

## **DAY 1: Film Production Accounting 101 – (Sat)** **(Introductory Level)**

### **1. An Intro to the Film Accountant’s Role Within Film Production                      60 Minutes**

The goal of this Day #1 workshop is defined brutally as – being able to perform, and keep, work as an assistant film production accountant. The background of the Key Film Accountants, their workload and their needs are examined, with real life examples given how you can contribute to the Key Accountant’s responsibilities.

The “Product” of the Film Production Accounting Department is defined, with examples, and how the Assistant Accountant contributes to that “Product”.

An example Organization Chart for any medium sized Film or Television production is reviewed with the purpose of defining the Organization Chart of any film production. Emphasis is put on authority and responsibility and how the Accounting Department inter-relates with the Producer, the Financiers and the other production departments.

A Summary a Film Budget is reviewed to understand the everyday terminology of film productions – for example, Above-the-Line, Below-the-Line, Gaffer, Grip, Craft, etc. Simple conversational drills are done where the attendees discuss budgetary categories and departments so as not to feel tongue-tied with these terms.

### **2. An Intro to the Functions of the Film Accounting Department                      30 Minutes**

The overall functions of the Film Accounting Department are reviewed with real life examples given to relate these functions back to the Purpose and Product of the Film Accounting Department.

The job descriptions of the Assistant Film Production Accountants are categorized and listed. The scope of the workshop is defined as within the 6 basic Film Accounting & Cost Control Systems.

An example is given of each system is reviewed, with any industry specific terms cleared.

Practical examples are described to give attendees an idea of the volume and timing.

The END RESULT expected of each attendee is defined – just to keep ourselves motivated towards an agreed upon result.

### **3. Getting Started – the Workshop Materials    60 Minutes**

Review of the attitude of film accountants, both from a practical viewpoint (how to approach crew, producers, the film auditor, etc.) as well as a quick review of the Fundamental Principles of Accounting.

Identify the Basic Supplies – ensure everyone has their supplies at hand and organized.

Identify the CD of templates and Screen-recordings provided. Ensure you can access the CD.

Review the folders and the files within each folder. Ensure you understand the terms of the folders so as to access the appropriate material during and after the workshop.

Identify the Binder of Example Forms. Ensure you have material for each of the 6 accounting systems.

A discussion of how the forms are prepared/printed/ordered for each film production.

- Drill preparing the blank check requisition for a fictional film production, “No Big Deal”.
- Drill making the “No Big Deal” check requisition available to crew in the industry specific way.
- Drill preparing the blank Petty Cash Advance forms for a fictional film production, “No Big Deal”.
- Drill making the “No Big Deal” Petty Cash Advance form available to crew in the industry specific way.
- Drill making the “No Big Deal” Petty Cash Envelopes (sometimes called Petty Cash Folders) available to crew in the industry specific way.

#### **4. Getting Started – the General Ledger Software & Account Coding      60 Minutes**

- Access the General Ledger software with the passwords provided. (Note: there are only 4 G/L software systems generally used in the film production industry. All can be licensed only – none can be purchased.)
- John will demonstrate the overall parameters of the general ledger software, introducing only the Vendor Creation and the Purchase Order Entry for now.
- The account numbers are derived from the Film Budget. The Film Budget template is reviewed to identify several common account numbers. This review will take some time with numerous examples of application given.
- Define the term Chart of Accounts for the attendees and how it is used in the film production industry. Watch the Screen-Recording DVD to understand how the Chart of Accounts is created.
- Drill finding account codes until can easily find the more common accounts used.

#### **BREAK FOR LUNCH**

#### **5. Define the Chart of Accounts – Practice With Coding      60 Minutes**

- Define the term Chart of Accounts for the attendees and how it is used in the film production industry. Watch the Screen-Recording DVD to understand how the Chart of Accounts is created.
- Drill finding account codes until can *easily* find the more common accounts used.

