



# GetMyDocument

File Upload Overview

Manual Entry

Tax Year 2011

1098T

1098E

Please note that screen shots are from a previous year.

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## INTRODUCTION

The GetMyDocument Manager site is your portal for uploading document information for 1098T and 1098E Tax Statements. Upon successful processing of your file a borrower record is created and the associated 1098 entity. The 1098 entity is designed to store current and historical information for each document associated with that borrower at your campus. A PDF of the 1098 is created and if appropriate the associated email campaign history.

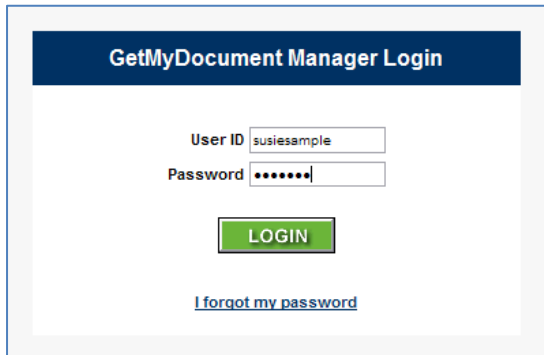
## ERRORS

Errors can be corrected within the application and you can re-process the original file upload.

A report of all errors is available in EXCEL or XML for easy review of all errors and warnings.

## SITE ACCESS

Your User ID and password from last year are still active. If you forgot your password, click on the [I forgot my password](#) link and a reminder question will be sent to you. If you are new to GetMyDocument, contact your local Administrator to request a User ID and password.



GetMyDocument Manager Login

User ID

Password

[I forgot my password](#)

To begin: enter your User ID and Password and click Login.

**FILE FORMATS**

From the File Exchange menu, click on Upload Templates. GetMyDocument supports the standard IRS format and a proprietary template in Excel or TXT formats. The templates and a file example are provided for reference.

Throughout this document the EXCEL 1098T will be referenced. Exclude header field names from file.



**FILE UPLOAD**

From the File Exchange Menu, click Upload

1. Select the University Campus for this document file. Click on the right down arrow to display all campus options available to you.
2. Select the Upload Template (1098T or 1098E)
3. Enter the path to your file, or click Browse.
4. Confirm your email address. Make changes here if necessary.
5. Click Submit

**File Upload**

University Campus	<input type="text" value="SAMPLE UNIVERSITY: MAIN (000189)"/>
Upload Template	<input type="text" value="FileUpload: Form 1098T; UNIVERSITY ACCOUNTING SERVICE LLC: MAIN (000001)"/>
Upload File	<input type="text" value="C:\Documents and Settings\Craft Queen\My Documents\Wor"/> <input type="button" value="Browse..."/>
Email Address	<input type="text" value="lori.vertal@noogroup.com"/>

## FILE PROCESSING

You will be redirected to the File Upload Entity upon successful completion of your file transfer.

The File Upload entity is associated to the System User that initially uploaded the file.

The File Upload entity displays the number of records, number of errors and warnings in addition to the current processing status. In this example Awaiting Approval.

The Information data view provides statistics on your file process status. This is particularly helpful if you have loaded a large file and want an estimate on how long it will take to complete the entire processing of the file.

University		Administrative Options		Data Views	Shortcuts	
System ID 100000003613	Name SAMPLE UNIVERSITY-MAIN (000109)	Address 6 Commercial Street Hicksville, NY 11801		Telephone	Parent Campus UNIVERSITY ACCOUNTING SERVICE LLC-MAIN (000001)	
System User		Administrative Options		Data Views	Shortcuts	
System ID 300000004480	User ID susiesample	Name Susie Sample	University Campus SAMPLE UNIVERSITY-MAIN (000100)		Role Level Administrator	Email liri.verita@cooper.edu
File Upload		Administrative Options		Data Views	Shortcuts	
System ID 240000001100	University Campus SAMPLE UNIVERSITY-MAIN (000109)	No. Records 9	No. Errors 0	No. Warnings 12	Status Awaiting Approval	Uploaded By susiesample
<b>File Upload Information</b>						
System ID	240000001100					
University Campus	SAMPLE UNIVERSITY-MAIN (000109)					
MIME Type	application/octet-stream					
Email Address	liri.verita@cooper.edu					
Remote Name	Copy of sample_excel_file_10907.xls					
File Size (Bytes)	23040					
Processing Start	12/8/2009 12:50:46 PM					
Processing Stop	12/8/2009 12:50:48 PM					
Number Read	9 100.00%					
Number Of Records	9 <a href="#">(View by record type)</a>					
Records Per Minute	9					
Number Of Errors	0					
Number Of Warnings	12					
Number Inserted	9					
Number Updated	0					
Number Ignored	0					
Status	Awaiting Approval					
Created By	susiesample					
Date Created	12/8/2009 12:50:44 PM					
Modified By	susiesample					
Last Modified	12/8/2009 12:50:44 PM					

