User Manual
Virtual Production Office

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# EP Virtual Production Office Manual

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Chapter 1: Getting Started

Section 1: Introduction to the Virtual Production Office

What Is the Virtual Production Office (VPO)?
EP’s Virtual Production Office, also known as the VPO, is a secure web-based portal that helps its many different users run efficient production and accounting offices through automating and streamlining their current workflow.

How to Contact Your VPO Support Team
Your VPO Support Team is available to assist you Monday through Friday from 9 a.m. until 6 p.m. (Pacific Time). We are always happy to help no matter what the question.

- For optimal response time, we do ask that you email us at: vposupport@ep.com
- Or call us at: (818) 955-6331

System Requirements
The following are system requirements required in order to access VPO correctly:

- A Microsoft Windows (Windows XP SP2 or greater) or Apple Macintosh (OS 10.3.9 or greater) computer with a display resolution of 800 x 600 pixels or greater. (Microsoft Windows with a display resolution of 1024 x 768 pixels or greater is recommended.)
- Internet Connection.
- Email account and email client software. Required to receive notifications from VPO.
- An Internet web browser:
  - PC - Internet Explorer 6.0 or newer or Firefox 1.5.x or newer
  - Mac Safari 2.0.x or newer, Firefox 1.5.x or newer
- Adobe Reader 7.0 or greater. The Adobe Reader web browser plug-in should be installed on the browser for all machines that need to view PDF files.
- Adobe Acrobat 7.0 or greater (full version), or compatible PDF generation software. Required only for users who wish to create PDF files on their local computer.

Additional Tools
The information below is included for reference purposes only and is not intended to suggest an endorsement of any product by Entertainment Partners.

Downloading Internet Explorer
2. Select the direct link to Internet Explorer 7.
3. Enter your current operating system.
4. Click on Find It. Microsoft will take you to the appropriate download site.

Downloading Adobe Acrobat Reader
2. Navigate to the Adobe Acrobat Reader section.
3. Click on the “Get Adobe Reader” icon at the top of the page.
**VPO Team Tip:** Not sure if you meet our requirements and want to know? Be sure and check with your IT department first. The most current requirements are always available on the VPO home page under the System Requirements link. If you need additional assistance, contact us at vposupport@ep.com.

What's a Gatekeeper?
With each company we set up to utilize the VPO, we work to designate one person who will represent their users while also fulfilling the studio’s needs. The VPO Support Team coordinates all change requests and user updates through communication with the company/studio gatekeeper. Many times you may be asked to contact your gatekeeper for approval or further clarification of a request you have submitted. If you need assistance identifying or contacting your gatekeeper, please contact the VPO Support Team.

Logging into the VPO
A Welcome Letter with your log in details will be emailed to you from the VPO Support Team. This letter includes your user name and password.

If you have not already received your log in details, please contact your gatekeeper. Otherwise, begin the log in process:


2. Enter your User ID - User ID’s are generally the first initial of your first name followed by your last name. For example, Jane Doe’s user name would most likely be: jdoe

3. Enter your Password - passwords are system generated and should be changed upon first logging in. For information on how to change your password, please see Chapter 1, Section 3, My Password.

4. Select Log In.

You will be brought to the VPO Home Page.

Retrieving a User ID
If you have forgotten your user ID, please contact the VPO Support team at vposupport@ep.com to have your login credentials resent to you via email.

Retrieving a Lost Password
If you have forgotten your password, you can easily retrieve this information from the Log In page of the VPO.

2. Click the Forgot Your Password? link located below the Password field.
The **Request a New Password** window will open.
3. Enter your user name and email address.
4. Click the **Request Password** button.
5. Your user name and newly reset password will immediately be sent to your email account registered with the VPO.

**Note:** When you use your new log in details, you will be taken directly to the Change Your Password page within VPO. **You MUST change your password within FOUR HOURS of requesting a new one, as they are set to expire to ensure the safety of your privacy.**

Contact the VPO Support Team for further password related assistance.

**Home Page**
Once you have logged into the VPO, you will be taken to the Home Page. The Home Page stores easy to access information that will help facilitate your use of the VPO, including: Quick Help, My Links and Production Links.

**VPO Team Tip:** Click on the Home Tab on the far left hand side of your tool bar to return to this page at any time.

The VPO home page is divided into several sections:
Quick Help

- **Manual** – Access the VPO Manual in PDF format.

To save the manual to your computer:

1. After opening the manual, click the **Save** icon. This will be the diskette icon in the top left hand side of the document page.
2. Select a location to which you would like to save the manual.
3. Click the **Save** button.

The Manual will be saved to the location you indicated.

- **FAQs** – Links you to the VPO Frequently Asked Questions page on the Entertainment Partners website.
- **Quick Tips** – Provides a list of the basics to get you started on VPO.
- **Ask Support** – Sends an email to EP’s Customer Support team. You can also email us directly at vposupport@ep.com
- **System Requirements** – Provides a list of System Requirements needed to run the VPO system.
- **Find out more about version 6.0** – Provides a list of new features in VPO version 6.0.

**My Links**

- **Procedures** (this only applies if your studio chooses to utilize this feature)
- **Safety Bulletins** (this only applies if your studio chooses to utilize this feature)
- **Studio Maps**

**Production Links**

- Useful Website resources including, sunrise/sunset, currency exchange, weather and maps, thesaurus and more.

**Section 2: Navigation Tool Bar Menu**

The Navigation Tool Bar Menu is at the top of every page. The Tool Bar is comprised of tabs that will take you to the different areas of VPO. Your user permissions will dictate which of these tabs you can access.

![Navigation Tool Bar Menu](image)

**Documents**

All Production documents posted to EP’s VPO are easily accessible here, based on permissions assigned with your User ID. When the Documents tab is selected, a sub navigation bar will appear with two choices, defaulting to the Browse view.
• **Browse** – Allows you to browse through your studio and all viewable documents. Often your documents will be sorted first by Show Name and then the document.

• **Quick Search** – Allows you to search for posted documents as well as to refine your search to specific criteria.

**Staff and Crew**

Use this section to add, search, and create reports and deal memos for Staff and Crew.

When the **Staff/Crew** tab is selected, a sub navigation bar will appear with four choices, defaulting to the Search View.

• **Search** – Search for Staff and Crew by First or Last Name

• **Add** – New Staff and Crew can be added to include their contact information, position and department

• **View Reports** – View Staff and Crew reports listed by cell phones, general information, credits, etc.

• **Reorder** – Staff and Crew can be placed in various orders.

**Deals**

You can create deal memos from Staff/Crew personnel information. Deals can be printed out as well as used for automatic generation of start close forms and I-9s.

When the **Deals** tab is selected, a sub navigation bar will appear with three choices, defaulting to the Search View.
• **Search** – Search for Deals by show, first, last name, deal status, approval status and position.
• **Add** – Add New Staff and Crew deals.
• **Summary** – View all Staff and Crew Deals.

**Travel**
Create Travel Authorizations with or without existing Staff/Crew information. VPO allows you to share these Travel Authorizations with other users and even have them approved.

When the **Travel** tab is selected, a sub navigation bar will appear with three choices, defaulting to the Search view.

• **Search** – Search for all travel itineraries and approvals by staff's first or last name and show name.
• **Add** – Add new staff and travel information.
• **Summary** – View all travel information.

**Payroll**
When working with Entertainment Partners, you can access your Payroll Edits, Data Packages, and Invoices, all while communicating with your paymaster online through the **Payroll** tab.

When the **Payroll** tab is selected, a sub navigation bar will appear with three choices, defaulting to the Payroll Home view.

• **Payroll Home**
• **Job Cost Submission History**
• **Paymaster Task List**

This is a permissions based feature. If you select the **Payroll** tab without having been granted access you will receive the following message:

**Sorry, you do not have permissions to access this feature.**

![Virtual Production Office allows you to administer your payroll online. You will have access to:
• Payroll edits and reports
• Helpful documents such as Box Rental Forms
• Show information such as active delivery addresses
• Excerpts from the EP Paymaster book
• Contracts that are show specific](image)

**Petty Cash**

When the **Petty Cash** tab is selected, you will be taken to the Petty Cash Card home page where a sub navigation bar will appear with five choices, defaulting to the PCard Home view.

- PCard Home
- Current Charges
- Envelopes
- Advances
- Help

**My Options**

As a VPO user, you can control many of your own preferences. When the **My Options** tab is selected, a sub navigation bar will appear with three choices defaulting to the General view.

- **General** – Allows you to view and change User Details.
- **My Filters**
- **My Notifications** – Allows you to subscribe to be notified via email when specific events of interest (such as a newly posted document) take place in VPO.
Section 3: Setting Your VPO Preferences Using My Options

General
Under the General tab you can view and change the User Details, such as Title, Department, Phone Number, Email Address, Password and Time Zone.

My Notifications
VPO allows you to set preferences to be notified via email of documents that have been posted or require approval. To access, click the My Notifications tab.

When the My Notifications tab is chosen, a sub navigation bar will appear with five choices, defaulting to the Email Address view.

Access each area by selecting the corresponding tab on the sub navigation bar.

