PSL3: RELEASE NOTES
What's new in PSL3?
CAST & CREW ENTERTAINMENT SERVICES, LLC

SUPPORT: 818.848.0999 ● FAX: 818.848.4780 ● EMAIL: SUPPORT@CASTANDCREW.COM

TABLE OF CONTENTS
RELEASES 45-57

RELEASE 51:

-NEW EFC COST BIBLE REPORT (efcrpt2)

RELEASE 49:

-ONE LINE SUBTOTAL PER ACCOUNT TYPE IN TRIAL BALANCE REPORT (gltb)

-REPORT BY ACCOUNT GROUP BY FREE FIELD OR INSURANCE CODE IN COST BY SER, LOC, SET, IN, OR FREE FIELD SCREEN (costinff)

RELEASE 47:

-SPREADSHEET OPTION IN ACCOUNT VARIANCE REPORT (bdvar)

RELEASE 46:

-SPREADSHEET OPTION IN REFERENCE VARIANCE REPORT (bdvep)

-FYI LINE IN EFC ENTRY SCREEN (efcent)

RELEASE 45:

-ALLOW JOINT FEDERAL / STATE FILING IN 1099 IRSTAX FILE PAYER (f1099)

-ISOLATE COST BY COMPANY CODE IN EFC ENTRY (efcent)

-ACCOUNT INCREASE IN INTERFACE FROM OUTSIDE PAYROLL COMPANY (pr2psl)

● **OPTION:** ALLOW JOINT FEDERAL / STATE FILING IN 1099 IRSTAX FILE PAYER (f1099)

PSL3 now has the capability to allow joint federal / state filing in the **1099 IRSTAX File Payer** (f1099) screen. This screen can be accessed from the

Create 1099 IRSTAX File (f1099) screen upon selecting Create 1099 Disk or

Create Merge File located in the top right hand corner of the screen. Checkmark the box titled *Combined Fed/St* if the payer is filing federal and state together as shown below in **Figure 1**.
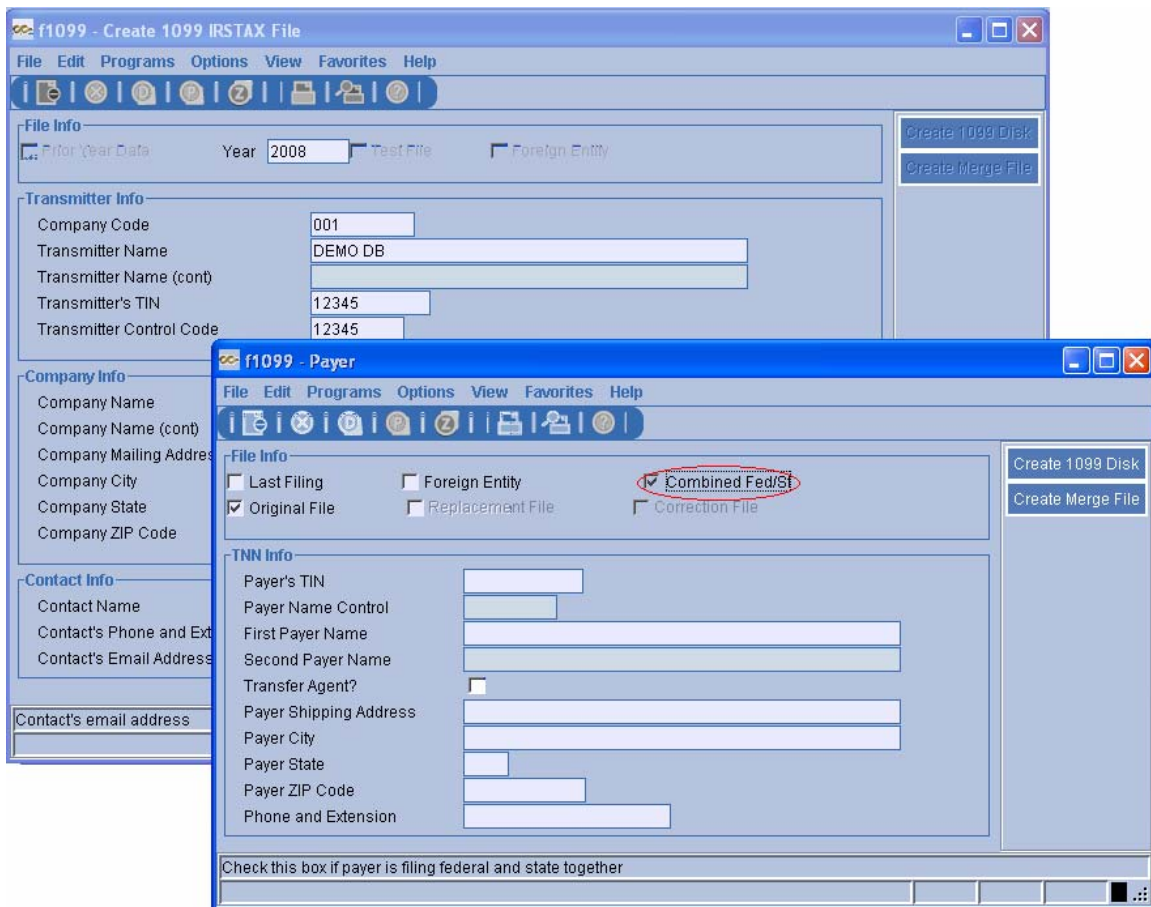

Figure 1

● **OPTION:** ISOLATE COST BY COMPANY CODE IN EFC
        ENTRY (efcent)

___

DEFAULT BEHAVIOR: EFC Entry (efcent) requires a company code after selecting the batch code.