### REVIEW ERRORS & WARNINGS

From the File Upload Menu, click Pending Uploads or Recent Uploads

Click on the Number of errors or warnings to drill down to the detail level.

Click on the File ID to return to the File Upload entity.

File Uploads									
ID	University	Category	File Name	Uploaded By	Records	Errors	Warnings	Status	Date Uploaded
24000000180	000169	FileUpload: Form 1090T	Copy of sample_excel_file_1090T.xls	substance	9	0	12	Awaiting Approval	12/6/2009 12:50:44 PM
24000000180	000189	FileUpload: Form 1098T	Copy of sample_excel_file_1098T.xls	substance					12/6/2009 5:46:37 PM

The 12 warnings are displayed and sorted by the highest number of warnings, then line number. You can click on any column header to resort the columns. Click once for ascending, twice for descending.

File Upload Records Summary: 24000000180					
Line Number	Processed	Status	Total Errors	Total Warnings	Primary Entity
9	Unknown	Passed (With Warnings)	0	4	
1	Unknown	Passed (With Warnings)	0	1	
2	Unknown	Passed (With Warnings)	0	1	
3	Unknown	Passed (With Warnings)	0	1	
4	Unknown	Passed (With Warnings)	0	1	
5	Unknown	Passed (With Warnings)	0	1	
6	Unknown	Passed (With Warnings)	0	1	
7	Unknown	Passed (With Warnings)	0	1	
8	Unknown	Passed (With Warnings)	0	1	
8	Unknown	Passed (With Warnings)	0	1	

Total Records: 9

Records will be loaded without valid SSN/TIN numbers and incomplete addresses. However, we will not mail or submit to the IRS records with incomplete data.

Click Edit This Record at the bottom of the page.

This record has the following warnings

- Invalid TIN
- Field required for domestic addresses
- Field required for domestic addresses
- Detected an invalid address.

Field Number	Field Name	Field Data
0	Line Number	9
1	Tax Identification Number	123456885 <span style="color: orange;">Invalid TIN</span>
2	Name Prefix	
3	First Name	Ian
4	Middle Name	H
5	Last Name	Testman
6	Name Suffix	
7	Address Line 1	1242 North Sample Ave
8	Address Line 2	9J
9	City	Sample City
10	State	
11	Zip Code	
12	ZIP4	
13	Country	
14	Province	
15	Foreign Postal Code	
16	Email Address	lori.vertal-bennett@ncogroup.com
17	Account Number	68451YIOL
18	Field 1	
19	Field 2	4349
20	Field 3	
21	Field 4	269
22	Field 5	2125
23	Field 6	2045
24	Field 7	
25	Field 8	
26	Field 9	
27	Field 10	
28	Spring tuition expenses	2174.5
29	Summer tuition expenses	
30	Fall tuition expenses	2174.5
31	Other tuition expenses	
32	Prior tuition expenses	269
33	Spring grants or scholarships	
34	Summer grants or scholarships	
35	Fall grants or scholarships	
36	Other grants or scholarships	
37	Prior grants or scholarships	
38	Client University Identifier	
39	Address Line 3	
40	Address Line 4	

[Edit This Record](#)

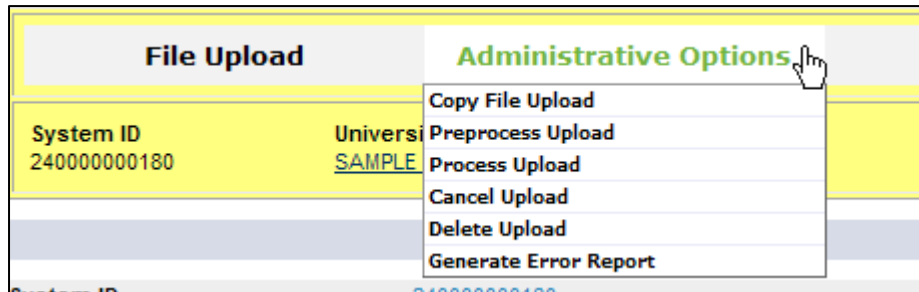
Make the necessary corrections and click Submit.

