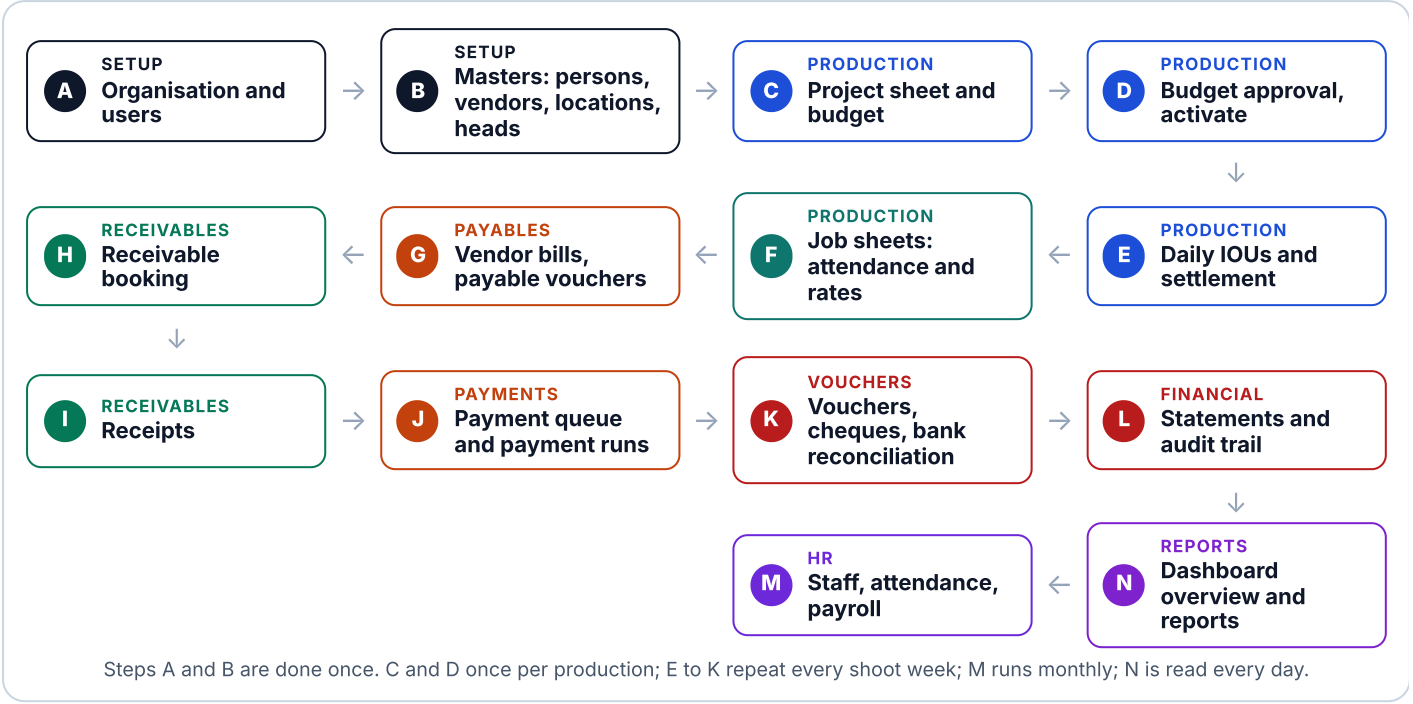
PM

Production and Financial Management System

Production operations and finance for a production house

Quick Start Guide

Everything a new user needs to start work: one page per job, the steps in order, and the few rules that matter. The Training Walkthrough Guide and the in-app Guide have the details.



Steps A and B are done once. C and D once per production; E to K repeat every shoot week; M runs monthly; N is read every day.

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Prepared for the production houses on the system **Build 75, November 2026**

Start Here

For everyone. Read this page first, then go straight to the page for your job.