OPTION: PSL3 now has the option to use the company code field as selection criteria to isolate cost and efc displayed in **EFC Entry** (efcent). The batch code does NOT need to match the company code. To select from multiple company codes, right-click in the *Company* field or press the F2 key (PICK) as demonstrated in **Figure 2**. The company code selected will be highlighted in blue. If you would like to ignore the *Company* field altogether, please email support@castandcrew.com to have this function turned off. If requested, PSL3 will blank out the *Company* field even when a batch has been selected; therefore, not allowing the user to key in that field.

Figure 2

4

● **ENHANCEMENT:** ACCOUNT INCREASE IN INTERFACE FROM OUTSIDE PAYROLL COMPANY (pr2psl)

PSL3 has increased the maximum account length from 8 characters to 10 characters when interfacing the payroll file from an outside payroll company in the **Interface from Payroll** (pr2psl) screen. Please email support@castandcrew.com to have the account length extended.

● **OPTION:** SPREADSHEET OPTION IN REFERENCE VARIANCE REPORT (bdvep)

PSL3 now has the option to export to spreadsheet in the **Reference Variance Report** (bdvep) screen. Upon selecting the Spreadsheet option, the report will be generated in Excel. Once open, you are able to preview, print or save the report.

Figure 3

● **ENHANCEMENT:** FYI LINE IN EFC ENTRY (efcent)

In the **EFC Entry** (efcent) screen, PSL3 will now display the name of the account number, as well as which distribution line your cursor is placed in by the FYI (For Your Information) notification. The FYI notification is located at the bottom left hand corner of the screen. In **Figure 4** below, the cursor is placed in line 1 of 17, which is account 1101, so the FYI notification reads *Story and Screenplay*.

Figure 4

● **OPTION:** SPREADSHEET OPTION IN ACCOUNT VARIANCE REPORT (bdvar)

PSL3 now has the option to export to spreadsheet in the **Account Variance Report** (bdvar) screen. Upon selecting the Spreadsheet option, the report will be generated in Excel. Once open, you are able to preview, print or save the report.
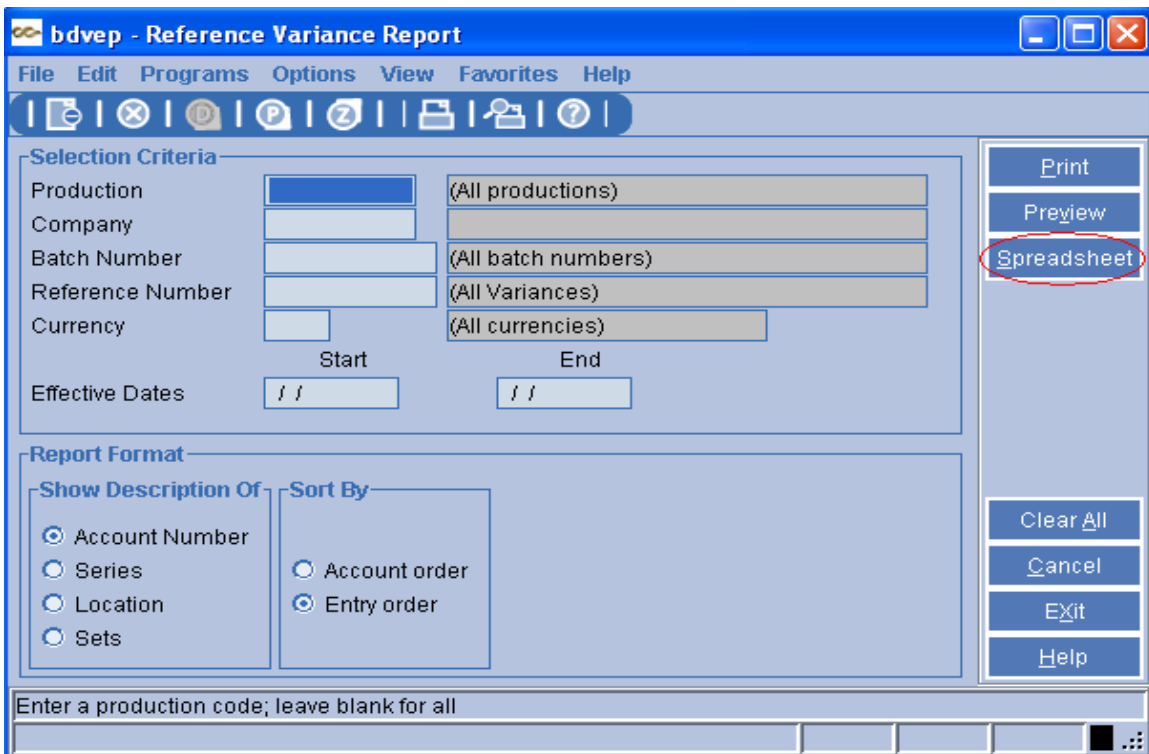

Figure 5

● **OPTION:** ONE LINE SUBTOTAL PER ACCOUNT TYPE IN TRIAL BALANCE REPORT (gltb)

DEFAULT BEHAVIOR: The **Trial Balance Report** (gltb) prints a one line subtotal for Expense accounts only upon request to the Support Department.

