

PSL⁺

User Manual

PSL+ User Manual

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Original Compilation: Virginia R. Rios, Cast & Crew Product Support Department

Rebranded and updated by:

Brandon Labrador, Cast & Crew PSL+ Support, 2026

Armen Topchyan, Cast & Crew Product Solutions, 2025

Cathy Firpo, Cast & Crew Product Marketing, 2026

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Introduction

PSL+ is a secure, web-based Production Accounting solution designed to support the full lifecycle of your production's financial operations. Built for efficiency and ease of use, PSL+ delivers comprehensive accounting functionality within a streamlined interface.

Getting Started

PSL+ is accessed through a supported web browser (e.g., Google Chrome, Safari, or Mozilla Firefox). To begin installation, PSL+ Support will provide a unique installer link specific to your environment. Example site:




Part I: How to Use This Manual


Welcome to the User Manual for Cast & Crew's PSL+. The purpose of this manual is to give you an organized guide to assist you in your use of the program.


We encourage you to review this manual to understand the powerful capabilities of the PSL+ program better.

This manual contains step-by-step instructions, covering every aspect of the program. Additionally, you will notice along the way, various Note and Warning messages are displayed which may be helpful in your use of the program.

These are noted as follows:

 **Notes** are designed to remind you of certain program behaviors or alert you to things which may be beneficial as you use the program. Notes may also include examples to illustrate better or explain the topic on which you are working.

 **Important** statements are important. As you complete a specific function such as deleting an item or changing values, these are things which you should be aware of.

 **Tip(s)** are helpful suggestions that provide additional guidance, shortcuts, or best practices to improve efficiency when using PSL+.

Preface

PSL+ offers an internet-based solution to your Production Accounting software needs. This efficient, secure and easy-to-use Production Accounting software features a multitude of aspects including:

- Production Cost capability
- Multiple Production capabilities
- Multiple Company capabilities
- Special Episodic-Television formats
- Payroll Interface
- Onsite Payroll Check Printing
- Extensive, secure web access
- Multi-user, worldwide capabilities
- Multi-tasking capability
- Optional database hosting
- Customizable reports
- Report previewing

Audience

This manual is for anyone using PSL+ to manage Production Payroll and costs. It introduces new users to the fundamentals of PSL+.

This document assumes that you have online access to PSL+ and are familiar with the Windows platform, Internet Explorer web browser, as well as Production Accounting.

Edge Learning

[EDGE Learning](#) is our complementary training initiative that lets you immerse yourself in industry-leading solutions by Cast & Crew, Media Services, Final Draft, and more. Learn the ins and outs of our software solutions from the pros so that you can approach your career with an undeniable EDGE.

Cast & Crew Website Info

To learn more about Cast & Crew and all its services including PSL+ Support, please visit <https://www.castandcrew.com>

PSL+ System Requirements

Recommended system requirements for PSL+ client computers:

Hardware:

X86_64 compatible processor

Video Processor with minimum 128MB Video Memory

Minimum: 4GB memory

80 GB Free Hard Drive Space (larger databases may need additional storage for reports)

Display 1280 x 1040

Software:

Operating System - Windows 10 or later, Mac OS X 10.15 or newer (64 bit)

Java 8 or JDK 1.8

Web Browser - Internet Explorer 7.0 or later, Mozilla Firefox 7.0, Chrome 48.0.x or later

Internet Access (choose one of the following):

Broadband Internet Service Provider (DSL or Cable Modem)

Dedicated Internet Access (Corporate LAN) providing at least 128 kbps throughput for the PSL+ Workstation

Printer:

For a complete list of compatible printers, please email PSL.Support@castandcrew.com or contact the Support Department at (818) 848-0999.

For magnetic (MICR) Check Printing, use MICR toner (for On-Site Check Printing)

USB Printers are not supported

For Mac Users: Functionality works best with Mac OS X 10.15 or newer (64 bit) or newer.

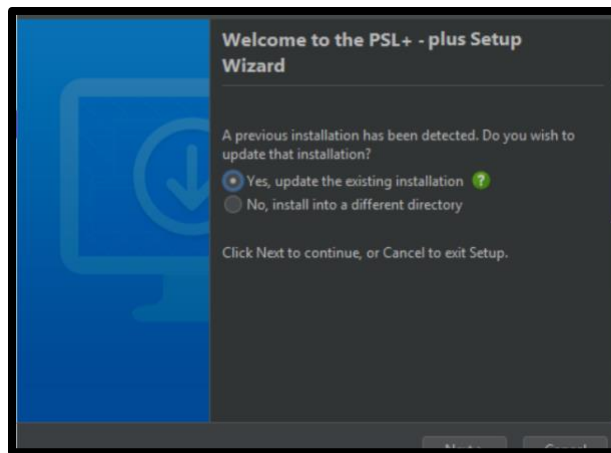
Accessing and Logging Into PSL+

Launch the PSL+ application. The first time you use it, download and run the application. You can create a shortcut for quick access.

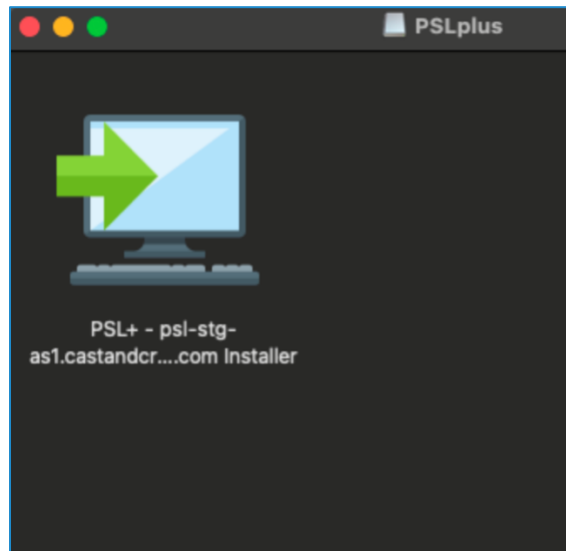


Click Launch PSL+

Example on a Windows computer:



Example on a Mac computer:



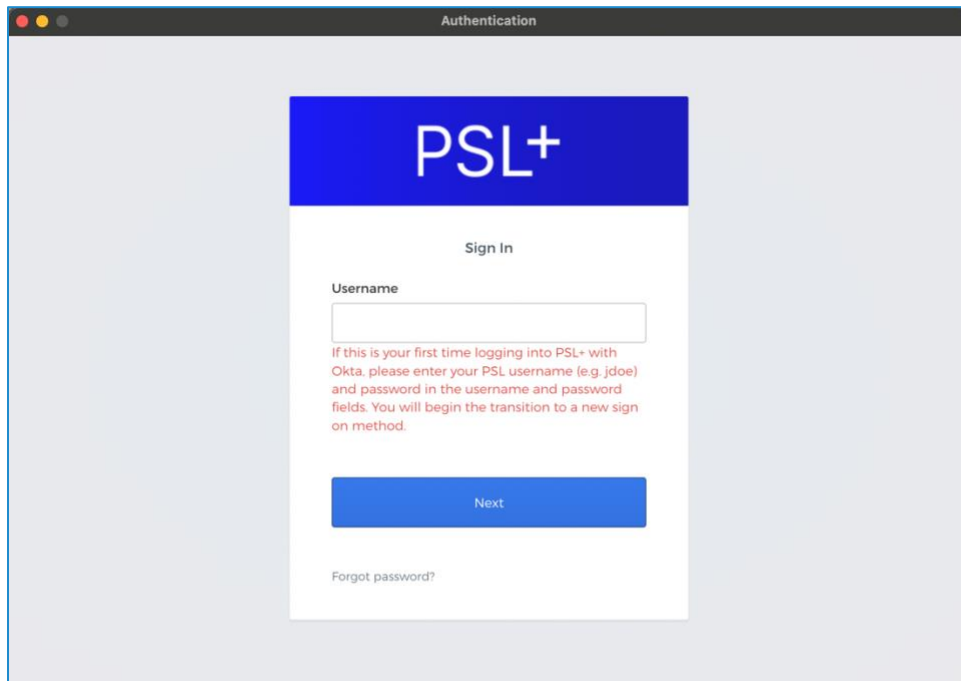
Click Run



Double click on the link to access PSL+ application.

Logging In

- Enter your valid credentials to log in. Your credentials are provided by the PSL Support team via email.
- After logging in, you can change your password in the *Change Password* screen under the *Setup* module.
- PSL+ is OKTA-enabled. OKTA provides secure authentication and authorization for the application.



Authentication

PSL+

Sign In

Username


If this is your first time logging into PSL+ with Okta, please enter your PSL username (e.g. jdoe) and password in the username and password fields. You will begin the transition to a new sign on method.


Next

[Forgot password?](#)

You must ensure your login is OKTA enabled, which verifies access to the PSL+ application.




Cast & Crew




Setup Okta Verify

Select your device type

iPhone

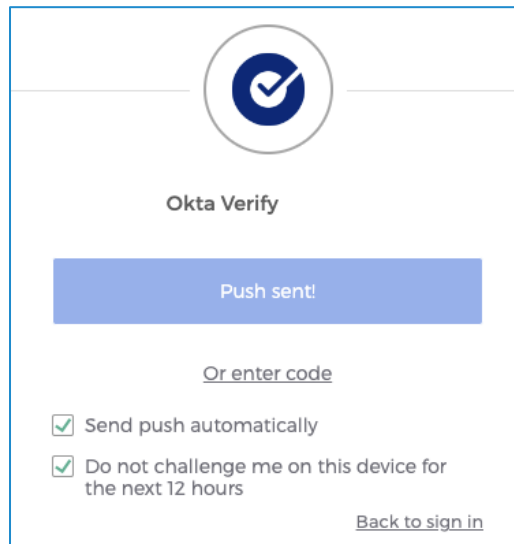
Android

 Download Okta Verify from the Google Play Store onto your mobile device.

Next

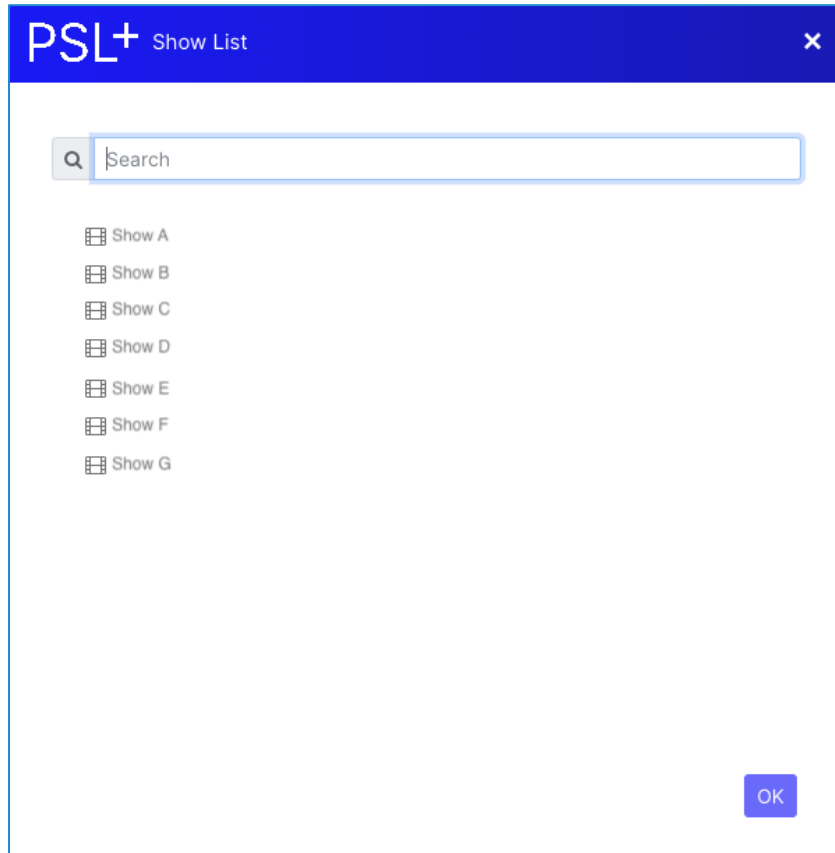
[Back to factor list](#)

Choose your device type by selecting the correct button
Click Next



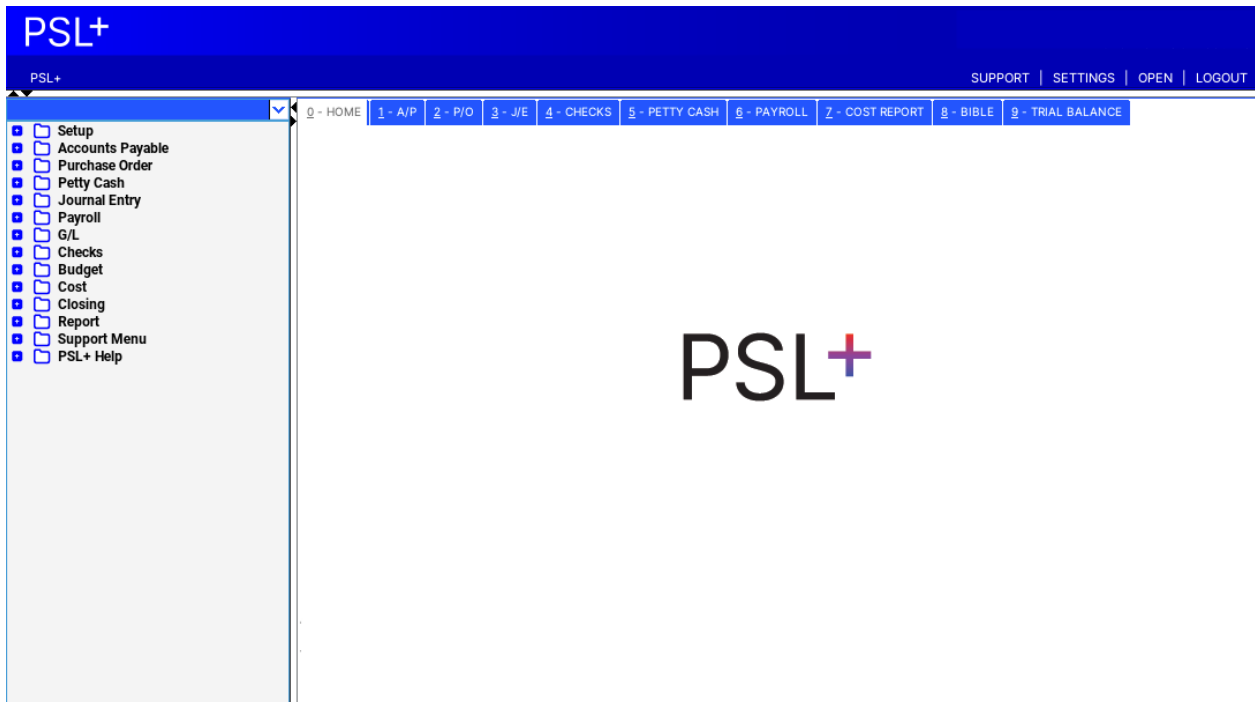
- You will receive a push notification on your mobile device to authenticate your login.
- Each time you log in, authorize the notification by tapping “Yes, it’s me” on your device.
- Click Finish to complete the setup. This is a one-time activity.

Enter your Username and Password for Single-Sign-On (SSO)



Select a show from your assigned list, then click **OK**.

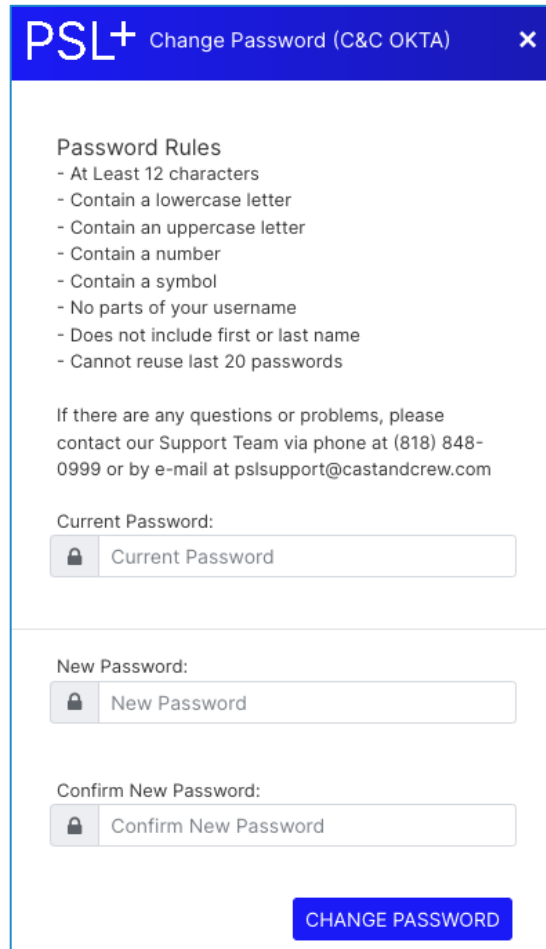
Dashboard



After you log in, you'll see the dashboard for your selected show. The menu and programs are customized for that show.

Change Password

Change your password regularly to reduce security risks. The PSL+ team recommends changing it every 90 days. Navigation: PSL+ → Setup → Change Password



- Enter your current password
- Review the password creation rules
- Enter your new password, then re-enter it to confirm
- Click *Change Password*
- Your password is updated. Use the new password to log in
- Click *Logout* to exit the application

Logout

Select LOGOUT on the extreme right corner of the screen.

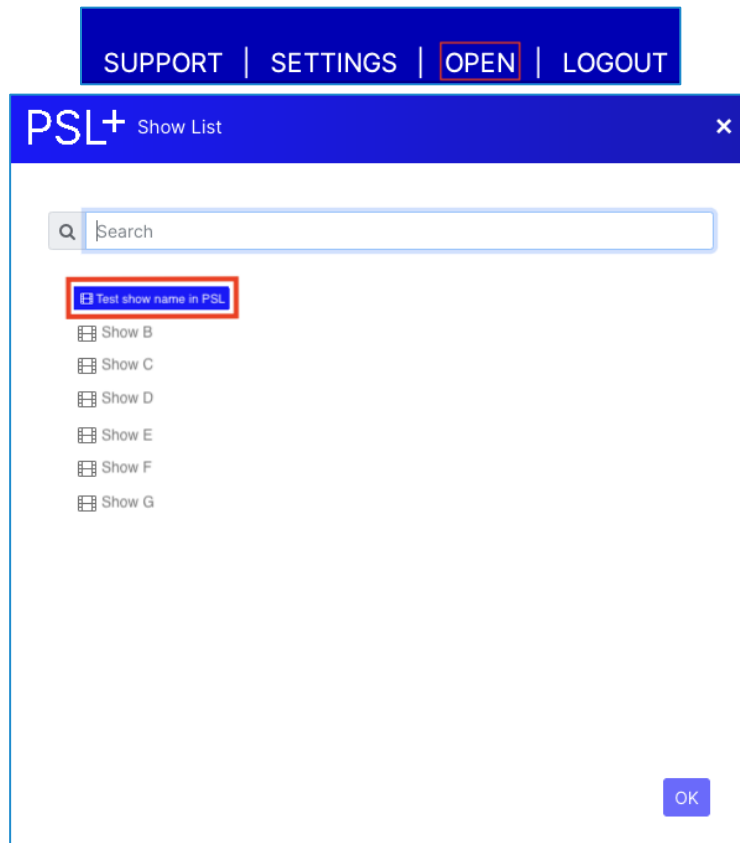


Selecting a Database

Your PSL+ is set up with at least one database. If it's set up with more than one (if you're working on more than one show), you can choose which database to open. If you need to switch databases you may use the Open button found beside the Logout button to open your show list and select another database.

To select from among multiple databases:

Once you have successfully input your login credentials, select a database and press Enter or click 'OK.' The home screen for your database displays. Now you are ready to explore the functions and capabilities of PSL+.



Understanding Programs and Command Screens

Program screens allow you to open or close programs, enter setup records, enter or post transactions, retrieve (find) entries, inquire into entries, and generate reports. As with the home screen, you can type on the keyboard or click the mouse to navigate the screens and command the programs.

Program screens include the following areas:

- Title bar
- Program Menu bar

- Toolbar working area hunt bar
- Activity bar, for screens where you work with entries

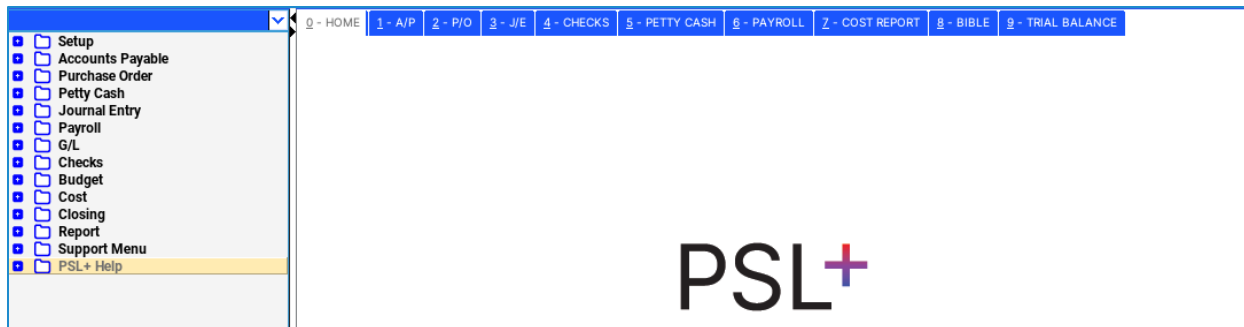
The layout of the program screens depends on the type of accounting procedures it supports, such as:

- Setup (record entry)
- Transaction entry
- Reporting
- Posting
- Inquiry

Screens that support the same type of procedures have similar layouts. For example, record entry and transaction entry require similar steps, so their screens look alike. The layout also depends on the type of data displayed, such as bank data versus vendor data. When you finish working in a program screen, use a command screen to finalize your task.

Menu Options

The menu is a set of options that let you use the application and run programs or processes. Menu options vary for each show. From the menu, you can access different transactions.



Program Menu Bar

The program menu bar displays menus for working with program screens. Below are brief descriptions of the available menus:



- **File** – Set up printer pages or exit the program.
- **Edit** – Edit or search for transaction entries.
- **Programs** – Open programs in a menu format. The programs are organized the same way as in the program tree.
- **Options** – Access keyboard shortcuts using the mouse, work with fields or entries, open Help, or close a program.
- **Favorites** – Quickly access programs you've added to your PSL+ favorites. Use this to bookmark frequently used programs.

- **Help** – Access different types of help and view program information.

Icons and Shortcuts

PSL+ provides several ways to interact with the application, including icons, keyboard shortcuts, and mouse shortcuts. Choose the method that best fits your workflow. You may want to print the following tables for quick reference.

Toolbar Icons

The toolbar appears on all PSL+ screens, with each icon assigned to a specific function.









- **Blue icons** = enabled for the selected transaction.
- **Gray icons** = disabled for the selected transaction.











(Toolbar options from left to right)

The following tables describe the PSL+ icons for program toolbars which are as follows:

Icon	Entry	Preview	Reporting	Function	Cursor Location	Description
⏪	E	P		First Entry	Field	Go to the first entry.
⏩	E	P		Previous Entry	Field	Go to the previous entry.
⏪	E	P		Next Entry	Field	Go to the next entry.
⏩	E	P		Last Entry	Field	Go to the last entry.
+	E	P		Add Entry	The field in header section or record-entry screen ----- The field in Distribution Section	Creates a new entry ready to be filled in, and automatically fills in the reference number. ----- Creates a new transaction line, ready to be filled in. line.
🗑️	E E			Mark Entry for deletion	Record entry or header field Distribution Field	Mark the entry for deletion. Mark the distribution line for deletion.

	E			Find Entries	Field	Find entries based on search criteria.
	E			Update	Field	Save the changes made since the last save, and leave the current entry displayed on the screen. Example use: interim saves while entering a transaction with many distribution lines.
	E			Accept	Field	Save the changes (including deletions) since the last save, clear the screen and leave the program open.
	E			Cancel	Field	Cancel all changes and new entries since the last save, clear the screen and leave the program open.
	E			Exit	Field	Close the program. You will be asked if you wish to Accept or Cancel saving your changes.
	E		R	Detail	Field	Display detailed information (if available) for the field. Example use: Accessing subcodes for the Carbon Footprint (CF) field.
	E		R	Pick	Field	Displays a dropdown list of the available entry choices for the field.
	E		R	Zoom	Field	Opens a new program from within the current program. Used with Fetch. For example, with your cursor in the Vendor ID Field of the

						A/P Transaction Entry Program, click the Zoom Icon to open the Vendor Entry program without leaving the A/P Screen.
	E			Fetch	Field	Populate the field from which you zoomed with data from the zoomed-to program. To continue the zoom example, click the Fetch Icon to fetch a Vendor ID back to the Vendor ID field in the A/P Transaction Entry Program.
	E		R	Help	Field	Opens the Cast & Crew online help pages.
			R	Clear	Field	Clear the screen.
			R	Cancel Entry	Field	Cancel the entry.
	E		R	Print	Field	Open the print dialog screen.
	E			Remark	Field	Open the remark screen.
	E			Command	Field	Displays command screen. Commands shown depend on the accounting task and stage of data entry
			R	Preview	Field	Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format

Function Keys



Function keys provide shortcuts for commands, accessing additional information, and inputting, finding, saving, or changing entries. The result of pressing a function key depends on the cursor's location.



Key	Function	Cursor Location	The Result of Pressing Function Key
F1	Command	Field	Displays command screen. Commands shown depend on the accounting task and stage of data entry.
F2	Pick List	Field	If available, displays a drop-down list of possible entries for the field.
F3	Detail	Field	If available, displays additional information for the field.
F4	Add	The field in header section or record-entry screen ----- The field in Distribution Section	Creates a new entry ready to be filled in, and automatically fills in the reference number. ----- Creates a new transaction line, ready to be filled in.
F5	Zoom	Field	Accesses or adds information from a related program while keeping the original program
F6	Help	Program screen or field	Displays a Cast & Crew web page with links to contact information.
F7	Find	Blank Field ----- Populated Field	Searches for and retrieves entries from your database. Pressing <F7> in a blank field (that is, not entering a search criterion) retrieves all the entires related to the program. ----- Searches for and retrieves entries from your database. You can use search criteria (including the * wildcard) to narrow down entries retrieved. Entering a value in one or more fields and then pressing <F7> (that is, entering search criteria) retrieves only the entries whose value for the fields match the entered values.
F8	Back	Field	Moves your cursor back to the previous field where you can input data.
F9	Duplicate	Header Field ----- Distribution Field	Duplicates the field value from the previous entry. ----- Duplicates the field value from the previous distribution line.
F10	Mark for Deletion	Header Field	Marks the entries entry for deletion, as shown by red lines through all header fields and distribution lines.

		----- Distribution Field	----- Marks an individual distribution line for deletion, as shown by a red line through the distribution line.
F11	Jump	Transaction Screen	Jumps between the header section and distribution section.
F12	Remark	Field	Adds a remark to the displayed entry.

Name Keys and Key Combinations

The behavior of name keys and key combinations may change, depending on the location of the cursor.

Key	Function	Cursor Location	The Result of Pressing Function Key
<Enter>	Accept	Entry Screen -----	Accept the data you entered and move the cursor forward one field.
		Message Screen -----	Close the message screen.
		Command Screen	Execute the entered command.
<Tab>	Navigate	Program Screen	Move from field to field.
<CTRL>+	Navigate	Program Screen	Move from group box to group box.
<PageUp> OR <PageDown>	Navigate Entries	Pick List in an entry screen -----	Page up or page down through the list.
	Navigate Fields	The field in the header of a transaction that has entries -----	Display the next or previous entry for the field.
	Navigate Pages	The field in distribution line of the transaction entry screen that has entries	----- Display the next or previous page of entries for the field. For example, a P/O may have more distribution lines that one screen can display. Move your cursor to a distribution field, then press <Page Up> or <Page Down> to go through the distribution lines one page at a time.
 / 	Navigate Characters	Field	Move your cursor one character left or right

 , 	Navigate Entries	Field	Move the cursor up or down the column of distribution lines.
<CTRL>	Navigate Fields	Field	Move the cursor back one field.
<SHIFT>+_.	Navigate Fields	Field	Move the cursor back one field.
<CTRL>	Enter Data	Field	Blank out a field.
<Backspace>	Enter Data	Field	Deletes the character to the left of the cursor.
<CTRL>	Enter Data	The field that has a changed entry.	Restore the previous value of the field. The cursor must not leave the field between the entry and the restore.

Part II: Setup

This section covers the following programs:

- Bank Entry
- Production Code Entry
- Company Code Entry
- Currency Code Entry
- Series Code Entry
- Location Code Entry
- Set Code Entry
- Additional/Optional Setup Screens

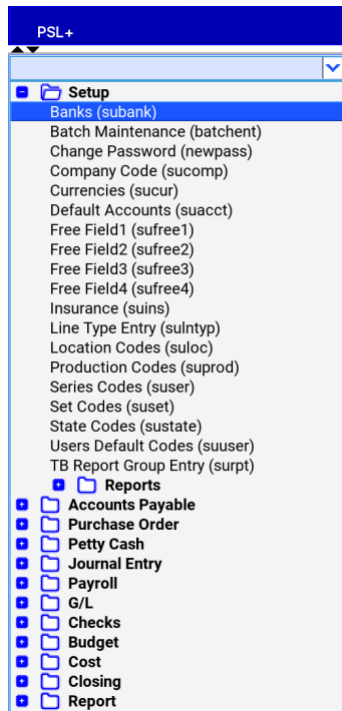
Bank Code Entry (subbank)

Use Bank Code Entry [subbank] to set up a Bank Code for each bank account you intend to use during Production. This screen is also where you can set up a Petty Cash Bank if needed. The data you enter in the Bank Code Entry [subbank] screen can be changed at any time, except for the Bank Code and Currency Code, which cannot be changed. Please note a Bank Code record cannot be deleted once it has been used in PSL+.

If you would like to print a list of all Bank Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Bank Codes List Report.

Open:

- From the menu tree, click the Setup module (see screenshot).
- Or, type the screen name or acronym (subbank) in the blue prompt bar above the *Setup* menu, then press Enter.



The following screen then appears:

Bank Entry
_ □ ×

File Edit Programs Options View Favorites Help

Bank Information

Code PC Box Only

Name

Branch

Address

Contact

Phone

Account Pospay Format

Cashed Pay Bank

Eved Pay Bank

Check Number Information

Starting

Ending

Last Used

EFT Number Information

Last Used

Prefix

WT Number Information

Last Used

Prefix

Currency/Date Information

Currency

Date Format

Bank Type

Check Printing Information

Check Form Prefix

Check Mask

Account Information

Cash in Bank

A/P Clearing

A/P Discount

PC Box

PC Clearing

Defaults

Production

Company

Series

Location

Set

Bank Code

Enter search criteria, or add data

Bank Information

- **Code** – Enter a code (up to 3 alphanumeric characters) to identify the bank. If the code does not exist in the database, PSL+ will prompt: “That Bank Code Entry is not in the database. Would you like to add it?”
Select Yes
- **Name** – Enter the bank name (up to 30 alphanumeric characters).
- **Branch, Address, Contact, Phone, Account** – Enter details as applicable

Check Number Information


- **Starting / Ending** – Enter the first and last check numbers from the current box of checks for this bank.
- **Last Used** – Enter the number of the last check used from the current box. Once a check is printed, PSL+ automatically defaults the value in this field to the last used check number

EFT Number Information



- **Last Used** – Enter the number of the last check used for EFT payments (payment type E) in Accounts Payable Entry. Once a check is printed, PSL+ defaults the value in this field to the last used number
- **Prefix** – If defined, the prefix is added to the check number on printed checks and check register reports for payment type E
 - Note: The prefix does not appear on the Bible report. It is recommended to use a Last Used number that does not overlap with other payment types.

Wire Number Information

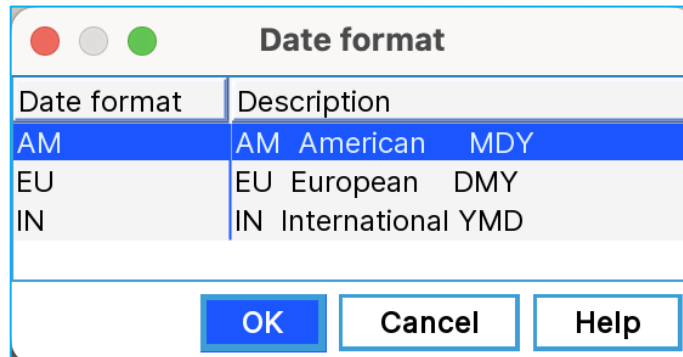
- **Last Used** – Enter the number of the last check used for wire payments (payment type W) in Accounts Payable Entry. Once a check is printed, PSL+ defaults the value in this field to the last used number
- **Prefix** – If defined, the prefix is added to the check number on printed checks and check register reports for payment type W

 **Note:** The prefix does not appear on the Bible report. It is recommended to use a Last Used number that does not overlap with other payment types.

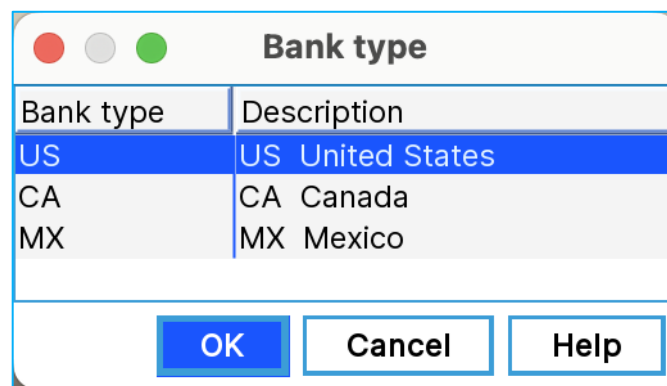
Currency /Date Information

- **Currency** – Search and select the currency code. Details are pulled from Currencies (sucur).
 - Enter the Currency Code associated with the Bank Code (used to print checks)
 - The Currency Code should default in this field based on the initial database request.
 - If the Currency Code does not exist in PSL+, you can add it:
 - Press **F5** or select the Zoom icon  to open Currency Code Entry (sucur).
 - Add the new Currency Code and save
 - Press **F1**, then select option **F**, or click the Fetch icon  to bring the new currency back into Bank Code Entry (subbank)
- **Date Format** – Select the date format for checks printed from this bank

- Press F2 or right-click to view and choose from available date formats with descriptions



- **Bank Type** – Select the bank type for checks printed from this bank. US is the default and should be selected if Canada and Mexico options are not applicable
 - Press **F2** or right-click to view and choose from available bank types with descriptions



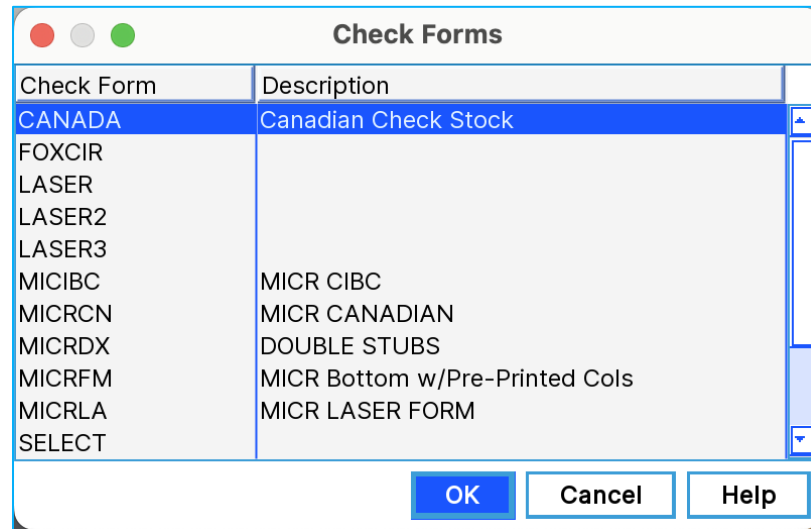
Check Printing Information

- **Check Form** – Search and select the check forms, details are displayed from check form entry program. Input the form that matches the check stock you are using to print checks. A Check Form is needed before you can print checks. If you are not sure which Check Form to select, it is suggested to select 'LASER' (for the majority of independent databases); if needed, the Support Department can make the necessary check alignment adjustments. Press the F2 Key or right click to view and select the Check Form options along with their descriptions which are as follows:

Check Form – Search and select the check form. Details are displayed from the Check Form Entry program.

- Enter the form that matches the check stock you will use for printing
- The most common form is LASER, which works for most independent databases
- If you are unsure which form to use, select LASER. Support can adjust alignment if needed
- Press F2 or right-click to view available check forms and their descriptions

- Note: PSL+ is compatible with MICR check printing, which uses its own forms (MICRFM or MICRLA). To enable this feature, email PSL.Support@castandcrew.com.



Prefix – Enter character(s), typically a number, printed at the beginning of all check numbers. For example, entering 3 would print check number 000123 as 3000123. Accepts up to six alphanumeric characters.

Account Information

An account number must be entered for all fields in this section, even if you will not use them.



Example: If you do not plan to use the A/P Discount field, you must still enter an account number. Required fields are displayed in yellow

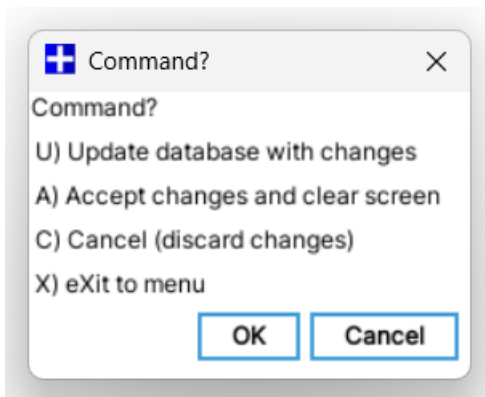
- **Cash in Bank** – Chart of Accounts number representing the checking account tied to this bank; typically, an Asset account. Depending on studio preferences, the selected account may be limited for use on a single code, requiring a different account for other bank codes. If the account does not exist in PSL+, press F5 or select the Zoom icon to open the Chart of Accounts Entry [glca] screen and create it. Once saved, press F1, then F, or select the Fetch icon to return the account to the Bank Code Entry [subbank] screen
- **A/P Clearing** – Chart of Accounts number used to clear all A/P invoices; typically, a Liability account. Acts as the credit/offset account for A/P expenses once posted
- **A/P Discount** – Chart of Accounts number for recording A/P discount amounts; typically, a Liability account
- **P/C Box** – Chart of Accounts number for the Petty Cash Box or Custodian; typically, an Asset account used for disbursing Petty Cash
- **P/C Clearing** – Chart of Accounts number used to clear all Petty Cash invoices; typically, a Liability account. Serves as the credit/offset for P/C expenses. If not using a separate P/C Clearing account, you may enter the same account number used for the P/C Box



Company Information:

- **Code** - Enter the Company Code associated with the Bank Code

Tips

- Enter all required **yellow fields** before saving. **white fields** are optional
- To save your entry:
 - Click the Update icon 
 - or the Accept icon  to save
 - Or press F1 and select option U (Update) which saves and remains on screen or A (Accept) which saves and clears the screen



- **Delete a Bank Code** – To delete an unused Bank Code, place your cursor in the code field and press **F10** or click the **Delete** icon . A red strike-through line appears. The code is deleted once you save
- **Search for a Bank Code** – To search for an existing Bank Code, clear the screen and press **F7** or click the **Find** icon 
- All records will appear. Scroll through them using the Arrow icons (First, Prior, Next, Last) or by pressing Page Up / Page Down until you find the code

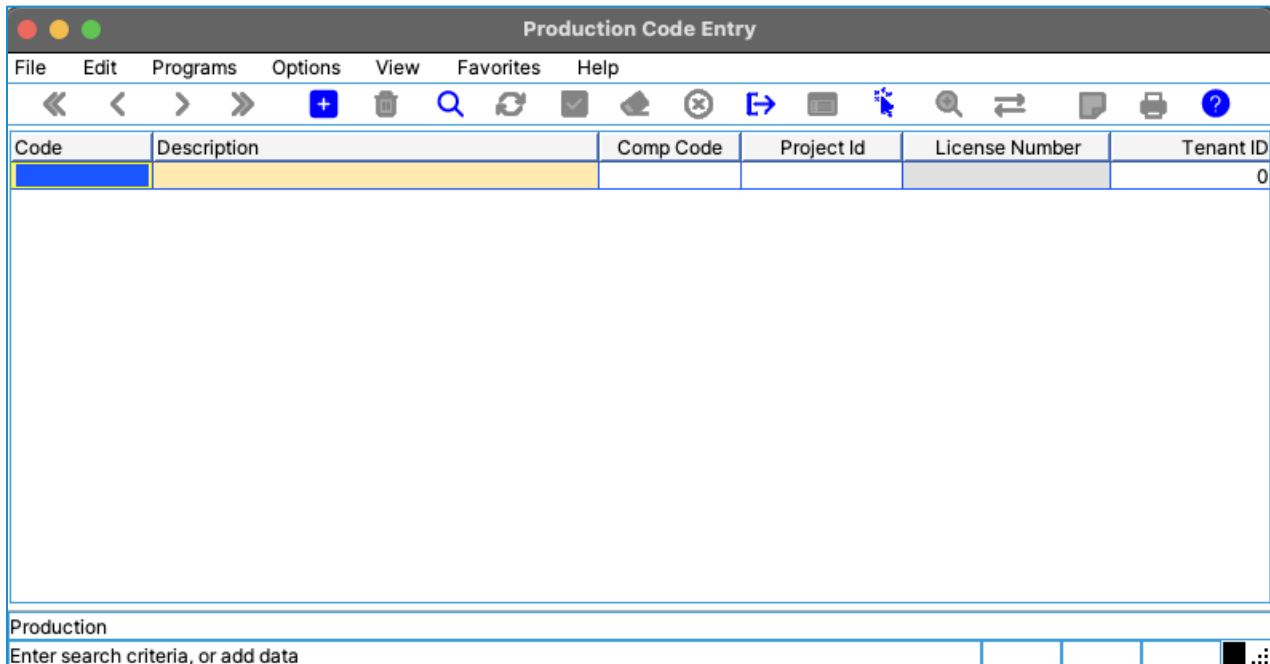
Production Code Entry (suprod)

Production is the second phase in film making, which starts when principal photography begins and ends. Use Production Code Entry [suprod] to set up a Production Code for your database. Most PSL+ databases only use one Production Code, but you can set up additional codes if needed. A common Chart of Accounts must be used for all Productions within a database. If a Production requires a unique Chart of Accounts, then it is suggested to create a new database. Please note a Production Code record cannot be deleted once it has been used in PSL+.

If you would like to print a list of all Production Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Production Codes List Report [suprodp].

Open:

- To access the Production Code Entry [suprod] screen, click the 'Setup' module from the menu tree (see the following screenshot)
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



Code	Description	Comp Code	Project Id	License Number	Tenant ID
					0

Production
Enter search criteria, or add data

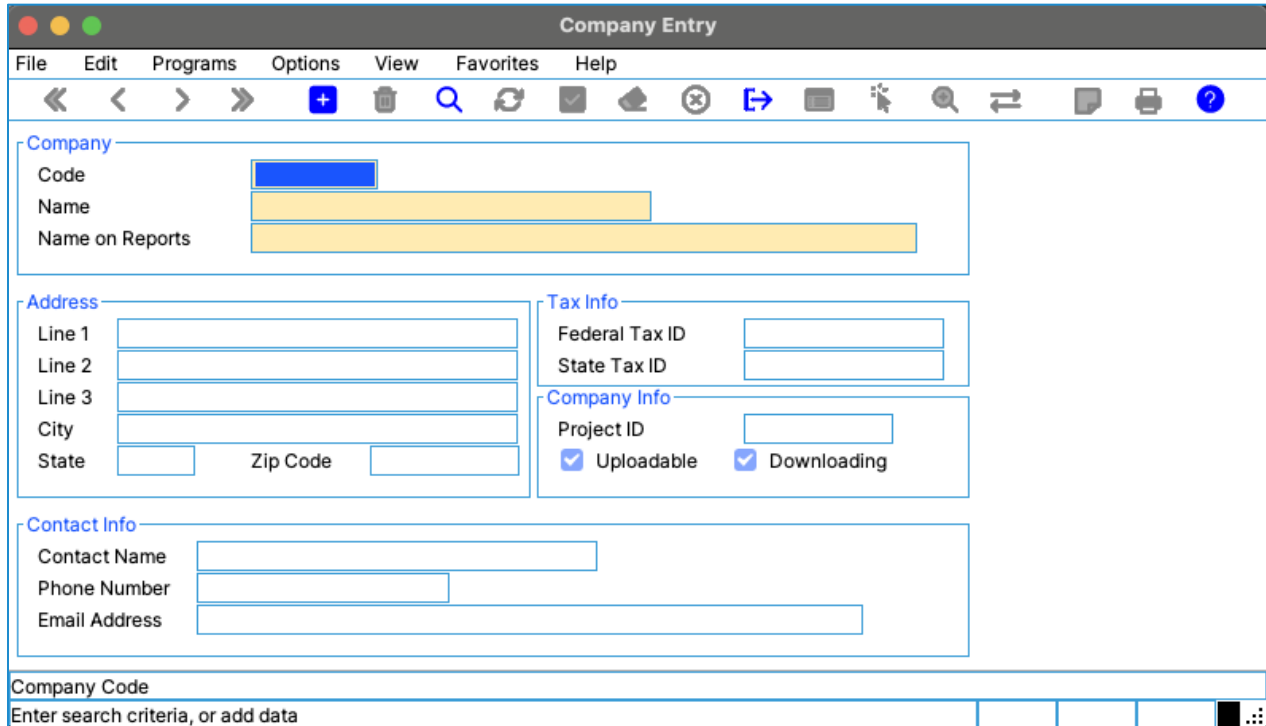
- **Code** - Input the code identifying the Production which can hold up to six alpha/numeric characters. After entering the new Production Code, PSL+ asks, "That Production Code is not in the database. Would you like to add it?". Select 'Yes'
- **Description** - Input the name of the Production which can hold up to 30 alpha/numeric characters.
- **Comp Code** - Input the Company Code associated with the Production Code (optional).

Company Code Entry (sucomp)

Use Company Code Entry [sucomp] to set up a Company Code for your database. If your database is associated with more than one company, PSL+ allows you to input multiple Company Codes under the same Production Code to easily track separate costs. Please note all independent PSL+ database is already set up with a default Company Code (usually '001'), but you can always change it if needed if it has not been used in PSL+.

Open:

- To access the Company Code Entry [sucomp] screen, click the 'Setup' module from the menu tree (see the following screenshot)
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



Company

- **Name** – Enter the company name (up to 30 alphanumeric characters)
- **Name on Reports** – Enter the name as it should appear on reports (up to 50 alphanumeric characters)

Address

- Enter the company's Address, City, State, and Zip Code (if applicable)

Company Info

- **Project ID** – The project ID number associated with the database; production assigned. Please note that this field is only used for some major studios. If your studio is independent, leave this field and the Uploadable and Downloading fields blank

Tax Info

- Enter Federal and State Tax Identification Numbers

Contact Info

- Enter the company's primary contact name, phone number, and email address (if applicable)

Currency Code Entry (sucur)

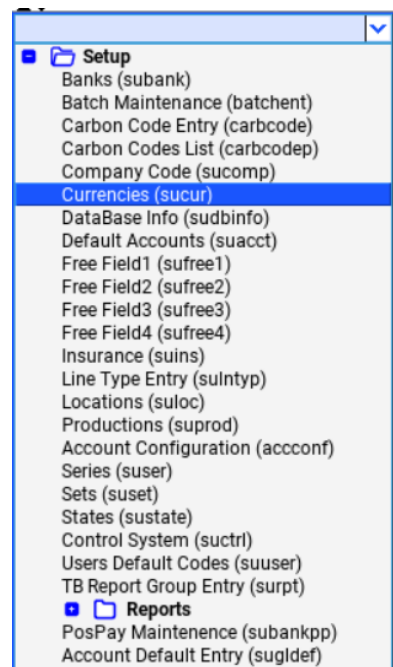
Use Currency Code Entry [sucur] to set up a Currency Code for each currency you inten

to use during Production. A Currency Code record includes the exchange rate so reports can be printed in both local currency and base currency. Please note a Currency Code record cannot be deleted once it has been used in PSL+.

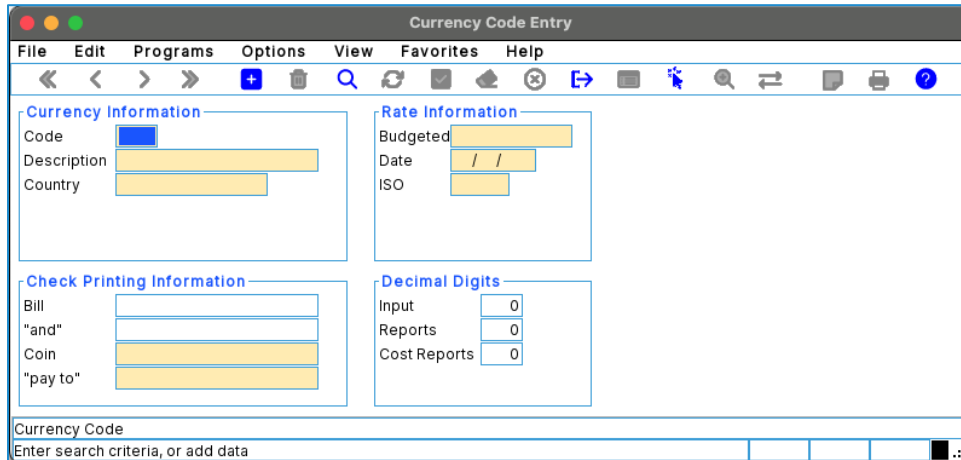
If you would like to print a list of all Currency Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Currency Codes List Report.

Open:

- To access the Currency Code Entry [sucur] screen, click the 'Setup' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



The screenshot shows the 'Currency Code Entry' window. It contains the following fields:

- Currency Information:** Code, Description, Country.
- Rate Information:** Budgeted, Date, ISO.
- Check Printing Information:** Bill, "and", Coin, "pay to".
- Decimal Digits:** Input, Reports, Cost Reports.

At the bottom, there is a search bar labeled 'Currency Code' with the text 'Enter search criteria, or add data'.

Currency Information

- **Code** – Enter the currency code (up to two alphanumeric characters). If the code does not exist, PSL+ will prompt: “That Currency Code is not in the database. Would you like to add it?” Select Yes to continue
- **Description** – Enter the currency name (up to 20 alphanumeric characters), e.g., US Dollars, Mexican Pesos, French Francs
- **Country** – Enter the name of the country using this currency (up to 15 alphanumeric characters).

Rate Information

- **Budgeted** – Enter the exchange rate used to convert the base currency to this currency. If this is the base currency, PSL+ will automatically default to 1.000000. This rate is used for reports and when copying or merging budgets
- **Date** – Enter the rate date in mm/dd/yyyy format
- **ISO** – Input the International Organization for Standardization three letter currency abbreviation used to represent a country's currency. For example, the United States dollar's ISO alphabetic currency code is 'USD' for the United States Dollar. This field can hold up to three alpha/numeric characters

Check Printing Information

- **Bill** – Input the name of the currency which can hold up to 20 alpha/numeric characters (example: 'Dollars')
- **'and'** – Enter the word *and* in the language that checks will be written in for this currency.
- **Coin** – Enter the coin value as it should appear on checks
- **'Pay to'** – Enter the phrase “Pay to the order of” as it should appear on checks for this currency

Decimal Digits

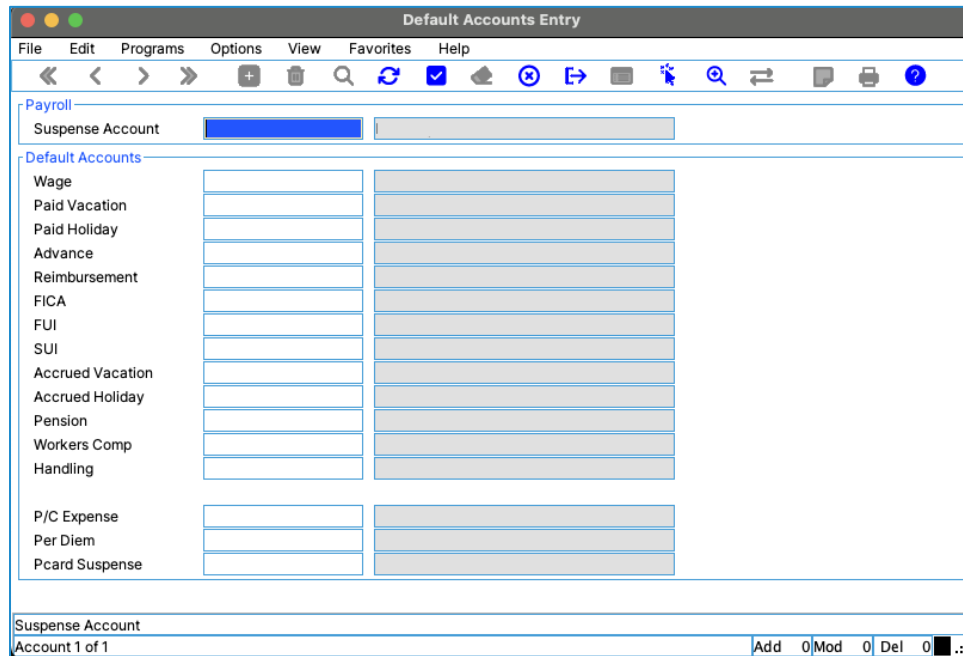
Define the number of digits displayed after the decimal point:

- **Input** – Number of digits displayed to the right of the decimal point in transaction entry fields. Accepts a value from 0 to 4; the most common is 2
- **Reports** – Number of decimal digits shown on all reports (excluding Cost Reports). Accepts a value from 0 to 4; the most common is 2

- **Cost Reports** – Number of digits displayed on Cost Reports. Enter a value from 0 to 4; the most common entry is 0 to round to the nearest dollar

Default Accounts (suacct)

Set payroll suspense and default accounts to replace G/L coding on imported payroll transactions that have not been set up in the PSL+ database. The remaining fields in this program are used to notate common codes and are not automatically added to downloaded payroll transactions.



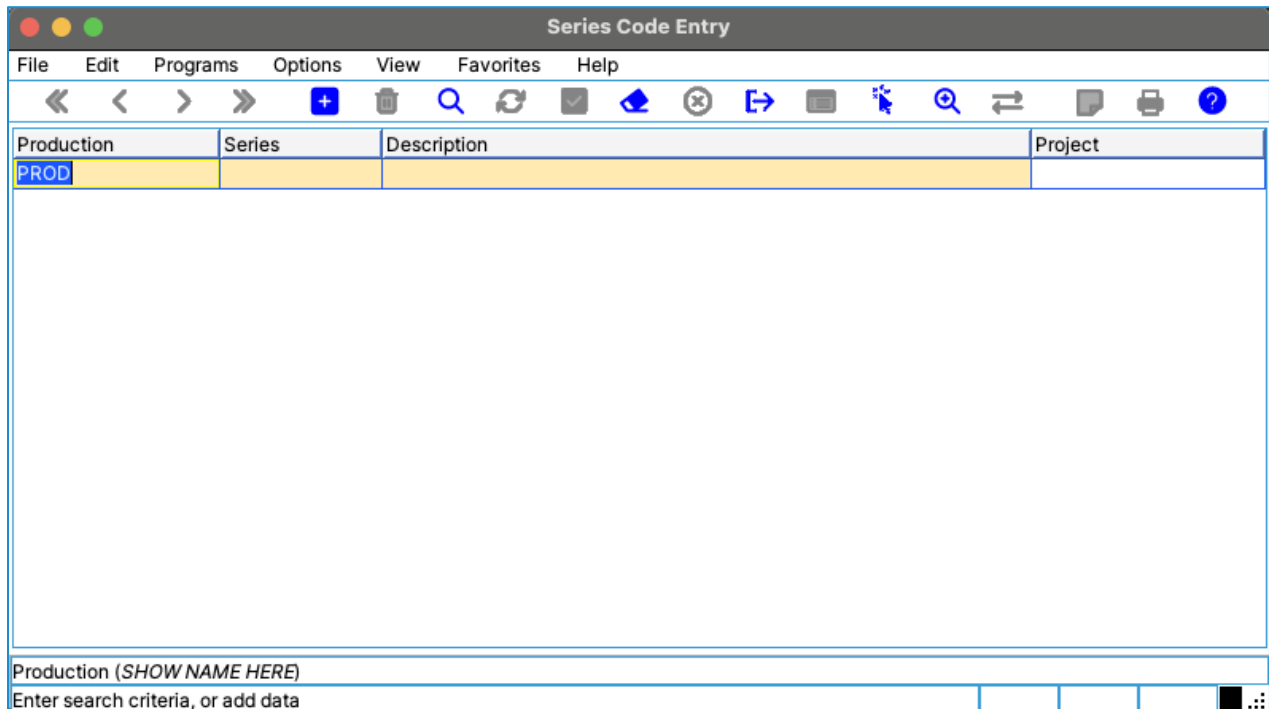
Series Code Entry (suser)

Use Series Code Entry [suser] to set up Series Codes for tracking expenses by series/episode. Please note if you are not tracking series expenses, you must set up at least a default Series Code (e. g., '0000') to be used in the transaction entry screens. You can also use the Series Code like a Free Field Code to track other items such as all travel costs for all series if you prefer. Please note a Series Code record cannot be deleted once it has been used in PSL+.

If you would like to print a list of all Series Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Series Codes List Report.

Open:

- To access the Series Code Entry [suser] screen, click the 'Setup' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



Production	Series	Description	Project
PROD			

Production (SHOW NAME HERE)

Enter search criteria, or add data

Fields:

- **Production** - Input the Production Code associated with the Series Code
- **Series** - Input the code identifying the series which can hold up to four alpha/numeric characters. After entering the new Series Code, PSL+ asks, "That Series Code is not in the database. Would you like to add it?". Select 'Yes'
- **Description** - Input the name of the series which can hold up to 30 alpha/numeric characters

Location Code Entry (suloc)

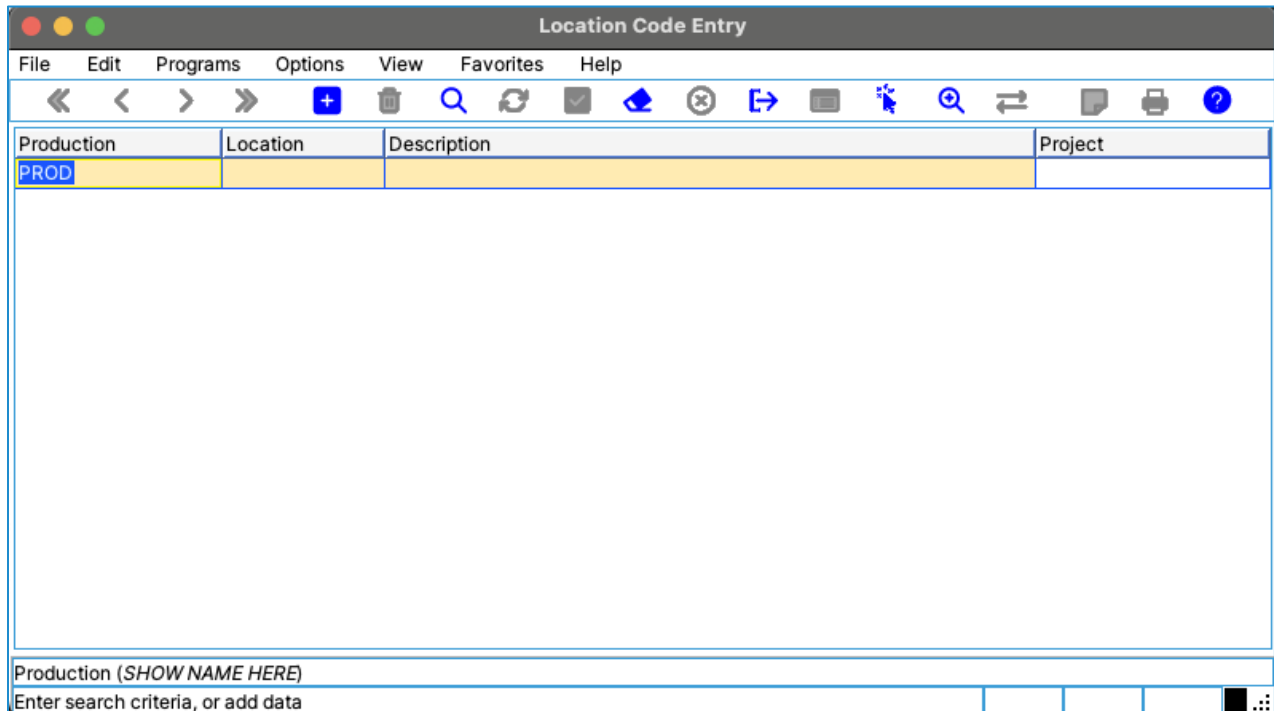
Use Location Code Entry [suloc] to set up Location Codes for tracking expenses by location. Please note if you are not tracking location expenses, you must set up at least a default Location Code (e.g., '0000') to be used in the transaction entry screens. You can also use the Location Code like a Free Field Code to track other items such as all travel costs for all locations if you prefer. Please note a Location Code record cannot be deleted once it has been used in PSL+.

If you would like to print a list of all Location Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Location Codes List Report.

Open:

- To access the Location Code Entry [suloc] screen, click the 'Setup' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

The screen then appears.



