

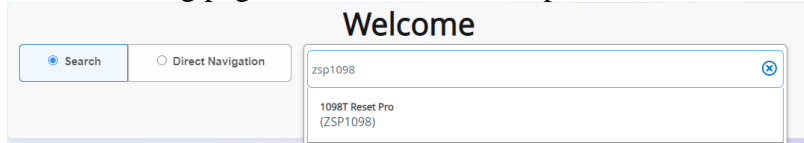
## Banner 9

### ZSP1098 – 1098T Reset Process

This process will reset 1098T indicators based on the tax year and indicator reset options that the user enters. It can be ran to reset the entire tax year or one student at a time.

**Please contact Angela or Tracy BEFORE running this process. We will help you to know which options to reset. This will prevent you from writing over data at a later data that was reset in error.**

On the landing page enter ZSP1098, then press enter.

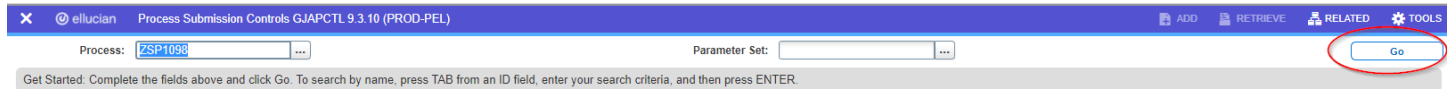


Search Direct Navigation

zsp1098

1098T Reset Pro  
(ZSP1098)

In Process Submission select **Go**



ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD-PEL)

Process: ZSP1098 Parameter Set:

Go

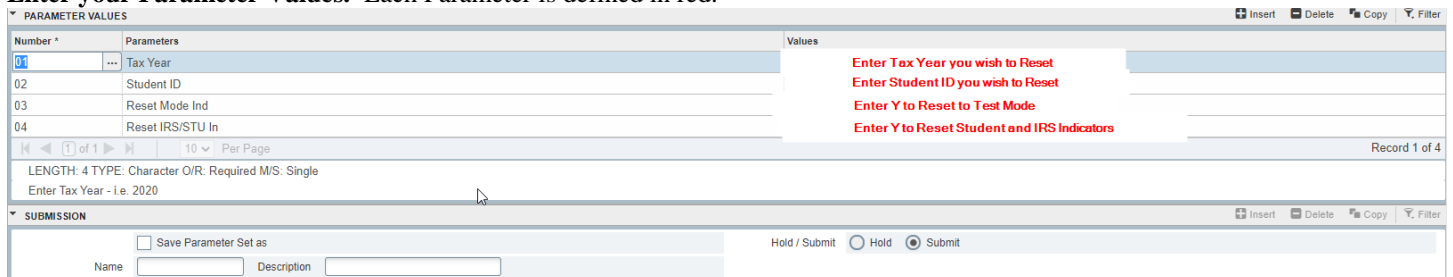
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

In the Printer Control Section – Enter **Database**

**Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



**Enter your Parameter Values.** Each Parameter is defined in red.



Number *	Parameters	Values
01	Tax Year	Enter Tax Year you wish to Reset
02	Student ID	Enter Student ID you wish to Reset
03	Reset Mode Ind	Enter Y to Reset to Test Mode
04	Reset IRS/STU In	Enter Y to Reset Student and IRS Indicators

Record 1 of 4

LENGTH: 4 TYPE: Character O/R. Required M/S: Single  
Enter Tax Year - i.e. 2020

SUBMISSION

Save Parameter Set as

Name Description

Hold / Submit  Hold  Submit

### ZSP1098 Outputs

There will be a log file ONLY. It is located in /u02/jobsub/PROD/gurjobs directory on your Banner box.

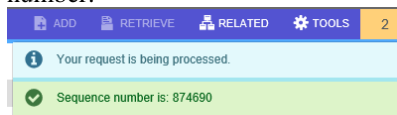
After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



Press **F10** to save or select the **SAVE** button at the bottom right corner to run the process.



Once the process is run you will see informational message in the top right corner of your page. It will also identify the sequence number.

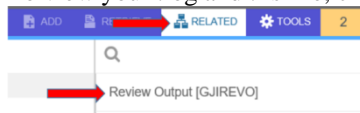


ADD RETRIEVE RELATED TOOLS 2

Your request is being processed.

