Process Steps & Responsibilities
Step 1 – Grant Access to External Users – Sub Steps

**Description:** In order to allow producer accountant and audit to record and audit expenditures, Film Department Officer shall follow the sub steps shown in the diagram below.

**Actors:** Film Department Officer
Step 1 – Grant Access to External Users > 1.1 Grant Access to External Users

**Description:** The Film Department Officer (FDO) shall grant access to an external user after receiving the producer’s request (by email or letter). Below are the steps required to grant access to external users.

**Actors:** Film Department Officer

**Actions:**

1. Log into Agency Portal.
2. Click the Licensing Center menu.
3. Click Permits.
4. Search for Film Rebate Application Letter of Approval or select the Letter of Approval from the list.
5. Click the button Open.
6. Click Expenditures.
7. Click External Users.
8. Click Grant Access.
9. Input User (email) and select Type.
   - 9.1 User must be registered in NELS.
   - 9.2 It is possible to edit or remove Users;
   - 9.3 FDO shall upload documents referent to User request.
   - This functionality is available until expenditures are closed.

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**Diagram:**

- Step 1: Log into Agency Portal.
- Step 2: Click Licensing Center menu.
- Step 3: Click Permits.
- Step 4: Search for Letter of Approval.
- Step 5: Click Open button.
- Step 6: Click Expenditures.
- Step 7: Click External Users.
- Step 8: Input User and select Type.
- Step 9: Upload documents.

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**Note:** This functionality is available until expenditures are closed.
Step 2 – Record – Sub Steps

**Description:** In order to record expenditures and cast & crew, producer accountant assess the letter of approval. The below actor shall follow the sub steps shown in the diagram below.

**Actors:** Producer Accountant
Step 2 – Record> 2. Record Expenditures

Description: The Producer Accountant shall record expenditures. Below are the steps required to record expenditures.

Actors: Producer Accountant

Actions:
1. Log into Business Portal.
2. Click Your Area menu.
3. Click Permits.
4. Search for Film Rebate Application Letter of Approval or select the Letter of Approval from the list.
5. Click the button Open.
6. Click Expenditures.
Step 2 – Record> 2. Record Expenditures (cont.)

**Description:** The Producer Accountant shall record expenditures. Below are the steps required to record expenditures.

**Actors:** Producer Accountant

**Actions:**
1. Click Upload Documents from Expenditures Dashboard.
2. Upload document (only PDF):
   1. Expenditure
   2. Cast & Crew
3. Record Expenditure:
   1. Record All Expenditures
   2. Record All Cast & Crew
Step 2 – Record> 2.1 Record Expenditures

Description: The Producer Accountant shall record expenditures. Below are the steps required to record expenditures.

Actors: Producer Accountant

Pre-Action:

- In order to record an expenditure, user must follow steps from slide 62 and slide 63.

Actions:

1. Input information from the invoice:
   - Supplier Name
   - Document Reference (unique for each application)
   - Document Date
   - Supplier BRN (optional)
   - Document Total Net and VAT;

2. Add Expenditure:
   - Expense Category
   - Description
   - Net Amount
   - Vat Amount

3. An expenditure detail can be edited or removed.

4. Invoice preview is available and replacement of the document.

5. Officer can fill in other relevant details.

6. Click Record & Close or Record & Next Doc.

→ QPE Totals cannot exceed Document Totals
Step 2 – Record> 2.1 Record Expenditures (cont.)

**Description:** The Producer Accountant shall record expenditures. Below are the steps required to record expenditures.

**Actors:** Producer Accountant

**Actions:**

1. The user has access to a summary dashboard by category.
2. By clicking a category, user access to details from that category.
3. User can download the table as Excel or PDF file.
4. Producer Accountant can filter by Document Reference and Document Date;
5. Selecting an invoice, is possible to:
   1. Edit;
   2. Remove;

→ The Producer Accountant is not able to edit or remove an expenditure that has already been audited or disallowed.
**Step 2 – Record> 2.2 Record Cast & Crew**

**Description:** The Producer Accountant shall record Cast & Crew. Below are the steps required to record cast & crew.

**Actors:** Producer Accountant

**Pre-Action:**
- In order to record an expenditure, user must follow steps from slide 62 and slide 63.

**Actions:**

1. Input information from the invoice:
   - Cast or Crew;
   - Local or Foreign;
   - Name;
   - NID or Tan;
   - Salary and Remunerations;
   - Tax Paid;

2. Invoice preview is available.

3. Officer can fill in the other relevant details.

4. Click Record & Close or Record & Next Doc.

> Tax Paid can be 0 for locals.
Step 2 – Record> 2.2 Record Cast & Crew (cont.)

