2PP) has gathered the data for all employees and stored it in the TAX.W2 file for further W-2 processing.

This information in this section includes the following:

- An explanation of the W-2 Adjustment (W2AJ) form and its detail form, W-2 Amount Adjustment (W2AA), which are used to make these adjustments.
- The procedures for using these forms.

Understanding the W2AJ process

Using the W-2 Adjustment (W2AJ) form and its detail form, W-2 Amount Adjustment (W2AA), you can manually modify the W-2 data for a particular employee for the tax year that you are processing. This is the data that the W-2 Preprocessor (W2PP) gathered from the EMPBKUP file, calculated, and then stored in the TAX.W2 file for further processing.

Detailing on a box code in the Reportable Amounts table takes you to the W2AA form where you can adjust the individual amounts for the earnings types, tax codes, and benefit/deduction codes that make up a box code. [Figure 117 on page 411](#) shows the relationship between the W2AJ and W2AA forms.

You can also use these forms to view W-2 data for a particular employee from a previous tax year; however, you cannot modify that data.

Figure 117: Relationship between the W2AJ and the W2AA forms

W2AJ - W-2 Adjustment
 Tax Year : 2012 Quarter : Q4
 Last Name/Suffix: Jones
 First/Middle Name: Dennis Devon
 Address: 1 8115 Havener House Way
 City State Zip Country: Centreville VA 20120
 SSN: 262-62-6262
 Checkboxes: 1 PENS, 2 []
 Flag: X
 Reportable Amounts:

Box Code	Num	Label	Total Amount
1	01	W1 Wages, Tips, Other Comp	23,268.58
2	02	W2 Federal Income Tax Withheld	6,730.03
3	05	MDI Medicare	351.45
4	05	W5 Medicare Wages and Tips	48,476.22

W2AA - W-2 Amount Adjustment
 Jones, Mr. Dennis D. ID: 1083191 SSN: 262-62-6262
 Centreville, VA 20120 Home: 703-123-4567
 Tax Year : 2012 Quarter : Q4

Box Code: W1 Wages, Tips, Other Comp
 Box Number: 01
 Label: []
 Export Category: FWT Federal Wages and Tip
 Print Category: FWT Federal Wages and Tip

Benefits/Deductions	Amount
1	[]
2	[]

Earnings Types	Amount
1	[]
2	[]

Tax Codes	Amount	FICA Class
1 FWHS Federal Tax Single	23,268.58	[]
2	[]	[]

Comments for Manual Adjustments:

	Amount
1 2 hrs. OT worked Dec 31 & not included in pay	30.00
2	[]

23,238.58 Original Amount + 30.00 Adjustment Needed = 23,268.58 Adjusted Amount

In this example, the 30.00 adjustment was manually added to the original Tax Codes Amount.

For notation only.

When you finish making adjustments and exit the W2AJ form, the status in the W2AJ W-2 Adjustment field on the Monitor Qtly/Yrly Processing (QYPR) form is set to “Yes.”

After you have adjusted an employee’s W-2 data, the next time that you use the W2AJ form to access that employee’s W-2 data, the message “Manual Changes Made” is displayed at the top of the form to let you know that this employee’s W-2 data was adjusted.

Adjustments that you can make

The W2AJ and W2AA forms are intended to handle any last-minute changes that must be made to an employee’s current W-2 data. For example, you can correct an employee’s name, address, Social Security number, the check boxes to be marked on his W-2, and the box codes that are reported.



Note: The W2AJ form is the only form on which you can mark an employee's Third-Party Sick Pay check box. For information, see ["Reporting an employee's third-party sick pay" on page 412.](#)

By detailing on a specific box code on the W2AJ form, you access the W2AA form where you can then add, change, or delete the benefit/deduction codes, earnings types, and tax codes assigned to this box code or their amounts.



Note: If you have major changes to a box code that will affect many employees, Ellucian recommends that instead of making manual adjustments on the W2AA form, you create a new box code on the Tax Form Box Codes (TXFB) form and then re-run the W-2 Preprocessor (W2PP) for all employees.

For auditing purposes, you can use the Comments for Manual Adjustments field to enter a phrase that identifies or justifies the change that you are making. You can enter any text that is meaningful to you up to a maximum of 56 characters. However, if you enter text in this field, then you must also enter an associated amount in the next field. This amount can be positive, negative, or "0.00."



Warning! *The Comments for Manual Adjustments and its associated Amount field are for notation only. Colleague does not apply the adjustment amount to any amount displayed on this form.*

In order for the employee's W-2 data to be changed, you must manually adjust the appropriate source-code amount on the W2AA form by adding or subtracting the adjustment amount.



Note: Any changes that you make on the W2AJ and the W2AA forms affect only *that employee's W-2 data* for the tax year that you are processing. The permanent information for this employee or the definitions of particular box codes do not change. For information about how to make a permanent change, see ["Making a permanent change" on page 414.](#)

Reporting an employee's third-party sick pay

If you have employees who received sick pay from a third party and the third party did not provide these employees with a W-2 form—essentially transferring the responsibility of reporting this sick pay to you—then you must mark this check box for each affected employee.

If the third party who pays your employees' sick pay provides the employees with a W-2 form and reports the amount paid to the IRS and the Social Security Administration, then you do not need to mark this check box.

To ensure that the check box is marked correctly, you must do the following:

- Adjust the employees' earnings and taxes after each payroll throughout the year.
- Mark the check box on the W2AJ form for each employee.
- Report the tax withheld on the W2EX form.

Adjusting the earnings and taxes

After each payroll throughout the year or at the end of the year, you must adjust the affected employee's earnings and the taxes that were paid by both the employee and the employer.

- To make the adjustments after each payroll, use the Employee Payroll Adjustments (EPAJ) form.
- To make the adjustments when processing the fourth quarter, use the Employee Overview Copy (EOVC) form.

Marking the check box on the W2AJ form

In the Check boxes field for the employee who received third-party sick pay that is not being reported by the third-party, do the following:

- Choose "TPSP" from the list of available codes. (This code is stored in the W2.CHECK.BOXES code table.)
- Enter "X" in the corresponding Flag field; otherwise, the check box is not marked on the W-2 form nor reported correctly on the export file.

Figure 118: Marking the third-party sick pay check box for an employee

Code that controls whether the Third-Party Sick Pay check box is marked for an employee

The screenshot shows the 'W2AJ - W-2 Adjustment' form for Tax Year 2012, Quarter Q4. The employee's name is Jones, Dennis Devon. The address is 6115 Havener House Way, Centreville, VA 20120, USA. The SSN is 262-62-6262. In the 'Checkboxes' section, 'PENS' is selected for box 1 and 'TPSP' is selected for box 2. The 'Flag' field for box 2 is marked with an 'X'. Below this is a table of 'Reportable Amounts'.

Box Code	Num	Label	Total Amount
1	01	W1 Wages, Tips, Other Comp	23,268.58
2	02	W2 Federal Income Tax Withheld	6,730.03
3	05	MDI Medicare	351.45
4	05	W5 Medicare Wages and Tips	48,476.22

Reporting the tax withheld on the W2EX form

When you use the Create W-2 Export (W2EX) form to create the export file, be sure to enter the federal income tax that was withheld by the third party. These amounts are included in the employer totals record.

An example of the W2EX form is shown in [Figure 119 on page 414](#).

For more information about these fields, see [“Creating the export file of W-2 data” on page 439](#).

Figure 119: Entering the federal income tax withheld on the W2EX form

The screenshot shows the 'W2EX - Create W-2 Export' form for Tax Year 2012. It includes fields for PIN Assigned by SSA (123), Resubmittal TLCN, Contact (1091888 Bakhtiar Rakhmatov), Phone Number/Ext (703-555-7777), Notification Method (E-mail/Internet), Fax Number (232-132-1231), and E-mail Address (brr@abc.com). A section titled 'Total Federal Income Tax Withheld by Third Party' contains a table with three rows for FICA Class and Tax Withheld amounts. A callout box points to the first row of this table with the text: 'Enter the federal income tax that was withheld by the third party.'

Total Federal Income Tax Withheld by Third Party	
FICA Class	Tax Withheld
1 R Regular(All Others)	3500.00
2 Q M.Q.G.E.	900.00
3	

Making a permanent change

To make a *permanent* change to the employee’s information or to box-code definitions, use the forms listed in [Table 64](#).

Table 64: Forms for permanently changing an employee’s data

To permanently change this data	Use this form
Employee’s name	Name and Address Entry (NAE)
Employee’s mailing address	Either the Payroll & Other Information (CHCK) form or the Person’s Addresses (ADR) form
Employee’s Social Security number	Name and Address Entry (NAE)
Check Box to be marked for a statutory employee	Employee Taxes (ETAX)

Table 64: Forms for permanently changing an employee's data (continued)

To permanently change this data	Use this form
Check Box to be marked for an employee on a retirement plan	Person's Benefits/Deductions (BNDS)
Box-code criteria	Tax Form Box Codes (TXFB) and its detail form, Tax Form Payroll Codes (TXPC)



Note: You cannot make a permanent change to mark the check box for third-party sick pay.

Relationship to other W-2 processes

The time frame for making adjustments to an employee's W-2 data is controlled by other W-2 processes. In addition, adjusting an employee's W-2 data determines whether other W-2 processes can be run.

The following processes affect or are affected by the W2AJ process:

- W-2 Preprocessor (W2PP)
- W-2 Verification Report (W2VR)
- W-2 Form Print (W2FP)
- Create W-2 Export (W2EX)
- Copy EMPBKUP to EMPBKUP.QTLY (QCBB)

Each relationship is described in the sections that follow.

W2PP process

Before you can adjust an employee's W-2 data, that data must have been gathered from the EMPBKUP file, calculated, and stored in the TAX.W2 file—functions that are performed by the W2PP process. Therefore, you can adjust W-2 data only after the W2PP process is run for *all* employees.



Warning! If you make manual adjustments to an employee's W-2 data using the W2AJ form and then re-run the W2PP process either for all employees or for employees whose data you have adjusted, then your adjustments will be lost; they will be overwritten with the employee's original W-2 data.

To re-run the W2PP process without losing the adjustments that you made on the W2AJ form, be sure to run it only for selected employees whose W-2 data has not been adjusted.

W2VR process

Whenever you adjust an employee's W-2 data, Ellucian recommends that you always use the W-2 Verification Report (W2VR) process to regenerate the W-2 Verification Report. The W2VR process incorporates all adjustments made using the W2AJ process into a comprehensive report, ensuring that you have a copy of the final data that is printed on the W-2 forms and submitted to the Social Security Administration.

Although regenerating this report is not required, you will see a warning message when you begin to print forms or create the export file if you have made adjustments and have not regenerated the W-2 Verification Report.