OPTION: PSL3 now allows the user to print one line subtotals per each account type (Assets, Liabilities, etc.) to appear on the **Trial Balance Report** (gltb). To set up this function, access the **Report Group Entry** (surpt) screen and select the Report ID (DETAILTB, SUMMARY TB, etc.). You can select the Report ID by clicking the magnifying glass icon 🔍 on the toolbar or the F7 key (FIND).

Then, place your cursor in the *Acct Type* column and select the Detail 🄳 icon on the toolbar or press the F3 key (DETAIL). The **Account Group Extensions** (surpt) screen will appear. From there, you can checkmark the box titled *One Line Total* for each account type selected as displayed below in **Figure 6**. You may also email support@castandcrew.com to have this format set up for your Trial Balance Report ID(s).

Figure 6

● **OPTION:** REPORT BY ACCOUNT GROUP BY FREE FIELD
             OR INSURANCE CODE IN COST BY SER, LOC,
             SET, IN, OR FREE FIELD (costinff) SCREEN

PSL3 now allows the user to run the **Cost By Ser, Loc, Set, In, or Free Field** (costinff) report by account group, isolated by insurance or free field code(s). In addition, a *No header totals* option has been added to the *Level* box as shown below in **Figure 7**. This report also has the option of exporting to spreadsheet.

Upon selecting the Spreadsheet option, the report will be generated in Excel. Once open, you are able to preview, print or save the report.
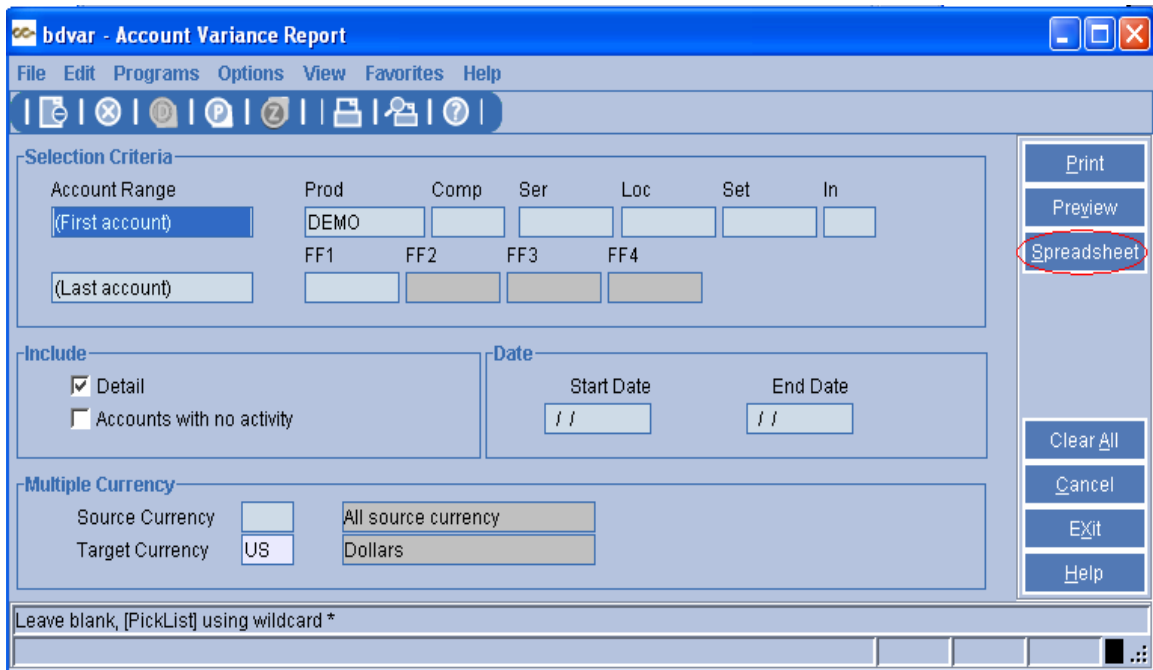

