

1099 Reporting - Luca

Verify the following information

Production Company Information

1. Go to the SETUP menu and select Company
2. Make sure the following are accurate and/or complete:
 - Name of company
 - Company address
 - Tax information (Federal Tax)
 - Contact information (contact name, contact phone, and contact email)

Companies Listing Report New Company

Search

NAME	CODE	ATTENTION	IS PARENT
THE COMPANY	01		✓

1 record

Production - ztest_LucaDemo

Vendor Information

1. Go to Vendor Setup
2. Make sure the following are accurate and/or complete:
 - Vendor name
 - Address
 - Full Tax ID/SSN

Vendors Vendor Reports New Vendor

Search

ATTCH	COMPANY / LAST NAME	CHECK NAME	OPTIONAL 2ND LINE	ADDRESS1	ADDRESS 2	CITY	STATE	ZIP	PHONE #	EMAIL ADDRESS	W9	PG	INACTIVE
	360 STUDIOS	360 STUDIOS		237 Bob Hope Dr		BURBANK	CA	91523					
	ABC BOOKKEEPING	ABC BOOKKEEPING		123 Main Street		Anytown, Anystate	CA	54715					

Tax Information

Vendor Type: - Tax ID: W9 on File: ☐ Default Tax Code: - Do Not Tax: ☐

TIN Name: 360 STUDIOS Default Work Region: CA

Your 1099 reports can be easily printed by following the steps below.

1. In the Luca menu folders (left hand side), go to Reports > X-Show Reporting
2. This will open the Tax Reporting program and input the correct report criteria. Remember to select correct project(s) and correct filing year.

1

2

Tax Reports - Across Shows
2292-ztest_LucaDemo

Report ☐ Excel ☐

Tenant: ztest_LucaDemo Tax ID:
Tax Year: 2024 Tax Code: All
Company: 01 Only Vendors With 1099 Over \$600: ☒

Hide / Show 1099 E-File Info

Transmitter Info

Transmitter Name: Company Name:
Transmitter Control Code (TCC): Address:
Transmitter TIN: City:
Contact Name: State:
Contact Phone #:
Contact Email:

Test File: ☐

Summary Detail Shows Selected

1099-Errors 1099-Misc 1096-Misc 1099-NEC 1096-NEC 1099 E-File

3. You may do one of the following:
 - Print Summary and/or Detail to preview/audit data
 - Print 1099 Errors
 - Print 1099 Misc
 - Print 1096 Misc
 - Print 1099 NEC
 - Print 1096 NEC
 - Create 1099 E-file

You should get a pdf of what will print out on the actual pre-printed form. Please make sure that you selected **actual size (not shrink)** from the print dialog box when printing the final version.

Note: Should there be a vendor error, the error must be corrected in order for any further processing to continue. Doing any of the following will produce a PDF report showing the error (e.g. missing Fed Tax ID, duplicate vendor etc.)

Any Questions? Get in touch at pssupport@extremereach.com