Running the W2VR process resets the status in the W2AJ W-2 Adjustment field on the Monitor Qtly/Yrly Processing (QYPR) form to "No."

W2FP and W2EX processes

It is best if you make any necessary adjustments to an employee's W-2 data before you print the forms and create the export file, using the W-2 Form Print (W2FP) and Create W-2 Export (W2EX) processes. However, if you discover that you must make an adjustment after those processes have run, you can reprint the W-2 forms for only those employees whose data has been adjusted and re-create the export file.

For more information about these processes, see ["Printing W-2s in PDF format" on page 432](#) and ["Creating the export file of W-2 data" on page 439](#) respectively.

QCBB process

If you are processing the fourth quarter, then the status in the W2AJ W-2 Adjustment field on the Monitor Qtly/Yrly Processing (QYPR) form must display "No" in order to run the Copy EMPBKUP to EMPBKUP.QLTY (QCBB) process, which is the last step of both quarterly and year-end processing. (For information about the QCBB process, see ["Archiving quarterly data" on page 346](#).)

Re-running the W2PP process or running the W2VR process automatically resets this status to "No."



Warning! Be sure to re-run the W2PP process only for those employees whose W-2 data you have not adjusted.

Re-running the W2PP process either for all employees or for those employees whose W-2 data you have adjusted causes those adjustments to be overwritten with the employee's original W-2 data.

Procedure for adjusting an employee's W-2 data

Follow the steps below to use the W-2 Adjustment (W2AJ) form and its detail form, W-2 Amount Adjustment (W2AA), to adjust an employee's W-2 data after the W-2 Preprocessor (W2PP) has run.

1. Access the Monitor Qtly/Yrly Processing (QYPR) form and verify that the status in the W2PP W-2 Preprocessor field is "Yes."

Because the W2AJ form adjusts data in the TAX.W2 and TAX.FORM.W2 files, the W2PP process must have completed in order for the data to exist in these files.

2. Access the W-2 Adjustment (W2AJ) form.
3. At the LookUp prompt, enter the ID of the employee whose W-2 data you want to adjust.

If you do not know the ID to enter, use Colleague's LookUp feature to find the appropriate employee.

4. Verify the tax year that is displayed at the Enter Year prompt and change it if necessary.

The default is the tax year currently displayed on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify only the data that was most recently processed by the W2PP process; you can view but not modify W-2 data from a previous tax year.

5. Verify the quarter that is displayed at the Enter Quarter prompt and change it if necessary.

The default is the quarter currently displayed on the Monitor Qtly/Yrly Processing (QYPR) form.

You can modify only the data that was most recently processed by the W2PP process; you can view but not modify W-2 data from a previous quarter.

6. Verify the employee's name and make any changes necessary for this W-2.

To make a permanent change to the employee's name, use the Name and Address Entry (NAE) form.

7. Verify the employee's mailing address and make any changes necessary for this W-2.

For information about how this address is determined, see ["Address that is used" on page 405](#).

To make a permanent change to the employee's address, use either the Payroll & Other Information (CHCK) form or the Person's Addresses (ADR) form, depending on the source of the displayed address.

8. Verify the employee's Social Security number and make any changes necessary for this W-2.

To make a permanent change to the employee's Social Security number, use the Name and Address Entry (NAE) form.

9. Verify the check boxes that are being marked on this employee's W-2 and make any changes necessary.

- To *add* another check box to this employee's W-2, on the first available blank line, select its code and enter X in the corresponding field in the Flag column.
- To *delete* a check box for this employee, go to the appropriate check box code and delete the field.

- To *change* whether a particular check box is being marked on the employee's W-2, either enter or delete an X in the corresponding field in the Flag column.



Note: Check Box codes are stored in the Ellucian-maintained validation code table W2.CHECK.BOXES.

10. Verify the employee's box-code data, which is displayed in the Reportable Amounts field.

- To *modify* data for an existing box code on this employee's W-2, detail on the appropriate box code to access the W2AA form.
- To *add* another box code, on the first available blank line, select its code. The W2AA form is displayed.
- To *delete* a box code for this employee, go to the appropriate box code and delete the field. If you have no other changes for this employee, skip to [Step 13](#); otherwise, continue with the next step.

If you are adding a box code and do not know the code to enter, use Colleague's LookUp feature to choose from a list of available box codes.

11. On the W2AA form, verify the data associated with this box code for this employee, and follow the substeps below to make any necessary changes.

11.1. In the Comments for Manual Adjustments field, enter a description or reason for the change that you are making.

You can enter up to 56 characters.

11.2. In the associated Amount field on the same line as your comments, enter the adjustment amount.

You can enter a positive amount, a negative amount, or "0.00."

11.3. Is the adjustment for a source code that is already displayed on the W2AA form for this box code?

Yes. In the Amount field for the source code pertaining to this adjustment, manually enter the new, adjusted amount—that is, add the adjustment to the source code's displayed amount or subtract the adjustment from the source code's displayed amount, depending on whether the adjustment is positive or negative.

No. Enter the source code in the appropriate field on the W2AA form and enter the adjustment amount in the Amount field on the same line.



Note: The source code that you add must be appropriate for this box code based on the box code's amount type. For example, you cannot add a benefit/deduction or earnings type code to a box code that has an amount type for tax codes.

12. Save your changes and update this employee's record on the W2AA form.

You are returned to the W2AJ form.

13. Are you finished making adjustments to *this* employee's W-2 data?

Yes, but I need to adjust the W-2 data for other employees.

Save your changes and update this employee's record on the W2AJ form. Then, return to [Step 3](#).

Yes, and I am finished making adjustments for all employees.

Continue with the next step.

No, I need to make more box code adjustments for this employee.

Return to [Step 10](#).

14. Save your changes and finish from the W2AJ form to save all of your adjustments.
15. Using the W-2 Verification Report (W2VR) form, generate an updated, comprehensive W-2 Verification Report.

This report contains all of your W-2 data, including the adjustments that you just made.

For information about the W2VR process, see ["Generating the W-2 verification report" on page 419](#).

16. Review the W-2 Verification Report to ensure that all data is correct.

For help resolving problems, see ["Troubleshooting problems with W-2 processing" on page 447](#).

If the report shows that an employee's W-2 data is incorrect, repeat [Step 2](#) through [Step 16](#) to make any necessary modifications and regenerate the W-2 Verification Report.

If any *other data* is incorrect, you might need to do the following:

- Change the data in the employee's record on the EMPBKUP file using, for example, the W-2 Employee Benefit Adjustmt (W2BA) form or the Employee Overview Copy (EOVC) form, depending on the changes needed.
- Re-run the W-2 Preprocessor (W2PP) for *that employee only*. If you re-run the W2PP process for all employees, then all adjustments that you just made using the W2AJ form will be lost.

For information about these forms, see the following pages:

For W2BA, see ["Adjusting an employee's taxable benefits" on page 394](#).

For EOVC, see ["Understanding the EOVC form" on page 313](#).

For W2PP, see ["Generating the W-2 verification report" on page 419](#).

Generating the W-2 verification report

This section presents information for generating a final, comprehensive report of W-2 tax data after all adjustments have been made. It includes the following:

- A description of the report that can be generated.
- An explanation of the W-2 Verification Report (W2VR) process that generates the report.

- The procedures for using the W2VR process.



Note: W-2 data is not generated for employees who receive a 1042S. These are employees who are assigned a tax code for which the 1042S Tax Type Flag field on the Tax Code Definition (TAXC) form is set to “Yes.” (Colleague does not support 1042S processing.)

Understanding the report

The W-2 Verification Report, which is generated by the W-2 Verification Report (W2VR) process, has the same content and format as the report that is generated by the W-2 Preprocessor (W2PP). It differs in that it is sorted only by Social Security number, while the report generated by the W2PP process is sorted by employee name and then Social Security number. However, both the W2PP and the W2VR processes allow you to change this order on the Sort Definition form.

The advantage of the report generated by the W2VR process is that it includes any adjustments that were made using the W-2 Adjustment (W2AJ) and W-2 Amount Adjustment (W2AA) processes *after* the W2PP process completed. Therefore, this report provides you with a complete record of the final data that will be printed on the employees’ W-2 forms and included on the export file submitted to the Social Security Administration.



Note: Although Colleague does not require you to generate this report in order to continue with W-2 processing, Ellucian recommends that you generate it and then use it to verify that all of your data is correct before printing W-2 forms or creating an export file.

The report is available in both a summary and detail version.

- The summary version includes only the total amounts by FICA class.
- The detail version reports box-code data for each employee.

The detail version also includes the W-2 check boxes that will be marked for each employee and indicates whether an employee’s data has been manually adjusted using the W2AJ form. The final page of the detail version is the same as the summary version in that it reports the total amounts by FICA class.

This version is arranged in order by the employees’ Social Security numbers. However, when you finish from the W2VR form, you see the Sort Definition form where you can change this sequence, if necessary, to meet your needs.

You can generate this report for any quarter in any year as long as that data exists in your TAX.W2 file.

You also can limit the data that is reported by entering a saved list name, employee IDs, specific FICA classes, and additional selection criteria.

Understanding the W2VR process

The W-2 Verification Report (W2VR) process allows you to generate a report on any data that currently exists on the TAX.W2 file. Typically, you will use this process to generate a report of your current W-2 data *after* running the W-2 Preprocessor (W2PP), *after* making any necessary adjustments using the W-2 Adjustment (W2AJ) form, and *before* printing the W-2 forms and creating the export file for the Social Security Administration.

Figure 120: W-2 Verification Report (W2VR) form

The screenshot shows the W2VR form interface. At the top, it displays 'W2VR - W-2 Verification Report' and 'Quarter Processed: Q4' with 'Quarter Ending Date: 12/31/12'. A callout box on the left, labeled 'Tax year and quarter default from the QYPR form', points to the 'Tax Year' field (2012) and the 'Quarter' dropdown menu (Q4 Fourth Quarter). Below these are 'Summary or Detail' (Detail), 'Saved List Name', 'Employees' (1, 2, 3), 'FICA Class', and 'Additional Selection Criteria' (No).

When this process completes successfully, it changes the status in the W2VR W-2 Verification Report field on the Monitor Qtly/Yrly Processing (QYPR) form to “Yes.” The status in this field affects no other W-2 processing; it serves only to remind you whether the W2VR process has been run.

Required fields and their defaults

When you access the W2VR form, you see default data in the following fields:

- **Tax Year.** The default is the most recently processed year from the Monitor Qtly/Yrly Processing (QYPR) form. You can change this year to report data from any year that currently exists on the TAX.W2 file.
- **Quarter.** The default is the most recently processed quarter from the QYPR form. You can change this quarter to report data from any quarter that has been through the W2PP process and currently is available on the TAX.W2 file.
- **Summary or Detail.** The default is the version of the report that was last generated. You can change the version to meet your needs. (For a description of each version, see [“Understanding the report” on page 420.](#))

These three fields are required. To finish from this form, they must contain data.