Find your page

Your job	What you do	Page
System Admin	Organisation, users and rights, approval chains, number series, the masters (once)	3
Everyone	The production chain at a glance: what feeds what, what locks what	4
Production Head	Project sheet, contracts, budget revision, activation, budget control, approvals	5, 6
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Finance User	Vendor bills, payable vouchers, receivable bookings, receipts, vouchers as a maker	7, 8
Finance Manager and Finance Head	Approvals, the payment queue and runs, cheques, reconciliation, statements, period rules	7, 8, 10
HR (usually finance)	Staff records, attendance, leave, loans, payroll, settlements, letters	9
Management	Dashboard overview, reports, help, when something goes wrong	10

Sign in

1. Open the web address of your company's site. Type your **User name** and **Password**, press **Sign in**. Each company has its own site and its own database; nothing is shared between them.
2. The first time, the **Change password** page opens on its own: type the temporary password, then your own twice, following the rule the page shows. Later, your name at the top right opens **Change password** and **Sign out**.

> **Note** There is no "forgot password": the administrator presses **Reset password** on your row under **Setup > Users** and gives you the new temporary one.

Find your way

- The left panel groups the screens in the order the work flows: Home, My approvals, Production, Payables & Receivables, Payments, Vouchers, Financial, Reports, Setup, HR, Help & Learning. A screen missing from the panel is one your rights do not cover; ask the administrator.
- `F1` or the **?** at the top opens the help article for the screen you are on, in a drawer over your work; **Help & Learning > Guide** lists every article by chapter with a search.
- **Home** is the **Dashboard overview** for those who hold that right and the company page for everyone else; the work itself is always in the panel.

Every screen works the same way

Lists

- A search box that matches any word, in any order, dashes or not; filters for project, status and dates; a count of what is shown
- **Print / Save as PDF** opens a full preview with Print, Save as PDF, Email and WhatsApp; **Export to Excel** takes every matching row
- The first button creates the record: **+ New IOU**, **+ Create Payable**, **+ New voucher**

Records and vouchers

- A status badge (Draft, Submitted, Approved, Awaiting approval, Returned, Cancelled); the buttons offered are what you may do now
- A cancelled document always carries the reason beside its status
- Vouchers are edited in place with a reason; **History of changes** on the voucher keeps every earlier version. Nothing is ever deleted after posting

Messages

- **Green**: saved, posted or submitted. **Red**: refused; the text says what to change ("No budget line for this head", "Shoot location is required").
- **Amber banners** on a page tell you its state: awaiting approval, returned with a note, open project with no budget check.
- A message ending "(Reference: ... UTC)" is a server fault. Try once more, then give the administrator the reference, the screen and the build shown under **Help & Learning > Get help**.

Administrator: One Time Setup

Do this once, in this order, before the desks start. Training guide: Parts 1 and 2; Permissions Assignment Guide for the rights.

1. The organisation and the people

1. **Setup > Finance setup > Organization**: the company's name, address, NTN, logo (it prints on every document and shows on Home), the cash account, the default due days on a payable, the income tax account for payroll. **Save**.
2. **Setup > Users**: **Add user** with user name, full name, role and the temporary password. **Permissions** on the row: tick what the person may View, Insert, Edit, Cancel or Approve per module; under **Dashboard overview** tick the sections that user sees. A role is a starting point; the ticks are what count. Never give a maker the right to approve their own documents.
3. **Finance setup > Approval levels**: one chain per document type (Budget, IOU, Job sheet, IOU settlement, Payment, Milestone claim, Leave, Staff loan, Payroll, Weekly plan, Direct payable, Receivable booking), each level a role. A chain with no level means that document is approved the moment it is submitted. The maker of a document cannot approve it, whatever the chain says.
4. **Financial > Chart of accounts** and **GL accounts**: the groups and the accounts (the system opens the standard chart; add what the company needs). **Finance setup > Bank Accounts**: each bank with its GL account under the Cash reports group. **Vouchers > Opening balances**: one journal dated the day before go live, the balancing figure on equity.
5. **Finance setup > Withholding Categories**: the WHT rates by payee type; a person or vendor carries their category and the payment run applies it. **GL Posting**: the accounts the system posts to (advances, payables, WHT payable, revenue). **Period Closing**: the months that are closed; only the Finance Head may post back into them.