Production	Location	Description	Project
PROD			

Production (SHOW NAME HERE)
Enter search criteria, or add data

Fields:

- **Production** - Input the Production Code associated with the Location Code
- **Location** - Input the code identifying the location which can hold up to four alpha/numeric characters. After entering the new Location Code, PSL+ asks, "That Location Code is not in the database. Would you like to add it?". Select 'Yes'
- **Description** - Input the name of the location which can hold up to 30 alpha/numeric characters

Set Code Entry (suset)

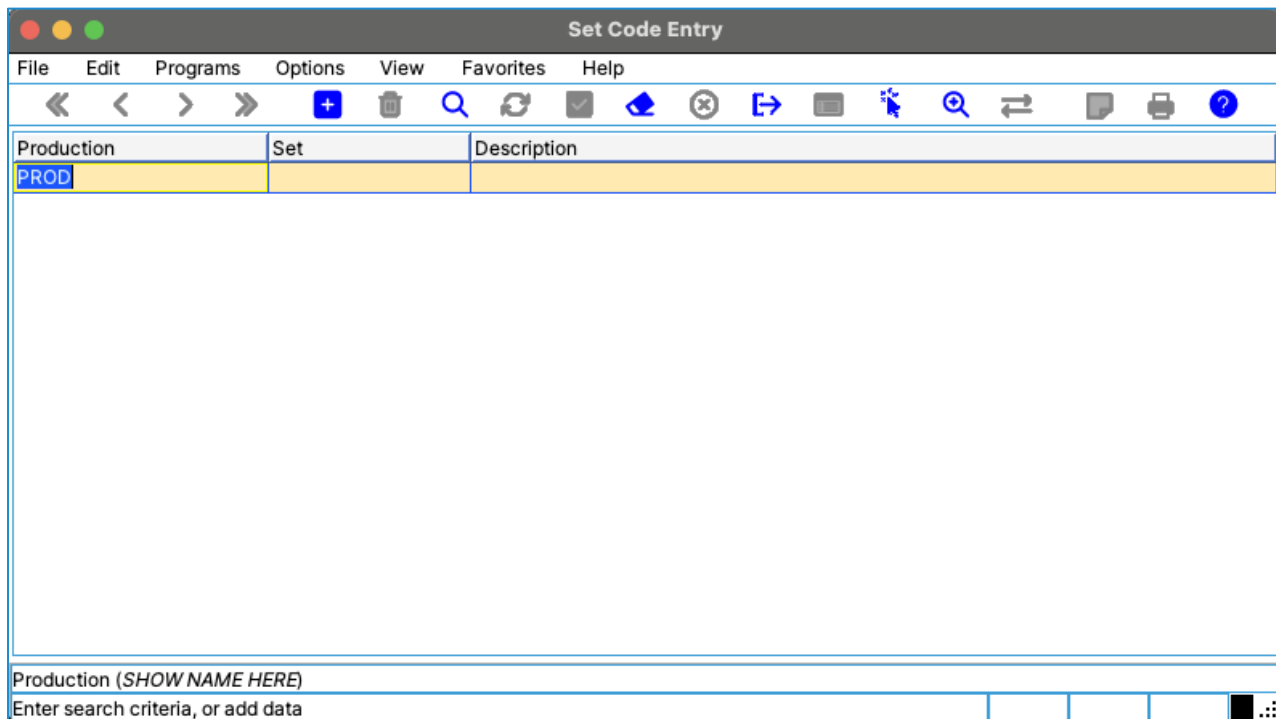
Use Set Code Entry [suset] to set up Set Codes for tracking expenses by set. Please note if you are not tracking set expenses, you must set up at least a default Set Code (e.g., '0000') to be used in the transaction entry screens. You can also use the Set Code like a Free Field Code to track other items such as all travel costs for all sets if you prefer. Please note a Set Code record cannot be deleted once it has been used in PSL+.

If you would like to print a list of all Set Codes entered in the database, click the 'Report' module, then 'Setup & Maintenance' sub-folder. Listed is the Set Codes List Report.

Open:

- To access the Set Code Entry [suset] screen, click the 'Setup' module from the menu tree (see the following screenshot).

- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



Production	Set	Description
PROD		

Production (SHOW NAME HERE)
Enter search criteria, or add data

Fields:

- Production** - Input the Production Code associated with the Set Code.
- Set** - Input the code identifying the set which can hold up to four alpha/numeric characters. After entering the new Set Code, PSL+ asks, "That Set Code is not in the database. Would you like to add it?". Select 'Yes.'
- Description** - Input the name of the set which can hold up to 30 alpha/numeric characters.

User Defaults Entry (suuser)

Use User Defaults Entry [suuser] to assign default values and user-specific restrictions that streamline data entry across PSL+ modules. Default codes populate key fields automatically when a user begins an entry, helping ensure consistency and efficiency. This is especially useful for projects with multiple users entering data under the same production, location, or company codes.

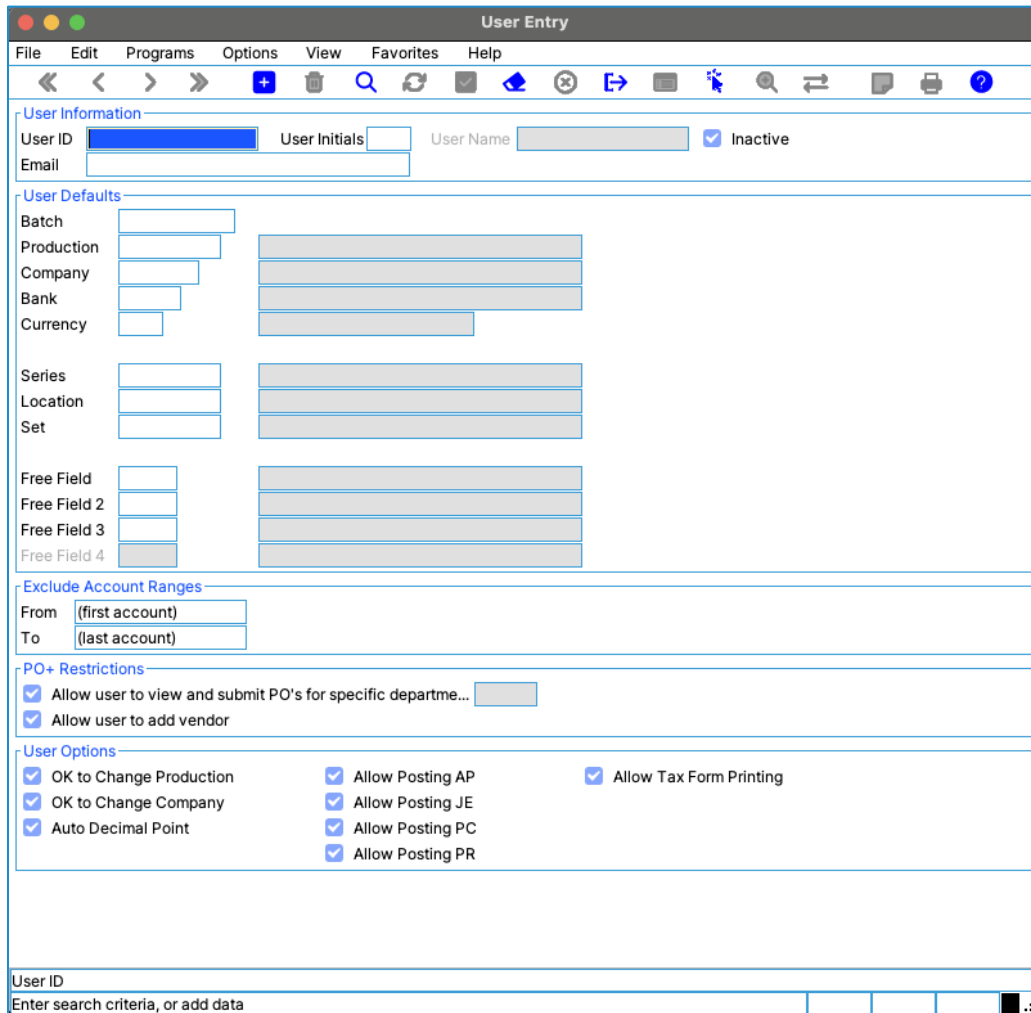
Users are automatically added to this screen when they are granted access to a PSL+ project. Each user's default values and restrictions can be customized as needed.

If you would like to print a list of all User Defaults and Restrictions entered in the database, go to the Report module, then click the Setup & Maintenance sub-folder and select User Defaults Listing Report [suuserp].

Open:

- To access the User Defaults Entry [suuser] screen, click the 'Setup' module from the menu tree (see the following screenshot)

- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



User Information

- User ID, User Name, Email** – Pre-populated and not editable.
- User Initials** – Optional. Enter initials to auto-prefix batch numbers.

User Defaults

Set default values that auto-fill in PSL+ data entry screens:

- Batch, Production, Company, Bank, Currency** – Select from dropdowns.
- Series, Location, Set** – Choose default codes.
- Free Field 1–4** – Select codes to further customize defaults.

Exclude Account Ranges

Restrict access to specific account ranges:

- From** – First account in the restricted range.
- To** – Last account in the restricted range.

User Options

Use checkboxes to grant or restrict actions in PSL:

- OK to Change Production
- OK to Change Company
- Auto Decimal Point
- Allow Posting AP
- Allow Posting JE
- Allow Posting PC
- Allow Posting PR
- Allow Tax Form Printing

Save

- Click the Add icon to save user details.

Additional Setup Screens

Batch Maintenance (batchent)

Use [batchent] to view and manage all batch codes in the system. A batch is a group of related transactions entered through a single data entry screen (e.g., A/P Entry, Journal Entry, Petty Cash Entry) that are saved and posted together. This screen displays details such as the Batch Code, Production Code, Company Code, Bank Code, and Currency Code assigned to each batch. Batch Maintenance is used to review batch-level setup information and ensure batch records are properly aligned with the intended financial and production settings.

Control A/P (suapctrl)

Used to set the aging method and define aging periods for A/P reporting.

Employees (pcemp)

View and edit employee details that are imported from the payroll system. Employee records originate from payroll and cannot be deleted once created in PSL+. A list of employees in the database can be generated through the Employee Listing (pcempp) program.

Free Fields 1- 4 (sufree1, sufree2, sufree3, sufree4)

Used to define custom user fields that can be referenced throughout the system. These fields are flexible and can be labeled or repurposed based on production-specific needs. References to Free Fields can also be updated in applicable reports.

Insurance (suins)

Used to set up and maintain insurance records for each employee. Once an employee record has been used in PSL+, it cannot be deleted. A list of employees with insurance records can be generated using the List of Insurance Codes [suinsp] program.

Report Group Entry (surpt)

Use Report Group Entry [surpt] to create and manage Grouped Detail Trial Balance Reports. These reports let you organize trial balance accounts (Assets, Liabilities, Capital, Income, and Expenses) into customizable groups with subtotals. This is helpful for internal financial reporting and controlling how accounts are grouped and summarized.

Database Info (sudbinfo)

System displays the database information for the selected show after login process. It mentions details like Company name, its display name and communication and contact details.

States (sustate)

Use States to set up a state code for each state required in production. Once a state code has been used in PSL+, it cannot be deleted. You can generate a list of state codes in the database via the State Codes List (statesp) program.

Part III: Vendors

This section will address the following programs:

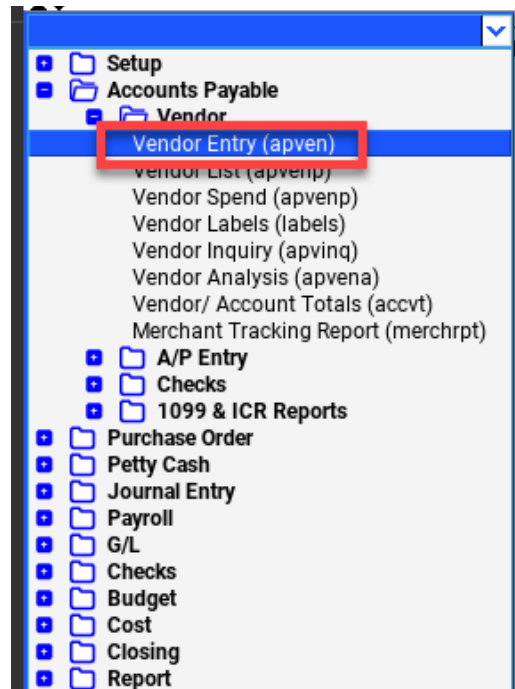
- Vendor Entry
- Vendor Listing Report
- Additional Vendor Screens/Reports

Vendor Entry (apven)

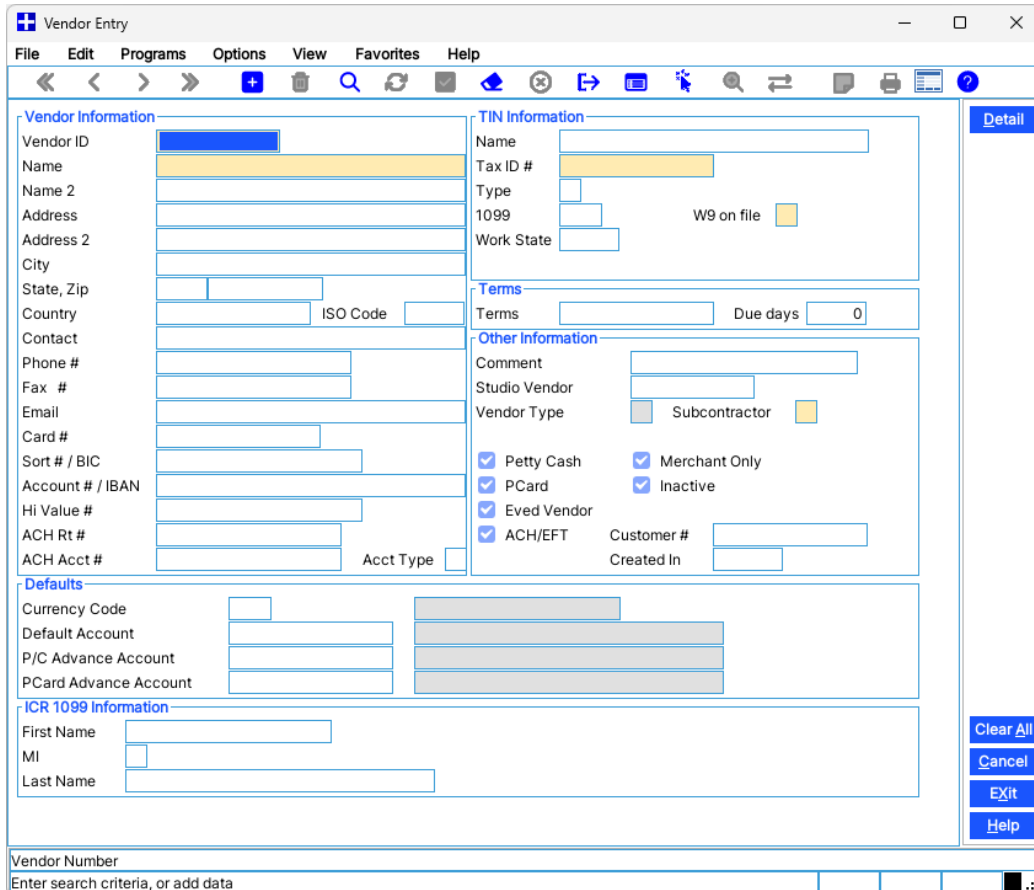
A vendor is an individual or company providing a product or service. The Vendor Entry [apven] program is used to find, modify and delete un-used vendor records. This screen allows you to set up a vendor record for each vendor you plan to do business with during production. The data you enter in the Vendor Entry [apven] screen can be changed at any time except the Vendor ID Number and Vendor Name once a check has been processed. Please note a vendor cannot be deleted once it has been used in PSL+.

Open


- The Vendor Listing Report [apvenp] generates a listing of all vendors in your database
- To access the Vendor Listing Report [apvenp], click the 'A/P' module, then 'Vendor' subfolder from the menu tree (see following screenshot)
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter






The screen then appears.




Vendor Information:

- **Vendor ID** – Unique code (up to 6 characters) identifying a vendor or employee (for Petty Cash Advances)
 - Press F4 or click the Add  icon to generate the next Vendor ID
 - You may also enter a custom alphanumeric ID. If the ID is fewer than 6 characters, PSL+ will zero-pad it (e.g., entering 13 becomes 000013)
 - If the ID does not exist, PSL+ will prompt: *“That Vendor is not in the database. Would you like to add it?”* Select Yes
 - To check if a vendor already exists, press F2 or right-click in the field. Use column headers (Vendor, Name, City) to sort results
- **Vendor Name** – Name of the vendor or employee (up to 30 characters) who will receive Petty Cash Advances
 - Recommended format: ALL CAPS
 - Be consistent in style when entering Vendor Names

- For individuals: *LASTNAME\FIRSTNAME M.* (e.g., *SMITH\JOHN D*)
- For companies: *COMPANY NAME\THE* (e.g., *PRODUCTION COMPANY\THE*)
- To search for an existing vendor, use wildcards (*). For example, type *JOHN* or *SMITH* and press F7 or click the Find  icon. Navigate results using the Arrow icons  or Page Up/Page Down keys
- **Vendor Contact Information** – Enter Address, City, State, Zip, Country, Contact, Phone, Fax, and Email (if applicable)

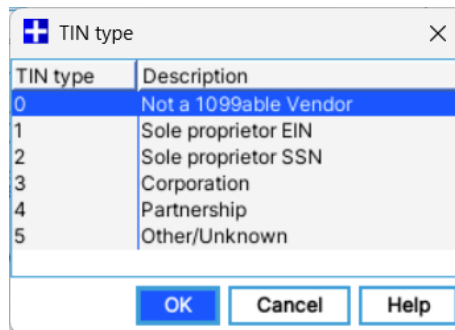
 **Important:** Vendor Names must use a backslash (\) — not a forward slash (/) — to separate Last and First names.

 **Note:** Once a check has been issued for a vendor, the Vendor Name cannot be changed

- To request that this restriction be temporarily disabled, email PSL.Support@castandcrew.com
- To update a vendor's name, email PSL.Support@castandcrew.com with the corrected name exactly as it should appear

TIN Information

- **Tin Name** – Official name of the Tax ID holder if different from the Vendor Name field. The TIN Name is used as the primary name for 1099 reporting purposes, and the Vendor Name is used as the secondary name. Please note if the Vendor Name and Tin Name are the same, leave this field blank
- **Tax ID #** – Nine -digit Tax Identification Number, usually beginning with '95-'. If the Vendor is a person, enter his or her Social Security Number (SSN). If the vendor is a business/company, enter the Employer Identification Number (EIN)
- **TIN Type** – Taxpayer Identification Number Type. Press the F2 Key or right click to view and select the Tin Type options along with their descriptions which are as follows:



TIN type	Description
0	Not a 1099able Vendor
1	Sole proprietor EIN
2	Sole proprietor SSN
3	Corporation
4	Partnership
5	Other/Unknown

- **1099 Type** – 1099 Type associated with this vendor or employee. The 1099 Code selected defaults in transaction distribution lines for this vendor or employee but can be overridden. Press the F2 Key or right click to view and select the 1099 Type options along with their descriptions which are as follows:

TaxCode	Description	Country	Form
1	Rents	USA	1099-MISC
2	Royalties	USA	1099-MISC
3	Other income/Prizes and awards	USA	1099-MISC
4	MISC - Federal tax withheld	USA	1099-MISC
5	Fishing Boat Proceeds	USA	1099-MISC
6	Medical & health payments	USA	1099-MISC
7	Nonemployee Compensation	USA	1099-NEC
8	SubstPayInLieu:Div/Interest	USA	1099-MISC
A	Crop Insurance Proceeds	USA	1099-MISC
B	Excess Golden Parachute payments	USA	1099-NEC
C	Proceeds paid to an attorney	USA	1099-MISC
D	Nonqualified deferred compensation	USA	1099-MISC
E	MISC - State tax withheld	USA	1099-MISC
F	NEC - Federal tax withheld	USA	1099-NEC
G	NEC - State tax withheld	USA	1099-NEC
H	Fish purchased for resale	USA	1099-MISC
I	Section 409A deferrals	USA	1099-MISC
T	Canada - Fees for Service	CAN	T4A

- **W9 on File** – Indicate if a W9 is on file for this vendor or employee. The default is 'N' for No
- **State Worked** – State the vendor or employee is currently employed for 1099 reporting purposes

Terms

- **Terms** – Description of the vendor's or employee's payment terms (e.g., Net 30; Net on Receipt, so forth.). Enter a free-form description of up to 15 alpha/numeric characters of how soon after the invoice date the vendor expects to be paid and if there are any discounts. Please note that entering data here does not affect an A/P Entry [apte] transaction as no discounts are computed based on the data entered in this field
- **Due Days** – Number of days from the invoice date until the invoice is due. Enter the Due Days here, if any. Please note if you enter a number in this field, the Invoice Due Date field defaults in A/P Entry [apte] when entering a new invoice. The Invoice Due Date equals the Invoice Date + Due Days

Other Information

- **Comment** – Free-form field to input any additional comments regarding the vendor which can hold up to 30 alpha/numeric characters
- **Petty Cash** – Checkmark this option if this vendor or employee will be using Petty Cash. Once check marked, the P/C Advance Account field becomes accessible to input the account number
- **PCard** – Checkmark this option if this vendor or employee will be using PCard. Once check marked, the PCard Advance Account field becomes accessible to input the account number
- **Merchant Only** – Checkmark this option if the vendor is used strictly for tracking merchant activity and will not receive AP payments. Once check marked, Purchase Orders and payments cannot be booked for this vendor
- **Inactive** – Checkmark this option if you would like to mark the vendor or employee inactive in the database. If the Inactive field is check marked, PSL+ blocks all users from using the vendor in the transaction entry screens
- **ACH/EFT** – Checkmark this option to indicate that the vendor receives payments via ACH or EFT. This is used for tracking purposes only and enables additional filtering within the Vendor Listing report
- **Petty Cash** – If checked the vendor is treated as petty cash vendor

- **Merchant Only** – If checked the vendor is treated as merchant vendor
- **Sub-Contractor** – Select Y if the vendor is a subcontractor, or N if not—this field is required to save the vendor record

Defaults

- **Currency Code** – Currency Code representing the currency in which this vendor is customarily paid
- **Default Account** – Expense Account Number most often used when you enter invoices for this vendor. The Default Account selected automatically defaults in the transaction distribution lines for this vendor, but you can override it
- **P/C Advance Account** – Petty Cash Advance Account Number that automatically defaults in the P/C Entry [pcent] distribution lines for this vendor. Press the F2 Key or right click to select the account number
- **PCard Advance Account** – PCard Advance Account Number that automatically defaults in the P/C Entry [pcent] distribution lines for this vendor. Press the F2 Key or right click to select the account number

ICR 1099 Information

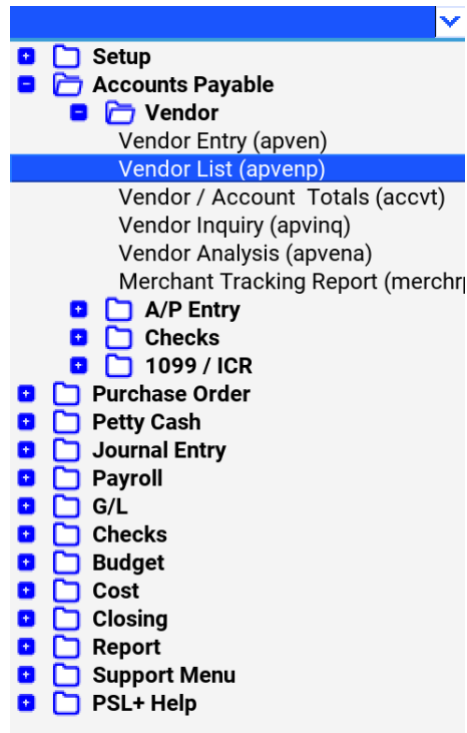
- **Enter First Name, MI, and Last Name** – Enter in how you would like the name to read for 1099 Independent Contracting Reporting purposes

Vendor Listing Report

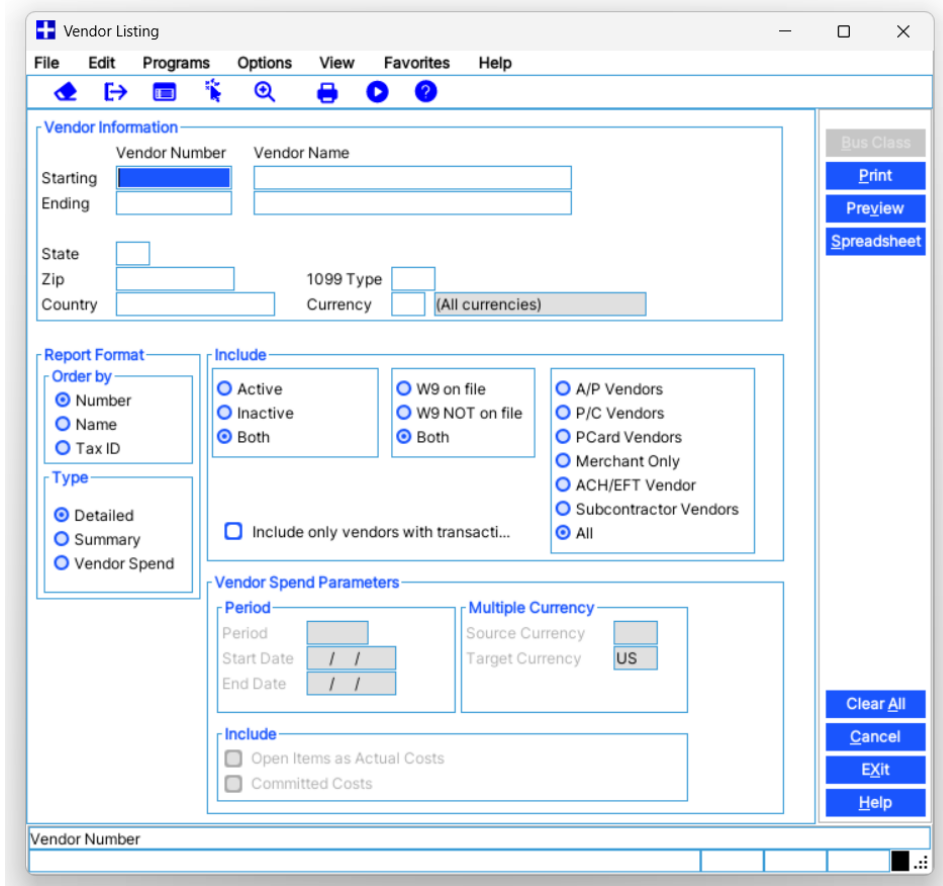
The Vendor Listing Report [apvenp] generates a listing of all vendors in your database

Open

- To access the Vendor Listing Report [apvenp], click the 'A/P' module, then 'Vendor' subfolder from the menu tree (see following screenshot)
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



Once [apvenp] is selected then the following screen will appear:



Vendor Information:

- **Starting and Ending Vendor Numbers** – Vendors to include in the report. To restrict the report to only include information for a single vendor, input the same Vendor Number in both the Starting and Ending fields. To select all vendors, leave both fields blank

Report Format:

- **Order By** – The report can be ordered by Vendor Number (entries are sorted in ascending order, by number first, then alphabetically), Name or Tax ID
- **Include** – You can include vendors that are Active or Inactive (or both), select whether they have a W9 on file or not (or both), and specify A/P Vendors, P/C Vendors, PCard Vendors, Merchant Only, ACH/EFT Vendors, and Subcontractor Vendors (or all)
- **Type** – Select whether you want to view a Detailed, Summary or Vendor Spend Report

Vendor Spend Parameters:

- **Period** – System-assigned Period Number that indicates the Accounting Period in which these costs were entered. If you chose to run the report by Period Number, then the Start Date and End Date fields default for the period chosen
- **Start and End Dates** – Effective Transaction Dates to include in the report as PSL+ is date driven. To restrict the report to only include information for a single date, input the same date in both the Start Date and End Date fields. To select all dates from inception to future, leave both fields blank. Press the F2 Key or right-click in either date field for the calendar selection to appear
- **Source Currency** – If you have more than one currency in your database, you can choose to include only transactions denominated in one currency, two, three, etc., or all currencies. To choose multiple Currency Codes, press the F2 Key or right-click in the field and hold down the Control Key while simultaneously using your mouse to select. Each currency in your database and its conversion rate are listed in the report heading
- **Target Currency** – Base currency set up in the System Control Information Entry [sucrtl] screen located in the 'Setup' module defaults. This Currency Code is what all transactions are converted to on the report. Each currency in your database and its conversion rate are listed in the report heading

Print Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

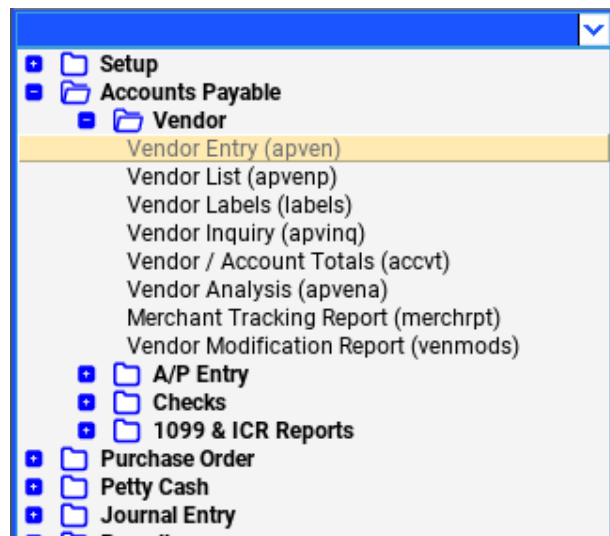
- **Print** – Opens the Print Dialogue box and sends the report directly to the printer
- **Preview** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format
- **Spreadsheet** – Generates an Excel-format report that appears instantly on your screen. You can print from Excel and use additional sorting options. The spreadsheet also includes extra vendor details not available in the PDF, such as banking information

Additional Vendor Screens/Reports

PSL+ offers additional Vendor Screen/Reports which are listed below. Some of these reports can also be found in the section Additional A/P Screens/Reports.

Open:

- To access the following Vendor Screen/Reports, click the 'A/P' module, then 'Vendor' subfolder from the menu tree (see the following screenshot).
- These additional Vendor Screen/Reports are also located in the 'Report' module under the 'A/ P,' 'Setup & Maintenance' and 'Vendors' sub-folders
- You can also access these screens/reports by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



To select criteria for the following reporting screens, press the F2 Key or right-click in most fields to make your selection. You can also just type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank except for any white-colored fields as white fields are required before proceeding in PSL+.

- **Account/Vendor Totals Report** [accvt] – Use [accvt] to print a total for each account/vendor combination. Only paid (or voided) A/P distributions contribute to the totals. This report converts all amounts to the base currency. You can enter Starting and Ending Dates, a range of Vendor ID Numbers, Starting and Ending Account Numbers and Multiple Currency as selection criteria
- **A/P Vendor Analysis Report** [apvena] – Use [apvena] to track A/P transaction activity by vendor. You can choose the Report Type (Vendor ID, Vendor Name, State or Invoice) and include the Transaction Type (Unposted, Open, Paid and/or Void). You can also enter a range of Vendor ID Numbers, Start and End Dates, Multiple Currency, etc. as selection criteria

- **A/P Vendor Inquiry** [apvinq] – Use [apvinq] to look up information on posted A/P transactions. You can specify the Invoice Selection by Vendor, Reference Number, Invoice Number, P/O Number and/or Location Code. You can also choose the Currency, Transaction Type (Open and/or Paid Items), Start and End Dates, etc. as selection criteria
- **Vendor/Employee Labels** [labels] – Use [labels] to the print vendor and/or employee mailing labels. The labels can be sorted by ID Number, Name or Zip Code. PSL+ prints two or three column labels and is compatible with Avery 5161 for two columns or Avery 5160 for three columns. Please note you can multi-pick vendors/employees instead of printing an entire range by pressing the F2 Key or right-clicking in the Starting and Ending fields and holding down the Control Key while simultaneously using your mouse to select
- **Vendor Modification Report** [venmods] – Use [venmods] to view a record of changes made to vendor information, such as additions, deletions, or modifications. You can specify selection criteria including Vendor ID, Action Type (Add, Delete, Modify), Vendor Type, and the date range during which the action occurred

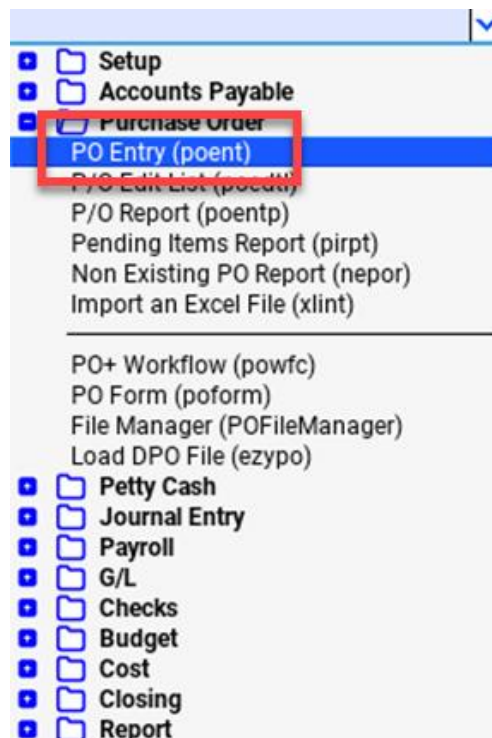
Part IV: Purchase Order

- P/O Entry
- P/O Edit List
- Additional P/O screens & reports

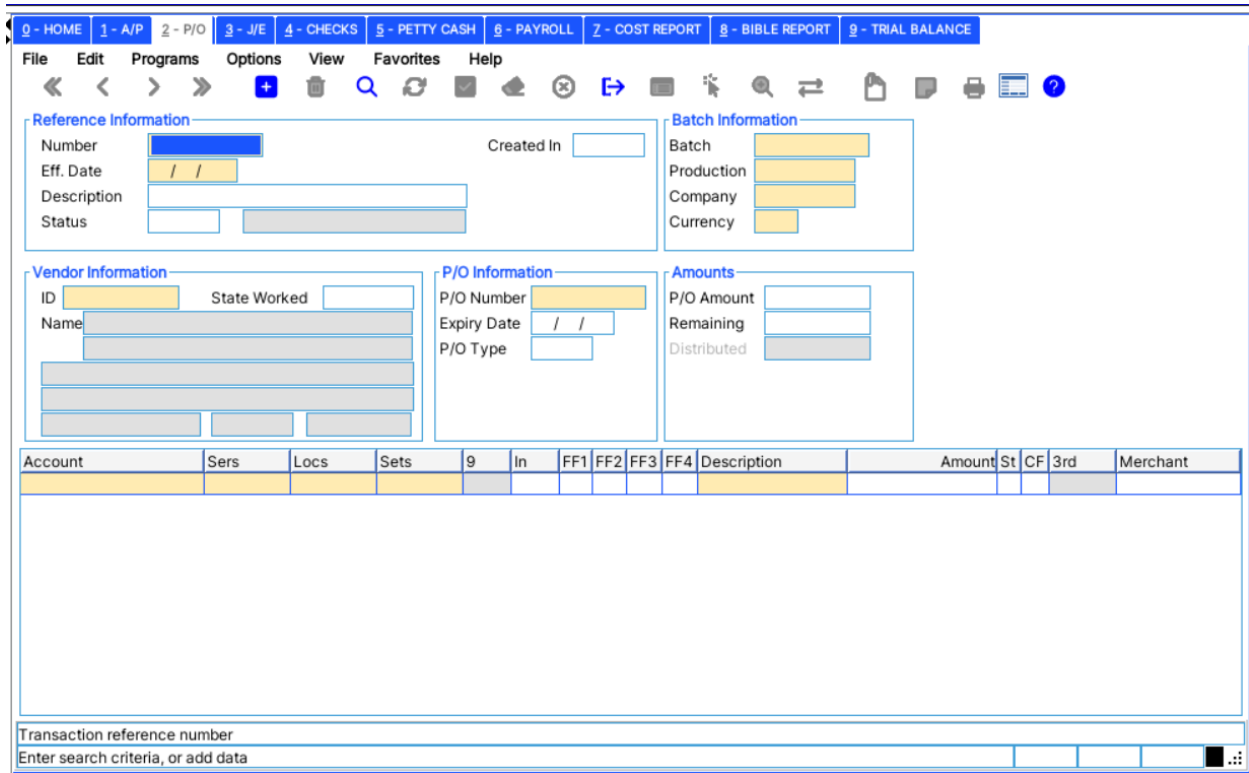
P/O Entry

A Purchase Order is a record of expenses or financial commitment that serves as an approved, written contract for goods and services. Purchase Orders are entered in the P/O Entry [poent] screen. To transfer P/O lines to A/P, use A/P Entry [apte]. Once a P/O is entered and saved in PSL+, it is considered an Open P/O and appears as a commitment to the Estimated Final Cost Report [efcprt]. Please note P/O transactions do not get posted.

- To access the P/O Entry [poent] screen, click on Tab #2 or press 'ALT' and the number '2' Key simultaneously to open the screen
- P/O Entry [poent] can also be accessed from the menu tree under the 'P/O' module (see the following screenshot)
- You can also access these screens/reports by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



After that menu option is selected, the following screen will appear:



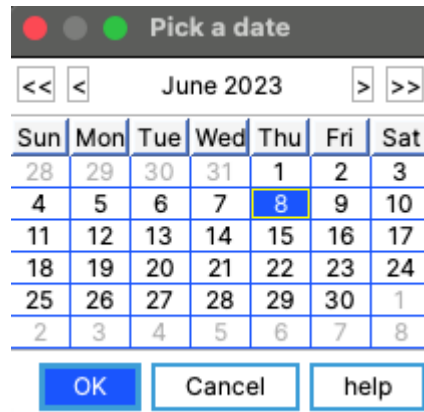
The screenshot shows the main data entry window of the Cast & Crew software. At the top, there is a menu bar with options: 0 - HOME, 1 - A/P, 2 - P/O, 3 - J/E, 4 - CHECKS, 5 - PETTY CASH, 6 - PAYROLL, 7 - COST REPORT, 8 - BIBLE REPORT, 9 - TRIAL BALANCE. Below the menu is a toolbar with icons for navigation and actions. The main area is divided into several sections:

- Reference Information:** Fields for Number, Eff. Date, Description, Status, and Created In.
- Batch Information:** Fields for Batch, Production, Company, and Currency.
- Vendor Information:** Fields for ID, State Worked, Name, and address lines.
- P/O Information:** Fields for P/O Number, Expiry Date, and P/O Type.
- Amounts:** Fields for P/O Amount, Remaining, and Distributed.

At the bottom, there is a table with columns: Account, Sers, Locs, Sets, 9, In, FF1, FF2, FF3, FF4, Description, Amount, St, CF, 3rd, and Merchant. Below the table is a search bar with the text "Transaction reference number" and "Enter search criteria, or add data".

Reference Information:

- **Reference Number** – System-assigned number that is also referred to as transaction number. To generate the next sequential Reference Number, press the F4 Key or select the 'Add' icon located on the toolbar. You can also right-click outside a field (in which the 'Add' option appears) to add the next record
- **Effective Date** – Date of the transaction that is recorded on the Bible Report [bdbbr] and appears as a Committed Cost on the Estimated Final Cost Report [efcrrt]; should default with today's date after generating the Reference Number. You can always change it by typing over the defaulted date or by right-clicking in that field for the calendar selection to appear. Please note you cannot input a date that is in a previously closed period



The screenshot shows a date picker window titled "Pick a date". It displays a calendar for June 2023. The days of the week are listed in the first row: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 8 is highlighted in blue. At the bottom, there are three buttons: OK, Cancel, and help.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

⚠ Important: Please email a request to PSL.Support@castandcrew.com if you need a transaction's Effective Date changed and include the Reference Number(s). Depending on your specific studio's guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

- **Description** – Explanation of this P/O transaction as a whole which can hold up to 30 alpha/ numeric characters. This Reference Description defaults in the distribution lines. If this field is left blank, PSL+ defaults the distribution description with the description of the first account number selected
- **Created In** – This field is auto-populated to indicate where the PO was created
- **Status** – Overall status of the transaction. Status types of the entire P/O are as follows:
 - **O (Open)** – The P/O transaction status is Open and appears as a commitment to the Estimated Final Cost Report [efcprt]
 - **C (Closed)** – The P/O transaction status is Closed either by the P/O lines being relieved to A/P Entry [apte] or by manually closing the P/O
 - PSL+ updates the status automatically when relieving the P/O to A/P Entry [apte]

Batch Information:

- Batch codes that are attached to the transaction. These fields are pulled from the User Entry [suuser] screen located in the 'Setup' module (if setup beforehand). To change the defaulted codes, press the F2 Key or right click in any of these fields (Batch, Production, Company, and Currency) to make your selection.

Vendor Information:

- Select the vendor needed by pressing the F2 Key or by right-clicking in the Vendor ID field. Once the list of vendors appears, you can scroll through to find the vendor or click on the column headers: Name, City or Vendor to sort alphabetically or numerically. If the vendor does not exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Vendor Entry [apven] screen. To search for a vendor while zoomed into the Vendor Entry [apven] screen, type the wildcard character using the asterisk (*) in the Vendor Name field. For example, if you want to see if vendor John Smith exists, you would type *John* or *Smith* and press the F7 Key or select the 'Find' icon located on the toolbar. PSL+ displays how many records for that criteria exist by selecting the 'Arrow' icons (First, Prior, Next and Last) located on the toolbar or by pressing the 'Page Up' or 'Page Down' Keys until you find the vendor needed. Once you locate the vendor, press the F1 Key, then 'F' option or select the select the 'Fetch' icon to fetch this record back to the P/O Entry [poent] screen

P/O Information:

- **P/O Number** - Number of the P/O which can hold up to ten alpha/numeric characters (depending on your studio); usually production assigned. The P/O Number is used in A/P Entry [apte] to transfer the P/O lines


- **Expiry Date** - Date by which the goods ordered by the P/O should be received; this date should appear on the P/O. If the goods haven't been received by this date and the P/O is still Open, the P/O would be considered past due
- **P/O Type** - User-defined code to track your company's different classifications of P/O's which can hold up to 3 alpha/numeric characters. This field is similar to a Free Field Code in that you determine your own codes for each P/O Type. Please note P/O Types do not appear as search criteria in the Bible Report [bibr] as they only appear in the P/O Edit List [poedt] and P/O Report [poentp]

Amounts:

- **P/O Amount** - Dollar or another currency amount due for the P/O
- **Amount Remaining** - Dollar or another currency amount of the P/O distribution lines that have not been Closed, Transferred or Relieved (in other words, this is the amount remaining to be relieved)
- **Amount Distributed** - Dollar or another currency amount that should match the Amount Remaining. Please note you cannot access this field

Distribution Lines:

- **Account Number** - Chart of Accounts number that will be debited or credited on this distribution line. Press the F2 Key or right click to choose the account number. If the account number doesn't exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Chart of Accounts Entry [glca] screen in which you can add the account number immediately. Once saved, press the F1 Key, then 'F' option or select the 'Fetch' icon to fetch the account back to the P/O Entry [poent] screen

 **Note:** The Series, Location, Set and Free Field Codes are brought over from the User Entry [suuser] screen that is in the 'Setup' module if setup. Otherwise, press the F2 Key or right-click in these fields to make your selection.

- **1099 and Third-Party Expense** – 1099 Code are associated with the distribution if any. A 1099 is a tax form. Press the F2 Key or right click to choose the necessary code. The State Worked field in the Vendor Information section must be input for the 9 fields 82 © 2018 Cast and Crew Entertainment Services to be accessible. Please note if the 9 field does not have a code displayed, the 3rd Party field will not be available to select the Third-Party Vendor
- **Description** – An explanation for this distribution line which can hold up to 30 alpha/numeric characters
- **Amount** – Dollar or another currency amount for this distribution line; should default with the remaining P/O amount when you select or input an account number. Please note if you press the F2 Key or right-click in the Amount field, a calculator displays for your convenience
- **ST (Status)** – Status types of individual P/O distribution lines are as follows:

- **O (Open)** – The distribution line is still open (it has not been Transferred, Closed or Relieved). This field does not display a status type if Open (it is just left blank)
- **T (Transferred)** – The distribution line has been Transferred to A/P Entry [apte], but the A/P transaction has not yet been posted. This distribution line is still a commitment on the Estimated Final Cost Report [efcprt]
- **R (Relieved)** – The distribution line has been Relieved (transferred to A/P Entry [apte] and the A/P has been posted and/or paid)
- **C (Closed)** – The distribution line has been Closed

Manually Closing and Re-opening Entire P/O's and Individual P/O Lines:

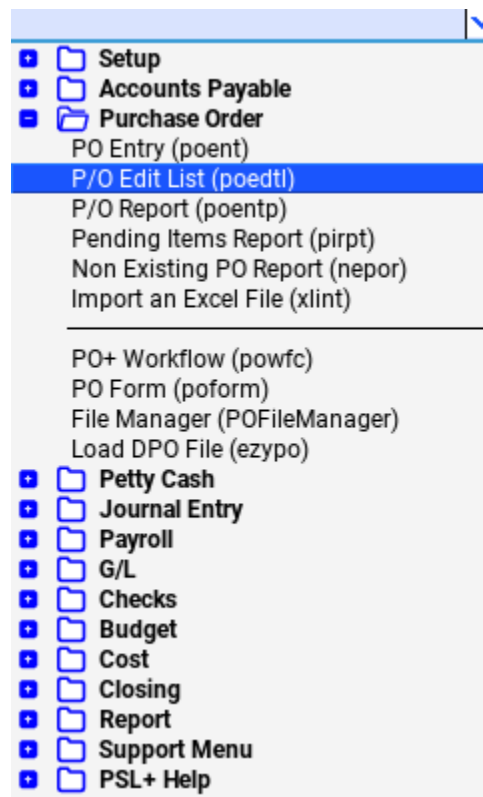
- To close an entire PIO that has not been relieved to A/P Entry [apte], place your cursor in the Reference Number field in P/O Entry [poent] and press the F1 Key, then 'P' option to close. PSL+ then prompts you to input a closing date
- To close an individual PIO line that has not been relieved to A/P Entry [apte], place your cursor in the distribution line you would like to close in P/O Entry [poent] and press F1 Key, then 'L' option. PSL+ then prompts you to input a closing date
- To re-open an entire PIO, place your cursor in the Reference Number field in P/O Entry [poent] and press the F1 Key, then 'O' option to open
- To re-open an individual PIO line, place your cursor in the distribution line you would like to open in P/O Entry [poent] and press the F1 Key, then 'L' option
- Please make sure to save after performing any of the previously mentioned commands or the updates will not take effect

P/O Edit List

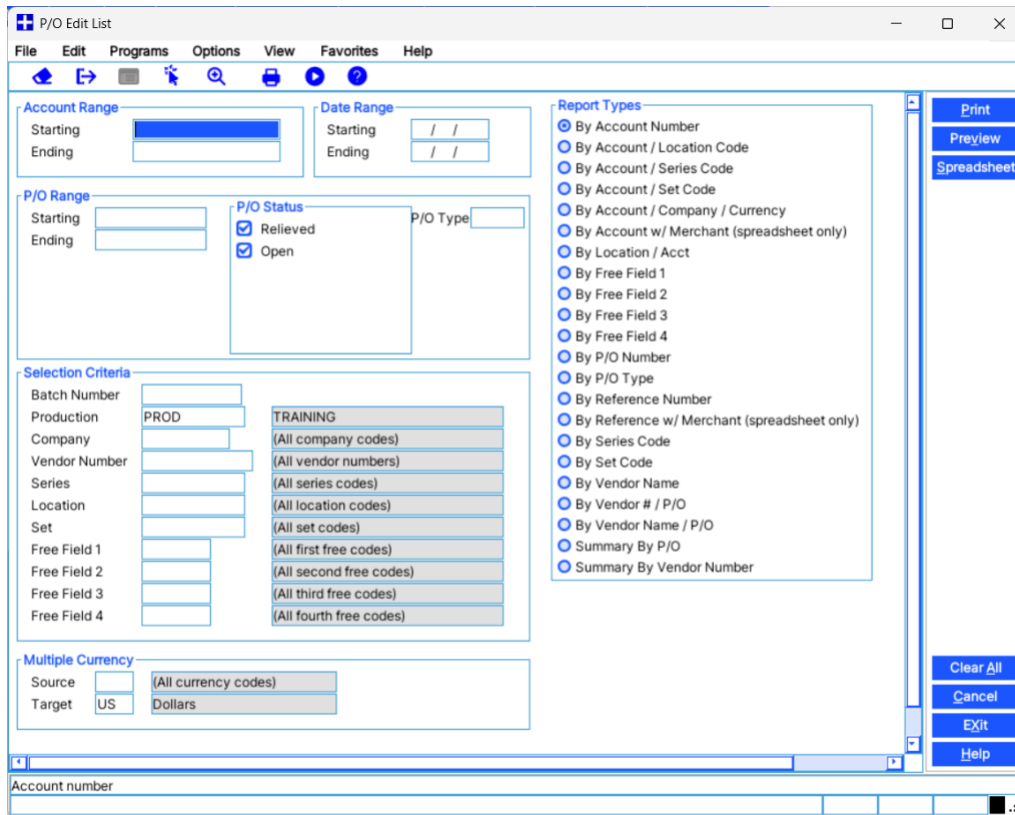
The P/O Edit List [poedt] reports on all purchase order distribution lines that are Relieved, Open or Both. This report is like the P/O Report [poentp] except it has a broader variety of Report Type sorting options available.

Open:

- To access the P/O Edit List Report [poedt], click the 'P/O' module from the menu tree (see the following screenshot)
- The P/O Edit List Report [poedt] is also located in the 'Report' folder under the 'Purchase Order' sub-folder
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



After that menu option is selected, the following screen will appear:



To select criteria, press the F2 Key or right-click in most fields to make your selection. You can also type in the criteria in the allotted fields.

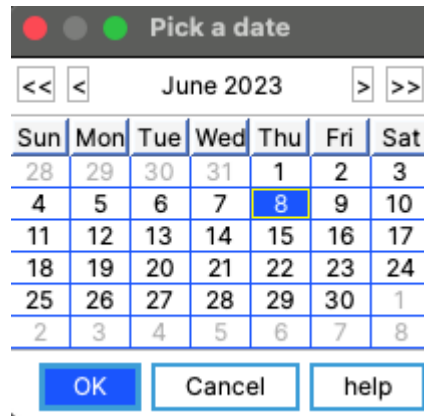
If you wish to include all criteria information, leave all fields blank except for any yellow-colored fields as yellow fields are required before proceeding in PSL+.

Account Range:

- **Start and Ending** – Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the Starting and Ending fields. To select all account numbers, leave both fields blank

Date Range:

- **Start and Ending** – Effective Transaction Dates to include in the report as PSL+ is date- driven. To restrict the report to only include information for a single date, input the same date in both the Starting and Ending fields. Press the F2 Key or right-click in either date field for the calendar selection to appear



P/O Range:

- **Starting and Ending** – P/O Numbers to include in the report. To restrict the report to only include information for a single P/O Number, input the same P/O Number in both the Starting and Ending fields. To select all P/O Numbers, leave both fields blank
- **P/O Status** - Status of the P/O. Select whether you want the report to include P/O's that are Relieved, Open or Both
- **P/O Type** - User-defined code to track your company's different classifications of P/O's. Input the P/O Type to run the report by if any. If a P/O Type is input here, then the report only displays P/O transactions for that P/O Type

Selection Criteria:

- Press the F2 Key or right click in any of these fields (Batch Number, Production, Vendor Number, Series, Location, Set and Free Field(s)) to choose the necessary codes if they don't already default. To choose multiple codes for a particular field, press the F2 Key or right-click in that field and hold down the Control Key while simultaneously using your mouse to select. By making a selection, this isolates the report to only display items based on the code(s) selected

Multiple Currency:

- **Source** – If you have more than one currency in your database, you can choose to include only transactions denominated in one currency, two, three, etc., or all currencies. To choose multiple Currency Codes, press the F2 Key or right-click in the field and hold down the Control Key while simultaneously using your mouse to select. Each currency in your database and its conversion rate are listed in the report heading
- **Target** – Base currency set up in the System Control Information Entry [suctrl] screen located in the 'Setup' module defaults. This Currency Code is what all transactions are converted to on the report. Each currency in your database and its conversion rate are listed in the report heading

Report Types:

- The Report Types (By Account Number, By Free Field, etc.) are all sorting options available for you to select per your preference

Print/Preview the Report:

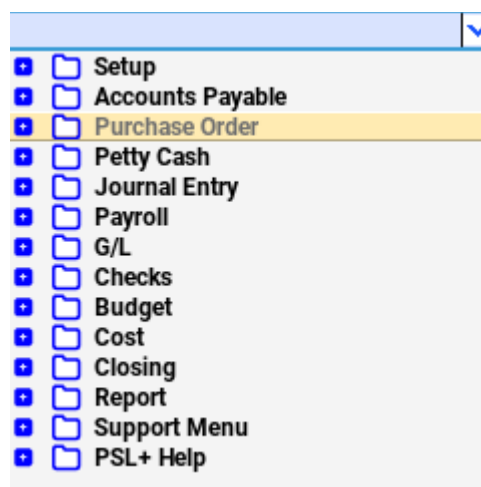
Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- **Print** – Opens the Print Dialogue box and sends the report directly to the printer
- **Preview** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format
- **Spreadsheet** – Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format. Please note that if you select this option, you can have additional sorting options within Excel

Additional P/O Screens/Reports

PSL+ offers additional P/O Screens/Reports which are listed below.

- To access the following P/O Screens/Reports, click the 'P/O' module from the menu tree (see the following screenshot)
- These additional P/O Screens/Reports are also located in the 'Report' module under the 'Purchase Order' sub-folder
- You can also access these screens/reports by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



To select criteria for the following reporting screens, press the F2 Key or right-click in most fields to make

your selection. You can also just type in the criteria in the allotted fields.

If you wish to include all criteria information, leave all fields blank except for any yellow-colored fields as yellow fields are required before proceeding in PSL+.

- **P/O Report [poentp]** – Use [poentp] to print a list of all P/O transactions. The report can be run to include P/O Type, Reference Number, Vendor and a range of P/O Numbers. You can also include Closed P/O's, Open P/O's and/or Transferred Items. Effective and Expiry Start and End Dates can also be input as selection criteria. Also, you can sort the report by Reference Entry, P/O number, Distribution Entry and/or Account Number order. This report is similar to the P/O Edit List [poedt] except it does not offer a wide variety of Report Type sorting options
- **Pending Items Report [pirpt]** – Use [pirpt] look for transactions that you may want to post, pay, defer or relieve. Pending items are transactions that have been entered in the database but have not gone all the way through the accounting process. You can enter a range of Account Numbers, choose the Account Type and generate either a Combined or Individual Detail or Summary Report. You can also input Start and End Dates and choose the Date Type by Effective or A/P Due Date. Also, you can include the Transaction Status (Postable, Deferred, Payable and Open P/O) and Multiple Currency as selection criteria. Please note this report is also accessible in the 'A/P' module
- **Non-Existing P/O Report [nepor]** – Use [nepor] to print a list of all A/P Entry [apte] transactions containing a P/O Number that does not exist in P/O Entry [poent]. You can enter a range of Vendor ID Numbers, P/O Numbers, Start and End Dates, etc. as selection criteria. Please note depending on your studio restrictions; your PSL+ database may not allow you to manually input A/P transactions with a non-existent P/O Number

i Note: The reports are available in either Print, Preview and/or Spreadsheet formats. Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.

Part V: Accounts Payable

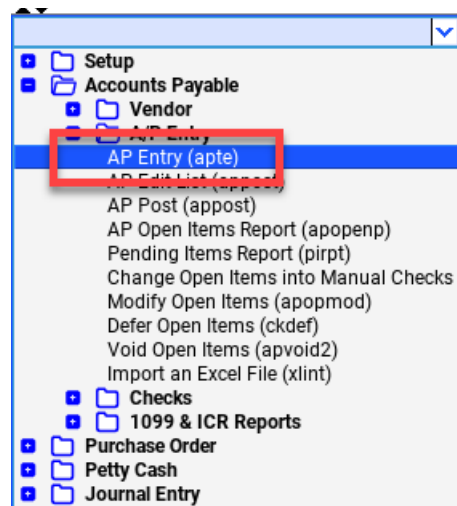
This section will address the following programs:

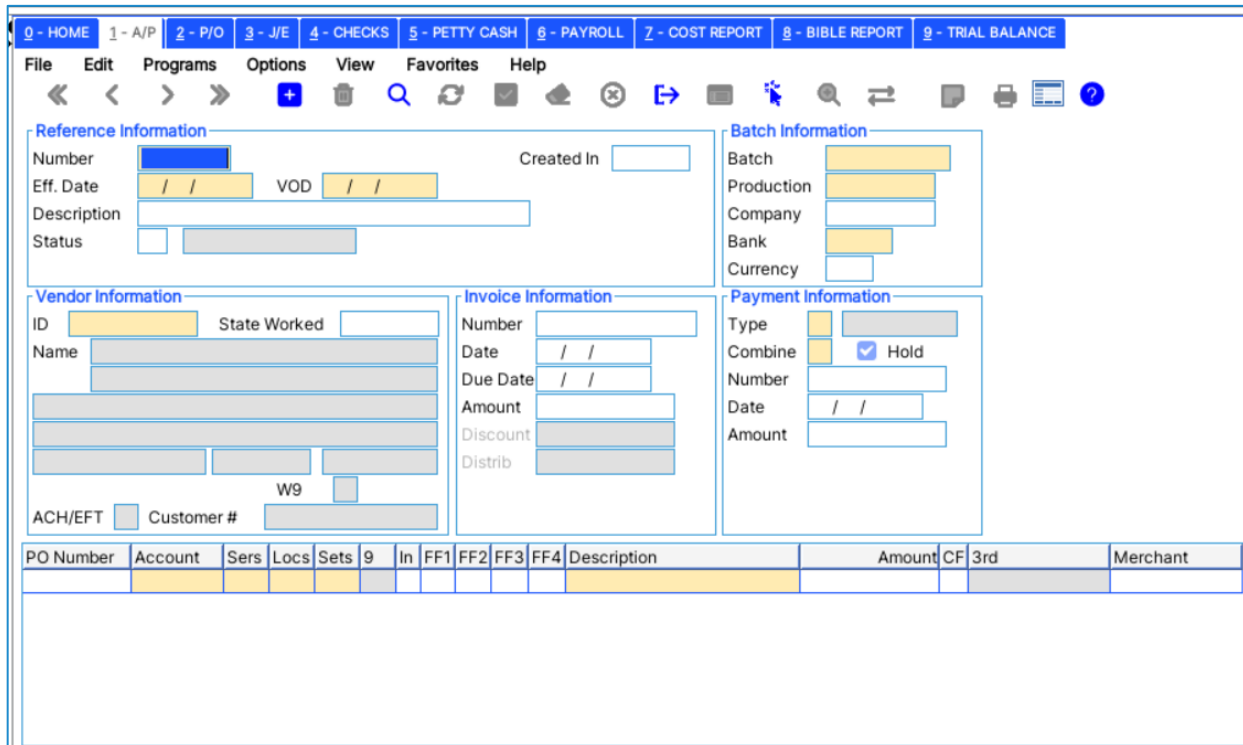
- A/P Entry
- Post A/P Transactions/Edit List
- Defer Open Items
- Modify Open Items
- Void Open Items
- 1099 Reporting Screens
- Additional A/P Screens/Reports

A/P Entry (apte)

Accounts Payable is the obligations to suppliers of merchandise or services purchased on an open account. In the A/P Entry [apte] program, you can record amounts that your production owes to vendors but has not yet paid. Whether your production uses purchase orders or not, you can input invoices before issuing a check for the payment process. Entering new A/P invoices, looking up, modifying, setting up recurring batches, transferring P/O distribution lines and deleting unposted A/P transactions can be done in the A/P Entry [apte] screen.

- To access the A/P Entry [apte] screen, click on Tab “1- A/P” or press 'ALT' and the number '1' Key simultaneously to open the screen.
- A/P Entry [apte] can also be accessed in the 'A/P' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.





The screenshot shows the 'A/P' (Accounts Payable) transaction entry screen. The top navigation bar includes tabs for HOME, A/P, P/O, J/E, CHECKS, PETTY CASH, PAYROLL, COST REPORT, BIBLE REPORT, and TRIAL BALANCE. The main form area is organized into five sections:

- Reference Information:** Includes fields for Number, Eff. Date, VOD, Description, Status, and Created In.
- Batch Information:** Includes fields for Batch, Production, Company, Bank, and Currency.
- Vendor Information:** Includes fields for ID, Name, State Worked, and ACH/EFT options.
- Invoice Information:** Includes fields for Number, Date, Due Date, Amount, Discount, and Distrib.
- Payment Information:** Includes fields for Type, Combine, Number, Date, and Amount, with a 'Hold' checkbox.

At the bottom of the form is a table with the following columns: PO Number, Account, Sers, Locs, Sets, 9, In, FF1, FF2, FF3, FF4, Description, Amount, CF, 3rd, and Merchant.