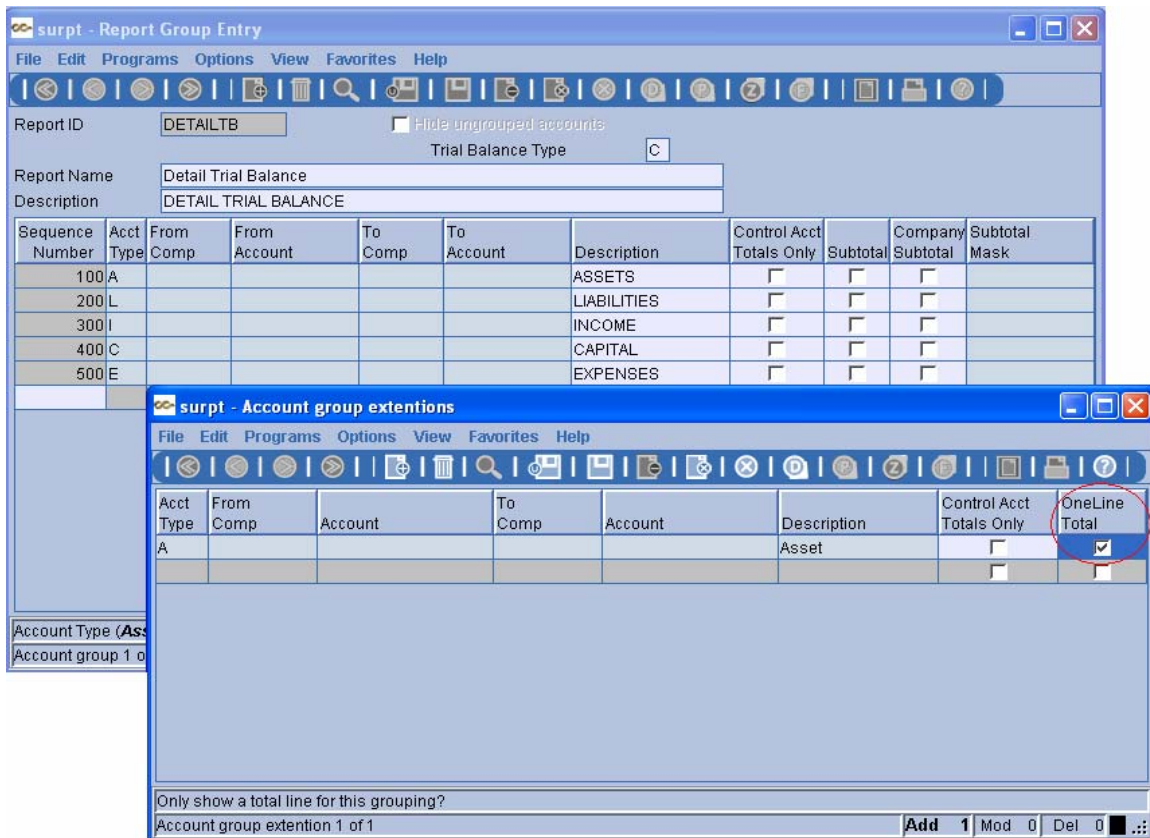**Figure 7**

● **ENHANCEMENT:** NEW EFC COST BIBLE REPORT (efcrpt2)

PSL3 now has added a new report called the **Cost Bible Report** (efcrpt2). This report is very detailed and looks like a combination of both the Bible and Cost Report. It is located on the left hand side of PSL3 under the Cost Menu.
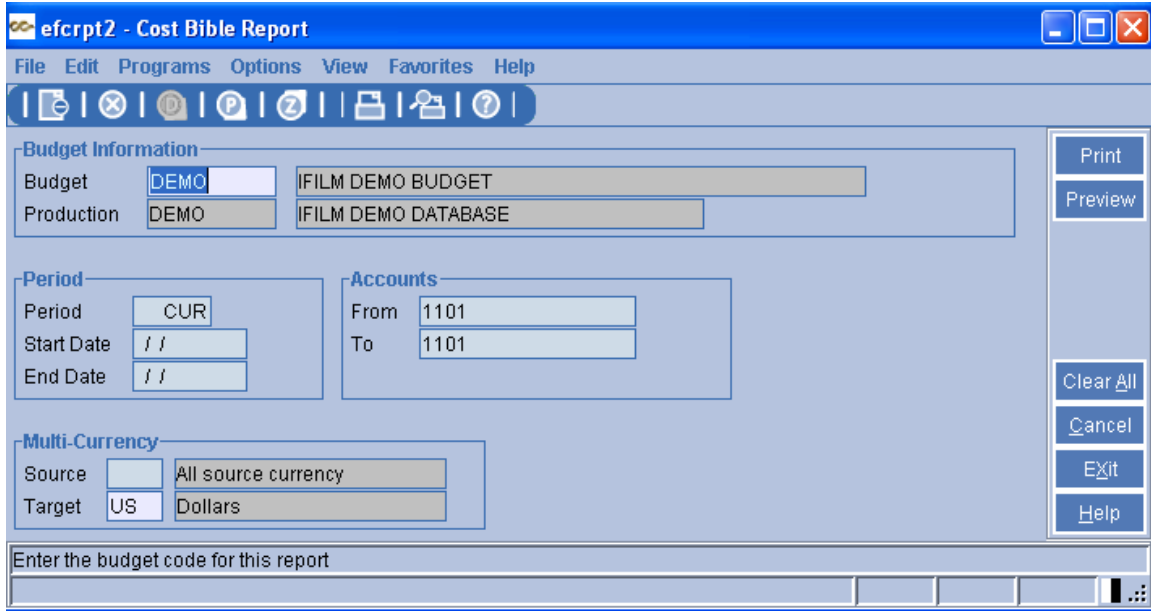

Figure 8

The next page shows a sample report of the **Cost Bible Report** (efcrpt2) in **Figure 9**. This report is defaulted to print in Landscape format.