Edit F_1098T	
Line Number	<input type="text" value="9"/>
Tax Identification Number	<input type="text" value="123456885"/>
Name Prefix	<input type="text"/>
First Name	<input type="text" value="Ian"/>
Middle Name	<input type="text" value="H"/>
Last Name	<input type="text" value="Testman"/>
Name Suffix	<input type="text"/>
Address Line 1	<input type="text" value="1242 North Sample Ave"/>
Address Line 2	<input type="text" value="9J"/>
City	<input type="text" value="Sample City"/>
State	<input type="text" value="WI"/>
Zip Code	<input type="text" value="53151"/>
ZIP4	<input type="text"/>
Country	<input type="text"/>
Province	<input type="text"/>
Foreign Postal Code	<input type="text"/>
Email Address	<input type="text" value="lori.veral-bennett@ncoogroup.com"/>
Account Number	<input type="text" value="68451YIOL"/>
Field 1	<input type="text"/>
Field 2	<input type="text" value="4349"/>
Field 3	<input type="text"/>
Field 4	<input type="text" value="269"/>
Field 5	<input type="text" value="2125"/>

The edited record is displayed. Click on the header line number to return to the file details. To correct other warnings or errors, click on File Upload, Recent Uploads to display the warning list again.

<a href="#">F_1098T; Line Number '9'</a>	
LINE_NUMBER	9
TIN	123456885
PREFIX	
FIRST_NAME	Ian
MI	H
LAST_NAME	Testman
SUFFIX	
ADDRESS_LINE_1	1242 North Sample Ave
ADDRESS_LINE_2	9J
CITY	Sample City
STATE	WI
ZIP	53151
ZIP4	

When all corrections are complete, click the File Upload entity, click Preprocess Upload. Click Confirm Preprocess. (Displayed at the top of your screen)



Please select this link to confirm [Confirm Preprocess](#)

### ERRORS

Unlike warnings, errors are not processed and the entire record will fail. The process to correct an error is the same as a warning. Click on the line ID to display the error, click Edit this Record, make the corrections and submit.

File Upload Line Detail: 240000000180			
<b>This record has the following errors</b>			
<ul style="list-style-type: none"> <li>Field Number 19: Does not equal fall_amount + spring_amount + summer_amount + other_amount</li> </ul>			
<b>This record has the following warnings</b>			
<ul style="list-style-type: none"> <li>Invalid TIN</li> </ul>			
Field Number	Field Name	Field Data	
0	Line Number	1	
1	Tax Identification Number	123456789	Invalid TIN
2	Name Prefix	Mr.	
3	First Name	Doug	
4	Middle Name	T.	
5	Last Name	Testman	
6	Name Suffix	Jr.	
7	Address Line 1	1234 North Sample Ave	
8	Address Line 2	Unit 3A	
9	City	Sample City	
10	State	NY	
11	Zip Code	11801	
12	ZIP4	1111	
13	Country		
14	Province		
15	Foreign Postal Code		
16	Email Address	sample@scholarchip.com	
17	Account Number	123456789ASDFGHJ	
18	Field 1		
19	Field 2	125	Does not equal fall_amount + spring_amount + summer_amount + other_amount
20	Field 3	Y	
21	Field 4	45	
22	Field 5	125	
23	Field 6	45	
24	Field 7	Y	

You can continue preprocessing the file until you are satisfied with the results.

**EMAIL NOTICES**

Each time a file is preprocessed or processed an email is generated detailing the results of the file processing. The email is sent from: [Inform@getmydocument.com](mailto:Inform@getmydocument.com)

The email contains the file name, upload ID, statistics, errors and warnings (first 100), etc. It is important to reconcile the amounts in each 1098T "box" before releasing your file for processing.