Reference Information

- **Reference Number** – System-assigned number that is also referred to as transaction number. To generate the next sequential Reference Number, press the F4 Key or select the 'Add' icon located on the toolbar. You can also right-click outside a field (in which the 'Add' option appears) to add the next record
- **Effective Date** – Date of the transaction that is recorded on the Bible Report [bdbbr] and appears as an Actual Cost on the Estimated Final Cost Report [efcprt]; should default with today's date after generating the Reference Number. You can always change it by typing over the defaulted date or by right-clicking in that field for the calendar selection to appear. Please note you cannot input a date that is in a previously closed period

i Note: Please email a request to PSL.Support@castandcrew.com if you need a transaction's Effective Date changed and include the Reference Number(s). Please be advised depending on your specific studio's guidelines; the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

- **VOD (VAT Obligation Date)** – This field appears only if UKVat is enabled for your project. It automatically defaults to the same date as the Effective Date. The date can be modified even after the transaction has been posted or marked as AP Paid. The VAT Obligation Date remains open until the transaction has been submitted to VAT. You may update the field at any time prior to submission
- **Description** – Explanation of this A/P transaction as a whole which can hold up to 30 alpha/ numeric characters. This Reference Description defaults in the distribution lines. If this field is left blank, PSL+ defaults the distribution description with the description of the first account number selected





- **Status** – Overall status of the transaction. This field is marked with a 'U' for an Unposted entry until you post it in the Post A/P Transactions [apost] screen. As long as the transaction is marked with an unposted status, you can modify it. Once posted, it is marked with an 'O' for Open or 'P' for Paid once a check has been processed. PSL+ updates the status automatically

 **Note:** Please email a request to PSL.Support@castandcrew.com if you need a transaction unposted and include the Reference Number(s). Please be advised depending on your specific studio's guidelines; the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

Batch Information

- **Batch** – Codes that are attached to the transaction. These fields are pulled from the User Entry [suuser] screen located in the 'Setup' module (if setup beforehand). To change the defaulted codes, press the F2 Key or right click in any of these fields (Batch, Production, Company, Bank, and Currency) and make your selection
- **Production** – Select the production from the list of available options. Use the F2 key or right-click to access the selection list
- **Company** – Displays the company name based on the selected bank information. Company codes are managed in the Company Code Entry [sucomp] screen
- **Bank** – Select the bank from the available list. Bank codes are managed in the Bank Code Entry [subank] screen
- **Currency** – Displays the currency associated with the selected bank. Currency codes are managed in the Currency Code Entry [sucur] screen and are tied to the selected bank code

Vendor Information

- Select the vendor needed by pressing the F2 Key or by right-clicking in the Vendor ID field. Once the list of vendors appears, you can scroll through to find the vendor or click on the column headers: Name, City or Vendor to sort alphabetically or numerically. If the vendor does not exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon  located on the toolbar. This zooms into the Vendor Entry [apven] screen. To search for a vendor while zoomed into the Vendor Entry [apven] screen, type the wildcard character using the asterisk (*) in the Vendor Name field. For example, if you want to see if vendor John Smith exists, you would type *John* or *Smith* and press the F7 Key or select the 'Find' icon  located on the toolbar. PSL+ displays how many records for that criteria exist by selecting the 'Arrow' icons (First, Prior, Next and Last)  located on the toolbar or by pressing the 'Page Up' or 'Page Down' Keys until you find the vendor needed. Once you locate the vendor, press the F1 Key, then 'F' option or select the select the 'Fetch' icon  to fetch this record back to the A/P Entry [apte] screen.

Invoice Information

- **Invoice Number** – Invoice Number from the vendor's invoice which can hold up to 15 alpha/numeric characters (depending on your studio)
- **Date** – Date of the invoice which is separate from the Effective Date of the transaction

i Note: Please email a request to PSL.Support@castandcrew.com to make the Invoice Number and Invoice Date (yellow) mandatory fields.

- **Due Date** – Date by which the invoice needs to be paid. If the Due Days field in Vendor Entry [apven] was entered for this vendor, then this field automatically defaults with the amount of days specified.
- **Amount** – Dollar or another currency amount due for the invoice
- **Discount** – Amount by which the check amount is reduced. Invoice Amount - Discount Amount = Check Amount. The discount can be input by using a dollar amount or percentage; for example, you can enter '10%' in this field and PSL+ will automatically calculate the amount for you

Payment Information

- **Type** – Indicates the type of payment being recorded. Right-click or press the F2 key to select from the available options: C for Check, E for EFT/ACH, or W for Wire Transfer. This field can also be configured to default to a specific payment type. To enable this setting, please contact Support
- **Combine** – Defaults to 0 (zero) which means PSL+ will generate one check for all invoices for the same vendor. If you want a separate check for each invoice, input a number between 1 through 9 for each A/P Entry [apte] transaction
- **Hold** – Checkmark this option if the vendor will be picking up the check. The check will print with the words "HOLD FOR PICK UP" instead of the address; therefore, no need to mail it out
- **Number** – Number of the check that paid the invoice. This field is automatically filled in after the check is printed. The Check Number field is also where you can input a manual check, ACH/EFT, or wire transfer number. Manual checks are checks that have been handwritten or typed, rather than generated by PSL+. Please note if a number is manually inputted in this field, PSL+ will not print a check; however, the check number is still recorded on the Summary Check Register Report
- **Date** – Date the check was issued. This field automatically defaults after the check is printed
- **Amount** – Amount the check was made for less the Discount Amount. If you have combined this invoice with other invoices payable to the same vendor, then the Check Amount field reflects the total amount of the combined invoices. This field automatically defaults after the check is printed

Distribution Lines:

- **P/O Number** – If a P/O number(s) exists for a vendor, press the F2 Key or right click to view all P/O numbers listed and make your selection. The selected distribution lines will transfer over. If a P/O does not exist for a vendor, you can manually enter it in this field for reference. To print a list of all A/P Entry [apte] transactions containing a P/O Number that does not exist in P/O Entry [poent], please refer to the Non-Existing P/O Report [nepor] located in the 'P/O' module
- **Account Number** – Chart of Accounts number that will be debited or credited on this distribution line. If a P/O does not exist, press the F2 Key or right click to choose an account number. If the account number doesn't exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Chart of Accounts Entry [glca] screen in which you can add the account

number immediately. Once saved, press the F1 Key, then 'F' option or select the 'Fetch' icon to fetch the account back to the A/P Entry [apte] screen

- **1099 and Third-Party Expense** - 1099 Code associated with the distribution, if any. A 1099 is a tax form. Press the F2 Key or right click to choose the necessary code. The State Worked field in the Vendor Information section must be input for the 9 field to be accessible. Please note if the 9 field does not have a code displayed, the 3rd Party field will not be available to select the Third-Party Vendor.

i Note: Please email a request to PSL.Support@castandcrew.com to deactivate the Discount field. This field will no longer be accessible in your database.

- **Description** - Explanation for this distribution line which can hold up to 30 alpha/numeric characters
- **Amount** - Dollar or another currency amount for this distribution line; should default with the remaining invoice amount when you input an account number. Please note if you press the F2 Key or right-click in the Amount field, a calculator displays for your convenience

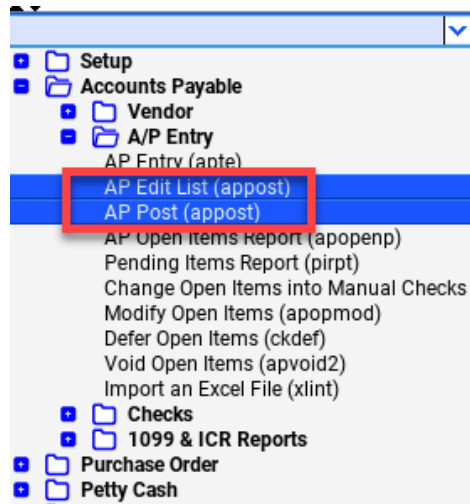
Post A/P Transactions/Edit List [apost]

Use the Post A/P Transactions/Edit List [apost] screen to review and post A/P transactions. You can post transactions one at a time or all transactions at the same time if you prefer. It is recommended first to generate an "Edit List": a list of the transactions you've selected before posting. The purpose of the Edit List is for you to review the A/P transactions for any errors as well as to make sure the transactions listed are indeed the ones you want to post. You can print the Edit List or view it straight from your screen. If you need to make any corrections, do so in the A/P Entry [apte] screen. After accepting the changes, generate another Edit List to verify the corrections. Once you're satisfied with the changes, move forward with the Posting Register.

Posting is the act of permanently transferring a transaction to the Bible Report/General Ledger [bdb]. Please note checks are posted automatically when they are printed.

Open:

- To access the Post A/P Transactions/Edit List [apost] screen, click the 'A/P' module, then click the 'A/P Entry' sub-folder from the menu tree (see the following screenshot). Listed are the Edit List and Post Reports. You will notice once you click either report, the other also becomes selected as you can view both reports from the same screen.
- The Post A/P Transactions/Edit List [apost] screen is also located in the 'Report' module under the 'A/P' sub-folder.
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



Post A/P Transactions

File Edit Programs Options View Favorites Help

Post A/P Transactions

Batch: (All batches)

Reference: (All A/P reference numbers)

Vendor: (All vendors)

Production: (All productions)

Company: (All companies)

Bank: (All banks)

Currency: (All currencies)

Pay Type: (All payment types)

Report Type

Edit List
 Posting Register

Report Format

Account Number
 Reference Number
 Both
 Account per Line
 Vendor Name

Report Sort

Account Number
 Entry Order
 Invoice Date

Description Of

Account Number
 Series
 Location
 Set

Report Vendor Name
 Include Vendor/W9 Report
 Include Merchant Vendor
 Include CF

Enter a batch number; leave blank for all

Post A/P Transactions Selection Criteria:

- To select an entry, press the F2 Key or right click in any of these fields (Batch, Reference, Vendor, Production, Company, Bank and/or Currency) to select the item(s) needed. You can also choose multiple entries by holding down the Control Key and simultaneously using the mouse to select. By making a selection, this isolates the report to only display items based on the code(s) selected. If you wish to select all unposted A/P transactions, leave all fields blank

Report type:

- Defaults to Edit List to review your A/P entries and make any necessary modifications prior to posting. To move forward with posting, select 'Posting Register' followed by either the Print, Preview or Spreadsheet option; this will transfer the transaction(s) to the Bible Report [bdbl]

Report Format:

- 'Report Format,' 'Report Sort' and 'Description Of' are all sorting options available for you to select per your preference

Include Vendor/W9 Report:

- Checkmark this option to print a separate report after the A/P Edit List [apost] and/or Posting Register [apost]. The Vendor/W9 Report includes the Vendor Number, Name, Address and displays whether the vendor has a W9 on File. This information is pulled from the Vendor Entry [apven] screen

Include Merchant Vendor:

- Checkmark this option to include an additional column at the end of the A/P Edit List [apost] and/or Posting Register [apost]. This column displays the Merchant Vendor associated with each distribution line item, if one is present

Include CF:

- Checkmark this option to print a separate report after the A/P Edit List [apost] and/or Posting Register [apost]. The Carbon Footprint Report is grouped by Carbon Footprint Codes and includes detailed information for each transaction
- Each section of the report includes: Ref #, Date, Account, Amount, Description, Code, CF Subcode, Green Description, Vehicle Make/Model, Detail Value, and Detail Units

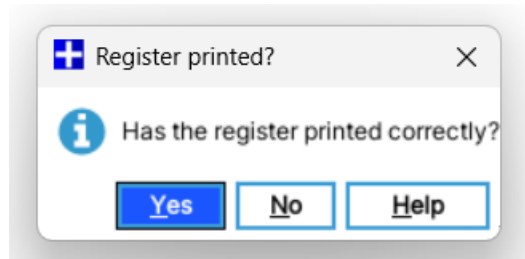
Print Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

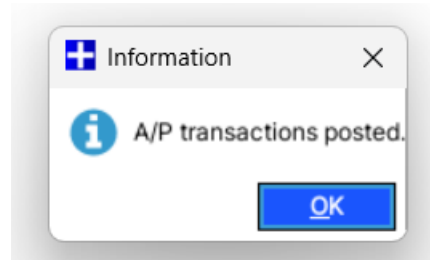
- Print - Opens the Print Dialogue box and sends the report directly to the printer
- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format
- Spreadsheet – Generates an Excel-format report that appears instantly on your screen. You can print

from Excel and use additional sorting options

Once you select 'Posting Register' followed by either the Print, Preview or Spreadsheet option, PSL+ displays the following message prompt:



If you select 'No,' PSL+ asks "Would you like to reprint the register?". If you still select 'No,' you will receive a prompt notifying you the posting process is not done; therefore, you are still able to make any needed changes. If you select 'Yes,' you will receive a prompt confirming the selected A/P transactions are now marked posted.



i Note: If you need to make distribution changes to posted items, this can be done in the Posted Transaction/Item Editor [glfix] screen located in the 'J/E' module depending on your User ID and studio permissions. You can also email a request to PSL.Support@castandcrew.com if you need a transaction unposted and include the Reference Number(s). Please be advised depending on your specific studio's guidelines; the Support Department may need to obtain approval from your Studio Finance Executive before proceeding. Once a transaction is posted, you are not able to re-print the Posting Register directly from the posting screen. However, all generated reports are stored and accessible through the Archived Reports [archrpt] module, where you can view and re-print previously run Posting Registers. For more information on accessing and using this module, see Archived Reports [archrpt].

Modify Open Items (apopmod)

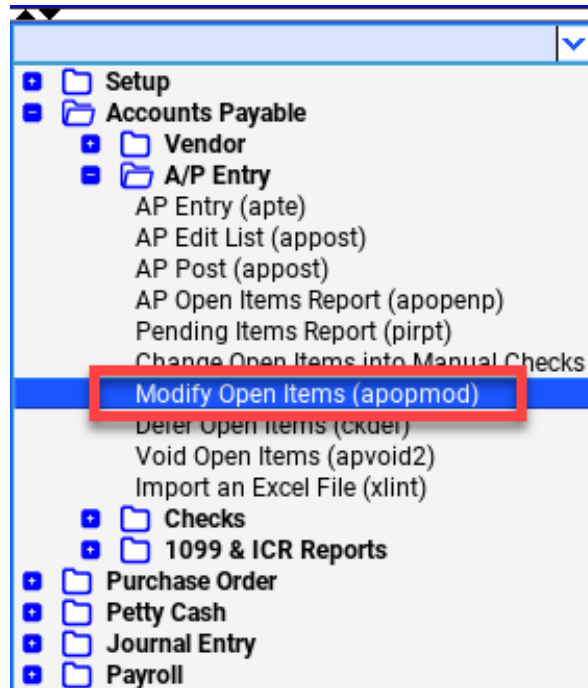
The Modify Open Items [apopmod] program is used to change a posted A/P transaction's Bank Code. This program allows you to select either one open A/P Reference Number or multiple open A/P Reference Numbers and modify the Bank Code associated with those transactions.

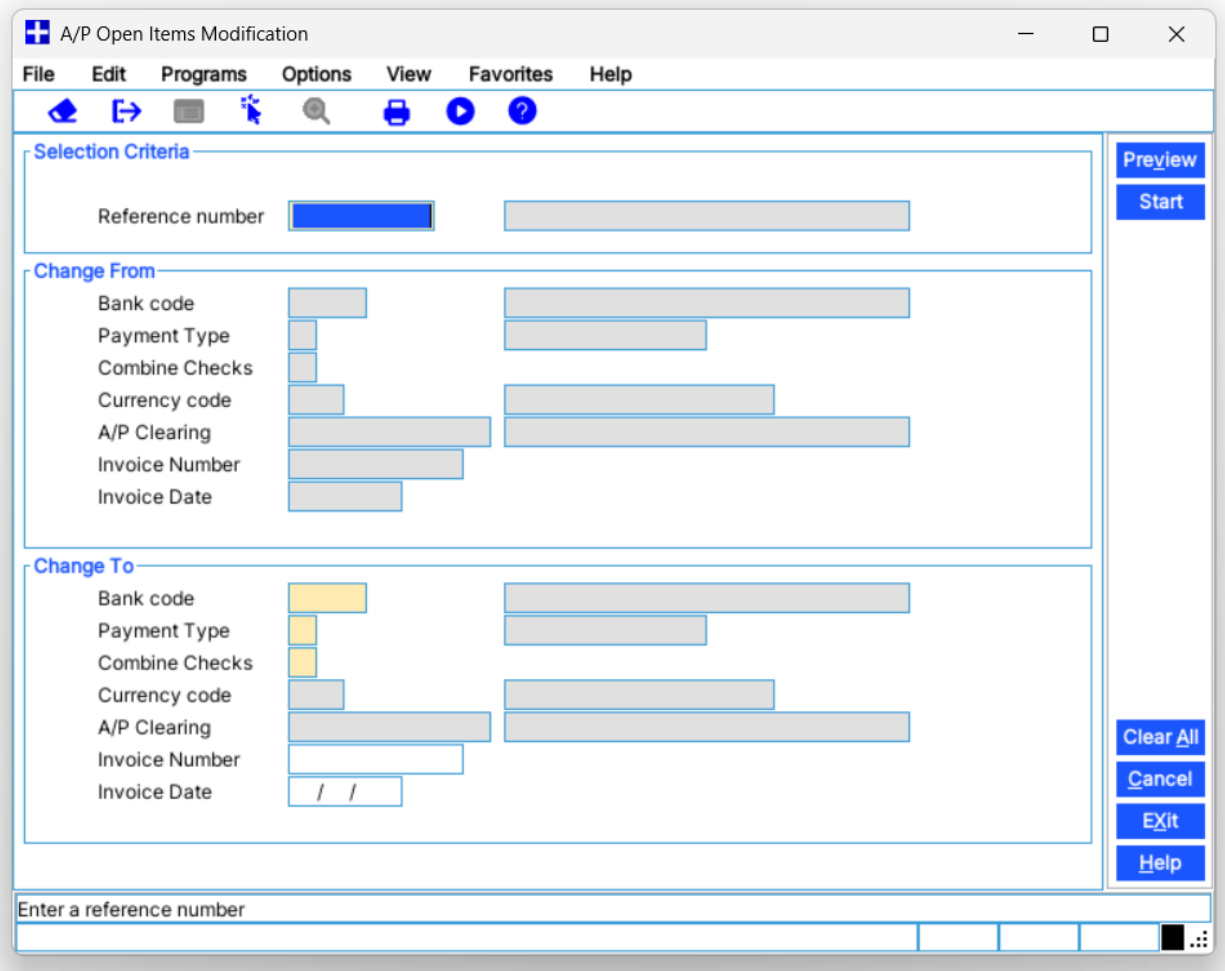
The *A/P Open Items Modification Report* prints the final Bank Code change(s) for your records.

i Note: You cannot change the Bank Code of an open A/P Entry [apte] transaction that contains a distribution line transferred from a P/O.

Open:

- To access the Modify Open Items [apopmod] screen, click the 'A/P' module, then click the 'A/P Entry' sub-folder from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.





Selection Criteria

- Reference Number - Reference Number of the A/P Open item(s) whose Bank Code you want to change. To choose multiple A/P Open item(s), press the F2 Key or right click in the Reference Number field and hold down the Control Key while simultaneously using your mouse to select. Please note that all transactions selected must be coded to the same Bank Code.

Change From:

- Bank Code – Bank Code of the selected A/P Open item(s) entered in the Reference Number field defaults.
- Currency Code – Currency Code associated with the Bank Code of the selected A/P Open item(s) defaults. Please note you cannot access this field.
- A/P Clearing – A/P Clearing Account Number associated with the Bank Code of the selected A/P Open item(s) defaults. Please note you cannot access this field.
- Payment Type – Current Payment Type assigned to the transaction. Valid types include: C-Check, E-EFT, W-Wire
- Combined Checks – If the transaction is part of a combined check group, the associated group number is displayed.

- Invoice Number – Displays the existing Invoice Number tied to the transaction.
- Invoice Date – Displays the original Invoice Date entered on the transaction.

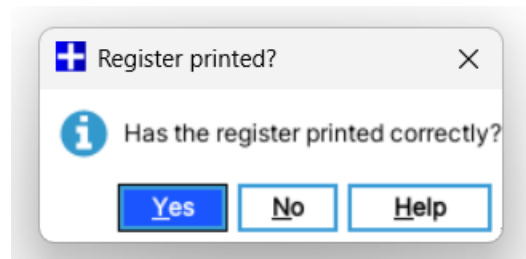
Change To:

- Bank Code – Enter the new Bank Code to which you want the selected A/P Open item(s) to be reassigned. Press the F2 Key or right-click in this field to select from available codes.
- Currency Code – Currency Code associated with the new Bank Code defaults. Please note you cannot access this field.
- A/P Clearing – A/P Clearing Account Number associated with the new Bank Code defaults. Please note you cannot access this field.
- Payment Type – Change the Payment Type to one of the valid values: C-Check, E-EFT, W-Wire
- Combined Checks – Enter or update the Combined Check Group Number to associate the transaction with a specific group of checks.
- Invoice Number – You may edit the Invoice Number as needed.
- Invoice Date – You may modify the Invoice Date by typing in a new date or selecting from the calendar (press F2 or right-click in the field).

Print Preview the Report

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Start - Opens the Print Dialogue box, sends the report directly to the printer and begins the modification process. Once you select 'Start' and the report has printed, PSL+ displays the following message prompt:



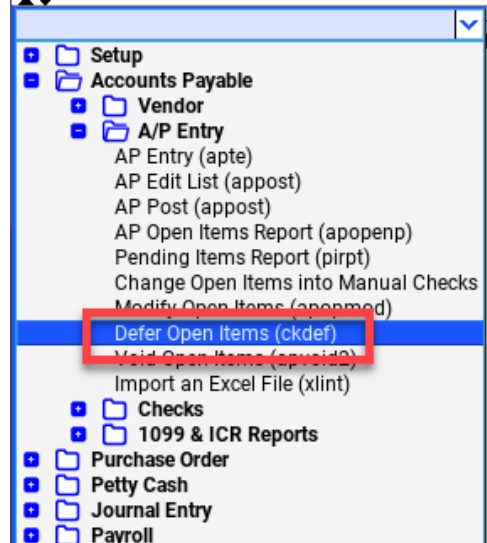
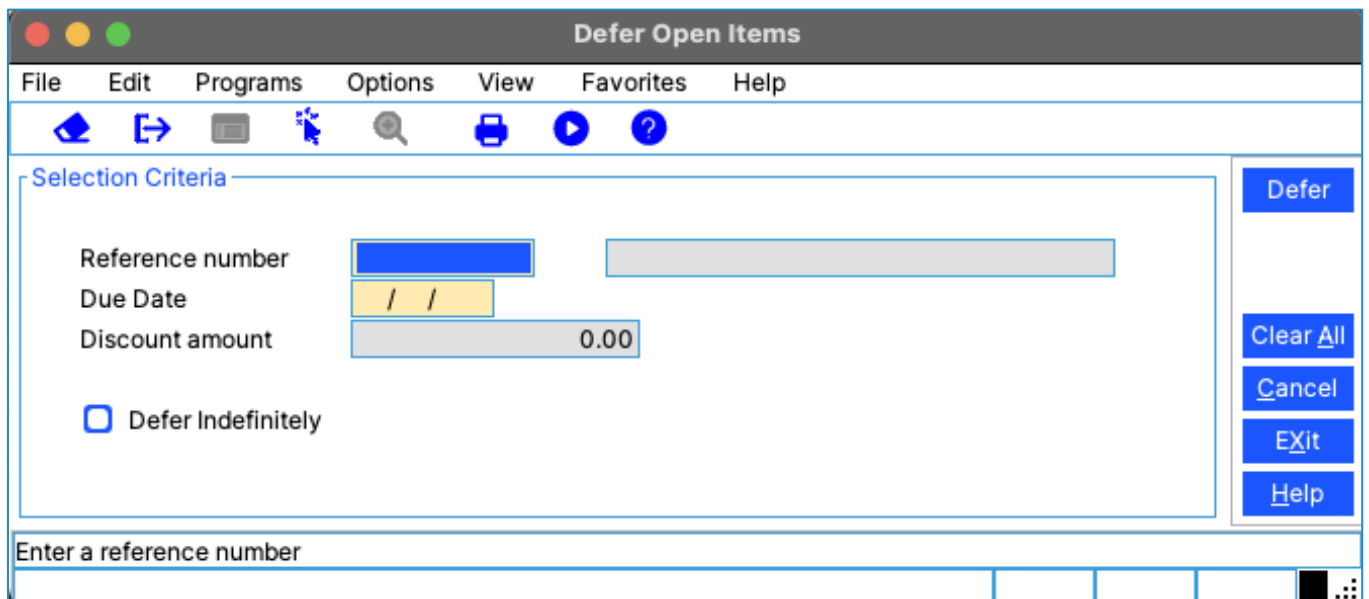
If you select 'Yes,' the selected A/P transactions are now modified to the new Bank Code. If you select 'No,' the modification process is not done.

Defer Open Items (ckdef)

The Defer Open Items [ckdef] program allows you to defer an open A/P or P/C transaction payment from your next check run. The Defer Open Items [ckdef] screen also allows you to change a transaction's A/P Discount Amount or A/P Due Date. You can also determine if an open item has been deferred if you enter the open item's Reference Number and press the Enter Key.

Open:

- To access the Defer Open Items [ckdef] screen, click the 'A/P' module, then click the 'A/P Entry' sub-folder from the menu tree (see following screenshot).
- Defer Open Items [ckdef] is also located in the 'Report' module under the 'A/P' subfolder.
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

The screenshot shows the 'Defer Open Items' application window. The title bar reads 'Defer Open Items'. The menu bar includes 'File', 'Edit', 'Programs', 'Options', 'View', 'Favorites', and 'Help'. Below the menu bar is a toolbar with icons for home, back, forward, search, print, and help. The main area is titled 'Selection Criteria' and contains the following fields:

- Reference number: A text input field with a blue background.
- Due Date: A date input field with a yellow background and slashes for separators.
- Discount amount: A text input field with a grey background, showing '0.00'.
- Defer Indefinitely: A checkbox with a blue border.

On the right side of the window, there are five buttons: 'Defer', 'Clear All', 'Cancel', 'Exit', and 'Help'. At the bottom of the window, there is a prompt bar that says 'Enter a reference number' followed by a grid of input fields.

Selection Criteria

- Reference Number - Enter the Reference Number of the A/P or P/C transaction whose payment you want to defer and press the Enter Key. You can also press the F2 Key or right-click in the Reference Number field to select a transaction from the list. The Due Date and Discount Amount fields default if you entered them in the original transaction or if you have already modified these fields in this screen.
- Due Date - Date by which the A/P transaction should be paid. When you enter a Reference Number for the first time, the original Due Date entered on that A/P transaction record displays. If you have previously changed the Due Date field in this screen, that date displays instead. When you change the

Due Date here, then the Due Date field of the A/P Entry [apte] transaction record also updates accordingly. Please note P/C transactions do not have Due Dates. To select the date, press the F2 Key or right-click in the Due Date field for the calendar selection to appear or manually type in the date.

- Discount Amount - Amount by which the check amount is reduced. Invoice Amount -Discount Amount = Check Amount. You can neither modify a Discount Amount unless it was initially entered in A/P Entry [apte] nor increase a Discount Amount. You can only reduce the Discount Amount from what was originally posted. Please note P/C records do not have Discount Amounts. To input, the amount, press the F2 Key or right-click in the Discount Amount field for the calculator option to display or manually type in the amount.
- Defer Indefinitely - Checkmark this option if you want to defer the open item indefinitely or just defer it until the Due Date entered on this screen. If check marked, the selected transaction will not be included on any future check runs until you uncheck this option.

Defer:

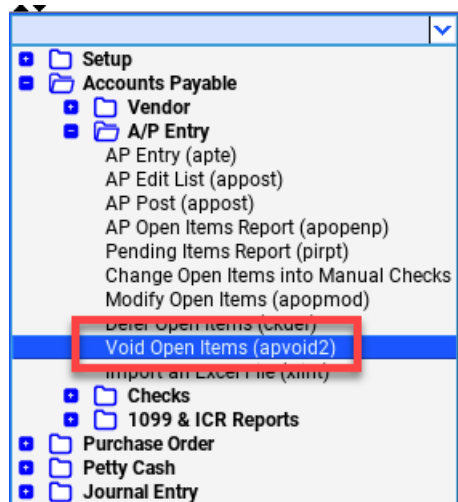
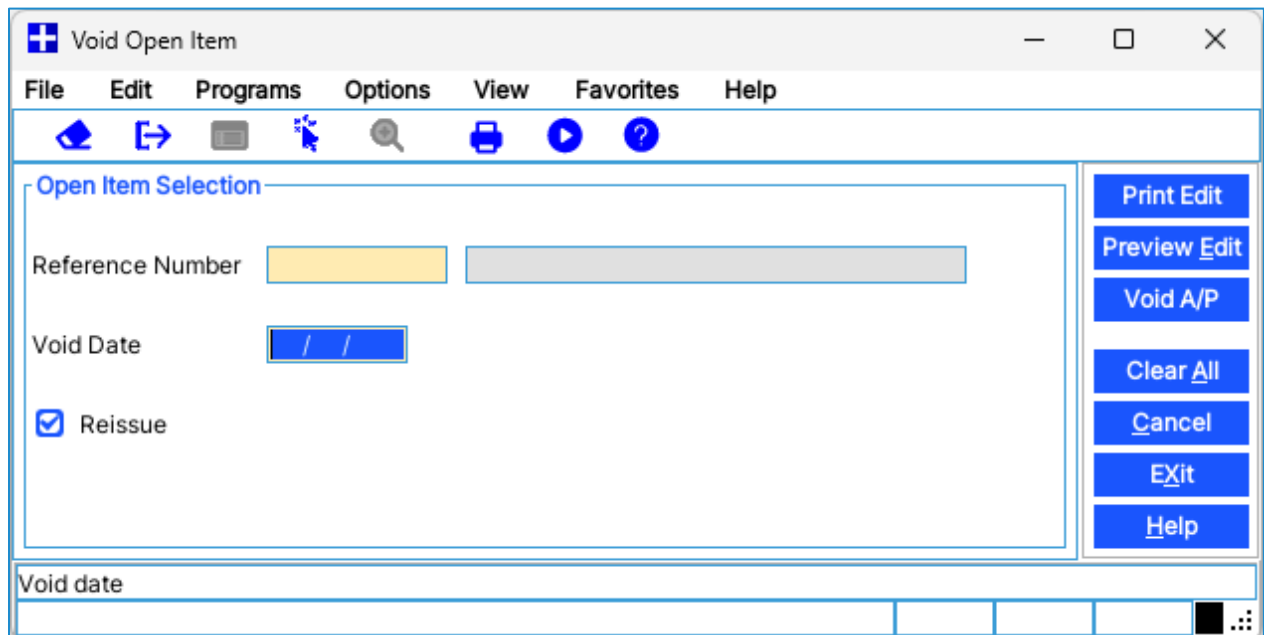
- To proceed with the deferring process, press the F1 Key, then 'D' option or select 'Defer' located in the top right-hand corner of the screen. PSL+ automatically saves change and clears the screen. Please note the Defer Open Items [ckdef] screen does not generate a report.

Void Open Items (apvoid2)

The Void Open Items [apvoid2] program is used to void an A/P Open item(s) and/or reissue the original A/P transaction(s) if needed. The Voided Open Items Register prints the voided change(s) for your records.

Open:

- To access the Void Open Items [apvoid2] screen, click the 'A/P' module, then click the 'A/P Entry' sub-folder from the menu tree (see following screenshot).
- Void Open Items [apvoid2] is also located in the 'Report' module under the 'A/P.' sub-folder.
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

The screenshot shows the 'Void Open Item' application window with the following elements:

- Title Bar:** Void Open Item
- Menu Bar:** File, Edit, Programs, Options, View, Favorites, Help
- Toolbar:** Contains icons for Home, Back, Forward, Print, Run, and Help.
- Form Fields:**
 - Reference Number: Two input fields (one yellow, one grey).
 - Void Date: A date input field with slashes (/ /).
 - Reissue: A checked checkbox.
- Buttons (Right Side):** Print Edit, Preview Edit, Void A/P, Clear All, Cancel, EXit, Help.
- Bottom Section:** A label 'Void date' above a table with several empty cells.

Open Item Selection

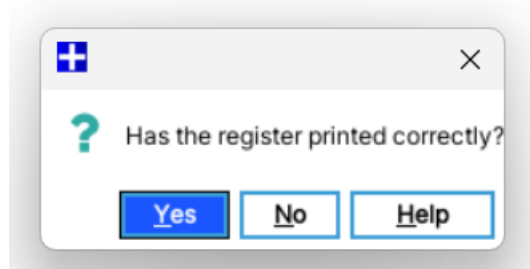
- Reference Number – Select the Reference Number of the A/P Open item(s) which you want to void. To choose multiple A/P Open item(s), press the F2 Key or right-click in the Reference Number field and hold down the Control Key while simultaneously using your mouse to select.
- Void Date – Enter or confirm the date on which the selected A/P Open item(s) will be marked as void. This date defaults to the current date. To change the date, manually enter a new one, or press the F2 key or right-click in the field to open the calendar selector.
- Reissue – Checkmark this option to create a new, unposted A/P transaction(s) of the Original A/P Open items(s) selected in the Reference Number field within the Current Period.

Print/Preview the Report:

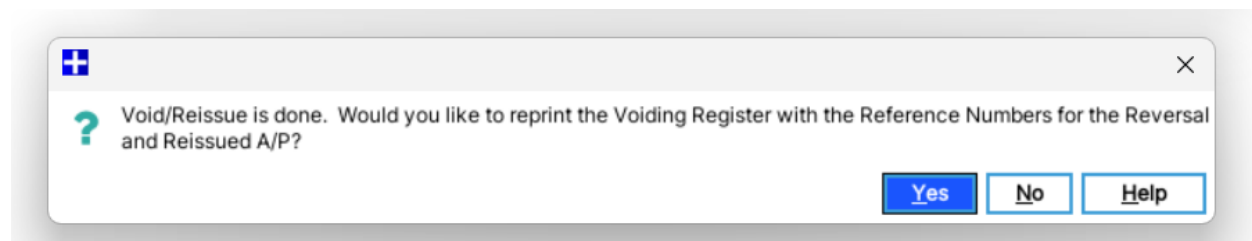
Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- Print Edit - Opens the Print Dialogue box and sends the report directly to the printer.
- Preview Edit - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Void A/P - Opens the Print Dialogue box, sends the report directly to the printer and begins the voiding process.

Once you select 'Void A/P' and the report has printed, PSL+ displays the following message prompt:



If you select 'No,' PSL+ asks "Would you like to reprint the register?". If you still select 'No,' the voiding process is not done. If you select 'Yes,' PSL+ then displays a secondary prompt:



If you select 'Yes,' the Voided Open Items Register prints and the selected A/P transactions are now voided and/or reissued. If you select 'No,' the Voided Open Items Register is not printed; however, the void and/or reissue process is now complete.

Once the void and/or reissue process is complete, PSL+ automatically updates the A/P transaction(s) status as follows:

- Original A/P transaction(s) is marked with a 'V' for Void.
- Reversal A/P transaction(s) is marked with an 'R' for Reversal.

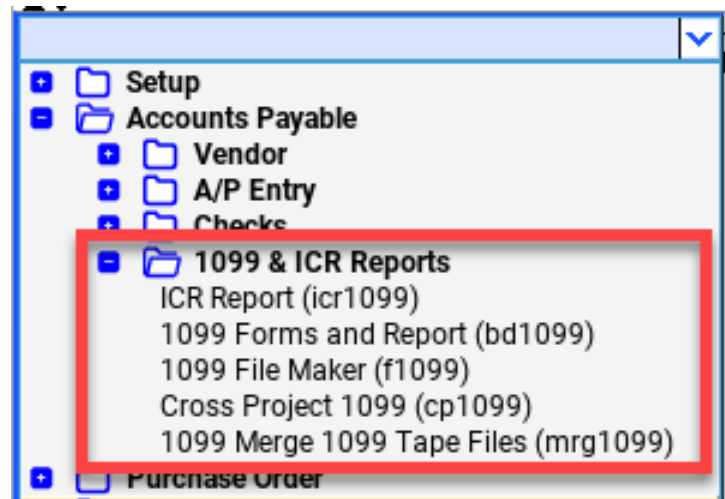
- Reissued A/P transaction(s) is marked with a 'U' for Unposted to make any necessary modifications.

1099 Reporting Screens

PSL+ offers 1099 Screens/Reports which are listed below.

Open:

- To access the following 1099 Screens/Reports, click the 'A/P' module, then click the '1099' and '1099' ICR' sub-folders from the menu tree (see following screen shot).
- These additional 1099 Screens/Reports are also located in the 'Report' module under the 'Vendors' sub-folder.
- You can also access these screens/reports by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



To select criteria for the following reporting screens, press the F2 Key or right-click in most fields to make your selection. You can also just type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank except for any yellow-colored fields as yellow fields are required before proceeding in PSL+.

- **1099 Forms or Audit Report [bd1099]** - Use [bd1099] to print paper 1099 forms, generate a listing of all vendors and/or employees including all amounts that have been paid to them, as well as generate a listing of vendors and/or employees who have invalid Tax ID Numbers. You can specify the report format as Detailed, Summary, Blank Tax ID, Paper 1099 Form or Spreadsheet (Text/Tab delimited (.txt) and sort by Tax ID or Vendor Name. You can include or exclude the following options: TIN Name, TIN Type, State Worked, 3rd Party 1099's only, Withholding Taxes only, T4 only, Federal Filing Limit and Non-1099'able Items in addition to Multiple Currency, etc. as selection criteria.

- **1099 ICR (Independent Contract Reporting) Report [icr1099]** - Use [icr1099] to create an export file that includes vendors and/or employees who have earned \$600 or more of 1099'able amounts in the tax year or since the date the last export file was created. This file should be sent to the EDD (Employment Development Department). To find out more about Independent Contractor Reporting or sending the file to the EDD, visit the EDD web site at www.edd.ca.gov. Please note if you need to reset the ICR Export Date for any reason, please email PSL.Support@castandcrew.com.
- **1099 File Maker [f1099]** - Use [f1099] to create a single 1099 electronic filing (eFile) for a specific project. This program generates the IRS-formatted eFile containing all eligible 1099'able vendors and/or employees based on the selected tax year and filing criteria.
- **Cross Project 1099 [cp099]** - Use [cp1099] to create a consolidated 1099 electronic filing (eFile) by merging data from multiple projects that are hosted on the same PSL server. For example, if all productions are hosted on PSL-INDPLUS 2, this program will combine the 1099'able data across those projects into a single eFile for submission.
- **1099 Merge 1099 Tape Files [mrg1099]** – Use [mrg1099] to create a consolidated 1099 electronic filing (eFile) by merging data from multiple projects that are hosted on different PSL servers. For example, projects hosted on PSL-INDPLUS 2 and a Studio-specific server can be combined into a single eFile for submission.

i Note: The reports are available in either Print, Preview and/or Spreadsheet formats. Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.


Additional A/P Screens/Reports

PSL+ offers additional A/P Screens/Reports which are listed below. Some of these reports can also be found in the section. Additional Vendor Screens/Reports.

Open:

- To access the following A/P Screens/Reports, click the 'A/P' module, then click the 'Vendor' and 'A/P Entry' sub-folders from the menu tree (see following screenshot).
- These additional A/P Screens/Reports are also located in the 'Report' module under the 'A/P' sub-folder.
- You can also access these screens/reports by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.
- **Account/Vendor Totals Report [accvt]** - Use [accvt] to print a total for each Account/Vendor combination. Only paid (or voided) A/P distributions contribute to the totals. This report converts all amounts to the base currency. This report can be ran by Starting and Ending Dates, a range of Vendor ID Numbers, Starting and Ending Account Numbers and Multiple Currency as selection criteria.

- **A/P Open Items Report [apopenp]** - Use [apvena] to track A/P transaction activity by vendor. You can choose the Report Type (Vendor ID, Vendor Name, State or Invoice) and include the Transaction Type (Unposted, Open, Paid and/or Void). You can also enter a range of Vendor ID Numbers, Start and End Dates, Multiple Currency, etc. as selection criteria.
- **A/P Vendor Inquiry [apvinq]** - Use [apvinq] to look up information on posted A/P transactions. You can specify the Invoice Selection by Vendor, Reference Number, Invoice Number, P/O Number and/or Location Code. You can also choose the Currency, Transaction Type (Open and/or Paid Items), Start and End Dates, etc. as selection criteria.
- **Pending Items Report [pirpt]** - Use [pirpt] look for transactions that you may want to post, pay, defer or relieve. Pending items are transactions that have been entered in the database but have not gone all the way through the accounting process. You can enter a range of Account Numbers, choose the Account Type and generate either a Combined or Individual Detail or Summary Report. You can also input Start and End Dates and choose the Date Type by Effective or A/P Due Date. Also, you can include the Transaction Status (Postable, Deferred, Payable, Open P/O, Draft AP), Multiple Currency, etc. as selection criteria. Please note this report is also accessible in the 'P/O' module.
- **Change Open Items into Manual Checks [ckman]** - Use [ckman] to change open status A/P items into manual checks. This program allows you to convert eligible open A/P transactions to manual check payments within the system. You must enter the A/P Reference Number, assign the Check Number, and specify the Check Date to convert the selected open item into a manual check payment.

 **Note:** The reports are available in either Print, Preview and/or Spreadsheet formats. Email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.

Part VI: Petty Cash

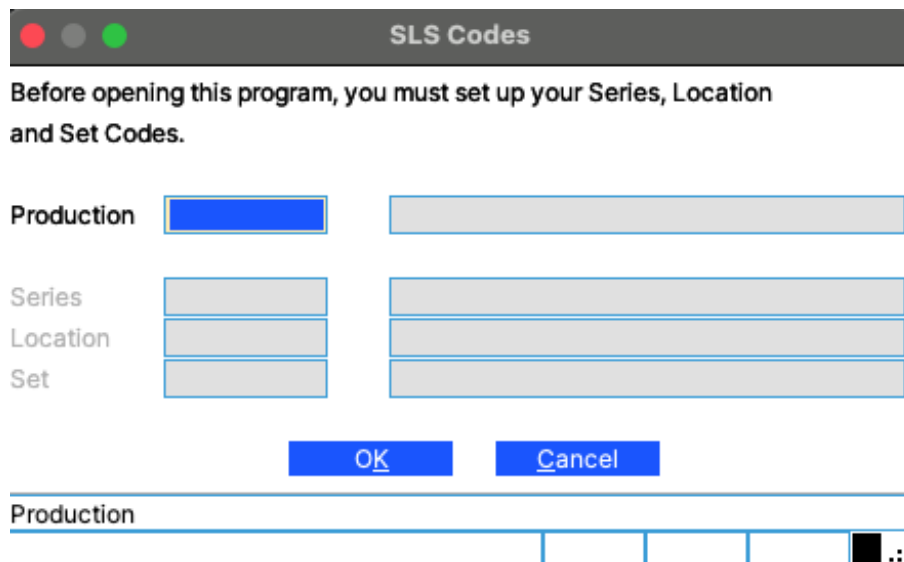
This section will address the following programs:

- P/C Entry
- Post A/P Transactions/Edit List
- P/C Crew Advances/Activity Report
- P-Card Advanced View/Report

Petty Cash – P/C Entry

Petty Cash is the distribution of cash funds to pay for employees on a Productions for various expenses, usually smaller purchases such as materials and supplies. Use the P/C Entry [pcent] program to record both Petty Cash Advances (Amount Advanced), Petty Cash Receipts and Petty Cash Returned (Accounted for Amount). To disburse Petty Cash to each vendor and employee, he or she must be set up in Vendor Entry [apven] and have a Petty Cash Advance Account Number entered in his or her record.

⚠ Important: You cannot access the P/C Entry [pcent] screen until your User ID and default codes are set up. If not, a warning message will appear when you open the screen.

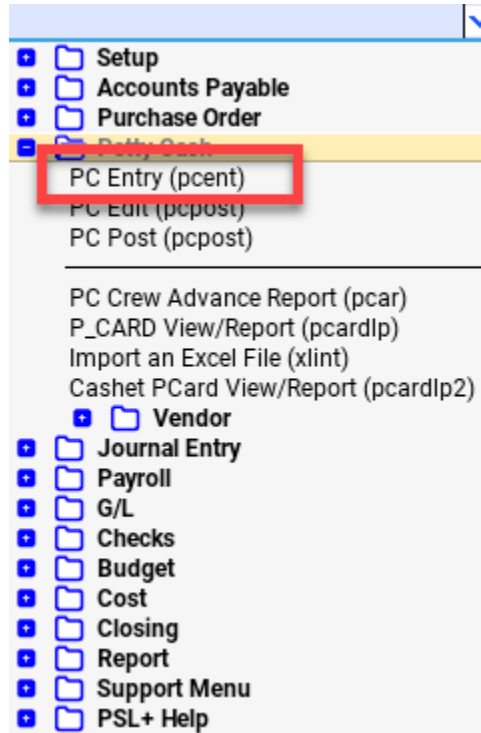


Your default Series, Location and Set Codes can be input in the User Entry [suuser] screen located in the 'Setup' module. Once saved, the P/C Entry [pcent] screen becomes accessible.

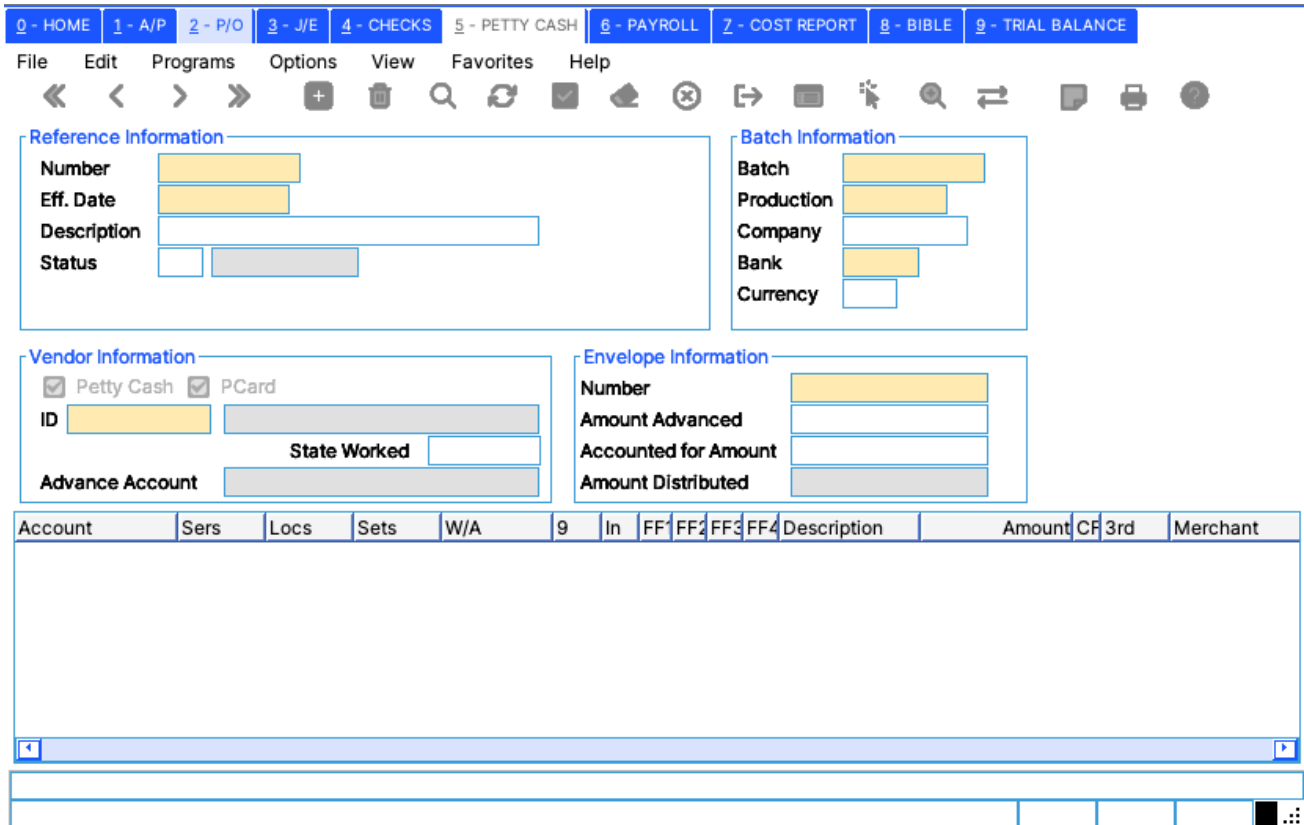
Open:

- To access the P/C Entry [pcent] screen, click on Tab #5 or press 'ALT' and the number '5' Key simultaneously to open the screen.

- P/C Entry [pcent] can also be accessed in the 'P/C' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



After that menu option is selected, the following screen will appear:



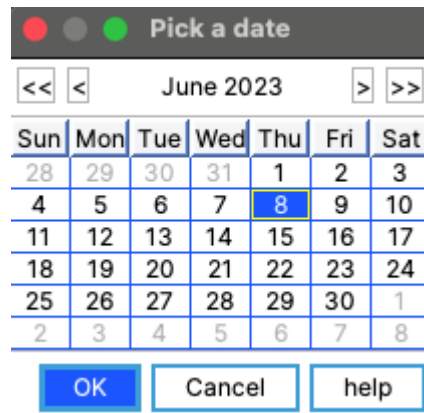
The screenshot shows the software interface with the following sections:

- Navigation Bar:** 0 - HOME, 1 - A/P, 2 - P/O, 3 - J/E, 4 - CHECKS, 5 - PETTY CASH, 6 - PAYROLL, 7 - COST REPORT, 8 - BIBLE, 9 - TRIAL BALANCE
- Menu Bar:** File, Edit, Programs, Options, View, Favorites, Help
- Reference Information:** Number, Eff. Date, Description, Status
- Batch Information:** Batch, Production, Company, Bank, Currency
- Vendor Information:** Petty Cash, PCard, ID, State Worked, Advance Account
- Envelope Information:** Number, Amount Advanced, Accounted for Amount, Amount Distributed
- Table:**

Account	Sers	Locs	Sets	W/A	9	In	FF	FF2	FF3	FF4	Description	Amount	CF	3rd	Merchant

Reference Information:

- **Reference Number** - System-assigned number that is also referred to as transaction number. To generate the next sequential Reference Number, press the F4 Key or select the 'Add' icon located on the toolbar. You can also right-click outside a field (in which the 'Add' option appears) to add the next record.
- **Effective Date** - Date of the transaction that is recorded on the Bible Report [bdbr]; should default with today's date after generating the Reference Number. You can always change it by typing over the defaulted date or by right-clicking in that field for the calendar selection to appear. Please note you cannot input a date that is in a previously closed period.



The 'Pick a date' dialog box shows a calendar for June 2023. The date June 8th is selected and highlighted in blue. The dialog includes navigation arrows, a title bar, and 'OK', 'Cancel', and 'help' buttons.

i Note: Please email a request to PSL.Support@castandcrew.com if you need a transaction's Effective Date changed and include the Reference Number(s). Please be advised depending on your specific studio's

guidelines; the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

- **Description** - Explanation of this P/C transaction as a whole which can hold up to 30 alpha/numeric characters.
- **Status** – The status of the transaction. This field is marked with a 'U' for an Unposted entry until you post it in the Post P/C Transactions [pcpost] screen. As long as the transaction is marked with an unposted status, you can modify it. Once posted, it is marked with a 'P' for Posted. PSL+ updates the status automatically.

i Note: Please email a request to PSL.Support@castandcrew.com. if you need a transaction unposted and include the Reference Number(s). Please be advised depending on your specific studio's guidelines; the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

Batch Information:

- Codes that are attached to the transaction. These fields are pulled from the User Entry [suuser] screen located in the 'Setup' module (if setup beforehand). To change the defaulted codes, press the F2 Key or right click in any of these fields (Batch, Production, Company, Bank, and Currency) and make your selection. Please note the Bank Code field set up in the Bank Entry [subank] screen is where the P/C Box/Custodian Account is pulled from. To set up a new P/C Custodian, do so in the Bank Entry [subank] screen located in the 'Setup' module.

Vendor Information:

Only vendors with Advanced Accounts set up in Vendor Entry [apven] are displayed in the vendor pick list in P/C Entry [pcent]. This is done by check marking the 'Petty Cash' or 'PCard' option in which the P/C Advance Account or PCard Advance Account field becomes accessible in Vendor Entry [apven].

- Select the vendor needed by pressing the F2 Key or by right-clicking in the Vendor ID field. Once the list of vendors appears, you can scroll through to find the vendor or click on the column headers: Name, City or Vendor to sort alphabetically or numerically. If the vendor does not exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Vendor Entry [apven] screen. To search for a vendor while zoomed into the Vendor Entry [apven] screen, type the wildcard character using the asterisk (*) in the Vendor Name field. For example, if you want to see if vendor John Smith exists, you would type *John* or *Smith* and press the F7 Key or select the 'Find' icon located on the toolbar. PSL+ displays how many records for that criteria exist by selecting the 'Arrow' icons (First, Prior, Next and Last) located on the toolbar or by pressing the 'Page Up' or 'Page Down' Keys until you find the vendor needed. Once you locate the vendor, press the F1 Key, then 'F' option or select the select the 'Fetch' icon to fetch this record back to the P/C Entry [pcent] screen.

Envelope Information:

- **Envelope Number** - User-defined code or number identifying each P/C or PCard envelope which can hold up to eight alpha/numeric characters. The concept of an envelope is that it represents a transaction grouping that involves either the disbursement and return of physical cash (for Petty Cash), or reconciliation of card receipts (for PCard). Receipts are kept in an envelope for future reference, and the transactions are listed on the front of the envelope.


i Note: Please email a request to PSL.Support@castandcrew.com to make the Envelope Number a yellow highlighted field as yellow fields are required before proceeding in PSL+.

- **Amount Advanced (Petty Cash Only)** - Dollar or other currency amount that is being given (advanced) to the P/C Vendor. This field is not used for PCard transactions. After inputting the Amount Advanced for Petty Cash, PSL+ automatically creates two distribution lines:
 - The first automated line displays the Advance Account Number for the P/C Vendor set up in the Vendor Entry [apven] screen (debiting The P/C vendor's Advance Account).
 - The second automated line displays the account number for the P/C Box/Custodian set up in the Bank Entry [subank] screen (crediting the P/C Box/Custodian's account).
- **It is accounted for Amount** - Total amount (total cash + receipts for Petty Cash, or total receipts for PCard) that is being received or reconciled from the vendor. After inputting the Accounted For Amount, PSL+ automatically creates one distribution line displaying the Advance Account Number (Petty Cash Advance Account or PCard Advance Account) for the vendor set up in the Vendor Entry [apven] screen.
- **Amount Distributed** - Read-only field that sums the amounts coded to Expense Account Numbers in the distribution lines. As you enter amounts coded to Expense Accounts, this field totals those amounts. The Amount Distributed must equal the Accounted for Amount before you can save the P/C Entry [pcent] transaction. Please note you cannot access this field.

Distribution Lines:

PSL+ automatically creates distribution line(s) once you enter an amount in the Amount Advanced and Accounted for Amount fields.

- **First Amount Advanced Distribution Line (Petty Cash only)** - This automatically created distribution line is created if you enter an amount in the Amount Advanced field. It displays the P/C Advance Account Number for the P/C Vendor set up in the Vendor Entry [apven] screen (the debit from the P/C vendor's Advance Account).
- **Second Amount Advanced Distribution Line (Petty Cash only)** - This automatically created distribution line is created if you enter an amount in the Amount Advanced field. It displays the account number for the P/C Box/Custodian set up in the Bank Entry [subank] screen (the credit from the P/C Box/Custodian's account).
- **First Accounted for Amount Distribution Line** - This automatically created distribution line is created only if you enter an amount in the Accounted For Amount field. It displays the appropriate Advance Account Number (Petty Cash or PCard) for the vendor set up in the Vendor Entry [apven] screen. This applies to both Petty Cash and PCard transactions.

 **Note:** Please email a request to PSL.Support@castandcrew.com to turn off the P/C Entry [pcent] automated distribution lines function. If this feature is turned off, you will have to input the distribution lines in manually.

If you prefer not to have PSL+ automatically create the distribution line(s), input the following fields manually.

- **Account Number** - Chart of Accounts number that will be debited or credited on this distribution line. Press the F2 Key or right click to choose the account number. If the account number doesn't exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Chart of Accounts Entry [glca] screen in which you can add the account number immediately. Once saved, press the F1 Key, then 'F' option or select the 'Fetch' icon to fetch the account back to the P/C Entry [pcent] screen.
- **1099- and Third-Party Expense** - 1099 Code associated with the distribution, if any. A 1099 is a tax form. Press the F2 Key or right click to choose the necessary code. The State Worked field in the Vendor Information section must be input for the 9 field to be accessible. Please note if the 9 field does not have a code displayed, the 3rd Party field will not be available to select the Third-Party Vendor.
- **Description** - Explanation for this distribution line which can hold up to 30 alpha/numeric characters.
- **Amount** - Dollar or another currency amount for this distribution line; should default with the remaining P/C amount when you input an amount in the Amount Advanced and/or Accounted for Amount fields. Please note if you press the F2 Key or right-click in the Amount field, a calculator displays for your convenience.

Tips

- Make sure to input all yellow highlighted fields as yellow fields are required before saving in PSL+.
- To save this entry, select either the 'update' icon or 'accept' icon located on the toolbar.
- You can also press the F1 Key, then 'U' option to Update which saves and remains on screen or press the F1 Key, then 'A' option to Accept which saves and clears the screen (most common).
- To add another distribution line, press Enter or Tab where the last line was entered.
- To insert a distribution line in between already existing lines, place your cursor where you want to add and press the F4 Key or select the 'Add' icon . A new line is added beneath.
- To delete a distribution line, place your cursor in the line you want to delete and press the F10 Key or select the 'Delete' icon . A red strike-through line appears which is deleted upon saving.
- To search for an existing entry, press the F7 Key or select the 'Find' icon when the screen is clear. All records appear in which you can scroll through using the 'Arrow' icons (First, Prior, Next and Last) or by pressing the 'Page Up' or 'Page Down' Keys until you find the entry needed.

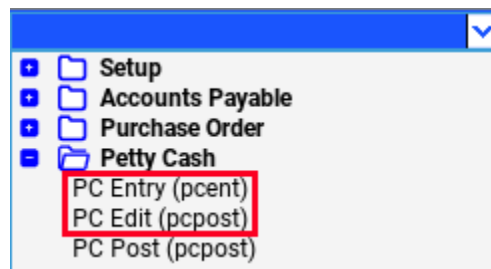
Post P/C Transactions/Edit List

Use the Post P/C Transactions/Edit List [pcpost] screen to review and post P/C transactions. You can post transactions one at a time or all transactions at the same time if you prefer. It is recommended first to generate an "Edit List": a list of the transactions you've selected before posting. The purpose of the Edit List is for you to review the P/C transactions for any errors as well as to make sure the transactions listed are indeed the ones you want to post. You can print the Edit List or view it straight from your screen. If you need to make any corrections, do so in the P/C Entry [pcent] screen. After accepting the changes, generate another Edit List to verify the corrections. Once you're satisfied with the changes, move forward with the Posting Register.

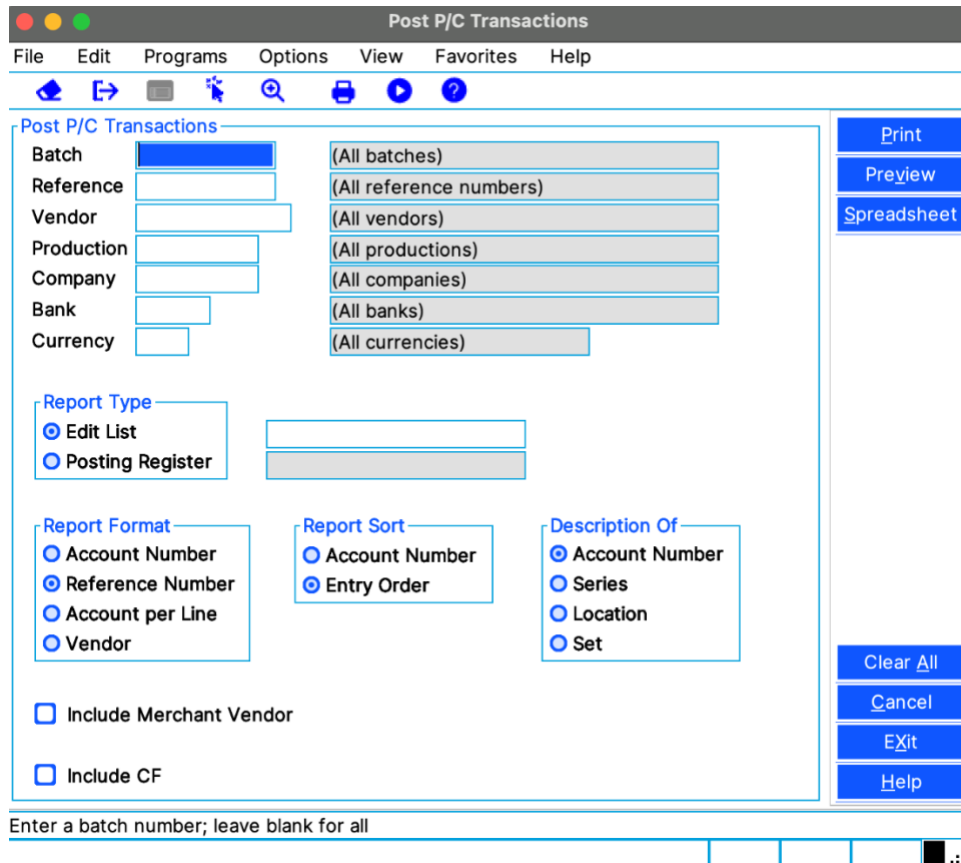
Posting is the act of permanently transferring a transaction to the Bible Report/General Ledger [bdbr].

