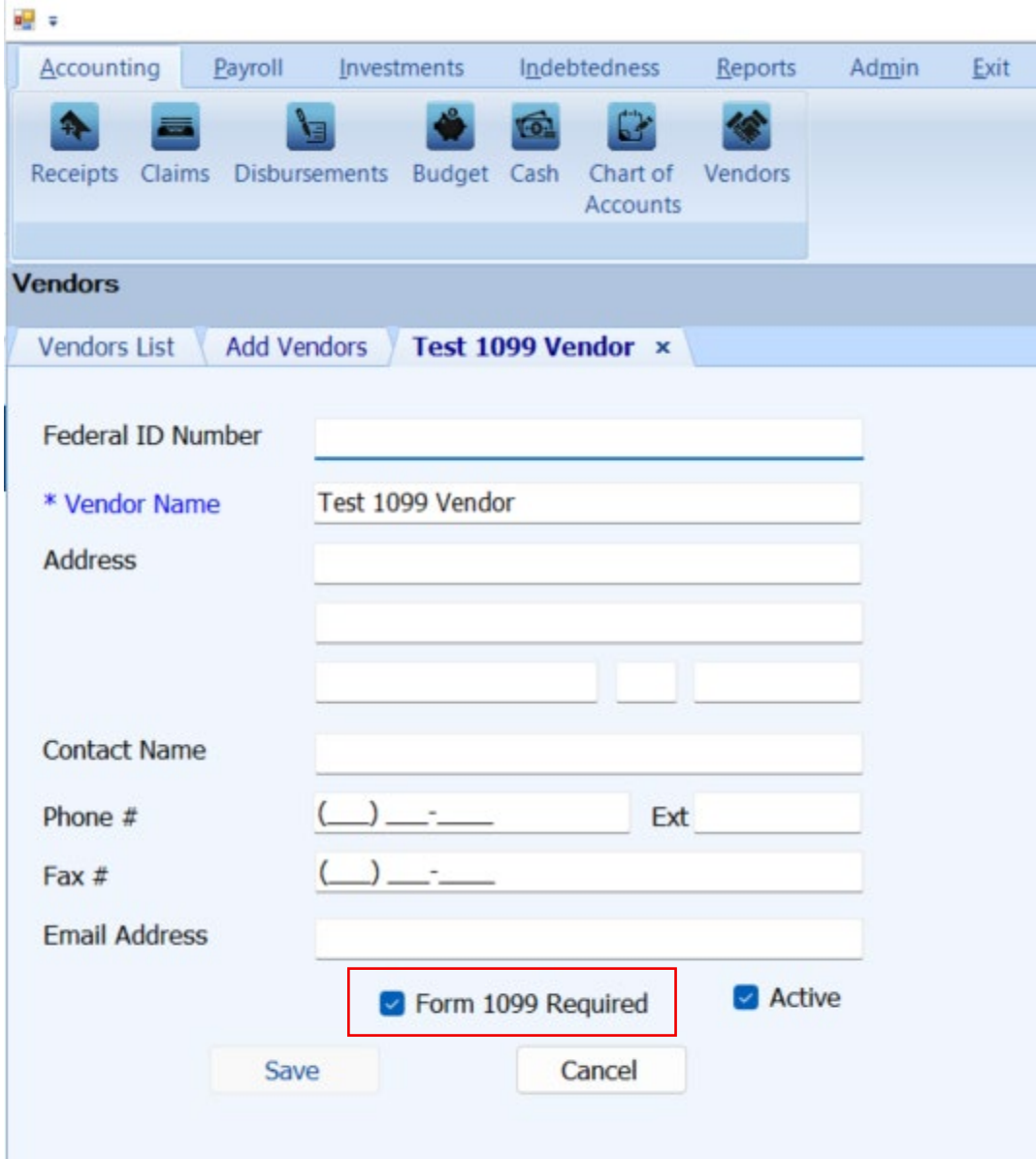


## CTAS Review Procedures for 1099-NEC & MISC Forms

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 interface. The 'Test 1099 Vendor' tab is selected. The form contains the following fields and options:

- Federal ID Number:** Empty text field.
- \* Vendor Name:** Text field containing 'Test 1099 Vendor'.
- Address:** Three stacked text fields for street, city, and state/zip.
- Contact Name:** Text field.
- Phone #:** Text field with format ( ) - - and an 'Ext' field.
- Fax #:** Text field with format ( ) - -.
- Email Address:** Text field.
- Form 1099 Required:** A checkbox that is checked, highlighted with a red rectangle.
- Active:** A checkbox that is checked.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

## Vendor Selection

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

The screenshot shows the 'Add Disbursement' form in a software application. The form has a menu bar at the top with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu bar is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main form area is titled 'Disbursements' and has two tabs: 'Disbursements List' and 'Add Disbursement'. The 'Add Disbursement' tab is active. The form contains the following fields:

- \* Check Number: 32461
- \* Check Date: 01/21/2026
- Cleared: ☐
- \*Pay to the order of: Test 1
- \*Description: Test 1099 Vendor
- Vendor Name: Test 1099 Vendor
- Address 1:
- Address 2:
- City:
- State:
- Zip:

At the bottom of the form, there are two 'Check Memo' buttons.

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.

