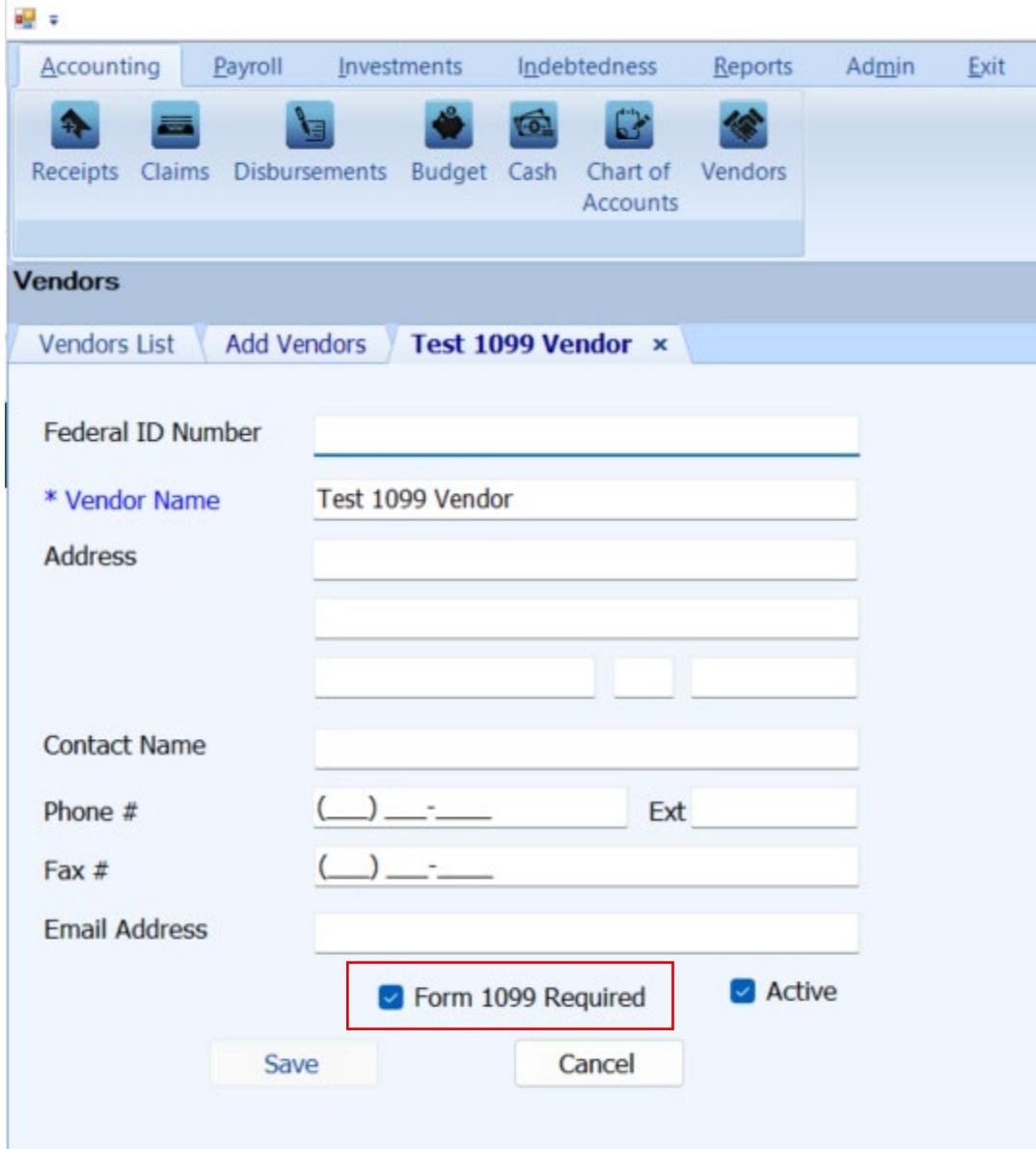


# CTAS Review Procedures for 1099-NEC & MISC Forms

In order for the 1099-MISC form and the 1099-NEC form to populate correctly, a few steps need to be followed and/or reviewed.

## Vendor Setup

First, the vendor needs to be set up in the Vendor section. Open vendors that should have a 1099 and ensure that the Form 1099 Required box is checked.