Open:

- To access the Post P/C Transactions/Edit List [pcpost] screen, click the 'P/C' module from the menu tree (see the following screenshot). Listed are the Edit List and Post Reports. You will notice once you click either report, the other becomes selected as you can view both reports from the same screen.
- The Post P/C Transactions/Edit List [pcpost] screen is also located in the 'Report' module under the 'Petty Cash' sub-folder.
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Post P/C Transactions Selection Criteria:

- To select an entry, press the F2 Key or right click in any of these fields (Batch, Reference, Vendor, Production, Company, Bank and/or Currency) to select the item(s) needed. You can also choose multiple entries by holding down the Control Key and simultaneously using the mouse to select. By making a selection, this isolates the report to only display items based on the code(s) selected. If you wish to select all unposted P/C transactions, leave all fields blank. 142 © 2018 Cast and Crew Entertainment Services

Report Type:

- Defaults to Edit List to review your P/C entries and make any necessary modifications prior to posting. To move forward with posting, select 'Posting Register' followed by either the Print, Preview or Spreadsheet option; this will transfer the transaction(s) to the Bible Report [bdbl].

Print/Preview the Report: Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- Print - Opens the Print Dialogue box and sends the report directly to the printer.
- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.

- Spreadsheet- Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format. Please note that if you select this option, you can have additional sorting options within Excel.

i Note: You can edit posted items in the Posted Transaction/Item Editor [glfix] within the J/E module, subject to your User ID and studio permissions. P/C Entry [pcent] distribution lines created automatically by PSL+ will not appear in [glfix]; only manually created lines can be edited. To unpost a transaction, email PSL.Support@castandcrew.com with the Reference Number(s). Depending on studio policy, Support may need approval from your Studio Finance Executive before proceeding.

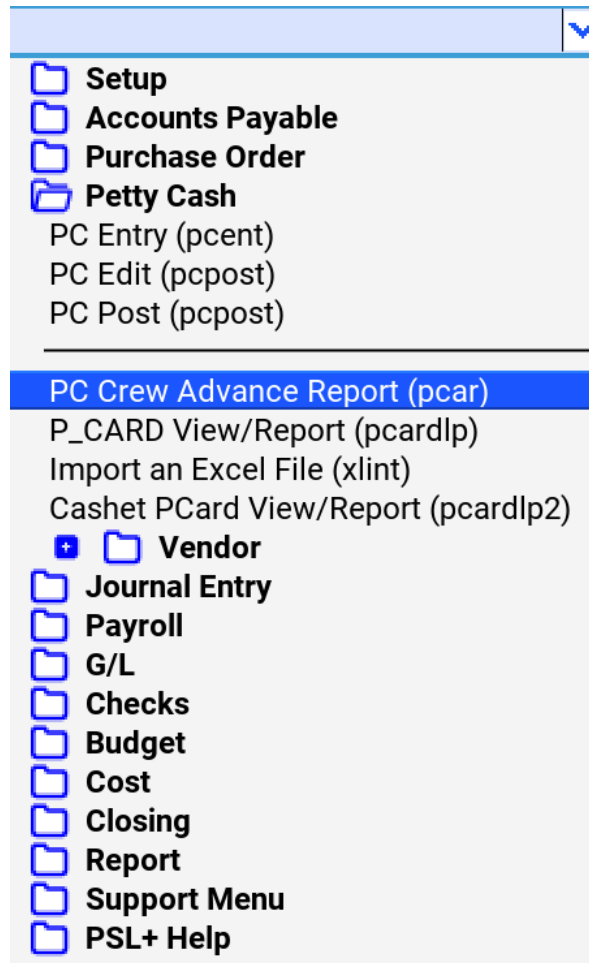
i Note: You cannot re-print a Posting Register once the transaction(s) are posted; therefore, if you need a copy of the report sent to you, please email a request to PSL.Support@castandcrew.com with the approximate date and time that the report was run. PSL+ houses all generated reports on a server.

P/C Crew Advances/Activity Report

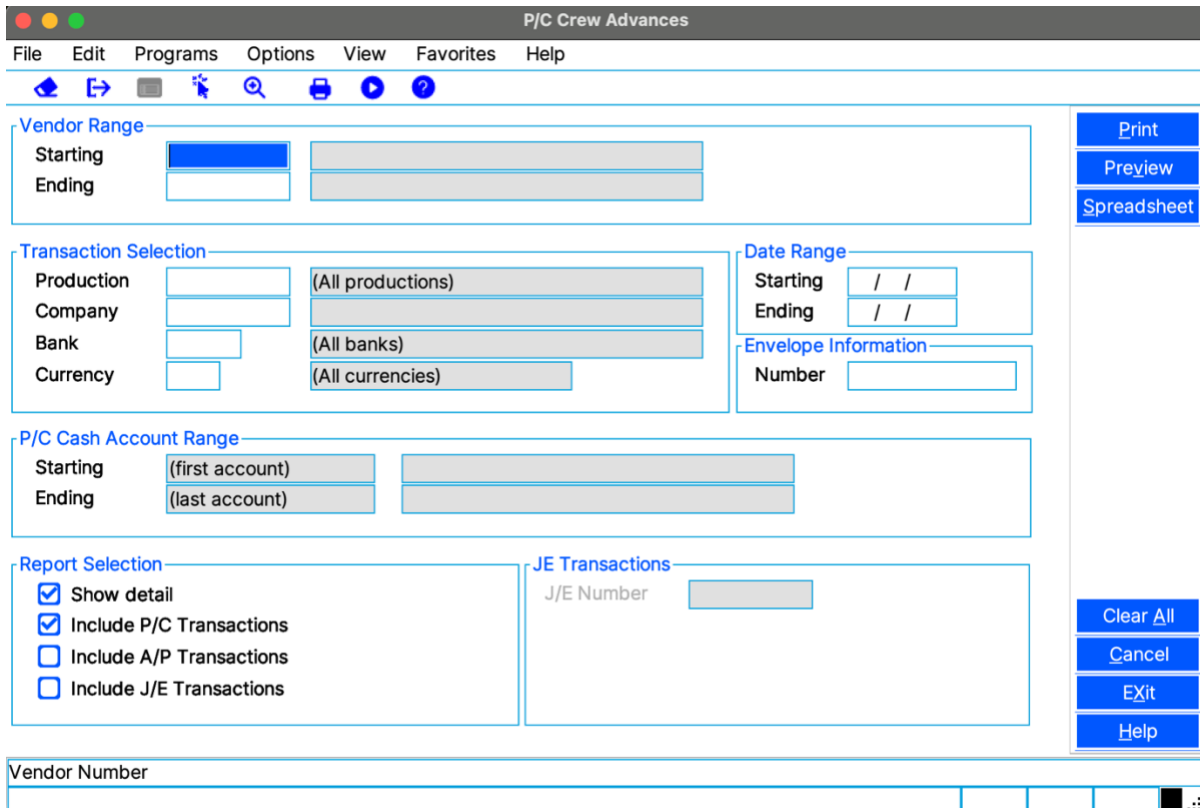
The P/C Crew Advances/Activity Report [pcar] displays posted Petty Cash transaction amounts broken down by Amounts Advanced, Accounted for Amounts (receipts) and the amount of the Advance Outstanding (the difference between the Amounts Advanced and the Accounted for Amounts).

Open:

- To access the P/C Crew Advances/Activity Report [pcar], click the 'P/C' module from the menu tree (see the following screenshot).
- The P/C Crew Advances/Activity Report [pcar] is also located in the 'Report' folder under the 'Petty Cash' sub-folder titled P/C Activity Report [pcar].
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



The screenshot shows the 'P/C Crew Advances' application window. The menu bar includes File, Edit, Programs, Options, View, Favorites, and Help. The interface is divided into several sections:

- Vendor Range:** Fields for Starting and Ending vendor numbers.
- Transaction Selection:** Fields for Production, Company, Bank, and Currency, each with a dropdown menu. The dropdowns currently show '(All productions)', '(All banks)', and '(All currencies)'. There is also a Date Range section with Starting and Ending date fields (format: / /).
- Envelope Information:** A field for Envelope Number.
- P/C Cash Account Range:** Fields for Starting and Ending cash account numbers, with default values '(first account)' and '(last account)'.
- Report Selection:** A list of checkboxes:
 - Show detail
 - Include P/C Transactions
 - Include A/P Transactions
 - Include J/E Transactions
- JE Transactions:** A field for J/E Number.
- Buttons:** A vertical column of buttons on the right side: Print, Preview, Spreadsheet, Clear All, Cancel, EXit, and Help.
- Vendor Number:** A large input field at the bottom.

To select criteria, press the F2 Key or right-click in most fields to make your selection. You can also just type in the criteria in the allotted fields. If you wish to include all the criteria information, leave all fields blank.

Vendor Range:

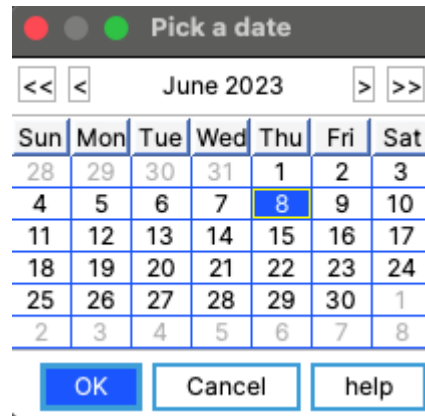
- Starting and Ending - Vendors to include in the report. To restrict the report to only include information for a single vendor, input the same Vendor Number in both the Starting and Ending fields. To select all vendors, leave both fields blank.

Transaction Selection:

- Press the F2 Key or right click in any of these fields (Production, Company, Bank and Currency) to choose the necessary codes if they don't already default. To choose multiple codes for a particular field, press the F2 Key or right-click in that field and hold down the Control Key while simultaneously using your mouse to select. By making a selection, this isolates the report to only display items based on the code(s) selected.

Date Range:

- Starting and Ending - Effective Transaction Dates to include in the report as PSL+ is date- driven. To restrict the report to only include information for a single date, input the same date in both the Starting and Ending fields. To select all dates from inception to future, leave both fields blank. Press the F2 Key or right-click in either date field for the calendar selection to appear.



Envelope Information:

- Number - User-defined code or number identifying each P/C envelope.

P/C Cash Account Range:

- Starting and Ending - Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the Starting and Ending fields. To select all account numbers, leave both fields blank. Please note these fields only become accessible when you select 'Include A/P Transactions' and/or 'Include J/E Transactions' in the Report Selection area.

Report Selection:

- Show Detail - Checkmark to include detail distribution data for each transaction.
- Include P/C Transactions - Checkmark to include transactions that were entered in P/C Entry [pcent].
- Include A/P Transactions - Checkmark to include transactions that were entered in A/P Entry [apte].
- Include J/E Transactions - Checkmark to include transactions that were entered in Journal Entry [jete].

J/E Transactions:

- J/E Number - User-defined code or number also known as the User Source Code to track your company's different classifications of Journal Entries. Please note this field only becomes available when you select 'Include J/E Transactions' in the Report Selection area.

Print/Preview the Report: Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

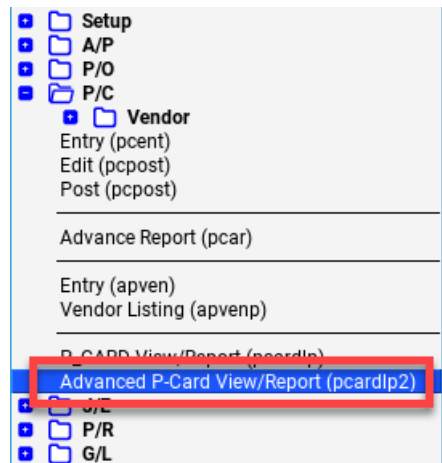
- Print - Opens the Print Dialogue box and sends the report directly to the printer.
- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Spreadsheet - Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format. Please note that if you select this option, you are able to have additional sorting options within Excel

Advanced P-Card View/Report

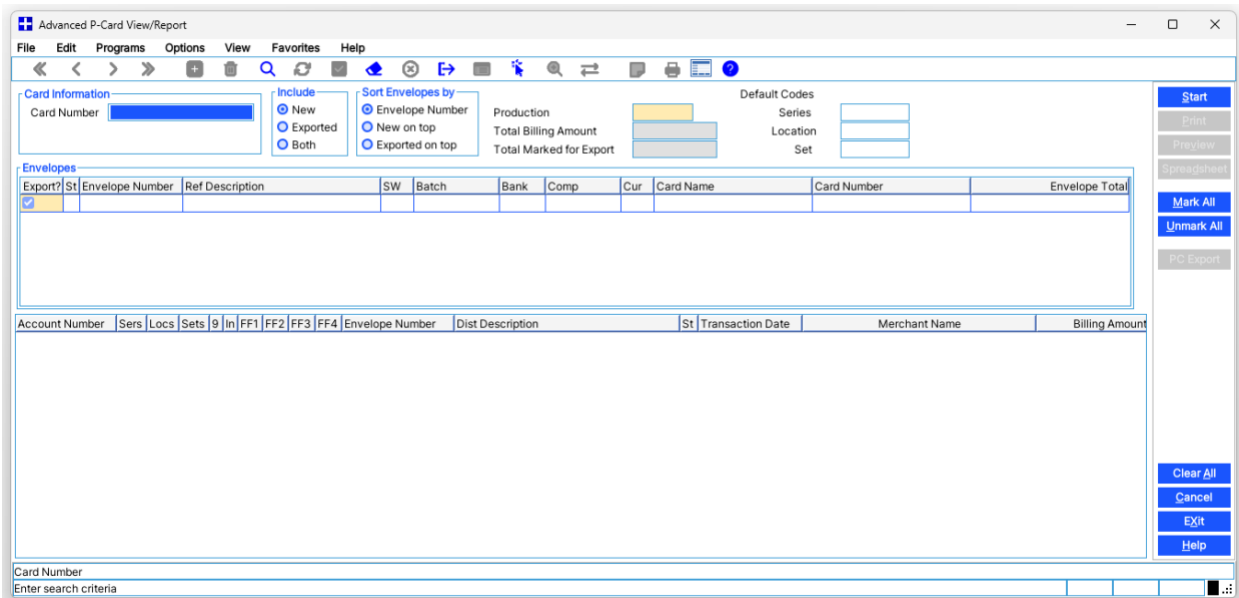
Use the Advanced P-Card View/Report [pcardlp2] screen to view and manage purchasing card transactions imported from integrated third-party providers. This enhanced version supports external purchasing platforms and allows Productions to reconcile P-Card activity efficiently within PSL+. Transactions can be viewed by card number and date range, coded to the appropriate accounts, and then imported directly into Petty Cash Entry [pcent].

Open:

- To access the advanced P-Card View/Report [pcardlp2], click the 'P/C' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.

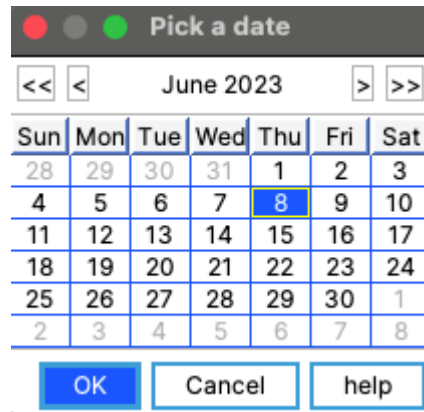


Card Information:

- Card Information - Valid Card Numbers with purchases made are listed here. Press the F2 Key or right click to select a Card Number. You can also choose multiple Card Numbers by holding down the Control Key and simultaneously using the mouse to select. To select all Card Numbers, leave this field blank.

Transaction Date Selection:

- Start Date and End - Dates to include for viewing the P-Card transactions. Press the F2 Key or right-click in either date field for the calendar selection to appear. To restrict the screen to only include information for a single date, input the same date in both the Start Date and End Date fields. To select all dates from inception to future, leave both fields blank.


Include:

- New - Select to only include data which has not previously been exported by by Advanced P-Card View/Report [pcardlp2] into PC Entry [pcent].
- Exported - Select to only include data which has previously been exported by Advanced P-Card View/Report [pcardlp2] into PC Entry [pcent].
- Both - Select to include both New and previously Exported data.

Sort By:

- 'Transaction Date,' 'New on top,' 'Exported on top' are all sorting options available for you to select per your preference.

Amounts:

- Total Billing Amount (\$US) - Displays the total dollar amount billed in U.S. Currency for the selected Card Number(s). Please note you cannot access this field.
- Total Marked for Export - Displays the total dollar amount marked for export for the selected Card Number(s). Please note you cannot access this field.

Default Codes:

- To automatically populate empty *Series*, *Location*, and *Set Code* fields in the Envelope Line Item Details, default codes can be assigned. Once the default codes are in place, they will appear on the line items upon export to PC Entry [pcent].

Start to Populate Data:

- To proceed with the exporting process, press the F1 Key, then 'S' option or select 'Start' located in the top right-hand corner of the screen. Once you select 'Start,' the transaction details at the bottom of the screen are displayed. You are then able to mark a transaction for export and select the account number and Envelope Number (if any).

Envelopes:

- Export Checkmark to indicate that a given line item should be part of the export to PC Entry [pcent] process.
- ST (Status) - Exported status of the transaction. Status types are as follows:
 - N (New) - The transaction status is New and has not been previously exported in Advanced P-Card View/Report [pcardlp2]
 - E (Exported) - The transaction status is New and has not been previously exported in Advanced P-Card View/Report [pcardlp2] PSL+ updates the status automatically when exporting to PC Entry [pcent]. Please note you cannot access this field.
- Envelope Number - Envelope number associated with the transaction, typically used to reference receipts submitted to the accounting office. Received through integration, this field is not editable.
- Ref Description, Batch, Bank, Comp, and Cur are required to be filled out prior to exporting to PC Entry [pcent].
- Card Name: Name of the Card Holder, this information is pulled from the Vendor Entry [apven] module. The last 6 digits of the card number must be assigned to a vendor for this to be populated and linked to the correct vendor.
- Card Number: Card number associated with the envelope. Received through integration, this field is not editable.

Envelope Line Item Details:

- Account Number - Chart of Accounts number associated with a given transaction. Press the F2 Key or right click to choose the account number. If the account number doesn't exist in PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Chart of Accounts Entry [glca] screen in which you can add the account number immediately. Once saved, press the F1 Key, then 'F' option or select the 'Fetch' icon to fetch the account back to the P-Card View /Report [pcardlp] screen.
- Transaction Date - Displays the Transaction Date for a given line item. Please note you cannot access this field.

- Merchant Name - Displays the Merchant Name for a given line item. Please note you cannot access this field.
- Billing Amount (\$US) - Displays the transaction dollar amount billed in U.S. Currency. Please note credit amounts will appear in parentheses; for example (100.00). Please note you cannot access this field.

Tips

- To save this entry, select either the 'update' icon or 'accept' icon located on the toolbar.
- You can also press the F1 Key, then 'U' option to Update which saves and remains on screen or press the F1 Key, then 'A' option to Accept which saves and clears the screen (most common).

Print/Preview the Report: Located in the top right-hand corner of the screen, you can choose the following options to export and generate the report:

- Print - Opens the Print Dialogue box and sends the report directly to the printer.
- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Spreadsheet - Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format. Please note that if you select this option, you can have additional sorting options within Excel.
- PC Export - Allows you to export the selected transactions directly to PC Entry [pcent] in which you can post after that. Please note the selected transactions must have an account number input before exporting to PC Entry [pcent].

Part VII: Journal Entry

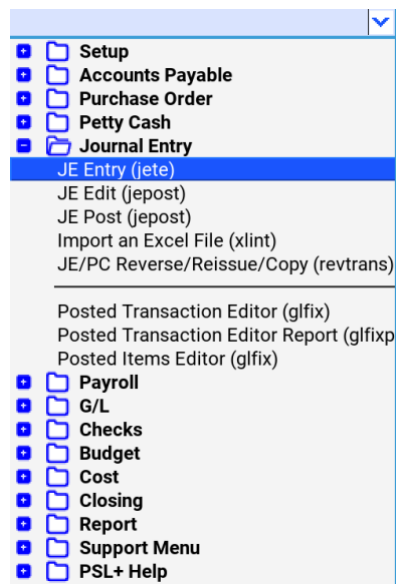
- Journal Entry
- Post J/E Transactions/Edit List
- Posted Transaction/Item Editor
- G/L Transaction Changes Report
- Import and Excel File

Journal Entry

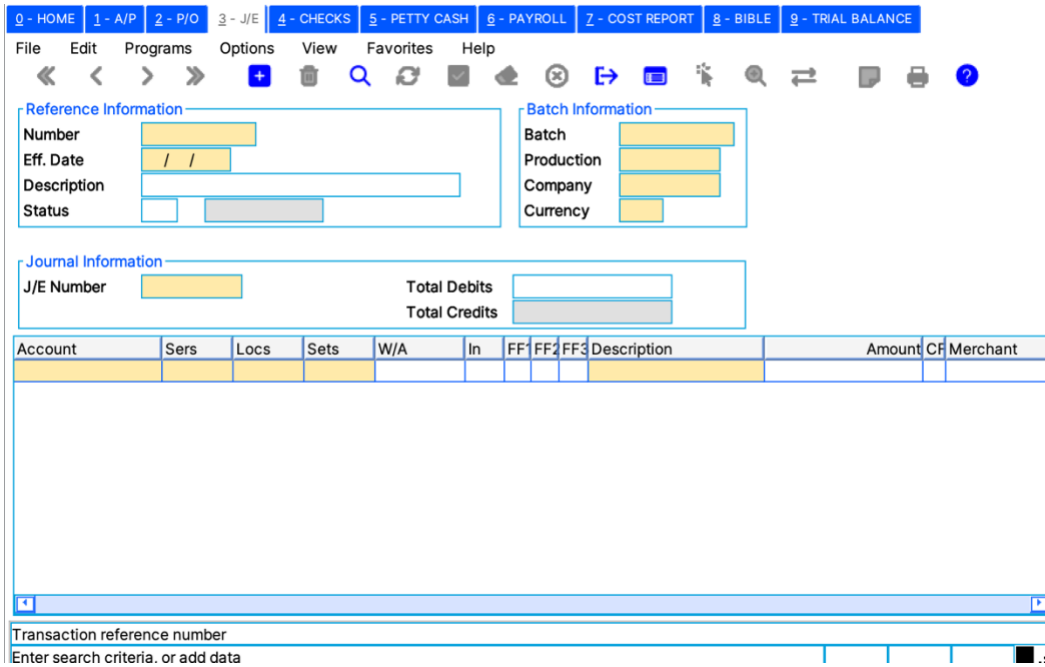
A Journal Entry is the recording of financial data in the form of a debit and credit transaction. Use the Journal Entry [jete] program to record J/E transactions such as depositing cash in checking accounts, replenishing Petty Cash, correcting account coding and amounts as well as recording bank charges and interest payments, etc.

Open:

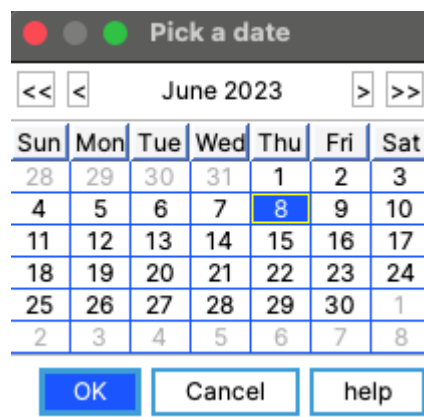
- To access the Journal Entry [jete] screen, click on Tab #3 or press 'ALT' and the number '3' Key simultaneously to open the screen.
- Journal Entry [jete] can also be accessed in the 'J/E' module from the menu tree (see the following screenshot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



- Reference Number - System-assigned number that is also referred to as transaction number. To generate the next sequential Reference Number, press the F4 Key or select the 'Add' icon located on the toolbar. You can also right click outside a field (in which the 'Add' option appears) to add the next record.
- Effective Date - Date of the transaction that is recorded on the Bible Report [bdbbr] and appears as an Actual Cost on the Estimated Final Cost Report [efcprt]; should default with today's date after generating the Reference Number. You can always change it by typing over the defaulted date or by right clicking in that field for the calendar selection to appear. Please note you cannot input a date that is in a previously closed period.



i Note: Please email a request to PSL.Support@castandcrew.com if you need a transaction's Effective Date changed and include the Reference Number(s). Please be advised depending on your specific studio's

guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

- **Description** - Explanation of this Journal transaction which can hold up to 30 alpha/numeric characters. This Reference Description defaults in the distribution lines. If this field is left blank, PSL+ defaults the distribution description with the description of the first account number selected.
- **Status** - Overall status of the transaction. This field is marked with a 'U' for an Unposted entry until you post it in the Post J/E Transactions [jepost] screen. If the transaction is marked with an unposted status, you are able to modify it. Once posted, it is marked with a 'P' for Posted. PSL+ updates the status automatically.

i Note: Please email a request to PSL.Support@castandcrew.com if you need a transaction unposted and include the Reference Number(s). Please be advised depending on your specific studio's guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

Batch Information:

- Codes that are attached to the transaction. These fields are pulled from the User Entry [suuser] screen located in the 'Setup' module (if setup beforehand). To change the defaulted codes, press the F2 Key or right click in any of these fields (Batch, Production, Company and Currency) and make your selection.

Journal Information:

- **J/E Number** - User-defined code or number also known as the User Source Code to track your company's different classifications of Journal Entries. This field can hold up to six alpha/ numeric characters.
- **Total Debits** - Total amount of the debit entries calculated in the distribution lines. Please note you cannot access this field.
- **Total Credits** - Total amount of the credit entries calculated in the distribution lines. Please note you cannot access this field.

i Note: When entering a new Journal Entry, PSL+ tallies the debit and credit entries you make in the distribution lines. Entering a positive amount in the distribution line Amount field increases total debits. Entering a negative amount (input a minus sign before the number) in the distribution line Amount field increases the total credits. Please be advised debits and credits must equal before you can save the transaction.

Distribution Lines:

PSL+ automatically creates the debit and/or credit offset distribution line(s) once you input the account number on the second distribution line.

- **Account Number** - Chart of Accounts number that will be debited or credited on this distribution line. Press the F2 Key or right click to choose the account number. If the account number doesn't exist in

PSL+, you can add it by pressing the F5 Key or selecting the 'Zoom' icon located on the toolbar. This zooms into the Chart of Accounts Entry [glca] screen in which you can add the account number immediately. Once saved, press the F1 Key, then 'F' option or select the 'Fetch' icon to fetch the account back to the Journal Entry [jete] screen.

i Note: The Series, Location, Set and Free Field Codes are brought over from the User Entry [suuser] screen located in the 'Setup' module if setup. Otherwise, press the F2 Key or right click in these fields to make your selection.

- Description - Explanation for this distribution line which can hold up to 30 alpha/numeric characters.
- Amount - Dollar or other currency amount for this distribution line. Input the journal debit or credit amount. If you are entering a negative amount, input the minus sign before the number. Please note if you press the F2 Key or right click in the Amount field, a calculator displays for your convenience.
- Total Credits - Total amount of the credit entries calculated in the distribution lines. Please note you cannot access this field.

Journal Entry Was-Is Distribution Changes

Once a Journal has been posted, you are able to make distribution changes directly from the Journal Entry [jete] screen (in addition to the Posted Transaction/Item Editor [glfix] depending on your User ID access level). This includes Account, Series, Location, Sets, Insurance, Free Field(s) and Description changes. This excludes Amount changes. To make changes, simply input the Reference Number of the Journal in the Journal Entry [jete] screen, followed by the Enter or F7 Key or select the 'Find' icon located on the toolbar; the transaction appears in which you can proceed with the necessary modifications from there.

i Note: Lines in a posted Journal transaction cannot be added or deleted from the Journal Entry [jete] screen.

After you make the necessary modification(s), make sure to save. PSL+ creates a new, unposted Journal Entry Reference Number reflecting the new distribution change(s) which is referred to as a Journal Entry WAS-IS as the new transaction displays the WAS (what the original transaction data was before being changed in the Journal Entry [jete] screen) and IS (what the transaction data is now after the change(s)), detailing the original distribution line values as well as what they reflect now. PSL+ automatically updates the Reference Description of this new, unposted Journal transaction to 'WAS-IS FROM REF #' (# = original Journal Entry Reference Number). Please note you still must post the new Journal Entry WAS-IS transaction in the Post J/E Transactions [jepost] screen.

Tips

- Make sure to input all yellow highlighted fields as yellow fields are required before saving in PSL+.

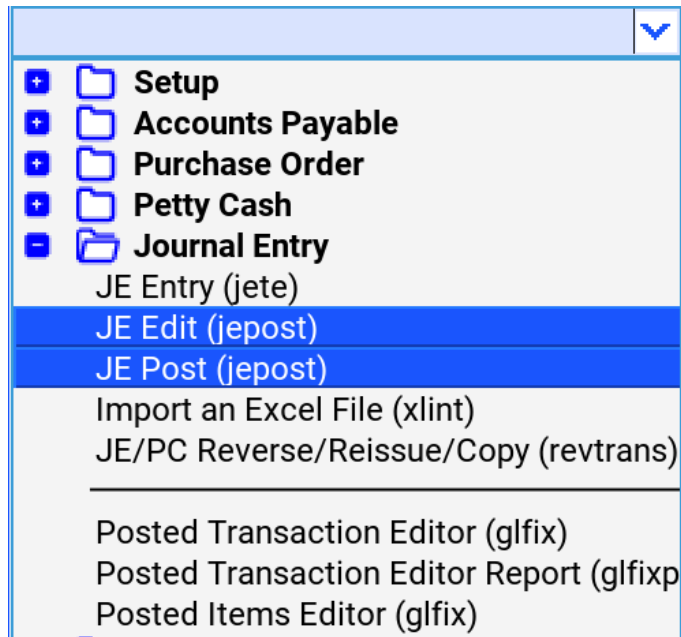
- To save this entry, select 'Save' icon located on the toolbar.
- You can also press the F1 Key, then 'U' option to Update which saves and remains on screen or press the F1 Key, then 'A' option to Accept which saves and clears the screen (most common). To add another distribution line, press Enter or Tab where the last line was entered.
- To insert a distribution line in between already existing lines, place your cursor where you want to add and press the F4 Key or select the 'Add' icon. A new line is added beneath.
- To delete a distribution line, place your cursor in the line you want to delete and press the F10 Key or select the 'Delete' icon. A red strike-through line appears which is deleted upon saving.
- To search for an existing entry, press the F7 Key or select the 'Find' icon when the screen is clear. All records appear in which you can scroll through using the 'Arrow' icons (First, Prior, Next and Last) or by pressing the 'Page Up' or 'Page Down' Keys until you find the entry needed

Post J/E Transactions/Edit List

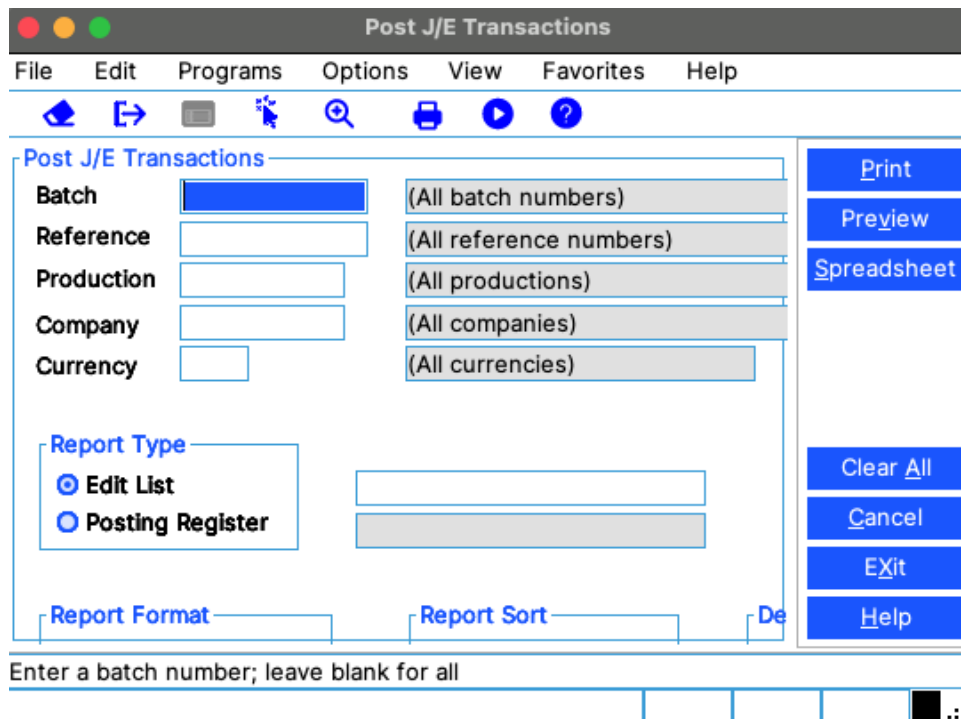
Use this screen to review and post Journal Entry transactions individually or or all transactions at the same time. Before posting, generate an Edit List to confirm transactions and check for errors. The Edit List can be printed or viewed on screen. If corrections are needed, update them in the Journal Entry [jete] screen, then regenerate the Edit List to verify. Once all entries are correct, proceed with the Posting Register.

Posting is the act of permanently transferring a transaction to the Bible Report/General Ledger [bdbr]. Open:

- To access the Post J/E Transactions/Edit List [jepost] screen, click the 'J/E' module from the menu tree (see following screen shot). Listed are the Edit List and Post Reports. You will notice once you click either report, the other also becomes selected as you can view both reports from the same screen.
- The Post J/E Transactions/Edit List [jepost] screen is also located in the 'Report' module under the 'Journal Entry' sub-folder.
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Post J/E Transactions Selection Criteria:

- To select an entry, press the F2 Key or right click in any of these fields (Batch, Reference, Production, Company, and/or Currency) to select the item(s) needed. You can also choose multiple entries by holding down the Control Key and simultaneously using the mouse to select. By selecting, this isolates

the report to only display items based on the code(s) selected. If you wish to select all unposted Journal Entry transactions, leave all fields blank.

Report Type:

- Defaults to Edit List to review your Journal Entries and make any necessary modifications prior to posting. To move forward with posting, select 'Posting Register' followed by either the Print, Preview or Spreadsheet option; this will transfer the transaction(s) to the Bible Report [bibr].


Report Formats:


- 'Report Format', 'Report Sort' and 'Description Of' are all sorting options available for you to select per your preference.


Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- Print - Opens the Print Dialogue box and sends the report directly to the printer.
- Preview - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Spreadsheet - Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format.

 **Note** if you select this option, you can have additional sorting options within Excel.

 **Note:** If you need to make distribution changes to posted items, this can be done in the Posted Transaction/Item Editor [glfix] screen located in the 'J/E' module depending on your User ID and studio permissions. You can also email a request to PSL.Support@castandcrew.com if you need a transaction unposted and include the Reference Number(s). Please be advised depending on your specific studio's guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

 **Note:** Once a transaction is posted, you cannot re-print the Posting Register directly from the posting screen. However, all generated reports are stored and accessible through the Archived Reports [archrpt] module, where you can view and re-print previously run Posting Registers. For more information on accessing and using this module, see Archived Reports [archrpt].

Posted Transaction/Item Editor

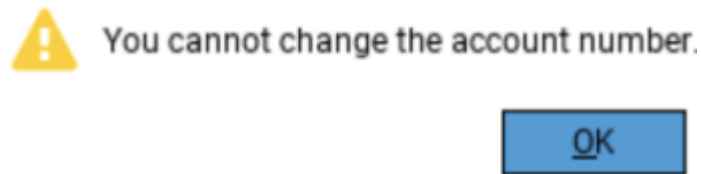
The Posted Transaction/Item Editor [glfix] program allows you to change distribution codes on transactions that have a posted or paid status. Depending on your User ID access and studio permissions, the following

distribution fields can be changed in this program: Account, Series, Location, Set, 1099, Insurance, Free Field(s), Description, Amount and 3rd Party.

i **Note:** If you do not have access to make distribution changes in the Posted Transaction/Item Editor [glfix], email PSL.Support@castandcrew.com to request access:

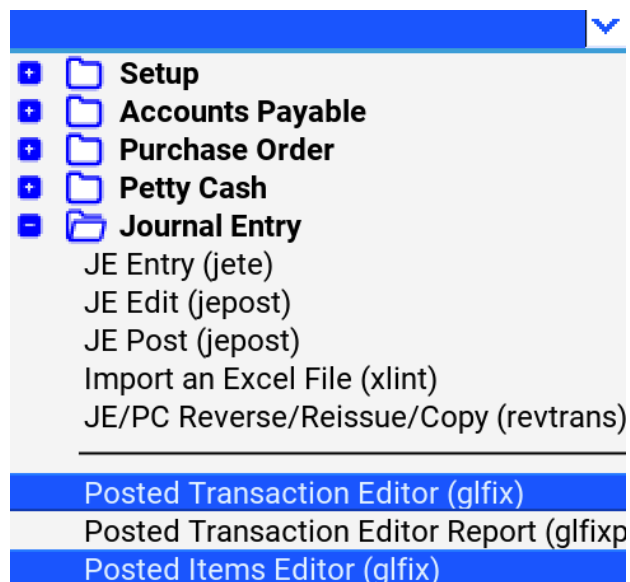
- **Full Access:** edit all distribution fields
- **Limited Access:** edit select fields only

Access may require Studio Finance Executive approval, depending on studio policy. If you lack access, a warning message will appear when attempting changes (e.g., editing an account number).

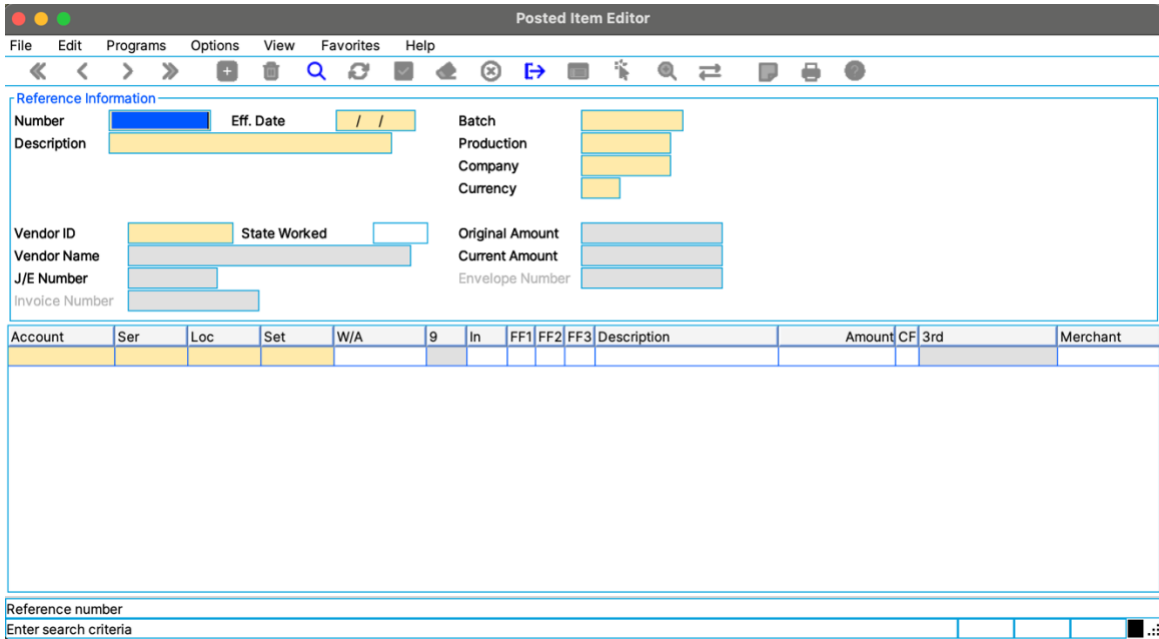


Open:

- To access the Posted Transaction/Item Editor [glfix] screen, click the 'J/E' module from the menu tree (see following screen shot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Reference Information:

- To begin making distribution changes, input the Reference Number of the original transaction that you need to change followed by the Enter or F7 Key or select the 'Find' icon located on the toolbar; the transaction appears in which you can proceed with the necessary modifications.
- The fields available for editing in the Reference/Header section depend on the transaction type. See below for a breakdown of which fields can be modified:
 - A/P Entry [apte] – Reference Description, State Worked
 - Journal Entry [jete] – Reference Description, Company, Currency, J/E Number
 - Petty Cash Entry [pcent] – Reference Description, Company, Envelope Number
 - Payroll Entry [prent] – Reference Description
- All other fields in the Reference/Header section are not accessible.

Distribution Lines:

- After entering the Reference Number in the Reference/Header section, the transaction's distribution lines will default. To edit codes (Account, Series, Location, Set, 1099, Insurance, Free Field(s), Description, Amount, or 3rd Party), press F2 or right-click in the field. In the Amount field, this action opens a calculator for convenience.

i Note: P/C Entry [pcent] distribution lines created automatically by PSL+ do not appear in the Posted Transaction/Item Editor [glfix] and cannot be changed there. Only manually created P/C lines are visible. To edit automatically created lines, use the Journal Entry [jete] screen. Offset lines from A/P Entry [apte] also do not appear in [glfix].

⚠ Important: PSL+ will not save changes unless the original debit and/or credit amounts remain unchanged. The Posted Transaction/Item Editor [glfix] also does not provide an audit trail.

💡 Tips

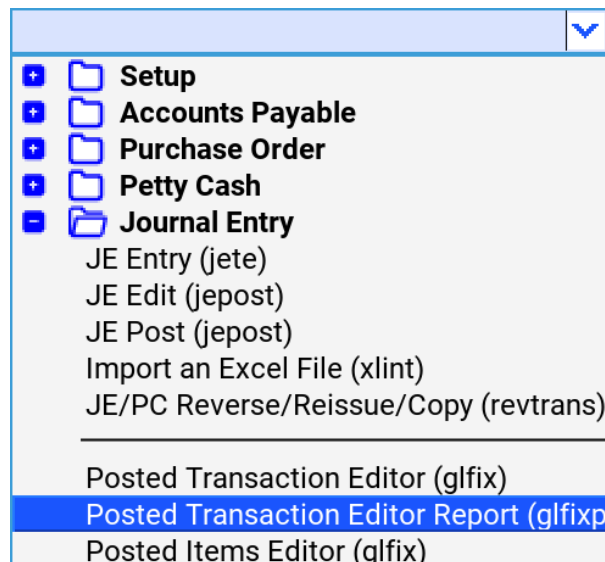
- Enter all yellow-highlighted fields; yellow fields are required before saving.
- To save, click the Save icon or use F1:
 - U (Update): saves and stays on screen
 - A (Accept): saves and clears screen (most common)
- To add another line, press Enter or Tab at the last line.
- To insert a line, place the cursor and press F4 or click the Add icon (line is added below).
- To delete a line, place the cursor, press F10 or click the Delete icon (line shows strike-through, removed on save).
- To search, clear the screen, press F7 or click the Find icon, then scroll with arrow icons or use Page Up/Page Down.

G/L Transaction Changes Report

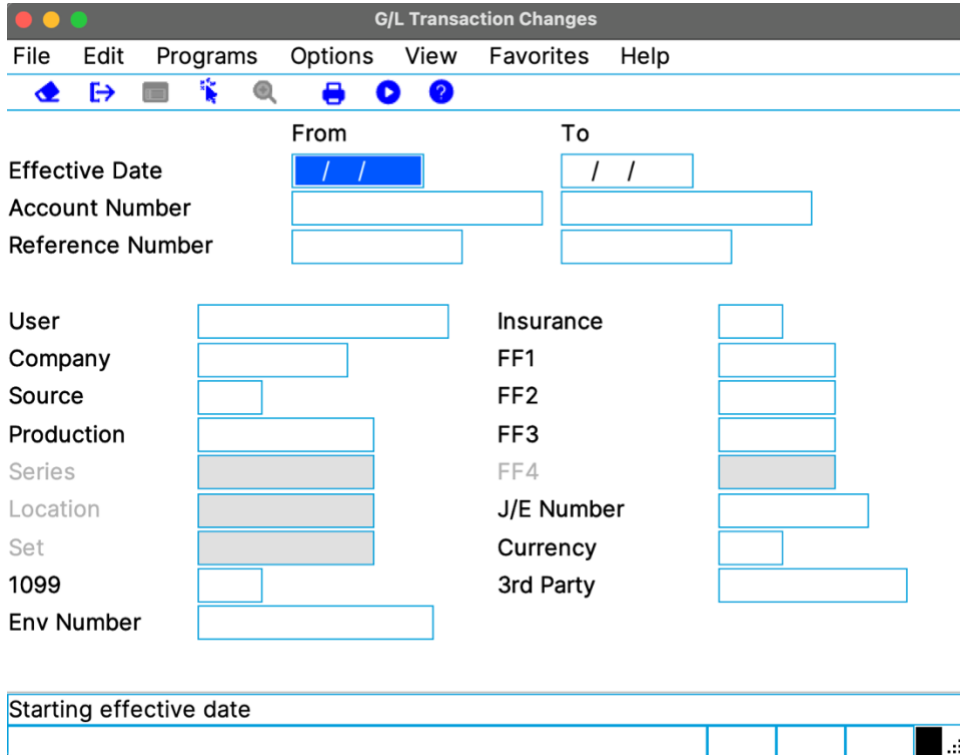
This report, also called the G/L WAS-IS Report, shows distribution changes made in the Posted Transaction/Item Editor [glfix]. It displays the WAS (original values) and the IS (updated values) for each distribution line.

Open:

- To access the G/L Transaction Changes Report [glfixp], click the 'J/E' module from the menu tree (see the following screen shot).
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



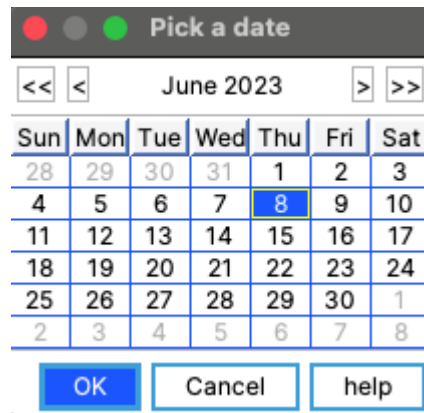
The screen then appears.



To select criteria, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank.

From and To:

- Effective Date** – Transaction Effective Dates to include in the report as PSL+ is date-driven. To restrict the report to only include information for a single date, input the same Effective Date in both the From and To fields. To select all dates from inception to future, leave both fields blank. Press the F2 Key or right click in either date field for the calendar selection to appear.



- **Account Number** – Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the From and To fields. To select all account numbers, leave both fields blank.
- **Reference Number** – Reference Numbers to include in the report. To restrict the report to only include information for a single Reference Number, input the same account in both the From and To fields. To select all Reference Numbers, leave both fields blank.

Selection Criteria:

- Press F2 or right-click in any field (User, Company, Source, Production, Series, Location, Set, 1099, Insurance, Free Field(s), J/E Number, Currency, 3rd Party) to select codes if they don't default. Some fields allow multiple selections—use F2 or right-click, then hold Ctrl while selecting with your mouse. The report will display only items matching the selected codes.

Print/Preview the Report: Choose from the following options to generate the report:

- **Print** – Press the F1 Key, then 'R' option or select the 'Print' icon to open the Print Dialogue box and send the report directly to the printer.
- **Preview** – Select the 'Preview' icon to generate a PDF format report which appears instantly on your screen. You are still able to print from the PDF format.

Import an Excel File

The Import an Excel File [xlint] program allows you to import data from an Excel Spreadsheet into PSL+ as a transaction. All Transaction Types (P/O, A/P, P/C, J/E and V/A) can be imported in this screen except Payroll transactions. The transaction loads into PSL+ with an unposted status; therefore, you can make any necessary modifications before posting.

i Note: Use the provided Excel template to format your data before import. The template includes 12 columns (AL), including Free Fields 1–4. If not used, leave these columns blank. PSL+ will automatically exclude them during import.

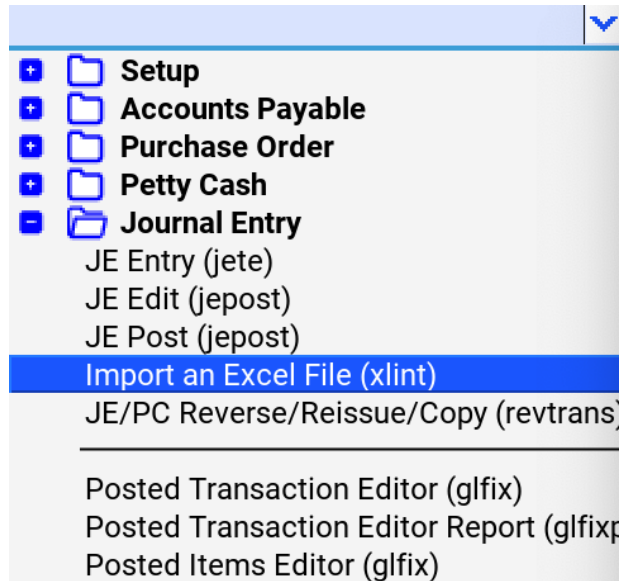
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ACCOUNT NUMBER	SERIES CODE	LOCATION CODE	SET CODE	WA	1099 CODE	INSURANCE	FF1	FF2	FF3	FF4	MERCHANT	DESCRIPTION	AMOUNT	
2															
3															
4															

Please email a request to PSL.Support@castandcrew.com if you would like the PSL+ Excel template emailed to you, or visit the [Cast & Crew Help Center](#) to download the template.

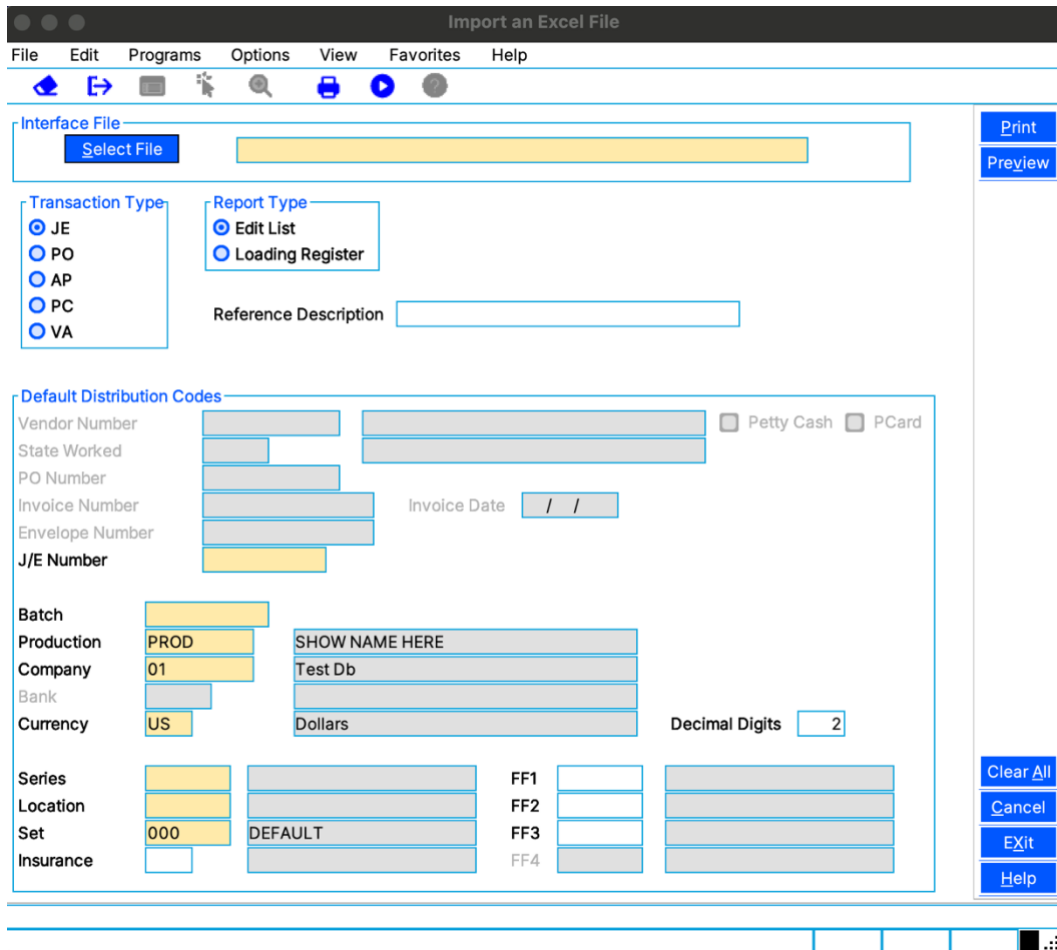
Open:

- To access the Import an Excel File [xlint] screen, click the 'J/E' module from the menu tree (see following screen shot).

- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Once the data is entered into the Excel Spreadsheet correctly, save the file as a Text/Tab delimited (.txt) format to your desired directory as shown.

i Note: You can also save as a Comma delimited (.csv) format if the Text/Tab delimited (.txt) option does not import properly.

Interface File:

- **Select File** – Choose the Text/Tab delimited (.txt) or Comma delimited (.csv) file you wish to load. Files are loaded one at a time.

Transaction Type:

- Select the type of transaction you wish to load which are as follows: J/E, P/O, A/P, P/C and VA. This program does not import Payroll transactions.

Default Distribution Codes:

- Press F2 or right-click in any field (Batch, Production, Company, Bank, Currency, Series, Location, Set, Insurance, Free Field(s)) to select codes if they don't default. If the Series, Location, or Set columns are

blank in the Excel file, PSL+ uses the codes entered here in the Default Distribution Codes section. Other fields (Vendor Number, State Worked, P/O Number, Invoice Number, Envelope Number) are only available based on the selected Transaction Type.

 **Tip**

Make sure to input all yellow highlighted fields as yellow fields are required before proceeding in PSL+.

Report Type:

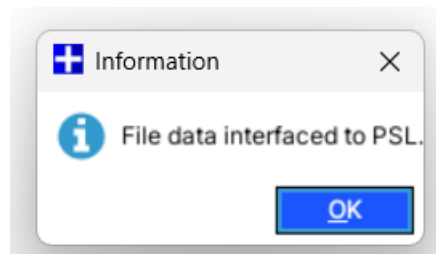
- Defaults to Edit List to review the file import prior to loading. To move forward with loading, select 'Loading Register' followed by either the Print or Preview option.

Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

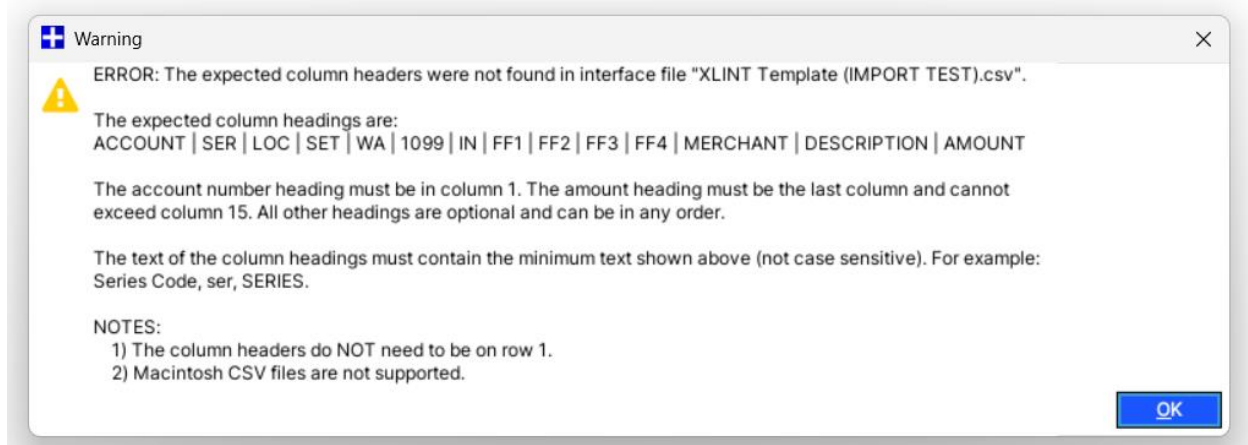
- **Print** - Opens the Print Dialogue box and sends the report directly to the printer.
- **Preview** - Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.

Once you select 'Loading Register' followed by either the Print or Preview option, PSL+ displays the following message prompt confirming the file is now interfaced:



Once imported, the newly created Reference Number is listed on the Excel Interface Register. The new transaction is also created with an unposted status in which you can still modify before posting.

Upon selecting 'Loading Register', you may also receive the following warning message if your Excel Spreadsheet file contained errors:



If you received this message, the importing process is not completed until the errors are corrected. The main reason you would receive this error message is because the Excel Spreadsheet file is not formatted correctly; please refer to the PSL+ Excel template.

Please email the Excel Spreadsheet file to PSL.Support@castandcrew.com should you encounter any problems with the import process. The Support Department is happy to assist in troubleshooting and/or loading the file for you upon request.

Part VIII: Payroll

This section will address the following programs:

- Load/Interface C&C Payroll Invoice
- Payroll Entry
- Post P/R Transactions/Edit List
- Print Payroll Checks
- Payroll History Report
- Additional Payroll Screens/Reports

Cast & Crew's Payroll Coordinator receives the timecards that have been submitted by the Accountant and enters this data into the Payroll System. After Payroll is calculated, the Payroll Coordinator sends the Accountant an email notification with the Payroll Edit file attachment. The Edit file displays how Payroll will be processed based on the data entered.

The Accountant reviews the Payroll Edit file and contacts the Payroll Coordinator if there are any coding modifications (hours, series, location, set, etc.) needed. If so, the Payroll Coordinator makes any requested changes in which the Accountant then the option must approve the changes or receive another Edit file for review.

When the Payroll Edit file is finalized, Payroll checks are cut, and the Payroll Interface file is created and sent to PSL+. The Accountant is notified by an email notification that includes the Payroll invoice number.

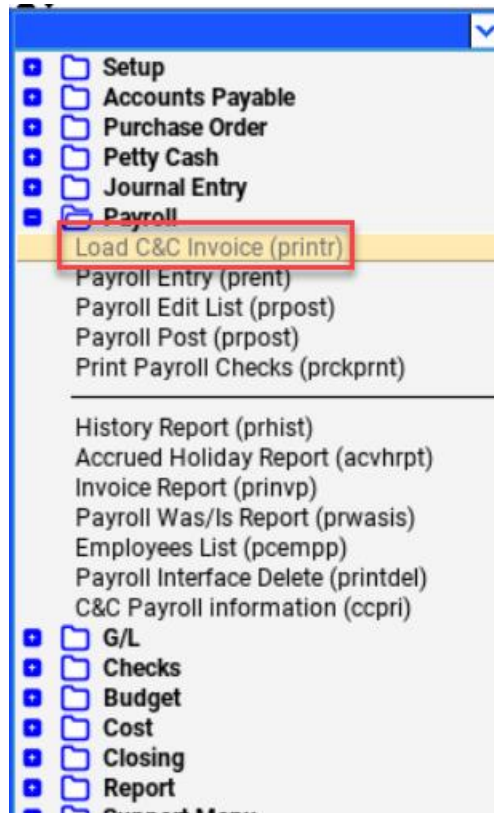
Load/Interface C&C Payroll Invoice

When the Payroll Edit file is finalized, Payroll checks are cut, and the Payroll Interface file is created and sent to the PSL+ server that houses the database. The Accountant is notified by email that the Payroll Interface file is ready to load into PSL+. Upon interfacing, should your Payroll Edit List encounter any errors (e.g., illegal/invalid account, series, location, set, etc.), this usually means that the Payroll System has codes that differ and/or do not exist in PSL+. To correct this, add the necessary codes in PSL+ then review the Edit List again or load the file with the errors and make the corrections in the Payroll Entry [prent] screen. You can also contact your Payroll Coordinator to make any revisions before interfacing into PSL+.