The screenshot shows the 'Add Disbursement' form in a software application, similar to the first screenshot. The form has a menu bar at the top with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu bar is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main form area is titled 'Disbursements' and has two tabs: 'Disbursements List' and 'Add Disbursement'. The 'Add Disbursement' tab is active. The form contains the following fields:

- \* Check Number: 32461
- \* Check Date: 01/21/2026
- Cleared: ☒
- \*Pay to the order of: Test 1099 Vendor
- \*Description: Test

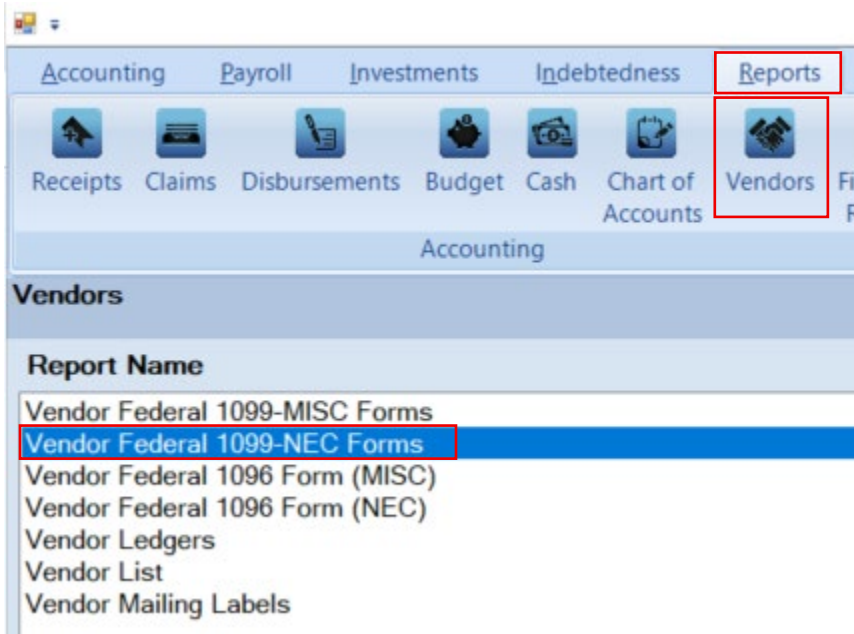
At the bottom of the form, there is a 'Check Memo' button.

## Account Coding

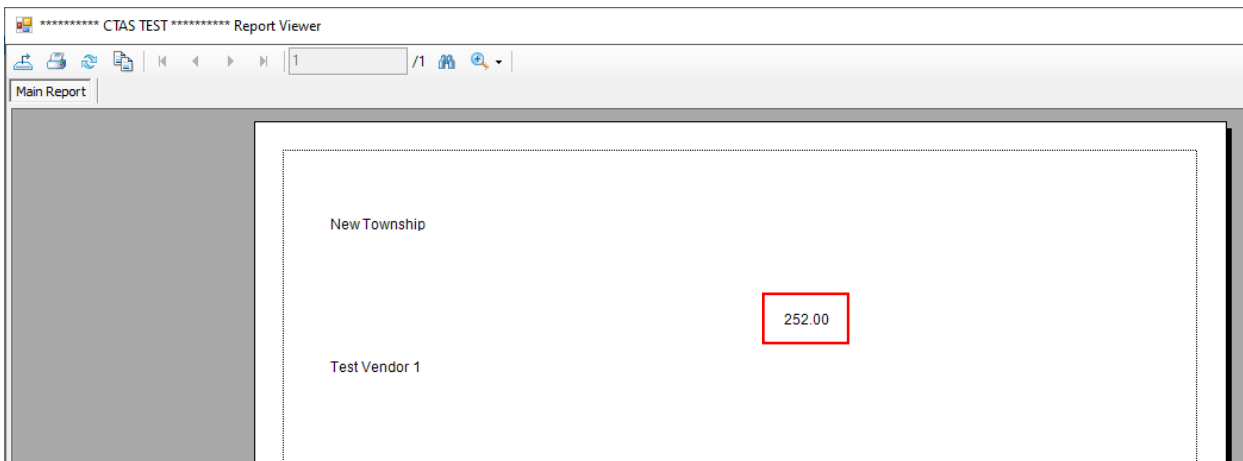
When coding disbursements, certain account numbers and object codes will need to be used to flow into the 1099s. See accounting coding at the bottom of the document.

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.

The screenshot shows the top navigation bar with tabs: Accounting, Payroll, Investments, Indebtedness, and Reports. The Reports tab is active, and the Vendors icon is highlighted. Below the navigation bar, a list of reports is shown, with 'Vendor Ledgers' selected and highlighted in blue.

## Vendor Ledger

The screenshot shows the Vendor Ledger report for 'Test Vendor 1'. The report includes a table with columns: Date, Description, Check Number, Account Number, and Amount. The total amount is \$814.80.

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
<b>Report Total</b>				<b>\$814.80</b>

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

The screenshot shows the Vendor Ledger report for 'Test Vendor 1' after coding corrections. The report includes a table with columns: Date, Description, Check Number, Account Number, and Amount. The total amount is \$814.80.

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
<b>Report Total</b>				<b>\$814.80</b>

## 1099-NEC after coding corrections

The screenshot shows a software window titled "\*\*\*\*\* CTAS TEST \*\*\*\*\* Report Viewer". Below the title bar is a toolbar with icons for file operations and navigation. A "Main Report" tab is active. The report area contains a table with two rows. The first row is for "New Township" and the second row is for "Test Vendor 1". The amount "814.80" is highlighted in a red box in the second row.

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 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.