By Date Range for Budget Code: DEMO (IFILM DEMO BUDGET)

```
              Starting Account: 1101                        Date Range: All dates
                Ending Account: 1101
                    Production: DEMO      IFILM DEMO DATABASE

                                                        Actual              Actual
Ref #    Inv Date Vendor/Employee Name    Invoice/PO #  Description    this Period Commitments    to Date     ETC    EFC   Budget  Variance

1101 Story & Screenplay
     1 08/06/07 KELLY MARTIN WAGNER     CK REQ 7/26   change           1,500.00      0.00  Check #002001 on 08/06/2007
   666 01/25/08 SMITH\MARY G            789456        TEST               250.00      0.00  Check #002162 on 01/25/2008
   671 01/25/08                                       Story & Screenplay 100.00      0.00
   676          RIOS\VIRGINIA R                       TEST               150.00      0.00  Check #002180 on 02/22/2008
   683 01/28/08 MARQUEZ\MARY            45645645      TESTING            250.00      0.00  Check #002176 on 02/22/2008
   700 02/06/08 9MM SPECIAL EFFECTS, INC 100          eggs                 0.00    100.00
   711 02/06/08                                       Story & Screenplay (100.00)    0.00
   714 02/12/08 SMITH\JENY              123456        TEST                 0.00     50.00
   715          SMITH\JENY              45645         TEST               200.00      0.00  Check #002171 on 02/12/2008
   721 02/14/08 SMITH\HEATHER           789456        TESTING            250.00      0.00  Check #002179 on 02/22/2008
   725 02/15/08 SMITH\LISA              55566         TEST               250.00      0.00  Check #002173 on 02/15/2008
   728 02/15/08 SMITH\LISA              55566         TEST              (250.00)     0.00  Check #002173 on 02/15/2008
   729 02/15/08                                       TEST              (300.00)     0.00
   732 02/19/08 SMITH\CARY              9456456       TESTING            250.00      0.00  Check #002177 on 02/22/2008
   735 02/19/08                                       TEST               300.00      0.00
   741 02/26/08 SMITH\JENN              12345         TEST                 0.00     50.00
   742 02/22/08 24FRAME                 45465456      rents               25.00      0.00  Check #002237 on 06/03/2008
   748          24FRAME                               Story & Screenplay 100.00      0.00  Check #000123 on 02/22/2008
   749          24FRAME                               Story & Screenplay  50.00      0.00  Check #000123 on 02/22/2008
   757          24FRAME                               Story & Screenplay (50.00)     0.00  Check #000123 on 02/22/2008
   759          24FRAME                               Story & Screenplay (100.00)    0.00  Check #000123 on 02/22/2008
   761 02/26/08 SMITH\JENN              456454645     TEST                50.00      0.00  Check #002185 on 02/26/2008
   764 02/26/08 SMITH\JENN              456454645     TEST               (50.00)     0.00  Check #002185 on 02/26/2008
   765 02/26/08                                       TEST               100.00      0.00
   769 02/27/08 MARTIN\RENEE            45645464      TESTING             50.00      0.00
   775 02/27/08 ABBY EMMETT                           Story & Screenplay  50.00      0.00
   777 02/28/08 SMITH\LISA S            789456        TEST                50.00      0.00  Check #002187 on 02/28/2008
   781 03/03/08 SMITH\JESSICA           3333          TEST                50.00      0.00  Check #002188 on 03/03/2008
   784 03/04/08 SMITH\TIM R             12345         TEST                 0.00     50.00
   785 03/04/08 SMITH\TIM R             456456        TEST                50.00      0.00  Check #002189 on 03/04/2008
   788 03/04/08 SMITH\TIM R             456456        TEST               (50.00)     0.00  Check #002189 on 03/04/2008
   792 03/04/08                                       TEST               500.00      0.00
   793 03/05/08 RIOS\JEN                123456        TESTING              0.00    500.00
   795 03/05/08 RIOS\JEN                789456        TESTING            500.00      0.00  Check #002191 on 03/05/2008
   802 03/05/08 RIOS\JEN                789456        TESTING           (500.00)     0.00  Check #002191 on 03/05/2008
   803 03/07/08 DOE\JOHN                TTR01000      TEST                 0.00  1,576.00
   806 03/07/08 SMITHS\RENEE            45645645      test               250.00      0.00
   808 03/07/08                                       testing            100.00      0.00
   809 03/07/08                                       TESTING            100.00      0.00
   813 03/11/08 MARTINEZ\MARCY          4545645465    TESTING            250.00      0.00
   814 03/11/08 WISEMAN\MELISSA A       1234          TESTING             50.00      0.00  Check #002193 on 03/11/2008
   820 03/12/08 SMITH\SAM               6667889       TEST               250.00      0.00  Check #002195 on 03/12/2008
   826 03/13/08 SMITH\TIMMY             121314546     TESTING            150.00      0.00
   829 03/13/08                                       TESTING            500.00      0.00
   830 03/13/08                                       TO REMOVE          120.00      0.00
   835 03/13/08                         7357475       Clr Dist Inv#7357475 0.13      0.00
   836 03/13/08 CAST & CREW PRODUCTIONS 7357475       Clr Dist Inv#7357475 (0.13)    0.00
   840 03/14/08 SMITH\RAY               454564645     TESTING            250.00      0.00
   847          24FRAME                               Story & Screenplay 250.00      0.00
```

