

# Troubleshooting the Cost Report Worksheet (CRW) for SmartAccounting

This troubleshooting guide provides step-by-step instructions to help resolve common challenges when navigating the Cost Report Worksheet.

## Before You Start

The Cost Report Worksheet has powerful and flexible tools. These tools make it easier to record changes and analyze costs. One such function is the ability to create multiple budgets and run “what if?” scenarios against your actual costs.

Two primary tabs, the Functions tab and the CRW Functions tab, organize tools and options for the Cost Report Worksheet. These tools and options enable filters for specific conditions, features, and customization.

The Cost Report Worksheet initially displays all rows and columns. The Cost Report Worksheet tools allow you to narrow down or alter this display. Troubleshoot how to create and maintain alternate Cost Report Worksheet displays.

## Need help with a Cost Report Worksheet error? Start here.

- [The Cost Report Worksheet Doesn't Match the Cost Report](#)
- [Not All Locations, Accounts, Episodes, or Sets Are Showing in the Cost Report Worksheet](#)
- [Duplicates Appear in the Cost Report Worksheet](#)
- [How to Activate Companies, Locations, Accounts, Episodes, and Sets](#)
- [The Cost Report Worksheet is Missing, Won't Load, or is Blank](#)
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## The Cost Report Worksheet Doesn't Match the Cost Report

If the Cost Report Worksheet and the Cost Report don't match, check the transaction parameters first. Both the Cost Report Worksheet and Cost Report parameters need to match. Specifically:

- Choosing the same budget.
- Selecting the same currency.
- Filtering the same Company, Location, Accounts, Episodes, or Sets.

To determine the parameters on the Cost Report Worksheet:

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **Functions** tab.
4. Below the work area, select the **Views** tab.
5. Identify the **Filter Type** and **Filter Value** in **Active Code Filters**. This displays all your filtered choices.
  - a. Confirm the Cost Report Worksheet **Active Code Filters** match the Cost Report filters.
6. Go to **Code Filters** in the ribbon tool area. Select a code to filter.
7. The Code Filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.
  - b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.
  - c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

**Note:** If nothing is in the **Selected** column, the system defaults to include everything in the **Available** column.

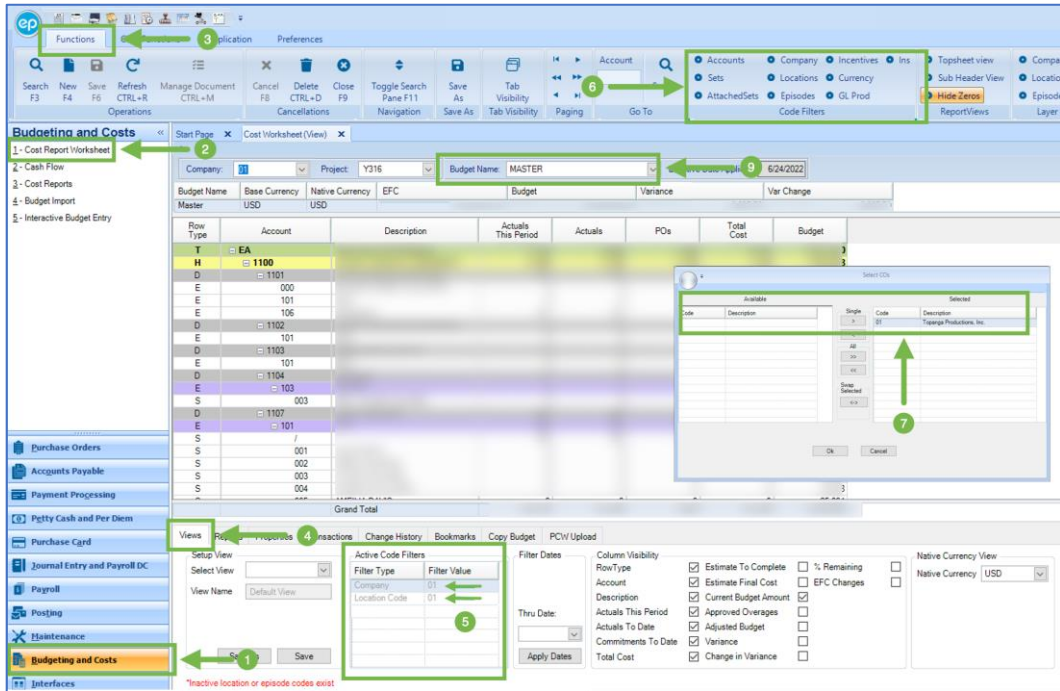


Figure 1: Functions tab, Views tab, and Code Filters tools

**Note:** When inactive issues occur, warning messaging displays at the bottom of the Cost Report Worksheet. You will need to associate a Company, Location, Account, Episode, or Set to the account row(s). To activate codes, go to the [Activating Companies, Locations, Accounts, Episodes, and Sets](#) section.

8. Next, select the **CRW Functions** tab.
9. Confirm the **Budget Name** is the same.
10. Go to **Code Filters** in the ribbon tool area. Select a code to **Activate** and confirm **Company, Locations, or Episodes** are activated for this budget.