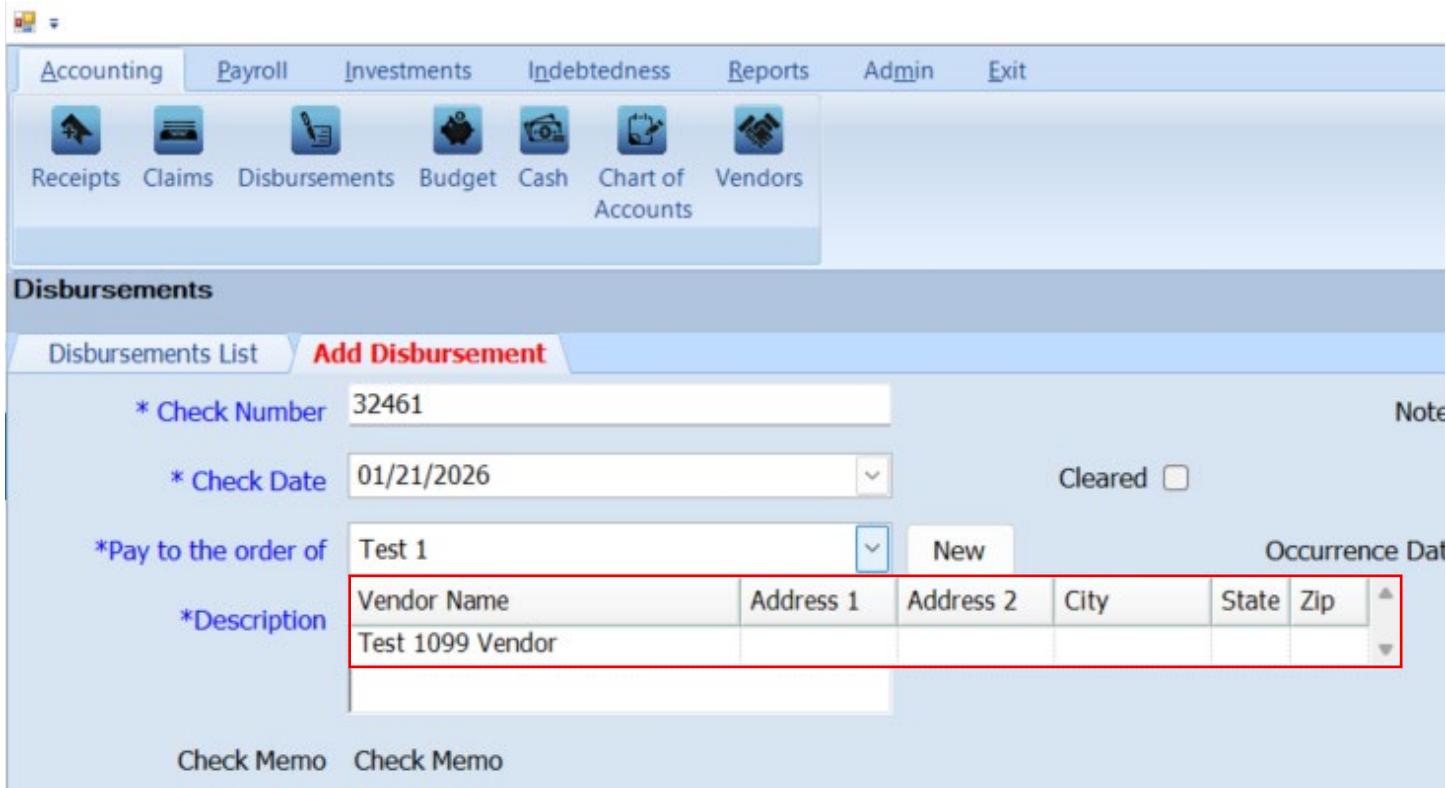


The screenshot shows the 'Vendors' section of the CTAS software. The 'Test 1099 Vendor' tab is active. The form fields include:

- Federal ID Number: [empty input field]
- \* Vendor Name: Test 1099 Vendor
- Address: [empty input field]
- Contact Name: [empty input field]
- Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Ext [empty input field]
- Fax #: (\_\_\_\_) \_\_\_\_-\_\_\_\_
- Email Address: [empty input field]
- Form 1099 Required (highlighted with a red box)
- Active
- Save
- Cancel

## Vendor Selection

When entering a disbursement, the vendor should be chosen from the drop-down menu and NOT typed in.