Limiting the data reported

The remaining fields on the form allow you to limit the data that is reported.

- **Saved List Name.** If you enter the name of a saved list, it must contain IDs of records in the TAX.W2 file.
- **Employees.** To limit the data to specific employees, you can enter their IDs in this field.
- **FICA Class.** To report data only for those employees who have amounts for a particular FICA class, you select the code for that FICA class in this field. The report then shows all amounts for only those employees who have taxes with that FICA class. These codes are stored in the Ellucian-maintained validation code table FICA.CLASSES.
- **Additional Selection Criteria.** To report only the data that meets other criteria important to you, you should enter `YES` in this field. When you finish from this form, you see the Additional Selection Criteria form where you can enter the particular criteria for selecting records from the TAX.W2 file.

Changing the sort sequence

When you finish from the W2VR form, the Sort Definition form is displayed where you can change the sort sequence of the report to meet your needs. The default sequence is the employee's Social Security number.

Procedure for generating the W-2 verification report

Follow the steps below to use the W-2 Verification Report (W2VR) process to generate a report of the W-2 data after all adjustments are made.

1. Access the Monitor Qtly/Yrly Processing (QYPR) form and verify that the status in the W2PP W-2 Preprocessor field is "Yes" for the quarter and tax year that you want to report.

The W2PP process must have completed successfully in order for the data to be available for reporting.

2. Access the W-2 Verification Report (W2VR) form.
3. Verify the data displayed in the Tax Year and Quarter fields and make any changes necessary.

You can generate this report for any quarter as long as its data exists in the TAX.W2 file.

4. In the Summary or Detail field, specify the version of report to be generated.
 - To include only the total amounts by FICA class, enter `S` to generate the Summary Version.
 - To report data for each employee, enter `D` to generate the detail version. The last page of this version also includes the total amounts by FICA class.

The default is the version of the report that was last generated.

5. Do you want to limit the data that is reported?

For example, you might want to report only those employees whose data has been manually adjusted.

Yes. Continue with the next step to specify selection criteria.

No. Skip to [Step 10](#).

6. In the Saved List Name field, enter the name of a saved list, if any, that you want to use to limit the employees reported.

This saved list must contain record IDs in the TAX.W2 file.

If you do not know the name of the saved list to enter, use Colleague's LookUp feature to see all saved lists that are available.

7. To report only certain employees, enter their IDs in the Employees field.

If you do not know an employee's ID, use Colleague's LookUp feature to find the appropriate employee.

8. To report data only for those employees who have amounts for a particular FICA class, select the code for that FICA class in the FICA Class field.



Note: The FICA codes are stored in the Ellucian-maintained validation code table FICA.CLASSES.

9. In the Additional Selection Criteria field, indicate whether you want to enter specific criteria for selecting employees to be reported.

If you enter "Yes," the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting employees from the EMPBKUP file there.

10. Save your entries and update from the W2VR form to begin generating the report.



Note: Use the Sort Definition form to change the sort sequence of the report. This form is displayed after you finish from the W2VR form.

11. Review the W-2 Verification Report to ensure that the data is correct.

If the report shows that an employee's data is incorrect, you can use the W-2 Adjustment (W2AJ) form to make any necessary modifications.

For information about the W2AJ process, see ["Adjusting an employee's W-2 data" on page 410](#).

Overview of the W2FP process

The W-2 Form Print (W2FP) process first gathers the employees' data and then prints employees' W-2 forms in PDF format. This section contains the following information about printing W-2 forms:

- An explanation of the W2FP process, including the time frame for running it, the print options that are available, and what the process does.
- The procedures for using this process.



Note: A W-2 is not generated for employees who receive a 1042S. These are employees who are assigned a tax code for which the 1042S Tax Type Flag field on the Tax Code Definition (TAXC) form is set to “Yes.” (Colleague does not support 1042S processing.)

Understanding the W2FP process

The W-2 Form Print (W2FP) process does the following:

- Gathers all the W-2 related data for the employees that you want to process who had income during the tax year that you are processing.
- Gathers the records for printing and stores them in the W2.PRINT.WORK file.
- Gathers, creates, and stores the employees’ W-2-related data in the WEB.W2.ONLINE file.
- Allows you to print or reprint the W-2 forms for some or all employees in the tax year that you are processing.
 - For information about the WEB.W2.ONLINE and W2.PRINT.WORK files, see [“Files used” on page 357.](#)
 - You can also use the W2FP process to reprint forms for the 2010 tax year and future years. For information, see [“Reprinting unchanged W-2s for a previous year” on page 453.](#)

Figure 121: W-2 Form Print (W2FP) form

When you access the W2FP form, the following fields display values:

- **W-2 Process Option.** This field displays the appropriate option based on the statuses that are displayed in certain fields on the Monitor Qtly/Yrly Processing (QYPR) form. These options and the statuses that control them are explained in [“Which W-2s to process” on page 426](#).
- **W-2 Print Method.** This field displays either “W2ST Standard” or “W2PS Pressure Seal” depending on whether the standard or pressure seal form was specified on the W-2 Processing Setup (W2PS) form.
- **Subroutine/Form Name.** This field will be blank if you select either PDF printing option.



Note: The Subroutine/Form Name field is no longer supported by Ellucian but remains available for institutions that want to use a custom subroutine or forms processing.

- The W2FP process uses data in the TAX.W2 and TAX.FORM.W2 files to create the W2.PRINT.WORK and the WEB.W2.ONLINE files. The W2.PRINT.WORK file is an intermediate file that holds the data that is to be printed on the W-2 forms for only the year being processed. The WEB.W2.ONLINE file captures the final information that appears on the W-2 forms and is retained from year to year. This information is then available in WebAdvisor for employees who consent to view their W-2s online. (For information about making W-2s available online, see the [WebAdvisor for Colleague HR manual](#).)



Note: If an employees' calculated wages, amounts withheld, or both are zero, then the appropriate federal and state boxes on the W-2 form are left blank. If your state requires that zeros be printed in the state boxes, then you must modify the print program CPB008B to do so.

About the time frame for running this process

You can use the W2FP process only within the following time frame:

After you have done the following

- Set up the necessary printing parameters on the W-2 Processing Setup (W2PS) form.
- Run the W-2 Preprocessor (W2PP) to incorporate any adjustments that you made to taxable benefits and deductions.

If you access the W2FP form when the Monitor Qtly/Yrly Processing (QYPR) form displays “Yes” in the W2BA W-2 Employee Benefit Adjustmt field, Colleague displays an error message that prevents you from printing forms. This status indicates that adjustments were made that have not yet been incorporated into the TAX.W2 file. To reset this status to “No,” you must re-run the W2PP process to include these adjustments to taxable benefits and deductions. For information about the W2PP process, see [“Gathering the W-2 data” on page 403](#).

Before you run the last step of quarterly processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB)

The QYPR form must display “Yes” in the W2FP W-2 Form Print field in order for the QCBB process to run for the fourth quarter.

For information about the QCBB process, see [“Archiving quarterly data” on page 346](#).

For other statuses on the QYPR form that prohibit the QCBB process from running in the fourth quarter, see [“Year-end statuses that control whether QCBB can run” on page 362](#).

About the locality that is used

When a box code is defined with a print category of LTW or LTH on the (TXFB) form, indicating that it is identifying either an employee’s local wages or any local taxes that were withheld, the Locality that is printed on the employee’s W-2 form will be the information entered in the Label field on the TXFB form.

If the Label field is blank, then the description of the tax code as it is defined on the Tax Code Definition (TAXC) form is used instead.

Which W-2s to process

The W-2 Process Option field on the W2FP form allows the following options for processing the W-2 forms:

- Process W-2s for all employees.
- Process W-2s for only those employees whose W-2 data was modified using the W-2 Adjustment (W2AJ) process.
- Reprint W-2s for all employees or selected employees in the tax year that you are processing.
 - You must process W-2s for *all* employees before you can use the option to process modified W-2s or to reprint any W-2s.
 - If your institution uses the W-2 PDF WebAdvisor workflow, you can also choose to print W-2s based on whether the employee consented to view W-2s online. For information, see [“Which W-2s to print” on page 428](#).

When you access the W2FP form, the appropriate option defaults into this field based on the statuses displayed in certain fields on the Monitor Qtly/Yrly Processing (QYPR) form. You can change this option if necessary as long as the appropriate fields on the QYPR form display the correct statuses.



Note: The codes for these options are stored in the Ellucian-maintained validation code table W2.PRINT.OPTIONS.

W-2s for all employees

If you have not yet processed W-2s for the tax year, then the option to process all W-2s defaults into the W-2 Process Option field. This option is displayed automatically whenever the status in the W2FP W-2 Form Print field on the Monitor Qtly/Yrly Processing (QYPR) form is “No.”



Note: When you use this option, you cannot enter Selection Options at the bottom of this form. In order to use these fields to limit the W-2s to print or reprint, you must first process the W-2s for *all* employees.

When the W-2s for all employees have been processed, the W2FP process updates the status in the W2FP W-2 Form Print field on the QYPR form to “Yes.”

Only W-2s that have been modified

If you have processed W-2 forms for all employees and then used the W-2 Adjustment (W2AJ) form to modify W-2 data for some employees, the following defaults are displayed:

- The W-2 Process Option field displays the option to process modified W-2s.
- The Employee IDs field displays the IDs of those employees whose data has been modified since the W-2 Preprocessor (W2PP) and the W2FP processes were run.



Note: You can modify this list by adding or deleting employee IDs; however, you cannot use either a saved list or additional selection criteria to further limit the W-2s to be printed.

This option to process only modified W-2s is displayed automatically when the status on the QYPR form in *both* the W2AJ W-2 Adjustment and W2FP W-2 Form Print fields is “Yes.” These statuses indicate that you have already processed the W-2s for all employees, but you have since made adjustments to the W-2 data for some employees.

However, if you have already run the W-2 Verification Report (W2VR) process to ensure that you have a complete copy of all W-2 data, including the most recent adjustments, then the W-2 Process Option field displays the option to reprint W-2s instead of the option to process modified W-2s. You see this option because running the W2VR process resets the status in the W2AJ W-2 Adjustment field on the QYPR form to “No,” which in turn causes the option to reprint W-2s to be displayed. Nevertheless, you can still process only the modified W-2s by selecting “M – Process Modified W-2s” in this field.

Reprinting W-2s for the tax year that you are processing

If you have printed W-2 forms for all employees and have not adjusted any employee’s W-2 data using the W-2 Adjustment (W2AJ) form, then the option to reprint W-2s defaults into the W-2 Process Option field.