File Name: Copy of sample\_excel\_file\_1098T.xls

Status: Processed

Upload ID: 24000000180

**Statistics:**

Total Records: 9

Total Inserted: 8

Total Updated: 0

Total Discarded: 1

Total Errors: 1

Total Warnings: 8

**Total Box1:**

Total Box2: \$20,008.00

Total Box4: \$1,368.00

Total Box5: \$10,000.00

Total Box6: \$9,360.00

Total Box10:

**Qualified Tuition and Related Amounts**

Total Fall: \$10,004.00

Total Spring: \$10,004.00

Total Summer:

Total Other:

Total Prior: \$1,368.00

**Qualified Grants or Scholarships and Related Amounts**

Total Fall:

Total Spring:

Total Summer:

Total Other:

Total Prior:

**Errors:**

(\*Note: Only the top 100 errors will display in this email. To view the rest please log onto the management site)

Line No. 1; Column Name 'Field 2'; Does not equal fall\_amount + spring\_amount + summer\_amount + other\_amount

Line No. 1; Preprocessing Errors Exist: Record Not Processed

**Warnings:**

(\*Note: Only the top 100 warnings will display in this email. To view the rest please log onto the management site)

Line No. 2; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 3; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 4; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 5; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 6; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 7; Column Name 'Tax Identification Number'; Invalid TIN

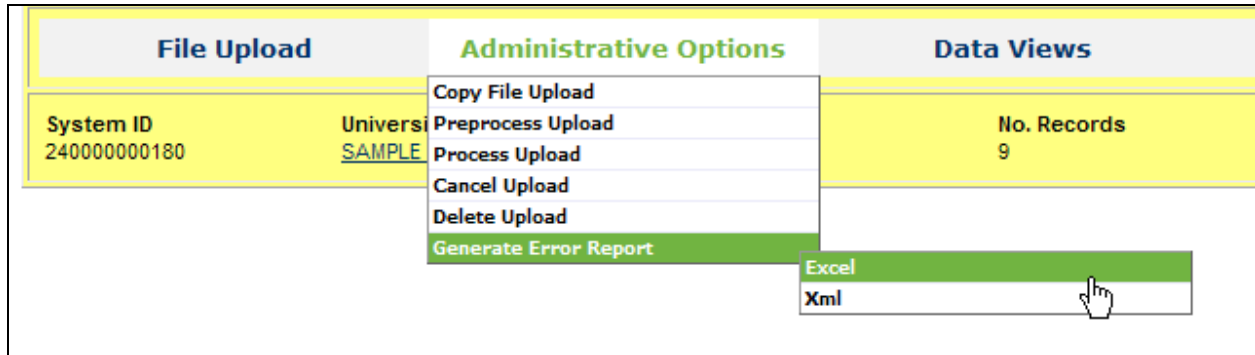
Line No. 8; Column Name 'Tax Identification Number'; Invalid TIN

Line No. 9; Column Name 'Tax Identification Number'; Invalid TIN

Email ID: 330000000251

**ERROR REPORT**

If the file generated a significant number of errors, it might be more efficient to review the errors as a list and reload your file. To generate an error report, from the File Upload Entity click Generate Error Report from Administrative Options. You can choose the output format as either Excel or XML.



The error report is saved as a ZIP file and can be opened or saved. All warnings and errors will be shown in the single Error Report.

1	A	B	C	D	E	F	G	H	I	J	K
	ERROR_TYPE	ERROR_DESCRIPTION	LINE_NUMBER	PREPROCESS	RECORD_TYPE_NAME	N	COLUMN_NUMBER	COLUMN_NAME	COLUMN_DESCRIPTION	COLUMN_TEXT	GROUP
2	Warning	Invalid TIN	1	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456789	
3	Warning	Invalid TIN	2	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456801	
4	Warning	Invalid TIN	3	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456813	
5	Warning	Invalid TIN	4	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456825	
6	Warning	Invalid TIN	5	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456837	
7	Warning	Invalid TIN	6	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456849	
8	Warning	Invalid TIN	7	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456861	
9	Warning	Invalid TIN	8	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456873	
10	Warning	Invalid TIN	9	Y	f_1098t	F_1098T		tin	Tax Identification Number	123456885	
11	Warning	Field required for domestic addresses	9	Y	f_1098t	F_1098T		state	State		
12	Warning	Field required for domestic addresses	9	Y	f_1098t	F_1098T		zip	Zip Code		
13	Warning	Detected an invalid address.	9	Y	f_1098t	F_1098T					
14											
15											

**PROCESS UPLOAD**

From the File Upload Entity, click Process Upload from Administrative Options and click Confirm Processing (at top of screen).