Disbursements List Add Disbursement

\* Check Number 32461

\* Check Date 01/21/2026 Cleared

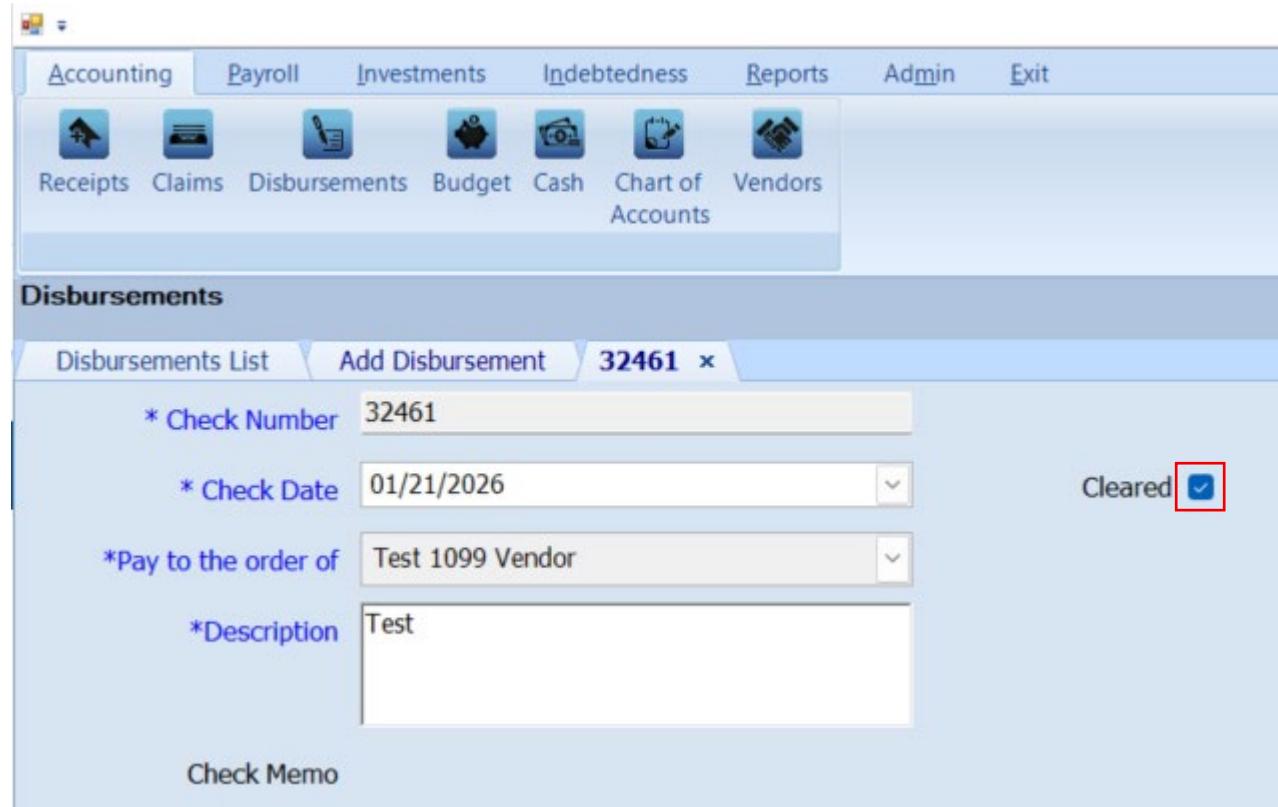
\*Pay to the order of Test 1

\*Description Vendor Name Address 1 Address 2 City State Zip

Test 1099 Vendor

Check Memo Check Memo

If you have typed in the vendor name, change the vendor to a different vendor, and then choose the correct vendor from the drop-down list. Save the disbursement. Please note if the disbursement has already been cleared, uncheck the Cleared checkbox and Save the disbursement before changing the vendor. After changing the vendor, make sure to re-check the Cleared checkbox and Save.