Note: This defaulted option applies only to reprinting W-2s in the tax year that you are currently processing. If you need to reprint a W-2 for a previous year, see [“Reprinting unchanged W-2s for a previous year” on page 453](#).

This option to reprint W-2s is displayed automatically when the status on the QYPR form in the field W2FP W-2 Form Print is “Yes,” and the status in the W2AJ W-2 Adjustment field is “No.”

Do *not use* this option to do the following:

- **Print any W-2s that you have modified using the W2AJ form. You must first choose to process the modified W-2s. Doing so ensures that the modified data is printed on the W-2s.**
- **Reprint W-2s for a previous tax year. Instead, see [“Reprinting unchanged W-2s for a previous year” on page 453](#) for information and [“Procedure for reprinting unchanged W-2s for a previous tax year” on page 454](#) for the procedure.**

Which W-2s to print

The W2FP form provides the following print options:

- Limit the W-2s printed based on an employee’s consent status.
- Include W-2s for additional former employees.



Note: Regardless of the print options that you choose in the fields described below, W-2s are printed for only those employees who also meet the criteria entered in the selection fields at the bottom of the W2FP form.

Employee’s consent status

The Include These Employees field allows you to limit the W-2s that are printed based on the employee’s consent status.

You have the following options:

- **Non-consenting.** W-2s are printed only for those employees who either have not consented to view their W-2s online or whose institution does not use the W-2 PDF WebAdvisor workflow to make employees’ W-2s available online.
- **Consenting.** W-2s are printed for only those employees who currently have consented to view their W-2s online. This option applies only to institutions that use the W-2 PDF WebAdvisor workflow to make employees’ W-2s available online.
- **All Employees.** Colleague ignores the employee’s consent status, and prints W-2s for all employees.



Note: These options are maintained by Ellucian in the validation code table W2.INCLUDE.OPTIONS.



Note: Information about using the W-2 PDF WebAdvisor workflow is available in the [WebAdvisor for Colleague HR](#) manual.

Former employees

The W2FP form also allows you to specify whether to print W-2 forms for former employees whose W-2 would not be printed based on your selection in the Include These Employees field. These are employees who had income in the tax year that you are processing, but who are no longer employed by your institution on the date when the W2FP process is run. Often, these employees can no longer access WebAdvisor to view their W-2s online.



Note: Former employees are those who have no current HR status or whose status is defined with an “N” in the first special processing field, which indicates that the employee is not currently employed by your institution. Status codes are maintained in the HR.STATUSSES validation code table.

The field label that is displayed and the choices that are available depend on what you entered in the Include These Employees field.

- If “Consenting” was entered, you indicate whether to also include former employees who have *not consented* to view their W-2s online. (Former consenting employees are automatically included.)
- If “Non-consenting” was entered, you indicate whether to also include former employees who *consented* to view their W-2s online. (Former non-consenting employees are automatically included.)
- If “All Employees” was entered, the field is display-only, and “Yes” is displayed. All former employees, regardless of their consent status, are automatically included.

To include additional former employees, leave the default as “Yes.” When “Yes” is entered, Colleague includes former employees whose consent status excluded them from selection because their consent status is different than that specified in the Include These Employees field.

What happens during the process

Depending on the circumstances that exist when it is run, the W2FP process does the following:

- Purges records from the existing W2.PRINT.WORK file.
- Purges records for the tax year you are processing from the WEB.W2.ONLINE file.

- Builds the W2.PRINT.WORK file or rebuilds specific records in this file, with new data from the TAX.W2 and TAX.FORM.W2 files.
- Builds or rebuilds specific records in the WEB.W2.ONLINE file with new data from the TAX.W2 and TAX.FORM.W2 files.
- Prints the W-2 forms in PDF format.
- Generates a report of totals.
- Updates fields on the QYPR form.

The sections that follow explain when each of these actions is performed.

Purging records

Whether this process purges records from the existing W2.PRINT.WORK and WEB.W2.ONLINE files for the current tax year depends upon the processing option that you choose:

- When you process W-2s for all employees, the W2FP process first purges *all* records from the existing W2.PRINT.WORK file and then purges all records for the tax year you are processing from the WEB.W2.ONLINE file.
- When you process only the W-2s for employees whose W-2 data has been modified using the W-2 Adjustment (W2AJ) form, the W2FP process first purges *only* those adjusted records from the existing W2.PRINT.WORK and WEB.W2.ONLINE files.

The records that are purged are those pertaining to the employees that are still listed in the Employees IDs field when you finish from the form.

- When you choose to reprint W-2 forms for all or selected employees, the process *does not* purge any records from the existing W2.PRINT.WORK or WEB.W2.ONLINE file.

Because you typically reprint forms when an employee requests a duplicate or when the original was smeared, crumpled, or otherwise unusable, it is important that the same data be used on the reprinted form as on the original. Therefore, for this option, no records are purged.

For more information about the options available for printing W-2s, see [“Which W-2s to print” on page 428](#).

Building the files

Whether records in the W2.PRINT.WORK and the WEB.W2.ONLINE files are rebuilt also depends upon the processing option that you choose:

- When you process W-2s for all employees, the W2FP process, which already purged the records from the existing W2.PRINT.WORK and the WEB.W2.ONLINE files, now rebuilds these files with data from the TAX.W2 and TAX.FORM.W2 files.
- When you process only the W-2s for employees whose W-2 data has been modified using the W-2 Adjustment (W2AJ) form, then *only* the records that you are processing are rebuilt in the W2.PRINT.WORK and the WEB.W2.ONLINE files.

- These are the records pertaining to the employees that are still listed in the Employees IDs field when you finish from the form. The process already purged these records from the existing W2.PRINT.WORK and the WEB.W2.ONLINE files.
- When you choose to reprint W-2 forms for all or selected employees, then the process uses records from the existing W2.PRINT.WORK and the WEB.W2.ONLINE files.
- Because it is important that the data on the reprinted form matches the data on the original, the data from the original file is used for reprinting. Therefore, for this option, *no* records in these files are either purged or rebuilt.

Printing W-2s

Based on the criteria that you enter on the W2FP form and its associated peripheral forms, the W2FP process creates one PDF file that you can print now or later.

The following sequence is the default order in which W-2s are printed:

- Pay cycle of the employee's primary position.
- Employee's primary department based on that employee's primary position.
- Employee's name (last, first, and middle).
- Any overflow W-2 forms for an employee.
- Employee's ZIP code.

However, when you finish from the W2FP form, the Sort Definition form is displayed, and you can change this sequence to meet your needs.

The following sections provide information about specific printing processes:

- [“Procedure for printing or reprinting W-2 forms for the tax year you are processing” on page 437.](#)
- [“Printing W-2s in PDF format” on page 432.](#)

Generating the report of W-2 form print totals

In addition to the standard batch error report, the W2FP process generates the W-2 Form Print Totals report shown in [Figure 122](#).

Figure 122: Example of the W-2 form print totals report

April 9 2012		W-2 Form Print Totals	Page 1
15:07			
W-2 Grand Totals			
Number of W-2s Printed.....		96	
Federal Wages and Tips.....		\$60,223.72	
Federal Withholding.....		\$8,743.01	
Social Security Wages.....		\$139,231.40	
Social Security Withholding.....		\$8,630.94	
Medicare Wages.....		\$171,940.78	
Medicare Withholding.....		\$2,699.19	
Social Security Tips.....		\$0.00	
Allocated Tips.....		\$0.00	
EIC Payments.....		\$338.80	
Dependent Care.....		\$0.00	
Nonqualified Plans.....		\$0.00	
Code Box			
D.....		\$1,120.00	
E05.....		\$3,465.60	
Other Box			
FOCA.....		\$7,879.36	
REC.....		\$2,907,607.13	
RET.....		\$1,120.00	
oth6.....		\$16,000.00	
State Taxes			
VA 55-004958699	\$55,334.15		
Local Taxes			
City of Dayton	\$4,327.05		\$97.37
City of Englew	\$4,327.05		\$75.74
Greenville Cit	\$4,327.05		\$21.63

This report lists the total number of W-2s printed. (Employees who receive multiple W-2 forms are counted multiple times.) It also includes the total amounts reported by box. This report is comparable to Form 6559, Employer Summary of Form W-2 Export, which is generated by the Create W-2 Export (W2EX) process.

Updating fields on the Monitor Qtly/Yrly Processing (QYPR) form

When the W2FP process successfully processes W-2s for *all* employees, it updates the W2FP W-2 Form Print field on the Monitor Qtly/Yrly Processing (QYPR) form to “Yes.”

If you are processing the fourth quarter, the status in the W2FP W-2 Form Print field on the QYPR form must display “Yes” in order to run the Copy EMPBKUP to EMPBKUP.QLTY (QCBB) process, which is the last step of both quarterly and year-end processing.

- For other statuses on the QYPR form that prohibit the QCBB process from running in the fourth quarter, see [“Year-end statuses that control whether QCBB can run” on page 362.](#)
- For information about the QCBB process, see [“Archiving quarterly data” on page 346.](#)

Printing W-2s in PDF format

This section provides information about the W-2 that is created. It also includes information about creating the PDF file, saving it, and later accessing it.



Note: If your institution uses the W-2 PDF WebAdvisor workflow and you run the W2FP process for all employees and choose to create a PDF file, you are creating the files of W-2s that your consenting employees can view online.

For information about the W-2 PDF WebAdvisor workflow, see the [WebAdvisor for Colleague HR](#) manual.

About the W-2 that is printed

The W2FP process has the capability to print W-2s in PDF format, which allows you to print your employees' W-2s in an IRS-compliant format on 8.5- by-11-inch plain paper. For more information about the Ellucian supported pressure seal form and envelope, see Ellucian Support Center [article 28167](#). [Figure 123 on page 434](#) shows an example of an employee's Copy 2.

One printed page contains four copies of the employee's W-2 — Copy B, C, and two copies of Copy 2. On the standard template, it is followed by one page of standard IRS instructions. On the pressure seal template, the instructions are pre-printed on the back of the form.

If your printer will print on two sides, the data for most employees can be provided on the front and back of one page. Additional pages are printed for those employees who either receive more than one W-2, such as those who have income in three or more states, or who have more information than will fit on one W-2 form. For more information about the W-2 PDF format, see ["Printing W-2s in PDF format" on page 389](#).



Note: For more information about the Ellucian recommended forms and envelopes, see Ellucian Support Center [article 28167](#).