Sequence number is: 874690

To view your .log and .lis file, click the **RELATED** tab at the top right of the page and then select Review Output [GJIREVO]

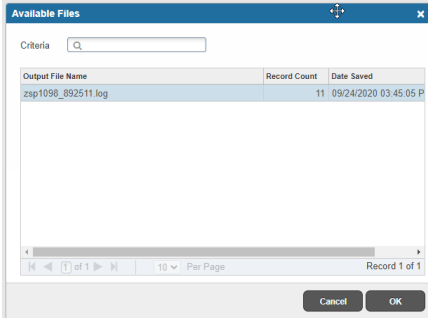
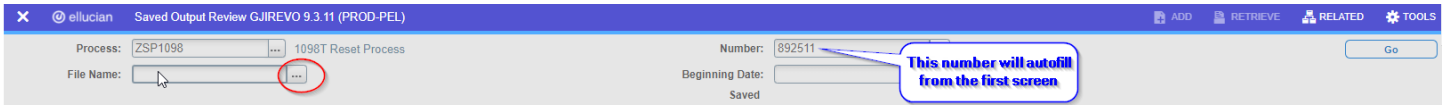


ADD RETRIEVE RELATED TOOLS 2

Review Output [GJIREVO]

Click on the ... to view your .log or .lis file.

Your sequence number will be showing. (If the process is complete)



Output File Name	Record Count	Date Saved
zsp1098_892511.log	11	09/24/2020 03:45:05 P

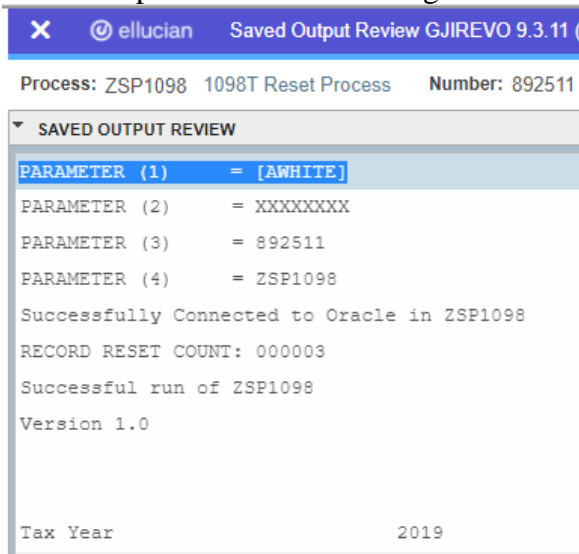
You will see your available files.

Select your .log file

Then click OK

Below is sample output information of your .log file.

This example shows ZSP1098.log file




```
PARAMETER (1) = [AWHITE]
PARAMETER (2) = XXXXXXXX
PARAMETER (3) = 892511
PARAMETER (4) = ZSP1098

Successfully Connected to Oracle in ZSP1098
RECORD RESET COUNT: 000003
Successful run of ZSP1098
Version 1.0

Tax Year 2019
```

To go back and look at the .log file again, click the Start Over button on the top right hand corner of the page.

[Start Over](#)

If you click the X at the top left,  you will go back to Process Submission Control GJAPCTL – Process ZSP1098.

### **ZSP1098.log - Informational/Error Messages:**

**RECORD RESET COUNT:** The number of records that the system reset. There will be a reset for each record in that tax year. If a student has multiple tax records for the tax year, each record will be counted. That being said, the record count could be a DUPLICATED number.

**CANNOT RESET BOTH INDICATORS:** This means that you entered a Y in both parameter 03 and 04. You cannot reset to Test Mode and Reset the Student and IRS indicators at the same time. Remember if you are resetting to Test Mode, the next run of TSP1098 will delete ALL data. Resetting the Student and IRS indicators allows you to re-run TSR1098 if the student needs an updated 1098T. So resetting both indicators at the same time is not allowed since this could cause you to over-write ALL 1098T data at a later date. If that happens, your data will be lost and we will not be able to recover this for you.

**This is why we ask that you contact Angela or Tracy BEFORE running this process.**