



Cast & Crew

PSL+ Loading a Cast & Crew Payroll File

November 2023

P/R Menu: 1. Open – Load C&C Invoice

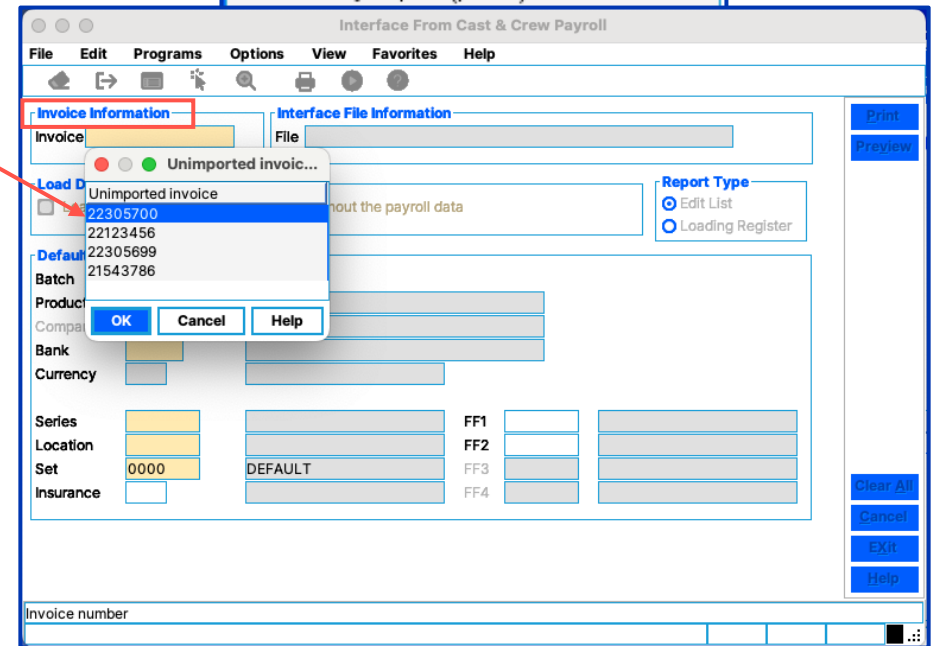
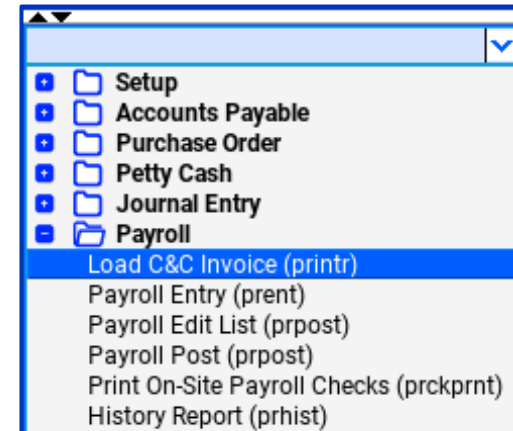
To access the Load/Interface C&C Payroll Invoice screen, click the “Payroll” module from the menu tree

Getting Started: Right click on the blank Invoice field.

Choose one unimported invoice number at a time.

Update all the following mandatory fields with the necessary data:

- Batch
- Production
- Company
- Bank
- Currency
- Series
- Location
- Set



P/R Menu: 1. Open – Load C&C Invoice

Please Note: Series, Location and Set fields are required to be filled in before importing. In case the payroll file has an incorrect coding or a blank coding, PSL+ will then use these defaults to code distribution lines. You will have a chance after the import is complete to make any changes.

Edit List vs. Loading Register

Both reports have the same detailed payroll information that will be imported into PSL+. The only differences are the Edit List will detail any errors on the invoice before loading and the header description on the report.

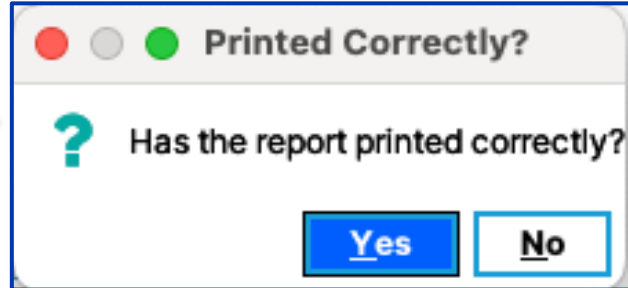
Once you have reviewed the edit list and are ready to load the file, select **Loading Register**.