2. The masters, in this order

Order	Screen	Watch out for
1	Production setup > **Project Types**	Drama serial, telefilm, commercial and so on; a type can be changed on a running project later and the change is logged.
2	Production setup > **Resources Types**	Talent, Director, Production Crew, Technical Crew, Other and the vendor types, each with its **Sub-types** (roles, jobs, vendor kinds) and the **Advance account** IOU advances sit in for that type.
3	Finance setup > **Expense Heads**, **Cost Centers**, **Clients**	Every head says whether it is for IOUs, contracts or both, and which **GL account** it posts to; the budget, the IOU lines and the payable vouchers all hang off these. Cost centers group the spend; clients are the channels and brands you invoice.
4	Production setup > **Persons**; Finance setup > **Vendors**	Type, sub-type, default head, bank details (the payment run uses them), CNIC or GST, WHT category, **GL Account** (the payable account they are booked under) and, for persons, the **Advance account**. **Export to Excel** shows who is still missing what.
5	Production setup > **Locations**	Address, the rent per day, half day and per hour, and **Rent charged to** (the head an IOU rent line uses; the rate fills from here).
6	Production setup > **ENG Packages**, **Tracking items**	Camera and crew packages a vendor contract can name; the items an IOU settlement tracks (fuel, phone cards and the like).
7	Setup > **HR setup**	Departments, designations, leave types, pay components with their GL accounts, tax slabs, letter templates, hours per day and the overtime factor.

Tip Hundreds of persons, vendors, locations, heads or sub-types load faster through **Production setup > Import from Excel**: **Download template**, fill it, **Check only**, fix, **Import**. Nothing is saved while any row is wrong. The **Project team** kind takes talents, directors, crew and vendors in one sheet; **Export existing (with missing info)** plus **Update existing records** completes what is already there.

Important The demo site is a separate installation with the Sunrise Pictures data, where nothing is real. Train there and apply every new build there first; never use a live company for training or for trying a build.

The Production Chain

For everyone. Each screen uses what the one before it saved, so keep the order. Training guide: Parts 3 to 8.

Step	Screen	Who	Result
1	**Projects > New Project**, the ten-step sheet	Production Head	A draft production with its cast, directors, crew, vendors and locations, each with a contract
2	**Project budgets**: revision, then approval	Production Head, approver	An approved budget per expense head; the project can be activated
3	**Activate Project**; **Budget control**	Production Head, System Admin	Documents may be raised; which of them are checked against the budget is set here
4	**Daily IOUs**, then **My approvals**	Line Producer, approver	An approved advance to a crew member: a payable in the queue, consumption on the heads
5	**IOU settlements**	Line Producer, approver	Receipts against the advance; overspend or money returned settled against the person
6	**Job sheets**, then approval	Production Manager, approver	Who worked which shoot day at what contract rate: one payable per person
7	**Vendor bills**, **Payables > Create Payable**	Finance User, approver	A vendor's bill against its job sheet; a direct payable booked and approved
8	**Payment queue**, then **Payment runs**	Finance Manager	Approved payables picked into a run per day and bank, paid at the bank, confirmed; one bank payment voucher per run
9	**Receivables > Create Receivable**, then **Receipts**	Finance User, Finance Manager	The channel's invoice booked and approved; money in allocated to it
10	**Bank reconciliation**, **Financial statements**	Finance Head	Cheques cleared, the bank agreed, the trial balance and statements read

Each step locks the one before it

- Once IOUs or job sheets exist on a project, its **client** cannot change; the project type still can (logged).
- An approved IOU or job sheet is changed only by cancelling it with a reason; cancelling its payable from the queue marks the document Cancelled with that reason. A payable with money paid against it cannot be cancelled.
- A posted voucher changes only by **Edit voucher** with a reason (its versions are kept) or by **Cancel**; a receivable booking with receipts against it cannot be edited; a payment voucher posted by a run is never edited by hand.
- A payable voucher or receivable booking in an approval chain is out of the ledger, the queue and the collections until the last approver approves.
- A closed month (Finance setup > Period Closing) refuses every voucher dated in it; only the Finance Head may post back into one.