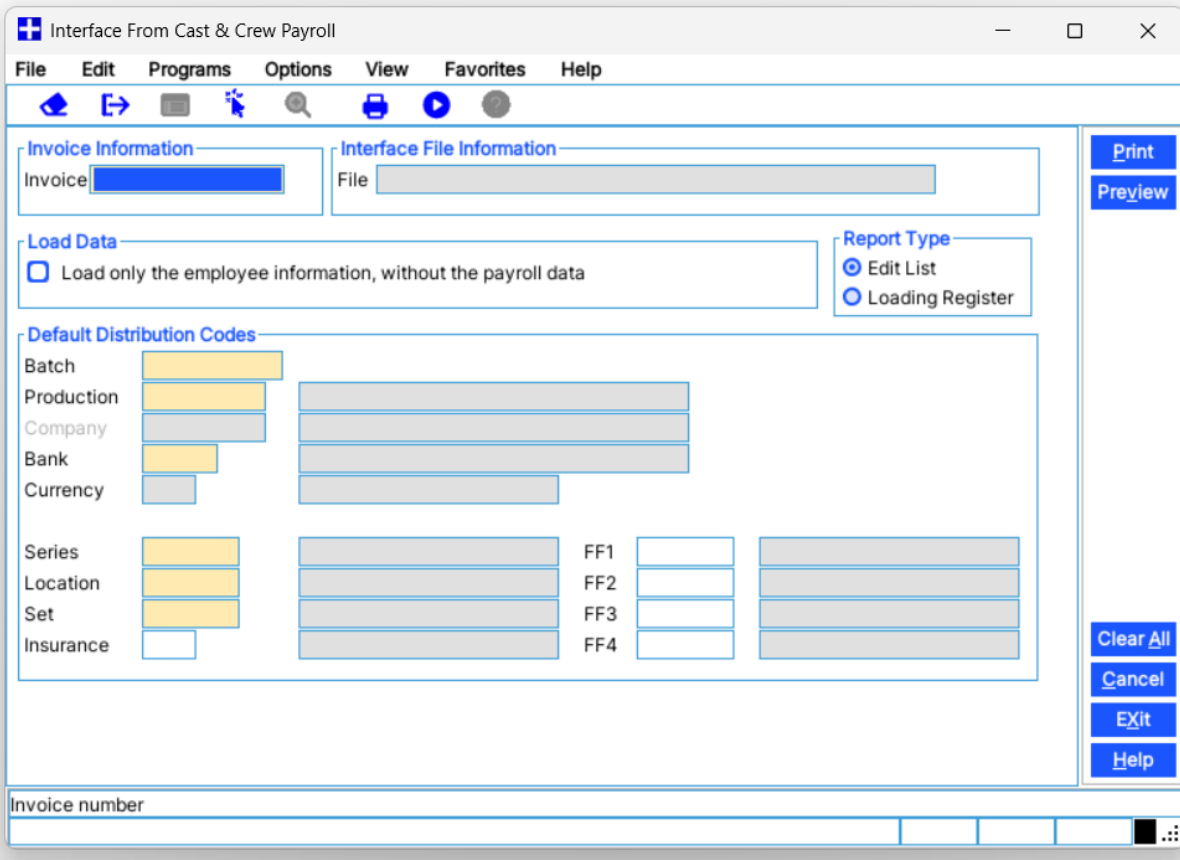
Open:

To access the Load/Interface C&C Payroll Invoice [printr] screen, click the 'P/R' module from the menu tree (see following screen shot).

You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Invoice Information:

- **Invoice** – Select the Payroll invoice to load by pressing the **F2 key** or right-clicking in the field to choose from the list. The pick list displays all unimported invoices that have not yet interfaced.
- You may also type the invoice number directly and press **Enter**.

Note: Invoices can only be loaded one at a time.

Interface File Information:

- **File** - This field auto-populates once an invoice number is entered. The invoice number appears at the end of the file path, for example: /usr/pa/inv/yourdatabasename/123456. **Note:** this field is view-only and cannot be accessed or edited.

Load Data:

- **Load Only Employee Information (No Payroll Data).** Select this checkbox to load new employee records only. Leave it unchecked (default) to load both new employee records and Payroll invoice data into PSL+.


Default Distribution Codes:

Press the F2 key or right-click in any of these fields (Batch, Production, Company, Bank, Currency, Series, Location, Set, Insurance, Free Field(s)) to select the required codes if they do not already default.

Entering default codes here does not overwrite the Payroll Interface file. Instead, these codes replace any errors (e.g., invalid account, series, location, set) encountered during loading.

The Batch Number entered here carries through to Payroll Entry [prent] and A/P Entry [apte] if your database is configured for Automatic A/P.

You can also create a new Batch Number with up to six alphanumeric characters (e.g., PAYROLL) to track Payroll transactions.

 **Note:** All yellow fields are required and must be completed before proceeding in PSL+.

Report Type:

Defaults to Edit List, which reviews the selected invoice file and identifies errors (e.g., invalid account, series, location, set).

Errors on the Edit List usually indicate that the Payroll System has codes not matching or missing in PSL+.

How to Resolve Errors:

1. Add the missing codes in PSL+ and re-run the Edit List
2. Or, load the file with errors and correct them in Payroll Entry [prent]
3. You may also contact your Payroll Coordinator to update the Payroll System before interfacing into PSL+

To Proceed with Loading:

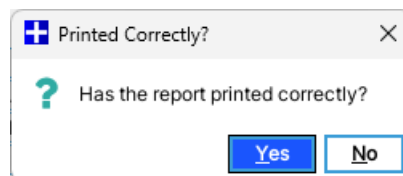
Select Loading Register, then choose either Print or Preview.

Print/Preview the Report:

Located in the top-right corner of the screen, you can choose:


- **Print** – Opens the Print dialog box and sends the report directly to your printer.
- **Preview** – Generates a PDF report that opens instantly on your screen. You can also print from this PDF.

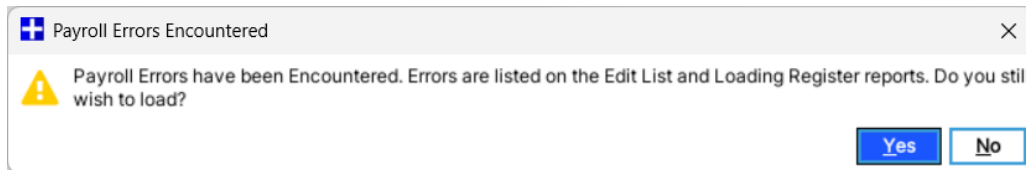
After selecting Loading Register, choose either Print or Preview. PSL+ will then display a message prompt.



If you select No, PSL+ will ask: “Would you like to reprint the register?”

- If you select No again, the loading process does not complete
- If you select Yes, a confirmation prompt appears indicating the Payroll invoice is now loaded. PSL+ will also provide the Payroll Entry [prent] Reference Number for the invoice

 **Note:** Upon selecting Yes, you may also receive a warning message if the Payroll Interface file contained errors.



If you select No, a prompt will notify you that the loading process is not complete.

If you select Yes, PSL+ will confirm that the Payroll invoice has been loaded and provide the Payroll Entry [prent] Reference Number for the invoice.

- This Reference Number is created with an unposted status, allowing you to make any necessary changes in Payroll Entry [prent] before posting.

Payroll Entry

The Payroll Entry [prent] screen allows you to review and modify Payroll data that was loaded into your database from the Load/Interface Cast & Crew Payroll Invoice [printr] screen.

- Each Payroll transaction represents a single Payroll invoice, which may include many employees and multiple accounts (e.g., Labor, Fringe, FICA)
- In this screen, you can adjust most distribution coding (e.g., account, series, location, set)
- You may also add lines to split amounts by employee or delete existing lines

Limitations:

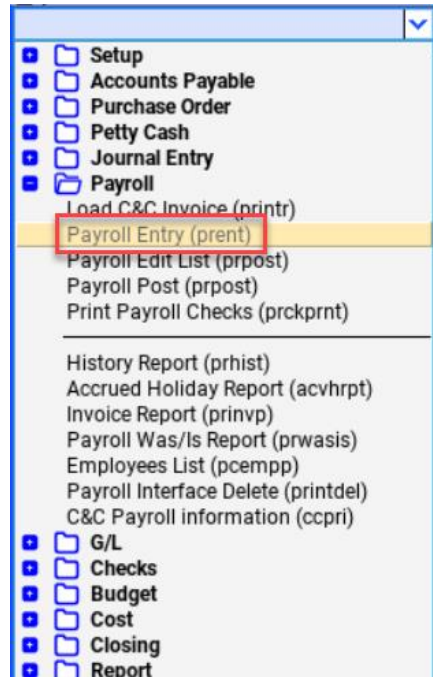
- You cannot change the invoice total or the total amount for each employee
- This screen is not used to enter new Payroll transactions—it only applies to Payroll invoices already loaded
- If you need a new or revised Payroll invoice, contact your Cast & Crew Client Services clientservices@castandcrew.com

Tip:

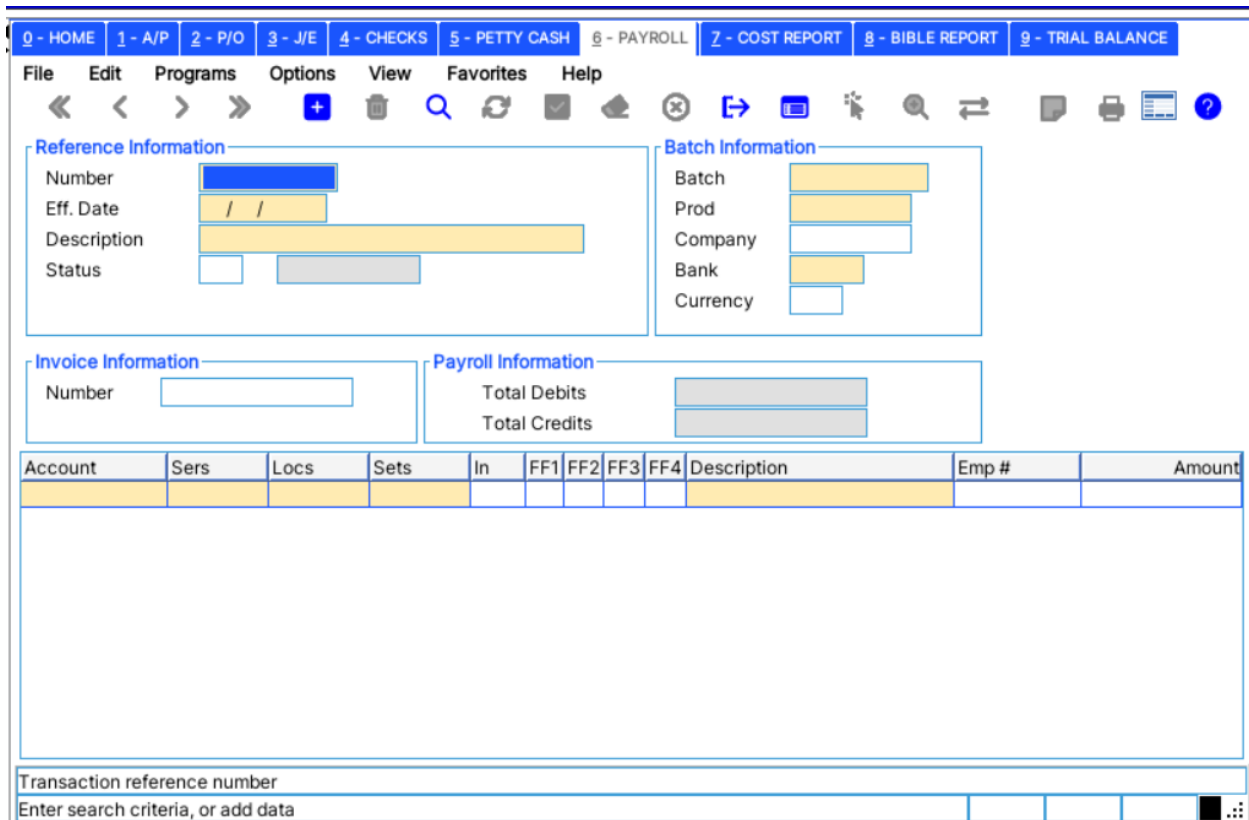
If no changes are required, you can skip Payroll Entry [prent] and proceed directly to posting the invoice in Post P/R Transactions [prpost].

Accessing Payroll Entry [prent]:

- Click Tab #6, or press ALT + 6
- Open it from the P/R module in the menu tree
- Type the screen name or acronym in the blue prompt bar (above the *Setup* menu) and press Enter



The screen then appears.



The screenshot shows the software interface for the Payroll Entry screen. The top navigation bar includes tabs for HOME, A/P, P/O, J/E, CHECKS, PETTY CASH, PAYROLL, COST REPORT, BIBLE REPORT, and TRIAL BALANCE. The menu bar includes File, Edit, Programs, Options, View, Favorites, and Help. The interface is divided into several sections:

- Reference Information:** Number, Eff. Date, Description, Status.
- Batch Information:** Batch, Prod, Company, Bank, Currency.
- Invoice Information:** Number.
- Payroll Information:** Total Debits, Total Credits.

Below these sections is a table with the following columns: Account, Sers, Locs, Sets, In, FF1, FF2, FF3, FF4, Description, Emp #, and Amount. The table is currently empty.

At the bottom of the screen, there is a text box for "Transaction reference number" and a search bar with the text "Enter search criteria, or add data".

Reference Information:

Reference Number

- A system-assigned transaction number generated when the Payroll Interface file is loaded through Load/Interface C&C Payroll Invoice [printr]
- To retrieve a Payroll transaction, enter the Reference Number and press Enter, press the F7 key, or select the Find icon on the toolbar
- If the Reference Number was not recorded, you can also access the Payroll transaction by pressing the F2 key or right-clicking in the Invoice Number field to choose from the list

Effective Date

- The transaction date recorded on the Bible Report [bdbrr] and displayed as an Actual Cost on the Estimated Final Cost Report [efcrpt]
- By default, this date matches the date the Payroll Interface file was loaded into PSL+
- You can update it by typing over the default date or right-clicking to use the calendar selection

i Note: Dates from previously closed periods cannot be entered.

Please email a request to PSL.Support@castandcrew.com if you need a transaction's Effective Date changed and include the Reference Number(s). Be advised depending on your specific studio's guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

Description

- Displays the week-ending date from the Payroll invoice
- Can hold up to 30 alphanumeric characters
- If the invoice was loaded through Load/Interface C&C Payroll Invoice [printr], this field (Reference Description) is typically not changed

Status

- Indicates the overall status of the transaction:
 - U = Unposted (modifiable until posted in Post P/R Transactions [prpost])
 - P = Posted (no further changes allowed)
- PSL+ updates this field automatically

i Note: Please email a request to PSL.Support@castandcrew.com if you need a transaction unposted and include the Reference Number(s). Be advised depending on your specific studio's guidelines, the Support Department may need to obtain approval from your Studio Finance Executive before proceeding.

Batch Information:

Codes - These fields are attached to the transaction and default from the Load/Interface Cast & Crew Payroll Invoice [printr] screen.

- To change a defaulted code, press the F2 key or right-click in any of these fields (Batch, Production, Company, Bank, Currency) and make your selection

Invoice Information:

Invoice Number – Cast & Crew–assigned invoice number generated from the Payroll Edit file.

- If the Reference Number was not recorded, you can retrieve the Payroll transaction by pressing the F2 key or right-clicking in this field to select from the list

Payroll Information:**Total Debits**

- Displays the total debit entries calculated in the distribution lines
- Defaults from the Payroll Edit file
- Note: This field is view-only and cannot be accessed

Total Credits

- Displays the total credit entries calculated in the distribution lines
- Defaults from the Payroll Edit file
- Note: This field is view-only and cannot be accessed

Balancing Rule

- Entering a positive amount in the distribution line *Amount* field increases Total Debits
- Entering a negative amount (with a minus sign) increases Total Credits
- Debits and Credits must balance before the transaction can be saved

Distribution Lines

- Default automatically from the Payroll Edit file
- To make coding changes, press the F2 key or right-click in most fields (Account, Series, Location, Set, Insurance, Free Field(s), Description, Employee Number, Amount) or type directly in the fields

Account Number

- The Chart of Accounts number that will be debited or credited for the distribution line
- If the Payroll Interface file includes an invalid account, PSL+ will:
 - Default to the Suspense Account (if set up), or
 - Leave the field blank
- To update the account number:
 - Press the F2 key or right-click to select an existing account
 - If the account does not exist in PSL+, press the F5 key or select the Zoom icon to open the Chart of Accounts Entry [glca] screen and add the account immediately
 - Once saved, press the F1 key and select the F (Fetch) option, or use the Fetch icon to bring the account back into Payroll Entry [prent]

i Note: The Series, Location, Set, Insurance and Free Field Codes are brought over from the Payroll Interface file. If the Payroll Interface file contains codes that do not exist in PSL+, the codes input in the Load/Interface Cast & Crew Payroll Invoice [printr] screen default instead. To make any necessary coding changes, press the F2 Key or right click in these fields and make your selection.

Description

- Explanation for the distribution line
- Can hold up to 30 alphanumeric characters

Employee Number

- Number of the employee receiving payment
- Typically used for recordkeeping only

Amount

- Dollar or currency amount for this distribution line
- Type over the debit or credit to change the amount
- Enter negative amounts by placing a minus sign before the number
- After any changes:
 - Total Debits must equal Total Credits
 - The invoice total and each employee's total amount must remain unchanged

 **Tips:**

- Press the F2 key or right-click in the *Amount* field to open a calculator
- Required Fields
 - All yellow fields are required and must be completed before saving in PSL+
- Saving Entries
 - Click the Save icon on the toolbar, or:
 - Press F1 + U (Update) → Saves and keeps the entry on screen
 - Press F1 + A (Accept) → Saves and clears the screen (most common)
- Adding Lines
 - Press Enter or Tab at the last line to add another distribution line
 - To insert a line between existing ones, place the cursor at the desired spot and press F4 or select the Add icon. A new line will be inserted beneath
- Deleting Lines
 - Place the cursor on the line you want to delete and press F10 or select the Delete icon
 - The line will show a red strike-through and will be removed upon saving
- Searching for Entries
 - Press F7 or select the Find icon (with the screen clear) to search
 - Use the Arrow icons (First, Prior, Next, Last) or Page Up/Page Down keys to scroll through records

Post P/R Transactions/Edit List

Use the Post P/R Transactions/Edit List [prpost] screen to review and post Payroll Entry transactions. You may post transactions individually or all at once.

It's recommended to first generate an Edit List—a report of selected transactions—to review for accuracy and ensure you're posting the correct entries. You can print or view the Edit List on screen.

If corrections are needed, return to P/R Entry [prent], make your changes, and generate a new Edit List to confirm updates.

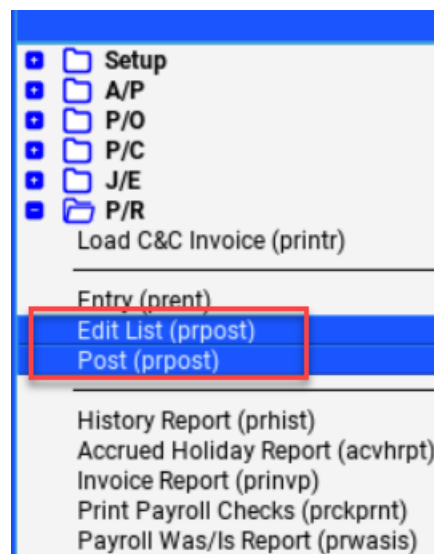
Once all entries are verified, proceed with the Posting Register to permanently transfer the transactions to the Bible Report/General Ledger [bdbr].

i Note: To enable the Automatic A/P option when posting Payroll transactions, email PSL.Support@castandcrew.com before posting. Include the Vendor ID Number and any Vacation or Holiday Accrual Accounts to exclude. Once enabled, you'll receive the Automatic A/P prompt in the Post P/R Transactions [prpost] screen.

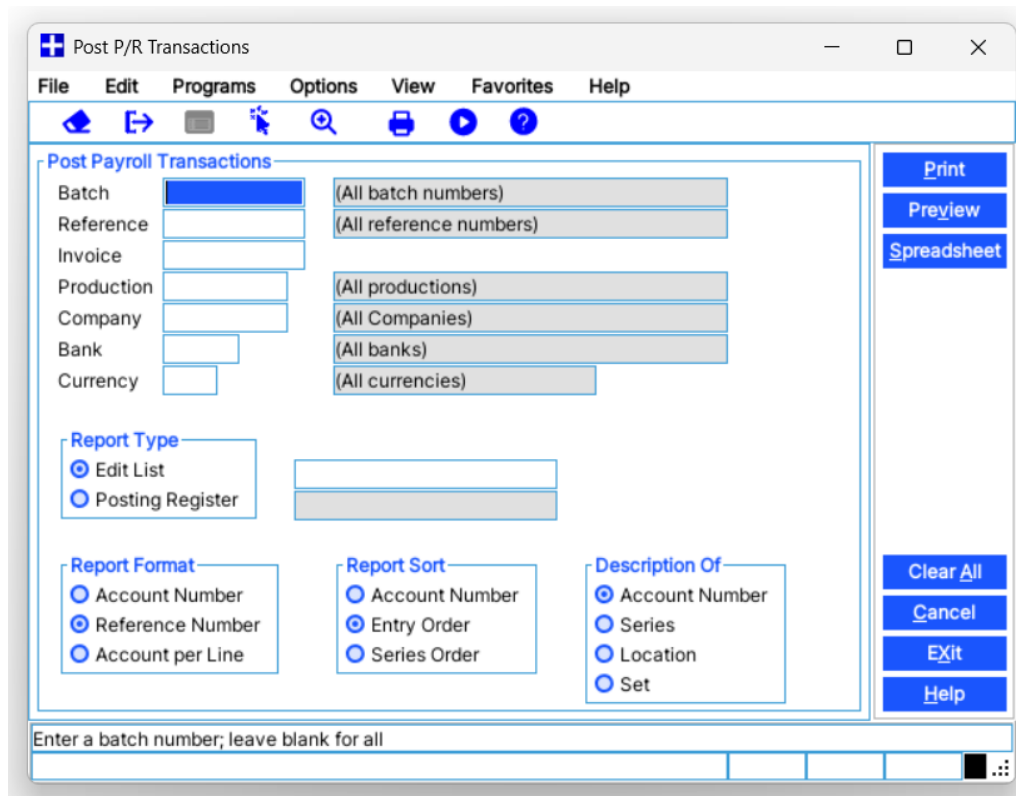
If you choose not to enable this feature, you must manually enter A/P transactions in A/P Entry [apte].

Open:

- To access the Post P/R Transactions/Edit List [prpost] screen, click the 'P/R' module from the menu tree. Listed are the Edit List and Post Reports. You will notice once you click either report, the other also becomes selected as you can view both reports from the same screen
- The Post P/R Transactions/Edit List [prpost] screen is also located in the 'Report' module under the 'Payroll' sub-folder
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



The screen then appears.



Post P/R Transactions Selection Criteria:

- Press F2 or right-click in any of the following fields - Batch, Reference, Invoice, Production, Company, Bank, or Currency - to select an entry
- To choose multiple entries, hold Ctrl while clicking
- Your selections filter the report to display only the corresponding items
- Leave all fields blank to include all unposted Payroll transactions

Report Type:


- Defaults to Edit List to review Payroll entries and make any needed changes before posting
- To post, select Posting Register, then choose Print, Preview, or Spreadsheet to transfer the transactions to the Bible Report [bdbl]

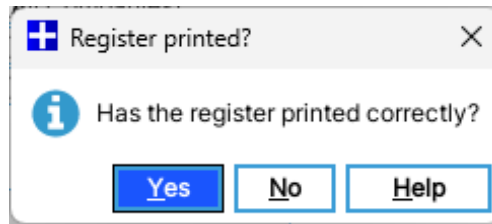
Report Formats:

- 'Report Format', 'Report Sort' and 'Description Of' are all sorting options available for you to select per your preference

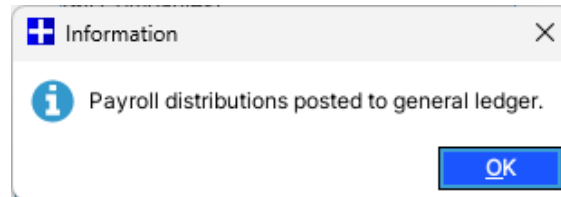
Print/Preview the Report:

- Print - Opens the Print Dialogue box and sends the report directly to the printer
- Preview – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- Spreadsheet – Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format.

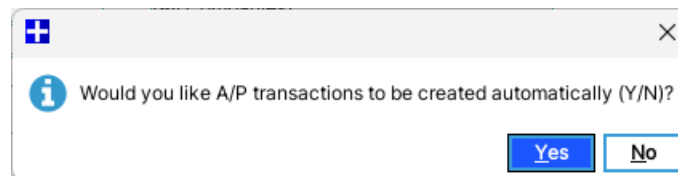
 **Note:** if you select this option, you can have additional sorting options within Excel.



If you select No, PSL+ will ask, “Would you like to reprint the register?”
 Selecting No again keeps the posting process open, allowing further changes.
 Selecting Yes confirms the Payroll transactions are now marked as posted.



Also, if your database is set up with the Automatic A/P option, you will receive the following prompt:



If you select Yes, the new A/P Entry [apte] Reference Number appears on screen.
 You can edit the entry in A/P Entry [apte] before posting, as it remains unposted.
 Any excluded Vacation or Holiday Accrual Accounts will not transfer to the new A/P transaction.
 If you do not use the Automatic A/P option, the A/P transaction must be entered manually in A/P Entry [apte].

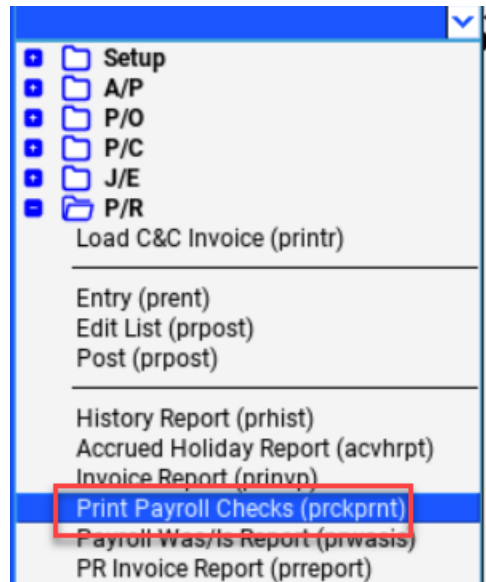
i Note: If you need to modify distributions for posted items, use the Posted Transaction/Item Editor [glfix] in the J/E module, subject to your User ID and studio permissions. To request an unpost, email PSL.Support@castandcrew.com with the Reference Number(s). Depending on your studio's guidelines, Support may need approval from your Studio Finance Executive before proceeding.
 Posted transactions cannot be reprinted directly from the posting screen. To reprint, access the Archived Reports [archrpt] module, where all Posting Registers are stored. For details, see *Archived Reports [archrpt]*.

Print Payroll Checks

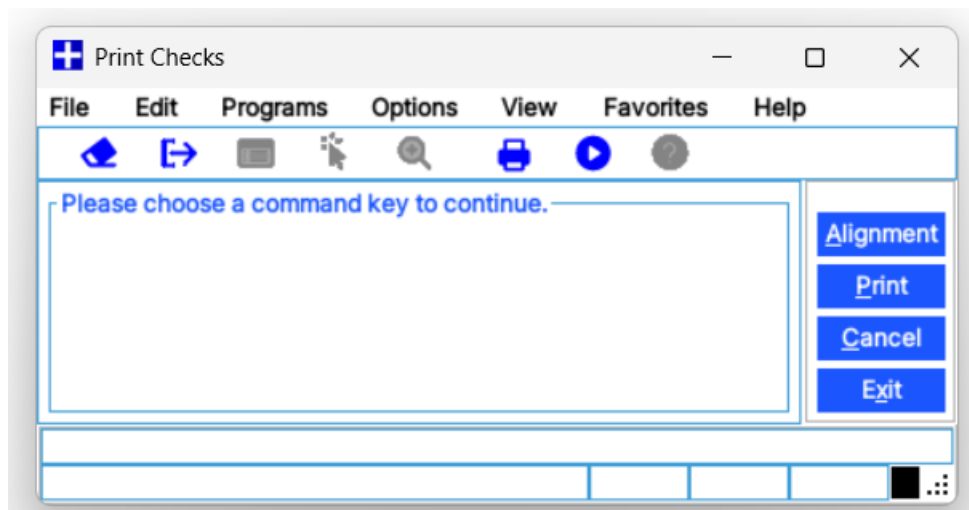
The Print Payroll Checks [prckprnt] screen allows you to print onsite/location Payroll checks from the convenience of your own printer. The Accountant is notified by email that the Payroll Check file is available to print from PSL+. If this is your first-time printing Payroll checks, it is recommended to print a test Alignment to ensure that all check form fields are printing in the designated positions.

Open:

- To access the Print Payroll Checks [prckprnt] screen, click the 'P/R' module from the menu tree (see following screen shot)
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



The screen then appears.



Alignment and Check Printing:

- **Alignment** – If this is your first-time printing Payroll checks, it is recommended to print a test Alignment form to ensure that all check form fields are printing in the designated positions. Press the F1 Key, then 'A' option or select 'Alignment' located in the top right-hand corner. Please contact the Support Department for a walk-through of this process if preferred
- **Print** – After the Alignment is complete, make sure to put in the correct toner and check stock for Payroll checks. Press the F1 Key, then 'P' option or select 'Print' located in the top right-hand corner to choose

the Payroll Check file you wish to print from the list. All invoices that have not been printed display on the pick list. Please note Payroll Check files are printed one at a time

i Note: Please email a request to PSL.Support@castandcrew.com if you need to reprint Payroll checks for any reason (e.g., wrong toner, forgot to load in check stock, etc.) and need them to be made available again. Provide the invoice number and/or certain check numbers along with the reason for the reprint.

Payroll History Report

The Payroll History Report [prhist] generates a complete listing of an employee's Payroll history. The report can also include multiple employees or all employees' Payroll history in the database. You can view the employee's Payroll data through the many selection criteria and sorting options listed on the report screen. At the end of each employee listing, PSL+ prints a Distribution Summary in account order, followed by a Check Line/Stub Summary.

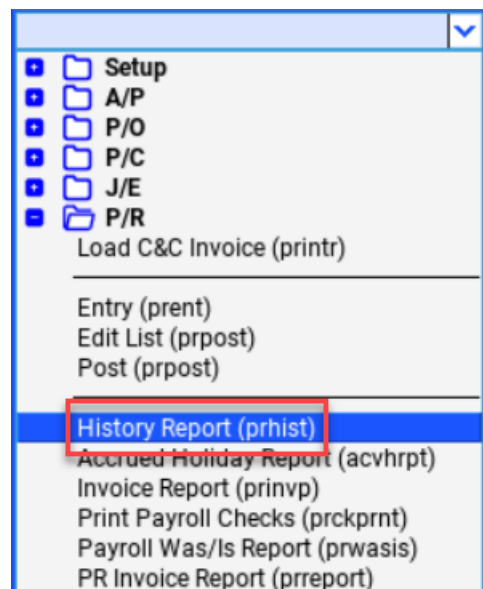
i Note: the Payroll History Report [prhist] displays only the Payroll transactions that were interfaced in the Load/Interface C&C Payroll Invoice [printr] screen. It does not show Payroll entries manually created in Payroll Entry [prent].

Open:

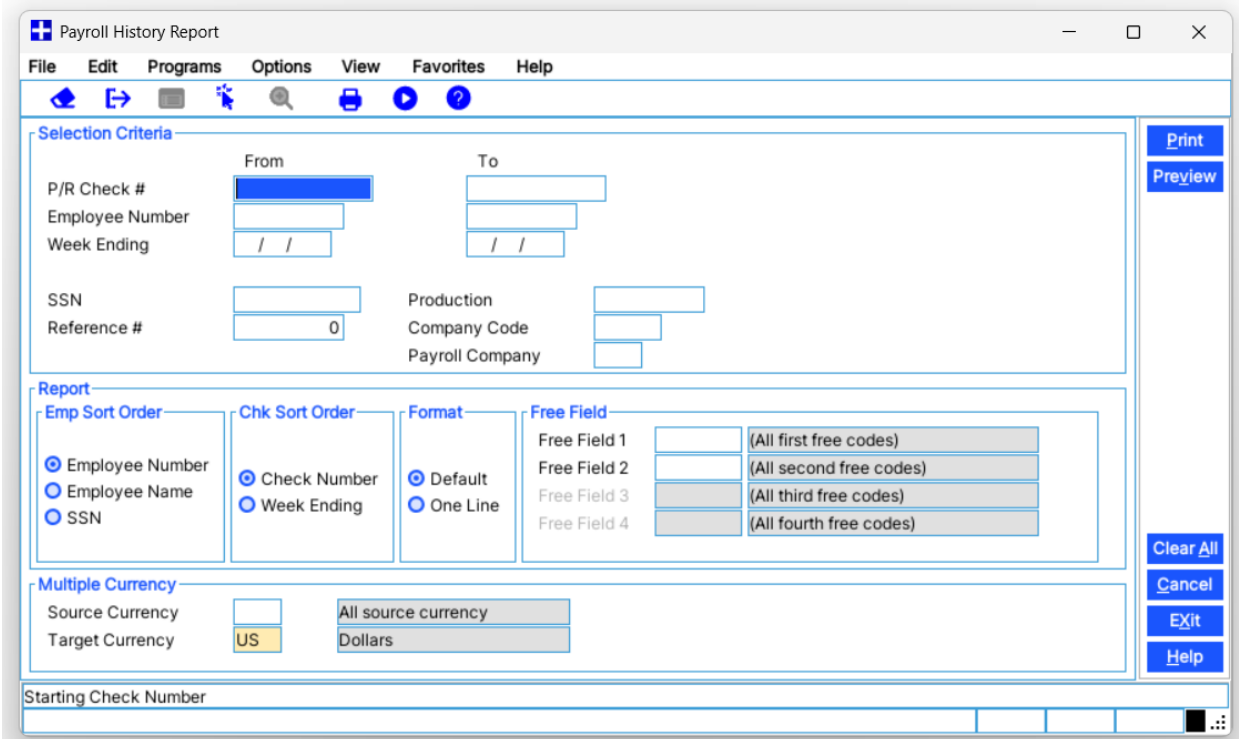
To access the Payroll History Report [prhist], click the 'P/R' module from the menu tree (see following screen shot).

The Payroll History Report [prhist] is also located in the 'Report' module under the 'Payroll' sub-folder.

You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



To select criteria, press the F2 Key or right-click in most fields, or type directly into the field. To include all criteria, leave fields blank except for the yellow required fields, which must be completed before proceeding in PSL+.

From and To:

- **P/R Check Number** – Payroll Check Numbers to include in the report
- **Employee Number** – Employee Numbers to include in the report
- **Week Ending** – Payroll Week Ending dates to include in the report

Selection Criteria:

Press the F2 Key or right click in any of these fields (SSN, Reference #, Production, Company Code, Payroll Company and Free Field(s)) to choose the necessary codes.

Reports:

'Employee Sort Order', 'Check Sort Order' and 'Format' are all sorting options available.

Multiple Currency:

- **Source Currency** – Choose to include only transactions denominated in one or more currencies

- **Target Currency** – Base currency set in the System Control Information Entry [sucrtl] screen defaults here

Print/Preview the Report:

- **Print** – Opens the Print Dialogue box
- **Preview Edit** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format

Additional Payroll Screens/Reports

PSL+ provides several additional Payroll screens and reports, listed below.

If you need a report not available in PSL+, contact your Payroll Coordinator. The Payroll Department offers a broader range of reports with expanded criteria and sorting options.

Open:

To access the following Payroll Screens/Reports, click the 'P/R' module from the menu tree (see following screen shot).

These additional Payroll Screens/Reports are also located in the 'Report' module under the 'Payroll' sub-folder.

You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

To select criteria for the following reporting screens, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank except for any yellow colored fields as yellow fields are required before proceeding in PSL+.

Accrued Holiday Report [acvhrpt] – Use [acvhrpt] to generate a listing of a single or all employees' Vacation and Holiday Accrual Account totals ran by Social Security Number. This report displays the Invoice Number, Check Number, Reference Number, and Balance sorted by the employee's last name.

Payroll Invoice Status Report [prinvp] – Use [prinvp] to display the status of each Payroll invoice. This report displays the Invoice Number, Reference Number, Description, and Status (Posted or Not Posted) sorted by invoice.

Payroll Was/Is Report [prwasis] – Use [prwasis] to track and report all changes made to a Payroll Invoice file after being loaded into PSL+. This report can be run by Payroll Check Number, Employee Number, Week Ending Date, and Reference Number. The report displays the WAS (what the original data was in the Payroll Invoice File before being loaded into PSL+) and IS (what the data is now), detailing the changes for all distribution fields for each transaction on the Payroll Invoice File.

C&C Payroll Information [ccpri] – Use [ccpri] to view payroll setup details for a show processed through Cast & Crew. When a show is set up for payroll processing, it is assigned a PR Production Company number (Prod Co) based on the production company and a PR Project Number for the specific project. In the PSL+ search

bar, enter ccpri and click the magnifying glass icon. On the next screen, you will find the assigned Production Company Number(s) and Project Number(s) associated with your show.

i Note: The reports are available in either Print, Preview and/or Spreadsheet formats.

Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.

Part IX: General Ledger

This section will address the following programs:

- Chart of Accounts Entry
- Chart of Accounts Listing Report
- Trial Balance Report
- Bible Report
- Additional G/L Entry Screens
- Additional G/L Inquiries and Reports

Chart of Accounts Entry

The Chart of Accounts is the master list of all account numbers used to track production costs, including Assets, Liabilities, Capital, Income, and Expenses.

Use the Chart of Accounts Entry [glca] screen to create, search, modify, or delete accounts. Accurate setup is critical. Properly configured accounts ensure reports categorize data correctly by Type, Line, Post, and Sub.

Many users create their Chart of Accounts through the Import a Budget screen in the *Budget* folder using the Create New Accounts option. PSL+ supports budget imports only from EP/Movie Magic Budgeting in (.dsc) or (.txt) file formats.

i Note: Each PSL+ database supports one Chart of Accounts.

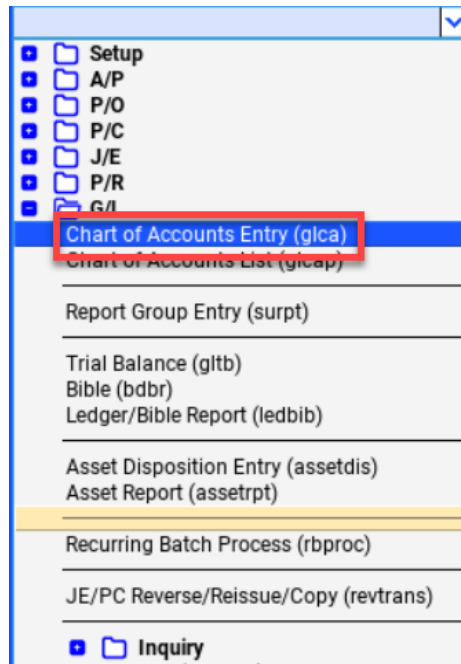
For the “Import a Budget from EP/Movie Magic – Step-by-Step Guidelines,” email

PSL.Support@castandcrew.com In Import a Budget [bdint], use Create New Accounts to build the COA.

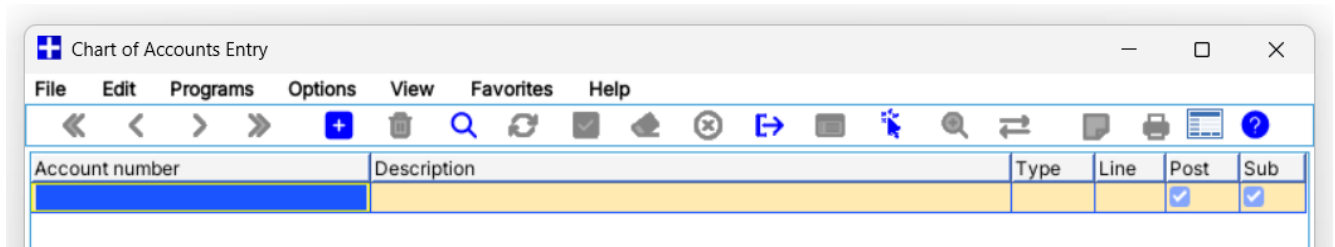
To copy a Chart of Accounts from a previous PSL+ database into a new one (if none was specified at setup), email PSL.Support@castandcrew.com.

Open:

- To access the Chart of Accounts Entry [glca] screen, click the 'G/L' module from the menu tree
- You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



The screen then appears.



Account Number – A combination of characters matching the account mask format.


When entering a new account number, PSL+ prompts: *“That Account is not in the database. Would you like to add it?”* Select Yes to create it.

To find an existing account, press the F2 Key or right-click in the Account Number field. You can also search by range using the wildcard () — *for example, type 11 and press F7 or select the Find icon to display all 1100-series accounts.*

PSL+ supports most account mask formats (e.g., XXXX, XX-XX, etc.).

i Note: To request an account mask change, email PSL.Support@castandcrew.com New databases default to ‘XXXX’ unless otherwise specified during setup. Depending on your studio’s guidelines, Support may need approval from your Studio Finance Executive before making any changes.

- **Description** – Name or title of the account number which can hold up to 30 alpha/numeric characters. To search for an existing account by description, use the wildcard character aka asterisk (*). For

example, if you want to view all accounts with the word 'bank', type *bank* and press the F7 Key or select the 'Find' icon  PSL+ displays all matching account descriptions

- **Type** – Single letter classification indicating the Account Type. Press the F2 Key or right click to select the Account Type options which are displayed below





+ Account type	
Account type	Description
A	Asset
L	Liability
C	Capital
I	Income
E	Expense


- **Line** – Single letter classification indicating the Line Type. Only Expense Accounts have a Line Type. Press the F2 Key or right click to select the Line Type options which are displayed below

+ Codes	
Code	Description
A	ABOVE THE LINE
B	BELOW THE LINE
D	BELOW THE LINE OTHER CHARGES
C	BELOW THE LINE POST PRODUCTION
F	COMPLETION COSTS
E	CONTINGENCIES
G	COST RECOVERY / TRANSFERS

- **Post** – Check mark this option if the account can have amounts posted to it. If this field is left unchecked, PSL+ does not allow you to post transactions to the account number
- **Sub** – Check mark this option if the account is a Sub-account and not a Header or Standalone Account

Tips

- Make sure to input all yellow-colored fields as yellow fields are required before saving in PSL+
- You can also press the F1 Key, then 'U' option  to Update which saves and remains on screen or press the F1 Key, then 'A' option to Accept  which saves and clears the screen (most common)
- To add another account number, press Enter or Tab where the last line was entered
- To insert an account number in chronological order between already existing account numbers, place your cursor where you want to add and press the F4 Key or select the 'Add' icon.  A new line is added beneath
- To delete an account number, place your cursor in the line you want to delete and press the F10 Key or select the 'Delete' icon.  A red strike-through line appears which is deleted upon saving

 **Note:** PSL+ only allows you to delete an account number that is not attached to a transaction.


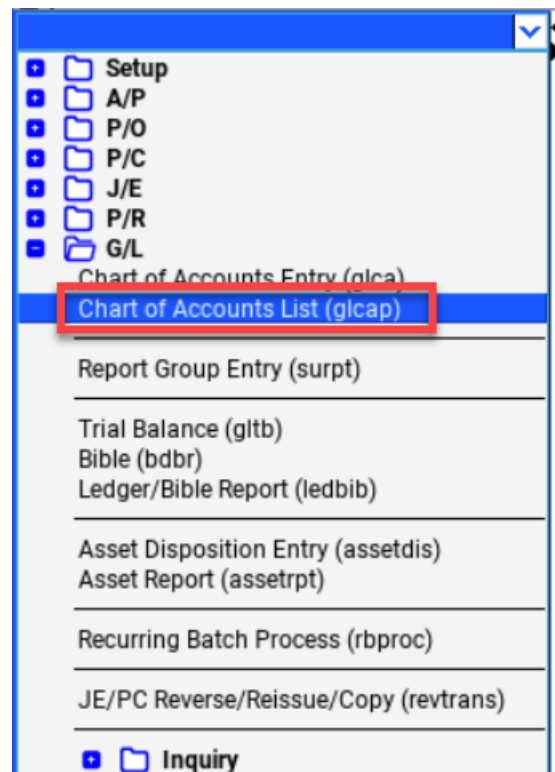
- To search for an existing entry, press the F7 Key or select the 'Find' icon when the screen is clear . All records appear in which you can scroll through using the 'Arrow' icons (First, Prior, Next and Last) or by pressing the 'Page Up' or 'Page Down' Keys until you find the entry needed.

Chart of Accounts Listing Report

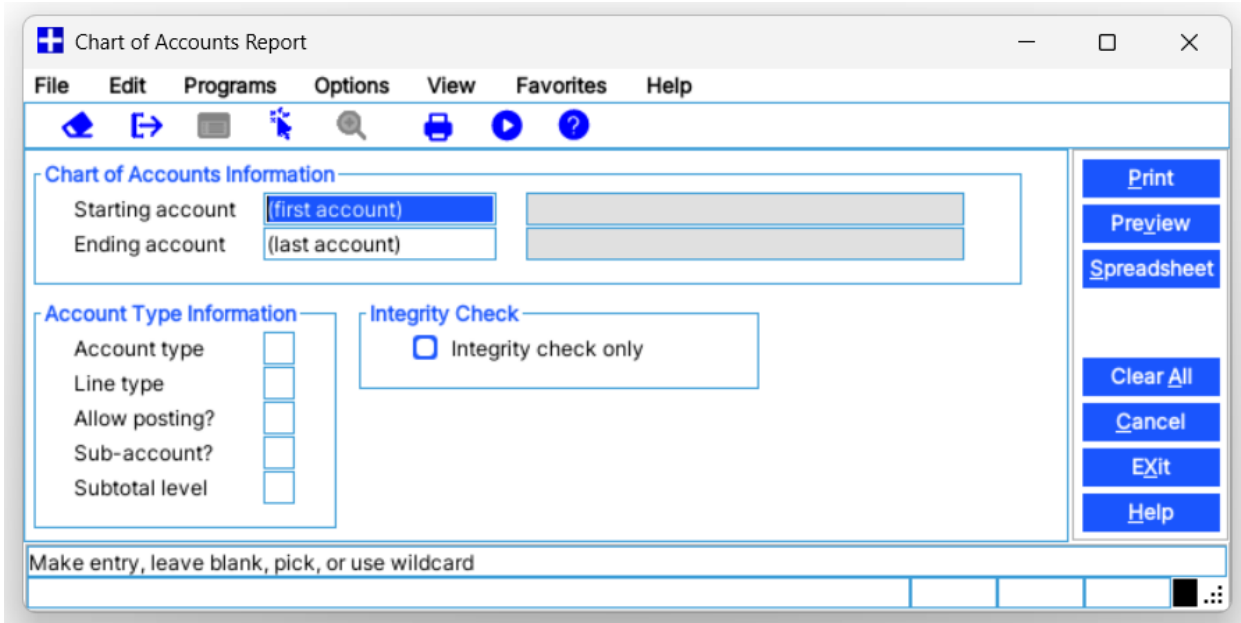
The Chart of Accounts Listing Report [glcap] generates a listing of all account numbers in your database. These account numbers are pulled from the Chart of Accounts Entry [glca] screen. Chart of Accounts is the master list of all account numbers used to track Production costs including Assets, Liabilities, Capital, Income and Expenses.

Open:

- To access the Chart of Accounts Listing Report [glcap], click the 'G/L' module from the menu tree
- The Chart of Accounts Listing Report [glcap] is also located in the 'Report' folder under the 'General Ledger' and 'Setup & Maintenance' sub-folders.
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



- To select criteria, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank.

Chart of Accounts Information:

Starting and Ending Account - Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the Starting Account and Ending Account fields. To select all account numbers, leave both fields blank.

Account Type Information:

Account Type – Single letter classification indicating the Account Type (Asset, Liability, Capital, Income, Expense).

Line Type – Single letter classification indicating the Line Type (A, B, C, D, E, F, G). Only Expense Accounts have a Line Type.

Allow Posting – Indicate (Y/N) if you want to include only account numbers that can have transactions posted to them.

Sub-Account – Indicate (Y/N) if you want to include only Sub-accounts or only Header and Standalone Accounts.

Subtotal Level – Indicate if you want to include only accounts with a specific Level. If so, enter a number between 0 through 9.

Integrity Check:

Check mark this option to view if there are any errors or formatting issues within your Chart of Accounts. Selecting this option will generate the Chart of Accounts Integrity Check Report in which the errors are display in bold (if any).

Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

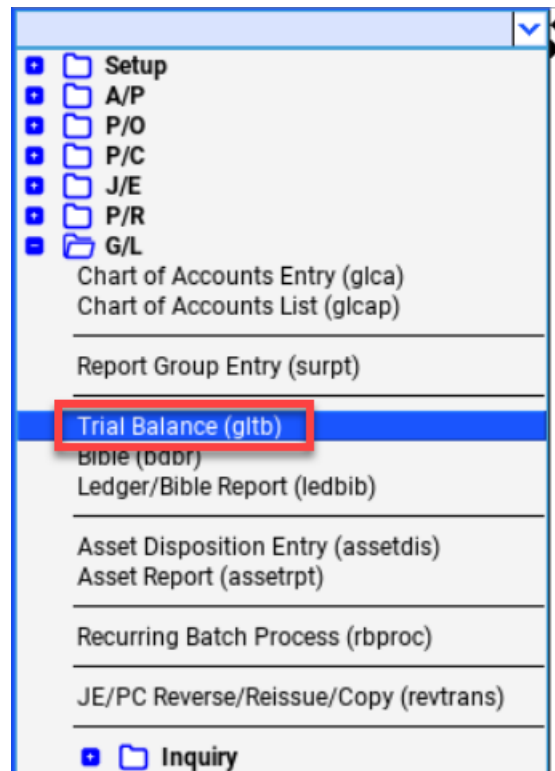
- **Print** – Opens the Print Dialogue box and sends the report directly to the printer
- **Preview Edit** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format
- **Spreadsheet** – Generates an Excel format report and appears instantly on your screen. You are still able to print from the Excel format. Please note if you select this option, you can have additional sorting

Trial Balance Report

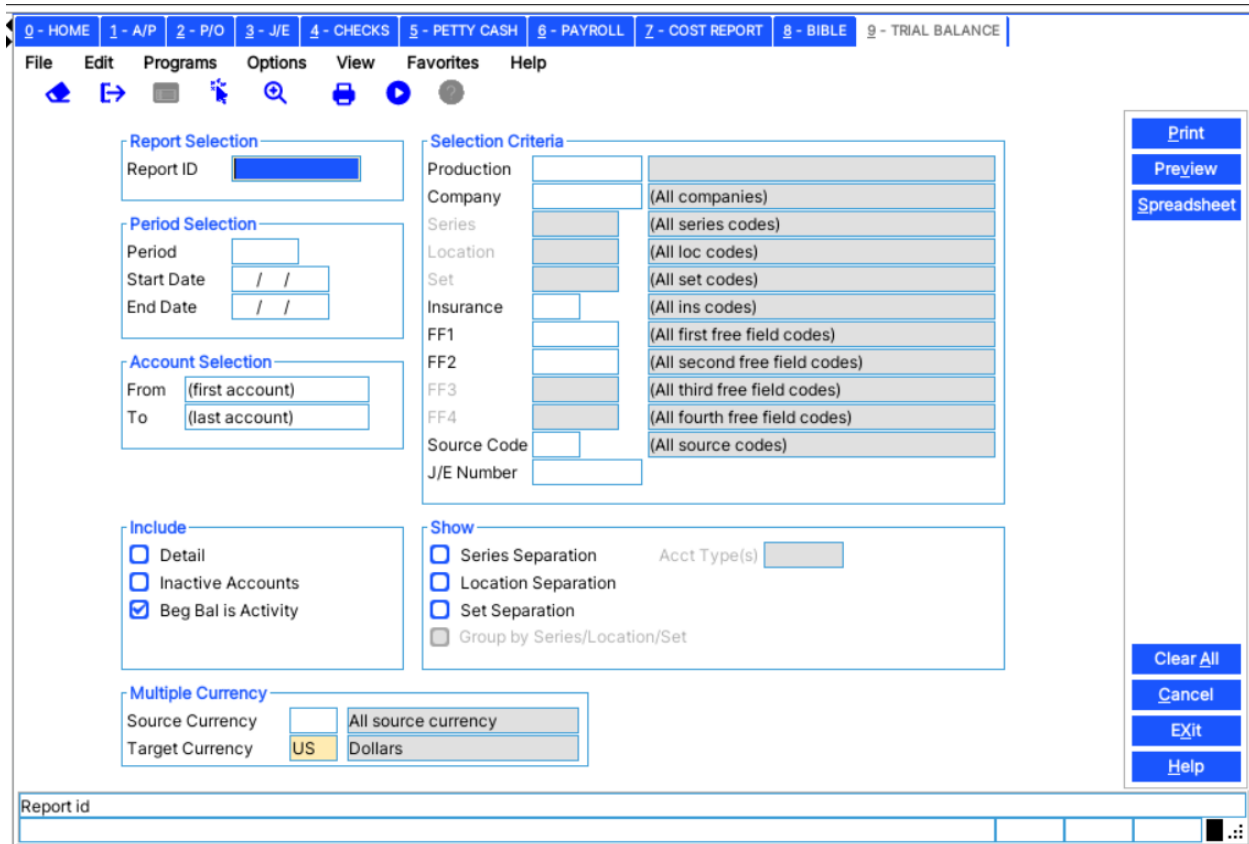
The Trial Balance Report [gltb] is the orderly summary of ledger accounts used specifically to extract financial statement information. The Trial Balance Report [gltb] generates a listing of each postable account, displaying its Beginning Balance, Debits, Credits, Net Change, and Ending Balance based on the period or date range input. You can generate a Detail, Summary or customized report per your preference.

Open:

- To access the Trial Balance Report [gltb], click on Tab #9 or press 'ALT' and the number '9' Key simultaneously to open the screen
- The Trial Balance Report [gltb] is also accessible if you click the 'G/L' module from the menu tree as well as the 'Report' folder under the 'General Ledger' and 'Weekly' sub-folders
- You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter



The screen then appears.



To select criteria, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank except for any yellow colored fields as yellow fields are required before proceeding in PSL+.

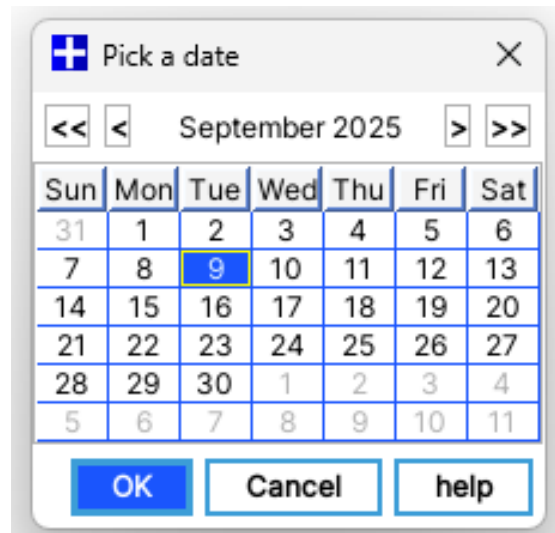
Report Selection:

Report ID - Detail, Summary or customized Report ID to format the report by. To create a customized Report ID, use the Report Group Entry [surpt] screen located in both the 'Setup' and 'G/L' modules.

i Note: You must select a Report ID to run the report as it is a yellow required field. Please email a request to PSL.Support@castandcrew.com if you would like the customized Report ID format imported from a previous PSL+ database.

Period Selection:

- Period - System-assigned Period Number that indicates the Accounting Period in which these costs were entered. If you chose to run the report by Period Number, then the Start Date and End Date fields default for the period chosen.
- Start Date and End Date - Transaction Effective Dates to include in the report as PSL+ is date-driven. Current Period Start and End Dates default. You can always change the date by typing over the defaulted date or by right clicking in either field for the calendar selection to appear. To restrict the report to only include information for a single date, input the same date in both the Start Date and End Date fields. To select all dates from inception to future, leave both fields blank.


Account Selection:

From and To - Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the From and To fields. To select all account numbers, leave both fields blank.

Selection Criteria:

- Press the F2 Key or right click in any of these fields (Production, Company, Series, Location, Set, Insurance, Free Field(s), Source Code and J/E Number) to choose the necessary codes if they don't already default. To choose multiple codes for a field, press the F2 Key or right click in that field and hold down the Control Key while simultaneously using your mouse to select
- To run the report by a specific transaction type (A/P, C/K, J/E, P/C, P/O, and/or P/R), use the Source Code field. By selecting, this isolates the report to only display items based on the code(s) selected

Include:

- **Detail** – Check mark to include detail distribution data
- **Inactive Accounts** – Check mark to include accounts that had no activity/distributions posted to them during the period or date range selected or that have a zero-dollar balance
- **Beginning Balance is Activity** – Check mark to consider active accounts that have a non-zero Beginning Balance

Show:

- **Series Separation** – Check mark if you want transactions for each Series Code displayed separately. If selected, the report is broken down by account number, then Series Code
- **Location Separation** – Check mark if you want transactions for each Location Code displayed separately. If selected, the report is broken down by account number, then Location Code (if Series Separation is not check marked first)
- **Set Separation** – Check mark if you want transactions for each Set Code displayed separately. If selected, the report is broken down by account number, then Set Code (if Series and/or Location Separation is not check marked first)

Multiple Currency:

- **Source Currency** – If you have more than one currency in your database, you can choose to include only transactions denominated in one currency, two, three, etc., or all currencies. To choose multiple Currency Codes, press the F2 Key or right click in the field and hold down the Control Key while simultaneously using your mouse to select. Each currency in your database and its conversion rate is listed in the report heading
- **Target Currency** – Base currency set up in the System Control Information Entry [suctrl] screen located in the 'Setup' module defaults. This Currency Code is what all transactions are converted to on the report. Each currency in your database and its conversion rate are listed in the report heading

Print/Preview the Report:

- **Print** – Opens the Print Dialogue box and sends the report directly to the printer
- **Preview Edit** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format
- **Spreadsheet** – Generates an Excel format report and appears instantly on your screen. You can still print from the Excel format.

i Note: If you select this option, you can have additional sorting options within Excel.

*Below is a sample Detail Trial Balance Report [gttb] broken down by Assets, Liabilities, etc., containing one-line Expenses

Cast & Crew		PSL TRAINING		Page 1 of 1	
		Detail Trial Balance - Cover Page		02/20/2026 10:39 AM	
Currency selected: All Currencies Printed in: Dollars (US)					
Currency Exchange Rates (to Dollars)					
Canadian (CN)	1.382100	1.000000			
UK Pounds (GB)	0.748118	1.000000			
Date Range: 02/15/26 to 02/21/26					
Report ID: DETTBTR	Production:	Company: (AO)	Set: (AO)		
Sheet Acct: (Print Account)	Sheet Acct: (Print Account)	Source: (AO)	FFI: (AO)		
End Acct: (Last Account)	J/E Number: (AO)	Finance: (AO)	FF2: (AO)		
(Excluding inactive accounts)	Series: (AO)	Location: (AO)			
<hr/>					
Acct	Account Description	Beginning Bal	Current Activity	Ending Balance	
BANKS (2100-26)					
8001-00	BANK USED CASH	458,210.00	0.00	458,210.00	
TOTAL BANKS		458,210.00	0.00	458,210.00	
PRETTY CASH (2200-00)					
0201-00	CUSTOMER USD	19,000.00	0.00	19,000.00	
0204-00	P/C PAUL JEFFERSON (CONTRACT)	200.00	0.00	200.00	
0208-00	P/C ERICA MULLIN (SET)	1,000.00	0.00	1,000.00	
TOTAL PRETTY CASH		20,200.00	0.00	20,200.00	
PRODUCTION FUNDING (2800-00)					
8801-00	FUNDING ADVANCE STUDIO	(500,000.00)	0.00	(500,000.00)	
TOTAL PRODUCTION FUNDING		(500,000.00)	0.00	(500,000.00)	
CLEARING ACCOUNTS (2900-00)					
9101-00	AP CLEARING	(410.00)	0.00	(410.00)	
TOTAL CLEARING ACCOUNTS		(410.00)	0.00	(410.00)	
EXPENSE (1)					
	EXPENSE	22,000.00	0.00	22,000.00	
TOTAL EXPENSE		22,000.00	0.00	22,000.00	
GRAND TOTALS		0.00	0.00	0.00	
— End of Detail Trial Balance —					

Bible Report [bdbl]

Also known as the General Ledger, this report provides a detailed or summary view of distributions within a selected date range or accounting period. The Bible Report [bdbl] generates a complete reference copy of all transactions entered in your PSL+ database.

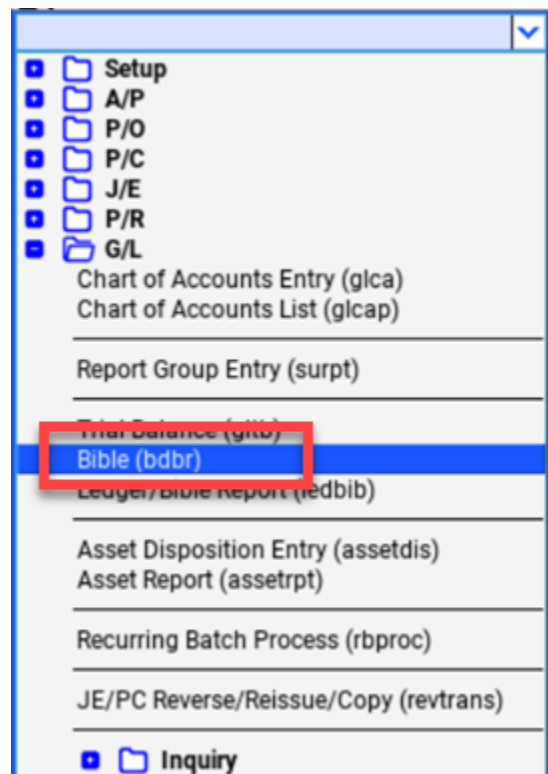
The primary difference between the Bible Report [bdbl] and the Chronological Bible Report [bdbible] is the organization of data:

- The Bible Report [bdbl] is organized by Account Number.
- The Chronological Bible Report [bdbible] is organized by Reference Number.

