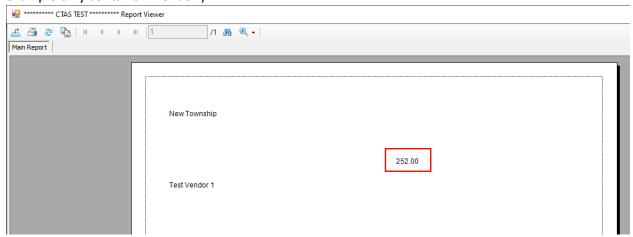
#### CTAS Review Procedures for 1099-NEC & MISC Forms

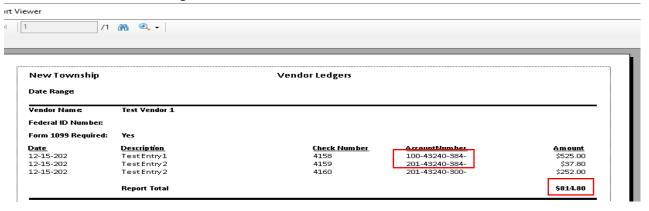
In order for the 1099-MISC form and the 1099-NEC form to populate correctly certain account numbers and object codes will need to be used. If you are using CTAS for 1099's, you may need to adjust account numbers and object codes on disbursements so the correct information flows into the forms.

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.)

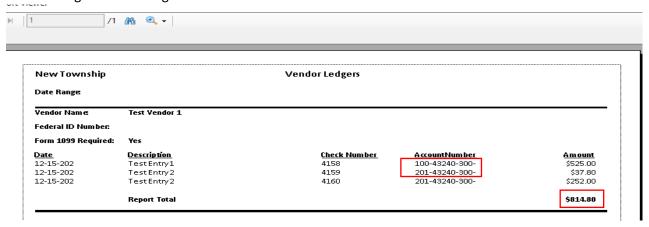


Step 2: Run Vendor Ledger Report (Reports tab, Vendors icon) for the same vendors for the year. The 1099-NEC report should match the Vendor Ledger Total.

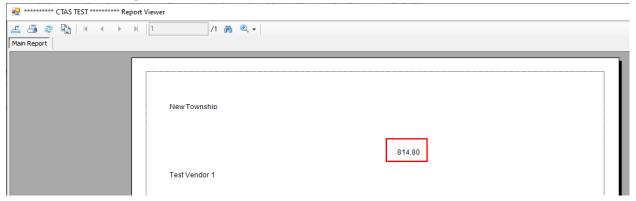


The example above does not match, due to incorrect account coding. The first two disbursements have account coding that is outside the ranges provided for line 3 of the NEC form (see below for acceptable ranges). For any disbursements with incorrect account coding, edit the disbursement coding to fall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

### Vendor Ledger after coding corrected.



### 1099-NEC after coding corrections.



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.