Cast & Crew		IFILM - 72 HOURS Payroll Interface Edit List		Page 1 of 2 11/16/2023 11:13 AM [print]											
Batch Number:	100015														
Invoice Number:	22123456														
Company Code:	01 72 Hours														
Payroll Company:	PS														
Week Ending:	04/02/22														
Name:	CRUISE, JOE	#:	000037	SSN:	*****6666	Tax id #:	*****6884	Title:	PRODUCER						
Check:	000000450716	Date:	04/06/22	Mar:	0.00	Exm:	0	State:	CA	City:	LA	Union:	IATSE	Gross:	8,000.00
Hours:	Regular: 60.00	Overtime:	0.00	Gold:	0.00	Double gold:	0.00	Other:	0.00	Net:	8,000.00				
* Regular pay	8,000.00	* Workers comp	118.22												
* Employer contribs	529.65	* Handling charges	15.00												
Acct #	Account Description	Ser	Loc	Set	In	FF1	FF2	Amount	Description						
6615-001	The above distribution was given an illegal account number	101	02	0000	NQ			8,000.00	WE 04/02 CRUISE,J						
6699-000	The above distribution was given an illegal account number	101	02	0000	NQ			647.87	WE 04/02 CRUISE,J						
8345-002	The above distribution was given an illegal account number	101	02	0000	NQ			15.00	WE 04/02 CRUISE,J						

Cast & Crew		IFILM - 72 HOURS Payroll Interface Register		Page 1 of 2 11/16/2023 11:12 AM [print]											
Batch Number:	100015														
Invoice Number:	22305700														
Company Code:	01 72 Hours														
Payroll Company:	PS														
Week Ending:	01/08/22														
Name:	FONDA, AMBER M.	#:	000040	SSN:	*****5555	Tax id #:	*****4045	Title:	UNIT PRODUCTION MANAGER						
Check:	00000011698	Date:	01/12/22	Mar:	0.00	Exm:	0	State:	CA	City:		Union:	DGA	Gross:	8,321.66
Hours:	Regular: 64.00	Overtime:	0.00	Gold:	0.00	Double gold:	0.00	Other:	0.00	Net:	8,121.62				
* Regular pay	8,001.60	* Accumulated holiday	297.58	* Employer contribs	1,606.73										
* Vacation	320.06	* Union deduction	200.04	* Handling charges	15.00										
Acct #	Account Description	Ser	Loc	Set	In	FF1	FF2	Amount	Description						
2001-102	The above distribution was given an illegal account number	101	02	0000	UK			8,001.60	WE 01/08 FONDA,A						
2099-201	The above distribution was given an illegal free field code	101	03	0000	UK			2,224.37	WE 01/08 FONDA,A						
8345-201	The above distribution was given an illegal account number	101	03	0000	UK			15.00	WE 01/08 FONDA,A						

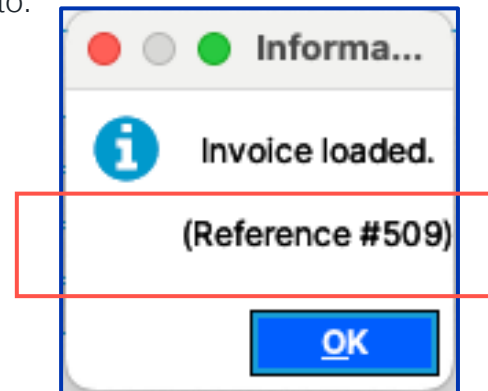
After selecting Loading Register and hitting Print, this prompt will appear



Yes = The invoice file will load.

No = The invoice file will not load and bring you back to the "Interface from Cast & Crew" program.

After acknowledging the report printed correctly by selecting **Yes**, the following prompt will appear, which provides the Reference number the payroll invoice was loaded into.



THE LOADING PROCESS IS NOW COMPLETE

2. Open – Payroll Entry

Enter the given Reference number in the Number field.

