AR/CR 1098T Roundtable  
College Staff Training

Target Audience: The Target Audience for this class is Business Office staff that is responsible for processing the 1098-T forms and understands the workflow steps for completing the 1098-T forms.

Date: January 12, 2017

Register by Date: January 10, 2017

Delivery Method: via Webinar

Time: 09:00 a.m. – 12:00 p.m.  
Log in 30 minutes before class start time.

Facilitator(s): Holly Martin, SME- Financials & AR/CR  
Sarah Gaither, SME- Financials & AR/CR  
Jason Forlines, Director of Systems Accounting & Special Projects

Prerequisites: Each participant should have a good understanding of how to process 1098-T forms.

Course Description: This is a roundtable designed for Colleague users to discuss current 2016 US Regulatory updates that relate to processing 1098-T forms. Participants are encouraged to share best practices.

Advanced Preparation: Prior to class:
• Provide any topics/questions for discussion no later than January 4, 2017, to martinh@nccommunitycolleges.edu or gaithers@nccommunitycolleges.edu.
• Print and bring the documentation indicated for the class that is located on the NCLOR web page and/or instructor will do file transfer during class.
• Access to Test Account and mnemonics if college wants to participate during session.
• Webinars are conducted using either Blackboard or Skype for Business. Please ensure your connections to both applications.
function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.

Course Objectives:

After completing this session, participants will be able to:

- Discuss new release highlights from Ellucian
- Locate and understand the significance of current regulations relating to 1098-T reporting
- Provide an overview of workflow steps for processing 1098-T forms
- Provide opportunity for college staff to collaborate with staff from other colleges

Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.