- **Email Address** – Allows you to view or input your email address.
- **Documents** – Allows you to add or remove document notifications.
- **Deals** – Allows you to add or remove deal notifications.
- **Travel** – Allows you to add or remove travel notifications.
- **Payroll** – Allows you to add or remove payroll notifications.
**VPO Team Tip:** VPO use carries from company to company. Areas that you do not have permission will not appear. However, you will always see the Payroll tab. Unless you are authorized to use this feature, it serves merely as a reminder to you that this feature is available.

**Email Address**
Use this window to enter the email addresses where you want to receive notifications.

To add or modify email addresses:
1. Enter up to three email addresses.
2. Separate multiple addresses with a semi-colon (;). Do not leave any spaces between addresses. For example: me@aol.com;you@msn.com;her@yahoo.com
3. Click the Save button.

**Documents**
Use this window to select the specific documents for which you would like to receive notifications.

To select document types:
1. Click the Documents tab.
2. Click the Add Notifications icon.
3. Choose what you want to be notified of by selecting one or more of the options under Notify Me When.
4. Select one or more show names or document types from the **For the Following**. To view the Show Names and show documents you will need to expand the show categories.

**VPO Team Tip**: By selecting the Show, all documents listed under that show will be selected. To deselect, click the box next to the document type(s) for which you do not wish to receive notifications.

5. Choose if you would like to be notified immediately or at a specific time.

6. Click the **Save** button.

Your new selection will be added to the list of notification documents.

**To Edit/Delete a selected document:**

1. Select the **Show Name** or **Document Type**.
2. Click the **Delete Selected Notifications** icon to remove the notifications that you want to have turned off.
Deals and Travel

Use these fields to receive notification when new Deal Memos and Travel Authorizations have been posted.

The Deals page and the Travel page are similar. The procedures to add or remove notifications for specific shows are the same.

All of the shows that are available are listed in the Available Shows box. All shows that have been selected for notification are listed in the Selected Shows box.

To add a show to the notification list:
1. Select the Show you want to add from the Available Shows box.
2. Click the Add>> button.
3. The Show you selected will appear in the Selected Shows box.
4. Click the Save button.

To remove a show from notification list:
1. Select the Show from the Selected Shows box.
2. Click the <<Remove button.
3. The Show you selected will appear in the Available Shows box.
4. Click the Save button.

Payroll

Use this window to set up notifications of posted payroll edits and events.
To add a notification for posted payroll edits and events:

1. Select an event from the **When** drop down list.
2. Select one or more show names from the **For Show(s)** list.
3. Choose whether you wish to be notified immediately or at a specific time.

**VPO Team Tip:** Remember that for Payroll Edits, notifications can only be set to notify immediately.

4. If you click the **At** radio button, enter the time you want to be notified in military time (24hr clock).
5. Select your time zone and the frequency of notification (choosing to be notified on certain days of the week allows you to then select which days you want to be notified).
6. Click the **Add** button to save the notification.

**My Password**
We recommend that you change your system-generated password as soon as you login for the first time. This ensures the security of your access to the VPO.

To access, click **Change My Password** link on the **My Options, General** submenu.
The Request a New Password window will open.

To change your password:

1. Enter your old password into the Old Password field.
2. Enter your new password into the New Password field – your new password must be at least three characters, but can be any combination of numbers and or letters.
3. Enter your new password into the Confirm Password field.
4. Click the Save button.
Chapter 2: Document Management

Section 1: Document Basics

VPO Document Management, located under the Documents tab, allows users, based on permissions designated by the show or studio Gatekeeper, to view the most frequently accessed document types and shows.

Summary
The first item listed under the studio name in the tree view is the Summary.

The Summary view allows users to obtain general information about the Studio or any of the project shows listed in the document tree. Each project/show folder will have its own summary section.

Once selected, the Summary view is an expansion of the Project Marquee which contains:

Studio Information
• **Address** – Studio name, address and phone number.
• **Studio Key Contact** – The Key Contact, and most often will be your Gatekeeper. Users should submit all VPO requests to them.
• **Studio Alt. Contact** – The Alternate Key Contact.

**The Project Marquee**

This is the *Project Marquee* message for *The Big Time Studio*.

Based on permissions, messages can be conveyed studio wide through this marquee.

For example,

Holiday on Monday and we are officially closed with no shooting. Please make sure your call sheets reflect that.

Free Screening of "Entertainment Partners VPO Big Time Show" Thursday, August 32 at 7:04 PM in the Conservatory with the knife.

• **Message** – The Text Box located at the top right allow a user to post messages to other users. This is a permission based function.

To edit the message:

1. Click the **Edit Message** button:

2. Enter the text in the body of the **Message Editor**. Use the toolbar to customize the view.
3. Click the **Save** button to save to the changes.
4. Click the **Back** button to return to the Summary view.
Posting Information

Recently Posted

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Post Date</th>
</tr>
</thead>
</table>

More...

Recently Posted By Molly Musteric

No Data Available

- **Recently Posted** – Lists the most recently posted document by date and time.
- By clicking **More...** you will be directed to a Quick Search view of all recently posted documents.

Miscellaneous Information

<table>
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<tr>
<th>Top Contributors</th>
</tr>
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<tbody>
<tr>
<td>User Name</td>
</tr>
<tr>
<td>Crema, Eliana</td>
</tr>
</tbody>
</table>

Recently Viewed

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP VPO UAT Testing Task List</td>
<td>Script</td>
</tr>
</tbody>
</table>

- **Top Contributors** – Lists the users who have posted the most documents, including the number of documents they posted.
- **Recently Viewed** – Lists the documents recently viewed by the logged in user.

Finding Documents

The Document Management section is organized in a way that allows users to search by show, by document, or other search criteria.

To access, click the **Documents** tab on the Navigation Tool Bar.

When the **Documents** tab is active, a sub navigation bar will appear with two choices defaulting to the **Browse** view.

- **Browse** – Allows you to browse by show name.
- **Quick Search** – Allows you to a more robust search in which you can browse by specific search criteria.
The left side of the screen gives you a tree view display for your studio, listed in alphabetical order, and based on your User ID permissions. Clicking on the plus symbol expands the folder to show the selection inside. Often the Parent folder will be a show folder, and when expanded, there will be a listing of Documents for that show.

**Shows**

- The Big Time Studio
  - Summary
  - Ah, Shucks
  - Expires Strongly
  - Reality Doc
  - Overnight Express
  - Production
  - Untitled Mexico Project
  - Recycle Bin

**Document Categories**

- The Big Time Studio
  - Summary
  - Ah, Shucks
  - Accounting
    - Budget
    - Cost Reports
    - Hot Costs
  - Business Affairs
  - Clearances

Once expanded, the documents uploaded to the specified category will display in the right side of the screen.

To browse By Show:

1. Select the show from the browse tree view, to display the document types.
2. Expand the show and document categories to select the folder labeled with the document type you wish to see.
3. Select the desired document from the right side of the screen by clicking the title of the document.

Viewing a Specific Document
Once you have located the document you wish to view, click on the title of the document.

The document will open in a new window.

**Note:** Many Mac users will find that their computer uses what is called a Preview Application. Although this application can be used to view documents, it has trouble viewing PDF documents that contain a great deal of information. Contact your IT department to have them assist you in making Adobe Reader the default PDF viewer for your browser.

**Searching for Documents**
VPO allows users to browse for a document using refined search criteria. The **Quick Search** option offers the user additional variables to find specific documents.

**Quick Search**
To search for specific documents using Quick Search:
1. Click the **Documents** tab and select **Quick Search** from the sub navigation menu.

2. Select one or more show categories (this is a grouping of shows based on their type) or further refine your search to locate specific shows by expanding the show category.

   - **Show Categories**
     - **Search for documents in these shows**
       - (4 selected)
       - Development
       - Facilities
       - Half Hour
       - International
       - One Hour
       - Pilot
       - Show Documents
       - USA

   - **Shows**
     - **Search for documents in these shows**
       - (0 selected)
       - Development
       - Facilities
       - Half Hour
       - International
       - One Hour
       - Pilot
       - Show Documents
       - USA
       - Ah, Shucks
       - Expire Strongly

3. Select one or more document types or further narrow your search to locate specific documents by expanding the type.

   - **Document Categories**
     - **of these types**
       - (11 selected)
       - Accounting
       - Facility Docs
       - Production

   - **Document Types**
     - **of these types**
       - (11 selected)
       - Accounting
       - Budget
       - Cost Report
       - Hot Cost
       - Facility Docs
       - Production

4. Refine the search by selecting additional parameters:
5. Choose one of the following search quantifiers:
   • **Save** to save the inquiry as a default view.
   • **Load** to restore your default search inquiry
   • **Search** to perform the search based on the criteria selected above.

6. Results will display in the right side of the screen.

   **VPO Team Tip:** The less information you enter in your search, the more results you will receive. Narrow your search by using the search parameters. Searches that match many files take longer to perform. It is desirable to narrow your searches in order to limit the number of documents that match your search.

7. View the documents by clicking on the title of the document.

   **Sorting Search Results**
   Search Results can be sorted in ascending or descending order. To alter your sort choice, click the header of the column you want to sort.
For Example: To list the Search Results in ascending order by Posted Date, click on the **Posted Date** header.

**Finding Documents with Access to More than One Studio**
Some users may find that they have access to more than one studio on VPO. When this occurs, it is still easy to find your documents.

1. Decide which studio you will be working in.
2. Go to the top right hand side of the VPO screen where you will see the current studio name listed in a drop down bar.
3. Using the drop down arrow, select the studio within which you want to conduct your search.
4. You will now be within the new studio's VPO and can find your documents.