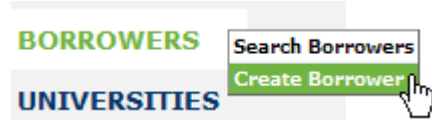
Note: The Administrative Options menu will display only those options that are available to that file. (i.e. once you process a file, the preprocessing option is gone.)

A borrower record, 1098 entity record, email (if appropriate) and document have now been created. You can edit the documents and borrowers directly in the manager site.

## MANUAL CREATION

Hint: Before you begin, perform a search to confirm that the borrower does not already exist. Enter the SSN in the Search Box and click Go.

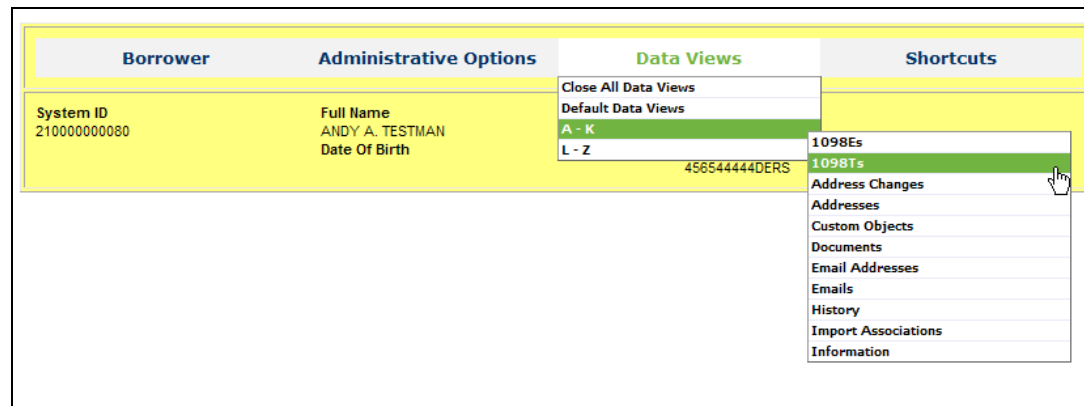
If the borrower DOES NOT exist: From the Borrower Menu, click Create Borrower.



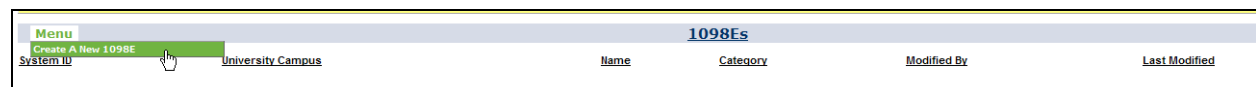
Complete the form and click Submit. Fields highlighted in pink are required.

SSN	<input type="text"/>
ITIN	<input type="text"/>
Borrower ID No.	<input type="text"/>
Prefix	<input type="text"/>
First Name	<input style="background-color: #FFDADA;" type="text"/>
Middle Name	<input type="text"/>
Last Name	<input style="background-color: #FFDADA;" type="text"/>
Suffix	<input type="text"/>
Date Of Birth (mm/dd/yyyy)	<input type="text"/> <input type="button" value="Calendar"/>
Gender	<input type="text"/> <input type="button" value="v"/>
University Campus	<input style="background-color: #FFDADA;" type="text" value="SAMPLE UNIVERSITY: MAIN (000169)"/> <input type="button" value="v"/>
<input type="button" value="Submit"/>	

Navigate to the Borrower (enter name or SSN in Search Box) and open the 1098 window from the Data Views menu. (Mouse over A-K)



Click Create a New 1098E from the 1098E Entity Menu. (Same process for 1098T)



Complete the form and click Submit to create the document. The same edits performed during the file upload are used on the form. (i.e. do values sum correctly, valid SSN, etc)

**Create 1098E 2009**

University Campus	SAMPLE UNIVERSITY: MAIN (000169)
Prefix	
First Name	ANDY
Middle Name	A
Last Name	TESTMAN
Suffix	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City	
State	
Zip Code	
Country	
Province	
Foreign Postal Code	
Email Address	
Field 1	<input checked="" type="checkbox"/> Interest Received By Lender
Field 2	<input type="checkbox"/> Field 2 should be checked if field 1 does NOT include loan origination fees and/or capitalized interest for loans made before September 1, 2004.
Correction	<input type="checkbox"/>

To edit or view a document (1098T or E), click on the System ID from the 1098 Entity.