**Description:** The Producer Accountant shall record Cast & Crew. Below are the steps required to record cast & crew.

**Actors:** Producer Accountant

**Actions:**

1. The user has access to a summary dashboard for Cast and Crew, by selecting one or the other.

2. Selecting a document, is possible to:
   1. Edit;
   2. Remove;

   ➔ The Producer Accountant is not be able to edit or remove an expenditure that has already been audited or disallowed.

3. User can download the table as Excel or PDF file.

4. The Producer Accountant can filter by Local/Foreign, Name or NID/TAN;
Step 2 – Record> 2. Record Expenditures – Summary Expenditures Dashboard

**Description:** The Producer Accountant shall visualize summary expenditures dashboard. Below are the steps.

**Actors:** Producer Accountant

**Actions:**

Summary Dashboard has a resume of Expenditures and Cast & Crew Remunerations.

1. By clicking Expenditures is possible to access expenditures by category dashboard.
2. By clicking Cast & Crew Remunerations is possible to access cast & crew details dashboard.

At any point and time, the user has access to information about:

3. Number of Uncategorized Documents, Number of Categorized Documents and Number of Audited Documents;
4. **Summary amounts**
Step 3 – Audit – Sub Steps

**Description:** In order to audit expenditures and cast & crew, auditor assess the letter of approval. The below actor shall follow the sub steps shown in the diagram below.

**Actors:** Auditor
Step 3 – Audit > 3. Audit Expenditures

Description: The Auditor shall audit expenditures recorded by Producer Accountant. Below are the steps audit to expenditures.

Actors: Auditor

Pre-Action:

- In order to audit an expenditure, the access mut be granted by Film Rebate Team slide 59.

Actions:
1. Log into Business Portal.
2. Click Your Area menu.
3. Click Permits.
4. Search for Film Rebate Application Letter of Approval or select the Letter of Approval from the list.
5. Click the button Open.
6. Click Expenditures.
7. Click the link Expenditures to access the Expenditures Dashboard Details to start audit Audit Expenditures;
8. Click the link Cast & Crew Remunerations to access the Cast & Crew Remunerations Dashboard Details to start audit Audit Cast & Crew;
Step 3 – Audit> 3.1 Audit Expenditures

Description: The Auditor shall audit expenditures recorded by Producer Accountant. Below are the steps audit to expenditures.

Actors: Auditor

Actions:
1. User selects:
   1. A category from Expenditures by category
   2. An invoice from the Expenditures Details;
   3. Click Audit;
2. Or click Audit All Expenditures;
Step 3 – Audit > 3.1 Audit Expenditures (cont.)

Description: The Auditor shall audit expenditures recorded by Producer Accountant. Below are the steps audit to expenditures.

Actors: Auditor

Actions:

1. User can change information from the invoice:
   - Supplier Name
   - Document Reference
   - Document Date
   - Supplier BRN

2. Invoice preview is available.

3. Audit Expenditure:
   - 3.1 Net Total and VAT total;
   - 3.2 Expenditure detail:
   - 3.3 Add expenditure detail;

   ➔ The Auditor shall not be able to enter an audited net/VAT amount that is greater than the recorded net/VAT amount.

4. Click Audit, if the audit is completed.

5. Click Save, if the audit is not completed and wants to allow the producer accountant to record some information in the invoice.
Step 3 – Audit 3.2 Audit Cast & Crew

**Description:** The Auditor shall audit Cast & Crew recorded by Producer Accountant. Below are the steps required to audit cast & crew.

**Actors:** Auditor

**Actions:**

1. User selects:
   1. An invoice from the Cast Details or Crew Details;
   2. Click Audit;

2. Or click Audit All Cast & Crew;

3. User can change information from the invoice:
   - Cast or Crew;
   - Local or Foreign;
   - Name;
   - NID or Tax;

4. User audits:
   - Audited Salary & Remuneration;
   - Audited Tax Paid;

5. Invoice preview is available.

6. Audit Remarks are available;

7. Click Audit, if the audit is completed.

8. Click Save, if the audit is not completed and wants to allow the producer accountant to record some information in the invoice.
Step 3—Audit> 3. Audit Expenditures – Summary Expenditures Dashboard

**Description:** The Auditor shall visualize summary expenditures dashboard and generate the Audit QPE. Below are the steps.

**Actors:** Auditor

**Actions:**

1. Audited amount is available in the summary dashboard;
2. After the first Audit, Auditors and Producers Accountants have the Audit QPE report available:
   2.1 Filters available:
      - Type – All, Cast & Crew, Expenditures
      - Category – only if Expenditures was selected.
   2.2 After selecting, user clicks Generate
   2.3 An excel sheet is generated with the differences between audit and record.
Step 4 – Close Expenditures– Sub Steps

**Description:** After receiving the auditor's request (by email or by letter) to close the expenditures of the production, the Film Department Officer will close the expenditures in the expenditures module.

**Actors:** Film Department Officer