Budget control, in one line each

Setting on the project	Effect
Budget control on everything	IOUs, job sheets and payable vouchers are checked line by line against the approved budget; a head with no budget line is refused.
Open: nothing checked	Everything is accepted; every amount is still recorded against its head, so the budget reads right once it is fed.
Open for IOUs only / job sheets only / direct payables only	That one document type runs unchecked; the other two wait for the budget. A draft with no budget can be activated under any open setting.

Important Work the chain in order. An IOU before the project is active is refused, a job sheet needs the person on the project with a contract, a vendor bill needs the job sheet it bills against, a receipt needs the receivable it settles. Each refusal names the step that is missing.

Production: Project Sheet and Budget

Production Head, with the approver on the budget chain. Training guide: Parts 3, 8R and 8W.

The ten-step project sheet

1. **Production > Projects > New Project**. **Project Basic**: name, type, client, episodes, tentative shoot days, start date, main city. **Save as draft, finish later** keeps the sheet; **Continue the project sheet** on the project page resumes it where you left off.
2. Steps 2 to 6, **Talent / Cast**, **Directors**, **Production Crew**, **Technical Crew**, **Vendors**: pick the person or vendor from setup, the expense head, and the terms: per shoot day, per episode, a contract value paid by milestone %, or a contract on a schedule (signing amount plus monthly instalments, built for you and editable line by line). Crew on salary take **Payroll**: attendance only. Vendors can carry service lines (van, car, generator) with qty per day and rate, and an ENG package. Leave a step empty if the production has none.
3. **Locations** from setup, **IOU Expense Heads** the production will draw advances on, **Other Additions**, then **Final Review** and **Create Project**.

Steps 2 to 6 from Excel

1. On any contract step press **Download template**: one workbook with Contracts, Vendor lines, Schedule and Lists (every name in setup by section, the heads, the bases explained).
2. Fill it and press **Import from Excel**: the rows land on their steps with the same checks as the form; a name already on the sheet is replaced. Any problem lists the rows and loads nothing.
3. **Export this sheet** writes what is on the sheet in the same layout, to edit and load back. Nothing reaches the server until the sheet is saved.

After the sheet

- The project page: budget cards (Total, Committed, Actual, Available), the contracts by section, locations, documents, and **Edit Project** for the basics.
- A contract on a value with milestones is claimed through **Milestone claims** on the project; the claim goes through its own approval and becomes a payable.
- **Weekly planning**: the week's shoot days, locations and planned advances, approved on the Weekly plan chain; **Script details** keeps episodes and scenes.

Budget revision, approval, activation

1. On the project page, **Propose budget revision**: one line per expense head with the amount (the contracts from the sheet suggest the talent, crew and vendor lines), a reason, **Submit**. Later revisions change lines up or down; the earlier approved figure stays as Original, the new one as Revised.
2. The approver opens **My approvals > Project budgets**, reads the lines against the committed and actual so far, then **Approve**, **Return with comments** or **Reject**. A returned revision reopens for editing.
3. **Activate Project** appears once a budget is approved, or at once under any open **Budget control** setting (System Admin, top of the project page). From then on IOUs, job sheets and payables may be raised.

> **Note** What counts against a head: an approved IOU (committed, then actual on settlement), an approved job sheet, and a posted payable voucher whose expense account belongs to that head. A cancelled document gives its amount back. The **Budget vs Actual** report reads the same figures as the project cards.

Changing a running project

- **Edit Project**: name, episodes, dates, city and the project type, any time; the client is locked once IOUs or job sheets exist. A type change is written to the audit trail.
- Contracts: open the section on the project page to add a person, end a contract or change a rate from a date; the job sheets already approved keep the rate they were approved at.
- **Cancel Project** is for a production that will not happen; a finished one is completed and closed from its page. Closed and cancelled projects cannot be edited.