Disbursements List Add Disbursement 32461 x

\* Check Number 32461

\* Check Date 01/21/2026 Cleared

\*Pay to the order of Test 1099 Vendor

\*Description Test

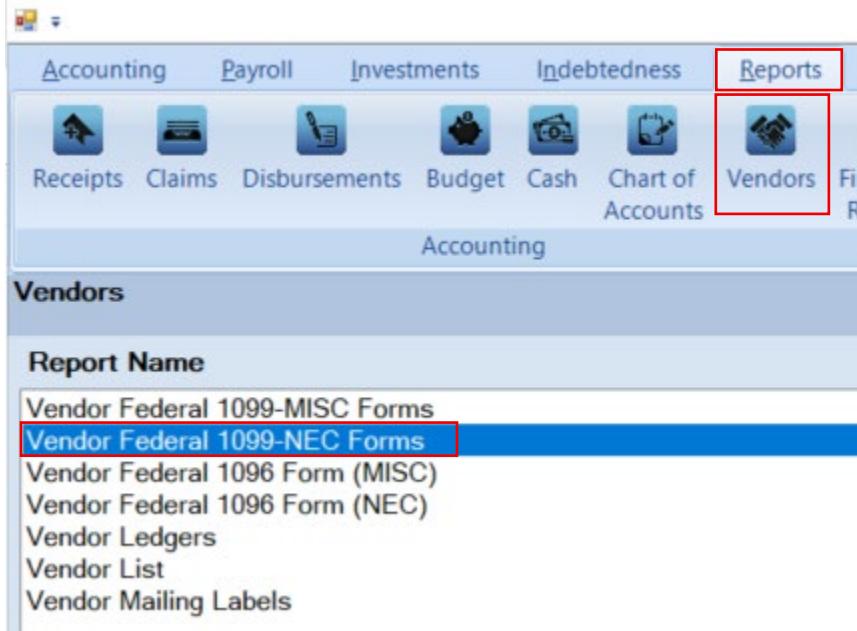
Check Memo

## Account Coding

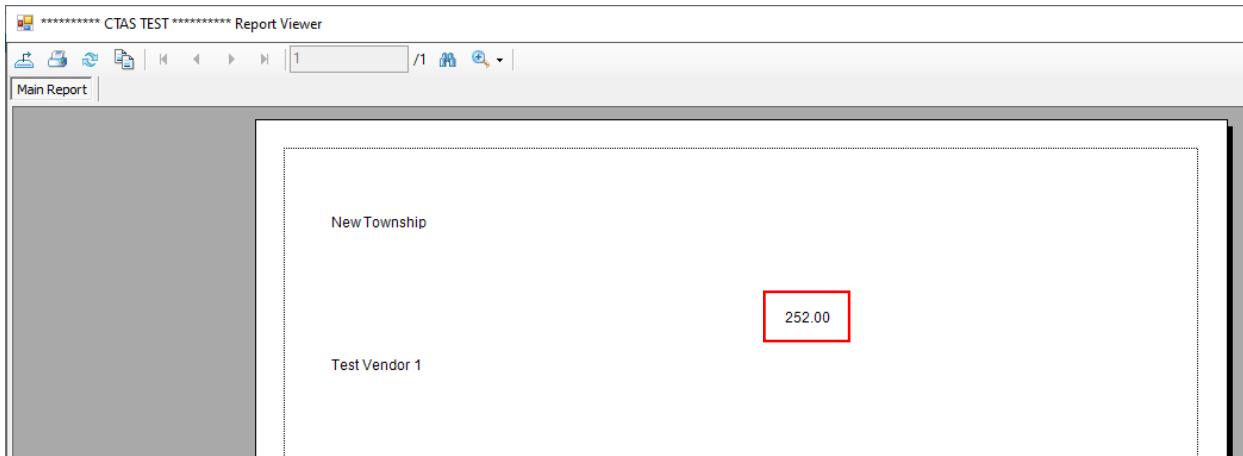
When coding disbursements, certain account numbers and object codes will need to be used to flow into the 1099s. See accounting coding at the bottom of the document.

Follow the steps below to ensure disbursements are flowing correctly into the 1099 forms.