**Section 2: Advanced Document Management**

**Uploading a Document**

*Getting Your Document Ready/Creating a PDF Document*

PDF stands for Portable Document Format. It is a locked and copied version of your original file which may be shared with other users without being changed. It is viewed using Acrobat Reader which is a free application.

You can create a PDF document from any application on your PC if you have Acrobat Writer or PDF995 installed.

To create PDF Documents on your PC:

1. Open the document that you would like to upload to the VPO.
2. Choose to print the document.
3. When the Print Window appears, choose Acrobat Writer, PDF Writer, Acrobat Distiller, or PDF995 as your printer. If you do not have the ability to choose one of these options, contact your IT department to see if they can assist you further.
4. After selecting one of the above options, click the **Okay** button.
5. The **Save As** window will open. You will be saving your document as a PDF document. It does not replace the original document. It merely makes a copy of it onto your computer.

6. You will be prompted to name your PDF document. It is important to note that you must keep **.PDF** at the end of your document name.

![Save As Window]

7. We recommend that you save the document to your desktop so that you can find it easily later.

8. Click the **Save** button.

9. Your PDF document will be created immediately and ready for upload to VPO.

To create PDF Documents on your Mac with OSX:

1. Open the document that you would like to upload to the VPO.
2. Choose to print the document.
3. When the Print Window appears, choose the **Save As PDF** button in the bottom of the window.
4. The **Save As** window will pop up. You will be saving your document as a PDF document. It does not replace the original document. It merely makes a copy of it onto your computer.
5. You will be prompted to name your PDF document. It is important to note that you must keep **.PDF** at the end of your document name.
6. Click the **Save** button.
7. Your PDF document will be created immediately and ready for upload to VPO.

**Uploading/Adding a Document**

After the PDF document is created, it is ready to be uploaded into VPO for distribution.

To upload (or post) documents to VPO:

1. Select **Add Document** icon or right click the title of the show and choose **Add Document**.

![The Big Time Studio]

Ah, Shucks: Add Document, Create Folder, Edit Folder

Expired
The Add Document window will open.

2. Select the location of the document from **Document will be added to** and choose one of the following (based on the configuration of your studio, your document may have been set up with a predefined location):
   - **Last Visited** – The location of the last Browse window you opened.
   - **Choose** – A drop down menu will be displayed and you may choose the location.

3. Continue by entering the Document Info that is to be assigned to the document.
• **Type** – Choose the type of document that is to be uploaded from the dropdown menu.

• **Title** – Create your own title for the document or click **Generate** to have VPO generate a title.

• **Description** – Use this field to provide additional information to anyone else who accesses the document.

4. In the **Add Version** section you will select the file that is to be uploaded.

• **File** – Choose **Browse** to locate the document you wish to import

• **Date** – Choose the **Calendar** icon to select the date that applies to your document.

• **Label** – Use the dropdown menu to label the document to distinguish alternate versions.

• **Convert to PDF** – If your document is a doc., txt. or xls. File, you can check this option to automatically convert the documents into PDF Files.

• **Add a Security Watermark** – When you check this option, each time the document is retrieved for printing or viewing, information about the user is who is performing the retrieval is applied.

**VPO Team Tip:** You may only apply a Watermark to PDF files or to Word, Excel or Text files being converted to PDF at the time of Upload.
• **Comment** - This field is a great tool to use to provide additional information to anyone else who accesses the document. This comment will be included in the notification emails.

• **Password** - Use this option to assign a document password protection. The document can only be viewed with a password.

**VPO Team Tip:** If you forget the password for a document, there will be no way to retrieve and view the file. Please use the password feature carefully and always remember your password.

5. Click the **Save** button to complete the uploading/adding process.

The VPO Team recommends all documents be posted in PDF format so that they retain their secure and universal nature. However, VPO accepts a specific selection of additional document file types. Each document must have one of the acceptable file type extensions.

**Using VPO to Create Your PDF Document**

If you're uploading a Word, Text or Excel document (.doc, .txt or .xls extension), VPO can automatically convert them into PDF format (for more complex documents, it is recommended that the conversion to PDF take place prior to uploading to the VPO).

To convert a Word or Excel document into a PDF:

1. Make sure your document has the proper file extension in its document name (.doc for Word, .txt for Text and .xls for Excel).
2. Follow the steps to uploading a document located in **Chapter 2, Section 3**.
3. Select the .doc, .txt or .xls file type from the file **Browse** menu.
4. Check the **Convert To PDF** box.

**Editing a Document**
With the proper permissions (add and update), you can make changes to your document meta-data once it has been posted to the VPO. While you cannot change the contents of the document, you can change the information related to the documents.

Once you have located the document you wish to edit, click the **Edit** icon or right click on the show title and choose **Document Details**.
The View/Edit Document window will open.

There are three subdivisions or tabs that can be edited.

- Document Info – Allows you to view and edit the Document title and details
- Versions – Allows you to view, add or edit Versions.
- Access Info – The access info page will allow you to view who has Access to view the specific file

Viewing /Editing the Document Info
The Document Info tab contains the document Title, Description and Details.

To edit this information:
1. Click the Edit button.

The View/Edit Document window for that specific document will open.
2. Make changes to the document data in the appropriate fields by typing in the updated information or selecting from the dropdown menus.
3. Click the **Save** button.

**Viewing/Adding/Editing the Versions**

From within the **Versions** tab, you can add or edit a version to your document.

1. Click the **Versions** tab.

2. To edit, click the **Edit** icon.
3. The file version will now be open to changes. You can change the Label, Version Date, add a Watermark or add Comments.

4. To save your changes, take your mouse and click anywhere on the screen.

5. Choose the **Current Version** icon to return to the current version.
6. Choose the **Cancel Changes** icon to cancel the changes.
7. Choose the **Purge** icon to purge or permanently delete this version.
A dialogue window will open to confirm your deletion request. Click OK.

Viewing the Access Info
The Access Info tab will allow you to view users’ access and permissions to the documents.

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Notifications</th>
<th>Audit Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show</td>
<td>Document Type</td>
<td>Actions</td>
</tr>
<tr>
<td>Ah, Shucks</td>
<td>Budget</td>
<td>View, Add, Delete</td>
</tr>
<tr>
<td>Ah, Shucks</td>
<td>Budget</td>
<td>View, Add, Delete</td>
</tr>
<tr>
<td>Ah, Shucks</td>
<td>Budget</td>
<td>All</td>
</tr>
<tr>
<td>Ah, Shucks</td>
<td>Budget</td>
<td>All</td>
</tr>
<tr>
<td>Ah, Shucks</td>
<td>Budget</td>
<td>All</td>
</tr>
</tbody>
</table>

There are three types of Access Info that you can view under this tab:

- **Permissions** – This section will display which users have access to this document type and what type of access they have (view, add, edit, copy, shortcut, move, delete or ALL of the above).

- **Notifications** – This section displays all users that have set up notifications for this type of file, along with what type of notification they are receiving (when a document is added, moved, deleted, or purged).
• **Audit Log** – This section displays which users have viewed the file, the version they have viewed, the date viewed and from which IP address.

Creating and Editing a Folder
You can create and edit a folder and add documents to that folder to better organize your files. This is a permissions based feature.

To Create a Folder:

1. Click the Create Folder icon.

   ![Create Folder Window](image)

   The Create Folder window will open.

2. In the Name field, type the name of folder you would like to create.

3. Under Accepted Document Types, check the boxes of the types of documents that you would like to include in this folder.
   - If no selection is made, this folder will access ALL document types supported with this production folder.
   - Keep in mind that no permissions can be set up for this folder. Any user that had access to the parent folder, will be able to access this area.

4. Click the Create button.

To Edit a folder:

1. Click the Edit icon.
The **Edit Folder** window will open.

2. In the **Name** field, type the name of folder you would like to create.
3. Under the **Accepted Document Types**, check the boxes of the types of documents that you would like to include in this folder.
4. Click the **Save** button.

**Creating a Shortcut**

Adding a Shortcut to a file allows you to link your file to a new area and point other users back to this original file.

To create a Shortcut:

1. Highlight and check the box of the document you would like to create a shortcut for.
2. Select the **Shortcut** icon or right click on the document and choose **Create Shortcut**.
The Create Shortcut window will open.

3. Choose Last Visited or Choose to select the location of where you would like the document or folder to be sent as a shortcut.
4. Click the OK button.

Moving a Document
VPO makes it easy to move a document or folder to another location.

To Move a document or folder:

1. Highlight and check the box of the document or folder you would like to move.
2. Click the Move icon or right click on the document title and select Move.

The Move window will open.

3. Choose Last Visited or Choose to select the location of where you would like the document or folder moved.
4. Click the OK button.

Copying a Document
This is a feature you can use when you want to share a file with a new area (for example your studio may have a development folder with Above The Line contracts). When your production is greenlit, you may want to share two of the contracts that were finalized with your production folder. You can do this by making a copy of your original file and placing it in the Show folder. You retain access to your original documents and your show can only see the files you have sent to them.
1. Highlight and check the box of the document or folder you would like to copy.

2. Click the **Copy** icon or right click on the document title and select **Copy**.

![Copy window](image)

The **Copy** window will open.