Figure 123: The W-2 Wage and Tax Statement in PDF format

OMB No. 1545-0008		Department of the Treasury—Internal Revenue Service	
1 Wages, tips, other compensation 4520.00		2 Federal income tax withheld 306.13	
3 Social security wages 4520.00		4 Social security tax withheld 280.25	
5 Medicare wages and tips 4520.00		6 Medicare tax withheld 65.55	
c Employer's name, address, and ZIP code ELLUCIAN UNIVERSITY 4375 FAIR LAKES COURT FOURTH FLOOR FAIRFAX, VA 22033			
7 Social security tips		8 Allocated tips	
10 Dependent care benefits		11 Nonqualified plans	
12b		12c	
b Employer identification number (EIN) 99-9999999		a Employee's social security number 000-00-0000	
13 Statutory employee		14 Other	
Retirement plan		Third-party sick pay	
e Employee's name, address, and ZIP code PONLEU THOU 8 MAIN ST. HERNDON, VA 22033			
Form W-2 Wage and Tax Statement 2013 Copy B - To Be Filed With Employee's FEDERAL Tax Return.	15 State Employer's state ID number VA 99-9999999		16 State wages, tips, etc. 4520.00
	17 State income tax 121.84		18 Local wages, tips, etc.
	19 Local income tax		20 Locality name

Setting up the criteria for the PDF file

The criteria that you enter on the peripheral form that is displayed for “W-2 Form Print” determines whether the forms are printed immediately or whether a PDF file is created. shows an example of this form.

Information about the primary fields on this peripheral form is provided below.

Output device

The default is “PDF Output.” To create a PDF file, you should not change this default.

Banner

If you enter a name in the Banner field, the name that you enter will become the name of the PDF file that is created.

You can enter a maximum of 32 characters, including special characters. No spaces are allowed.

Security

The default for the Security field is “Private.” The PDF file will be saved to a subdirectory of the HOLD file that is keyed by the name of the user who created this file. It is secured so only the person who created the file can see it.



Warning! Do not change this default. Doing so could risk exposing employees' personal information.

Max pages per PDF

The Max Pages per PDF field allows you to limit the number of pages in a single PDF file. If you have a large number of employees, you can use this field to process and print smaller groups of records.

When this maximum number of pages is reached, the W2FP process begins a new file that has the same file name but with “_2” appended.

As multiple files are created, the appended number is incremented by one; that is, the third file would have “_3” appended, the fourth file “_4,” and so on.

To include all W-2s in the same PDF file, leave this field blank.



Note: A number entered in this field overrides the number, if any, entered in the Max Pages per PDF field on the PDF Defaults (PDFD) form.

Creating the PDF file

When you finish from the last peripheral form, Colleague begins assembling the W-2 form and each employee's data.



Note: If you are creating a PDF file for a large number of employees, be aware that this process might take some time to complete.

When the W2FP process is complete, the message shown in [Figure 124 on page 436](#) is displayed.

Figure 124: The message displayed after W2FP runs



When you click “OK,” the following are displayed:

- The reports, if any, that you sent to the Hold file.
- The PDF file of employees’ W-2s that is ready to print.

When you close the PDF file, that file is not retained on your individual computer. However, it remains available in your HOLD file on your institution’s Colleague application server. For more information, see [“Location of the PDF file” on page 436](#).

Accessing an existing PDF file

This section includes methods for accessing the PDF file created by the W2FP process.

Location of the PDF file

The W-2 PDF files are permanently stored on your Colleague application server in one of the following directories:

- `_HOLD_PRIVATE\yourUserName`
- `_HOLD_SHARED\sharedDirName`



Note: The PDF files should not be stored permanently on an individual’s computer. When you create a W-2 PDF file, you will receive a message to delete the file from your computer. Although the PDF file will be deleted from your individual computer, the file is still available in one of the files listed above. For assistance, see your system administrator.

Using the PDF Retrieval (PDFR) form

You can also use the PDF Retrieval (PDFR) form to access the PDF file. Entering “...” on a blank line takes you to a list of the PDF files that you have created.

The files are listed in chronological order by time and date created, displayed in internal format. The most recent file created is last on the list.

[Figure 125](#) shows an example of the PDFR form and a list of PDF files.

For information about the PDFR form, see the [Envision Runtime Administration](#) manual.

Figure 125: PDF Retrieval (PDFR) form

PDF Files	
1	...
2	
3	
4	
5	
6	
7	
8	
9	
10	

Procedure for printing or reprinting W-2 forms for the tax year you are processing

Follow the steps below to use the W-2 Form Print (W2FP) form to print or reprint your W-2 forms for the tax year that you are processing.



Note: You can also use the W2FP process to reprint forms for a *previous* tax year; however, some extra steps are involved. For information, see [“Reprinting unchanged W-2s for a previous year” on page 453.](#)

1. Access the W-2 Form Print (W2FP) form.
2. In the W-2 Process Option field, verify the W-2 forms that you want to process and print, or reprint.

To process and print W-2s for all employees, select **A – Process All W-2s.**

To reprint some or all W-2s for any reason, select **R – Reprint W-2s .**

To process and print only those W-2s that have been modified using the W-2 Adjustment (W2AJ) form, select **M – Process Modified W-2s.**



Note: A default value is displayed based on the statuses in certain fields on the Monitor Qtly/Yrly Processing (QYPR) form. You can change this value as long as the pertinent fields on the QYPR form display the required statuses. For more information, see [“Which W-2s to process” on page 426.](#)



Note: The codes for these options are stored in the Ellucian-maintained validation code table W2.PRINT.OPTIONS.

3. Select the consent status of the employees whose W-2s you want to print or reprint.
For information about the choices, see [“Which W-2s to print” on page 428](#).
4. In the field for including former employees, indicate whether you want to include former employees who have income for the tax year that you are processing.
To include former employees, enter **Yes**.
Otherwise, enter **No**.
 - The name of this field varies depending on what you entered in [Step 3](#). For information, see [“Which W-2s to print” on page 428](#).
 - If you selected “All Employees” in [Step 3](#), “Yes” is displayed in this field. You cannot change it.
5. Does the W-2 Print Option field contain “A – Format and Print All W-2s”?
Yes. You must leave the rest of the fields on this form blank. Skip to [Step 9](#).
No. Continue with the next step.
6. In the Saved List Name field, enter the name of a saved list, if any, that you want to use to limit the W-2s that are printed.
You can enter a saved list name only if the W-2 Print Option field contains “R – Reprint W-2s.”
Your saved list must contain the IDs of records in the W2.PRINT.WORK file. To see the names of all saved lists, use Colleague’s LookUp feature.
7. In the Employee IDs window, enter the IDs of those employees whose W-2s you want to print.
If this field already contains a list of IDs, then you can edit this list by adding or deleting IDs. To add an employee whose ID you do not know, use Colleague’s LookUp feature to find the appropriate employee.
 **Note:** A list of IDs is displayed only when the W-2 Print Option field contains “M – Process Modified W-2s.”
8. Indicate whether you want to enter specific criteria for selecting W-2s to be printed.
You can enter additional selection criteria only if the W-2 Print Option field contains “R – Reprint W-2s.”
If you enter “Yes,” then the Additional Selection Criteria form is displayed when you finish or update from this form. You can enter criteria for selecting W-2s from the W2.PRINT.WORK file there.
9. Save your entries and update from the W2FP form.
10. On the Sort Definition form, verify the order in which the W-2s are being sorted and make any changes necessary.
11. If you are creating a PDF file, then on the peripheral form for W-2 Form Print, follow the substeps below.
 - 11.1. In the Output Device field, leave the default as “PDF – PDF Output.”
 - 11.2. In the Security field, leave the default as “PR – Private.”

11.3. In the Max Pages per PDF field, enter the maximum number of pages, if any, that you want to include in this PDF file.

To include all W-2s in one PDF file, leave this field blank.

12. Two additional peripheral forms are displayed:

- In the first, specify the print criteria for the W-2 Form Print Totals report.
- In the second, specify the print criteria for the Batch Error Report.

Then, skip to [Step 13](#).

13. Save and update from the forms to begin processing.

14. Review the W-2 forms, the W-2 Form Print Totals report, and the batch error report to verify all data.

If you created a PDF file, see [“Accessing an existing PDF file” on page 436](#).

For help with problems, see [“Troubleshooting problems with W-2 processing” on page 447](#).

15. Reprint forms or make adjustments as necessary.

For information about making adjustments, see [“Adjusting an employee’s W-2 data” on page 410](#) or [“Adjusting an employee’s taxable benefits” on page 394](#).

Creating the export file of W-2 data

Using the Create W-2 Export (W2EX) process, you can create an export file of W-2 data in the EFW2 format required by the Social Security Administration.

This section includes an explanation of the W2EX process and the procedure for using it.

Understanding the W2EX process

The Create W-2 Export (W2EX) process, shown in [Figure 126](#), creates an export file of your W-2 data in the EFW2 format required by the Social Security Administration (SSA). You can submit this file to the SSA using their approved method of transmittal. You can also use this process if you need to resubmit any W-2 data to the SSA.

Figure 126: Create W-2 Export (W2EX) form

The contact information in these fields is shared with the Create Tax Agency Export (QTAE) form.

W2EX - Create W-2 Export
Tax Year : 2012

PIN Assigned by SSA: 123
Resubmittal TLCN:
Contact: 1091888 Bakhtiar Rakhmatov
Phone Number/Ext: 703-555-7777
Notification Method: 1 E-mail/Internet
Fax Number: 232-132-1231
E-mail Address: brr@abc.com

Total Federal Income Tax Withheld by Third Party

FICA Class	Tax Withheld
1 R Regular(All Others)	3500.00
2 Q M.Q.G.E.	900.00
3	

Batch Control ID:
Update Mode: No
Modify Target File Definition:

This export process also generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Export, which you can review and keep for your records. [Figure 127 on page 442](#) shows an example of the report.

When to create the export file

The W2EX process can be run only *after* the W-2 Preprocessor (W2PP) has completed successfully, and the Monitor Qtly/Yrly Processing (QYPR) form displays “Yes” in the field W2PP W-2 Preprocessor.

Relationship to the QTAE form

The W2EX form includes fields for information about the person at your institution whom the SSA should notify if there is a question about or problem with the exported file. Because the same person often serves as the contact for all tax agencies, the information about this form is shared with that on the Create Tax Agency Export (QTAE) form, which creates an export file of quarterly or yearly data for state or local tax agencies.

Therefore, if contact information has already been entered on the QTAE form, then it defaults into the fields on this form. Likewise, any contact information that you enter or change on this form updates the contact information displayed on the QTAE form.

Required fields

To finish from this form, all of the following fields must contain data:

- Pin Assigned by SSA
- Contact
- Phone Number
- Notification Method
- Email Address
- Total Federal Income Tax Withheld by Third Party
- Batch Control ID
- Update Mode

About the file that is created

The export file that is created contains the same data that was reported to your employees on their W-2 forms.



Warning! To ensure that the number of records on the export file matches the number of printed forms, you must define a tax code for all federal taxes, such as FICA, even if your employees are exempt from that tax.

For information, see the section on defining U.S. tax codes in the [Using Human Resources](#) manual.