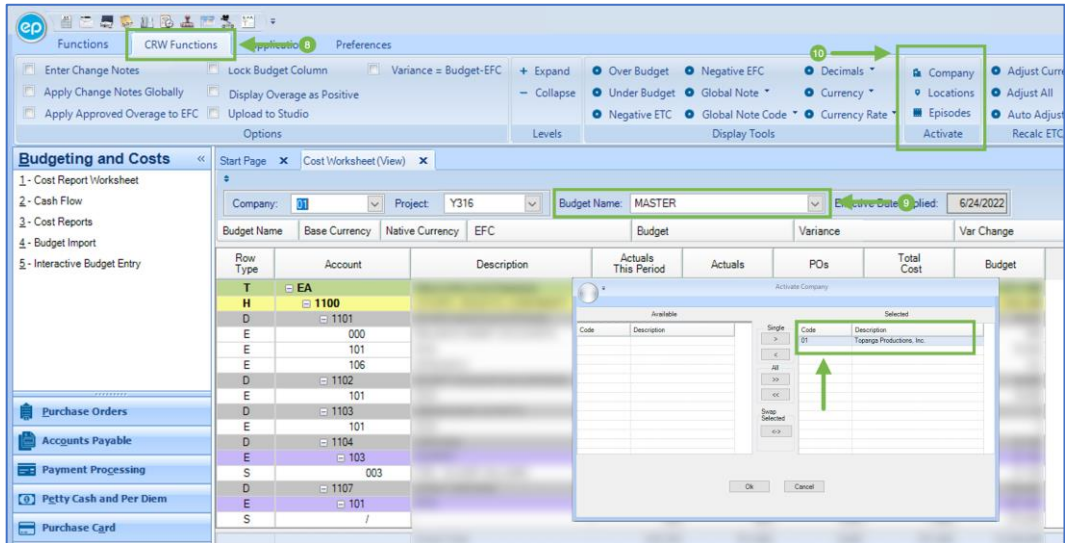


Figure 2: CRW Functions tab, Budget Name, and Activate tools

### As best practice:

- Activate the Company(s), Location(s), Episode(s), or Set(s) for the budget.
  - On the **Start** menu, select **Budgeting and Costs**.
  - Select **Cost Report Worksheet**.
  - Select the **CRW Functions** tab.
  - Go to **Activate** in the ribbon tool area and select **Company, Locations, or Episodes**.
- Save the Activated codes.
  - Select the **Functions** tab.
  - Click **Save** in the ribbon tool area or key **F6**.
- Close the Cost Report Worksheet.
  - On the **Cost Worksheet (View)** tab, select the **X**.
- Open the Cost Report Worksheet to update.
  - On the **Start** menu, select **Budgeting and Costs**.
  - Select **Cost Report Worksheet**.

## Not all Locations, Accounts, Episodes, or Sets are Showing in the Cost Report Worksheet — Active Code Filters

The Active Code Filters group box provides a convenient way to determine which Code Filters are active.

1. On the **Start** menu, select **Budgeting and Costs**.

2. Select **Cost Report Worksheet**.
3. Select the **Functions** tab.
4. Below the work area, select the **Views** tab.

**Note:** If tabs are absent, go to the **Functions** Toolbar and select the **Toggle Tab Visibility** button.

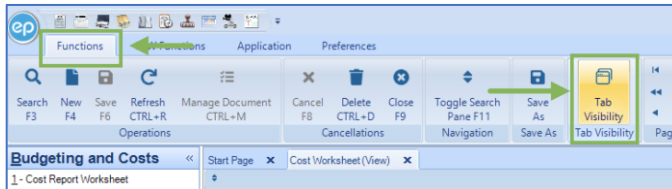


Figure 3: Tab Visibility button

5. Confirm the **Filter Type** and **Filter Value** in the **Active Code Filters** group box.
  - a. When inactive issues occur, warning messaging displays at the bottom of the Cost Report Worksheet. You will need to associate a Company, Location, Account, Episode, or Set to the account row(s).
  - b. To activate codes, go to the [Activating Companies, Locations, Accounts, Episodes, and Sets](#) section.
6. To change filters, go to **Code Filters** in the ribbon tool area.
7. Select a code to filter. The code filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.
  - b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.
  - c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