3. Choose **Last Visited** or **Choose** to select the location of where you would like the document or folder copied to.

4. Click the **OK** button.

**Creating a Zip File**

You can create a Zip File for the document folders for downloading to your computer. This a quick way to download multiple documents. It is also a great way to take your top documents with you when your show wraps, or to zip download your files into a folder on your desktop and choose to print multiple documents at once.

To create a Zip File:

1. Highlight and check the box(es) of the documents or folders you would like to zip.

2. Select the **Zip File** icon or right click on the document and choose **Create Zip File**.
The Create Zip File window will open.

3. Choose **Select Current**, or **Select All** to select the documents you would like to include in the zip file.

4. Click the **OK** button.

You will receive a pop-up confirming the creation of your Zip File. Click **Download** to complete the process.

**Deleting a Document**

If you have delete permissions, a **Delete** button will be present within the **Document Data** window, giving you the option to delete documents from VPO.

To delete a document:

1. Highlight and check box of the document or folder you would like to delete.

2. Click on the **Delete** icon or right click on the title of the document and choose **Delete**.
A dialogue window will open asking you to confirm your deletion request.

3. Click **OK** to delete or **No** to keep the document. Remember, removing a document should only be done when a document has been uploaded in error.

**Retrieving or Purging a Deleted File**
This is a permissions based feature. Users set up with access to this feature will be able to retrieve deleted files. Some users will have the additional ability to purge (or permanently remove from VPO) files of their choosing.

To retrieve a deleted file:

1. Click on the **Documents** tab.

2. Use the browse tree view to locate the Recycle Bin. The Recycle Bin will be located at the end of the browse tree list.
3. Click on the **Recycle Bin**.

   ![](image)

   The Recycle Bin will open on the right under the **Deleted Documents** tab.

4. Choose the **Specific Folder** you want to look within from the corresponding dropdown menu.

5. Click on the **Refresh** button to view the results of your selection displayed below.

   ![](image)

6. Find the files you wish to retrieve and check the open box to the left of the document title or, you check the **Title** box at the top of the list to select all.

7. Click on the **Restore To Original Location** icon.

8. Your files will immediately be moved back to their original location. You will be navigated to this location in the Grid View.
Purging a Deleted File
This tool is to be used only when you want to have a file permanently removed from VPO. This is an action that cannot be reversed once completed. This is a specific permission that not all users will be granted access to. Those with Purge permissions can see all deleted files within their studio. They can choose to restore or purge any files.

1. Click on the Documents tab.

2. Use the browse tree view to locate the Recycle Bin. The Recycle Bin will be located at the end of the Browse Tree list.

3. Click on the Recycle Bin.

   The Recycle Bin will open on the right under the Deleted Documents tab.

4. Choose the Specific Folder you want to look within from the corresponding dropdown menu.
5. Click on the Refresh button to view the results of your selection displayed below.
6. Find the files you wish to retrieve and check the open box to the left of the document title or, you check the Title box at the top of the list to select all.

7. Click on the Purge icon.

A dialogue window will open asking you to confirm your permanent deletion.

8. Click OK to complete the purge. Once this is done, your files will be permanently removed from VPO. They cannot be retrieved by anyone, including EP.

**VPO Team Tip:** The purging of a file is a permanent action. It is important to keep this in mind when assigning this permission to a user.

You can view a log of all purged documents from within the recycle bin by choosing the LOG tab. This window will display a list of all purged document, including details of the user that purged the file, when and from what IP address this work was done.

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**Refreshing Your Data**

View the most current document uploads and document information by clicking the Refresh icon.

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**Connecting to Documents Through Email Notification**

When you receive your email notifications, you will have a direct link to your document from within the email. See "Chapter 1, Section 3: My Notifications" on how to get started with setting up your email notifications.
If you click on the link, you will be taken to the VPO webpage where your document will open in a new window. If you are not currently logged into VPO, you will be directed to the VPO Log In page. Once you log in, the document will open in a new window.
Chapter 3: Online Forms

Section 1: Staff and Crew

Adding Staff and Crew
Use this section of VPO to add, search, and create reports for all of your staff and crew.

To access this feature, click the Staff/Crew tab on the Navigation Tool Bar.

Staff/Crew window defaults to Search view.

To add Staff and Crew:

1. Click Add on the sub-navigation bar under Staff/Crew.

   The Add Staff & Crew window will open.

2. Enter the new staff or crew member’s name and click Search.

   VPO Team Tip: Adding a new name requires an initial search to eliminate multiple listings of the same name.

3. If this is a new staff or crew person, click the Add New Staff link located at the bottom of the search results.
4. Complete all relevant fields. At minimum, you must complete all required fields which consists of:
   - Name
   - Position (Job Title)
   - Department

**VPO Team Tip:** All information check-marked is confidential and can be viewed only by people with confidential privileges. Check with your gatekeeper to see who has these privileges.

5. If entering a birth date, be sure to follow the format requirement which is: MM/DD/YYYY. If you do not follow required format, this will result in an error message when you try to save your changes.

**VPO Team Tip:** Whenever entering a date field in VPO, be sure to follow the format requirements of: MM/DD/YYYY

6. Click the **Add** button located at the bottom of the window.

**Adding Multiple Staff and Crew Members**

Expedite the process of adding multiple Staff and Crew members who have similar details, by duplicating detail information of an existing Staff or Crew member.

From the **Staff/Crew Add** window:

1. Search for the existing staff or crew member with the details you want to duplicate.
2. Click the Add link located in the Edit column for that staff or crew member listing.
3. The Add Staff and Crew window will open pre-populated with details for the existing member.

4. Replace the existing name with the new crew member’s name.
5. Make any additional changes.
6. Click the Add button located at the bottom of the window.

Searching for Staff and Crew
Use this feature to find a list of the Staff and Crew for any one or all of the accessible shows.

To search for Staff and Crew:

1. Choose Search on the sub navigation bar under Staff/Crew.

2. Enter or select search criteria. Possible search criteria include:
   - Position
   - Show
   - First Name
   - Last Name

3. Click the Search button.
To view staff or Crew member details click on the **Human Eye** icon.

The staff or crew member’s Personal and Contact information, as well as Deal and Travel history will display in the **Detail** window.

Access the following areas by clicking on the appropriate buttons located at the bottom of the Detail window:

- Create New Deal Memo
- Create New Travel Authorization
- Search Staff
- Add Another Staff

**Editing Staff or Crew Member Information**

To edit Staff or Crew member information:

1. Click the **Edit** icon (if permissible).

The **Edit Staff and Crew** window will open.

2. Make all of the necessary changes.
3. Click the **Save Changes** button located at the bottom of the window.
**VPO Team Tip:** Entering and Editing Staff and Crew records are permissions based access that your gatekeeper will need to set up for you. Feel free to contact them should you need your VPO access adjusted.

**Generating Reports**
You can generate a list or report of your Staff and Crew details that have been entered for any one, or all, of the shows you have access to in VPO.

To generate reports:
1. Select View Reports the sub-navigation bar under Staff/Crew.

![View Staff & Crew Reports window](image)

The View Staff & Crew Reports window will open.

2. Select the Show Title and Report Type you want to run from the corresponding drop down menus.
3. Check any additional selections to narrow the report results, choosing from Current, Temporary or Historical staff. It is also possible to view Confidential Information (if user has confidential privileges) and/or Crew members with Deals Only.
4. Add any notes you wish to appear in the header.
5. Click the Generate Report button.
6. A preview window of what will appear on the report will display.

![View Staff & Crew Reports window](image)

**VPO Team Tip:** In Report Type, the last three selections in the drop down menu are crew list templates generated by actual production offices, and may serve your needs best if you are looking to create a crew list.
7. Click the **View Report** button.

The report will open in a new window. To print, use your browser printing function.

*Editing Reports*

You can easily edit any Staff and Crew reports that you generate.

To edit reports:

1. Save the report you are viewing to your desktop by clicking the **Save As...** function on the **File** menu.
2. Launch Microsoft Word or Excel on your desktop.
3. From within Word or Excel, click on the **Open...** function and select the generated report which you’ve saved to your desktop.
4. With the report opened in Word or Excel, you can make a host of changes. You can adjust the font, and even create labels for mailing. Be sure to save your document and create it as a PDF before uploading to the VPO for distribution.

*Reordering Staff and Crew*

If you are not satisfied with the order in which your crew appear on the report, you can re-order your information while still in the VPO.

To reorder:

1. Click on **Reorder** on the sub navigation bar under **Staff/Crew**.
2. Select a **Show Title** and **Department**.
3. Click the **Search** button.

![Staff and Crew: Re-Order](image)

Search results will display on a new screen.

4. Enter new numbers for each Crew member’s name, or enter new names for each number.
5. Click **Update** to save changes, or **Reset** to return to the original listing order.

**VPO Team Tip:** For your reports, Staff will be sequenced alphabetically unless reordered manually.

Section 2: Deal Memos

**Adding Deal Memos**

This area of VPO can be used to create deal memos directly from **Staff/Crew** personnel information. You can also enter a Deal Memo by starting in this feature. Deals can be printed out as well as used for automatic generation of start close forms and I-9s.

To access, click the **Deals** tab on the Navigation Tool Bar.