For example, if your institution is not required to withhold FICA tax for all or some of your employees, then in order to ensure that these employees are included on the W-2 export file, you must have set up the FICA tax code and employee tax table as usual. However, to prevent FICA from being withheld, you would not assign the tax code to the affected employees. For information about defining tax codes and setting up employee tax tables, see the [Using Human Resources](#) manual.

To create the export file, the W2EX process uses data in the TAX.W2 and TAX.FORM.W2 files to first create the work file W2.EXPORT.WORK. Using the data in this work file, the process creates the final file in the required format and stores it as a record in the HOLD file as W2REPORT, the file name recommended by the SSA.

However, to limit access to the output file, Ellucian recommends that you change its destination to the PAYROLL.EXPORTS file in your operating system directory. Only employees with the appropriate authority can view the contents of the PAYROLL.EXPORTS file.



Note: You can change the destination and other file specifications by detailing from the Modify Target File Destination field to the Electronic Transfer File (ELFT) form, these steps are found in the [“Procedure for creating the export file of W-2 data” on page 443.](#)

You can then submit this file to the SSA using their approved method of transmittal.

About the report that is generated

The W2EX process generates a report that is comparable to Form 6559, Employer Summary of Form W-2 Export, which you can review and keep for your records. [Figure 127](#) shows an example of the report.

Figure 127: Example of the report generated by the W2EX process

Nov 28 2012 10:35	Form 6559 Employer Summary of Form W-2 Export Tax Year: 2012	Page 1
FICA Class R: Regular(All Others)		
Number of Forms W-2.....		286
Social Security Wages.....	\$1,779,293.43	
Social Security Tips.....	\$0.00	
Wages, Tips and Other Compensation.....	\$1,793,876.37	
Federal Income Tax Withheld.....	\$346,883.35	
Social Security Tax Withheld.....	\$108,563.07	
Medicare Wages and Tips.....	\$1,337,981.78	
Medicare Tax Withheld.....	\$19,388.19	
---Additional Amounts Not Required on Form 6559---		
Advance Earned Income Credit.....	\$656.44	
Dependent Care Benefits.....	\$6,504.59	
Deferred Comp. Contributions to Sec 401(k).....	\$20,545.53	
Deferred Comp. Contributions to Sec 403(b).....	\$27,242.21	
Deferred Comp. Contributions to Sec 408(k)(6).....	\$0.00	
Deferred Comp. Contributions to Sec 457(b).....	\$0.00	
Deferred Comp. Contributions to Sec 501(c)(18)(d).....	\$11,602.16	
Non-Qual Plan Sec 457 Distrib/Contributions.....	\$0.00	
Non-Qual Plan Not Sec 457 Distrib/Contributions.....	\$200.66	
Fringe Benefits.....	\$0.00	
Employer Cost of Premiums for Group Term Life.....	\$2,755.35	
Income Tax Withheld by Third Party Payer.....	\$3,500.00	
Cost of Employer-Sponsored Health Coverage.....	\$5,150.00	
Designated Roth Contributions Under a 457(b) Plan:	\$2,100.00	

Note that some categories on this report have zero amounts. The following categories, however, are included only when their amounts *are not* zero:

- Allocated Tips
- Uncollected Employee Tax on Tips
- Medical Savings Account
- Simple Retirement Account
- Qualified Adoption Expenses

- Wages Subject to Puerto Rico Tax
- Commissions Subject to Puerto Rico Tax
- Allowances Subject to Puerto Rico Tax
- Tips Subject to Puerto Rico Tax
- Total Wages/Comm/Tips/Allow Subject to PR Tax
- Puerto Rico Tax Withheld
- Retirement Fund Subject to Puerto Rico Tax
- Total Wages/Tips/Other Comp Subject to Island Tax
- Island Income Tax Withheld
- Uncollected Medicare Tax on Group Term Life
- Uncollected Soc. Sec. Tax on Group Term Life
- Income From Nonstatutory Stock Options
- Employer Contributions To Health Savings Account
- HIRE Exempt Wages and Tips

Procedure for creating the export file of W-2 data

Follow the steps below to create the W-2 export file.

1. Access the Create W-2 Export (W2EX) form.
2. In the PIN Assigned by SSA field, enter the Personal Identification Number (PIN) that the SSA assigned to you.
3. Are you resubmitting a file of W-2 data that has already been submitted to the SSA for this tax year?

Yes. In the Resubmittal TLCN field, enter the TLCN from the SSA notice that you received.

No, this W-2 data is being submitted to the SSA for the first time.

Leave this field blank.

4. Verify that current contact information is displayed and make any changes necessary.



Note: Any changes that you make are shared with the Create Tax Agency Export (QTAE) form.

5. For each FICA class listed, enter the total federal income tax that was withheld by a third-party vendor.

You must enter an amount in this field. If nothing was paid for a particular class, then enter 0.



Note: This window lists all of the FICA classes for your employees that were found by the W-2 Preprocessor (W2PP). Any FICA class that does not exist as a tax code for the employees who were paid during the tax year that you are processing is not listed in this window.

Ellucian recommends that you do not add or delete FICA classes from this list.

6. In the Batch Control ID field, confirm the batch ID that is defaulted into this field.

This ID uniquely identifies this execution of the W2EX process, not the file that is created. The default is the ID that was last used. You can reuse it or enter a new one if you like.

7. In the Update Mode field, indicate whether you want to actually create the export file or to simulate its creation. Simulating the file creation generates the same report that would have been generated if you had actually created the file.

To create the export file, enter **Yes**.

To simulate its creation and review the report that is generated, enter **No**.

8. In the Modify Target File Definition, detail to the Electronic Transfer File (ELFT) form to verify the file specifications and make any changes necessary, including its name and destination.

To limit access to the output file, Ellucian recommends that you follow these substeps to change your file destination to the PAYROLL.EXPORTS file in your operating system directory.

- 8.1. To change the directory, specify the directory you want to use instead of the default.

The path must be relative, for example, /datatel/live/collive/DATA/DATA_P/PAYROLL.EXPORTS. If it is not in the root directory where the application is run.

- 8.2. Enter the file name in the OS File Name field.
The changes made here will be used this time only.



Note: To make these changes permanent, you must access the ELFT form directly from the HR menu.

- 8.3. Go to the ELFT form.

8.4. At the LookUp prompt, enter W2.EXPORT.



Warning! If a record named W2REPORT already exists in the HOLD or PAYROLL.EXPORTS file, then you will get a fatal error when you run the W2EX process and the export file will not be created. To avoid this situation, you must do one of the following:

- Delete the existing W2REPORT record from the HOLD file. If you do not have the authority to delete this file, then see your system administrator.
- On the ELFT form, enter a different name in the field OS File Name.

9. Finish and update from the ELFT form to save your changes.

You are returned to the W2EX form.

10. Finish and update from the W2EX form to begin creating the export file.

11. Review the report that is generated to ensure that the data is correct.

For help with resolving any problems, see [“Troubleshooting problems with W-2 processing” on page 447.](#)

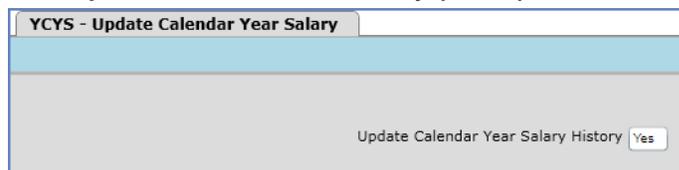
Making the year’s data available for viewing

The Update Calendar Year Salary (YCYS) process allows you to copy the earnings, benefits, deductions, and tax data for the past calendar year from the EMPBKUP file to the EMPCYEAR file. The EMPCYEAR file contains payroll totals by calendar year for each employee.

You can view this data during the coming year by using the Calendar Year Salary History (CYSH) form in the Human Resources module.

[Figure 128](#) shows an example of the YCYS form.

Figure 128: Update Calendar Year Salary (YCYS) form



When to run the YCYS process

You can run this process only during the following time frame:

- When you are processing the fourth quarter of the calendar year.
- After the Copy EMPLOYES to EMPBKUP (QCEB) process has completed (For information about the QCEB process, see [“Gathering the quarterly data” on page 307.](#))

In addition, Ellucian recommends that you do not run this process until you have completed W-2 processing to ensure that the EMPCYEAR file contains all adjustments made to the EMPBKUP file.

Relationship to the QCBB process

If you are processing the fourth quarter, then you cannot run the last step of quarterly processing, Copy EMPBKUP to EMPBKUP.QTLY (QCBB), until you have run the YCYS process and its status on the QYPR form is “Yes.”

For other statuses on the QYPR form that prohibit the QCBB process from running in the fourth quarter, see [“Year-end statuses that control whether QCBB can run” on page 362](#).

Procedure for making the data available for viewing

Follow the steps below to copy the data from this calendar year into the EMPCYEAR file where it can be viewed by using the Calendar Year Salary History (CYSH) form.

1. Access the Update Calendar Year Salary (YCYS) form.
2. In the Update Calendar Year Salary History field, indicate whether you want to run this process to update the salary history file.

If you want to run this process now, leave the default as “Yes.”

If you do not want to run this process now, then enter No.

3. Save your entry and update from the YCYS form.
If you entered “Yes” to run the process, the process begins.
If you entered “No,” the process is cancelled.
4. To verify the result, access the Calendar Year Salary History (CYSH) form and view an employee’s data for the year that you copied.

Correcting W-2 Information

Troubleshooting problems with W-2 processing

[Table 65](#) lists some of the problems that you might encounter and how to solve them.

Table 65: Troubleshooting problems with W-2 processing

Problem	Comments	Solution
You cannot print W-2 forms. You cannot create an export file.	The W-2 Employee Benefit Adjustmt (W2BA) form was used to modify an employee's taxable benefits and deductions <i>after</i> the W-2 Preprocessor (W2PP) was run. For information, see "Year-end statuses that control W-2 processing" on page 361 .	Re-run the W-2 Preprocessor (W2PP) with the Modified Only field set to "Yes." Doing so limits the employees process to only those whose data has been modified using the W2BA process since the W2PP process was last run.
The W-2 Verification Report or the W-2 forms contain no data.	If the tax code is not defined as "W-2," with the hyphen, then W-2 data is not gathered by the W-2 Preprocessor (W2PP).	The tax code for W-2 is incorrectly defined. See "Importance of the tax-Form code for the W-2 form" on page 371 for information about how to redefine the code and update all box codes using it.