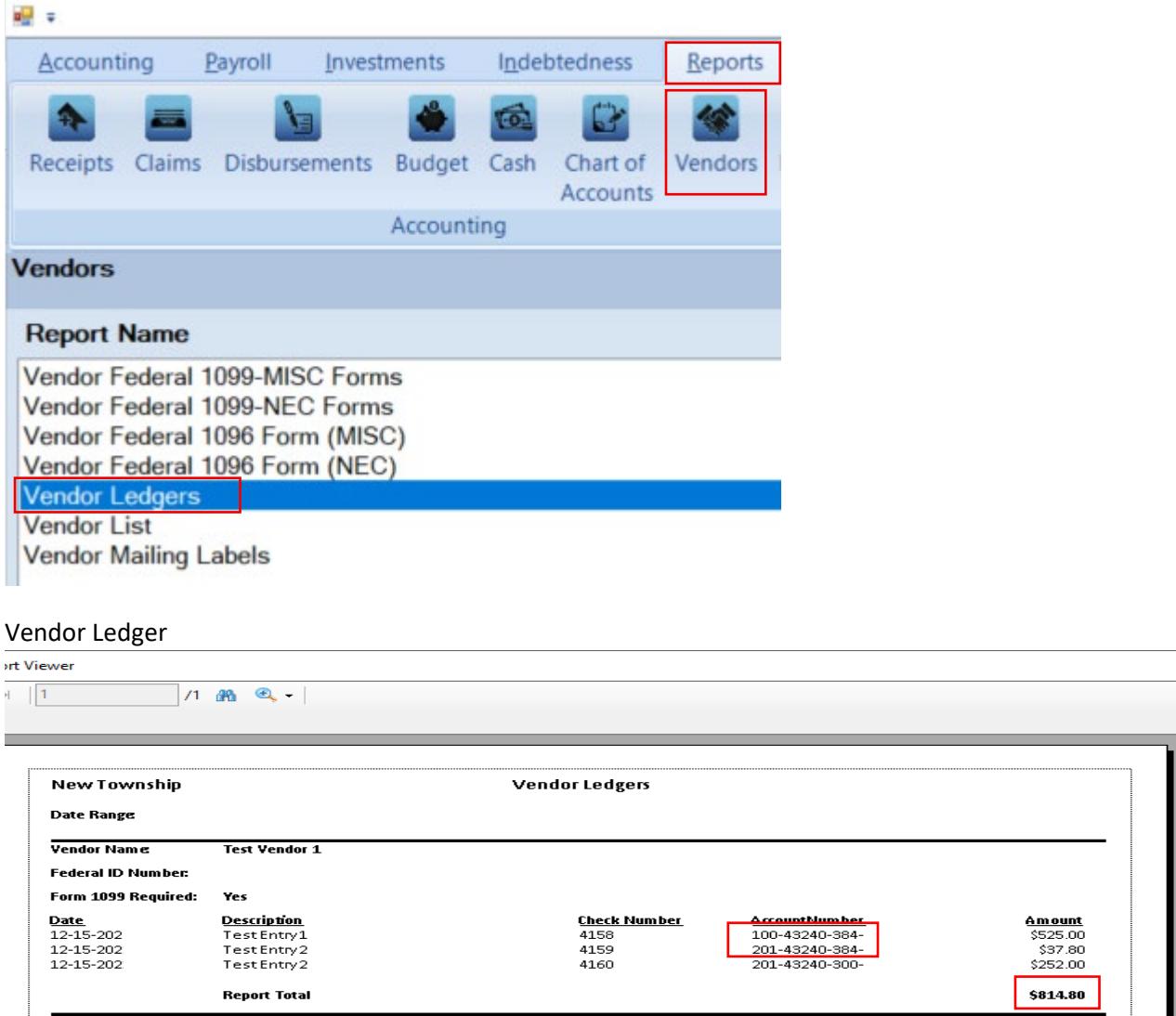
**Step 1:** Run a 1099-NEC Report (Reports tab, Vendors icon) for the vendors that are to receive a 1099-NEC form. (This example only contains 1 Vendor.)