![Deals window](image)

**Deals** window defaults to **Search** view.

To add a Deal for Staff or Crew:

1. Choose **Add** in the **Deals** sub navigation menu.

![Add Deal](image)

2. Enter the name for the Staff or Crew member to which you want to add a Deal Memo.
3. Click the **Search** button.
The search results will list all Crew members in the database who match the name.

**VPO Team Tip:** Just like in the Staff and Crew feature, adding a new name here requires an initial search to eliminate multiple listings of the same name. In Deal, this also gives you a chance to create a new deal memo for returning crew who may have a record already in place.

4. Click the **Add Deal** link for the listing for which you want to add the memo.

The **Deal Memo Add/Edit** screen will appear.

5. Complete as many fields as possible including the following required fields:
   - Verbiage
   - Layout
   - Payroll Company
   - Rate

**VPO Team Tip:** Whenever you are entering into a date field in VPO, be sure to follow the format requirements of: 1/1/2002

6. Click the **Save** button at the bottom of the screen.
7. Review the **Deal Memo Detail**.

**VPO Team Tip:** For DGA Members – While in the Deals entry page, select **DGA** from the **Deal Type** drop down list of options. This will create a link that will generate a DGA deal memo automatically.
Copying a Deal Memo
You can easily copy existing deal memos onto new shows within your VPO account by following these steps:

1. Select the Staff/Crew tab on the Navigation Tool Bar Menu.

   ![Staff/Crew window defaults to Search view.]

2. Complete as much information as you can about the existing Deal you wish to locate.

3. Click the Search button.

   ![The Search Results will display at the bottom half of the screen.]

4. Click the Edit icon for the staff and crew deal you wish to copy.

   ![Edit Staff and Crew]

   ![Edit Staff and Crew window]
The **Edit Staff and Crew** window will open.

5. Select a new show from the **Show Name** drop down menu.
6. If no other information needs to be changed, click the **Save Changes** button located at the bottom of the window.

The **Deal Memo Add/Edit** window will open.

7. Click the **Create New Deal Memo** button at the bottom left of the window.

8. Make any necessary changes. Be sure to include the following required fields:
   - Verbiage
   - Layout
   - Payroll Company
   - Rate

9. Click the **Save** button at the bottom of the screen.
10. Review the **Deal Memo Detail**.

**VPO Team Tip:** You can also copy by going to the edit page of any deal and clicking the blue **Copy Deal** button in the top left hand of the screen. This will make an exact copy of the existing deal memo, which you can edit at a later time.
Searching for Deal Memos

To find a list of the Deals for any one or all of the shows accessible, follow these steps.

1. Click Search on the Deals sub navigation menu.
2. Complete as much information as you can about the Deal you wish to locate.
3. Click the Search button.

The Search Results will display at the bottom half of the screen.

Deal Memo Detail
To view Deal Memo Detail from the Search Results click the Human Eye icon.

From the Deal Memo Detail, you can view and/or print PDFs of the actual Deal Memo Documents by clicking on the corresponding button located atop the screen:

- Deal Memo Document
- Start/Close Form
- I-9 Form
- DGA Deal Memo (where applicable)
Editing Deal Memo Detail
To edit a Deal Memo Detail from the Search Results click the Edit icon.

The Deal Memo Add/Edit screen will open. Make the necessary changes and click the Save button at the bottom of the screen to save your changes.

VPO Team Tip: Approved Deals cannot be edited or deleted. Be careful to not set deals to Approved Status before you are ready to have them locked. Approval access is permissions based and set by your gatekeeper. Feel free to contact your gatekeeper if you need to know who has Approval access for the Deal Memo Feature.

Copying Deals
You can quickly and easily copy a deal from within the Deal Memo Add/Edit screen. To copy a deal, click the Copy this Deal button located at the upper left area of the screen.

This will duplicate the current deal and bring you to the summary page (Deal Memo Detail).

Next, perform a search for the deal you duplicated and choose to edit one of the two search results.
VPO Team Tip: Duplicated Deals are for the same show only. You will need to go in and edit the deal you copied to update any information needed.

Generating a Deals Summary
Track the number of deals issued across your projects in VPO. Find out average day, week and hourly wages across multiple deals.

To view a summary:

1. Click Summary in the Deals sub navigation menu.

<table>
<thead>
<tr>
<th>Position</th>
<th># of Deals</th>
<th>Across Shows</th>
<th>Avg Rate</th>
<th>Per Hour</th>
<th>Per Day</th>
<th>Per Week</th>
<th>Flat</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Assistant Accountant</td>
<td>4</td>
<td>2</td>
<td>$40.81</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Assistant Carpenters</td>
<td>8</td>
<td>4</td>
<td>$3,975.28</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Assistant Director</td>
<td>62</td>
<td>5</td>
<td>$242.62</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Stage Manager</td>
<td>4</td>
<td>3</td>
<td>$190.25</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Frame Computer Assist</td>
<td>1</td>
<td>1</td>
<td>$11.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Production Manager</td>
<td>0</td>
<td>2</td>
<td>$48.15</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Production Manager</td>
<td>2</td>
<td>2</td>
<td>$46.50</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Production Manager</td>
<td>1</td>
<td>1</td>
<td>$79.80</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Production Manager</td>
<td>2</td>
<td>1</td>
<td>$52.25</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Trainer</td>
<td>1</td>
<td>1</td>
<td>$350.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Trainer</td>
<td>2</td>
<td>2</td>
<td>$152.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic Coordinator</td>
<td>1</td>
<td>1</td>
<td>$10.75</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Editor</td>
<td>1</td>
<td>1</td>
<td>$200.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera Clerk Operator</td>
<td>1</td>
<td>1</td>
<td>$37.19</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character Designer</td>
<td>1</td>
<td>1</td>
<td>$75.69</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>1</td>
<td>1</td>
<td>$8.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editor/Art Director</td>
<td>1</td>
<td>1</td>
<td>$94.56</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Stylist</td>
<td>2</td>
<td>1</td>
<td>$50.60</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makeup in Dress</td>
<td>2</td>
<td>1</td>
<td>$960.00</td>
<td>per hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Select the Position title for which you would like to view the summary.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Show</th>
<th>Rate In Town</th>
<th>Deal Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 moody</td>
<td>fisher</td>
<td>Test - When Smokey Sings</td>
<td>$555.00 per hour</td>
<td></td>
</tr>
<tr>
<td>2 moody</td>
<td>fisher</td>
<td>Test - Collateral Damage</td>
<td>$100.00 per hour</td>
<td></td>
</tr>
<tr>
<td>3 moody</td>
<td>fisher</td>
<td>Test - When Smokey Sings</td>
<td>$100.00 per hour</td>
<td></td>
</tr>
<tr>
<td>4 moody</td>
<td>fisher</td>
<td>Test - Have a Sandwich</td>
<td>$6.00 per hour</td>
<td>10/23/2000</td>
</tr>
</tbody>
</table>

The Position Summary Detail for that title will open in a new window.
Section 3: Travel

Adding Travel Authorizations
Create Travel Authorizations (TA’s) with existing Staff/Crew information. VPO allows you to share these Travel Authorizations with other users and even have them approved.

To access, click the Travel tab on the Navigation Tool Bar.

![Virtual Production Office Travel Authorization interface]

Travel window defaults to Search view.

To add Travel Authorizations:

1. Click Add in the Travel sub navigation menu.

![Add Travel Authorization dialog]

2. Search for the personnel for whom you would like to add the Travel Authorization.

**VPO Team Tip:** Leave all search fields blank and click the Search button to see all members.

![Search Results]

The search results will list all travelers/personnel who match the search criteria.

**VPO Team Tip:** If the person you wish to add a TA for does not yet exist, select the Add New Traveler link at the bottom of the Search Results to access a completely blank TA edit screen.
3. Click the **Add Travel Authorization** link for the staff member for whom you wish to add a TA.

The TA edit screen will appear with fields pre-populated with the existing employee information.

4. Complete the upper section fields with the traveler’s personal/contact information as necessary.

5. In the lower section, enter the itinerary details, including:
   - Flight Information
   - Hotel Information
   - Ground Transport Information
   - Per Diem Information

**VPO Team Tip:*** Have a large trip to book? Add additional itinerary rows by clicking the add buttons located at each end of that section, like **Add New Flight**.

6. Click the **Add Travel** button located at the bottom of the screen.
The Travel Authorization Detail screen will appear.

7. Click the View Printable Version link at the top of the screen to generate a printable PDF of the TA.

Searching for Travel Authorizations
You can use the search tool to generate a list of Travel Authorizations (TA) posted for a specific staff or crew member, or shows.

1. Click the Search button in the Travel sub navigation menu.
2. Enter the person and/or show you wish to locate.
3. Click the Search button.

<table>
<thead>
<tr>
<th>Search Results</th>
<th>First / Last Name</th>
<th>Travel Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TA Number</td>
<td>6459</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/14/2006</td>
<td>Joe Smith</td>
<td>12/12/20 AA</td>
<td></td>
</tr>
<tr>
<td>Test - Box of</td>
<td>Assistant Account</td>
<td>SS55</td>
<td>LAX JFK Approved</td>
</tr>
<tr>
<td>Goodsies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Search Results will appear in the lower half of the screen.

Sorting Search Results
You have the option to sort the results by TA Number, First, or Last name. Simply click on the column heading to sort by that option.

Viewing/Editing a Travel Authorization
To view a TA, click on the Human Eye icon.
The TA will open as a PDF in a new window.