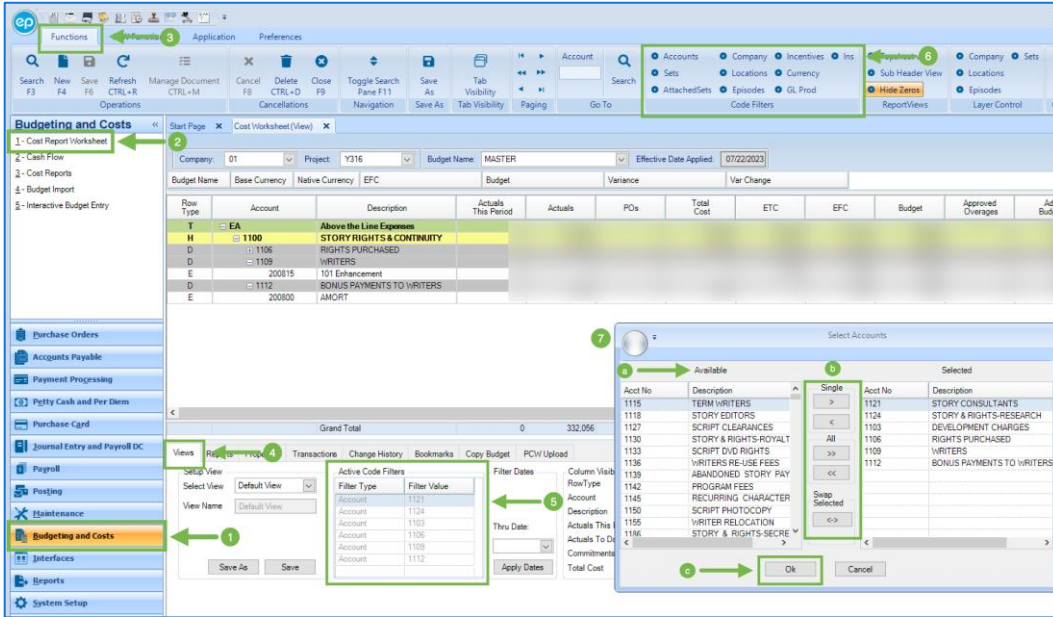


Figure 4: Selecting Code Filters

**As best practice:**

- Activate the Company(s), Location(s), Episode(s), or Set(s) for the budget.
  - On the **Start** menu, select **Budgeting and Costs**.
  - Select **Cost Report Worksheet**.
  - Select the **CRW Functions** tab.
  - Go to **Activate** in the ribbon tool area and select **Company, Locations, or Episodes**.
- Save the Activated codes.
  - Select the **Functions** tab.
  - Click **Save** in the ribbon tool area or key **F6**.
- Close the Cost Report Worksheet.
  - On the **Cost Worksheet (View)** tab, select the **X**.
- Open the Cost Report Worksheet to update.
  - On the **Start** menu, select **Budgeting and Costs**.
  - Select **Cost Report Worksheet**.

**Inactive Display Messaging**

When inactive issues occur, warning messaging displays at the bottom of the Cost Report Worksheet. You will need to associate a Company, Location, Account, Episode, or

Set to the account row(s). To learn how to activate codes, go to the [Activating Companies, Locations, Accounts, Episodes, and Sets section](#).

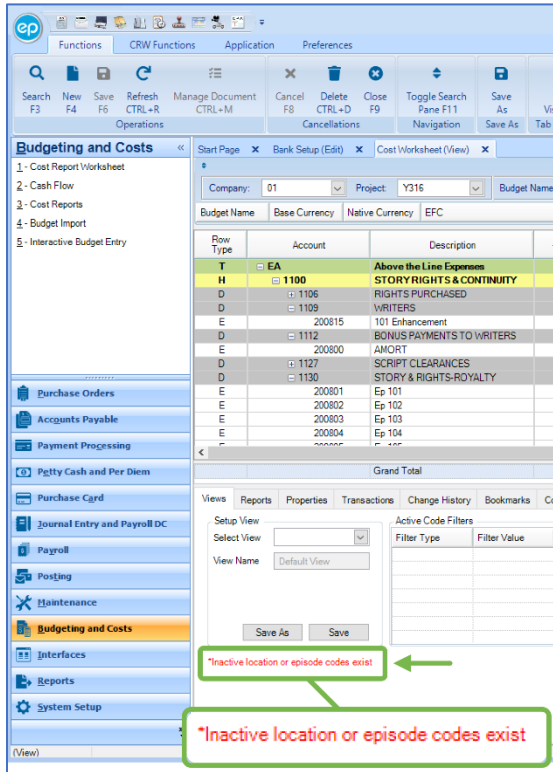


Figure 5: Cost Report Worksheet Inactive messaging

### About Code Filters

Code filters display specific information in the Cost Report Worksheet. When the Cost Report Worksheet is first loaded, all rows and columns display.



Figure 6: Code Filters tools

Use Code Filters to:

- Display only rows containing the information you need to include. Temporarily include or exclude rows about specified Accounts, Sets, Location codes, Episode codes, and GL Production numbers.

- Include or exclude transactions coded to specified Incentive codes (free field codes), Insurance codes, and Currencies.
- Set filters and save for a new [Setup View](#). Switch between views during Cost Report Worksheet sessions.
- Filter for Accounts, Sets, Location codes, and Episode codes. These all work similarly to filtering for Incentive and Currency codes. The key difference is that when filtering for Incentive or Currency codes, you are not excluding rows of information. Instead, you are affecting amount totals on rows by only including transactions coded with the selected codes.

## Duplicates Appear in the Cost Report Worksheet

Cost Report Worksheet duplicates may occur when:

- A Company, Location, or Episode is not activated or spans two time periods.
  - When a period is closed, all active budgets are copied to the new period, and the old copies are inactivated. This process cross-references changes to Episodes, Locations, and Sets during the copy process.
- The inactivated code needs costs associated with it.
- Changes made to activation codes for Episodes, Locations, and Sets are not saved.
- The budget is not saved and locked.

### As best practice:

- Activate the Company(s), Location(s), Episode(s), or Set(s) for the budget.
  - On the **Start** menu, select **Budgeting and Costs**.
  - Select **Cost Report Worksheet**.
  - Select the **CRW Functions** tab.
  - Go to **Activate** in the ribbon tool area and select **Company, Locations, or Episodes**.
- Save the Activated codes.
  - Select the **Functions** tab.
  - Click **Save** in the ribbon tool area or key **F6**.
- Close the Cost Report Worksheet.
  - On the **Cost Worksheet (View)** tab, select the **X**.
- Open the Cost Report Worksheet to update.



- On the **Start** menu, select **Budgeting and Costs**.
- Select **Cost Report Worksheet**.

## How to Activate Companies, Locations, Accounts, Episodes, and Sets

When you establish Production Codes such as Location, Episode, Sets, and GL Production Numbers, you can display them in the Cost Report Worksheet and break out the budget to those levels.