## 1099-NEC Report



**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 Name

Vendor Federal 1099-MISC Forms  
 Vendor Federal 1099-NEC Forms  
 Vendor Federal 1096 Form (MISC)  
 Vendor Federal 1096 Form (NEC)

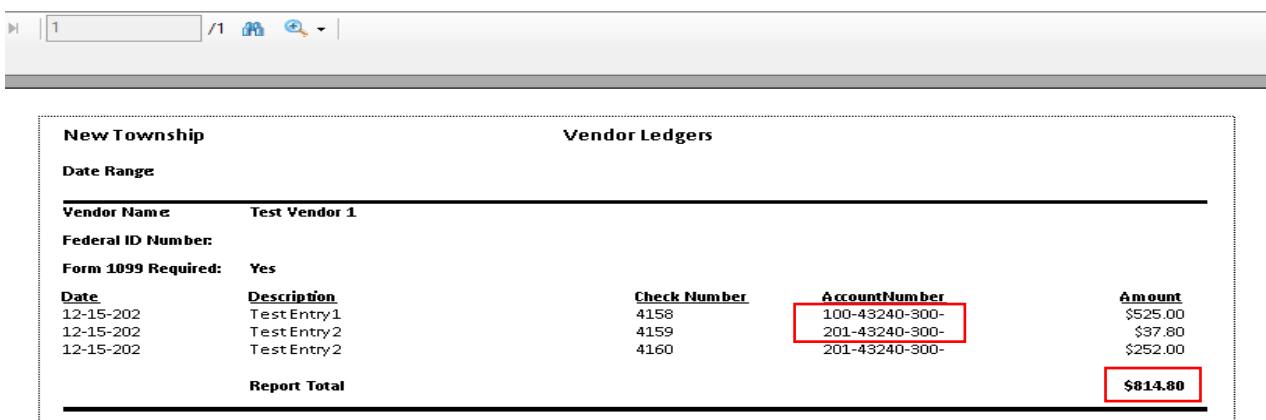
**Vendor Ledgers**

Vendor List  
 Vendor Mailing Labels

Vendor Ledgers					
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 Entry 1	4158	100-43240-384-	\$525.00	
12-15-202	Test Entry 2	4159	201-43240-384-	\$37.80	
12-15-202	Test Entry 2	4160	201-43240-300-	\$252.00	
Report Total				\$814.80	

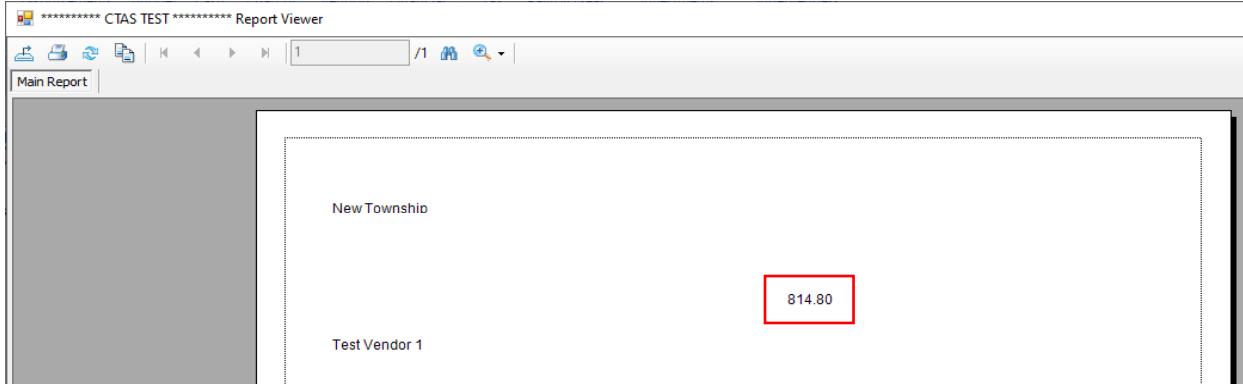
The example above does not match, due to incorrect account coding. The first disbursement is coded to 100-43240-384 and the second disbursement is coded to 201-43240-384. Both of these disbursements have an object code of 384, which is outside the range provided for line 3 of the NEC form, 300-319 (see account coding section below for acceptable ranges). For any disbursements with incorrect account coding, edit the disbursement coding to fall into the given coding ranges.

Vendor Ledger after coding corrections



Vendor Ledgers					
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 Entry 1	4158	100-43240-300-	\$525.00	
12-15-202	Test Entry 2	4159	201-43240-300-	\$37.80	
12-15-202	Test Entry 2	4160	201-43240-300-	\$252.00	
Report Total				\$814.80	

## 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 Reference

#### 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 220-229, 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.