#### **6. Purchase Order Processing      60 Minutes**

- Purpose
- Example
- Study and Chart the Document Flow & Document Approval
- SummaryPO Log
- DetailedPO Log
- PO Approvals
- PO – Additional Notes

Prepare 10 Purchase Orders from the data provided in your course materials.  
PO – Practical Drills x 10 unique PO's for each attendee (Preparation, Routing for Approvals, separation of copies, temporary and permanent filing). (NOTE: not entered to the G/L system at this point in the process).  
PO Tracking Form Letter  
Q & A with attendees.

**7. Check Requisitions Processing (Ready for Check Running)**

**60 Minutes**

Purpose and Function

Example of a check requisition (often called a Check Rec, or Check Request)

Study and Chart the Document flow from arrival of the Check Requisition in the Film

Accounting Office through to Permanent Files:

date stamping,

temporary filing,

account coding,

route for approvals to/from Prod'n Acct & Line Producer/UPM,

check running,

check copy filing,

check signing,

temporary filing

follow up for original invoice

tracking form letter to department heads for the original invoices

permanent filing, with check copy, in the "A/P Files" *with an indicator on the file folder that still awaiting an original invoice.*

Q & A on the full process.

**8. Vendor Invoice Processing (Ready for Check Running)**

**60 Minutes**

Study & Chart the Document flow from arrival in the Film Accounting Office through to

Permanent Files:

arrival date stamping,

temporary filing,

matching to PO's,

account coding,

route for approvals to/from Prod'n Acct & Line Producer/UPM,

check running,

check copy filing,

check signing,

permanent filing with check copy.

Vendor Invoices - Practical Drills x 10 unique Vendor Invoice's for each attendee (Arrival Date Stamp, Match to PO, Code, Routing for Approvals & ready for check run.)

The Vendor Invoice will be drilled being entered to the G/L software system in the next step. Q & A on the full process.

**9. Petty Cash Advances (P/C “Float”)**

**30 Minutes**

Example of a Petty Cash Advance Form

Concept of a petty cash “Float”.

Study and Chart the Document flow from arrival of the P/C Advance Form in the Film Accounting Office through to Permanent Files:

date stamping,

account coding,

route for approvals to/from Prod’n Acct & Line Producer/UPM,  
(approval from Department Head if appropriate)

advance of the cash

permanent filing in the “P/C Files”.

END OF DAY 1 OF FILM ACCOUNTING 101

**Total Hours for Day 1 -CPE 7Hrs**

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**DAY 2: Film Production Accounting 101 – (Sun)**

(Intermediate Level)

START 2<sup>ND</sup> DAY OF FILM ACCOUNTING

**10. Entering Purchase Orders to the Film Accounting G/L Software**

**60 Minutes**

Orientation to the Film Accounting software.

John uses overhead projector to demonstrate a typical Purchase Order Entry.

Attendees then create Vendors in the software system for each of the 10 unique Vendors per attendee.

Attendees code the Purchase Order per the Film Budget account coding, inserting set codes where applicable.

Attendees enter their unique Purchase Orders to the G/L system.

Attendees audit each other’s entries.

John reviews their work and attendees correct as needed.

Prepare 10 more Purchase Orders from the data provided in your Binder of Materials.

Attendees then create Vendors for a new batch of 10 more unique Vendors, followed by entering the purchase orders.

Again, attendees audit each other’s work, with John approving final entries.

Q & A with attendees

**11. Entering Vendor Invoices to the G/L Software**

**60 Minutes**

Orientation to the Film Accounting software.

John uses overhead projector to demonstrate a typical Vendor Invoice Entry.

Create 10 Vendor Invoices from the data provided in your Binder of Materials (the same material as you used to create the Purchase Orders #1-#10 above).

Attendees then match the Purchase Order to the Vendor Invoice.

Any significant differences between the Invoice and Purchase Order are tagged with a Note. (the Invoice should have a PO already entered, so no Vendor Creation should be required)

Attendees enter their x 10 unique Vendor Invoices to the G/L system.

Attendees audit each other's entries.

John reviews their work and attendees correct as needed.

**12. Check Preparation - Vendor Invoices**

**60 Minutes**

Attendees then run checks through the printer (or, if no laser printer available, a "Mock-Up" of the check will be created.)

Route the checks for signing (with the appropriate PO copy and Vendor Invoice attached).