Suppose a transaction line item, including a production code instance, has been entered and posted in the system. In that case, a row for the Account/Production code combination will automatically appear in the Cost Report Worksheet.

The primary sort sequence within the Cost Report Worksheet is always by Account. Therefore, if you activate Locations, Episodes, or Set codes, those codes display under the account.

For example, using Location codes:

Account 2310 Set Construction

Location 01 Los Angeles

Location 02 New York

### Activate Company, Locations, Episodes, and Sets

Remember that when you activate Location or Episode codes, an instance of the selected code is associated with all account rows. With established Set codes (either Global or Attached), you can break out the budget to the Account/Set level. Sets are activated for individual accounts whereas activation of Location and Episode codes apply to all accounts.

To activate Companies/Locations/Episodes/Sets:

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **CRW Functions** tab.
4. Go to **Activate** in the ribbon tool area and select **Company**.
5. The **Activate Company** filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.
  - b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.

- c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

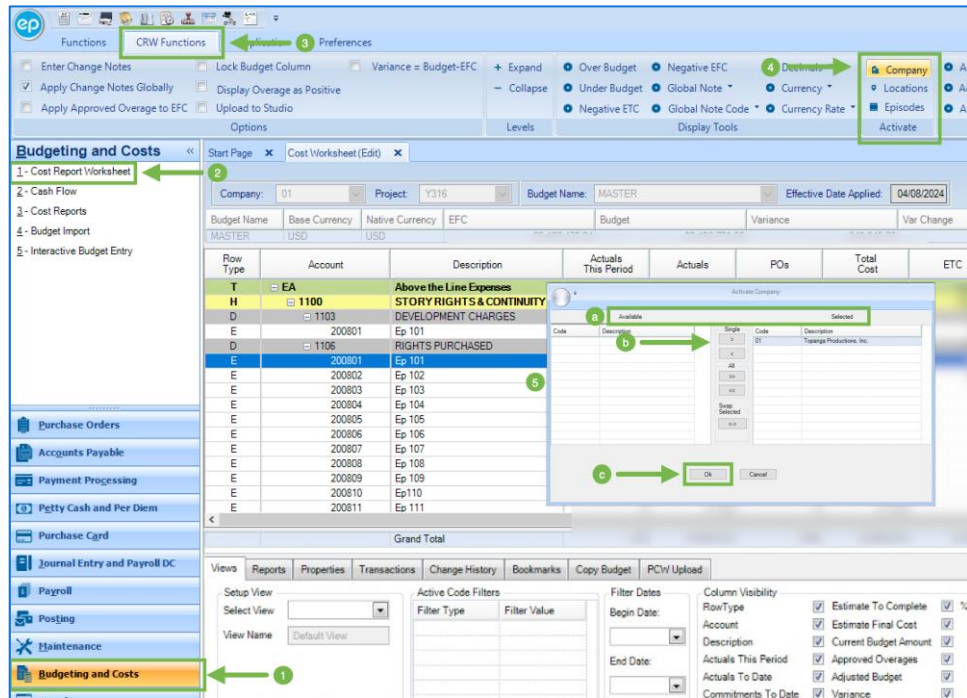


Figure 7: Activate Company

## Locations

- 6. Go to **Activate** in the ribbon tool area and select **Locations**.
- 7. The **Activate Locations** filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.
  - b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.
  - c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

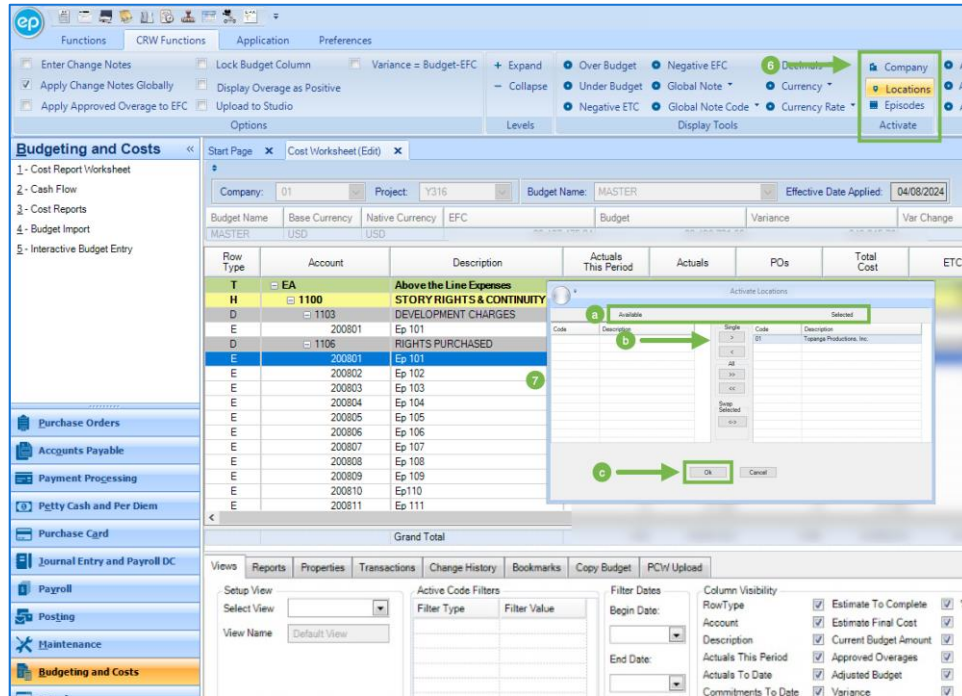


Figure 8: Activate Locations

**Note:** Once you activate location or episode codes, the account row is inactive for changes. In this example, EFC and Budget amounts moved to the first location code: Los Angeles. The account row is now a totaling row for the location rows below it.