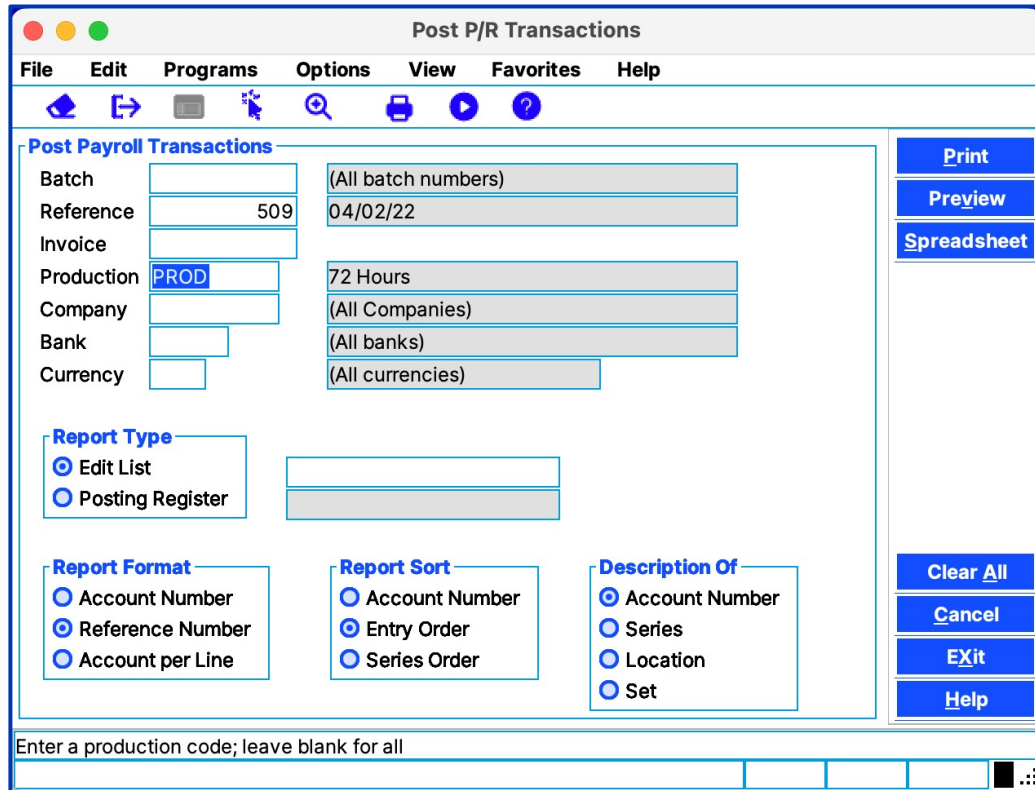
- The Employee number is automatically assigned by PSL+ and should not be changed.
- Modifications to the Account number, Series field, Location field, Set field, Insurance code, Free Field codes, and Description can be made here.
- If you need to change an amount, you must first split the line and make sure to keep the amount the original amount.
- **Splitting a line:** Place the cursor on the line to split
- Click the F4 key or plus sign on the tool bar.

If you do not have any modifications to make and are complete, click the **Accept** icon.

Account	Sers	Locs	Sets	In	FF1	FF2	Description	Emp #	Amount
7940-000	101	02	0000		NQ		WE 04/02 CRUISE,J	000037	8,000.00
7940-000	101	02	0000		NQ		WE 04/02 CRUISE,J	000037	647.87
7940-000	101	02	0000		NQ		WE 04/02 CRUISE,J	000037	15.00
7940-000	101	02	0000		NQ		WE 04/02 SMITH,L	000038	5,400.00
7199-000	101	02	0000		NQ		WE 04/02 SMITH,L	000038	1,066.41
7940-000	101	02	0000		NQ		WE 04/02 SMITH,L	000038	54.00
7940-000	101	02	0000		NQ		WE 04/02 VINE,Y	000039	3,600.00
7940-000	101	02	0000		NQ		WE 04/02 VINE,Y	000039	967.41
7940-000	101	02	0000		NQ		WE 04/02 VINE,Y	000039	36.00

3. Open – P/R Payroll Edit List / Payroll Post

The P/R Distribution Modification process is now complete.