Production: IOUs, Settlements and Job Sheets

Line Producer and Production Manager prepare; the approvers on the IOU, IOU settlement and Job sheet chains approve. Training guide: Parts 4 and 5.

Daily IOU: an advance for the shoot

1. **Production > Daily IOUs > + New IOU**: the project, the shoot type (**On Day**, **Photography**, **Cancelled Shoot**, or **OFF day** for a day with no shoot), the shoot date or dates, the **Shoot Location** (required on every IOU with a shoot; one of the project's locations), the **Crew role**, the **Crew member** and the **No. of Crew**. **Advance to** follows the crew member: that person receives the money and settles it.
2. Expense lines: head, description, qty, rate. **Load budgeted IOU heads** brings the project's heads in one go. Picking the shoot location's rent head fills the location's per-day rate and the shoot days as qty; switch the basis to half day or per hour, or type the agreed rate (the Location rate variance report shows the difference).
3. Attach the supporting documents (quotation, permit, list), **Submit**. A line on a head with no budget line is refused unless the project is open for IOUs.

Approval and payment

- The approver opens **My approvals > IOUs**, reads the lines and the budget position, and may approve a lower amount per line; **Return with comments** sends it back to the maker, **Reject** ends it.
- On approval the IOU becomes a payable to the crew member in the **Payment queue**, charged to the person's advance account; the run pays it by bank transfer or cheque; the IOU shows Paid.
- The maker can **Withdraw** a submitted IOU to correct it; cancelling an approved one asks for a reason that stays on the IOU.

IOU settlement

1. After the shoot, **IOU settlements > New settlement** on the IOU: one line per receipt with its head and amount, tracking items counted, and the cash returned or the overspend claimed.
2. **Submit**; the approver on the IOU settlement chain approves. The advance account is cleared to the expense heads, an overspend becomes a payable to the person, money returned is booked as received.
3. **Reports > Advances by person** (group by project, then person) shows who still holds what; nothing can be hidden there.

Job sheet: who worked, at what rate

1. **Production > Job sheets > + New Job Sheet**: the project, the shoot date, then the people on the project: tick who was present, the quantity (days, half days, episodes as the contract says), the rate comes from the contract and can be lowered, never raised past it. Vendors with service lines show their lines; ENG packages their crew.
2. **Submit**. The approver on the Job sheet chain opens **My approvals > Job sheets**, approves per line or returns the sheet; on approval one payable per person or vendor lands in the queue, charged to the head on the contract.
3. A vendor who invoices later is billed from **Payables & Receivables > Vendor bills** against the approved sheet; the bill cannot exceed the approved quantity, and a **Vendor credit note** reduces it.

> **Note** An IOU or job sheet is refused when the project is not active, the person is not on the project with a live contract, the shoot date is before the project's start date, or a line exceeds the budget on a controlled head. The message names which. A person added to the project mid-way takes effect from the contract date on the sheet.

Matured payments

Money promised on contract terms (a signing amount, a dated instalment, a milestone reached by shoot day) matures on its own. **Payables & Receivables > Matured payments** lists every matured amount; the system raises it as a claim every six hours (or now, with the button), the claim is approved on the Milestone claim chain under **My approvals > Matured payments**, and becomes a payable in the queue. Per-episode contracts are raised from the project page when the episodes are complete.

Payables and Payments

Finance User prepares; Finance Manager approves, picks and confirms the runs; the chains under Finance setup decide who approves what. Training guide: Parts 6, 7 and 8V.

Direct payable: the payable voucher

1. **Payables & Receivables > Payables > + Create Payable**: invoice date, due date (the company default fills in), the project (**PR-00000 General** when nothing is charged to a production), the cost center. Lines: payee type (person or vendor) and sub-type, the payee, the expense account, the amount, a description; the **Payable account** column defaults to the payee's GL account and can be changed per line. Several payees on one voucher become one payable each, numbered PBV-000012/1, /2 and so on.
2. **Post**. With a Direct payable chain set, the voucher is **Awaiting approval**: nothing is in the ledger and the payables stay out of the queue until the last approver approves under **My approvals > Direct payables**. **Return** brings it back to you with a note (shown on the voucher; edit and save resubmits it); **Reject** cancels it with the note as the reason. With no chain, it posts at once.
3. Edit a posted voucher with **Edit voucher** and a reason, until a payee is paid; paid payees are locked, the others still edit. On a controlled project a line is checked against the budget of the head that carries its account.