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Variance
T	EA	Above the Line Expenses	36,022	2,958,007	68,626	3,026,633	1,503,491	4,530,124	4,561,895	31,771
H	1200	Story and Other Rights	100	866,589	0	866,589	275,972	1,142,561	1,172,646	30,085
D	1201	Story Rights Purchase	0	800,000	0	800,000	267,073	1,067,073	1,067,073	0
L	01	Los Angeles	0	800,000	0	800,000	267,073	1,067,073	1,067,073	0
L	02	New York	0	0	0	0	0	0	0	0
D	1202	Writer Fees	0	65,000	0	65,000	5,000	70,000	100,000	30,000
L	01	Los Angeles	0	65,000	0	65,000	5,000	70,000	100,000	30,000
L	02	New York	0	0	0	0	0	0	0	0
D	1203	Clearance/Publication Fees	0	1,400	0	1,400	3,173	4,573	4,573	0
L	01	Los Angeles	0	1,400	0	1,400	3,173	4,573	4,573	0
L	02	New York	0	0	0	0	0	0	0	0

Figure 9: EFC and Budget amounts example

8. Select the **Functions** tab.
9. Click **Save** in the ribbon tool area or key **F6**.
  - Note:** You must save for changes to activate.
10. Click **X** to close the **Cost Report Worksheet**.
11. Select **Cost Report Worksheet** to reopen it.

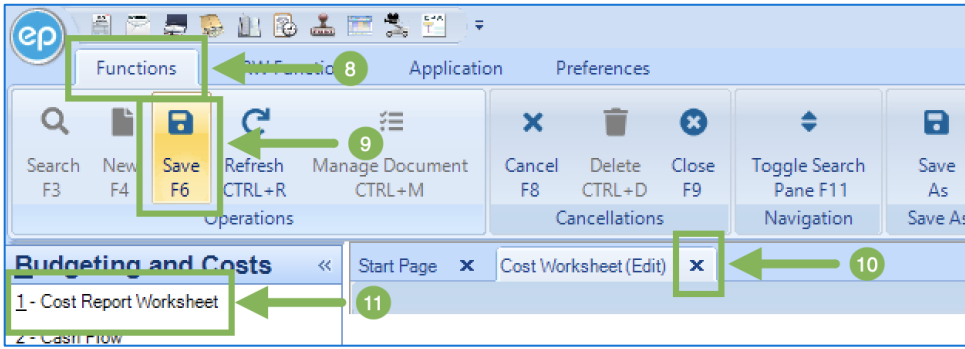


Figure 10: Save, close, and reopen the Cost Report Worksheet

## Episodes

12. Go to **Activate** in the ribbon tool area and select **Episodes**.
13. The **Activate Episodes** filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.
  - b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.
  - c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

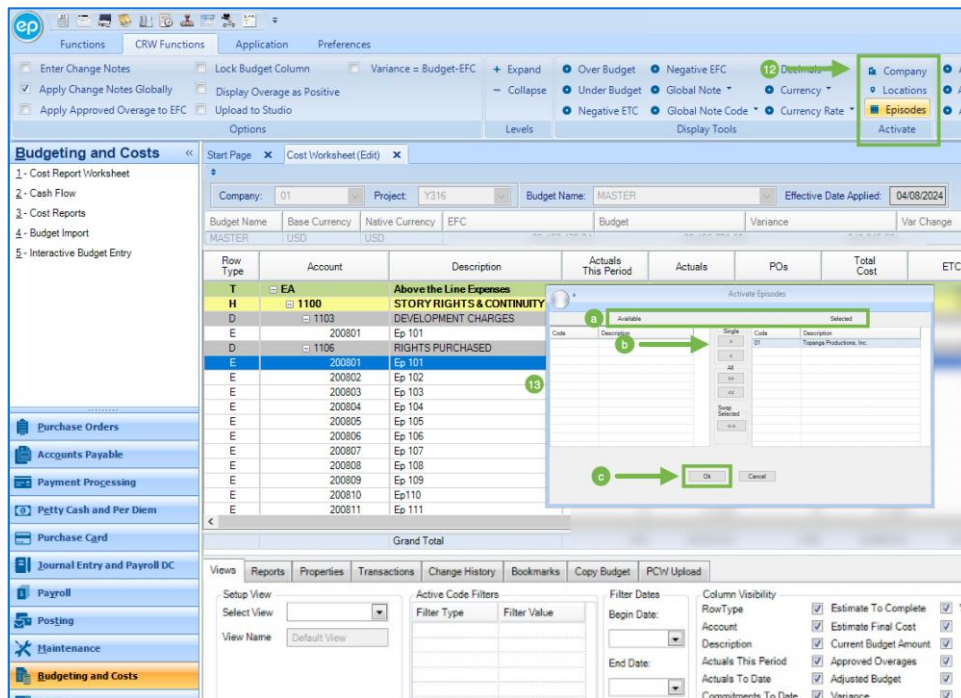


Figure 11: Activate Episodes

**Note:** If you have activated multiple instances of Location or Episode codes but, for example, only want the Los Angeles location, you can use the [Code Filtering tool](#) to hide all other instances. In this example, multiple Location codes display.