EDIT LIST VS. POSTING REGISTER

- **Payroll Edit List:** Allows for you to run a detailed register on the data that will be posted.
- **Posting Register:** Generate the exact same information but will then prompt you to finalize the last step of the posting process

Both reports allow for you to customize the format and sort options by check marking the desired options here:

<p>Report Format</p> <p><input type="radio"/> Account Number</p> <p><input checked="" type="radio"/> Reference Number</p> <p><input type="radio"/> Account per Line</p>	<p>Report Sort</p> <p><input type="radio"/> Account Number</p> <p><input checked="" type="radio"/> Entry Order</p> <p><input type="radio"/> Series Order</p>	<p>Description Of</p> <p><input checked="" type="radio"/> Account Number</p> <p><input type="radio"/> Series</p> <p><input type="radio"/> Location</p> <p><input type="radio"/> Set</p>
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3. Open – P/R Payroll Edit List / Payroll Post

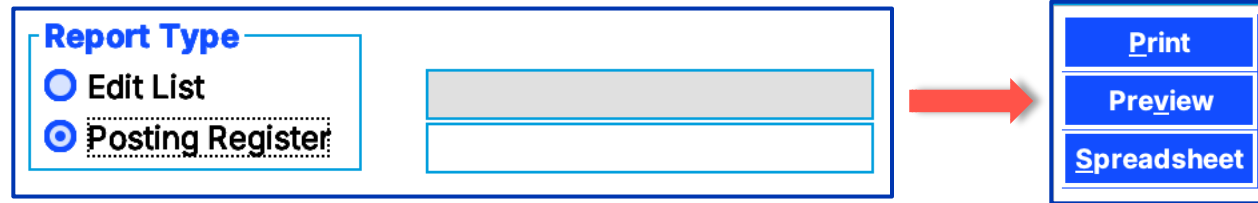
Once you are ready to post check mark “Posting Register”

And choose from one of the following:

Print – Will be sent to the printer

Preview – PDF version of the report

Spreadsheet – Excel spreadsheet version of the report



PSL+ will confirm the following:



- **Yes** – The invoice file will Post to the ledger
- **No** – The invoice file will not post and will bring you back to the “Post P/R Transactions” Program

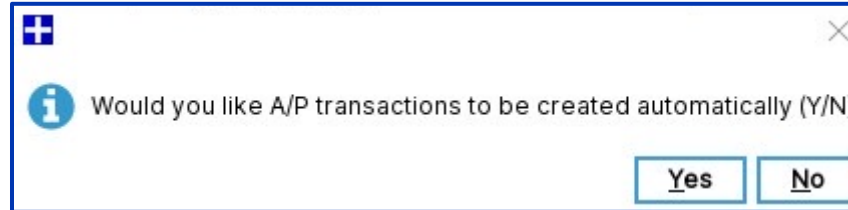
Please Note: If you would like PSL+ to generate an AP invoice automatically, contact psl.support@castandcrew.com to turn this feature on.

Please provide the following info:

- The Vendor ID number for the Vendor that you will be paying the invoice to.
- Any holiday and/or vacation approval accounts that may be getting paid at any point during the production. This will allow us to exclude these accounts from the AP invoice.

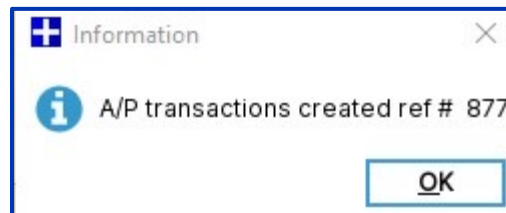
PSL+

If you have the “Automated AP” setup, PSL+ will prompt the following step:



YES – AN AP will be created using the C&C invoice.

NO – An AP will not be created at this time. You will be able to manually input the AP later if you choose.

