

CTAS Review Procedures for 2023 1099-NEC & MISC Forms

With changes to the 1099-MISC form and the reintroduction of the 1099-NEC form, certain account numbers and object codes will need to be used. If you are using CTAS for the 2023 1099's, you may need to change account numbers and object codes on 2023 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 2023 1099-NEC form. (This example only contains 1 Vendor.)

The screenshot shows a software window titled "***** CTAS TEST ***** Report Viewer". The main content area displays "New Township" and "Test Vendor 1" with a total amount of "252.00" highlighted in a red box.

Step 2: Run Vendor Ledger Report (Reports tab, Vendors icon) for the same vendors for the year 2023. The 1099-NEC report should match the Vendor Ledger Total.

The screenshot shows a software window titled "Report Viewer". The main content area displays "New Township" and "Vendor Ledgers". The report includes a table with columns for Date, Description, Check Number, Account Number, and Amount. The total amount is \$814.80, highlighted in a red box.

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.

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	100-43240-300-	\$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.

New Township	
Test Vendor 1	814.80

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.