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Variance
T	EA	Above the Line Expenses	36,022	2,958,007	68,626	3,026,633	2,253,491	5,280,124	5,311,895	31,771
H	1200	Story and Other Rights	100	866,589	0	866,589	1,025,972	1,892,561	1,922,646	30,085
D	1201	Story Rights Purchase	0	800,000	0	800,000	1,017,073	1,817,073	1,817,073	0
L	01	Los Angeles	0	800,000	0	800,000	267,073	1,067,073	1,067,073	0
L	02	New York	0	0	0	0	750,000	750,000	750,000	0
D	1202	Writer Fees	0	65,000	0	65,000	5,000	70,000	100,000	30,000
L	01	Los Angeles	0	65,000	0	65,000	5,000	70,000	100,000	30,000
L	02	New York	0	0	0	0	0	0	0	0
D	1203	Clearance/Publication Fees	0	1,400	0	1,400	3,173	4,573	4,573	0
L	01	Los Angeles	0	1,400	0	1,400	3,173	4,573	4,573	0
L	02	New York	0	0	0	0	0	0	0	0

Figure 12: Multiple Location codes

14. Select the **Functions** tab.
15. Click **Save** in the ribbon tool area or key **F6**.
  - Note:** You must save for changes to activate.
16. Click **X** to close the **Cost Report Worksheet**.
17. Select **Cost Report Worksheet** to reopen it.

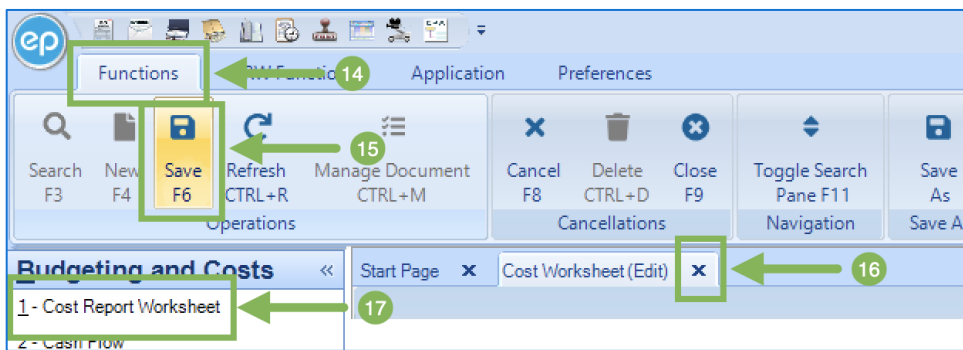


Figure 13: Save, close, and reopen the Cost Report Worksheet

## Sets

Activating Sets varies from the Companies, Locations, and Episodes process. With established Set codes (either Global or Attached), you can break out the budget to the Account/Set level. Sets are activated for individual accounts whereas activation of Location and Episode codes apply to all accounts.

18. Click to highlight the desired account row and right-click for more options.
19. Click **Activate Sets**.
20. The **Activate Set Codes** filter group box displays.
  - a. The group box is divided into two sections: **Available** and **Selected**.

- b. Use the arrow buttons in the center of the screen to move items from the **Available** column to the **Selected** column or vice versa.
- c. When your selections are complete, click **OK**. The Cost Report Worksheet will recalculate and display only those selected items.

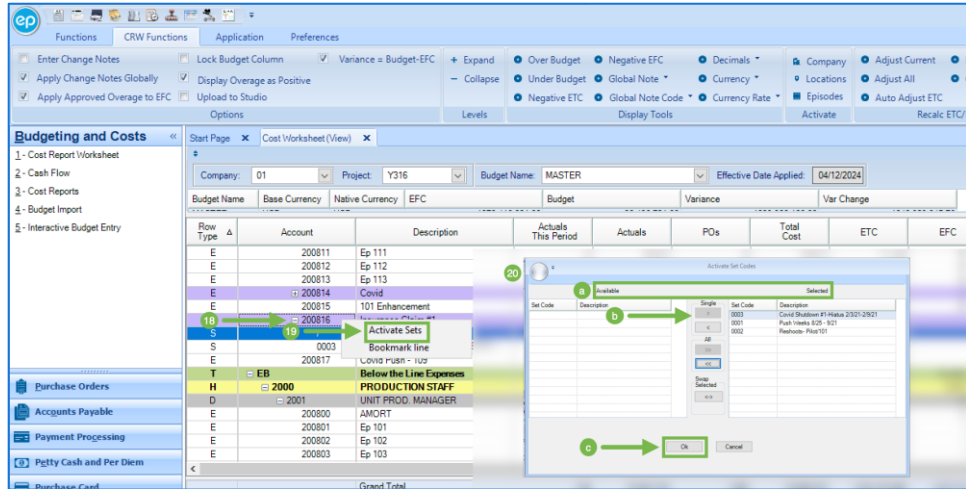


Figure 14: Activate Set Codes

**Note:** Once a Set is activated, the Account/Production code row immediately preceding the Set row is inactive for changes. The preceding Account/Production code row is now a totaling row for the Set(s) rows below it. ETC, EFC, Budget, and Approved Overages must be entered at the Set level.