To edit a TA, click the Edit icon.

The TA edit screen will appear. Make any necessary changes and click the Update button at the bottom of the screen.

Changing Travel Authorization Status
Approve, Deny or leave a TA Pending from within the TA Edit screen.

To change TA Status:

1. Scroll down to view the current Status field at the bottom of the edit screen.

2. Select the appropriate status option from the drop down menu. Available status options:
   
   • Pending
   • Approved
   • Denied

3. Click the Update Travel button.

VPO Team Tip: Don’t forget – the Update Travel button must be clicked for any modified details to be saved.

Generating a Travel Summary
Track project and individual travel costs for flight, hotel, per diem and transportation costs by checking the Travel Summary. Only users designated for such access will be able to use this feature.

To access Travel Summary, click Summary in the Travel sub navigation menu.
The **Travel Summary** screen will appear listing results by **Shows**. To view a summary by travelers, click the **Travelers** link located on the upper right of the Summary screen.

<table>
<thead>
<tr>
<th>Show</th>
<th>Flight Totals</th>
<th>Hotel Totals</th>
<th>Transportation Totals</th>
<th>Per Diem Totals</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test - Box of Goodies</td>
<td>$666.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$666.00</td>
</tr>
<tr>
<td>Test - Cellular Damage</td>
<td>$20,599.38</td>
<td>$13,241.49</td>
<td>$2,719.21</td>
<td>$14,100.00</td>
<td>$37,251.63</td>
</tr>
<tr>
<td>Test - England's Finest</td>
<td>$333.92</td>
<td>$123.22</td>
<td>$41.09</td>
<td>$2,022.22</td>
<td>$2,629.45</td>
</tr>
<tr>
<td>Test - Evidence of Life (Wireless AD)</td>
<td>$1,200.00</td>
<td>$992.00</td>
<td>$520.00</td>
<td>$500.00</td>
<td>$2,792.00</td>
</tr>
<tr>
<td>Test - Hare &amp; Sandwich</td>
<td>$18,073.18</td>
<td>$9,315.08</td>
<td>$879.98</td>
<td>$6,508.00</td>
<td>$36,734.24</td>
</tr>
<tr>
<td>Test - Kean It Off</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Test - Look at You (Analytic Test)</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Test - McCain Show</td>
<td>$7,544.60</td>
<td>$552.00</td>
<td>$3,500.00</td>
<td>$119.00</td>
<td>$11,455.60</td>
</tr>
<tr>
<td>Test - When Smokeys Sings</td>
<td>$198.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$198.00</td>
</tr>
</tbody>
</table>
Chapter 4: Payroll Basics

Section 1: Getting Started
There are basically three (3) components of an EP Invoice Package: the Edit, the processed Data package, and the Report package.

One or more of these components may be available through VPO on any given production – depending on the show set-up, and the individual user’s VPO account set-up.

Accessing Payroll in VPO
To access payroll information, click the Payroll tab on the Navigation Tool Bar.

The Payroll Home page will be displayed.

Selecting a Show
If you have access to more than one show, specify the show for which you want to view payroll details by selecting from the Select a Show drop down menu.

VPO Team Tip: The drop down options will only list shows which you are authorized to view.

Useful Info
This section provides general payroll information that you may find useful. Currently it includes excerpts from the most current EP Paymaster Rate Guide as well as links to per diem rates and various EP publications and forms, such as the EP Phone Routing List and Box Rental Form.
Payroll Details
Once a show has been specified, this area of the page displays the payroll details for the show you’ve chosen from the drop down menu. Currently, the Payroll Details display EP Payroll Contacts, the Active Payroll Addresses, any Special Instructions and Production Info.

Section 2: Navigation
Navigating Payroll in VPO
Sort the data in this window in ascending or descending order by clicking on one of the available column headings (e.g. clicking on ‘WWE’ will sort invoices by Work Week Ending date).
**VPO Team Tip:** “Hovering” the mouse over the **Invoice #** will display any comments the EP Paymaster has entered to help identify an invoice (e.g. “Construction Batch”, “SAG”, etc.).

You can also sort the results of each individual payroll component by clicking one of these three icons:

![Icons: Payroll Edit, Data Package, Report Package](image)

Each individual column is explained in more detail below.

- **WWE (Work Week Ending):** The Work Week Ending Date represents the date the EP Paymaster has input into the Invoice record—usually it is the w/e date of the previous week (which is being payrolled in the current week).
- **Invoice #:** The Invoice # is a unique alpha-numeric 6-character number assigned by the EP system.
- **Status:** This column represents the status of the Invoice overall (i.e. not the status of each individual component, but rather the status of the invoice as it progresses through the process cycle).

The sequential status of the Invoice is:

1. **Edit Being Prepared**
   - An edit has been sent to VPO for the first time, but not yet “published” by the EP Paymaster (i.e. the paymaster is still auditing the payroll).
   - After Step 2 (below) if the Client has reviewed the edit, requested changes, AND then selects the “Publish A New Edit” button on the ‘Next Steps’ tab of the payroll edit process—the Invoice status will revert back to “Edit being prepared” as the cycle starts over again.

2. **Edit Published**
   - The EP Paymaster has published the edit for the client to view.

3. **Package Being Prepared**
   - Client has requested that checks be cut (note: this status is tripped when the Cut Checks button is clicked on the Next Steps tab of the payroll edit process).

4. **Package Available**
   - After payroll has processed through the EP system, the Invoice Package is now available. This status is triggered by the Invoice Data Package or the Invoice Report Package being successfully received by VPO.

Depending on Show Set-Up one or more of the Invoice components may be sent to VPO—the status of Invoice cycle is triggered as each Invoice component is sent to VPO, and actions taken upon each of these components. If any of the components are not being passed to VPO then the status cannot reflect that phase of the Invoice cycle.

- **Client #:** Some productions have been assigned multiple EP client numbers. This may reflect different seasons, or different production entities, etc. This column reflects the EP client number under which the corresponding invoice was processed.
- **Site:** This column represents the EP site where the payroll is being processed. EP has U.S. offices in California (CA), Florida (FL) and New York (NY).
Viewing Status Details
In addition to an overall Invoice Status, each individual element also has a status. To view this status, click on the blue, underlined Invoice #.

10/19/02  AX1234  Package Available

The Invoice # will expand and display the status of each individual component that has been sent to VPO for that invoice.

<table>
<thead>
<tr>
<th>AX1234</th>
<th>Package Available</th>
<th>12862</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Open: 4</td>
<td>Edit Published</td>
<td>08/14/03 10:53 PM</td>
</tr>
<tr>
<td>Data Package</td>
<td>Downloaded</td>
<td></td>
<td>10/24/05 10:10 AM</td>
</tr>
</tbody>
</table>

Edit Status
The edit may have a status of Edit Being Prepared or Edit Published.

1. When an edit is first sent to VPO the edit status will read Edit Being Prepared and no date or time will be displayed (since there is not a specific time to denote).

<table>
<thead>
<tr>
<th>AA2375</th>
<th>Edit Being Prepared</th>
<th>12862</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Open: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Whenever an edit is published not only will the status change to reflect this, but the date and time the edit is published will also be displayed.

<table>
<thead>
<tr>
<th>AA3292</th>
<th>Edit Published</th>
<th>12862</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Open: 1</td>
<td>Edit Published</td>
<td>10/26/05 1:34 AM</td>
</tr>
</tbody>
</table>

The actual edit icon will be displayed—and available for the client to view—only after the first edit is published. The edit icon will continue to be displayed until the edit has been approved (i.e. the Cut Checks button has been clicked on).

Data Package
The Data Package may have a status of Available or Downloaded.

1. When a data package is first sent to VPO the status will read Available and the date and time the data package was made available will be displayed.

<table>
<thead>
<tr>
<th>DS4138</th>
<th>Package Available</th>
<th>12862</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Package</td>
<td>Downloaded</td>
<td></td>
<td>10/26/05 2:17 AM</td>
</tr>
</tbody>
</table>

2. When the data package is downloaded the status will change to Downloaded and the date and time the data package was downloaded will be displayed.

The icon (at the individual component status level) will also change to visually indicate the data package was downloaded.
The actual data package icon will be displayed—and available for the client to view—as soon as it is made available to VPO. The data package icon will continue to be displayed until the data package is downloaded.

**Report Package**
An invoice report package will consist of different reports in PDF format, depending on production type. A complete invoice report package for Production Payroll, for example, consists of:

- Invoice Cover Sheet
- Labor Distribution Report
- Payroll Register Report
- Fringe Distribution Report

Elements of the invoice report package will be listed individually when the invoice is expanded. The date and time the elements were posted to VPO is included.

The Invoice Report Package (inclusive of all of its individual elements) has an overall status of **Viewed**. The client checks this box manually once they have reviewed the invoice reports. The actual report package icon will be displayed and available for the client to sort on only when this box is unchecked. The icon will not be displayed in the action icon column once the client has checked the **Viewed** box.

Additionally, the amount of time it took to turnaround the invoice is also displayed, including:
1. The date/time the payroll was delivered to EP.
2. The date/time the Invoice Package was available to the client.

**Action Icons**
The action icons allow the client to easily identify their open actions by clicking on the respective icon.