Table 65: Troubleshooting problems with W-2 processing (continued)

Problem	Comments	Solution
<p>The correct employee's address did not print on the W-2 form.</p>	<p>For information on how Colleague determines the address to use, see "Address that is used" on page 405.</p>	<p>Do the following:</p> <ol style="list-style-type: none"> 1. Verify the data entered on the following forms: <ul style="list-style-type: none"> • W-2 Processing Setup (W2PS) in the Use CHCK Address field. • W-2 Preprocessor (W2PP) in the Name/Address Hierarchy field. 2. Re-run the W-2 Preprocessor for all or only selected employees depending upon the extent of the problem. 3. Re-run the W-2 Form Print (W2FP) and Create W-2 Export (W2EX) process as necessary.
<p>The statutory employee check box is not checked for employees who meet the criteria.</p>	<p>For information, see "Check box for statutory employees" on page 382.</p>	<p>On the W-2 Processing Setup (W2PS) form, verify that "Yes" is entered in the field Flag Statutory Employees.</p>
<p>The Retirement Plan check box is not being marked for employees who <i>have</i> retirement plans.</p>	<p>For information, see "Check box for retirement plan" on page 383.</p>	<p>On the W-2 Processing Setup (W2PS) form, verify that the correct retirement plan codes are entered.</p> <p>Use the following forms to verify that the affected employees are assigned the codes for these retirement plans:</p> <ul style="list-style-type: none"> • Person's Benefits/ Deductions (BNDS) • Employee Taxes (ETAX) • Person's Wage/Salary (PWAG)

Table 65: Troubleshooting problems with W-2 processing (continued)

Problem	Comments	Solution
<p>The Retirement Plan check box is incorrectly marked for employees who <i>do not have</i> a retirement plan.</p>	<p>For information, see “Check box for retirement plan” on page 383.</p>	<p>On the W-2 Processing Setup (W2PS) form, verify that the Retirement Plan Earnings Types window contains only the earnings types for earnings that contribute to retirement plans that are not defined as a benefit/deduction.</p> <p>Otherwise, any employees with these earnings types will have the Retirement Plan check box marked regardless of whether they have a retirement plan.</p>
<p>The check box for third-party sick pay is not checked for an employee who received this pay.</p>	<p>For information, see the following topics:</p> <ul style="list-style-type: none"> • “Check box for third-party sick pay” on page 384 • “Reporting an employee’s third-party sick pay” on page 412 	<p>On the W-2 Adjustment (W2AJ) form for the employee, verify that the Check Boxes column contains the code “TPSP” and that the corresponding field in the Flag column contains “X.”</p>
<p>The boxes for reporting <i>state</i> wages and income tax are blank for an employee with no wages or no income tax withheld.</p> <p>Our state requires that zeros print in these boxes.</p>	<p>The federal government requires that the boxes for reporting federal wages and income tax withheld be left blank for employees who have no wages or no amounts withheld.</p> <p>Ellucian leaves the appropriate state boxes blank as well.</p>	<p>Modify the print program CPB008B to print zeros in the state boxes.</p>

Table 65: Troubleshooting problems with W-2 processing (continued)

Problem	Comments	Solution
<p>Taxes for the same state are printed on separate lines of the employee's W-2 form.</p>	<p>The codes for state taxes must be defined with the same state abbreviation in order for their amounts to be totaled.</p>	<p>Using the Tax Code Definition (TAXC) form, access the problem tax codes and assign the same state abbreviation in the State Abbreviation field.</p> <p>To identify all state tax codes defined with inconsistent state abbreviations, do the following:</p> <ol style="list-style-type: none"> 1. Generate a list of the tax codes in the TAXCODES file that have a State tax type. Sort the list by state abbreviation. 2. Using this list, identify multiple abbreviations for the same state. 3. Decide which abbreviation should be used in all tax-code definitions for that state. 4. Use the TAXC form to correct the state abbreviations in the affected tax codes.
<p>The W-2 forms that I printed after making adjustments on the W-2 Adjustment (W2AJ) form do not show the changes I made.</p>	<p>To print adjusted forms, you must select the option to print modified forms on the W-2 Form Print (W2FP) form.</p> <p>If you select the option to reprint forms, your adjustments are not picked up.</p> <p>For information, see "Which W-2s to process" on page 426.</p>	<p>On the W-2 Form Print (W2FP) form, select the W-2 print option "M Process Modified W-2s."</p>
<p>The number of records on the export file does not match the number of W-2 forms printed.</p>	<p>To ensure correct reporting, you must define a tax code for all federal taxes, such as FICA, even if your employees are exempt from that tax.</p> <p>For information, see the section on defining U.S. tax codes in the Using Human Resources manual.</p>	<p>If your employees are exempt from FICA tax, define a tax code with the FICA class "Regular," and set up an employee tax table with the current tax percent.</p> <p>Do not assign this tax code to your exempt employees.</p>

Recording information about an employee's W-2

The W-2 Notations (W2NT) form provides a place to record information about an employee's W-2 form, including whether a W-2c form was created.

[Figure 129](#) shows an example of the W2NT form.

Figure 129: W-2 Notations (W2NT) form

W2NT - W-2 Notations

Employee : 1083191 Mr. Dennis D. Jones Tax Year : 2012

W-2c Created

W-2c Comm Code Comm Code Status

Comments

1	2-4-2012: Employee reported incorrect SSN.	
2	2-11-2012: Submitted W-2c to IRS. Notified employee by email.	
3		
4		
5		
6		
7		
8		
9		
10		

Recording miscellaneous information

The Comments field on the W2NT form allows you to enter any pertinent information or remarks about this employee's W-2 for a particular tax year.

You can detail from any line to access a full form for entering text.

These comments are internal only. If your institution uses the W-2 PDF WebAdvisor workflow to allow employees to view their W-2s online, these comments are not displayed on any of the employee's WebAdvisor forms.

Recording that a W-2c was issued

When a W-2c is issued for an employee's W-2, you can record it by entering "Yes" in the W-2c Created field for the employee and the tax year.

If your institution uses Communications Management and if a communication code and status are entered on the W2NT form, then when you exit the W2NT form, that communication is sent to the employee.

For institutions that use the W-2 PDF WebAdvisor workflow to allow employees to view their W-2s online, entering “Yes” in the W-2c Created field also causes the following to occur on the employee’s W-2 Statements web form for the affected tax year:

- A message is displayed that a correction was made to the employee’s W-2 and that the employee must contact the payroll office for the corrected W-2c.
- The displayed tax year no longer provides a link to the original W-2 form.

All institutions can then use the Comments field to enter information about the W-2c that was created and any other followup information.

For information about the W-2 PDF WebAdvisor workflow, see the [WebAdvisor for Colleague HR](#) manual.

Procedure for recording W-2 information

Follow the steps below to record information about a particular employee’s W-2 issued in a particular tax year.

1. Access the W-2 Notations (W2NT) form.
2. At the Employee LookUp prompt, enter the ID of the employee whose W-2 you want to record information about.

If you do not know the ID to enter, use the LookUp feature to locate the employee in your database.

3. At the Enter Tax Year prompt, verify the tax year for which you want to enter information.

The default value is the year that is currently entered on the Monitor Qtly/Yrly Processing (QYPR) form.

If it is not the correct tax year for the information that you want to enter, change it.

4. Was a W-2c issued for this employee’s W-2 for this tax year?

Yes. Enter `YES` in the W-2c Created field, and continue with the next step.

No. Leave the default as “No,” and skip to [Step 6](#).

5. Do you want to use Colleague Core Communications Management to generate a communication to this employee when a W-2c form is issued for this tax year?

Yes. In the W-2c Comm Code field, enter the communication code to use. In the Comm Code Status field, select the code that your institution defined for a “Received” status.

The status codes are maintained in the CORR.STATUSSES validation code table in Colleague Core.

When you finish from this form, the communication will be sent.

No. Leave the W-2c Comm Code and the Comm Code Status fields blank.

6. In the Comments field, enter any pertinent information about this employee’s W-2 for this tax year.

You can detail on any row to access a full form for entering text.

7. Save your work and exit the W2NT form.

Reprinting unchanged W-2s for a previous year

Occasionally, an employee might need you to reproduce a W-2 from a previous year.



Note: Technically, you can reprint a W-2 form for any record that still exists on the W2.PRINT.WORK file; however, Ellucian recommends that you use Colleague to reprint only from the *most recent year* that you processed.

If you attempt to reprint a W-2 from more than a year ago, it is likely that the form itself will have changed along with the subroutine or the Forms Processing ID that was used to print it. Instead, it is easier and quicker to use a typewriter to reproduce the few older W-2s that might be needed, using data from that year's W-2 Verification Report.

Changing the QYPR form

To reprint a form from the most recent year that you processed, you, or someone with the proper authority, must change the following information about the Monitor Qtly/Yrly Processing (QYPR) form:

- **The quarter and the tax year.**

Because the TAX.W2 file is keyed by employee ID, tax year, and tax quarter, in order to select the record for the right tax year you must first change the quarter and tax year entered on the QYPR form.

When you next access the W-2 Form Print (W2FP) form, that tax year is displayed at the top of the form, which confirms the tax year for the W-2 forms that will be reprinted.

- **The status for the QCBB process.**

In order to use the W2FP process to reprint W-2s for a previous year, this status must be "Yes." Although Colleague displays a message that you have already run the process, it does allow you to re-run it without resetting the status.



Note: After reprinting W-2s, you must return these fields to their original state. The complete procedure for reprinting these W-2s, including setting and resetting the fields on the QYPR form, is available in ["Procedure for reprinting unchanged W-2s for a previous tax year" on page 454.](#)

Setting up the W2FP form

When you first access the W2FP form after resetting fields on the QYPR form, you see a warning message that this process has already completed for the quarter and year that you specified. The form then displays the appropriate tax year for which you are reprinting W-2s at the top of the form.

The W-2 Print Option field displays the option to reprint W-2s.



Warning! You must change this print option to process modified W-2s. Changing this option causes the employee's existing W-2 record for the current tax year to be purged from the W2.PRINT.WORK file and rebuilt with the older W-2 data from the tax year that you want to reprint.

In the Employee IDs window, you must also enter the IDs for those employees whose W-2s you are reprinting.

[Figure 130](#) below shows an example of the W2FP form as it is set up for reprinting W-2s for a previous tax year.

Figure 130: W-2 Form Print (W2FP) form for reprinting W-2s for a previous tax year

Verify that the tax year you want to reprint is displayed.

Enter the IDs of the employees whose W-2s you are reprinting.

W2FP - W-2 Form Print	
Tax Year : 2012	
W-2 Process Option	M Process Modified W-2s
Print Options	
Include These Employees	Non-consenting
Also Include Consenting Former Employees	<input checked="" type="checkbox"/> Yes
W-2 Print Method	S Subroutine
Subroutine/Form Name	S.PRINT.LASERS.W2
Selection Options	
Saved List Name	
Employee IDs	1 0000108 James Higgins
	2
	3
	4
	5
Additional Selection Criteria	<input type="checkbox"/> No

Change the print option from "R – Reprint W-2s" to "M – Process Modified W-2s."