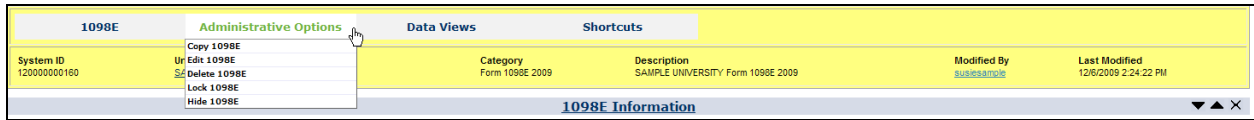
1098Es					
System ID	University Campus	Name	Category	Modified By	Last Modified
<a href="#">12000000160</a>	<a href="#">SAMPLE UNIVERSITY: MAIN (000169)</a>	Form 1098E 2009	Form 1098E 2009	<a href="#">subramanib</a>	12/6/2009 2:24:22 PM

Open the Default Data Views to see the details on the document, the PDF, and document history.

The borrower's address is associated to the document. This allows a single student/borrower to have documents go to multiple addresses for each campus.

1098E					
Administrative Options		Data Views		Shortcuts	
System ID	University Campus	Category	Description	Modified By	Last Modified
12000000160	<a href="#">SAMPLE UNIVERSITY: MAIN (000169)</a>	Form 1098E 2009	SAMPLE UNIVERSITY Form 1098E 2009	<a href="#">subramanib</a>	12/6/2009 2:24:22 PM
1098E Information					
System ID	<a href="#">12000000160</a>				
University Campus	<a href="#">SAMPLE UNIVERSITY: MAIN (000169)</a>				
Name	Form 1098E 2009				
Description	SAMPLE UNIVERSITY Form 1098E 2009				
Category	Form 1098E 2009				
Certificate	96CCED1069984F2B8768251F84F7339				
Tax Identification Number	XXX - XX - 6801				
Name Prefix					
First Name	ANDY				
Middle Name	A				
Last Name	TESTMAN				
Name Suffix					
Address Line 1	25451 FLOWER COURT				
Address Line 2					
Address Line 3					
Address Line 4					
City	BROOKFIELD				
State	WI				
Zip	53005				
Zip+4					
Country					
Province					
Foreign Postal Code					
Email Address	lori.vertal.bennett@nco-group.com				
Account Number	456544444DERS				
Field 1	5000.00				
Field 2	No				
Corrected	No				
Client ID					
Created By	<a href="#">subramanib</a>				
Date Created	12/6/2009 2:24:22 PM				
Modified By	<a href="#">subramanib</a>				
Last Modified	12/6/2009 2:24:22 PM				
Documents					
System ID	University Campus	Name	Extension	Category	Modified By
<a href="#">11000000230</a> (View)	<a href="#">SAMPLE UNIVERSITY: MAIN (000169)</a>	SAMPLE UNIVERSITY Form 1098E 2009	pdf	Form 1098E 2009	<a href="#">subramanib</a>
12/6/2009 2:24:23 PM					
1098E History					
Modification Date	Modified By				

If the document contains incorrect information, click Edit Document from the Administrative Options data view.



Edit the fields and click Submit. A history record is created and the document is updated.

**Edit 1098E 2009**

Prefix	<input type="text"/>	
First Name	<input type="text" value="ANDY"/>	
Middle Name	<input type="text" value="A"/>	
Last Name	<input type="text" value="TESTMAN"/>	
Suffix	<input type="text"/>	
Address Line 1	<input type="text" value="25451 FLOWER COURT"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text"/>	
City	<input type="text" value="BROOKFIELD"/>	
State	<input type="text" value="WISCONSIN"/>	<input type="button" value="v"/>
Zip Code	<input type="text" value="53005"/> - <input type="text"/>	
Country	<input type="text"/>	<input type="button" value="v"/>
Province	<input type="text"/>	
Foreign Postal Code	<input type="text"/>	
Email Address	<input type="text" value="tori.vertal-bennett@ncoogroup.com"/>	
Field 1	<input type="text" value="750"/>	Interest Received By Lender
Field 2	<input type="checkbox"/>	Field 2 should be checked if field 1 does NOT include loan origination fees and/or capitalized interest for loans made before September 1, 2004.
Correction	<input checked="" type="checkbox"/>	

↩