

CTAS Review Procedures for 1099-NEC & MISC Forms

In order for the 1099-MISC form and the 1099-NEC form to populate correctly certain account numbers and object codes will need to be used. If you are using CTAS for 1099's, you may need to adjust account numbers and object codes on disbursements so the correct information flows into the forms.

Follow the steps below to ensure that the correct information is flowing into the 1099 forms.

Step 1: Run a 1099-NEC Report (Reports tab, Vendors icon) for the vendors that are to receive a 1099-NEC form. (This example only contains 1 Vendor.)

***** CTAS TEST ***** Report Viewer

Main Report

New Township

Test Vendor 1

252.00

Step 2: Run Vendor Ledger Report (Reports tab, Vendors icon) for the same vendors for the year. The 1099-NEC report should match the Vendor Ledger Total.

Report Viewer

New Township

Vendor Ledgers

Date Range

Vendor Name: Test Vendor 1

Federal ID Number:

Form 1099 Required: Yes




Date	Description	Check Number	Account Number	Amount
12-15-202	Test Entry1	4158	100-43240-384-	\$525.00
12-15-202	Test Entry2	4159	201-43240-384-	\$37.80
12-15-202	Test Entry2	4160	201-43240-300-	\$252.00
Report Total				\$814.80

The example above does not match, due to incorrect account coding. The first two disbursements have account coding that is outside the ranges provided for line 3 of the NEC form (see below for acceptable ranges). For any disbursements with incorrect account coding, edit the disbursement coding to fall in the given account range.

Vendor Ledger after coding corrected.

1

/1



New Township

Vendor Ledgers

Date Range

Vendor Name

Test Vendor 1

Federal ID Number:

Form 1099 Required:

Yes

Date	Description	Check Number	AccountNumber	Amount
12-15-202	Test Entry1	4158	100-43240-300-	\$525.00
12-15-202	Test Entry2	4159	201-43240-300-	\$37.80
12-15-202	Test Entry2	4160	201-43240-300-	\$252.00
Report Total				\$814.80

1099-NEC after coding corrections.

***** CTAS TEST ***** Report Viewer	
Main Report	
New Township	814.80
Test Vendor 1	

This process would need to be completed for each vendor where the vendor ledger did not match the 1099-NEC report. Repeat steps above for 1099-Misc form, if needed.

Account Coding Ranges:

Form 1099 NEC:

Box 1:

Use fund number range 100-999, account number range 41001-41614, 41616-41899, 41901-41902, 41905-41999, 42001-46999, 49001-49299, 49400-49999, and object code range 300-319, 400-409.

Form 1099-Misc:

Box 1:

Use fund number range 100-999, account number range 41900-46999, 49001-49299, 49400-49999, and object code range 411-419.

Box 2:

Use fund number range 100-999, account number 41903, and object code range 300-319, 430-499, 801-809, 811-899.

Box 3:

Use fund number range 100-999, account number 41904, and object code range 300-319, 430-499, 801-809, 811-899.

Box 10:

Use fund number range 100-999, account number 41615, and object code range 300-319, 430-499, 801-809, 811-899.