Create 10 more Vendor Invoices from the data provided in your Binder of Materials (the same material as you used to create the Purchase Orders #11-#20 above).

Do the above steps again with another 10 x new unique Vendor Invoices.

Drill preparing File Folder Labels for each of the 20 Vendors drilled above.

Drill printing the File Folder Labels (if no printer, "Mock-Up" labels on the file folders supplied). Affix the labels to the file folders provided and file in the "A/P Files". **Note** – no more than 2 file folders per hanging file.

Q & A with attendees

**BREAK FOR LUNCH**

**13. Entering Check Requisitions to G/L**

**60 Minutes**

Orientation to the Film Accounting software.

John uses overhead projector to demonstrate a typical Check Requisition Entry.

Any significant differences between the Invoice and Purchase Order are tagged with a Note.

Create 10 Check Requisitions from the data provided in your Binder of Materials (see the section for Check Requisitions).

Attendees create the Vendor in the G/L software for each of the 10 unique Check Requisitions.

Attendees enter their x 10 unique Cheque Requisitions to the G/L system.

Attendees audit each other's entries.

John reviews their work and attendees correct as needed.

**14. Check Preparation – Check Requisitions**

**60 Minutes**

Attendees then run checks through the printer (or, if no laser printer available, a “Mock-Up” of the check will be created.)

Route the checks for signing (with the appropriate Check Requisition).

Create 10 more Check Requisitions from the data provided in your Binder of Materials (see the section for Check Requisitions).

Do the above steps again with another 10 x new unique Check Requisitions.

Drill preparing File Folder Labels for each of the 20 Vendors drilled above.

Drill printing the File Folder Labels (if no printer, “Mock-Up” labels on the file folders supplied). Affix the labels to the file folders provided and

File permanently in the “A/P Files” *with an indicator on the file folder that still awaiting an original invoice.*

Q & A with attendee

**15. Petty Cash Accounted For (i.e. P/C Folders)**

**60 Minutes**

Example of a Petty Cash Envelope (receipts accounted for).

Study and Chart the Document flow from arrival of the P/C Advance Form in the Film Accounting Office through to Permanent Files:

date stamping,

auditing receipts,

account coding ,

route for approvals to/from Prod’n Acct & Line Producer/UPM,

(approval from Department Head if appropriate)

advance in the amount of receipts accounted for (or, reduce the “Float”).

permanent filing in the “P/C Files”.

**16. Entering P/C Advances and P/C Accounted For to G/L**

**60 Minutes**

John uses overhead projector to demonstrate a typical Petty Cash Entry.

Create 10 Petty Cash Advances from the data provided in your course materials (see the section for Petty Cash).

Attendees create the Petty Cash “Vendor” in the G/L software for each of the 10 unique Check Requisitions. Note the difference in the P/C vendor, where the P/C Holder has a unique general ledger petty cash number assigned to him/her.

Attendees enter their x 10 unique Petty Cash Advances to the G/L system.

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Attendee’s create 10 Petty Cash Envelopes from the data provided in the course materials (see the section for Petty Cash).

Attendees enter their x 10 unique Petty Cash Envelopes to the G/L system.

Attendees audit each other’s entries.

John reviews their work and attendees correct as needed.

Attendees then create 10 more Petty Cash Envelopes from the data provided in your Binder of Materials (see the section for Petty Cash).

Do the above steps again with the additional 10 x new unique Petty Cash Envelopes.

Drill preparing File Folder Labels for the above Petty Cash holders above.

Drill printing the File Folder Labels (if no printer, "Mock-Up" labels on the file folders supplied). Affix the labels to the file folders provided and

File permanently in the "P/C Files"

Q & A with attendee

**17. Finding Work as an Assistant Film Production Accountant**

**60 Minutes**

The Resume

What a Key Accountant WANTS and NEEDS from you.

Ways & means to gather addresses and to meet film production accountants.

Real examples of how this has worked for others.

END OF DAY 2 OF FILM ACCOUNTING 101 – Intermediate Level

**Total Hours for Day 2 -CPE 7 Hrs**