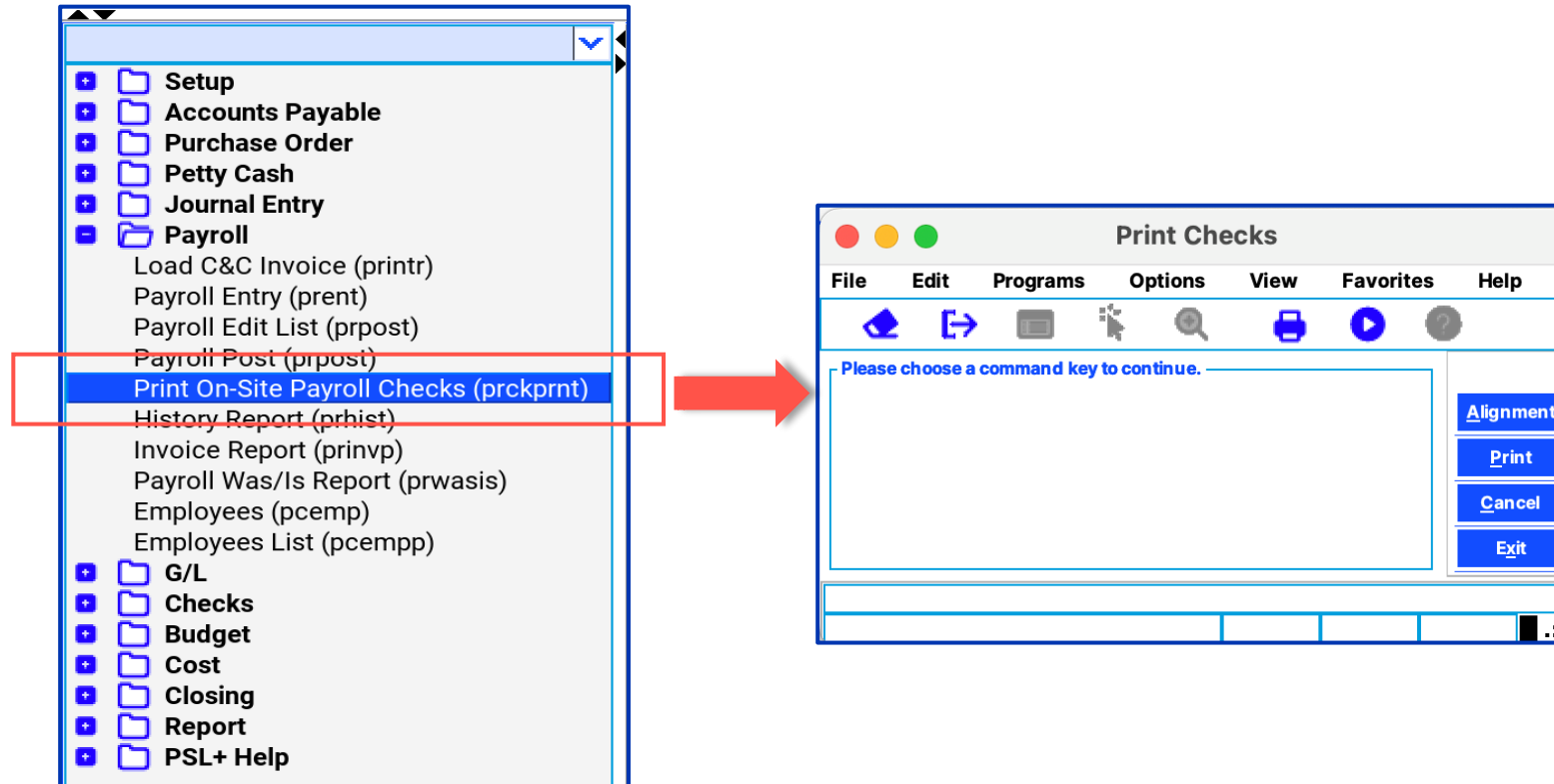


YOU HAVE SUCCESSFULLY LOADED AND POSTED A PAYROLL INVOICE INTO PSL+

Print Payroll Checks

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

Open: To access the Print Payroll Checks screen, click the Payroll module from the menu tree (see following screenshot). You can also access this screen by typing the screen or acronym name in the blue prompt bar located above the “Setup” menu. Then press Enter.



PSL+

Alignment and Check Printing

Alignment – If this is your first time printing Payroll checks it is recommended to print a test Alignment form to ensure that all check form filed are printing in the designated positions. Press the F1 Key, then 'A' option or select 'Alignment' located in the top right-hand corner. Contact PSL+ Support for a walk-through of this process.

Print – After the Alignment is complete, make sure to put the correct toner and check stock for Payroll checks. Press the F1 Key, then 'P' option or 'Print' located in the top right-hand corner to choose the Payroll Check file you wish to print from the list. All invoices that have not been printed display on the pick list.

Please Note: Payroll check files are printed one at a time.

IMPORTANT: If you click 'cancel' before the Payroll is complete, the Payroll file will be closed out and cannot be reloaded. This action is a security feature of PSL+. You will need to email PSL+ Support to have the Payroll Check file resent.

We're here to help.

If you need to reprint Payroll checks for any reason (e.g., wrong toner, forgot to load in check stock, etc.) and need them to be made available again, please provide the invoice number and/or certain check numbers along with the reason for the reprint.

[PSL+ Support](#)

Phone: (818) 848-0999

Email: psl.support@castandcrew.com

Business hours: Monday – Friday / 7:00 a.m. – 7:00 p.m. PT

Emergency after-hours support (live paging service): (818) 848-0999, option 2



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Thank You.