Action icons are displayed when an action is still pending. For example, when the edit icon is displayed this means the edit is still waiting for the client’s final review to occur—and their ensuing approval of the edit by clicking the Cut Checks button. Once the client has notified us to proceed with the payroll cycle and cut checks, this means the edit cycle is complete and therefore the edit icon is no longer displayed.

Similarly, the data package icon is displayed for all data packages which have not yet been downloaded by the client—they are waiting for the client to take the action of downloading them. Once the client downloads a data package the data package icon is no longer displayed.

The report package icon is displayed until the client marks the report package as **Viewed**, meaning they have completed their tasks with the reports.
## Section 3: Payroll Edits

Questions and discrepancies between the EP Paymaster and the production accounting office can be entered and responded to using VPO's edit audit tools.

### Reviewing Edits

To open an edit for review, click the **Edit** icon for the specific edit you want to view.

The **Payroll Edit Review** screen will open.

From here, the actual physical edit can be viewed by clicking the **eye** icon next to the **Current Edit Report** field.

The edit will open in a new window as a PDF document, allowing you to view and print the edit.
Add a Discrepancy
As the EP Paymaster checks the edit, discrepancies or questions for a specific invoice are entered into VPO on the Payroll Edit Review screen.

To add a discrepancy:
1. Click the Add Discrepancy button.

   ![](image1)

   The Discrepancy fields will appear.

2. Enter in the employee’s Tax ID, Name (in the format LAST NAME, First Name), and a description of the issue or discrepancy. If the issue is not employee-specific, tab through the Tax ID and Name fields (the system will automatically assign a description of “General Comment” to this issue).

3. Click the Save button located on the left-hand side of the screen. The comment will be saved and displayed on the lower half of the screen.

   ![](image2)

Review Discrepancies
1. To Accept or Decline a candidate discrepancy select the corresponding action button located in the right-hand column.

2. To respond to an issue click the Reply button next to the issue.

3. A comment field to type a response will be displayed; when completed click the Save button.

4. To sort candidate discrepancies choose any of the underlined column headings.

5. To Hide/Unhide items marked as resolved by EP, check the box next to the Hide Items OK’d by EP field.

   ![](image3)
Next Steps
Once all issues have been addressed, you can proceed to Next Steps, where you can either request a new edit or request checks to be cut.

To access, click the Next Steps tab in the Payroll Edit Review screen.

The Next Steps screen will open. Click the Publish a New Edit Report button to instruct the EP Paymaster to post a corrected edit.

Click the Cut Checks button to instruct the EP Paymaster to process the payroll (after any noted corrections have been made) and to cut checks.

VPO Team Tip: Once you have approved an edit, it is important that you click the Cut Checks button. This action triggers the status flags discussed previously in this document, and automatically sends an email to the Paymaster informing them of the action you are requesting.
Chapter 5: Petty Cash Card

Section 1: Getting Started
The EP Petty Cash Card is a MasterCard® issued by Wells Fargo® Bank. The card itself is a declining balance card and the program has been designed to follow production Petty Cash procedures.

Accessing the EP Petty Cash Card in VPO
As a Petty Cash Card user, you will have the Petty Cash button listed as one of your navigation bar options at the top of the screen in VPO.

To access the Petty Cash Card site click the Petty Cash button.

The Petty Cash Card site will open, displaying the production’s Petty Cash Card Home Page.

Navigation
The Petty Cash Card screens are easily navigable using the menu bar located at the top of the window. Simply click on the button for the screen you wish to access. However, you will find that the Petty Cash Card processes automatically navigate you to the appropriate pages to complete the action you are taking.

VPO Team Tip: The last three menu items (green) are available to the Petty Cash Card Administrator only and are not accessible to regular Cardholders.

The features accessed on the menu bar buttons are also available via the Action Icons column in Petty Cash Card Home.

Section 2: Cardholder Overview
From the Petty Cash Card Home, a Cardholder (non-Administrator) can view all of your specific activity. Administrators will have a different Home screen that allows them to view each Cardholder’s activities (see “Chapter 5, Section 4: Administrator Overview”).
The information on the Cardholder Overview screen is divided into several columns:

- **Name/Card # (last 8#s)** - Cardholder name and the last eight digits of their Petty Cash Card account (card) number.
- **Initial Advance** - The initial balance that was made available to the Cardholder.
- **Additional Advances** - The amount that has been added to the Cardholder account since the initial advance.
- **Approved Envelopes** - Those envelopes that have been approved by the administrator as valid charges.
- **Submitted Envelopes** - Those envelopes that have been submitted for approval.
- **Current Charges** - Charges that are pending approval by either the Cardholder or the Site Administrator, depending on which person the production authorizes to create petty cash envelopes.
- **Total Charges** - The total of all charges made on the account. Total charges include approved and unapproved charges.
- **Available Balance** - The available balance on the account.

**VPO Team Tip:** There may be pending charges that are not reflected in the Remaining Balance.

**Action Icons**
These icons provide quick access to transaction details (available as links on the menu bar):

- **Current Charges**
- **Envelopes**
- **Advances**

**Current Charges**
To view your current activity, click on the Current Charges icon.

![Current Charges](image)
From here, you can view published transactions, as well as complete the following actions:

- **Edit General Ledger Coding**
- **Add/Edit Transaction Descriptions**
- **Copy/Paste GL Account Number or Description of Transaction**
- **Approve Transactions**
- **Split Transactions**

**Editing General Ledger Coding**

Your Petty Cash Card charges are typically set up with a default General Ledger coding. To change the default coding, contact your EP Administrator.

To edit General Ledger Coding:

1. Click the **Edit** icon, located in the **Action** column.

   ![Action Icon]

   The **GL Account Number** field will become active to allow modifications.

2. Type over or delete and type the new coding in the field.

3. Click the **Save** icon.

   ![Action Icon]

   **VPO Team Tip**: It is recommended that you click the **Save** icon or **Alt S** to save any modification or data additions to the transaction lines before moving on to the next transaction.
Adding/Editing Transaction Descriptions
The **Description Field** is a free field where you must provide a description of the item(s) purchased.

To change/add a Description:

1. Click the **Edit** icon, located in the **Action** column.

   ![Description Field](image)

   The **Description** field will become active to allow modifications.

2. Type over or delete, and type the new description in the field.

3. Click the **Save** icon or **Alt S** to save and open the next transaction.

   **VPO Team Tip:** Each transaction must have a description for it to be submitted in an envelope.

**Copy/Paste Feature**
You can apply the same **GL** or **Description** for a large number of transactions by using the **Copy/Paste** feature.

1. Click the **Copy/Paste** icon (plus sign) located in the top left corner of the Purchasing Card Expensed field.

   ![Copy/Paste Icon]

   The **Copy/Paste** feature will appear in the **Current Charges** screen, in the **Purchasing Card Expenses** section.

   The options for applying a new **GL** and a new **Description** are in separate areas (boxes).

2. Enter a new **GL** or **Description** in its corresponding area.

3. Activate the **GL** or **Description** by checking the **Apply** box. If this box is checked, it will be applied when pasted. To apply both at the same time, check both boxes.
4. Apply the changes to the current charges:

   **Three Methods:**
   Click the **Apply to All** button if you wish to apply the new **GL** or **Description** to all the current charges on screen.

   or

   Check the **Only apply to blank** box if you wish to apply the new **GL** or **Description** to only the current charges with blank fields.

   or

   Click the **Copy and Paste** icon for the charge to which you wish to apply the new **GL** or **Description**.

   **VPO Team Tip:** If you do not enter new GL numbers into the **Copy/Paste** field, the current numbers will be retained. You cannot make a currently populated GL field into a blank field (plus signs).

**Approve Transactions**
Charges must be approved and have a Description to be included in an EP Petty Cash Envelope. To approve a single transaction, check the box in the **Approve** column for that transaction.

You can approve all charges at once by clicking the **Approve All** button, located just above the **Approve** column.

   **VPO Team Tip:** The **Approve All** button will approve for editing transactions on the current page only.

**Split Transactions**
You can split a transaction among multiple accounts by clicking the **Split** icon. You are provided one additional line of distribution per selection. Click the **Split** icon again to add more lines.
To split a transaction:

1. Select the **Edit** icon for the transaction you would like to split.

2. Select the **Split** icon for that transaction.

   An additional line of distribution will be provided for that transaction. The **GL**, **Description**, and **Amount** fields will all be active for changes.

3. Enter the **Amount** you wish to be assigned to the splits.

   **VPO Team Tip:** The **Amount** field is only available for editing when splitting a charge.

   Once all the lines of distribution equal the transaction amount, the transaction can be added to an envelope.

4. Click the **Save** icon.

---

**Remove a Split Transaction**

To remove a line of a split transaction:

1. Click the **Edit** icon of the transactions from which you would like the remove a Split.

2. Click the line’s corresponding **Undo Split** icon.
The Split will be removed immediately.

**VPO Team Tip:** The Undo Split icon will remove the upper most split in the transaction. Only one split can be removed at a time.

---

**Section 3: Petty Cash Envelope**

**Creating a Petty Cash Envelope**

After editing and approving a transaction, you can then create an envelope and add this transaction to the envelope.

To create an envelope from the **Current Charges** screen:

1. Select the transaction(s) you want to include by clicking on **Approve**.

   **VPO Team Tip:** Charges must be approved, balanced, and include a description in order to be submitted in an EP Petty Cash Envelope.