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Variance
D	2302	Head Carpenter	2,490	9,345	0	9,345	8,765	18,110	18,110	0
L	01	Los Angeles	2,490	9,345	0	9,345	8,765	18,110	18,110	0
L	02	New York	0	0	0	0	0	0	0	0
D	2304	Paint Department	1,978	6,503	3,431	9,994	9,994	0	0	0
L	01	Los Angeles	0	0	1,095	1,095	-1,095	0	0	0
S	207	INT OFFICE	0	0	526	526	-526	0	0	0
S	227	INT. BODY SHOP	0	0	220	220	-220	0	0	0
S	255	CONST/SET DRESS/PROPS-ALL	0	0	349	349	-349	0	0	0

Figure 15: Activated Set Codes

- 21. Select the **Functions** tab.
- 22. Click **Save** in the ribbon tool area or key **F6**.

**Note:** You must save for changes to activate.

- 23. Click **X** to close the **Cost Report Worksheet**.
- 24. Select **Cost Report Worksheet** to reopen it.



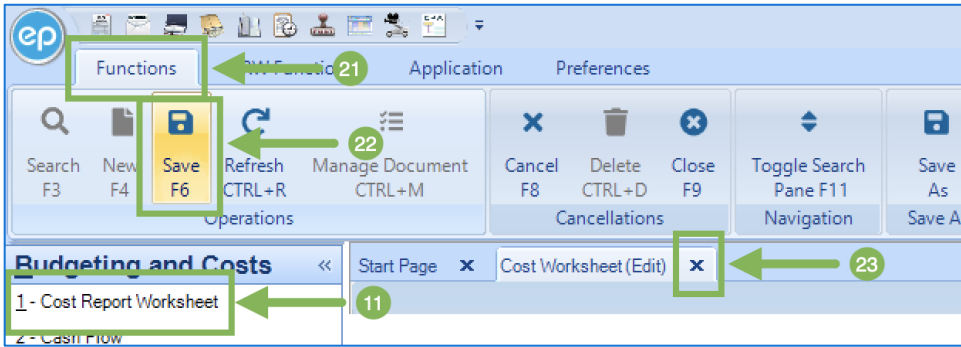


Figure 16: Save, close, and reopen the Cost Report Worksheet

**Note:** Activating Sets in the Cost Report Worksheet does not prohibit transactions from being coded directly to an account. If some transactions are coded directly to an account and others to the Account/Set combination, a row in the Cost Report Worksheet will contain a "/."

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Variance
D	2125	Office Expenses	5,406	54,417	11,905	66,322	67,557	133,879	100,660	-33,220
S	/		-32	0	169	169	66,770	66,940	50,330	-16,610
S	001	Rent	0	40,000	0	40,000	1,000	41,000	24,380	-16,610
S	002	Furniture	0	0	369	369	-369	0	0	0
S	003	Equipment	46	46	2,324	2,370	2,051	4,421	4,421	0
S	004	Telephone	77	902	2,103	3,005	4,155	7,160	7,160	0
S	005	Federal Express/Postage	3,985	8,715	1,600	10,315	-4,188	6,127	6,127	0
S	006	Supplies	1,331	4,754	5,339	10,093	-1,862	8,232	8,232	0

Figure 17: Unallocated Set row

### Deactivating an Account/Set Combination

If you activate a Set with no activity, such as no purchase orders, posted transactions, EFC, Budget, or Approved Overages entered against it, you can remove the Set from the Cost Report Worksheet row display.

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **Functions** tab.
4. Go to **Code Filters** in the ribbon tool area. Select **Sets**.
5. The Code Filter group box displays.
  - a. Use the arrow buttons in the center of the screen to move the desired Set from the **Selected** column back to the **Available** column.
  - b. Select **OK**. The Cost Report Worksheet recalculates and displays without the selected Set row.

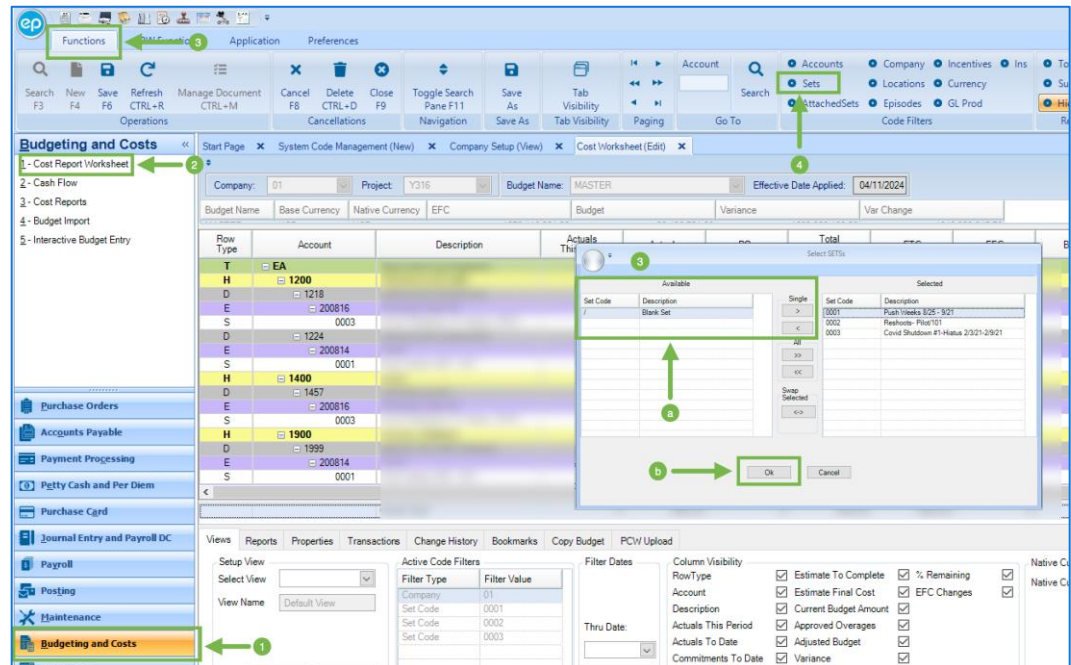


Figure 18: Deactivated Account/Set combination

## The Cost Report Worksheet is Missing, Won't Load, or is Blank Missing your Cost Report Worksheet?

The Display Tools under the CRW Functions tab allow you to display only rows that contain information you need to include on the Cost Report Worksheet. Display Tools temporarily include or exclude rows.