Figure 9

● **OPTION:** PETTY CASH CREW ADVANCES REPORT (pcar) ORDERED BY ENVELOPE NUMBER

When running the **Petty Cash Crew Advances Report** (pcar), PSL3 now has the option to order by Envelope Number. If *Show detail* is check marked under the *Report Selection* located at the bottom left hand corner of the screen, the Envelope Number column will be included as the last column on the report. You are able to right-click or press the F2 key (PICK) in the *Envelope Number* field to select from existing envelope numbers. In addition, you are able to multi-pick various envelope numbers by pressing the Ctrl key on your keyboard while simultaneously using the mouse as shown in **Figure 10** below. The envelope numbers selected will be highlighted in blue.
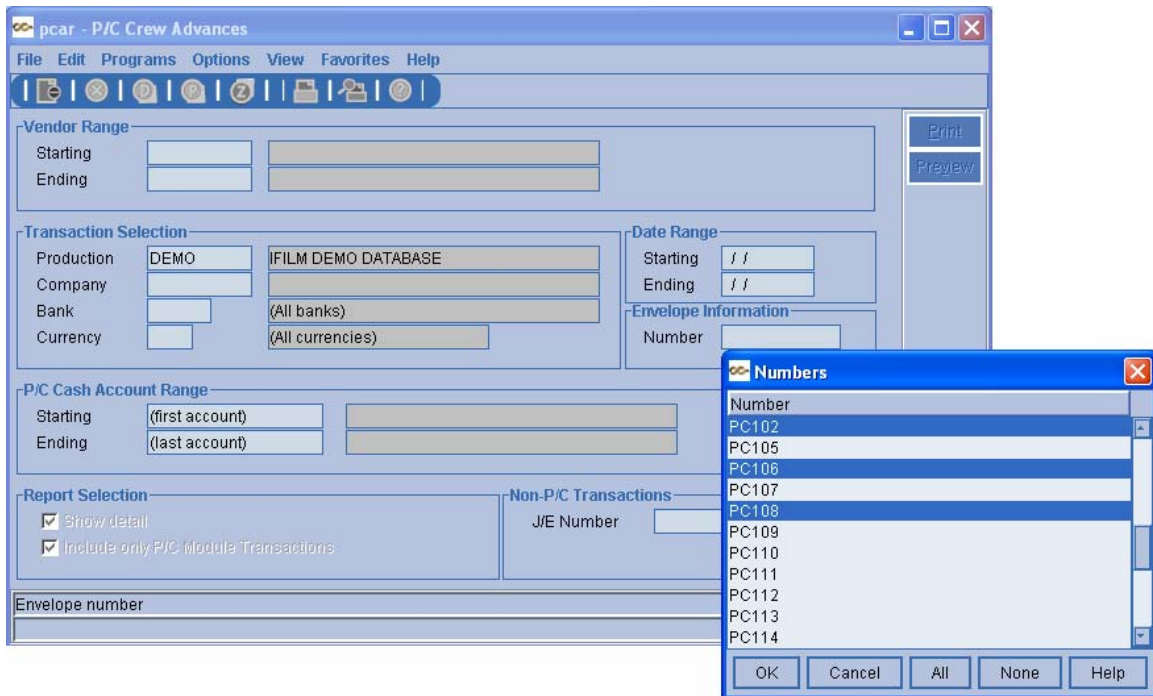

Figure 10

12

● **OPTION:** INCLUDE VENDOR / W9 REPORT IN POST A/P
TRANSACTIONS (appost) SCREEN

In the **Post A/P Transaction** (appost) screen, you now have the option to print out a Vendor/W9 Report. The report consists of the vendor id, name, and address in addition to displaying an "N" for no or "Y" for yes if the vendor has a W9 on file. To print the report, check mark the box titled *Include Vendor/W9 Report* located at the bottom left hand corner of the screen. An information box will automatically appear to print the report after running the A/P Edit List and/or A/P Posting Register as displayed below in **Figure 11**.
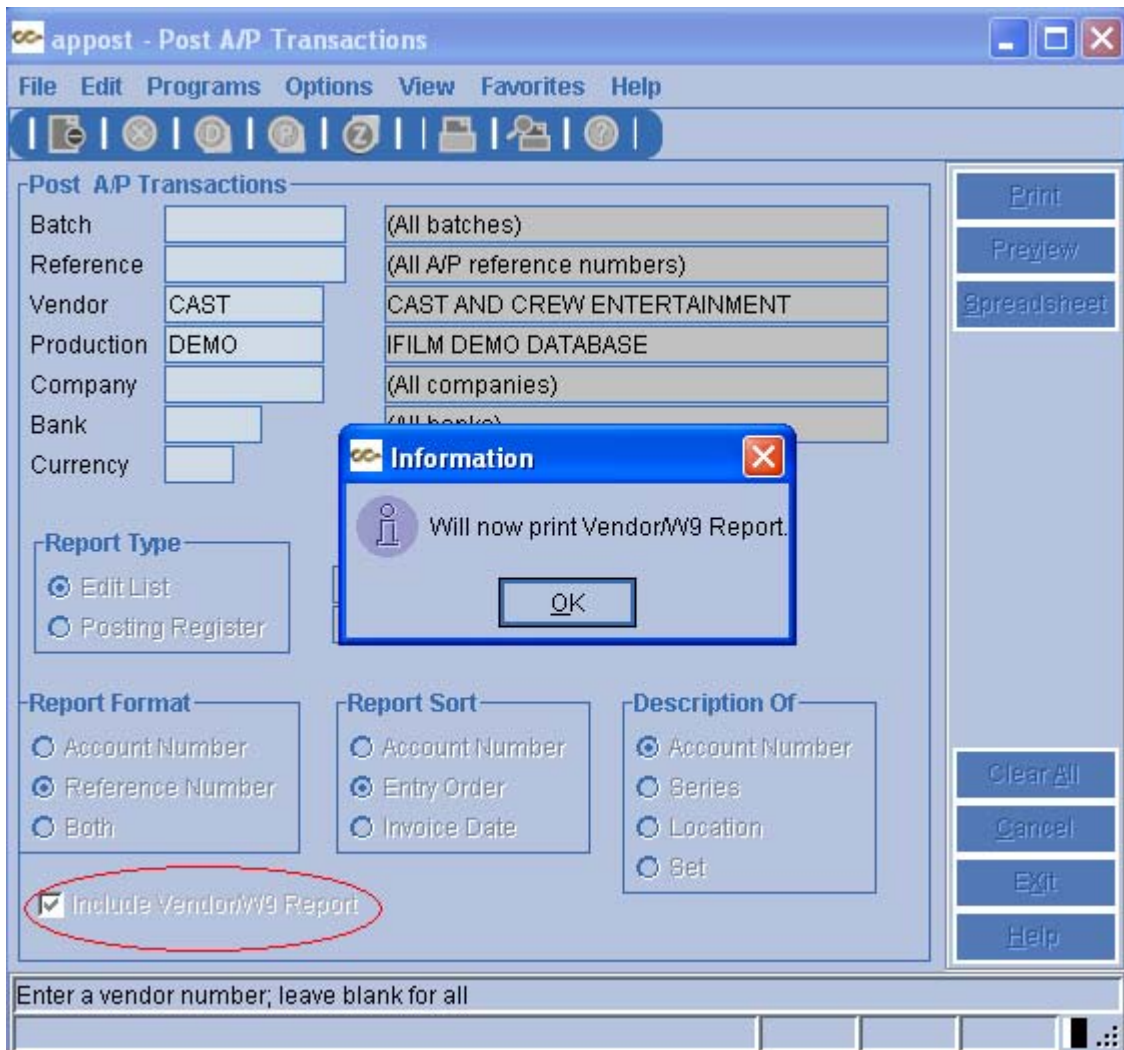