Open:

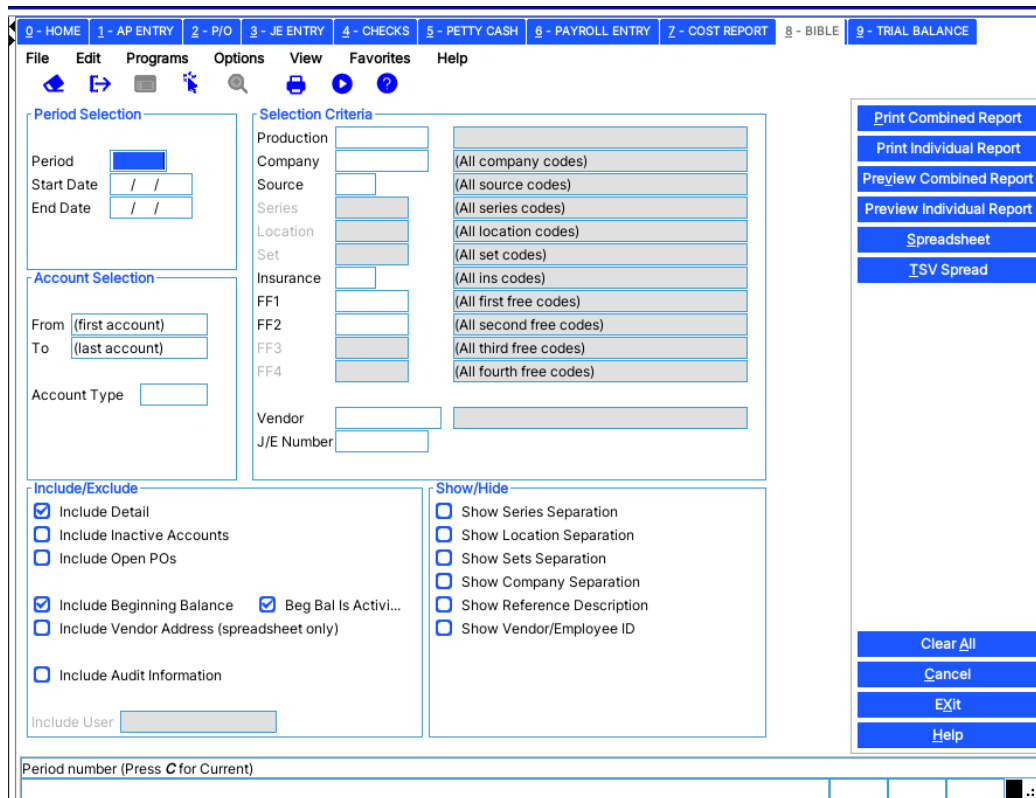
To access the Bible Report [bdbl], click on Tab #8 or press 'ALT' and the number '8' Key simultaneously to open the screen.

The Bible Report [bdbl] is also accessible if you click the 'G/L' module from the menu tree.



You can also access this report by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

The screen then appears.



To select criteria, Press the F2 Key or right-click in most fields to choose from available options. You can also manually type your criteria into the designated fields.

If you want to include all available data, leave the fields blank—except for any yellow-colored fields, as those are required before proceeding in PSL+.

Period Selection:

- **Period** – A system-assigned Period Number that identifies the accounting period in which the costs were entered. If you choose to run the report by Period Number, the Start Date and End Date fields automatically default to the corresponding period dates
- **Start Date and End Date** – Define the transaction effective dates to include in the report, as PSL+ is date-driven. The current period's start and end dates populate by default. You can always change the date by typing over the defaulted date or by right clicking in either field for the calendar selection to appear. To restrict the report to only include information for a single date, input the same date in both the Start Date and End Date fields. To select all dates from inception to future, leave both fields blank

Account Selection:

- **From and To** – Account numbers to include in the report. To restrict the report to only include information for a single account number, input the same account in both the From and To fields. To multi-pick certain accounts, press the F2 Key or right click in either field or hold down the Control Key while simultaneously using your mouse to select. To select all account numbers, leave both fields blank
- **Account Type** – A single-letter code identifying the type of account:
 - A – Asset

- L – Liability
- C – Capital
- I – Income
- E – Expense

Selection Criteria:

- Press the F2 Key or right-click in any of the following fields to choose from available codes: Production, Company, Source, Series, Location, Set, Insurance, Free Field(s), Vendor, and J/E Number
- To select multiple codes for a field, press the F2 Key or right-click in that field, then hold down the Control (Ctrl) Key while using your mouse to make selection
- To filter the report by transaction type (e.g., A/P, C/K, J/E, P/C, P/O, or P/R), use the Source Code field. Selecting one or more codes limits the report to only those corresponding transactions

Include/Exclude:**Include Detail**

Select to include detailed distribution data in the report.

Include Inactive Accounts

Select to include accounts with no activity or distributions posted during the selected period or date range, as well as accounts with a zero-dollar balance.

Include P/O's

Select to include open Purchase Orders (P/O's).

If a P/O distribution line has been transferred to an A/P transaction but the A/P has not yet been posted, the P/O line remains open.

A P/O line continues to be treated as a Commitment on the Estimated Final Cost Report [efcprt] until the corresponding A/P is posted (marking it as relieved) or until the P/O line is manually closed.

Include Beginning Balance / Beginning Balance is Activity

Select to include Beginning Balance data and treat active accounts with a non-zero beginning balance as part of the report activity.

Include Audit Information / Include User

Select to filter and display transactions entered by a specific User ID for auditing purposes.

Include VOD (Spreadsheet Only)

Select to include the VAT Obligation Date (VOD) field. This option is available only when using the spreadsheet report format.

Show /Hide:**Series Separation**

Select to display transactions for each Series Code separately.

If selected, the report is grouped by Account Number, then by Series Code.

Location Separation

Select to display transactions for each Location Code separately.

If selected, the report is grouped by Account Number, then by Location Code (if Series Separation is not selected).

Set Separation

Select to display transactions for each Set Code separately.

If selected, the report is grouped by Account Number, then by Set Code (if Series and/or Location Separation are not selected).

Company Separation

Select to display transactions for each Company Code separately.

If selected, the report is grouped by Account Number, then by Company Code (if Series, Location, and/or Set Separation are not selected).

Reference Description

Select to include the Reference Description along with the Distribution Description for each transaction.

When selected, the report typically defaults to Landscape layout due to the additional column.

Multiple Currency:

Source Currency

If your database includes multiple currencies, you can choose to include transactions denominated in one, several, or all currencies.

To select multiple Currency Codes, press the F2 Key or right-click in the field, then hold down the Control Key (Ctrl) while clicking with your mouse to select.

Each currency used in your database, along with its conversion rate, appears in the report heading.

Target Currency

The base currency defined in the System Control Information Entry [suctrl] screen within the *Setup* module defaults here automatically.

This Currency Code represents the currency to which all transactions are converted on the report.

Each currency in your database and its corresponding conversion rate is displayed in the report heading.

Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

Print Combined Report - Opens the Print Dialogue box and sends the report (combining all Series, Location and Set Codes onto one report) directly to the printer.

Print Individual Report - Opens the Print Dialogue box and sends the report (separating each Series, Location and Set Codes into separate reports) directly to the printer.

Preview Combined Report - Generates a PDF format report (combining all Series, Location and Set Codes onto one report) and appears instantly on your screen. You can print from the PDF format.

Preview Individual Report - Generates a PDF format report (separating each Series, Location and Set Codes into separate reports) and appears instantly on your screen. You can print from the PDF format.

Spreadsheet - Generates an Excel format report and appears instantly on your screen. You can print from the Excel format.

i Note: If you select this option, you can have additional sorting options within Excel.

TSV Spread – Generates a Text (.txt) file that can be opened in any compatible program. Use this option instead of *Spreadsheet* when the report exceeds Excel's line limit, as TSV files have no row restrictions.

*Below is a sample of the Combined Bible Report [bdbr] with 'Include Detail' check marked.

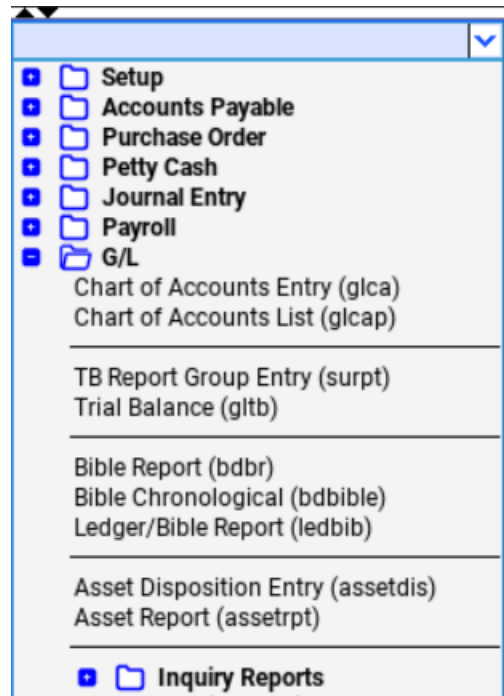
Cast & Crew		PSL TRAINING		Page 1 of 2	
		Bible Run		02/20/2026 10:48 AM	
				[bdbr]	
Currency selected: All Currencies					
Printed in: Dollars (US)					
Currency Exchange Rates (to Dollars)					
Canadian (CN)		1.282100:1.000000			
UK Pound (GB)		0.746118:1.000000			
Date Range: 04/07/19 to 04/13/19					
Start Acct:	(First Account)	Production:	(All)	Series:	(All)
End Acct:	(Last Account)	Company:	001 PSL TRAINING	Location:	(All)
(Excluding Inactive accounts)		Insurance:	(All)	Set:	(All)
		FF1:	(All)	Source:	(All)
		FF2:	(All)	J/E Number:	(All)

Comp Code	Ref Number	Eff Date	Check Number	Invoice Number	P/O Number	Vendor/Employee	9	FF1	FF2	In	Src Code	Distribution Description	Org Dur	Amount		
NON-EXPENSE ACCOUNTS																
BANKS (0100-00)																
0101-00 BANK USD CNB																
													BEGINNING BALANCE:	460,810.00		
TOTAL BANK USD CNB														460,810.00		
TOTAL BANKS																460,810.00
PETTY CASH (0200-00)																
0201-00 CUSTODIAN USD																
													BEGINNING BALANCE:	19,000.00		
TOTAL CUSTODIAN USD														19,000.00		
0205-00 P/C: ERICA MULLEN (SETS)																
													BEGINNING BALANCE:	1,000.00		
TOTAL P/C: ERICA MULLEN (SETS)														1,000.00		
TOTAL PETTY CASH																20,000.00
PRODUCTION FUNDING (0600-00)																
0601-00 FUNDING ADVANCE STUDIO																
													BEGINNING BALANCE:	(500,000.00)		
TOTAL FUNDING ADVANCE STUDIO														(500,000.00)		
TOTAL PRODUCTION FUNDING																(500,000.00)
CLEARING ACCOUNTS (0700-00)																
0701-00 A/P CLEARING																
													BEGINNING BALANCE:	(310.00)		
TOTAL A/P CLEARING														(310.00)		
TOTAL CLEARING ACCOUNTS																(310.00)
TOTAL NON-EXPENSE ACCOUNTS																(19,500.00)

Additional G/L Entry Screens

PSL+ offers additional G/L Entry Screens which are listed below.

Open:



You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.

To select criteria for the following screens, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields.

Asset Disposition/Maintenance Entry [assetdis]

Use [assetdis] to find all transactions coded to 'A' (Assets) or any other Free Field Code and provide the Method of Disposition description(s). This screen allows you to not only input the Method of Disposition next to items flagged as Assets but also input the Recovered Amount and Disposition Date. Once entered and saved, you can generate the Asset Recovery Report or Bible Report [bdbr] to display the reporting details.

Report Group Entry [surpt]

Use [surpt] to customize your preferred Trial Balance Report [gltb] format. This screen allows you to categorize and group together Account Types (Assets, Liabilities, Capital, Income and Expenses) based upon a range of account numbers and Company Codes. You can provide your own descriptions for each account grouping and select whether to include Control Account Totals Only, Sub-totals and/or Company Sub-totals to display.

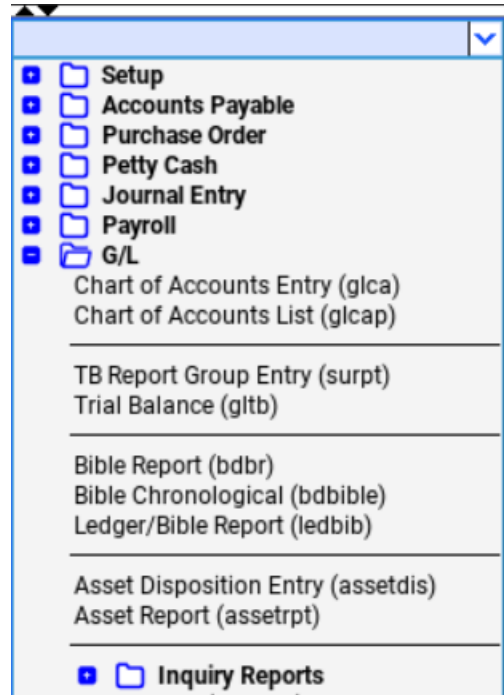
Once saved, the newly created format will now display as an option in the Report ID field within the Trial Balance Report [gltb] screen.

i Note: All PSL+ databases come pre-set with the **SUMMARYTB** and **DETAILTB** report formats by default, or with your studio's customized format if applicable.

Additional G/L Inquiries and Reports

PSL+ offers additional G/L Inquiries and Reports which are listed below.

Open:



These additional G/L reports are found in the Report module under the General Ledger sub-folder.

You can also access them by typing the screen name or acronym in the blue prompt bar above the Setup menu and pressing Enter.

Use the F2 Key or right-click in most fields to select criteria, or type directly into the fields. Leave fields blank to include all data, but complete all yellow required fields before proceeding.

Account Number Inquiry Report [glaa]

Use [glaa] to generate a report of distribution lines coded to a specific account number. This report displays transaction details only for items that have been posted for the account number selected.

Note: This report is run only by one account number at a time.

Asset Report [assetrpt]

User [assetrpt] to generate a Detailed or Summary Report on distributions based on the date range or period and Free Field Codes (Assets, etc.) selected. This report generates a reference copy of all transactions based on the criteria selected, identical to the Bible Report [bdbr]. This report can be used in conjunction with the Asset Disposition/Maintenance Entry [assetdis] screen.

Checks Inquiry [cking]


Displays details for any printed check, including the check date, void date (if applicable), clear date, and related A/P reference numbers. Also located in the **Checks** module, this report provides a quick lookup for a single check.

Chronological Bible Report [bdbible]

Use [bdbible] to run a transaction log sorted by Reference Number. The major difference between the Chronological Bible Report [bdbible] and the Bible Report [bdbbr] is that the Chronological Bible Report [bdbible] is organized by Reference Number as opposed to Account Number.


Inquiry by Reference Number Report [glrinq]

Use [glrinq] to display information for a specific Reference Number. This report is helpful for determining the Source Code (P/O, A/P, etc.) of a transaction. It's also useful for viewing several transactions from different programs without having to open a new screen.

 **Note:** This report is ran only by one Reference Number at a time.

Ledger/Bible Report [ledbib]

Use [ledbib] to print a detailed ledger of transaction data but with the added search criteria of an Amount Range and Reference and/or Distribution Description(s). Active Accounts, Beginning Balance, Debits, Credits, and Ending Balance are included in the report. Accounts with no activity during the date range are not included.

 **Note:** The reports are available in either Print, Preview and/or Spreadsheet formats. Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report listed as an option in your database.

Part X: Checks

This section will address the following programs:

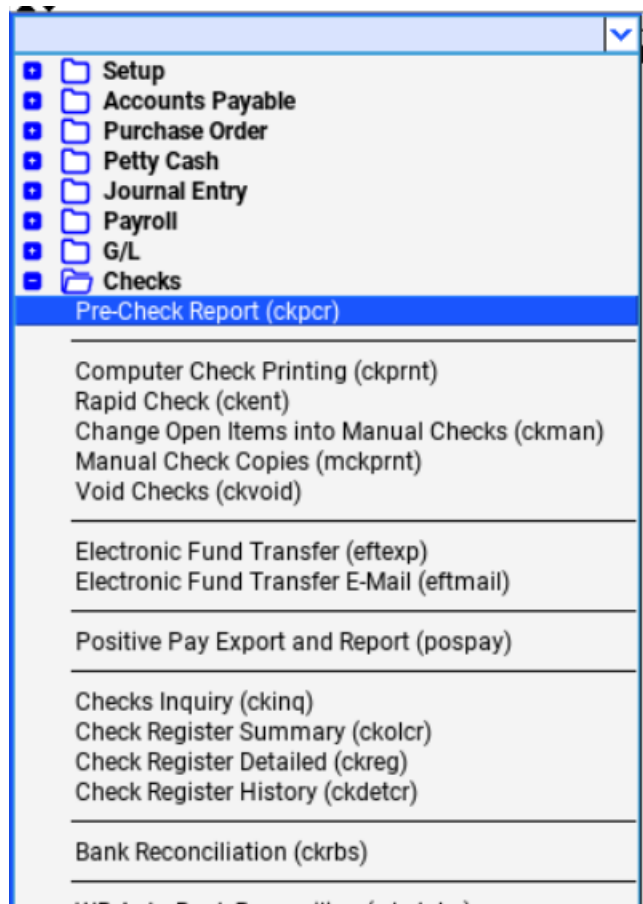
- Pre-Check Printing Report
- Check Register Summary Report
- Void and Reissue Checks
- Bank Reconciliation
- Positive Pay Export and Report
- Additional Check Screens/Reports

Pre-Check Printing Report

The Pre-Check Printing Report [ckpccr] lists the posted Accounts Payable transactions that will be included in the next check run. The report displays the details of the open A/P transactions, including check and invoice information.

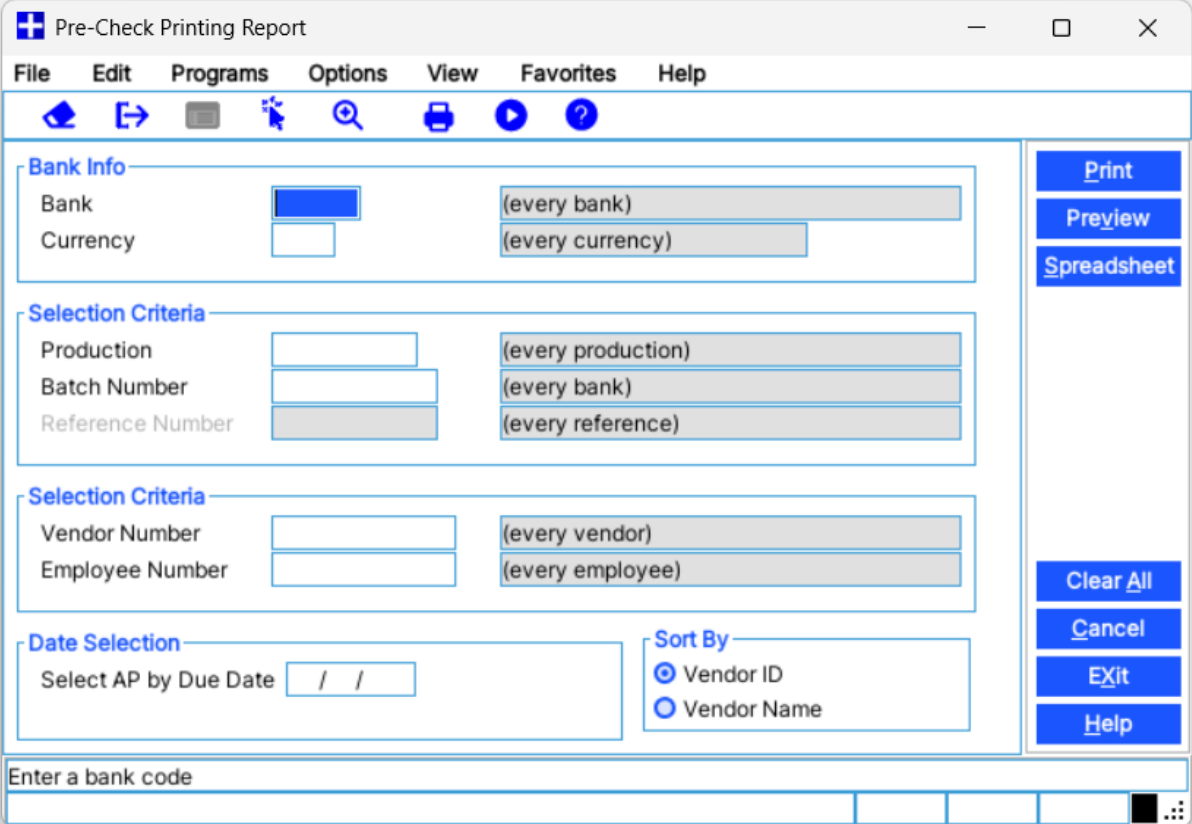
Open:

The Pre-Check Printing Report [ckpccr] is located in the Report module under the Checks sub-folder. You can also access it by typing the screen name or acronym in the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.

To select criteria, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank.


Bank Info:

Bank – Bank Code used for the next check run. Displays only open A/P items assigned to the selected bank.

Currency – Currency Code for the next check run. Displays only open A/P items in the selected currency. If a Bank Code is selected, the Currency Code defaults automatically based on that bank.

Selection Criteria:

Press the F2 Key or right click in any of these fields (Production, Batch Number, Reference Number, Vendor Number and Employee Number) to choose the necessary codes if they don't already default. By selecting, this isolates the report to only display items based on the code(s) selected.

Date Selection:

Select A/P by Due Date - Indicate if you want to restrict the A/P open items included in the report to those that have a Due Date on or before the date entered.

Sort By:

'Vendor ID' and 'Vendor Name' are the sorting options available to select per your preference.

Print/Preview the Report:

Located in the top-right corner of the screen, select one of the following options to generate the report:

Print – Opens the Print dialog and sends the report directly to the printer.

Preview – Generates a PDF version of the report for on-screen viewing and optional printing.

Computer Checks and Check Register Summary Report

Use Computer Checks [ckprnt] to print PSL+ checks. This screen is primarily used to print check runs for posted Accounts Payable invoices but can also print individual checks based on Open Item Selection criteria. If leading stubs are used, the valid check prints first, followed by the voided one.

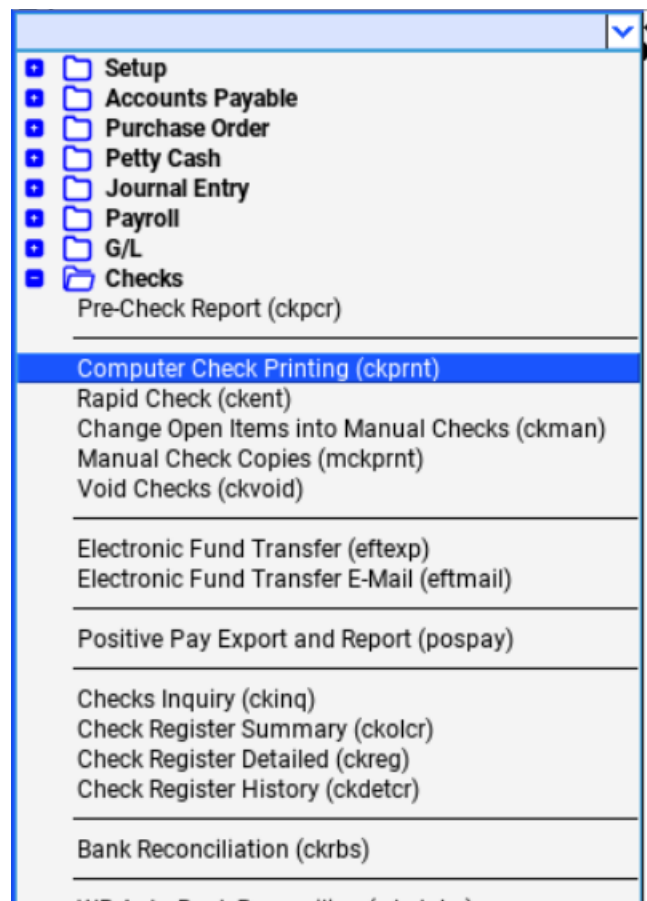
Before printing, it's recommended to run the Pre-Check Printing Report to review all open items included in the next check run.

i Note: PSL+ is compatible with MICR Check Printing and has its own Check Form (MICRFM or MICRLA). If you would like to have this feature set up, please email PSL.Support@castandcrew.com for more information.

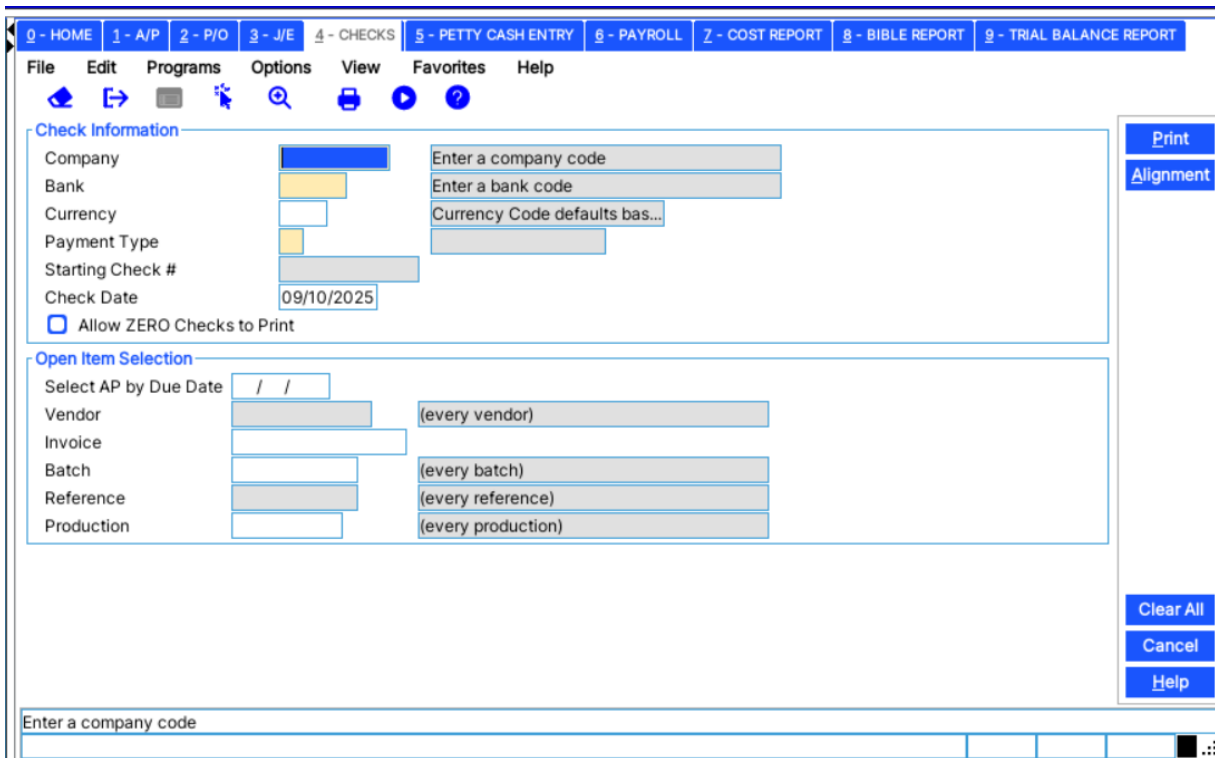
Open:

To access the Computer Checks [ckprnt] screen, click on Tab #4 or press 'ALT' and the number '4' Key simultaneously to open the screen.

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Press the **F2 Key** or right-click in most fields to select criteria, or type directly into the fields. Leave fields blank to include all data but complete all yellow required fields before proceeding in PSL+.

Check Information:

Company – Company Code used for the check run.

Bank – Bank Code used for the check run.

Currency – Currency Code used for the check run.

Payment Method – Method for payment: **C** = Check, **E** = EFT/ACH, **W** = Wire Transfer.

Starting Check # – First check number in the run. Defaults from the selected Bank Code but can be edited. This information is pulled from the Bank Entry [subbank] screen if set up.

Check Date – Date printed on the checks. Defaults to today's date but can be changed manually or via the calendar. Dates from closed periods are not allowed.

Allow ZERO Checks to Print – Select to include zero-dollar checks in the run.

i Note: Please email a request to PSL.Support@castandcrew.com to have the 'Allow ZERO Checks to Print' option automatically default upon entering the screen.

Open Item Selection:

Press the F2 Key or right-click in any of these fields (Select A/P by Due Date, Vendor, Invoice, Batch, Reference, or Production) to choose items to print.

To select multiple codes, hold Ctrl while clicking. This limits PSL+ to print checks only for the chosen open items.

Leave all fields blank to include all posted A/P transactions.

Check Alignment and Printing Checks:

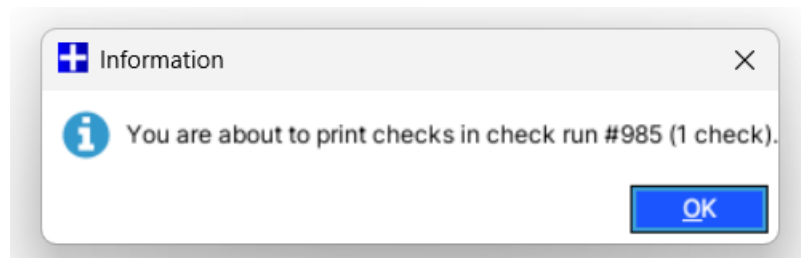
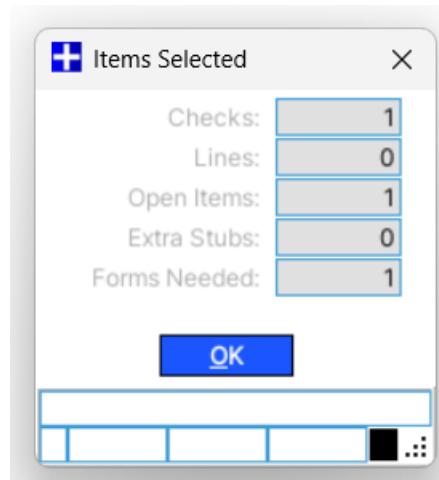
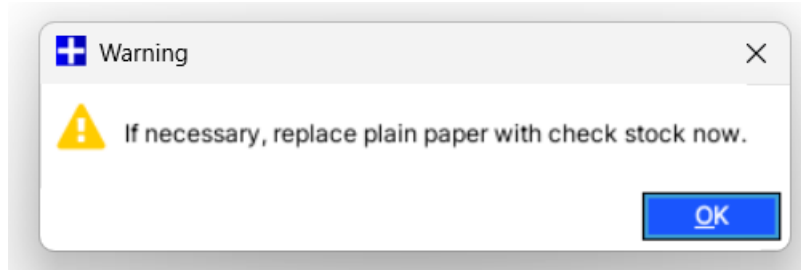
Alignment – Before printing checks, select Alignment in the upper-right corner to preview how the checks will be formatted and ensure proper positioning.

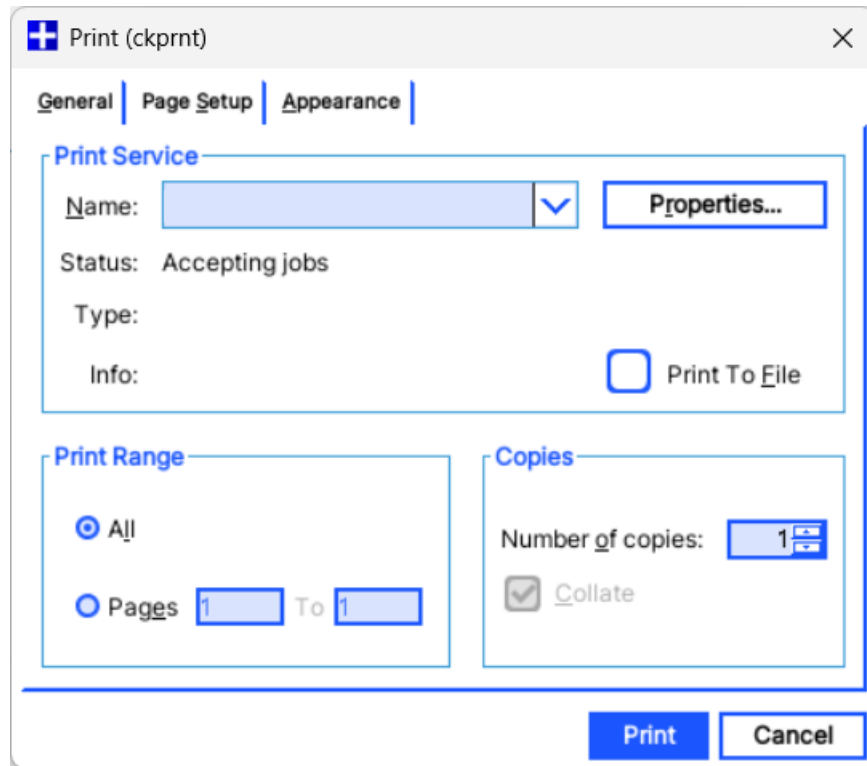
⚠ Important: You cannot access the P/C Entry [pcent] screen until your User ID and default codes are set up. If not configured, the following warning message will appear.

Print – For your first computer check using real check stock, select Print (top right) instead of Alignment to ensure proper check alignment. This allows the Support Department to verify positioning and make any needed adjustments.

i Note: Email a request to enable the Allow ZERO Checks to Print option by default when opening the screen.

Once you have selected 'Print', PSL+ will take you through a series of prompts to ensure you are printing the desired checks and choosing the correct printer which are in order as follows:





IMPORTANT Window Message:

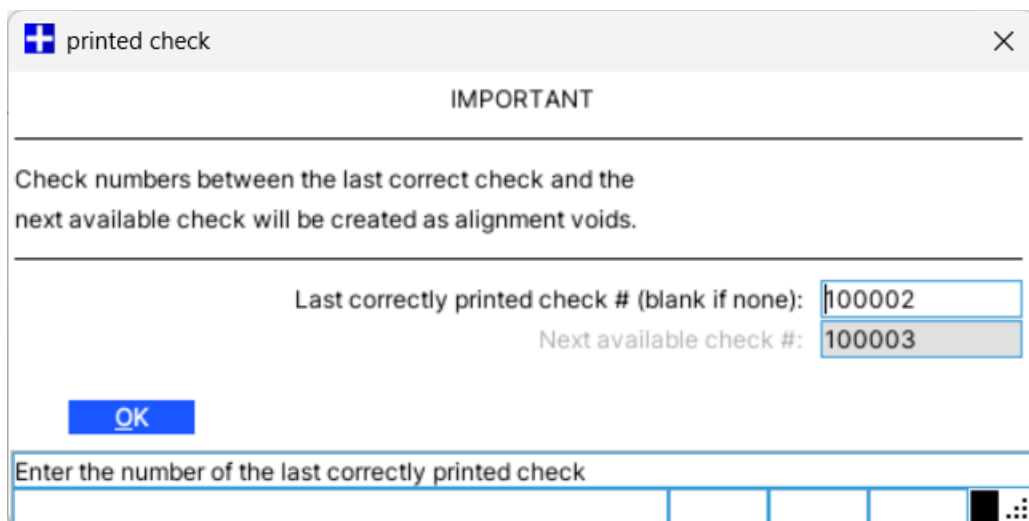
After the checks print, the IMPORTANT window appears.

Because PSL+ prints checks before saving check data to the database, this window allows you to confirm that the checks printed correctly.

Until you complete all previous prompts and confirm successful printing, the related A/P transactions will remain in Open status.

If the check run is interrupted (e.g., power outage or network issue), even after checks have printed, the process is not complete.

Do not close the IMPORTANT window until you have verified that all desired checks printed correctly.



If all checks printed correctly, select OK.

If only some checks printed, update the Last Correctly Printed Check # field. This field defaults to the last check printed.

If any check printed incorrectly, or you need to reprint checks, enter the number of the last check that printed correctly (the check immediately before the first misprinted one), then press Enter or OK. All checks after that number will be marked as *Computer Alignment Voids* and must be reprinted.

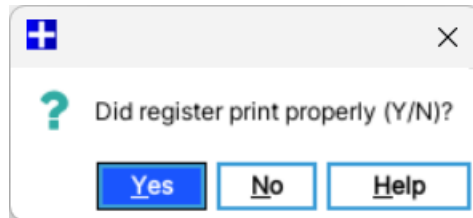
Example:

If check 000001 printed incorrectly, reset the Last Correctly Printed Check # to 000000, then set the Next Available Check # to 000001 to reprint from that number onward.

Check Register Summary Report [ckolcr]

When you exit the Computer Checks [ckprnt] program, PSL+ automatically displays the Check Register Summary Report [ckolcr] on your screen. This report provides a summary of the most recent check run, listing one line per check, typically in check number order.

Once you receive the Check Register Summary Report [ckolcr], PSL+ displays the following prompt:



If you select No, PSL+ will continue prompting, “*Did register print properly (Y/N)?*” until you select Yes.

Once you select Yes, the checks automatically post to the Bible Report [bdbr], and the related A/P transactions update to Paid status. PSL+ does not require an additional check posting process, unlike other systems.

i Note: The Check Register Summary Report [ckolcr] can be run anytime for any date range. It’s available under the Checks module or in the Reports module under the Checks subfolder.

You can generate it manually by check number, run number, period, date range, or check status. The report can be printed, previewed, or exported to Excel.

Void and Reissue Checks [ckvoid]

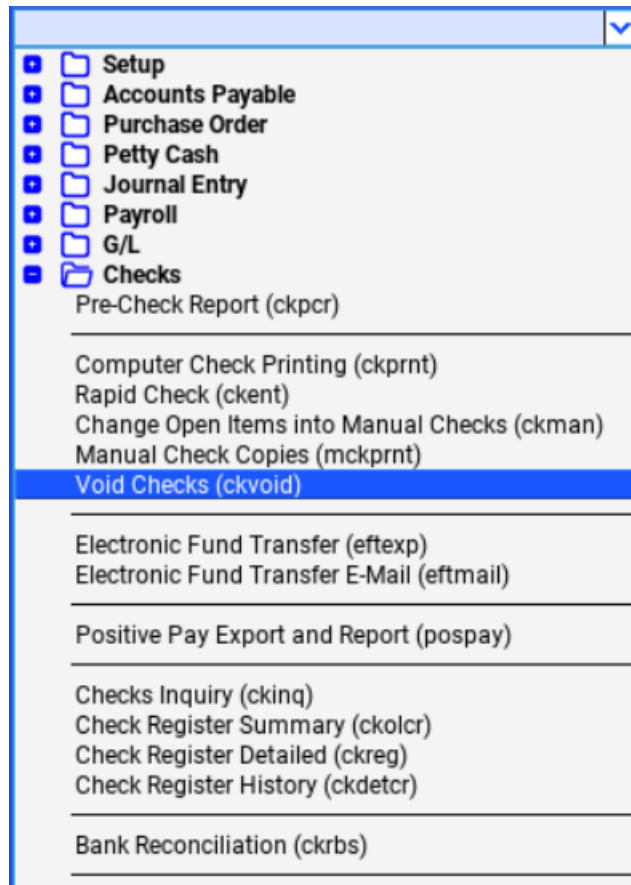
The Void Checks [ckvoid] program is used to cancel the effect of a printed or posted check. When a check is voided, PSL+ reverses the associated A/P Entry [apte] invoice by voiding the original transaction and

automatically creating a reversing entry. PSL+ also provides an option to reissue the voided A/P Entry [apte] transaction.

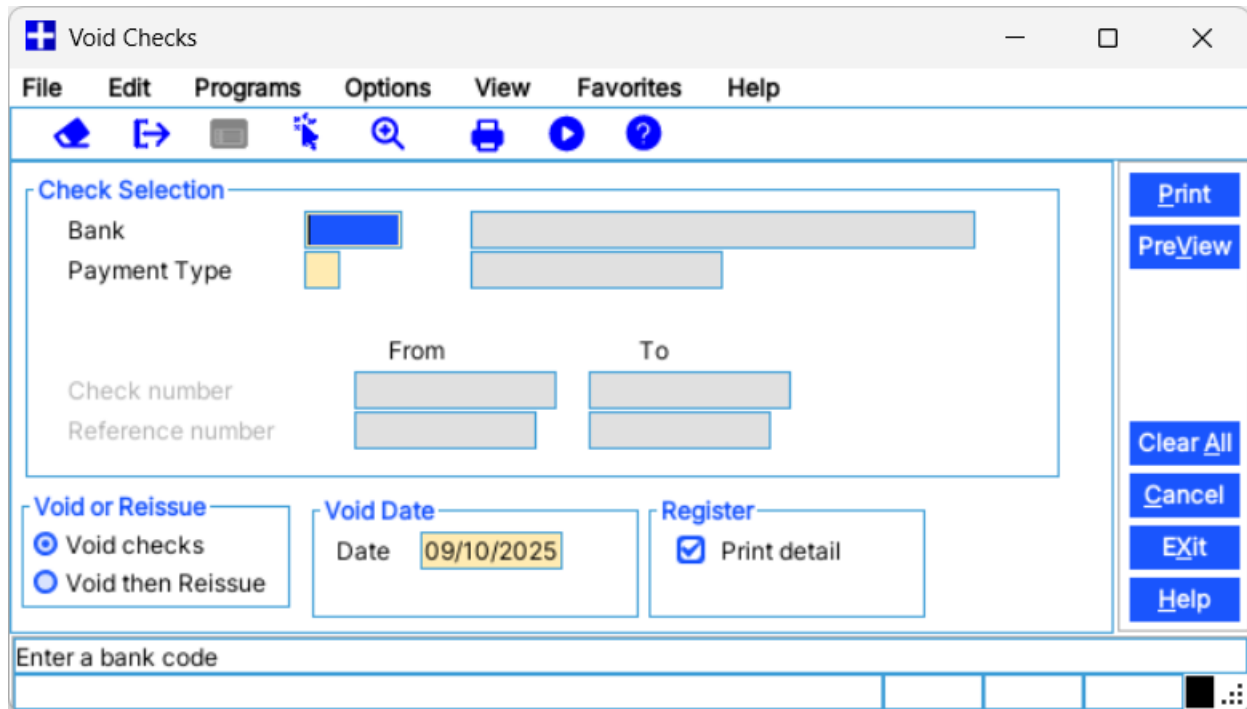
Open:

Void Checks [ckvoid] is also located in the 'Report' module under the 'Checks' sub- folder.

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Press F2 or right-click in most fields to select criteria, or type directly into the fields. To include all criteria, leave fields blank except for the required yellow fields.

Check Selection:

- **Bank** – Enter the Bank Code that issued the check to be voided. Once entered, the related Check Number and Reference Number fields become available
- **Payment Method** – Specifies the payment type associated with the check run: C for Check, E for EFT/ACH, or W for Wire Transfer
- **Check Number** – Enter the range of Check Numbers to be voided. To void a single check, enter the same number in both the From and To fields

Reference Number – Enter the range of Check Reference Numbers to void. To void a single check, enter the same number in both the From and To fields.

In most cases, you'll use the Check Number fields and leave the Reference Number fields blank. However, if duplicate Check Numbers exist and you need to void only one, use the Check Reference Number instead.

For example, if two separate A/P transactions in A/P Entry [apte] were paid using the same Manual Check Number, PSL+ assigns each transaction a unique Check Reference Number. To void only one of those checks, enter its Check Reference Number rather than the shared Check Number.

To locate a check's Reference Number, run the Check Inquiry Report [ckinq] under the *Checks* module. The Check Reference Number appears in the report header.


Void or Reissue:

Void Checks – Select to void the specified Check Number(s). The original check's status changes to 'V'oid, and PSL+ creates a reversing check record in the Current Period. This record duplicates the original check but with the opposite amount (e.g., a voided \$300 check becomes -\$300).


If the voided A/P Entry [apte] transaction includes distribution lines transferred from P/O Entry [poent] and you choose *not* to reissue the A/P Entry, the related P/O lines will automatically reopen.

Void then Reissue – Select to void and reissue the A/P Entry [apte] transaction(s). The original A/P Entry is recreated in the Current Period with an *unposted* status and can be modified in A/P Entry [apte], if needed. All reissued transactions will default the voided Check Number in the Batch field.

If the voided A/P Entry contains P/O distribution lines, those lines automatically transfer to the new reissued transaction.

 **Important:** If a check has an attached P/O, PSL+ does not allow the Vendor Name to be changed on a reissued transaction. It is recommended to select Void and create a new A/P Entry [apte] transaction with the correct Vendor information.

Void Date – The date the check(s) will be voided. This field defaults to today's date but can be changed by typing over it or right-clicking to select from the calendar.

 **Note:** You cannot enter a date from a closed period.

Register

Print Detail – Check this option to print a Detailed Register of the voided check(s) (default setting). If left unchecked, PSL+ prints a Summary Register instead


Print/Preview the Report:

Preview – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.

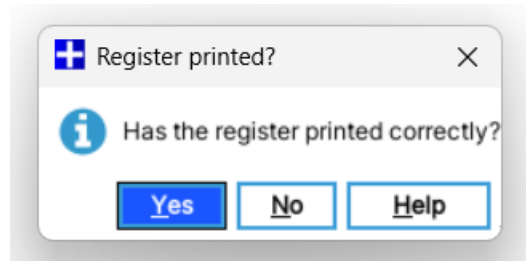
Located in the top right-hand corner of the screen, the following options are available to generate the report:

Print – Opens the Print dialog box, sends the report directly to the printer, and initiates the voiding process.

Print/Preview the Report – Displays the report in PDF format on your screen. You can still print from the PDF if needed.

 **Important:** To complete the void and/or reissue process, you must select Print. Selecting Preview will not void the check(s).

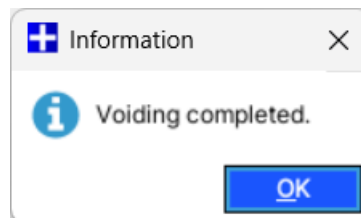
Once you select 'Print', PSL+ displays the following message prompt:



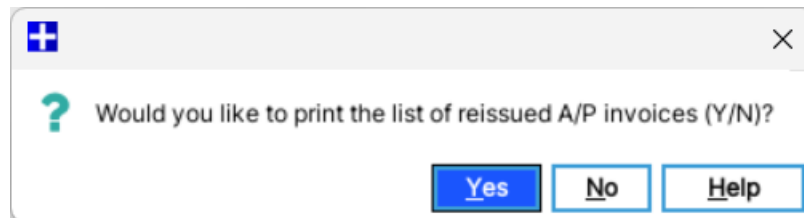
If you select 'No', PSL+ prompts, "Would you like to reprint the register (Y/N)?"

If you select 'No' again, a message appears indicating that the voiding process is not complete.

If you select 'Yes', a confirmation prompt appears indicating the voiding process has been successfully completed.



If you selected the option to 'Void then Reissue', PSL+ displays the following message prompt:



If you select 'No', the Reissued A/P Invoice List Report is not printed.

If you select 'Yes', the Print dialog box opens, and the report is sent directly to the printer. This report lists all A/P invoices that were reissued.

In A/P Entry [apte], the Batch Number on the reissued transaction(s) reflects the Check Number of the voided check(s). These reissued A/P invoices are created with an unposted status, allowing you to modify or delete them before posting.

Once the void and/or reissue process is complete, PSL+ automatically updates the A/P transaction status as follows:

- **V** – Original A/P transaction (Voided)
- **R** – Reversal A/P transaction
- **U** – Reissued A/P transaction (Unposted, available for modification)

Bank Reconciliation [ckrbs]

Bank Reconciliation is the process of matching the bank balance in the ledger to the balance shown on the bank statement for a given period.

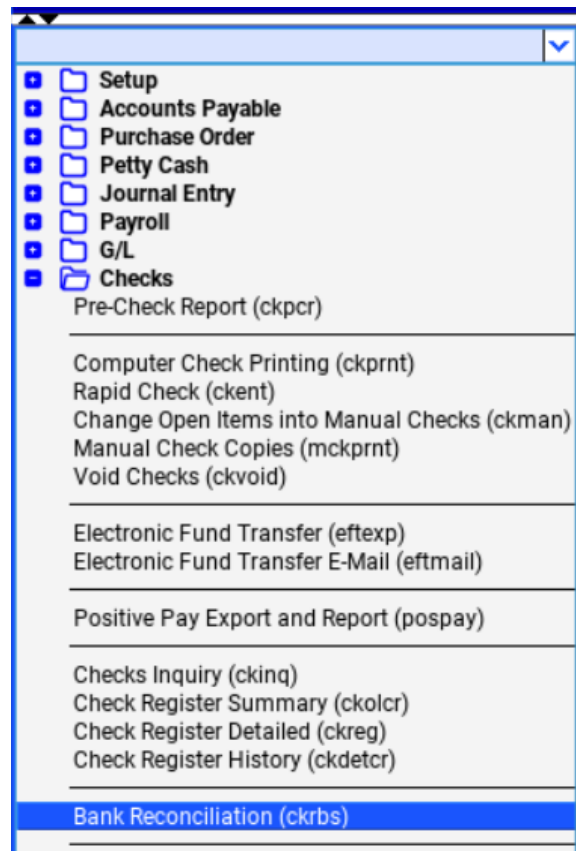
Bank Reconciliation [ckrbs] is used to determine the actual *Cash in Bank* account balance as of the reconciliation date. The reconciliation is considered balanced when the statement balance equals the checkbook balance.

Note: Any service charges or interest earned must be entered through the appropriate transaction entry screens before completing the reconciliation. They cannot be entered directly through Bank Reconciliation [ckrbs].

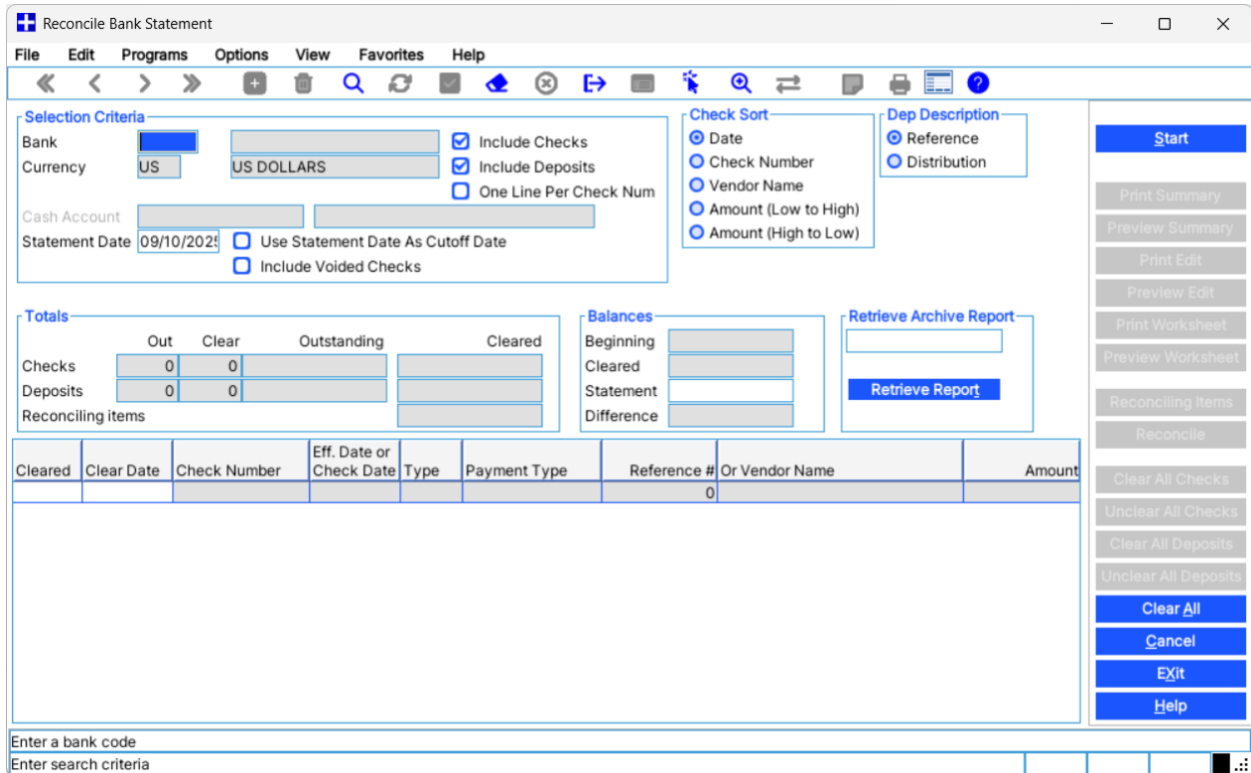
Service charges and interest earned must be entered through the Journal Entry [jete] screen.

Open:

Bank Reconciliation [ckrbs] is also available in the *Report* module under the *Checks* sub-folder. You can access this screen by typing the screen name or acronym in the blue prompt bar above the *Setup* menu and pressing Enter.



The screen then appears.



Selection Criteria

- **Bank** – Bank Code used to perform the reconciliation. Press F2 or right-click to select the bank
- **Currency** – Currency Code associated with the selected Bank Code. All transaction amounts in the reconciliation are converted to this currency
- **Cash Account** – The *Cash in Bank Account* linked to the selected Bank Code. This information is pulled from the Bank Code Entry [subbank] screen
- **Statement Date** – The date on which items are marked as *Cleared*. This field defaults to today's date but can be changed by typing over it or right-clicking to open the calendar
- **Use Statement Date as Cutoff Date** – Check this option to include only transactions dated on or before the Statement Date
- **Include Checks** – Check to include uncleared checks in the reconciliation
- **Include Deposits** – Check to include uncleared deposits in the reconciliation
- **One Line per Check Number** – Check to display a single line per Check Number in the reconciliation
- **Check Sort** – Sort by Date, Check Number, or Vendor Name, based on your preference

Totals:

	Out/Clear	Outstanding	Cleared
Checks	Number of Checks Outstanding/Number of Checks Cleared	Amount of Outstanding Checks	Amount of Cleared Checks

Deposits	Number of Deposits Outstanding/Number of Deposits Cleared	Amount of Outstanding Deposits	Amount of Cleared Deposits
Reconciling Items	This field is intentionally left blank	This field is intentionally left blank	Amount of Cleared Reconciled Items

Balances

- **Beginning** – The opening balance from the last Bank Reconciliation. For example, if the previous reconciliation ended with a balance of \$613.83 in June, that amount becomes the beginning balance for July. *(This field is view-only.)*
- **Cleared** – Displays the total of cleared items. *(View-only field.)*
- **Statement** – Enter the Bank Statement balance. This field begins at zero for the first reconciliation. As you clear items, the balance updates. The reconciliation is complete when the Statement Balance equals the Checkbook Balance.
- **Difference** – Displays the difference between the cleared and statement amounts (Cleared + Statement = Difference). *(View-only field.)*


Start to populate data:

Press the F1 Key, then select 'S' (Start) or choose Start from the upper right corner of the screen to begin the clearing process. Once selected, the transaction details display at the bottom of the screen, allowing you to mark items as Cleared and enter their corresponding Clear Date.

Transaction Details:

Cleared – To manually mark an item as *Cleared*, enter C in this field. You can also automatically clear all checks or deposits by selecting Clear All Checks or Clear All Deposits in the upper right corner of the screen. To reverse this action, select Unclear All Checks or Unclear All Deposits.

Clear Date – Once an item is marked as *Cleared*, the **Clear Date** defaults to the **Statement Date**. You may update this date if needed.

 **Note:** The following fields are not accessible:

- **Check Number** – Number of the check
- **Effective Date or Check Date** – Effective Date of the transaction or check
- **Type** – Types include 'Dep' = Deposit and 'Cmp' = Computer Check
- **Reference Number** – Reference Number of the transaction
- **Reference Description or Vendor Name** – Reference Description of the transaction or name of the vendor or payee
- **Amount** – Amount of the transaction

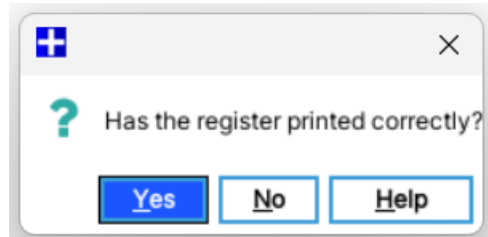
Before proceeding with the reconciliation, PSL+ provides several reporting options—such as Summary, Worksheet, and Edit—to review Bank Reconciliation details. These options are in the upper right corner of the screen.

You can also select Reconciling Items to record temporary adjustments when the reconciliation does not balance. Enter the item description and amount as needed; once the item is processed, you can delete it.

Reconcile

To proceed with the reconciliation process, press the F1 Key, then select 'R' (Reconcile) or choose Reconcile from the upper right corner of the screen. This action opens the Print Dialog Box and initiates the reconciliation.

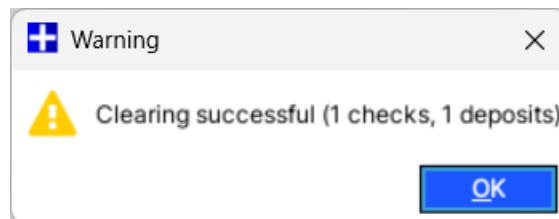
Once you select 'Reconcile', PSL+ displays the following message prompt:



If you select 'No', PSL+ prompts, "Would you like to reprint the register?"

If you select 'No' again, a message appears indicating the clearing process is not complete.

If you select 'Yes', a confirmation message displays, showing the number of checks and deposits successfully cleared and reconciled.



Positive Pay Export and Report

Positive Pay Export and Report [pospay] electronically transmits a file of all issued checks from PSL+ to the bank. The bank will only honor checks listed in this file—matching details such as check number, payee name, and amount.

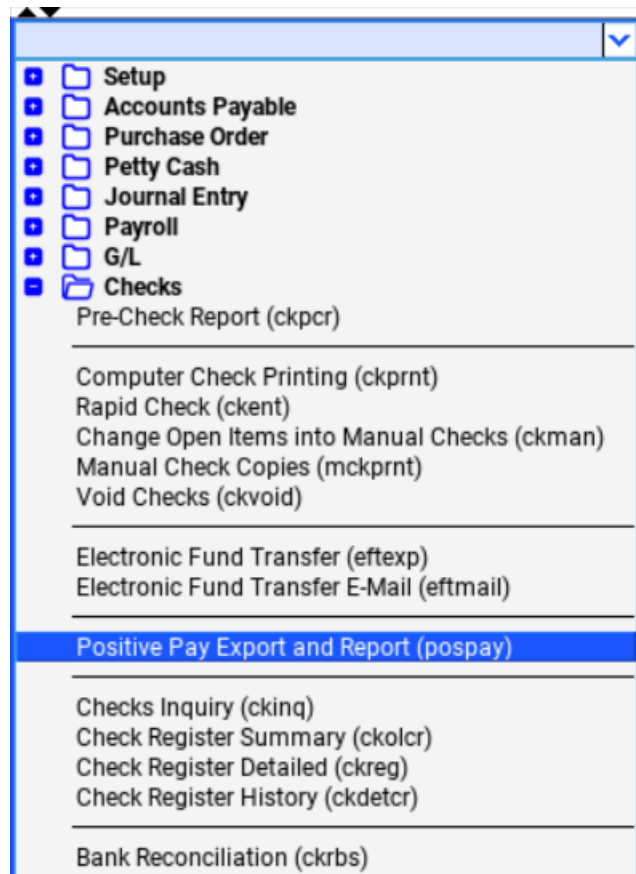
When a check is presented that does not match the transmitted data, it is flagged as an exception item. The bank then contacts the client, providing an image or fax of the check for review. The client determines whether to authorize payment or return the check.

This process significantly reduces the risk of check fraud.

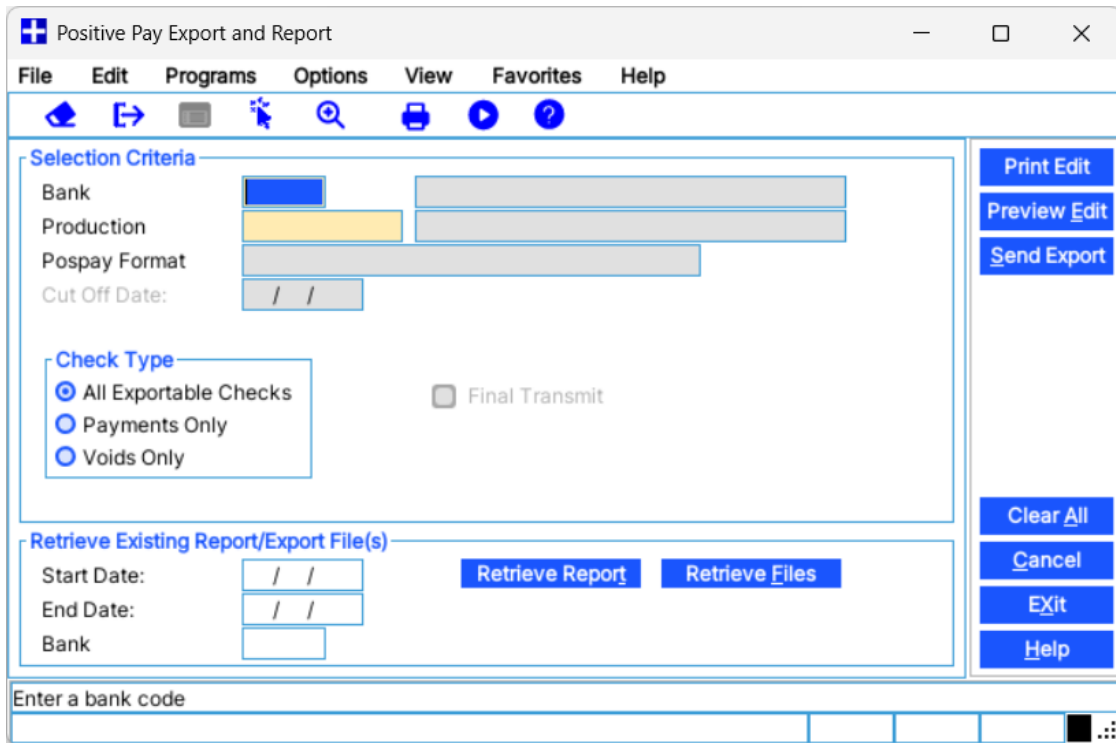
Open:

The Positive Pay Export and Report [pospay] screen is in the 'Report' module under the 'Checks' sub-folder.

