1098-T Item Type Configuration Verification

Purpose: Utilize this document to ensure your Item Types are configured appropriately to include or exclude them on a student 1098-T.

Audience: Student Financials; Finance

- You must have at least one of these local college managed security roles:
- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

1 This process is meant to catch any new or adjusted item types since the last time 1098-T's were processed.

Have any new Third Party Contract, Financial Aid, or institutional charges been added since last year?

If you see item types (using the following report) that should not be included as charges or payments on the 1098-T, be sure to submit a ticket with the State Board asking that the item type be properly updated.

 Use the queries QCS_SF_1098T_ITEM_TYPE_CHRG and QCS_SF_INBOX5_1098SETUP to view your institution's Item Types and whether they are 1098-T eligible.