Figure 11

As an example, the components of the Vendor/W9 Report are displayed below in **Figure 12**.

```
Vendor                                                                    W9 on
Number              Name                  Address                         File
CAST                CAST & CREW PRODUCTIONS    100 E. Tujunga Avenue        Y
                                              2nd Floor
                                              Burbank, CA 91502
```

Figure 12

● **OPTION:** PERMISSION BY USER LEVEL IN THE POSTED TRANSACTION EDITOR / DISTRIBUTION CHANGES (glfix)

PSL3 now has the option to maintain **Posted Transaction Editor** (glfix) permissions by individual user level. Each user id can be set up to specify access to modify account, series, location, set, 1099, and/or amount for posted distributions. Please contact the Support Department via email at support@castandcrew.com to set up this function. Please note that if your database is an upload/download show, these permissions only apply to non-uploaded transactions. Uploaded transactions will continue to work the same way they do now.

● **ENHANCEMENT:** AMERICAN EXPRESS PCARD DOWNLOAD (pcardax)

The **PCARD Download** (pcardax) screen is a program that downloads an American Express file as a petty cash transaction. In order to use this screen, you will need to save the file from its original website to your PC in order to select the file. From there, you will need to input the *Default Distribution Codes*. You are then able to preview or print the Edit Report, followed by importing it if everything appears correctly. Please contact the Support Department should you need assistance with this screen.

Figure 13

● **OPTION:** FREE FIELD AND SPREADSHEET OPTIONS IN
P/O EDIT LIST (poedtl)

PSL3 now has the option to sort by free field(s) when running the **P/O Edit List** (poedtl). To sort by free field, check mark the box titled *By Free Field* under the *Report Types* section. Also, the **P/O Edit List** (poedtl) now has the option to export to spreadsheet. Upon selecting the Spreadsheet option, the report will be generated in Excel. Once open, you are able to preview, print or save the report.

Figure 14

● **OPTION:** MULTI-PICK ON BUDGET CODE IN COST REPORT (efcrpt), COST BIBLE REPORT (efcrpt2), AVERAGE EFC REPORT (avgefc), EPISODIC EFC REPORT (efcser) and EFC ENTRY (efcent)

DEFAULT BEHAVIOR: PSL3 allows the user to select only one budget code.