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu, then press Enter.



The screen then appears.



Selection Criteria

- **Bank** – Bank to which the check file will be transmitted. Press the F2 Key or right-click to select the appropriate Bank Code
- **Production** – Name of the production. This field defaults automatically if only one Production Code exists in the database
- **Pospay Format** – Format of the Positive Pay file, which defaults automatically based on the selected bank. *This field is not editable*
- **Cutoff Date** – Enter the cutoff date for the file. The Pospay Format field must be blank before entering a cutoff date

Check Type: Defaults to 'All Exportable Checks' (most used).

Retrieve Existing Report/Export File(s):

Start Date and End Date - Enter the date range to retrieve archived reports. Press the **F2 Key** or **right-click** in either date field to open the calendar selection.

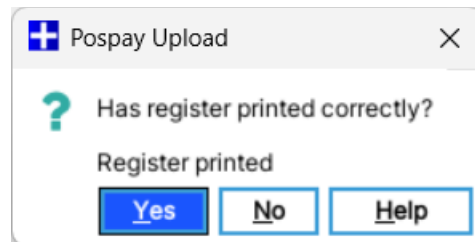
- **Bank** – Bank to which the check file will be transmitted. Press the F2 Key or right-click to select the appropriate Bank Code
- **Retrieve Report** – Generates a PDF version of the archived report, which displays instantly on your screen. You may print directly from the PDF. The report title displays as (Bank Name) Checks Issued List
- **Retrieve Files** – Opens the Save Dialog Box, allowing you to save the archived report file directly to your computer

Print/Preview the Report

Located in the upper right corner of the screen, you can choose from the following options to generate or export the report:

- **Print Edit** – Sends the report directly to the printer
- **Preview Edit** – Generates a **PDF** version of the report that displays instantly on your screen. You can also print from the PDF
- **Send Export** – Initiates the export process

Once you select 'Send Export', PSL+ displays the following message prompt:



If you select 'No', PSL+ asks "Would you like to reprint the register?".

If you still select 'No', the exporting process is not done.

If you select 'Yes', you will receive a secondary prompt confirming the Positive Pay file is now sent.

⚠ Important: Do not click Send Export more than once within a 15-minute interval. Doing so creates duplicate files, and one may be overridden. If this occurs, contact the [Support Department](#) for assistance.

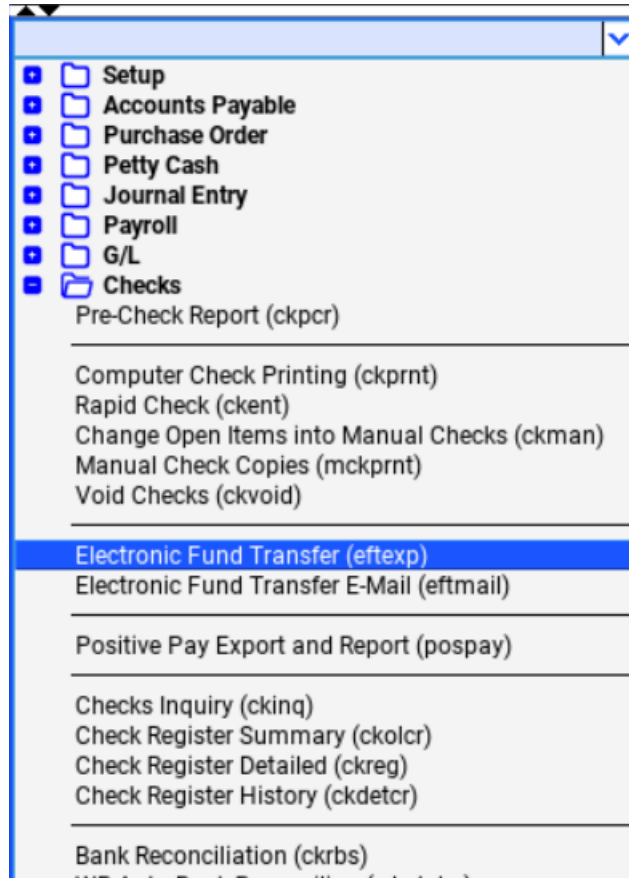
Electronic Fund Transfer Export

Electronic Fund Transfer [eftexp] electronically generates an ACH export file for vendor payments flagged for EFT/ACH. Depending on the bank's configured delivery method, the file can be saved locally or automatically transmitted to the bank. When processed, the bank receives all payment details (vendor name, bank account information, amount, and execution date) exactly as listed in the export.

Open:

The Electronic Fund Transfer [eftexp] screen is located under the 'Checks' folder.


You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.

Electronic Fund Transfer

File Edit Programs Options View Favorites Help



Selection Criteria

Bank

Production

EFT Format

Vendor

Creation Date/Time

Workdays to Execution

Execution Date

Select Payment?	Ref #	EFT #	Vendor #	Vendor Name	Amount
<input type="checkbox"/>	0				0.00

Selection Criteria:

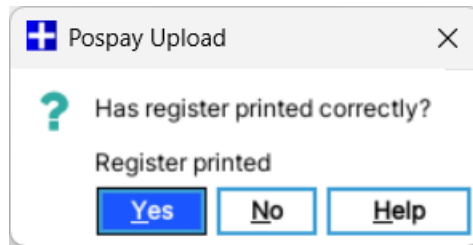
- **Bank** – Bank Code used for the export. Press F2 or right-click to select
- **Vendor** – Leave blank to include all vendors eligible for EFT. Enter or select a Vendor Code to filter to specific vendors or a range
- **Sender Email** – Email address that appears as the “From” on vendor notification emails (if enabled)
- **Work Days to Execution** – Number of business days from file creation to the execution date included in the file

Example: If the value is 3, and the file is created on a Monday, the execution date will be Thursday.

To process a same-day payment, this value must be set to 0. This field is configurable by the user in PSL+.

Select Transactions to Include:

After selecting your criteria, click Start to generate the list of available transactions.



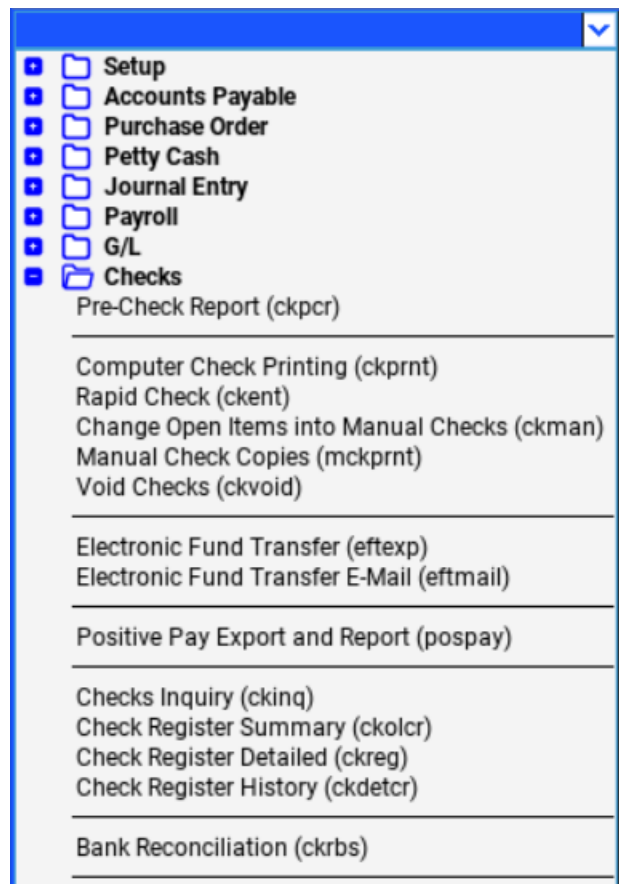
If you select 'No', PSL+ will ask, "Would you like to reprint the register?" If you select 'No' again, the export will not proceed. Selecting 'Yes' prompts you to save the file and completes the export process.

Additional Check Screens/Reports

PSL+ offers additional Check Screens/Reports which are listed below.

Open:

These additional check screens/reports are in the Report module under the Checks sub-folder. You can also access them by typing the screen name or acronym in the blue prompt bar and pressing Enter.



To select criteria in these reporting screens, press **F2** or right-click in most fields, or type directly into the field. To include all available criteria, leave all fields blank except for yellow fields, which are required before proceeding.

- **Check Inquiry [cking]** – Displays details for any check printed in PSL+, including check date, void date (if applicable), clear date, and related A/P reference numbers. Also accessible from the G/L module, this screen provides a quick lookup for information on a single check
- **Check Register Detailed Report [ckreg]** – Prints a detailed register of all checks or only manual checks. The report includes end-of-report summaries such as total checks and stub lines, bank and currency totals, a currency conversion chart, and Cash in Bank and Clearing Account details (account numbers, descriptions, and amounts)
- **Check Register History Report [ckdetr]** – Displays a summary of all printed checks, with options to filter by status (Cleared, Outstanding, Computer, Voided, Manual, Alignment) and by period or date range. Similar to the Check Register Summary Report [ckolcr], but also includes the detailed A/P invoice line items for each check
- **Rapid Check [ckent]** – Prints a single demand check for immediate payment. This screen is useful when the A/P transaction hasn't been entered or is still unposted, as it creates the unposted A/P entry automatically and does not require posting before printing. A Check Register Report is printed at the end of the process
- **Electronic Fund Transfer Email [eftmail]** – Use [eftmail] to send or re-send a remittance notification email to the vendor regarding the electronic funds transfer

i Note: The reports are available in either Print, Preview and/or Spreadsheet formats. Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.

Part XI: Budget

This section will address the following programs:

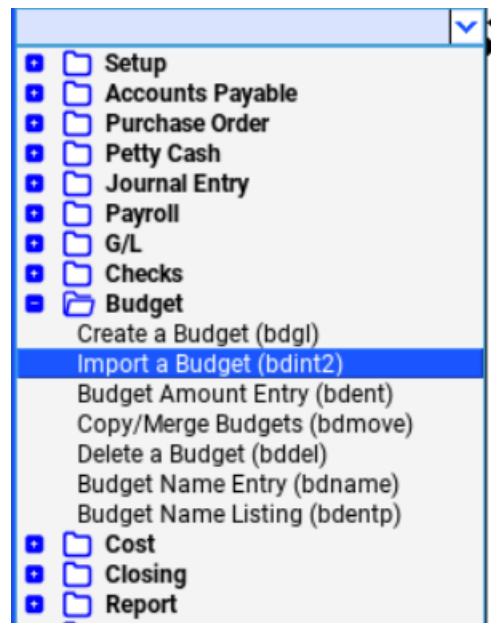
- Import a Budget
- Create a Budget
- Delete a Budget
- Budget Amount Entry
- Budget Listing Report
- Additional Budget Screens

Import a Budget

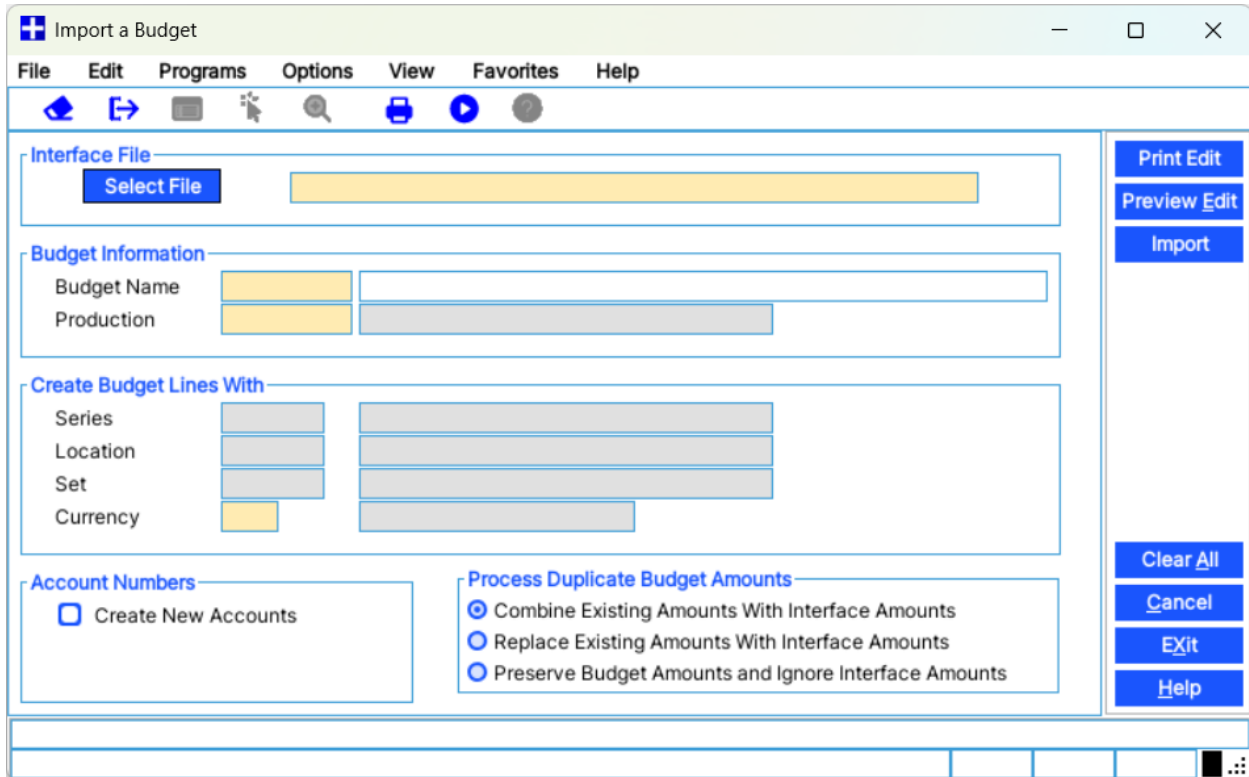
Import a Budget [bdint] – Imports a budget file from Movie Magic or EP Budgeting into PSL+, with the option to create new account numbers for your Chart of Accounts. After import, you can edit budget amounts, add or delete accounts, or enter Series, Location, or Set-specific budget lines in Budget Amount Entry [bdent].

Open:

You can access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Before importing, save your Movie Magic or EP Budget file (.dsc or .txt) to your computer.

- In Movie Magic: go to File > Export > C&C Format
- In EP Budgeting: go to File > Export > Other > C&C Format Interface File:


Select File – Choose the .txt or .dsc budget file to load. Budgets must be imported one at a time.

Budget Information:

- **Budget Name** – Enter a unique budget name (up to six characters). PSL+ will prompt, “Budget is not in the database. Do you wish to create it?” Select Yes. Then enter a description (up to 50 characters)
- **Production** – Press F2 or right-click to select the Production Code if it does not default

Create Budget Lines With:

Press F2 or right-click in the Series, Location, Set, or Currency fields to select the appropriate codes. These codes will be applied to the budget lines once created.

 **Note:** Yellow fields are required and must be completed before proceeding.

Create New Accounts:

Check this option to create new account numbers from the imported budget. Any account numbers that do not already exist in the Chart of Accounts or are not associated with the selected Budget Name will be added.

If left unchecked, PSL+ will not create new accounts. In the Edit List, newly created accounts are labeled “NEW,” while ignored accounts are labeled “ACCOUNT NON-EXISTENT; ignored.”

Process Duplicate Budget Amounts:

If the selected Budget Name already exists and contains budget lines, this option determines how PSL+ handles budget amounts when the import file includes duplicate account numbers.

If you are importing into a new Budget Name, leave the default setting, no existing amounts are affected.

- **Combine** – Adds the import file amounts to the existing budget amounts.
Result: existing amounts + imported amounts.
- **Replace** – Replaces the existing budget amounts with the import file amounts.
Result: imported amounts only.
- **Preserve** – Keeps the existing budget amounts and ignores the import file amounts.
Result: existing amounts only.

Mask:

Translation – Defines how account numbers from the import file are interpreted (. = include digits, 0 = ignore digits). This field is typically modified by the Support Department, if needed.

Account – Displays the account mask used by the Chart of Accounts (e.g., XXXX, XX-XX). This field is view-only.

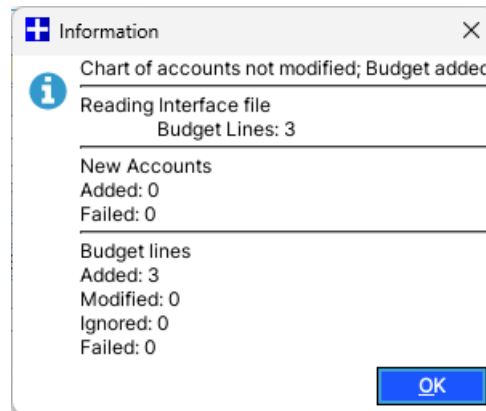
i Note: Please email a request to PSL.Support@castandcrew.com if you need your databases' account mask changed. The default account mask for a new database is XXXX.

Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- **Print Edit** – Opens the Print Dialogue box and sends the report directly to the printer.
- **Preview Edit** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.
- **Import** – Begins the importing process.

Once you select 'Import', PSL+ displays a message like the following message prompt confirming the budget is now loaded:



To review or make any changes to the budget, use the Budget Amount Entry [bdent] screen located in the 'Budget' module, then 'Maintenance' sub-folder.

⚠ Important: When importing a budget file from Movie Magic, PSL+ may import both Header and Sub-accounts. This is acceptable for creating the Chart of Accounts, since no amounts are stored there. However, in the budget, this can cause amounts to be duplicated.

To correct this, manually delete the Header Accounts from Budget Amount Entry [bdent], not from Chart of Accounts Entry [glca].

i Note: Please email the budget file in Text/Tab delimited (.txt) or (.dsc) format (or both formats to be sure) to PSL.Support@castandcrew.com should you encounter any problems with the file import.

The Support Department is happy to assist in troubleshooting and/or loading the file for you upon request.

Create a Budget

A budget allocates a production's financial activity across a defined set of accounts, enabling accurate tracking and reporting.

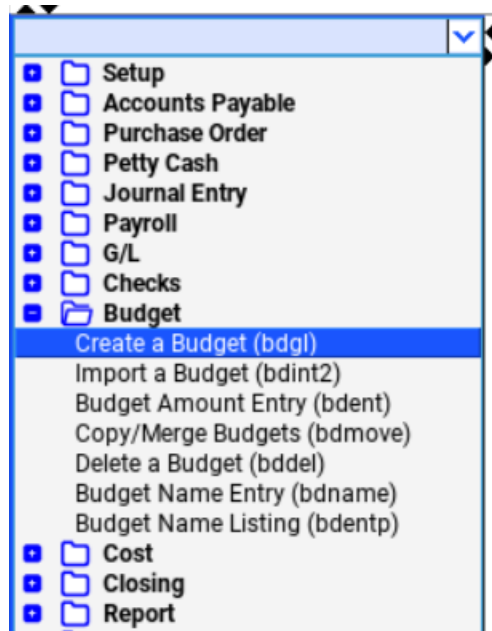
Use Create a Budget [bdgl] to create a new budget by copying account numbers from the Chart of Accounts [glca]. After the budget is created, enter budget amounts for each account using Budget Amount Entry [bdent].

If additional account numbers are added to the Chart of Accounts after the budget is created, you can append them to the existing budget by rerunning Create a Budget [bdgl].

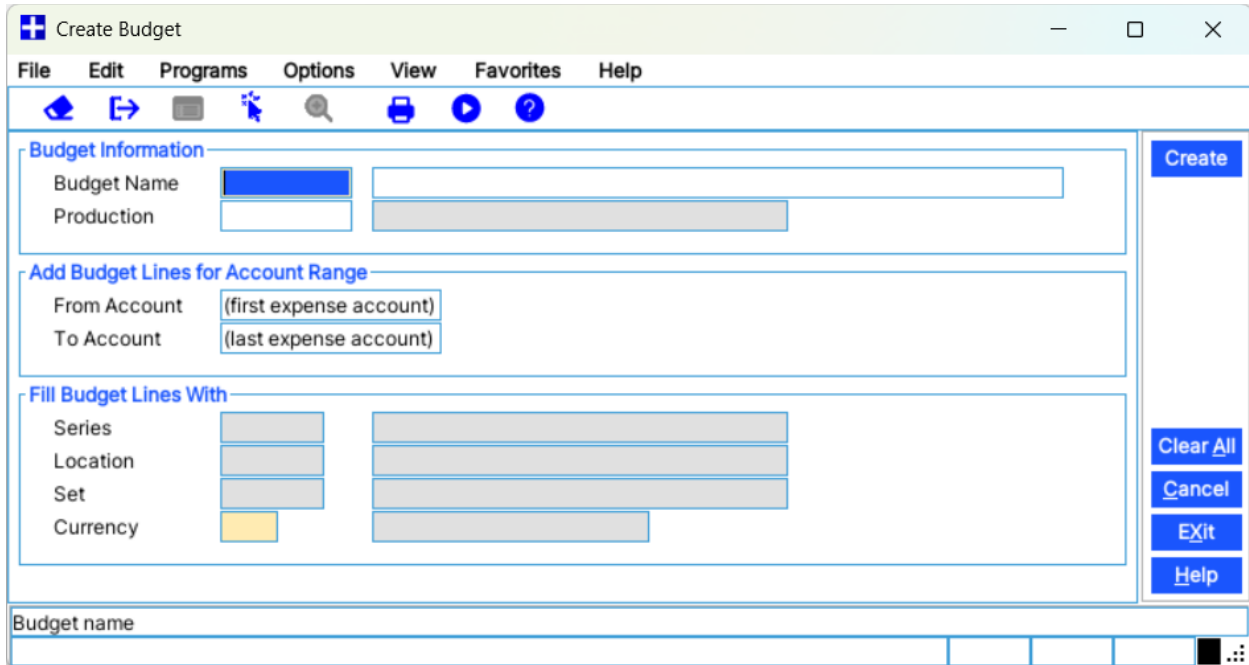
i Note: Header Accounts are not included when copying account numbers into the budget. Please email the budget file in Text/Tab delimited (.txt) or (.dsc) format (or both formats to be sure) to PSL.Support@castandcrew.com should you encounter any problems with the file import. The Support Department is happy to assist in troubleshooting and/or loading the file for you upon request.

Open:

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



To select criteria, press the F2 key or right-click in most fields to choose from available options. You may also type values directly into the fields. To include all criteria, leave all fields blank except for any yellow-highlighted fields, which are required to proceed in PSL+.

Budget Information:

Budget Name – Enter a unique budget name (up to six alphanumeric characters). If the Budget Name does not exist, PSL+ prompts, “*Budget is not in the database. Do you wish to create it?*” Select Yes. Enter the budget description to the right of the Budget Name (up to 50 alphanumeric characters).


Production – Press F2 or right-click to select the Production Code if it does not default.

Add Budget Lines for Account Range:

From Account and To Account - First and Last Expense Account to create in the budget. To create all account numbers, leave both fields blank.

Fill Budget Lines With:

Press F2 or right-click in the Series, Location, Set, and Currency fields to select the appropriate codes if they do not default. The selected codes are associated with the budget lines once created.


 **Note:** All yellow-highlighted fields are required and must be completed before proceeding in PSL+.

Create:

To proceed with the creating process, press the F1 Key, then 'S' option or select 'Create' located in the top right-hand corner of the screen. After selecting 'Create', PSL+ provides a confirmation prompt with how many budget lines were created depending on the Budget Information input. PSL+ automatically saves the budget creation.

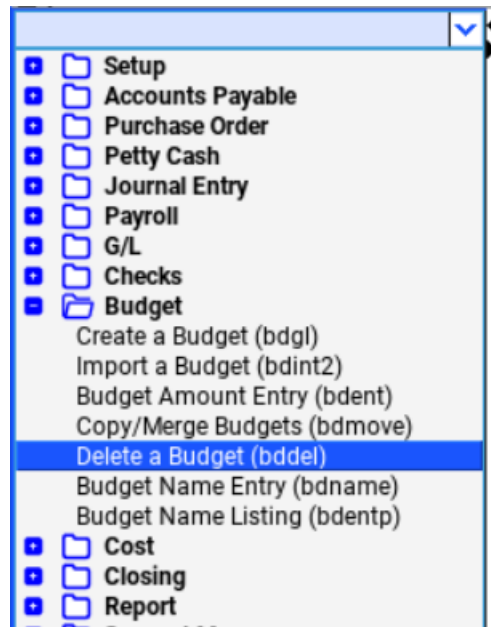
Delete a Budget

Use the Delete a Budget [bddel] program to delete an entire budget or parts of an existing budget.

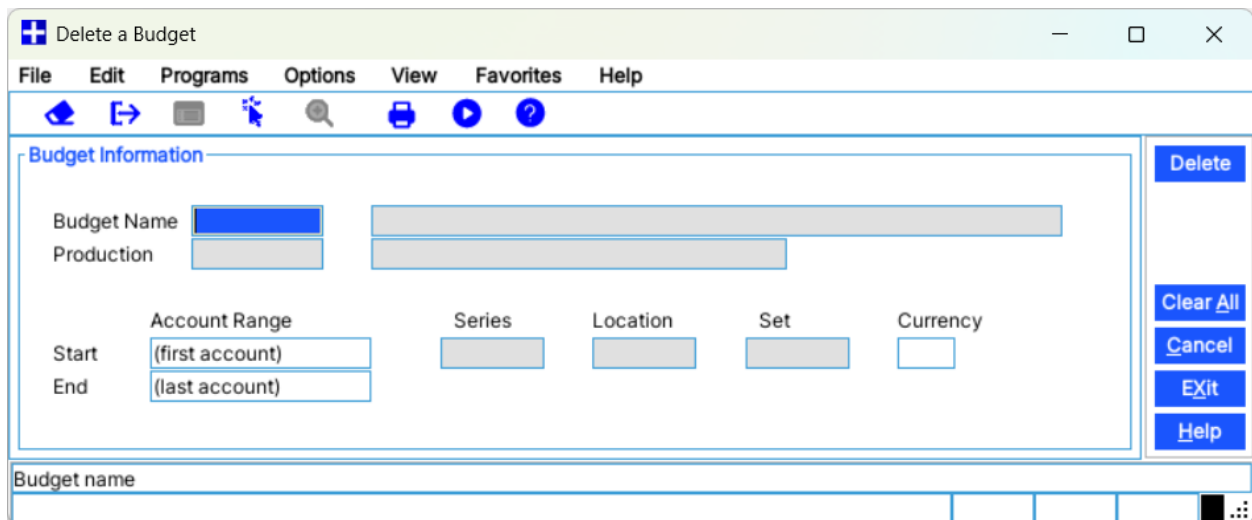
 **Important:** Please be advised that once a budget is deleted, it is permanently removed from the database and cannot be undone. If necessary, the budget can be re-entered.

Open:

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



A screenshot of the 'Delete a Budget' dialog box. The window title is 'Delete a Budget'. The menu bar includes 'File', 'Edit', 'Programs', 'Options', 'View', 'Favorites', and 'Help'. The toolbar contains icons for home, back, forward, search, print, and help. The main area is titled 'Budget Information' and contains the following fields:

- Budget Name:** A text input field with a blue selection bar.
- Production:** A text input field.
- Account Range:** A section with two input fields: 'Start' containing '(first account)' and 'End' containing '(last account)'.
- Series, Location, Set, Currency:** Four separate input fields.

On the right side of the dialog, there are five buttons: 'Delete', 'Clear All', 'Cancel', 'Exit', and 'Help'. At the bottom, there is a 'Budget name' label and a list box with a scroll bar.

To select criteria, press the F2 Key or right click in most fields to make your selection. You can also type in the criteria in the allotted fields. If you wish to include all criteria information, leave all fields blank.

Budget Information:

Budget Name – Enter the name of the budget you want to delete.

Production – Defaults based on the selected Budget Name. This field is view-only.

Start and End Account Range – Enter the first and last expense account numbers to delete from the budget. To delete a single account, enter the same account number in both fields. To delete all accounts, leave both fields blank.

Series, Location, Set, and Currency – Press F2 or right-click in these fields to limit deletion to budget lines matching the selected codes. To delete all codes for the selected Budget Name, leave these fields blank.

Delete:

To proceed with the deletion, press **F1**, then select the **D (Delete)** option, or click **Delete** in the top-right corner of the screen. PSL+ displays a confirmation message indicating how many budget lines—or whether the entire budget—were deleted, based on the selected Budget Information. The deletion is saved automatically.

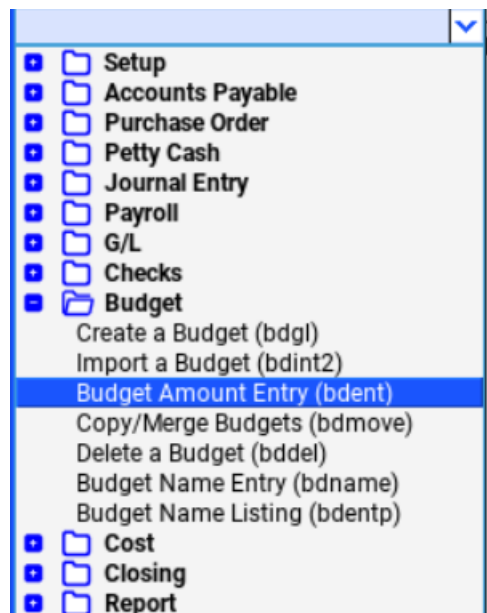
Budget Amount Entry

Once the budget framework is created using Create a Budget [bdgl] or Import a Budget [bdint], use Budget Amount Entry [bdent] to enter or update amounts for each budgeted expense account in the Chart of Accounts. These amounts populate the Estimated Final Cost Report [efcrpt].

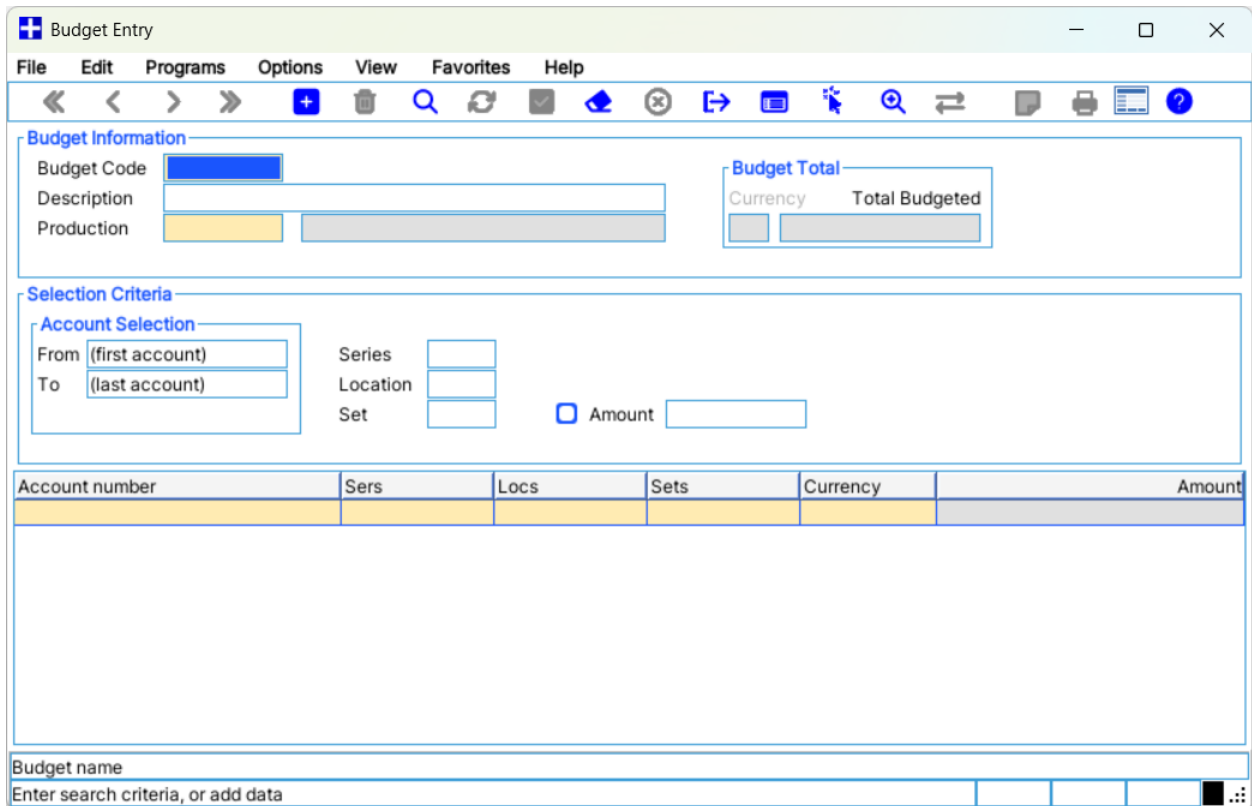
Budget Amount Entry [bdent] also allows you to look up budget items, add or delete budget lines, and modify the Currency and Amount fields.

Open:

You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Budget Information:

Budget Code – Name of the budget you want to review or modify. Press **F2** or right-click to choose the Budget Code. After selecting the Budget Code, press **F7** or click the **Find** icon on the toolbar to display the budget lines.

Note: Pressing the Enter key does not display budget lines on this screen; it only moves to the next field.

Description – Defaults based on the selected Budget Code. You may modify the budget description, if needed.

Production – Defaults to the Production Code associated with the selected Budget Code.

Account Selection:

From and To – If you would like to look for a range of certain account numbers when selecting a Budget Code, input the account numbers in these fields. To restrict PSL+ to only display information for a single account number, input the same account in both the From and To fields. Then, press the F7 Key or 'Find' icon located on the toolbar for the budget lines to appear. To display all account numbers, leave both fields blank.

Selection Criteria:

If you would like to look for certain Series, Location and/or Set Codes when selecting a Budget Code, input the codes in these fields. You can also look for a certain budget amount by check marking the Amount field and inputting an amount. Then, press the F7 Key or 'Find' icon located on the toolbar for the budget lines to appear. To display all codes and amounts, leave these fields blank.

Account Lines:

- **Account Number** – Chart of Accounts number for the budget line. This field is view-only.
- **Series** – Series Code associated with the budget line. This field is view-only.
- **Location** – Location Code associated with the budget line. This field is view-only.
- **Set** – Set Code associated with the budget line. This field is view-only.
- **Currency** – Currency Code for the budget line. Press F2 or right-click to change the Currency Code, if needed.
- **Amount** – Budgeted amount for the budget line. Enter a new value to update the amount. Press F2 or right-click to display the calculator.

Tips

- All yellow-highlighted fields are required and must be completed before saving in PSL+
- To save, click the Save icon on the toolbar, or press F1 and select:
 - U (Update) – Saves and remains on the current screen
 - A (Accept) – Saves and clears the screen (most common)
- To add another budget line, press Enter or Tab after the last line, or scroll to the bottom of the screen to access a blank line
- To insert a budget line between existing lines, place the cursor where the new line should appear and press F4, or click the Add icon. A new line is inserted below
- To delete a budget line, place the cursor on the line and press F10, or click the Delete icon. The line is marked with a red strikethrough and is removed upon saving

Budget Listing Report

The Budget Listing Report [bdentp] generates a listing of all fields in the Budget Amount Entry [bdent] screen for the specified budget. The report includes budget details on the following fields:

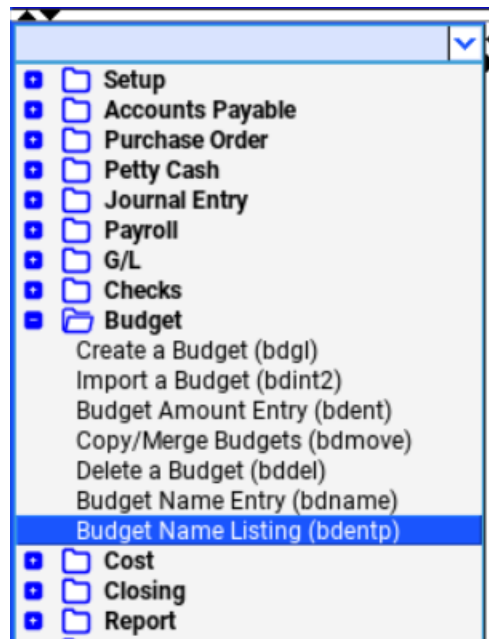
- Account Number
- Description
- Series
- Location
- Set
- Currency
- Budgeted Amount

At the end of the report, the Grand Total of the selected budget is displayed. The Budget Listing Report [bdentp] is helpful in reviewing all codes were entered in correctly. If changes need to be made to a budget, this is done in the Budget Amount Entry [bdent] screen.

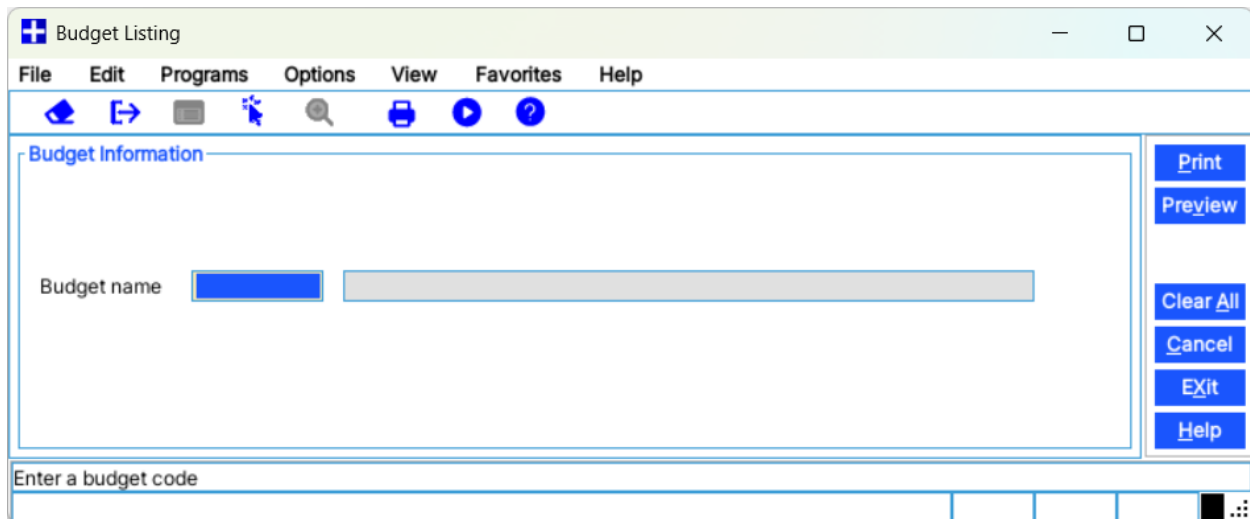
Open:

The Budget Listing Report [bdentp] is also located in the 'Report' folder under the 'Budgeting/Cost' sub-folder.

You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



Budget Information:

Budget Name – Name of the budget whose data you want to view and/or print. To select the Budget Name, press the F2 Key or right click to make your selection. You can also simply type in the Budget Name.

Print/Preview the Report:

Located in the top right-hand corner of the screen, you can choose the following options to generate the report:

- **Print** – Opens the Print Dialogue box and sends the report directly to the printer.

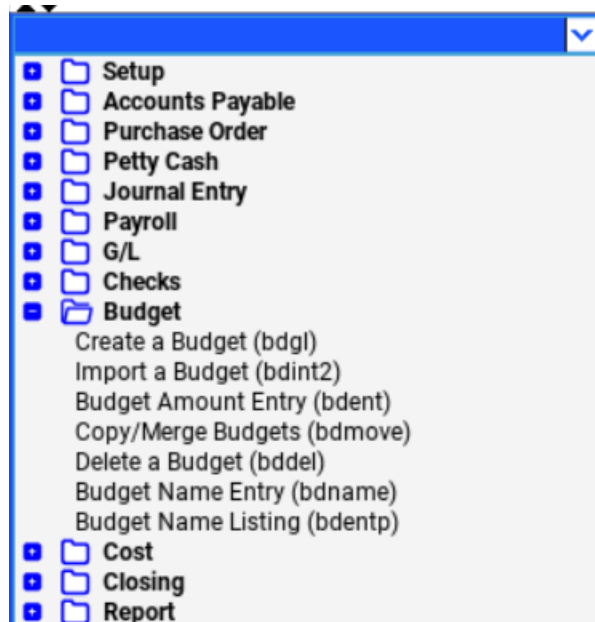
- **Preview** – Generates a PDF format report and appears instantly on your screen. You are still able to print from the PDF format.

Additional Budget Screens

PSL+ offers additional Budget Screens which are listed below.

Open:

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



To select criteria for the following screens, press the F2 Key or right click in most fields to make your selection. You can also simply type in the criteria in the allotted fields.

Budget Name Entry [bdname] – Use [bdname] to add a new Budget Name, find existing Budget Names, modify an existing budget's Description and Production Code (the Production Code can only be changed if no budget lines have been entered) and delete Budget Names (if no budget lines have been entered).

Copy/Merge Budgets [bdmove] – Use [bdmove] to copy an existing budget or merge two budgets. This program also allows you to rename a budget by copying it to a new budget with the new name or change all of the budget amounts by the same percentage. This screen is also used to quickly create a budget for a new Series Code/Episode within one Production.

Part XII: Cost


This section will address the following programs:

- EFC Entry
- Variance Entry
- Cost Report/EFC Worksheet
- Estimated Final Cost Report
- Additional Cost Report Screens/Reports

EFC Entry

Estimated Final Cost (EFC) represents the projected total cost to complete the Production. It is calculated as the actual costs to date plus the estimate to complete.

Use EFC Entry [efcent] to enter or update EFC values. Once an EFC or variance adjustment is saved, PSL+ automatically recalculates the Cost to Complete, Estimated Final Cost, and Variance amounts on the Estimated Final Cost Report [efcrpt].

 **Note:** EFC's and Variances are created by one of three ways which are as follows:

Variance Entry [bdve] – Enter variance adjustments directly on the Variance Entry screen.

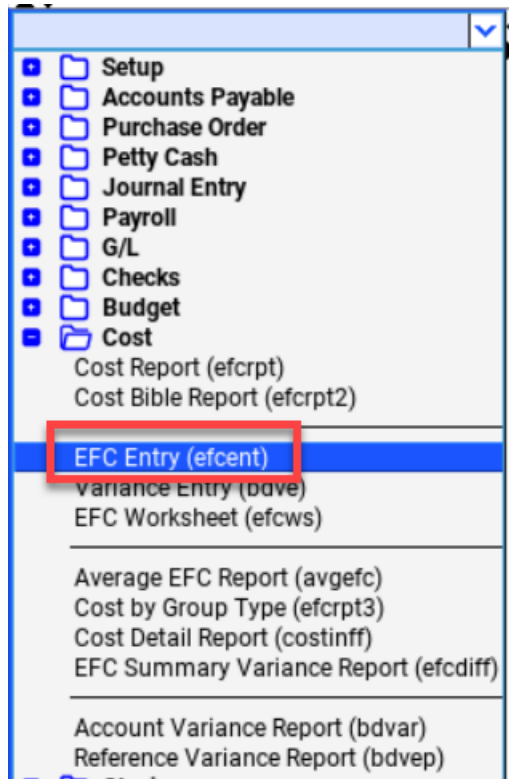
EFC Entry [efcent] – Enter or update EFC values on the EFC Entry screen. After the changes are saved, PSL+ automatically creates a corresponding Variance. The newly generated Variance Entry [bdve] Reference Number appears on the EFC Entry [efcent] screen for reference.

Cost Report / EFC Worksheet [efcws] – Enter or update EFC values on the Cost Report/EFC Worksheet screen. Once saved, PSL+ automatically creates a corresponding Variance, and the Variance Entry [bdve] Reference Number displays on the Cost Report / EFC Worksheet [efcws] screen for reference. Although PSL+ allows you to enter EFC or Variance changes using any of these methods, all three options produce the same result. The system processes and records the adjustment identically regardless of which screen is used.

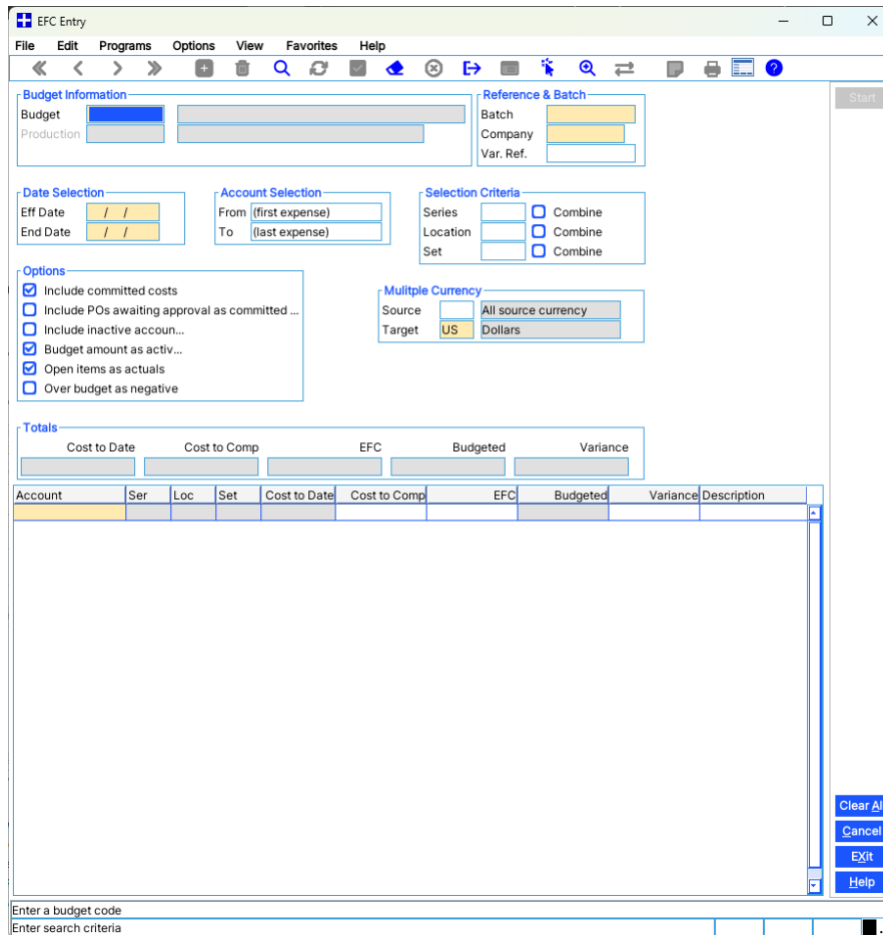
Open:

To access the EFC Entry [efcent] screen, select the Budget or Cost module from the menu tree (see following screenshot).

You can also access this and other screens by typing the screen or acronym name into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



Budget Information

Budget – Name of the budget where the EFC changes will be applied. To select multiple budgets, press the F2 key or right-click in this field, then hold the Ctrl key while selecting with your mouse.

Production – Production Code associated with the selected Budget. This field defaults automatically and is not editable.

Reference & Batch

Press the F2 key or right-click in the Batch and Company fields to select the appropriate codes, if they do not already default. The selected codes are applied to the Variance Entry [bdve] transaction once it is created. To open EFC Entry [efcent] from an existing Variance transaction, enter the Variance Reference Number.

Date Selection:

Effective Date – The transaction date that is recorded and impacts the Estimated Final Cost Report [efcprt]. This field defaults to today's date but can be changed by typing over the default or by right-clicking in the field to open the calendar. Dates from a previously closed period cannot be selected.

End Date – The cut-off date used to determine which transactions are included. Because some transactions may be dated in the future, the worksheet includes activity up to this date only.

i Note: For consistency, the Effective Date and End Date are typically set to the same date.

Account Selection:

From / To – Account numbers to include in the worksheet. To limit the worksheet to a single account, enter the same account number in both fields. To select multiple accounts, press the F2 key or right-click in either field, or hold the Ctrl key while selecting. To include all accounts, leave both fields blank.

Selection Criteria:

From / To (Series, Location, Set) – Press the F2 key or right-click in these fields to select the applicable codes. To include all Series, Location, or Set codes, leave the fields blank. Select the Combine option to roll all selected Series, Location, and/or Set codes into a single line on the worksheet.

Options:

Include Committed Costs – Select to include committed costs (items entered in the database but not yet paid), such as Purchase Orders (P/Os) and Open Items.

Include Inactive Accounts – Select to include accounts with no activity or distributions posted during the selected date range, or accounts with a zero-dollar balance.

Budget Amount as Activity – Select to include accounts with no distributions posted but with a non-zero budgeted amount.

Open Items as Actuals – Select to treat Open Items (posted but not yet paid) as actual costs. Purchase Orders (P/Os) will continue to be treated as commitments.

Over Budget as Negative – Select to display over-budget amounts as negative values.

⚠ Important: When adding a new account number to a budget, the account must be added in both Chart of Accounts Entry [glca] and Budget Amount Entry [bdent] for it to appear in EFC Entry [efcent].

If the account number is added only in Chart of Accounts Entry [glca], it will not appear on this screen—even when Include Inactive Accounts is selected.

Start to populate data:

To begin making EFC changes, press the F1 key and select the 'S' (Start) option, or click Start in the top-right corner of the screen. All yellow fields must be completed before the Start option becomes available.

Once Start is selected, the worksheet at the bottom of the screen is enabled. You may enter changes in the light-blue fields, including Cost to Complete, Estimated Final Cost (EFC), Variance, and Description. If the Description field is left blank, PSL+ automatically defaults the description to “EFC Entry Variance” in Variance Entry [bdve].


For convenience, pressing the F2 key or right-clicking in any light-blue worksheet field opens a calculator.

After all EFC changes are complete, save the entry by pressing the F1 key and selecting 'A' (Accept), or by clicking the Accept icon on the toolbar. The system creates a Variance transaction, and the Variance Entry [bdve] Reference Number displays on the screen.

Variance Entry

A Variance represents an estimate that differs from the budgeted amount—typically reflecting the difference between actual production costs and budgeted costs.

Use Variance Entry [bdve] to create or modify variance transactions. Once an EFC or Variance change is saved, PSL+ automatically recalculates the Cost to Complete, Estimated Final Cost, and Variance amounts on the Estimated Final Cost Report [efcprt].

 **Note:** Variance transactions are informational only and do not post to the General Ledger.

Variances are created by one of three ways which are as follows:

Variance Entry [bdve] – Enter variance changes directly on the Variance Entry screen.

EFC Entry [efcent] – Enter or update EFC values on the EFC Entry screen. After the changes are saved, PSL+ automatically creates a corresponding Variance. The Variance Entry [bdve] Reference Number displays on the EFC Entry [efcent] screen for reference.

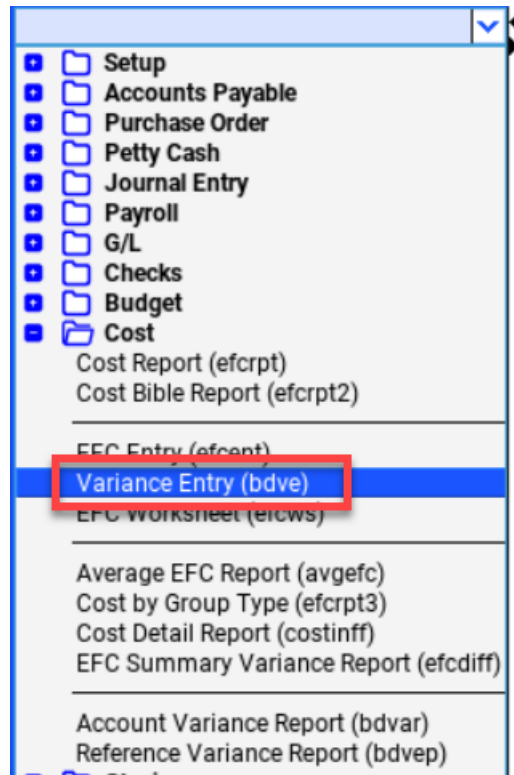
Cost Report / EFC Worksheet [efcws] – Enter or update EFC values on the Cost Report/EFC Worksheet screen. Once saved, PSL+ automatically creates a corresponding Variance, and the Variance Entry [bdve] Reference Number displays on the Cost Report / EFC Worksheet [efcws] screen for reference.

Regardless of which method is used, the system processes the variance adjustment identically. All three options produce the same result.

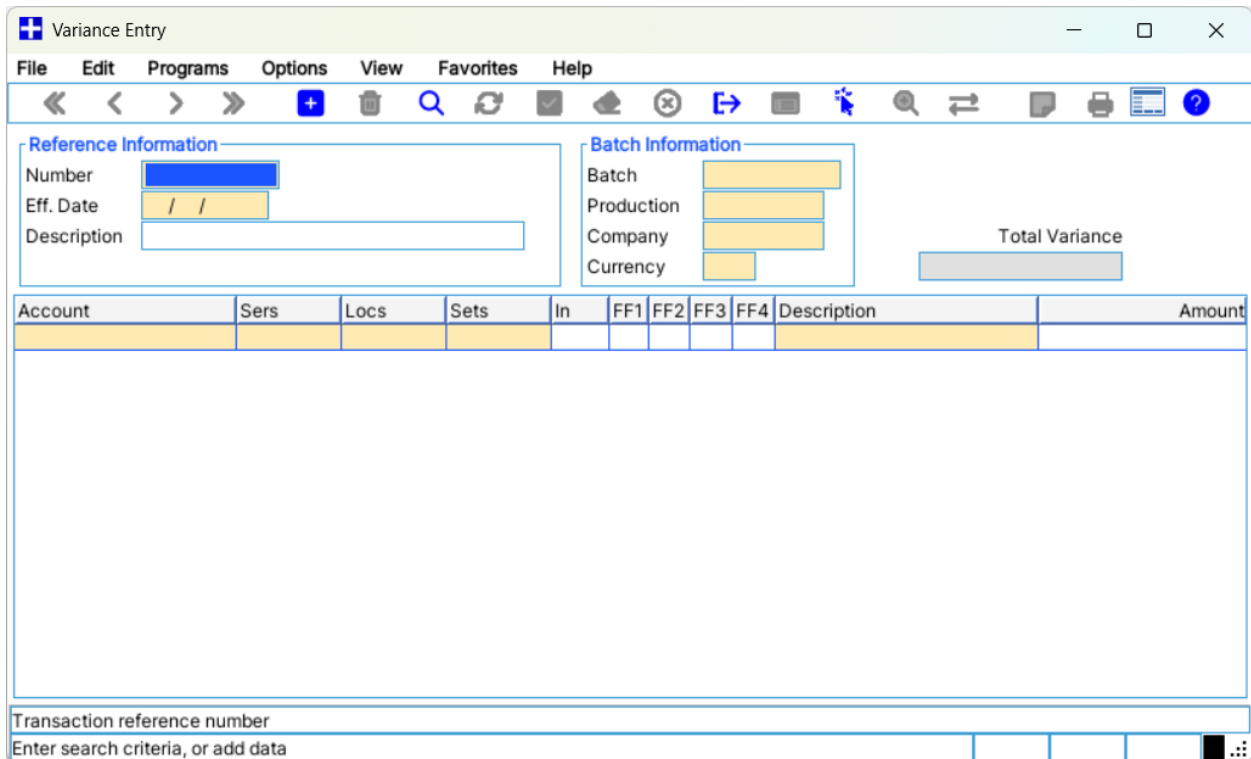
Open:

To access Variance Entry [bdve], select the Budget or Cost module from the menu tree.

You can also open this screen by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



Reference Information:

Reference Number – System-assigned transaction number. To generate the next sequential Reference Number, press the F4 key or select the Add icon on the toolbar. You may also right-click outside a field and select Add to create a new record.


If the Variance was created in EFC Entry [efcent] or Cost Report / EFC Worksheet [efcws], enter the previously assigned Reference Number and press Enter, F7, or select the Find icon on the toolbar to retrieve the transaction for modification.

Effective Date – The transaction date that is recorded and impacts the Estimated Final Cost Report [efcrpt]. This date defaults to today's date when a new Reference Number is generated. You may change the date by typing over the default or by right-clicking in the field to open the calendar. Dates from a previously closed period cannot be selected.

If the Variance was created in EFC Entry [efcent] or Cost Report / EFC Worksheet [efcws], the Effective Date defaults to the date originally entered on that screen when the Reference Number is retrieved.

Description – A brief explanation of the Variance transaction (up to 30 alphanumeric characters). This description automatically defaults to the distribution lines.

- If the Variance was created in EFC Entry [efcent] and no description was entered, PSL+ defaults the description to “EFC Entry Variance.”
- If the Variance was created in Cost Report / EFC Worksheet [efcws] and no description was entered, PSL+ defaults the description to “EFC Worksheet VA.”

 **Note:** To request a change to a transaction's Effective Date, email PSL.Support@castandcrew.com and include the applicable Reference Number(s).

Depending on your studio's guidelines, the Support team may be required to obtain approval from your Studio Finance Executive before the change can be processed.

Batch Information:

Codes associated with the transaction. These fields default from User Entry [suuser] in the Setup module, if configured. To change the default values, press the F2 key or right-click in any of the following fields: Batch, Production, Company, or Currency, and select the appropriate code.

If the Variance was created in EFC Entry [efcent] or Cost Report / EFC Worksheet [efcws], the Batch Information automatically defaults when the Reference Number is entered, using the values originally specified on that screen.

Total Variance:


The total of all Variance amounts entered in the distribution lines. This amount is automatically calculated by PSL+ and is not editable.

Distribution Lines:

If the Variance was created in EFC Entry [efcent] or Cost Report / EFC Worksheet [efcws], the distribution lines default when the Reference Number is entered, using the values originally specified on that screen.


Description – Chart of Accounts number to be debited or credited on the distribution line. Press the F2 key or right-click to change the account.


If the account number does not exist in PSL+, press the F5 key or select the Zoom icon to open Chart of Accounts Entry [glca] and add the account. Once saved, press F1, then 'F' (Fetch), or select the Fetch icon to return the account to the Variance Entry [bdve] screen.

 **Note:** The Series, Location, Set and Free Field Codes are brought over from the User Entry [suuser] screen located in the 'Setup' module if setup. Otherwise, press the F2 Key or right click in these fields to make your selection.

Description – Explanation for this distribution line which can hold up to 30 alpha/numeric characters.

Amount – Dollar or other currency amount for this distribution line. If you are entering a negative amount, input the minus sign before the number.

 **Tip:** Press the F2 key or right-click in the Amount field to open the calculator.

 **Note:** Variance Entry [bdve] transactions do not post. Once saved, the transaction is recorded in the database for reporting purposes only.

 **Tips:**

- Complete all yellow fields before saving; yellow fields are required in PSL+
- To save an entry:
 - Select the Save icon on the toolbar, or
 - Press F1, then 'U' (Update) to save and remain on the screen, or
 - Press F1, then 'A' (Accept) to save and clear the screen (*most commonly used*)
- To add a new distribution line, press Enter or Tab after the last line
- To insert a distribution line between existing lines, place the cursor where the new line should appear and press F4, or select the Add icon. A new line is inserted below
- To delete a distribution line, place the cursor on the line and press F10, or select the Delete icon. The line displays with a red strike-through and is removed when the entry is saved
- To search for an existing entry, ensure the screen is clear, then press F7 or select the Find icon. Use the First, Prior, Next, and Last arrow icons—or the Page Up and Page Down keys—to navigate through the results

Cost Report/EFC Worksheet

Estimated Final Cost (EFC) represents the projected total cost to complete the Production. It is calculated as actual costs to date plus the estimate to complete.

The Cost Report / EFC Worksheet [efcws] allows you to modify EFCs in the same way as EFC Entry [efcent] and Variance Entry [bdve], with additional functionality. Unlike those screens, [efcws] enables drill-down access to the underlying transaction details and provides enhanced worksheet capabilities.

The layout of the Cost Report / EFC Worksheet [efcws] closely mirrors the Estimated Final Cost Report [efcprt], with the addition of a Reference & Batch section that contains required (yellow) fields. Any report format available in Estimated Final Cost Report [efcprt] is also available in this screen. The worksheet can be run for multiple budgets.

Once an EFC or Variance change is saved, PSL+ automatically recalculates the Cost to Complete, Estimated Final Cost, and Variance amounts on the Estimated Final Cost Report [efcprt].

Creating EFCs and Variances

EFC and Variance adjustments in PSL+ can be created using any of the following methods:

Variance Entry [bdve] – Enter variance changes directly on the Variance Entry screen.

EFC Entry [efcent] – Enter or update EFC values on the EFC Entry screen. After saving, PSL+ automatically creates a corresponding Variance, and the Variance Entry [bdve] Reference Number displays on the EFC Entry [efcent] screen.