> **Note** Vendor bills against job sheets, milestone claims, matured payments, payroll and final settlements all arrive in the queue as payables too, each with its source number; they are not booked by hand.

Payment queue: on hold, picked, declined

1. **Payments > Payment queue**: every approved and unpaid payable, one line per portion, **On hold (to pick from)** until it is picked into a run, with source, project, payee, bank details and the WHT the run will deduct. Filters by project, source type and status; the **Project-wise totals** card shows what each production needs, split IOU / job sheet / direct payable; **Export** for the cash call.
2. **Decline** with a reason takes a line out of the queue: declining the last open portion of an unpaid payable cancels the payable and marks the IOU, job sheet or voucher behind it Cancelled with your reason; **Restore** undoes a decline while the payable is live. A line whose payee has no bank details is flagged before any run.

Payment run: pick, pay, confirm

1. Tick the lines to pay and build the run: one run per day and paying account; lines picked later the same day join it. **Building the run is its approval**, so it needs a role on the Payment chain; the **Transfer summary** at the top totals per beneficiary account, net of WHT, with the bank details the transfer needs.
2. Pay at the bank from the run sheet or the **Bank advice (Excel)**, then **Confirm paid, create vouchers** with the payment date and reference: one bank payment voucher per run, the WHT payable booked, every payable and its source document marked Paid. A line not paid goes back with **Return to hold**.
3. With cheques, the cheque numbers go on the lines and the voucher sits under **Cheques in clearance** until the statement shows it. A run is deleted only while nothing on it is confirmed.

Cancel a payable

- On the payable page, **Cancel Payable** with a reason: the accrual and the budget consumption are reversed, the source document is marked Cancelled with the reason, and the portions leave the queue.
- Refused once anything is paid against it; reverse the payment first.

Reports to keep open

- **Outstanding Payables** by due date and payee; **Payment Register** per run; **WHT Summary** for the return; **Unpaid liabilities (accruals)** at a date.
- The **Dashboard overview** reads the same queue: Payment queue, Funding shortfall and the exposure by project.

Receivables, Vouchers and the Bank

Finance User prepares, Finance Manager posts and approves, the Finance Head reconciles. Training guide: Parts 7, 7T, 8K to 8Q.

Receivable booking and receipts

1. **Payables & Receivables > Receivables > + Create Receivable**: the client, the invoice date and due date, the project, the amount, the revenue account (Production Service Revenue by default) and particulars. **Post**: the voucher and the receivable share one RCV number. With a Receivable booking chain set, it waits as Awaiting approval under **My approvals > Receivables**; until approved it is offered on no receipt and is not in Collections.
2. Money in: **Vouchers > New voucher**, type **Bank Receipt**, **Cheque Receipt** or **Cash Receipt**: the client, the bank or cash account, the cheque or transfer reference, then allocate the amount across the client's open receivables. A cheque receipt stays under Cheques in clearance until reconciled.
3. A booking is edited in place with a reason until money is received against it; after that only the receipts can be edited (the old allocations are reversed and re-applied). The **Payables & Receivables Status** report and the Dashboard's Collections show what is pending and overdue by due date.

Vouchers: one entry, the type chosen on creation

Type	Use it for	Posting
Bank Payment / Cheque Payment	Money out with no payable behind it: supplier advance, refund, bank charge. A cheque voucher needs the cheque number	Dr the account, Cr bank
Cash Payment	A direct expense from petty cash	Dr the expense, Cr cash
Bank / Cheque / Cash Receipt	Money in from a client, allocated to receivables	Dr bank or cash, Cr the client
Bank Transfer	Between the company's own accounts: bank to bank, cash withdrawn, cash deposited; optional charges	Dr receiving, Cr paying (+ Dr charges)
Journal	Any entry between accounts: corrections, provisions, accruals; must balance	As typed
Payable voucher, Receivable	Not in the picker: created from Payables and Receivables, listed here with the rest	See pages 7 and 8

- **Edit voucher** asks for a reason and keeps the number; **History of changes** shows every version with who and why. **Cancel** reverses it. **System entries** are the vouchers posted by approvals, runs and payroll: read only.
- The list's type filter and status badges (Posted, Awaiting approval, Returned, Cancelled); **Print / Save as PDF** prints the voucher with its entries.

