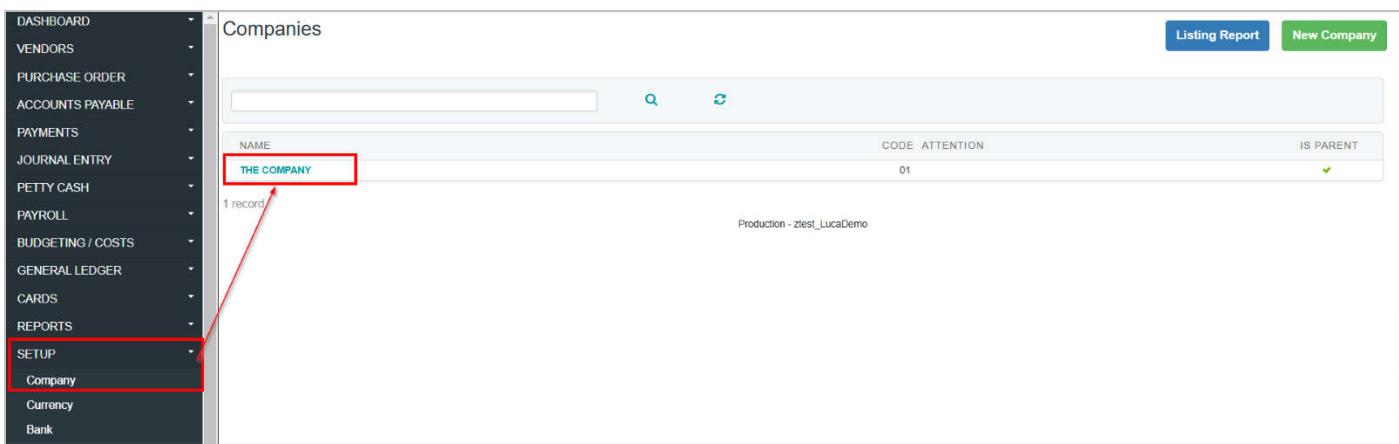


1099 Reporting - Luca

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)



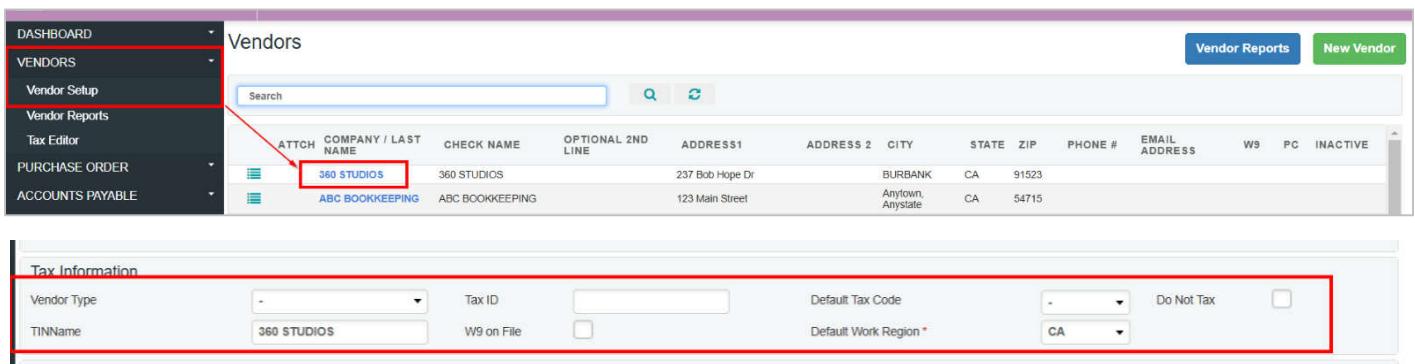
Companies

NAME	CODE	ATTENTION	IS PARENT
THE COMPANY	01		✓

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

ATTCH	COMPANY / LAST NAME	CHECK NAME	OPTIONAL 2ND LINE	ADDRESS1	ADDRESS 2	CITY	STATE	ZIP	PHONE #	EMAIL ADDRESS	W9	PC	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	Default Tax Code	Do Not Tax
TINName	360 STUDIOS	W9 on File	<input type="checkbox"/>
		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.

The screenshot shows the Luca software interface. On the left, a sidebar menu is open with the 'REPORTS' item highlighted by a red box and a red number '1' above it. Below 'REPORTS', several other report options are listed: Bank Reconciliation, C of A List Report, Carbon Footprint, Cost Reports, Cost Reports - X Shows, Journal Reports, Ledger List Reports, Ledger Vendor-X Shows, Open Items Report, Payment History Reports, PO History Reports, Tax Reports, and Taxes - X Shows. The 'Taxes - X Shows' item is also highlighted by a red box and a red number '2' above it. The main window is titled 'Tax Reports - Across Shows 2292-ztest_LucaDemo'. It contains a form with fields for Tenant (ztest_LucaDemo), Tax Year (2024), Company (01), Tax ID, Tax Code (All), and a checkbox for 'Only Vendors With 1099 Over \$600' which is checked. Below the form is a 'Hide / Show 1099 E-File Info' button. To the right, there is a 'Transmitter Info' section with fields for Company Name, Address, City, and State, all of which are currently empty. At the bottom, there are several buttons: 'Summary', 'Detail', 'Shows Selected', '1099-Errors', '1099-Misc', '1096-Misc', '1099-NEC', '1096-NEC', and '1099 E-File'. The '1099-Errors' button is highlighted by a red box and a red number '2' above it.

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