Procedure for reprinting unchanged W-2s for a previous tax year

Follow the steps below to use the W-2 Form Print (W2FP) form to reprint one or more W-2 forms for a previous tax year.



Note: Ellucian recommends that you use Colleague to reprint only from the *most recent year* that you processed.

1. Access the Monitor Qtly/Yrly Processing (QYPR) form.
2. Does the Quarter Currently Being Processed field display “Q4”?

Yes. Continue with the next step.

No. Enter Q4.

If you cannot make changes on this form, then ask your system administrator or someone with proper authority to perform [Step 2](#) through [Step 5](#).

3. In the Quarter Ending Date field, change the year in the date that is displayed to the year for which you need to reprint W-2s.
4. In the QCBB Copy EMPBKUP to EMPBKUP.QTLY field, verify that the status is “No.” Change it if necessary.

A “Yes” in this field indicates that quarterly or yearly processing is complete. Colleague will not let you re-run any processes for the quarter when this status is “Yes.”

5. Save your entries and update from the QYPR form.
6. Access the W-2 Form Print (W2FP) form.
7. Verify that the tax year displayed at the top of the form is the tax year for which you need to reprint W-2s.

If the tax year is not correct, cancel from the W2FP form and return to [Step 1](#).

8. In the W-2 Print Option field, select **M – Process Modified W-2s** to process modified W-2s.

You *must* choose to print modified W-2s even though you are reprinting a W-2 that has not been modified.



Note: Choosing the option to print modified W-2s causes the employee’s existing W-2 record in the W2.PRINT.WORK file to be purged and rebuilt with the W-2 data from the specified year.



Note: The codes for the print options are stored in the Ellucian-maintained validation code table W2.PRINT.OPTIONS.

9. In the Employee IDs window, enter the IDs of those employees whose W-2s you want to reprint.

If this field already contains a list of IDs, you can edit this list by adding or deleting IDs.

If you do not know the ID to enter, then use Colleague’s LookUp feature to find the appropriate employee.

10. Save your entries and update from the W2FP form.

11. On the Sort Definition form, verify the order in which the W-2s are being sorted and make any changes necessary.
12. Save and update from the forms to begin processing.
13. Review the printed W-2 forms, the W-2 Form Print Totals report, and the batch error report to verify all data.

For help with problems, see ["Troubleshooting problems with W-2 processing" on page 447](#).

14. Access the Monitor Qtly/Yrly Processing (QYPR) form.
15. In the Quarter Currently Being Processed field, enter the appropriate quarter for your current quarterly processing.

If you cannot make changes on this form, then ask your system administrator or someone with proper authority to perform [Step 15](#) through [Step 18](#).
16. In the Quarter Ending Date field, change the year in the date that is displayed to the year that you are currently processing.
17. If you changed the status of the QCBB Copy EMPBKUP to EMPBKUP.QTLY field to "No," then enter Yes to change it back. Otherwise, leave it as "No."
18. Save your entries and update from the QYPR form.

Verifying Your Institution's ID Parameters

Verifying your institution parameters in Colleague Core

To set up or verify your institution's ID parameters for tax form processing, you must access three forms in Colleague Core:

- Organization Profiles (ORGP)
- Additional Organization Info (AORG)
- ID and LookUp Parameters (PID2)



Note: These forms are part of Colleague Core. However, you can access each form from within Colleague Finance or Colleague Student. For more information about using these forms, refer to the [Getting Started with Colleague Core](#) manual.

There are four key pieces of information that you need to verify:

- Verify your institution's **Employer ID Number** on the ORGP form.
- Verify your institution's **Payer Name Control code** on the AORG form.
- Verify your institution's **Transmitter Control Code** on the AORG form.
- Verify your institution's **Host Organization ID** on the PID2 form.

Once these parameters are set up, you do not need to change them unless your institution's information changes.

Employer ID number

The Employer Identification Number (EIN) is assigned to your institution by the Internal Revenue Service (IRS). Your EIN is a unique number (in the format NN-NNNNNNN) that identifies your institution to the IRS when you file various business tax returns. You are required to have an EIN in order to file tax information with the IRS.

If your institution uses more than one EIN to report 1099-MISC data, you must have a separate organization record set up for each organization/EIN combination.

The Employer ID Number field is not required on the ORGP form, but you cannot process tax information in Colleague without it.



Technical Tip: Your institution can customize the field label for the Employer ID Number field as it appears on the ORGP form. Use the Employer Tax Number Text String field on the International Defaults (PID1) form to customize this field label text.

Transmitter control code

The Transmitter Control Code (TCC) is assigned to your institution by the Internal Revenue Service Martinsburg Computing Center (IRS/MCC). You are required to have this code before you can file tax information with the IRS electronically.

To receive a code, submit Form 4419 (Application for Filing Information Returns Electronically) to IRS/MCC.

If your institution does not file tax returns electronically with the IRS, leave this field blank.



Technical Tip: The Transmitter Control Code is stored in the COR.TCC field of the CORP.FOUNDS file.

Payer name control code

The Payer Name Control (PNC) code is located on the mailing label on the package mailed by the IRS to most payers each December. To distinguish between tax package and the Magnetic Media Reporting (MMR) package, the tax package contains instructions for paper filing only and the mailing label on the package contains a four character name control code. The MMR package contains instructions for filing electronic media only, and the mailing label does not contain a name control code.

If you have not received a tax package or you do not know your payer name control code, leave this field blank.



Technical Tip: The Payer Name Control Code is stored in the COR.PNC field of the CORP.FOUNDS file.

Host organization ID

The Host Organization ID is the primary organization ID that your institution uses to report federal regulatory information.

Colleague uses this ID to locate your institution's name, address, and tax ID number (Employer Identification Number [EIN]) when generating data for 1098 and 1099 year-end tax and regulatory reporting forms.

Procedure for verifying your institution's ID parameters

1. Access the Organization Profiles (ORGP) form.
2. Access the organization record for your institution. You can either enter the name of your institution at the Organization LookUp prompt, or perform a LookUp.



Warning! Make note of your institution's Organization ID – this is the ID that you will verify in [Step 10](#) of this procedure.

Before opening the ORGP form, Colleague displays the Address Resolution form.

3. From the Address Resolution form, select the address you want to use for your institution.

Colleague displays the Organization Profiles (ORGP) form for your institution.

4. Is your institution's Employer ID Number (EIN) displayed correctly on the ORGP form? See [Figure on page 459](#).

Yes. Continue with [Step 5](#).

No. Correct the EIN and continue with [Step 5](#).

5. Detail to the Additional Organization Info (AORG) form.



Note: Detail from the Addnl Info field on the ORGP form to the AORG form. You can also access the AORG form directly from the menu system

6. If your institution has been assigned a payer name control code by the IRS, verify that code in the Payer Name Control Code field.
7. If your institution has been assigned a transmitter control code by the IRS, verify that code in the Transmitter Control Code field.



Note: Your institution must have a transmitter control code in order to file 1098-E, 1098-T, and 1099-MISC data electronic media with the IRS.

8. Save your work and update from the AORG form.
 - If you accessed the AORG form by detailing from the ORGP form, Colleague returns you to the ORGP form. Save your work and update from the ORGP form.
 - If you accessed the AORG form directly from the menu prompt, Colleague returns you to the menu.

9. Access the ID and LookUp Parameters (PID2) form.

10. Verify that your institution's Organization ID is entered correctly in the Host Organization ID field. If the ID in this field is not correct, change it.



Note: Colleague uses the Host Organization ID from the PID2 form to locate your institution's name, address, and Employer ID Number (EIN) when generating 1098-E, 1098-T, and 1099-MISC information.

11. Save your work and update from the PID2 form.

Setting Up Your Printing Method

Printing methods supported

Ellucian provides PDF printing for printing your tax form data.

When to perform setup

The setup procedures in this section may be performed at any time before you print your tax forms. You may choose to complete the appropriate printing setup steps before you process your work file data, or just before you print your forms.

Setting up 1098-E printing

Ellucian offers [PDF output printing](#) for printing your 1098-E forms.

PDF output printing

Ellucian delivers the ability to print both the 1098-E tax form and the tax form data together as a single PDF document using the 1098-E Forms Print (T9EF) process in Colleague.



Note: The tax information must have already been copied into the year-end repository to allow for PDF output printing for current or prior tax years.

Before you begin

Perform the following step to prepare your system for PDF Output printing.

Verify system requirements

In order to use the PDF printing option, your institution must be using Adobe Reader 8.0 or later.



Technical Tip: If you have implemented all software updates required for year-end processing, there are no additional setup procedures required to use PDF Output printing.

Setting up 1098-T printing

Ellucian offers [PDF output printing](#) for printing your 1098-T forms.

PDF output printing

Ellucian delivers the ability to print both the 1098-T tax form and the tax form data together as a single PDF document using the 1098-T Forms Print (T9TF) process in Colleague.



Note: The tax information must have already been copied into the year-end repository to allow for PDF output printing for current or prior tax years. Colleague does this automatically when the work file status is changed to frozen.

Before you begin

Perform the following step to prepare your system for PDF Output printing.

Verify system requirements

In order to use the PDF printing option, your institution must be using Adobe Reader 8.0 or later.



Technical Tip: If you have implemented all software updates required for year-end processing, there are no additional setup procedures required to use PDF Output printing.

Setting up 1099-MISC printing

Ellucian offers [PDF output printing](#) for printing your 1099-MISC forms.

PDF output printing

Ellucian delivers the ability to print both the 1099-MISC tax form and the tax form data together as a single PDF document using the 1099-MISC forms print processes in Colleague.



Note: The tax information must have already been copied into the year-end repository to allow for PDF output printing for current or prior tax years.

Before you begin

Perform the following step to prepare your system for PDF Output printing.

Verify system requirements

In order to use the PDF printing option, your institution must meet the following system requirements:

- Current with all software updates.
- Current on all DMI updates.
- Using Adobe Reader 8.0 or later



Technical Tip: If you have implemented all software updates required for year-end processing, there are no additional setup procedures required to use PDF Output printing.

Setting up W-2 printing

Ellucian offers [PDF output printing](#) for printing your W-2 forms.

PDF output printing

Ellucian delivers the ability to print both the W-2 tax form and the tax form data together as a single PDF document using the W-2 forms print processes in Colleague.

A pressure seal form (MW1289) is provided by RR Donnelly which has the instructions printed on the back.

Before you begin

Perform the following step to prepare your system for PDF Output printing.

Verify system requirements

In order to use the PDF printing option, your institution must meet the following system requirements:

- Current with all software updates.
- Current on all DMI updates.
- Using Adobe Reader 8.0 or later.



Technical Tip: If you have implemented all software updates required for year-end processing, there are no additional setup procedures required to use PDF Output printing.