Bank reconciliation and cheques

1. **Financial > Bank reconciliation**: the account, the statement period and the statement balance. Tick **Cleared** with the bank's date on each line the statement shows.
2. **Cheques in clearance** lists every cheque issued or received and not yet cleared, oldest first; the Dashboard's Out / holds and Incoming clearance read the same lines.
3. The difference against the statement reads zero when the account is reconciled; print the statement for the file.

Statements and the trail

- **Financial statements**: trial balance, profit and loss and balance sheet to a date, by voucher date, with print and export.
- **GL accounts** opens any account's ledger (the statement of account for a bank, a client or a payee's payable account).
- **Audit trail**: who did what, when, from where, with the reason given, on every document and setting.

Important Never move a payable, a client or an advance balance by journal: use a payment, a receipt, a settlement or a credit note so the sub-ledgers and the reports keep agreeing with the accounts.

HR: Staff, Attendance, Leave, Loans and Payroll

Finance keeps the records and the grid; the approvers on the Leave, Staff loan and Payroll chains approve. Training guide: Parts 8K to 8P.

Setup, in order

Setup > HR setup: departments, designations, leave types with their yearly entitlement, pay components (fixed amount or percent of basic, taxable or not, employer share with its accounts), **tax slabs** for the year, hours per day and the overtime factor, **letter templates**, and the income tax account on Organisation settings. Rows are retired by unticking Active, never deleted.

Staff record

1. **HR > Staff records > + New**: the person (CNIC, contact, bank), the job (department, designation, joining date), the pay (basic, the components that apply, **Tax method** Slab, WHT or None). The EMP number is issued on save.
2. Attach the CNIC, contract and appointment letter under **Documents** with their expiry dates; the HR page lists what expires soon.
3. A leaver is never deleted: set the leaving date, or prepare the final settlement.

Attendance

1. **HR > Staff attendance**, the month: every working day starts Present; click a cell for Absent, Half day, Leave; type overtime hours and late minutes where you have them. **Save**.
2. An approved leave marks its days on the grid on its own. Unpaid leave and absence deduct a day's salary each; overtime pays hours at the factor.
3. Correct a month before its payroll run is approved; after that, adjust in the next run.

Leave

1. **HR > Leave and off days > New request**: the person, the type, from and to; working days are counted; a request above the balance is flagged to the approver.
2. **Submit**; the approver approves from **My approvals > Leave requests**. The balances tab shows entitlement, taken and left.

Loans and advances

1. **HR > Advance and loan voucher > New loan**: the person, the amount, the instalments, recovery from which month. **Submit**; approval under **My approvals > Staff loans** posts the loan and puts the payout in the payment queue.
2. Each approved payroll run takes the instalment; a cash repayment or a settlement recovery is recorded on the loan page.

The payroll run

1. Finish the month's grid and leave. **HR > Payroll voucher > New payroll run**, the month: one line per employee is built from the record, the attendance, the overtime, the components and the tax method (slab tax on the annualised taxable pay, or WHT). Adjust a line for an arrear or a one-off deduction with a note that prints on the payslip; **Recalculate** after any change.
2. **Submit**; the approver approves from **My approvals > Payroll**: one payable per employee lands in the payment queue, the employer shares and the tax are booked, the loan instalments recovered. Pay the month through a payment run and download the **Bank advice (Excel)** for the bank; print the **Payslips**.