2. Click the **Create Envelope** button, located at either the top or the bottom of the screen.
The **Create Envelope** window will open. From here you can create an envelope number and add a description of the envelope.

3. Type an **Envelope Number** in the field labeled **Envelope #**. An envelope number may contain letters and numerals – it is intended to serve as a label or a name for easy reference. For example, some users like to use their initials and a sequence number to identify their own envelopes.

**VPO Team Tip:** Envelope Numbers must be unique. No two Cardholders on the same show may submit identically labeled envelopes.

4. Type a short description in the **Description** field (optional).

5. Click the **Submit Envelope** button.

Once submitted, the envelope will be listed immediately on the **Envelope Detail** page.
The listing will include the following information:

- Envelope Number
- Date Submitted
- Envelope Amount
- Description
- Status

Note that you have the option to Print the envelope or Replenish the amount immediately.

To print immediately, click the Print button.

To request advance immediately, click the Replenish button.

Print a Petty Cash Card Envelope
You may wish to print a hardcopy of an envelope for approval signatures.

VPO Team Tip: You will have the option to print a petty cash card envelope from the Envelope Detail page, detailed above in Create a Petty Cash Envelope. Simply select the Print button on the Envelope Detail page.

From the Envelopes page:

1. Click the Print link for the envelope entry you wish to print.
A PDF of the envelope will be created and displayed.

2. Go to File, select Print or click the Print icon.

Requesting Advances
There are two ways to request an advance:
- Immediately after submitting an envelope
- At any other time from the Advances button

**VPO Team Tip:** Advance Requests must be made in whole dollar amounts. Replenishment requests will automatically round up to the next whole dollar amount.

*Immediately After Envelope Submission*
You can request an advance to replenish your account immediately after submitting an envelope.

1. Click the Replenish button.

The request will be processed immediately and be listed in the Advance Detail on the Envelope Detail page.
At Any Other Time
If you would like to request an advance but did not just submit an envelope, navigate to the Advances page of the Petty Cash Card site by clicking Advances on the menu bar.

VPO Team Tip: Either the Administrator or Cardholder can request a negative advance to reduce a Cardholder’s available balance.

1. Enter the Advance amount you are requesting.
2. Enter a Description for the Advance, such as the Envelope number you are replenishing.
3. Click the Submit Request button.

Section 4: Administrator Overview
Certain portions of the Petty Cash Card section are available to the Petty Cash Card Administrator only. These sections are denoted by the green buttons on the menu bar:

- Approve Envelopes
- Approve Advances
- Reports

These buttons are not visible to non-Administrator cardholders.
Approve Envelopes

1. Click the Approve Envelopes tab on the menu bar.

   ![Approve Envelopes Window](image)

2. The Approve Envelopes window will display. From here, Administrators can Approve and Export envelopes.

3. To view all the envelopes available for approval, select All, or UnApproved from the Show Envelopes options.

4. Check the Approve box for the envelope you wish to approve.

   Approve All
   Click the Approve All button to approve all of the envelopes at once.

Export Preview
You may wish to preview the file before it is exported.

1. Select the envelope you wish to export by checking the Select to Export box for that envelope.
2. Click the Preview button.

   ![Export Preview](image)

A printable PDF file will display.

Export
You have the option to export to VISTA from the Approved section of the Approve Envelopes screen.

1. Check the Select to Export box for the envelope you wish to export.
VPO Team Tip: An envelope must be approved before you select it to be exported. Once an envelope has been exported, it can be exported again as many times as necessary from the Exported section of the Approve Envelopes Screen.

2. Click the Export button located atop the screen.

It will take just a moment for the Export to be completed.

3. Depending on the security settings on your computer, you may be asked to confirm the download.
4. Save the file to your computer.
Once the envelopes have been exported to VISTA, their Status will be listed as **Posted to Accounting** in the Cardholder's Envelopes screen. Envelopes with a status of **Posted to Accounting** can no longer be modified.

**Approve Advances**

1. Select the **Approve Advances** tab on the menu bar.

2. For the **Show Advance Requests** option, select **All** or **Unapproved**. You may view **Approved** or **Rejected Advances**.

3. Check the **Approve** box for all advances you wish to approve.

**Request Funding**

You also have the option to **Request Funding** on the **Approve Advances** screen. There are two ways for a funding request to be fulfilled:

- By check.
- Balance transfer from another account/card.

1. Check the **Select to Fund** box for the envelope from which you wish to request funding.
2. Click the **Request Funding** button.

**VPO Team Tip:** An envelope must be approved before you request funding for it.
The **Request Funding** screen will display.

3. Select a payment method from the dropdown menu:
   - **Check**
   - **Transfer from another card** (see below)

4. Enter any special instructions you may have for payment, if applicable.

5. Click the **Submit Request** button.

The **Funding Request** screen will display.

6. Print the Funding Request and include it with your payment check to Entertainment Partners.
Transfer from Card

From the Request Funding screen you may select to fund by amount transfer from another Petty Cash Card.

1. Select Transfer from Card from the Payment Method drop down menu.

   - A list of Cardholder accounts will appear.
   - Select an account from which to transfer the funds.
   - Click the Submit Request button.

   The Funding Request screen will display.
Rejecting Advances
As an Administrator, you have the ability to reject any Advance Request.

To reject an Advance Request:
1. Navigate to your list of Advance Requests that are pending approval.

<table>
<thead>
<tr>
<th>Approve Advances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Advance Requests:</strong></td>
</tr>
<tr>
<td>Cardholder</td>
</tr>
<tr>
<td>CATCHOLER</td>
</tr>
<tr>
<td>CATCHOLER</td>
</tr>
<tr>
<td>CATCHOLER</td>
</tr>
<tr>
<td>CATCHOLER</td>
</tr>
</tbody>
</table>

2. Click the **Reject** icon for the request you would like to reject.

A verification dialog box will appear.

3. Click **OK** to continue.
4. The rejected Advance Request may be viewed by selecting **Rejected** from the Show Advance Requests options in the Approve Advances window.

Reports
Use this feature to create Transaction Detail Reports that detail any and all transactions that occurred within a specified time frame.

1. Click the **Reports** button on the menu bar.

The Reports screen will display.
2. Enter the time frame of the transactions for which you wish to run a report.
3. Click the **Generate Report** button.

The report will display in a printable, PDF file.

**Section 5: Receiving Files into VISTA**

Entertainment Partners’ Petty Cash Card Interface allows VISTA Users to capture Petty Cash Card transactions for their Petty Cash Card vendors. Once the transactions are imported into VISTA, the information will be validated before being accepted into VISTA’s Petty Cash module. Once accepted, the information may again be edited. At this point the transactions will be treated as VISTA treats any other Petty Cash transaction.

Familiarity with VISTA’S Petty Cash and Vendor Entry functions is essential when using the Petty Cash Card Interface.

**Account Use Details**

To receive the file into VISTA:

1. Choose the **Interfaces** option from the main VISTA menu.
2. Select the Purchase Card Interface.

The **Purchase Card Interface** screen will appear.
3. Enter the **Company**, **Currency**, and **Purchase Card Custodian's** code.

4. Assign an eight digit **Batch** name to the file being received.

5. Enter the name of the **Transfer File**. In the example used above, the transfer name would be `c:\disc\download`, or press F12 to select from a scroll panel.

6. When the screen is complete, hit **Enter**.

The first phase of validation will now take place. The screen will indicate which, if any, type of errors exist.

**Errors**

There are two error types:

- **Fatal**
- **Reconcilable**

**Fatal Errors**

A fatal error will occur if the card number from Wells Fargo does not match the card number on the VISTA EDI Vendor Master.
If fatal errors exist, a report will be printed providing a legend for the numeric error codes. Fatal errors must be corrected by the institution creating the file. Once the file has been corrected it must be received again by the VISTA user.

**Reconcilable Errors**

Reconcilable errors must be corrected by the VISTA User. VISTA will produce a report that will include a legend for the numeric error codes.

A dialog box will appear advising the User if either type of error exists in the file being transferred. The User will be given the option to print a report of the errors, including a legend of error codes.

Click **Yes** to print the error report. Click **No** to proceed directly to the reconciliation screen where reconcilable errors may be corrected before updating the VISTA Petty Cash module.
In the Purchase Card Reconciliation screen, the *Account Number*, *Voucher*, and *Description* fields can be corrected. The fields containing errors will be highlighted in **red**. Fields displayed in **blue** may not be modified.

To correct an invalid account number:
1. Key in the entire account number.
2. Tab through to the end of that line.

To use the suspense account number:
1. Click on the box to the left of the line being corrected.
2. Tab through the line, modifying the fields where applicable.

After tabbing through to the end, if an error field remains highlighted in red, this indicates that the account number input is not valid.

3. Verify the account number, and correct as necessary.
4. Use the page down key to correct more than one page of transactions.
5. After all the errors have been corrected, hit **Enter**.
6. When the dialog box appears, click **Yes** to update the Petty Cash module of VISTA with the input transaction, or click **NO** to return to the reconciliation screen for more corrections.

![Purchase Card Interface](image)

This batch is now part of the VISTA accounting system and can be processed using the same procedures as a Petty Cash batch.

![Purchase Card Interface](image)

Your file is now located in the VISTA Petty Cash module, and is now ready for posting. Consult your VISTA User Manual for Petty Cash Envelope posting procedures.
EP Virtual Production Office Manual

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