OPTION: PSL3 now allows the user to multi-pick in the budget code field in the following screens: **Cost Report** (efcrpt), **Cost Bible Report** (efcrpt2), **Average EFC Report** (avgefc), **Episodic EFC Report** (efcser) and **EFC Entry** (efcent). As demonstrated in **Figure 15** below, to select from multiple budget codes, right click or press the F2 key (PICK) in the *Budget* field. Then, hold down the Ctrl key on your keyboard while simultaneously using the mouse to select. The budgets selected will be highlighted in blue. Please note budgets listed in the report header will not be in numeric order.
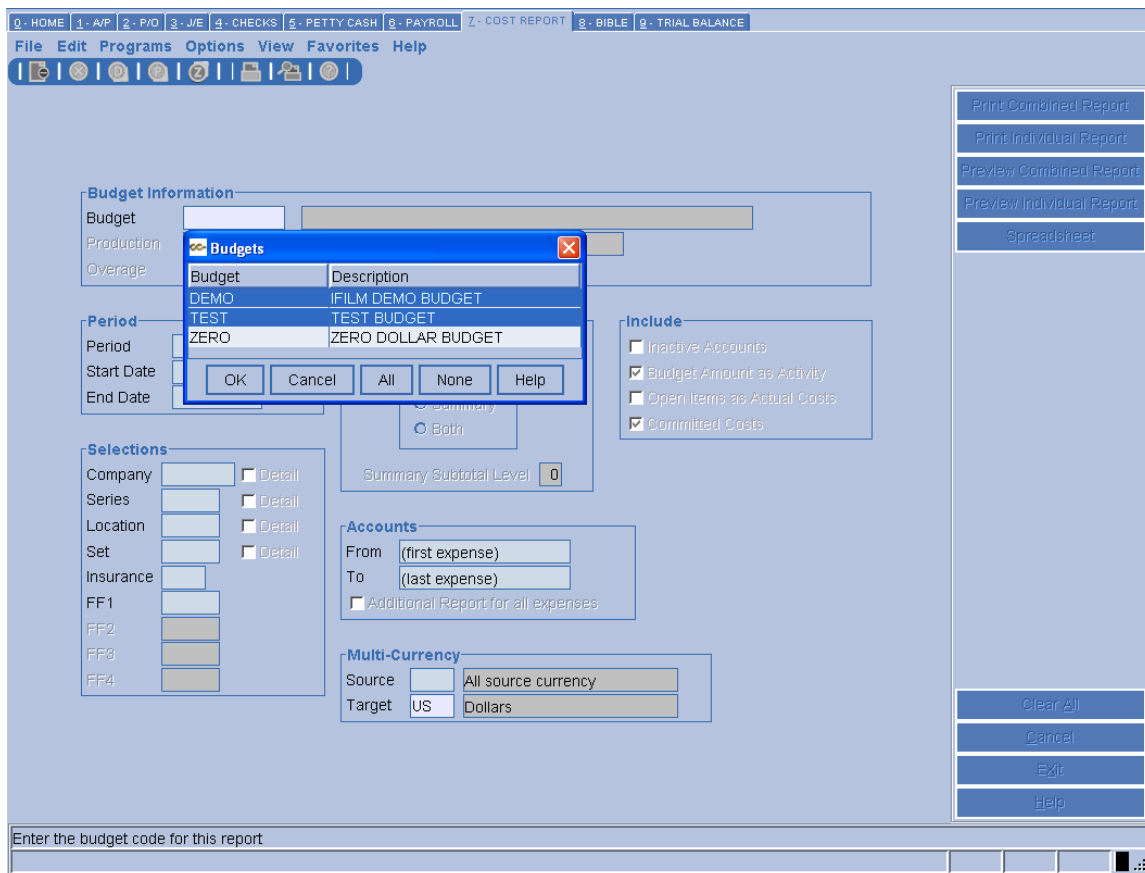

Figure 15

● **OPTION:** SHADING FEATURE ON COST REPORT (efcrpt)

PSL3 now has the option to have shading appear on the **Cost Report** (efcrpt). In **Figure 16** below, the example Cost Report is displaying this new feature, which shades every other line.

```
10/22/2008                                             DEMO DB                                              Page 1
10:30 am                          —— Estimated Final Cost Report - PSL Standard ——                         [efcrpt]


(Type S+S)                          By Date Range for Budget Code: DEMO   (IFILM DEMO BUDGET)
                                       Treating Open Items as Committed Costs
           Starting Account: 1101                                   Date Range: All dates
             Ending Account: 1199                                   (Excluding inactive accounts)
               Production: DEMO    IFILM DEMO DATABASE               (Budgeted amounts are activity)
                  Company: All                                          Series:  All
                Insurance: All                                        Location: All
                     FF1: All                                             Set:   All
                     FF2: All
                     FF3: All
                     FF4: All
1122
```

Acct Num	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									
DEVELOPMENT (1100)									
1101	Story & Screenplay	0	12,230	86,165	98,395	194,000	292,395	300,000	(7,605)
1102	Producers Unit	0	3,820	68,733	72,553	239,905	312,458	0	312,458
1103	Directors Unit	0	1,740	19,250	20,990	(6,860)	14,130	0	14,130
1104	Budget Preparation	0	15,438	9,820	25,257	88,085	113,342	0	113,342
1105	Accounting	0	10,720	90,508	101,228	(95,728)	5,500	0	5,500
1106	Legal	0	18,003,795	8,700	18,012,495	(18,012,495)	0	0	0
1107	Office Overhead	0	(6,425)	53,663	47,238	27,767	75,005	0	75,005
1108	Transportation	0	330	3,601	3,931	(1,406)	2,525	0	2,525
1109	Research xxxxxxxx	0	1,000	0	1,000	(1,000)	0	0	0
1110	Travel/Living	0	2,100	2,000	4,100	155,900	160,000	160,000	0
1111	Additional Expenses	0	0	275	275	25,180	25,455	25,000	455
1112	RESEARCH	0	100	7,400	7,500	1,000	8,500	8,500	0
1113	SCRIPT TIMING/REVISIONS	0	0	0	0	1,490	1,490	1,490	0
1115	DEVELOPMENT COSTS	0	0	7,000	7,000	8,000	15,000	15,000	0
1120	SCRIPT XEROXING	0	0	0	0	800	800	800	0
1198	Miscellaneous	0	50	400	450	(450)	0	0	0
1199	Fringe Benefits	0	0	2,000,000	2,000,000	(1,973,529)	26,471	26,471	0
	TOTAL 1100 DEVELOPMENT	0	18,044,898	2,357,513	20,402,411	(19,349,341)	1,053,071	537,261	515,810
	TOTAL ABOVE THE LINE	0	18,044,898	2,357,513	20,402,411	(19,349,341)	1,053,071	537,261	515,810
	GRAND TOTALS	0	18,044,898	2,357,513	20,402,411	(19,349,341)	1,053,071	537,261	515,810

Figure 16

● **OPTION:** ONE LINE SUMMARY IN PAYROLL HISTORY
REPORT (prhist)

In the **Payroll History Report** (prhist) screen, PSL3 now has the option to print a one line summary report. To select this option, simply check mark the box titled *One Line* under the *Format* section as shown below in **Figure 17**. From there you are able to *Preview* or *Print* the report as usual.

Figure 17