Settlement, assets and letters

- **HR > Staff assets**: what is issued to whom (laptop, phone, SIM); record the return before a settlement, nothing is settled while an asset is out.
- **HR > Final settlement > New settlement**: the person, the last working day, gratuity, other additions, notice period and other deductions; the system reads the last salary, the leave encashment, the loan balance and the slab tax. **Submit**; a second user with the HR approve right approves (the preparer cannot). The net becomes a payable with source FINAL_SETTLEMENT; print the settlement.
- **HR > HR letters**: pick the template (appointment, experience, salary certificate, NOC, warning) and the person, **Fill the letter**, edit, **Issue**. An issued letter keeps its number and text; print it from the preview with the company letterhead.

Dashboard, Reports and When Something Goes Wrong

Management and the finance head; everyone for the last table. Training guide: Parts 8S and 8W; help chapters 7 and 9.

Dashboard overview (Home for those who hold the right)

- Four cards answer "can the company pay what is coming": **Awaiting approval** (submitted IOUs, job sheets, claims and direct payables), **Payment queue** (approved, unpaid), **Available cash** (bank and cash less cheques issued and holds), **Receivables**; under them Bank standing, Outgoing clearance, **Funding shortfall** (queue above available cash) and Queue cash coverage.
- **Project exposure** per production split IOU / job sheet / direct payable; **Workflow breakdown** by category with the queue as a ring; **Direct payables by expense head**; **Cash position** per bank; **Collections** with overdue in red. Every amount opens the register behind it filtered the same way; the project picker narrows the three exposure tables.
- Which sections a user sees is ticked under **Setup > Users > Permissions**. The shortfall compares the whole queue with available cash today; it is not a dated forecast.

Which report answers what

Question	Report (Reports > Project, Production or Finance reports)
Where does each production stand? What did a shoot day cost?	**Project Status**, **Budget vs Actual**, **Project Expense Summary**, **Shoot Day Cost**, **Daily expense tracking**
What are we paying talent, crew and vendors? Rent above the setup rate?	**Talent Cost**, **Crew Cost**, **Vendor Cost**, **Location rate variance**
Who holds advances, and since when?	**Advances by person** (by ledger, by project then ledger, or by project then person)
Who do we owe, when is it due, what did we pay, what was withheld?	**Outstanding Payables**, **Payment Register**, **WHT Summary**, **Unpaid liabilities (accruals)**
Who owes us? What is overdue?	**Payables & Receivables Status**; the Dashboard's Collections
Do the books balance? What went through one account or bank?	**Financial statements** (trial balance, profit and loss, balance sheet), **GL accounts** (the ledger), **Bank reconciliation**

Every report has a search, filters, **Print / Save as PDF** and **Export to Excel** over every matching row. The statements read posted vouchers by voucher date; a document awaiting approval is in no report but the Dashboard's Awaiting approval card.

Help and learning

- **Help & Learning > Start here**: the learning path for your role, short lessons each ending in a task done in the real data. **Guide**: every article by chapter with a search; `F1` opens the one for the screen you are on. **Learning Centre**: videos and walkthroughs. **What's new**: every build and what changed.
- **Get help** names the colleague to ask first, then **Report a problem**, which carries the screen, the build and the last error reference; add the document number and what you pressed.

When something goes wrong

Message or symptom	What to do
"The user name or password is not correct."	Check both; the administrator resets the password under Setup > Users.
A screen is missing from the panel; a button is missing	Your rights do not cover it: ask for it on Users > Permissions. A maker prepares, an approver approves; one person never does both.
"No budget line for this head; it cannot be submitted."	The project is under budget control and the head is not in the approved budget: add it through a budget revision, or set the project open for that document type.
"Shoot location is required."	Every IOU with a shoot names one of the project's locations; add the location on the project sheet if it is missing.
"Only a posted voucher can be edited." / "Money has been received against ..."	Edit the receipts, or cancel and re-enter; a voucher in the chain is edited by its maker only.
A payable is not in the payment queue	It is awaiting approval, on hold, declined, or its document is not yet approved; its page says which.
A message ending "(Reference: ... UTC)"	Try once more, then give the administrator the reference, the screen and the build from Get help.