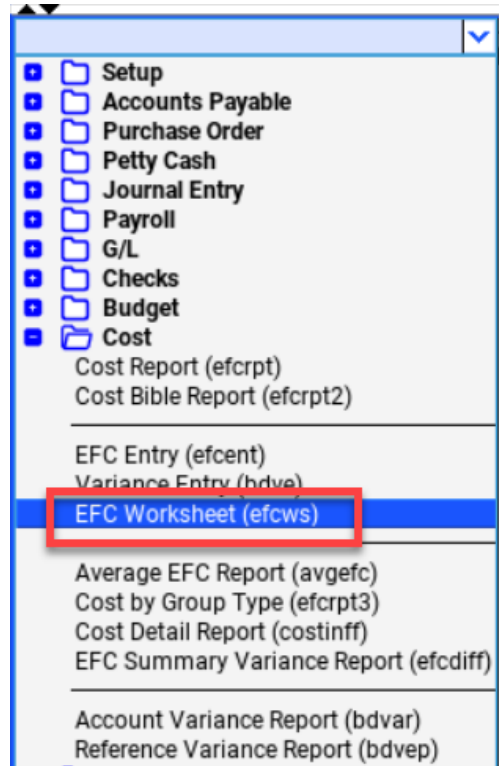
Cost Report / EFC Worksheet [efcws] – Enter or update EFC values directly within the worksheet. Once saved, PSL+ automatically creates a corresponding Variance, and the Variance Entry [bdve] Reference Number displays on the Cost Report / EFC Worksheet [efcws] screen.

Regardless of which method is used, all EFC and Variance entries are processed identically by the system, producing the same result.

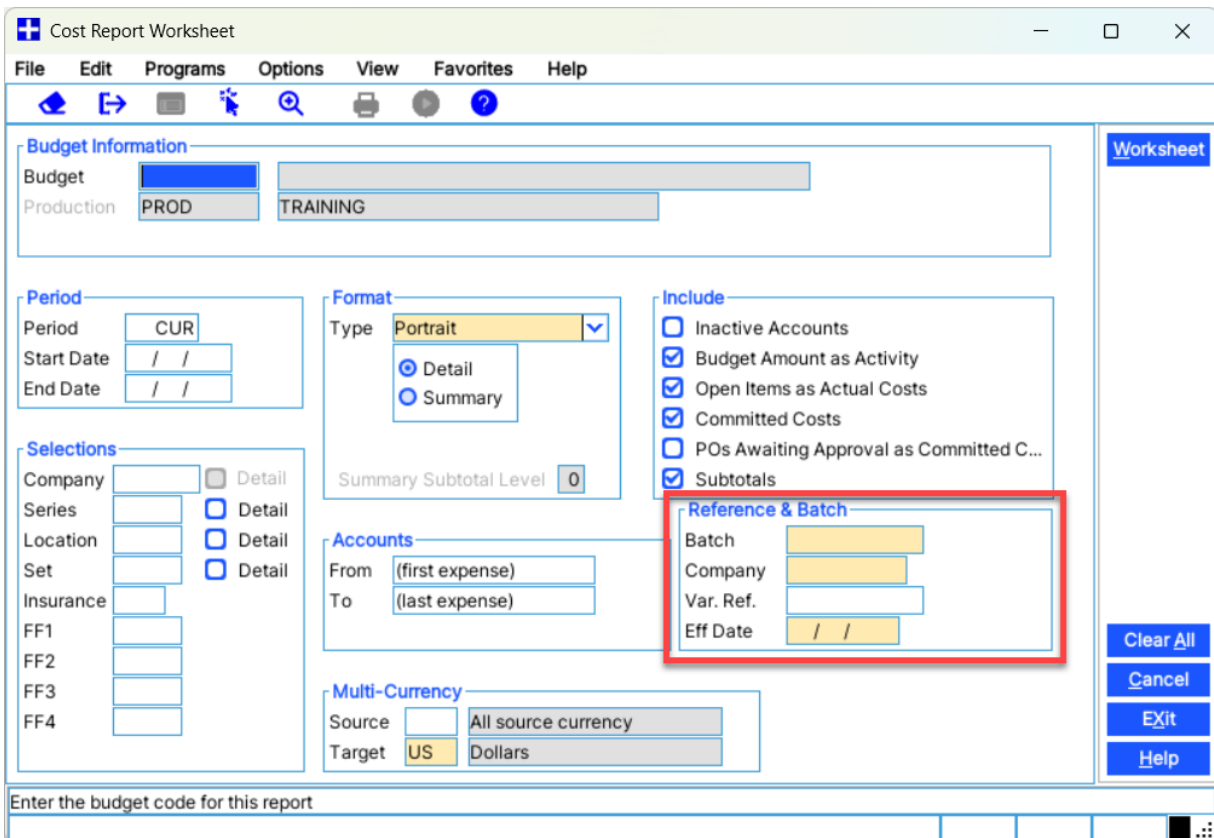
Open:

To access the Cost Report/EFC Worksheet [efcws] click the 'Cost' module from the menu tree.

You can also access these screens by typing the screen or acronym name in the blue prompt bar located above the 'Setup' menu. Then, press Enter.



The screen then appears.



To select criteria, press the F2 key or right-click in most fields to choose values, or manually enter criteria directly into the fields. To include all available data, leave all fields blank except for any yellow fields, which are required before proceeding in PSL+.

⚠ Important: The behavior of effective dates when a Purchase Order (PO) is approved depends on two settings:

- If POs awaiting approval are included, the Effective Date should remain as the original W date when the PO is approved and should not advance to the Open date
- If POs awaiting approval are not included (*the more common configuration*), the Effective Date will advance to the Open date upon approval. This is the default system behavior

To change this behavior from the default, please contact PSL.Support@castandcrew.com, as the opcode must be updated by the Support team.

Budget Information:

- **Budget** – Name of the budget where EFC changes will be applied. For each account, the Estimated Final Cost is compared to the Budget Amount to calculate the Variance. To select multiple budgets, press the F2 key or right-click in this field, then hold the Ctrl key while selecting
- **Production** – Production Code associated with the selected Budget. This field defaults automatically and is not editable
- **Overage** – Name of the Overage Budget used for comparison against the original budget. When an Overage Budget is selected, the worksheet includes Approved Overage and Total Budget columns in addition to the Budgeted column

Period:

Period – System-assigned Period Number indicating the accounting period in which the costs were entered. When running the worksheet by Period Number, the Start Date and End Date default based on the selected period.

Start Date / End Date – Transaction Effective Dates included in the worksheet. Because PSL+ is date-driven, the current period's Start and End Dates default automatically. You may change the dates by typing over the defaults or by right-clicking in the field to open the calendar.

- To limit the worksheet to a single date, enter the same date in both fields.
- To include all activity from inception through future-dated transactions, leave both fields blank.

Format:

Type – Report format that determines the worksheet columns and their display order. For most Independent Studio databases, the default format is PSL Standard, which includes the following columns:

Account Number, Account Description, Previous Cost to Date, Actual Cost This Period, Committed, Total Cost to Date, Cost to Complete, Estimated Final Cost, Budgeted, and Variance.

If the database is associated with a major studio, that studio's custom format defaults instead. Additional format types (if available) can be selected from the drop-down list. PSL+ also supports Detail, Summary, or Both worksheet views.

Summary Sub-total Level – Defines the account-number level used for grouping in the Summary worksheet. The default level is 1.

For example, an account mask of XXX-XXX-XXX-XXX contains four levels. This option becomes available only when Summary or Both is selected as the report type.

Include:

- **Inactive Accounts** – Select to include accounts with no activity or distributions posted during the selected period or date range, or accounts with a zero-dollar balance
- **Budgeted Amount as Activity** – Select to include accounts with no distributions posted but with a non-zero budgeted amount. When selected, these accounts display in the worksheet distribution lines
- **Open Items as Actual Costs** – Select to treat Open Items (posted but not yet paid) as Actual Costs in the worksheet. Purchase Orders (P/Os) continue to be treated as Commitments
- **Committed Costs** – Select to display a Committed Costs column on the worksheet. Committed costs include items entered in the database but not yet paid, such as Purchase Orders (P/Os) and Open Items
- **Sub-totals** – Select to include subtotal amounts on the worksheet

Include:

Press the F2 key or right-click in any of the following fields – Company Series, Location, Set, Insurance, or

Free Field(s) – to select the appropriate codes, if they do not already default.

To select multiple codes within a field, press F2 or right-click in that field, then hold the Ctrl key while making your selections. Selecting codes restricts the worksheet to display only items associated with the chosen code(s).

To display additional detail columns on the worksheet for Company, Series, Location, and/or Set, leave these fields blank and select the Detail option. PSL+ then prints a separate line for each account number and code combination.

 **Note:** If a Company, Series, Location, or Set code is entered, the Detail option is disabled.

Accounts:

From / To – Account numbers to include in the worksheet. To limit the worksheet to a single account, enter the same account number in both fields. To select multiple accounts, press the F2 key or right-click in either field, then hold the Ctrl key while selecting. To include all account numbers, leave both fields blank.

Multi-Currency:

Source – Select the transaction currency or currencies to include in the worksheet. If your database supports multiple currencies, you may include one or more Currency Codes, or all currencies. To select multiple currencies, press the F2 key or right-click in the field, then hold the Ctrl key while selecting.

Target – Defaults to the base currency defined in System Control Information Entry [suctrl] (Setup module). All transaction amounts on the worksheet are converted to this currency.

Reference & Batch:

Press the F2 key or right-click in the Batch, Company, or Effective Date fields to select the appropriate values, if they do not already default. The selected values are applied to the Variance Entry [bdve] transaction when it is created.

To run the Cost Report / EFC Worksheet [efcws] from an existing Variance transaction, enter the applicable Reference Number in the Variance Reference field.

Worksheet:

To generate the worksheet, press the F1 key and select ‘W’ (Worksheet), or click Worksheet in the top-right corner of the screen. The interactive Cost Report / EFC Worksheet [efcws] then displays, allowing you to enter EFC or Variance changes directly on the worksheet.

Account Number	Description	Previous Cost	Actual Cost	Committed	Total Cost To Date	Cost To Complete	Estimated Final Cost	Budgeted	Variance	Variance
2201	PRODUCTION DESIGNER	2,800.00	0.00	0.00	2,800.00	8,595.00	11,395.00	11,395.00	0.00	
2202	ART DIRECTOR	1,800.00	0.00	0.00	1,800.00	8,196.00	9,996.00	9,996.00	0.00	
2241	ART PURCHASES	750.54	0.00	0.00	750.54	(750.54)	0.00	0.00	0.00	
2275	KIT RENTALS	1,500.00	0.00	0.00	1,500.00	1,500.00	3,000.00	3,000.00	0.00	
2299	Total Fringes	796.87	0.00	0.00	796.87	3,873.13	4,670.00	4,670.00	0.00	
2200	Total (ART DIRECTION)	7,647.41	0.00	0.00	7,647.41	21,413.59	29,061.00	29,061.00	0.00	
- 2300	SET CONSTRUCTION									
2341	CONSTRUCTION PURCHASES	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00	
2300	Total (SET CONSTRUCTION)	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00	
- 2400	SPECIAL EFFECTS									
2402	SPECIAL F/X SUPERVISOR	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00	
2431	SPECIAL F/X RENTALS	961.73	0.00	0.00	961.73	4,038.27	5,000.00	5,000.00	0.00	
2400	Total (SPECIAL EFFECTS)	961.73	0.00	0.00	961.73	6,538.27	7,500.00	7,500.00	0.00	
- 2500	SET DRESSING									
2501	SET DECORATOR	2,000.00	0.00	0.00	2,000.00	6,575.00	8,575.00	8,575.00	0.00	
2531	SET DRESS RENTALS	4,447.36	0.00	0.00	4,447.36	552.64	5,000.00	5,000.00	0.00	
2541	SET DRESS PURCHASES	830.45	0.00	0.00	830.45	4,169.55	5,000.00	5,000.00	0.00	
2599	Total Fringes	420.08	0.00	0.00	420.08	1,451.92	1,872.00	1,872.00	0.00	
2500	Total (SET DRESSING)	7,697.89	0.00	0.00	7,697.89	12,749.11	20,447.00	20,447.00	0.00	
- 2600	PROPERTY									
2601	PROPMASTER	1,800.00	0.00	0.00	1,800.00	6,797.00	8,597.00	8,597.00	0.00	
2602	ASSISTANT PROPMASTER	1,764.00	0.00	0.00	1,764.00	(1,764.00)	0.00	0.00	0.00	
2631	PROP RENTALS	5,543.08	0.00	0.00	5,543.08	(543.08)	5,000.00	5,000.00	0.00	
2641	PROP PURCHASES	1,509.29	0.00	0.00	1,509.29	3,490.71	5,000.00	5,000.00	0.00	
2699	Total Fringes	748.60	0.00	0.00	748.60	1,128.40	1,877.00	1,877.00	0.00	
2600	Total (PROPERTY)	11,364.97	0.00	0.00	11,364.97	9,109.03	20,474.00	20,474.00	0.00	
- 2700	CAMERA									
2701	DIRECTOR OF PHOTOGRAPHY	0.00	0.00	0.00	0.00	16,600.00	16,600.00	16,600.00	0.00	
2703	1ST ASST CAMERA	0.00	0.00	0.00	0.00	5,798.00	5,798.00	5,798.00	0.00	
2704	2ND ASST CAMERA	0.00	0.00	0.00	0.00	5,075.00	5,075.00	5,075.00	0.00	
2705	DIGITAL IMAGING TECHNICIAN	0.00	0.00	0.00	0.00	4,875.00	4,875.00	4,875.00	0.00	
	GRAND TOTALS:	226,817.22	0.00	8,168.61	224,985.83	767,031.17	1,001,997.00	1,001,997.00	0.00	

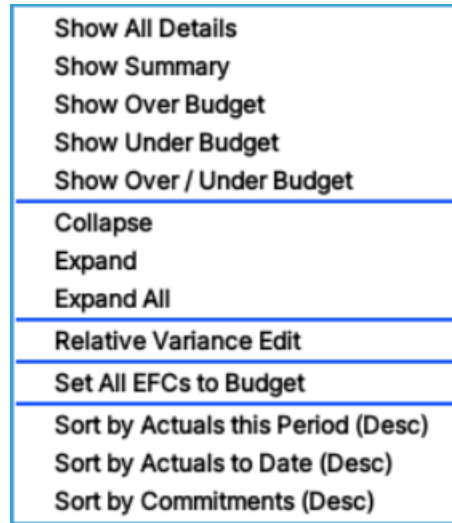
Jump to Account:

The Cost Report / EFC Worksheet [efcws] columns and data mirror the Estimated Final Cost Report [efcprt]. Like EFC Entry [efcent], the white fields—including Cost to Complete (CTC), Estimated Final Cost (EFC), and Variance—remain editable for postable accounts.

The Variance Description column is also editable and is used to enter a description for the change. This field is optional; if left blank, PSL+ defaults the description to “EFC Worksheet VA.”

Data View Selection:

Upon right-clicking in the Cost Report/EFC Worksheet [efcws], PSL+ displays the list of available options to view the worksheet based on your preference, which are as follows:



One of the most used features, Drill-Down, displays a detailed list of all transactions contributing to a selected amount, based on the criteria entered on the Cost Report / EFC Worksheet [efcws].

The following screenshot illustrates an example of the Drill-Down transaction detail columns. *Not shown are the Reference Description, Currency Code, and Amount columns.*

Reference Number	Distribution Date	Check Number	Inv/Env Number	PO Number	Vendor Number	Vendor Name	Ten99 Code	FF1	FF2	FF3	FF4	Insurance Code	Source Code	
97	2017-02-16												PR	WE 02/16
169	2017-02-23												PR	WE 02/16

EFC Drill Down

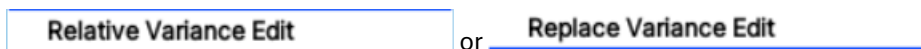
EFC Previous Cost To Date Drill Down on Account 2202

Rows 2 Total 1,800.00

Another commonly used feature is the Variance Edit Mode, which supports Relative and Replace options.

PSL+ defaults to Relative mode, which adds to or subtracts from the existing amount displayed. Replace mode overrides the existing amount with the new value. You can switch between modes by right-clicking within the worksheet.

The active edit mode is always displayed in the bottom-left corner of the screen, as shown below.



Additionally, the 'Jump to Account' function located in the bottom left-hand corner of the screen allows the cursor to go directly to the indicated account number typed in.

Jump to Account:

Print/Save the worksheet:

Located in the bottom right-hand corner of the screen, you can choose the following options:

- **Print** – Opens the Print dialog and sends the report directly to the printer. *No Variance transaction is created*
- **Update** – Saves the changes and remains on the screen. A Variance transaction is created, and the Variance Entry [bdve] Reference Number displays on the screen
- **Accept** – Saves the changes and exits the screen. A Variance transaction is created, and the Variance Entry [bdve] Reference Number displays on the screen
- **Cancel** – Discards all changes and exits the screen. *No Variance transaction is created*

Estimated Final Cost Report

The Estimated Final Cost Report [efcrpt] provides a detailed analysis of costs to date, weekly costs, and projected final costs to complete the Production. The report summarizes all costs recorded in the General Ledger for the specified date range, organized by account number.

You can run the report for a range of expense accounts and choose to combine or separately display balances by Series, Location, and/or Set codes, along with other selection criteria to tailor the output to your needs.

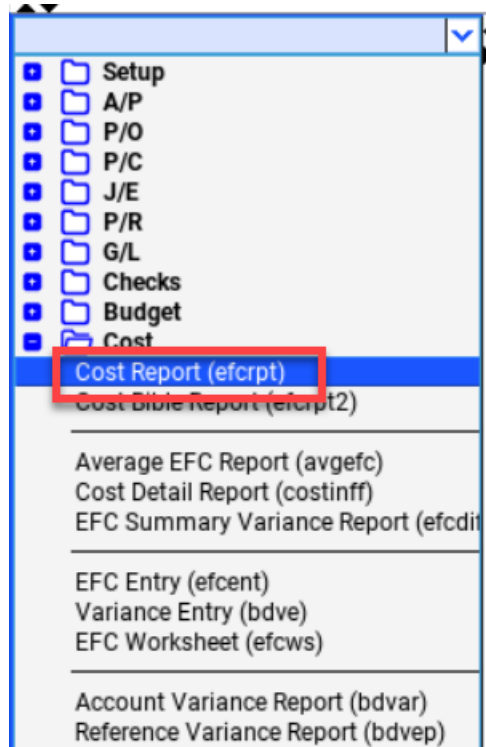
 **Note:** The Estimated Final Cost Report [efcrpt] can be run for multiple budgets.

Open:

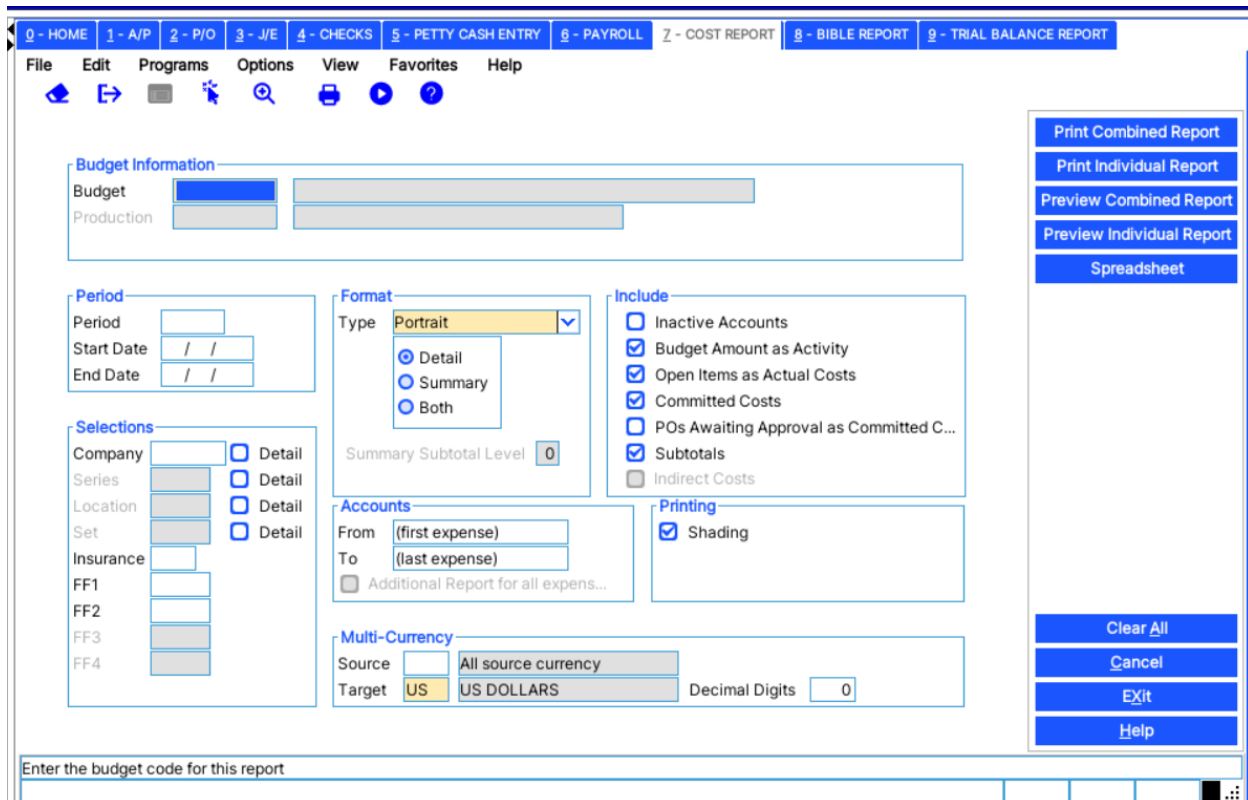
To access the Estimated Final Cost Report [efcrpt], select Tab #7 or press Alt + 7.

You can also open this report from the Cost module in the menu tree, or from the Report folder under the Budgeting/Cost and Weekly sub-folders (see following screenshot).

Alternatively, type the screen name or acronym into the blue prompt bar above the Setup menu and press Enter.



The screen then appears.



The screenshot shows the 'Z - COST REPORT' screen. The top menu bar includes: 0 - HOME, 1 - A/P, 2 - P/O, 3 - J/E, 4 - CHECKS, 5 - PETTY CASH ENTRY, 6 - PAYROLL, 7 - COST REPORT, 8 - BIBLE REPORT, 9 - TRIAL BALANCE REPORT. The main window has a menu bar (File, Edit, Programs, Options, View, Favorites, Help) and a toolbar. The screen is divided into several sections:


- Budget Information:** Fields for Budget and Production.
- Period:** Fields for Period, Start Date, and End Date.
- Format:** Type (Portrait), radio buttons for Detail, Summary, and Both, and a Summary Subtotal Level field.
- Include:** Checkboxes for Inactive Accounts, Budget Amount as Activity, Open Items as Actual Costs, Committed Costs, POs Awaiting Approval as Committed C..., Subtotals, and Indirect Costs.
- Selections:** Fields for Company, Series, Location, Set, Insurance, FF1, FF2, FF3, and FF4, each with a Detail checkbox.
- Accounts:** From (first expense) and To (last expense) fields, with an option for an Additional Report for all expenses.
- Multi-Currency:** Source (All source currency) and Target (US, US DOLLARS) fields, with a Decimal Digits field.
- Printing:** A checkbox for Shading.
- Right Panel:** Buttons for Print Combined Report, Print Individual Report, Preview Combined Report, Preview Individual Report, Spreadsheet, Clear All, Cancel, Exit, and Help.

At the bottom, there is a text entry field: "Enter the budget code for this report".

To select criteria, press the F2 key or right-click in most fields to choose values, or manually enter criteria directly into the fields. To include all available data, leave all fields blank except for any yellow fields, which are required before proceeding in PSL+.

Budget Information:

Budget – Name of the budget used for comparison. For each account, the Estimated Final Cost is compared to the Budget Amount to calculate the Variance. To select multiple budgets, press the F2 key or right-click in this field, then hold the Ctrl key while selecting.

 **Note:** A Budget must be selected to run the report, as this is a required (yellow) field. If no budget exists, you can create a zero-dollar budget using Create a Budget [bdgl].

Production – Production Code associated with the selected Budget. This field defaults automatically and is not editable.

Overage – Name of the Overage Budget used for comparison against the original budget. When an Overage Budget is selected, the report includes Approved Overage and Total Budget columns in addition to the Budgeted column.

Period:

Period – System-assigned Period Number indicating the accounting period in which the costs were recorded. When the report is run by Period Number, the Start Date and End Date fields automatically default to the selected period.

Start Date / End Date – Transaction Effective Dates included in the report. Because PSL+ is date-driven, the current period's Start and End Dates default automatically. You may change the dates by typing over the defaults or by right-clicking in the field to open the calendar.

- To limit the report to a single date, enter the same date in both fields.
- To include all activity from inception through future-dated transactions, leave both fields blank.

Format:

Type – Report format that determines which columns display and their order. For most Independent Studio databases, the default format is PSL Standard, which includes the following columns: Account Number, Account Description, Previous Cost to Date, Actual Cost This Period, Committed, Total Cost to Date, Cost to Complete, Estimated Final Cost, Budgeted, and Variance.

If the database is associated with a major studio, that studio's custom format defaults instead. Additional format types (if available) can be selected from the drop-down list. PSL+ also supports Detail, Summary, or Both report views.

Summary Sub-total Level – Specifies the account-number level used for grouping in the Summary report. The default level is 1. For example, an account mask of XXX-XXX-XXX-XXX contains four levels. This option becomes available only when Summary or Both is selected as the report type.

Note: PSL+ supports multiple format styles for the Estimated Final Cost Report [efcprt], in addition to the default PSL Standard format. To request a format based on a previous PSL+ database or to implement a format from another accounting system, please email PSL.Support@castandcrew.com. An emailed or scanned copy of the desired report format is sufficient for review.

Include:

- **Inactive Accounts** – Check mark to include accounts that had no activity/distributions posted to them during the period or date range selected or have a zero-dollar balance.
- **Budgeted Amount as Activity** – Check mark to indicate if you want to display accounts that had no distributions posted to them but do have a non-zero amount budgeted. If checked, the report displays these account numbers in the distribution lines.
- **Open Items as Actual Costs** – Check mark to indicate if you want Open Items (items posted but not yet paid) displayed in the Actual Cost column. Only P/O's will be treated as Commitments.
- **Committed Costs** – Check mark for the report to display a column for Committed Costs (items entered in the database, but not yet paid) which consist of P/O's and Open Items.
- **Sub-totals** – Check mark this option for the report to display Sub-total amounts.

Important: The behavior of effective dates when a Purchase Order (PO) is approved depends on the EFF_DATE_ON_APPROVE opcode setting.

- If POs awaiting approval are included, the Effective Date should remain as the original W date when the PO is approved and should not advance to the Open date.
- If POs awaiting approval are not included (*the more common configuration*), the Effective Date will advance to the Open date upon approval. This is the default system behavior.

Selections:

Press the F2 key or right-click in any of the following fields—Company, Series, Location, Set, Insurance, or **Free Field(s)** – to select the appropriate codes, if they do not already default.

To select multiple codes within a field, press F2 or right-click in that field, then hold the Ctrl key while selecting. Selecting codes limits the report to display only items associated with the chosen code(s).

To display additional detail columns for Company, Series, Location, and/or Set, leave these fields blank and select the Detail option. PSL+ then prints a separate line for each account number and code combination.

Note: If a Company, Series, Location, or Set code is entered, the Detail option is disabled.

Accounts:

From / To – Account numbers to include in the report. To limit the report to a single account, enter the same account number in both fields. To select multiple accounts, press the F2 key or right-click in either field, then hold the Ctrl key while selecting. To include all account numbers, leave both fields blank.

Additional Report for All Expenses – Select to generate a second report that includes all Expense Accounts. This option becomes available only when an account number is entered in the From and/or To fields.

Printing:

Shading – Select to shade alternating lines on the report for improved readability.

Multi-Currency:

Source – Select the transaction currency or currencies to include in the report. If your database supports multiple currencies, you may include one or more Currency Codes, or all currencies. To select multiple currencies, press the F2 key or right-click in the field, then hold the Ctrl key while selecting. Each selected currency and its conversion rate are listed in the report heading.

Target – Defaults to the base currency defined in System Control Information Entry [sucrtl] (Setup module). All transaction amounts on the report are converted to this currency. Each currency and its conversion rate are listed in the report heading.

Print/Preview the Report:

Located in the top-right corner of the screen, you can select one of the following options to generate the report:

Print Combined Report – Opens the Print dialog and sends a single report to the printer, combining all Series, Location, and Set codes.

Print Individual Reports – Opens the Print dialog and sends separate reports to the printer for each Series, Location, and Set code.

Preview Combined Report – Generates a PDF that combines all Series, Location, and Set codes into a single report and displays it on screen. The PDF can be printed.

Preview Individual Reports – Generates separate PDF reports for each Series, Location, and Set code and displays them on screen. The PDFs can be printed.

Spreadsheet – Generates the report in Excel format and displays it on screen. The spreadsheet can be printed and allows for additional sorting and analysis within Excel.

Below is a sample of the first page of a Combined Estimated Final Cost Report [efcprt] in the 'PSL Standard' format:

Account Number		Account Description	Previous Cost To Date	Actual Cost This Period	Committed	Total Cost To Date	Cost To Complete	Estimated Final Cost	Budgeted	Variance
ABOVE THE LINE										
STORY RIGHTS & CONTINUITY (1100-00)										
1101-00			0	10,702	0	10,702	0	10,702	0	(10,702)
1103-00			0	1	0	1	(1)	0	0	0
1103-01			0	31,966	0	31,966	(7,006)	24,960	0	(24,960)
1103-03			0	6	0	6	(1,646)	(1,640)	0	1,640
1107-01			0	229,073	15	229,088	(413,030)	(183,942)	0	183,942
1107-02			0	342,941	0	342,941	(315,563)	27,378	0	(27,378)
1107-03			0	291,109	0	291,109	(181,585)	109,524	0	(109,524)
1107-04			0	260,716	0	260,716	(297,690)	(36,974)	0	36,974
1107-05			0	239,901	0	239,901	(203,000)	36,901	0	(36,901)
1107-06			0	281,988	0	281,988	(275,170)	6,818	0	(6,818)
1107-07			0	61,761	0	61,761	0	61,761	0	(61,761)
1109-01			0	5,000	13,500	18,500	(16,000)	2,500	0	(2,500)
1120-01			0	54,081	0	54,081	(45,921)	8,160	0	(8,160)
1122-01			0	37,704	0	37,704	(22,776)	14,928	0	(14,928)
1125-01			0	7,831	0	7,831	0	7,831	0	(7,831)
1125-02			0	10,000	0	10,000	0	10,000	0	(10,000)
1150-00			0	500,000	0	500,000	0	500,000	0	(500,000)
1178-01			0	500	0	500	(500)	0	0	0
1178-02			0	500	0	500	(500)	0	0	0
1199-00			0	463,961	0	463,961	(362,931)	101,030	0	(101,030)
TOTAL 1100-00		STORY RIGHTS & CONTIN	0	2,829,741	13,515	2,843,256	(2,143,320)	699,936	0	(699,936)
PRODUCERS UNIT (1200-00)										
1201-01			0	868,219	0	868,219	(868,219)	0	0	0
1201-02			0	376,228	0	376,228	(376,228)	0	0	0
1201-03			0	578,818	0	578,818	(578,818)	0	0	0
1207-01			0	535,803	0	535,803	(468,697)	67,105	0	(67,105)
1220-01			0	20,930	0	20,930	(24,077)	(3,147)	0	3,147
1220-02			0	73,634	0	73,634	(48,775)	24,859	0	(24,859)
1235-01			0	868,219	0	868,219	(868,210)	9	0	(9)
1278-01			0	700	0	700	(500)	200	0	(200)
1278-02			0	820	0	820	(500)	320	0	(320)
1278-03			0	1,000	0	1,000	(500)	500	0	(500)
1290-00			0	1,348	0	1,348	(5,000)	(3,652)	0	3,652
1299-00			0	167,928	0	167,928	(175,544)	(7,617)	0	7,617
TOTAL 1200-00		PRODUCERS UNIT	0	3,493,645	0	3,493,645	(3,415,069)	78,576	0	(78,576)
DIRECTION (1300-00)										
1301-01			0	141,644	0	141,644	(458,270)	(316,626)	0	316,626
1301-02			0	54,408	0	54,408	0	54,408	0	(54,408)
1301-03			0	157,820	0	157,820	(1,666)	156,154	0	(156,154)
1301-04			0	0	0	0	(2,500)	(2,500)	0	2,500
1301-05			0	66,864	0	66,864	(1,666)	65,198	0	(65,198)
1301-06			0	84,326	0	84,326	(2,500)	81,826	0	(81,826)
1301-07			0	0	0	0	(2,500)	(2,500)	0	2,500
1301-08			0	122,730	0	122,730	30,362	153,092	0	(153,092)
1301-09			0	38,430	0	38,430	(1,666)	36,764	0	(36,764)

Additional Cost Report Screen/Reports

Open:

These additional Cost Reporting screens are available in the Cost module and in the Report module under the Budgeting/Cost sub-folder.

You can also access any screen or report by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.

To select report criteria, press the F2 key or right-click in most fields to choose values, or manually enter criteria directly into the fields. To include all available data, leave all fields blank except for any yellow fields, which are required before proceeding in PSL+.

Account Variance Report [bdvar]

Generates a Detail or Summary list of Variance entries in the database. The Detail option includes individual Variance entries with their related transaction details, based on the selected date range. This report can be run by Account Range, Start and End Dates, Multiple Currencies, and other selection criteria.

Average EFC Report [avgefc]

Provides a list of account numbers and descriptions with the average Estimated Final Cost (EFC) spent per account on an episodic basis. This report is commonly used for budgeting and forecasting episodic productions.

Cost Bible Report [efcprt2]

Produces a cross-report combining data from the Estimated Final Cost Report [efcprt] and the Bible Report [bdbr]. The report can be run using Start and End Dates, Account Ranges, Multiple Currencies, and other criteria.

Cost Detail Report [costinff]

Displays cost details by Insurance, Free Field(s), Series, Location, or Set codes. This report can include Purchase Orders and may be run by Account Range, Start and End Dates, Multiple Currencies, and additional criteria.

EFC Summary Variance Report [efcdiff]

Summarizes Estimated Final Cost changes for a specified period at the Header/Controlling Account level. Columns include Account Number, Description, Previous EFC, Variance, and Current EFC.

Episodic EFC Report [efcser]

Generates Estimated Final Cost reporting by episode, commonly used for episodic television productions. The report can be run by Series, Start and End Dates, Multiple Currencies, and other selection criteria.

Reference Variance Report [bdvrep]

Prints a list of Variance entries for a single date or an entire reporting period, sorted by Account Order or Entry Order. This report is often used alongside the Bible Report [bdbr] to help explain why actual account balances differ from budgeted amounts.

i Note: The reports are available in either Print, Preview and/or Spreadsheet formats. Please email PSL.Support@castandcrew.com if you don't see a specific PSL+ report currently listed as an option in your database.

Part XIII: Closing

This section covers the following programs:

- Close Period

Closed Period

The Close Period [glclose] program is used to close an accounting period. This process may be performed weekly, monthly, quarterly, or as required, based on your studio's guidelines.

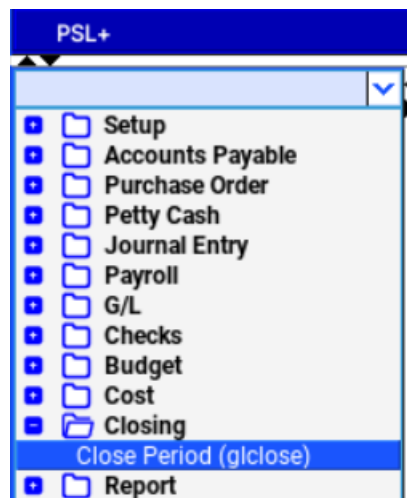
Before closing a period, all unposted transactions must be addressed. Transactions must be posted, deleted, or have their Effective Dates moved to a future period (after the Current Period End Date). In some studio configurations, all transactions may also be required to be paid before the period can be closed.

When the period is closed, the Closing Report is generated, displaying each postable account's Account Number, Account Description, Beginning Balance, Debits, Credits, Net Change, Ending Balance, and Grand Totals for the period.

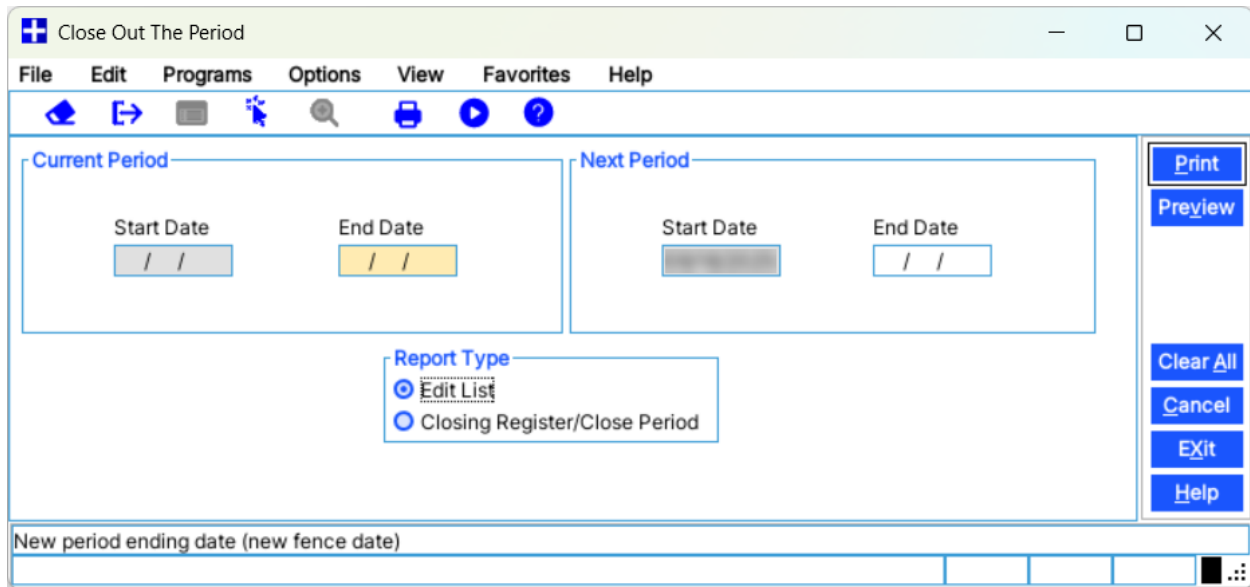
Open:

The Close Period [glclose] screen can be accessed from the Report module under the G/L sub-folder.

You can also open this screen by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



Current Period:

Start Date – The first date of the Current Period prior to closing. This field is not editable.

End Date – The last date of the Current Period. This date defaults to today's date but may be changed by typing over the default or by right-clicking in the field to open the calendar.

Next Period:

Start Date – The first date of the Next Period prior to closing. This date defaults to the day immediately following the Current Period End Date and is not editable.

End Date – The last date of the Next Period. This field may be left blank if the next period close date has not yet been determined.

⚠ Important: If an End Date is entered in the Next Period section, PSL+ will prevent transactions from being entered beyond that date.

To remove this date restriction, update the System Control Information Entry [sucrtl] screen (located in the Setup module under the Reports sub-folder) by clearing the Current Period End Date and saving the change. You may need to log out of and back into PSL+ for the update to take effect.

Report Type:

The process defaults to generating an Edit List to review the Current Period being closed and identify any issues, such as unposted transactions. If errors are found, they appear on the last page of the Edit List along with the associated Reference Numbers.

Correct the issues identified, then rerun the Edit List to confirm that all errors have been resolved. Once the Edit List is clear, proceed by selecting Closing Register / Close Period, followed by either the Print or Preview option to complete the close.

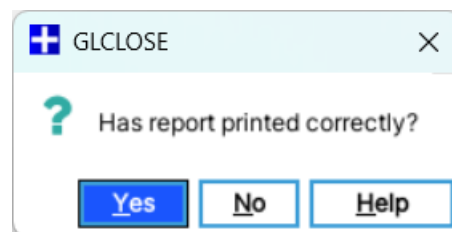
Print/Preview the Report:

Located in the top-right corner of the screen, you can select one of the following options to generate the report:

Print – Opens the Print Dialogue box and sends the report directly to the printer.

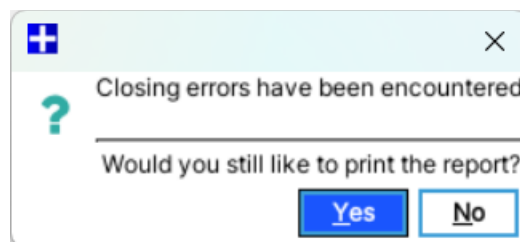
Preview – Generates the report in PDF format and displays it on screen. The PDF can be printed if needed.

After selecting Closing Register / Close Period and choosing either Print or Preview, PSL+ displays the following message:



If you select No, PSL+ prompts, “*Would you like to reprint the register?*” Selecting No again displays a message indicating that the closing process has not been completed.

If you select Yes, PSL+ displays a confirmation prompt indicating that the period is now closed. After confirming, you may also receive the following warning message if the Closing Edit List contained errors:



If you select No, the closing process is not completed. If you select Yes, the Edit List prints; however, the closing process remains incomplete until all errors are corrected.

Depending on your studio's guidelines, additional steps may be required to complete the period close (for example, saving the Closing Report and submitting it to your studio). Please refer to your Studio for specific closing procedures.

Part XIV: Recurring Batch

This section covers the following programs:

- Create/Establish Recurring Batches
- Process Recurring Batches
- List of Batches

Create/Establish Recurring Batches

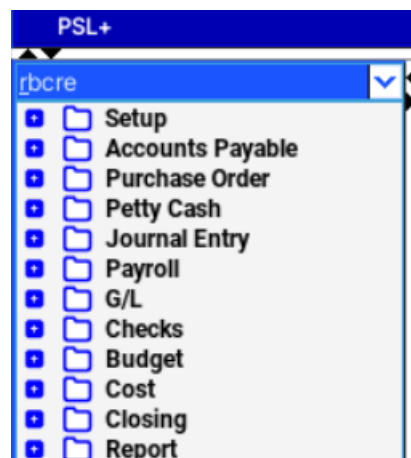
The Create / Establish Recurring Batches [rbcre] program allows you to create recurring batch transactions for entries that repeat on a daily, weekly, monthly, or quarterly basis. This program also allows you to modify existing recurring batch transactions.

i Note: Before using Create / Establish Recurring Batches [rbcre], you must first create a template transaction in the applicable transaction entry screen. The template transaction must be created but not posted, as it is used to generate the recurring batch.

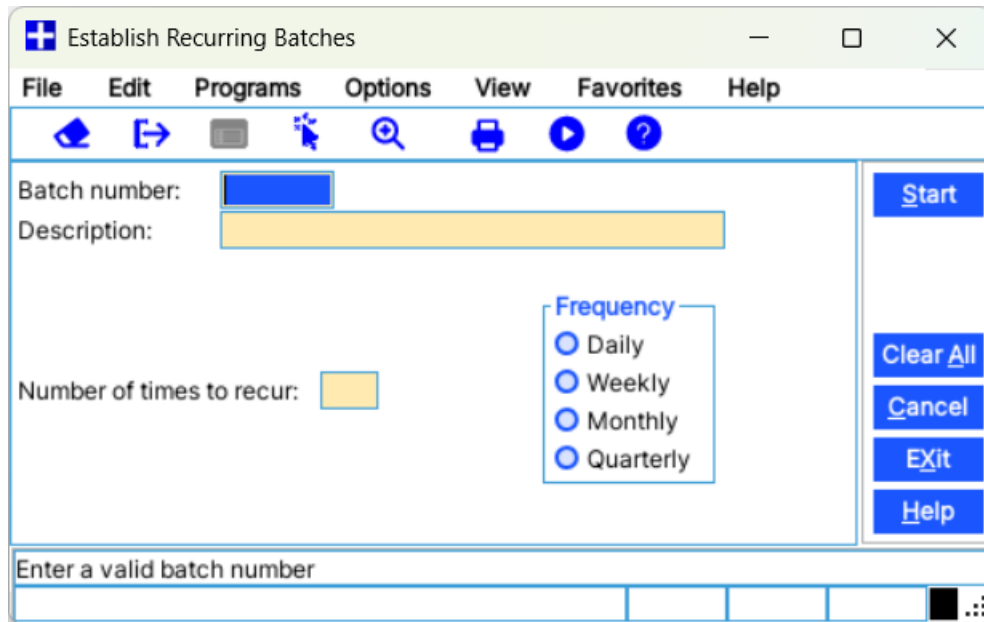
Open:

To access Create / Establish Recurring Batches [rbcre], select the Recurring Batch or Setup module from the menu tree (see following screenshot).

You can also open this screen by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



Batch Number – Batch Number assigned to the template transaction you want to convert into a recurring batch. This Batch Number is originally entered in the Batch field of the applicable transaction entry program (for example, P/O Entry [poent], A/P Entry [apte], Journal Entry [jete], etc.).

Press the F2 key or right-click in this field to select a Batch Number, or manually enter the value. This field supports up to six alphanumeric characters.

Description – Description associated with the selected Batch Number. This field supports up to 30 alphanumeric characters. Enter a description if one does not default after selecting the Batch Number.

Selection Criteria:

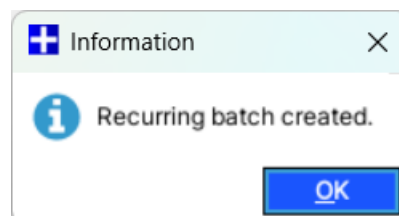
Number of Times to Recur – Total number of times the transaction(s) should recur. This value may be up to five digits and is automatically reduced by one each time the batch is processed using Create / Establish Recurring Batches [rbcre].

Frequency:

Select how often the recurring batch runs. Available options include Daily, Weekly, Monthly, and Quarterly.

Start:

To create the recurring batch, press the F1 key and select 'S' (Start), or click Start in the top-right corner of the screen. When the process completes successfully, PSL+ displays the message "Recurring batch created."



Process Recurring Batches

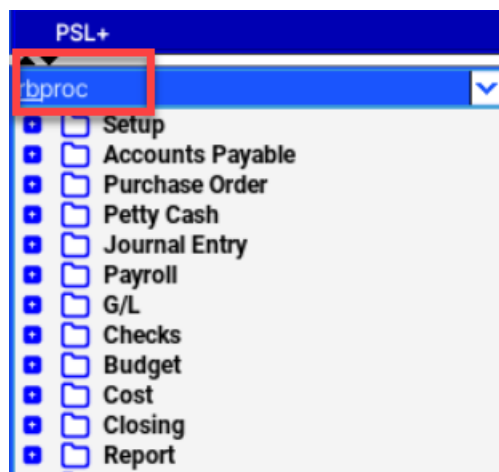
The Process Recurring Batches [rbproc] program processes transactions that were previously set up as recurring batches in Create / Establish Recurring Batches [rbcre].

The original recurring batch transaction remains unposted. When a recurring batch is processed, PSL+ creates a new unposted transaction in the original transaction entry screen. This newly created transaction can be posted or deleted, just like any other unposted transaction.

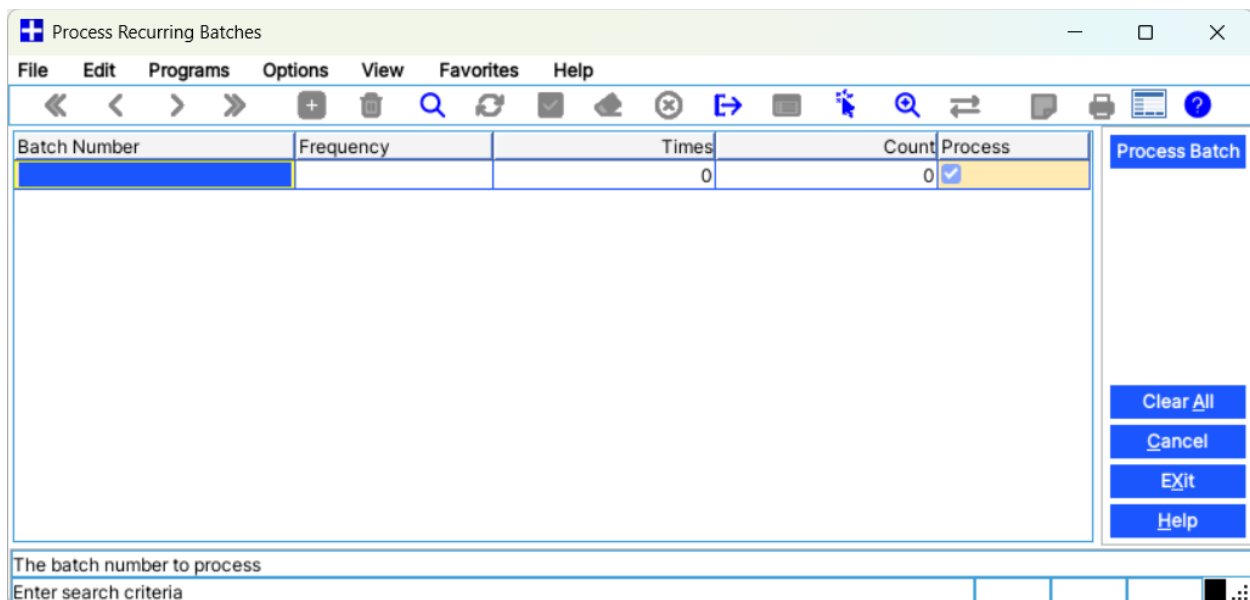
i Note: Recurring batches must be processed manually. The Process Recurring Batches [rbproc] program does not run automatically.

Open:

You can access Process Recurring Batches [rbproc] by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



Selection Criteria:

Batch Number – Batch Number assigned to the recurring batch. Press the F2 key or right-click in this field to select the Batch Number for the transactions you want to process, or manually enter the value.

Frequency – Frequency code assigned to the recurring batch (D = Daily, W = Weekly, M = Monthly, Q = Quarterly). When a Batch Number is selected, this field defaults automatically if it was defined in Create / Establish Recurring Batches [rbcre].

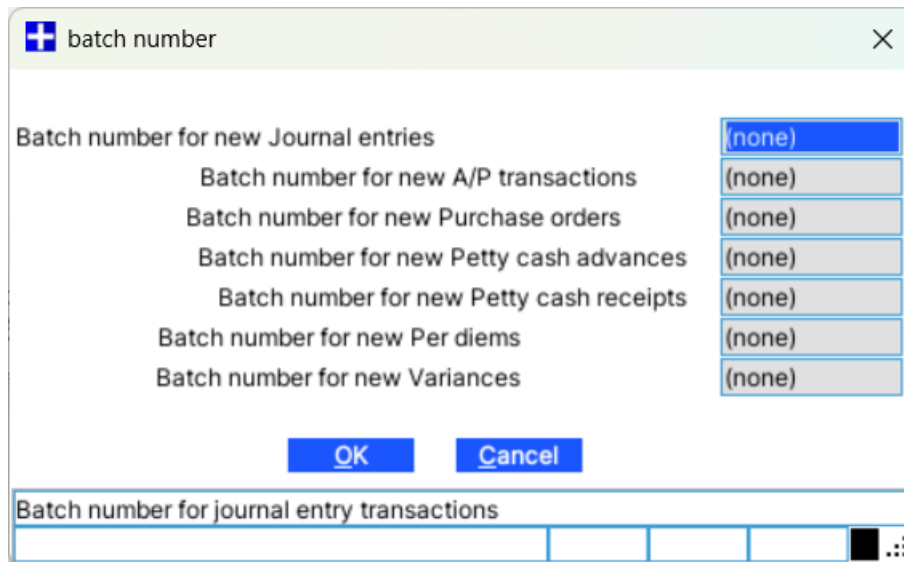
Times – Total number of times the recurring batch is scheduled to process. This field defaults automatically when the Batch Number is selected, if defined in Create / Establish Recurring Batches [rbcre].

Count – Number of times the recurring batch has already been processed. This field is automatically calculated by PSL+ and is not editable.

Process – Select to process the recurring batch in the transaction entry screen where it was originally created.

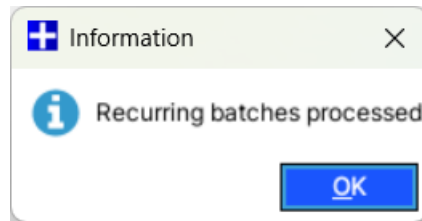
Process Batch:

To process the recurring batch, press the F1 key and select 'P' (Process), or click Process Batch in the top-right corner of the screen. PSL+ then displays the following confirmation prompt:



You may change the Batch Number at this stage by typing over the existing value. If the entered Batch Number does not exist, PSL+ displays the prompt “Batch does not exist. Create it?” Select Yes to create the batch or select OK to continue processing the recurring batch using the existing Batch Number.

Once processed, PSL+ displays the confirmation message “Recurring batch processed.”



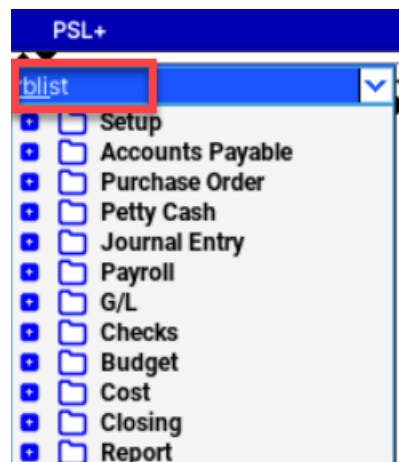
The newly created transaction(s) are then available in the original transaction entry screen where the recurring batch was created. All newly generated transactions are created with an **unposted** status and may be **reviewed or modified** before posting.

List of Batches Report

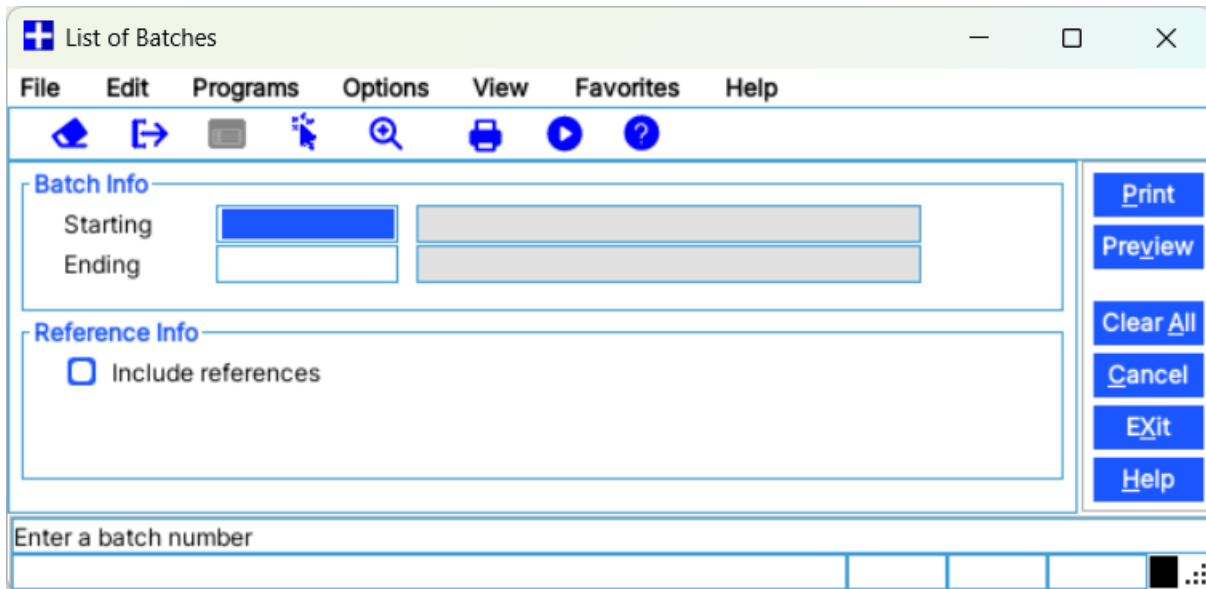
The List of Batches Report [rblast] generates a listing a list of all batches (used and not used) in your database. Recurring batches are identified on the report by the letter 'Y' in the Recurring column along with the Frequency and Time Count (if any).

Open:

You can also open this screen by typing the screen name or acronym into the blue prompt bar above the Setup menu and pressing Enter.



The screen then appears.



To select criteria, press the **F2** key or right-click in most fields to choose values, or manually enter criteria directly into the fields. To include all available data, leave all fields blank.

Batch Info:

Starting / Ending – Batch Numbers to include in the report. To limit the report to a single Batch Number, enter the same value in both fields. To include all Batch Numbers, leave both fields blank.

Reference Info:

Include References – Select to include the list of Reference Numbers for each selected Batch Number. When enabled, the report includes reference and header details for each transaction.

Print/Preview the Report:

Located in the **top-right corner** of the screen, select one of the following options to generate the report:

- **Print** – Opens the Print dialog and sends the report directly to the printer.
- **Preview** – Generates the report in **PDF** format and displays it on screen. The PDF can be printed if needed.

Part XV: Glossary

The Glossary lists terms and their meanings, as used in this document.

Accounts Payable – Obligations to suppliers of merchandise or services purchased on an open account.

Available – A program feature that is available for use (that is not inactive).

Bank Reconciliation – (“balancing cash”) The procedure of reconciling the bank balance reflected on a ledger to the bank balance reflected on a bank statement for given period: to balance a bank statement.

Batch – The method of identifying document to be input to an accounting system as a group, to control data flow; in data processing, a group of items entered into a unique numerical identifier and held until processed.

Bible – The report containing the transactions for all of the periods entered into the computer auditing system.

Budget – A financial document that allocates a production’s financial transactions to a group of accounts, each of which describes a component of film making and enables financial reporting and is classified as “above the line” or “below the line.”

Budgeting – The act to translating a script into a budget.

Chart of Accounts – The master list of all accounts used to track production costs, expenses, assets, liabilities and income.

Check on Demand – A single, quick-turnaround computer check produced to immediately pay an invoice.

Check Register – A report normally in check number order that identifies the checks written over a time period and that provides information such as the check date and amount; a numerical record of posted checks.

Check Stock – An inventory of unsigned, blank checks sometimes imprinted with the production name and address, for use in the accounts payable proces.

Cost Report – A detailed, weekly analysis that identifies costs to date, identifies weekly costs, and estimates the final costs to complete the production.

Currency Conversion – The conversion of foreign monetary currency in order to reflect production costs and/or transaction against a particular currency; the act of exchanging one type of currency into another type.

Disposition – To complete an activity or change in status. For example, you disposition new entries by saving or canceling them.

Edit List – A report that shows the items to be posted, without actually posting the items.

Employee – A person paid for doing work under direction. See also Independent Contractor.

Entry – Generic term for a record or a transaction that is saved in PSL+.

Episodic Budget / Series Budget – The overall budget for an episodic production, such as a recurrent television show.

Estimated Final Cost (EFC) – The projection of the anticipated costs to complete the production, equal to the sum of the estimate to complete and the actual costs to date for the production, usually calculated weekly during production.

Execute – Initiate a program command to do something.

General Ledger – The original financial statement covering the period from the beginning of the production to the current reporting period.

Hand-Typed – Usually refers to a manually produced check that was typed on a typewriter, not printed by the computer system. See also Manual Check.

Inactive – A program feature that is not available for use and typically is colored gray.

Independent Contractor – An individual working for a company that is contracted to perform certain services in which individual does not take direction in how the services are to be provided; a person performing work that does not require supervision or direction. See also Employee.

Instance – An occurrence of using a program. You may run concurrent instances of the PSL+ program (that is, you may have more than one copy of the program open).

Journal Entry – An entry made to a journal that represents a transaction.

Location Bank – The bank used by a production on location; may have correspondent banking relations established with home office bank: used primarily for payroll checking cashing.

Manual Check – Checks which have been typed or handwritten, rather than generated by the computer system. See also Hand-Typed.

Nickname – A short, alternative name for PSL+ Programs, usually eight or fewer characters.

Petty Cash – The distribution of cash to individuals on a production for various expenses.

Pick List – A popup screen listing the available relevant data for a field.

Post – To permanently transfer a transaction to the general ledger.

Production – The second phase in film making, which starts when principal photography begins and ends.

Production Accountant – The member of the production staff who determines the propriety of all financial transactions and ensures that they are documented in accordance with company policies and procedures and with applicable government requirements. The production accountant receives or generates all financial documentation for the production.

Production Accounting – The scheduling, oversight and recording of the expenditure of all funds to produce a motion picture or a television show.

Program Number – The number on a program tab.

Program Tree – A graphical, hierarchical method of showing program groups and the programs within them. The tree may be expanded to show lower-level branches or collapsed to show only higher-level branches.

Purchase Order (PO) – A record of expenses or of a financial commitment that serves as an approved, written contract for goods or services.

Purchase Order, Relieving – Posting the accounts payable transaction that contains the lines transferred from a purchase order.

Show – A written script filmed to be distributed as a film, movie, feature, motion picture, television pilot, television series, mini-series, movie of the week, commercial, documentary, industrial, made for cable, etc.

Timecard – A legal document used to record an employee's hours worked each week.

Trial Balance – The orderly summary of ledger accounts used specifically to extract financial statement information. See also Balance Sheet.

Unit Production Manager (UPM or PM) – The producer's executive assigned to the production, responsible for coordinating and supervising all administrative, financial and technical details of the production, and for overseeing the activities of the entire crew".

Variance – An estimate that deviates from the amount budgeted for that estimate, usually the difference between the actual cost of production and the budgeted costs.

Vendor – A company or individual providing a product or service.

Vendor Number – A number identifying a specific vendor, assigned to all invoices, purchase orders, etc. of that vendor.

Voided Check – A printed check that has not been issued to the payee or posted to the system.

Week Ending – The date marking the end of a weekly pay period, which for local locations is five days (M-F) and for distant locations is six days (M-Sat).

Wildcard – A special character (in PSL+, the asterisk" * ") that represents a character or group of characters during a search".

Zero Balance – The state of a ledger that is in balance.