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **CRW Functions** tab.
4. Select the **Display Tools** filters to hide or display the Cost Report Worksheet values.
5. Select the **Functions** tab and click **Save** in the ribbon tool area or key **F6**.



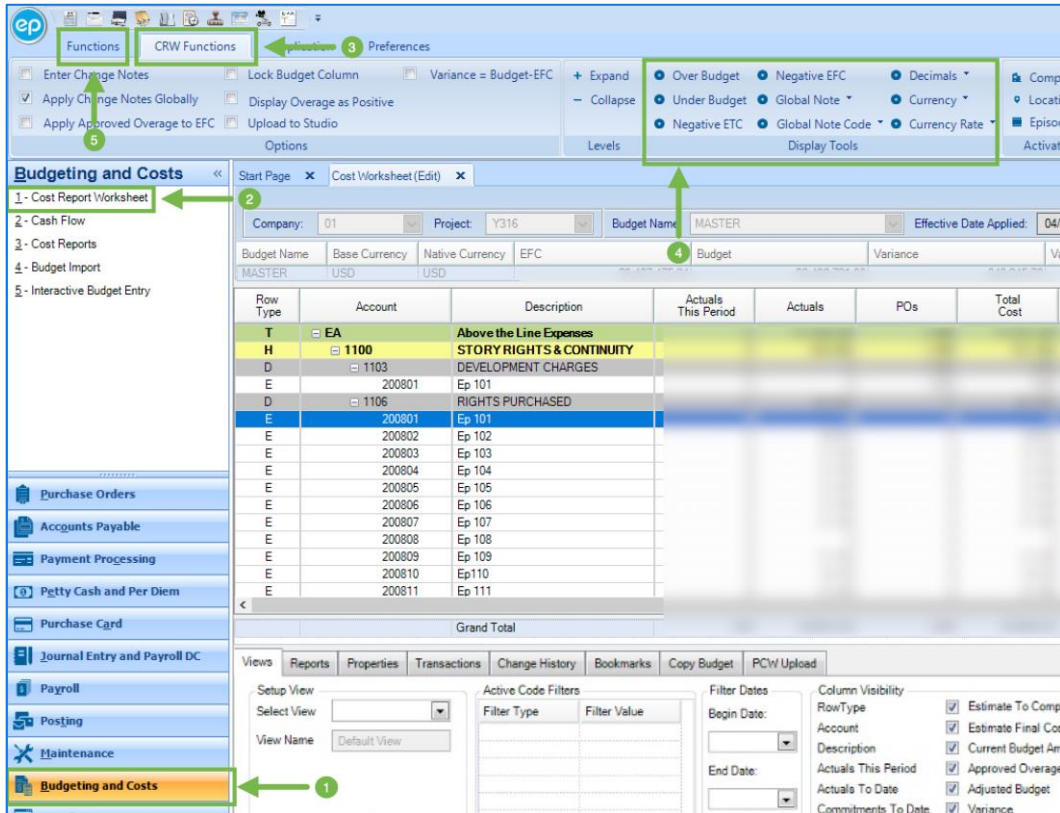


Figure 19: CRW Functions tab, Display Tools

### The Cost Report Worksheet Freezes

It is possible that your Cost Report Worksheet may take extra time to load. Or it may freeze or crash. The total amount of data may exceed performance norms. For example, 7 Companies, 7 Locations, and over 14 Episodes will cause performance issues. Close any tabs that are not in use and reopen the Cost Report Worksheet.

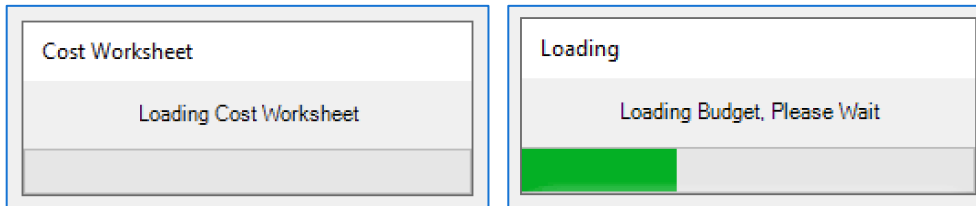


Figure 20: Cost Report Worksheet loading messages

## The Cost Report Worksheet is Blank or Contains Zeroes

Typically, the Cost Report Worksheet amounts display as a whole dollar value. However, currency displays as "0" when there are penny amounts. To view amounts displayed in cents:

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **CRW Functions** tab.
4. Select the **down arrow** on the **Currency** button to display decimal place options.
5. Select a decimal place value of **0, 2, or 4**.
6. Select the **Functions** tab and click **Save** in the ribbon tool area or key **F6**.

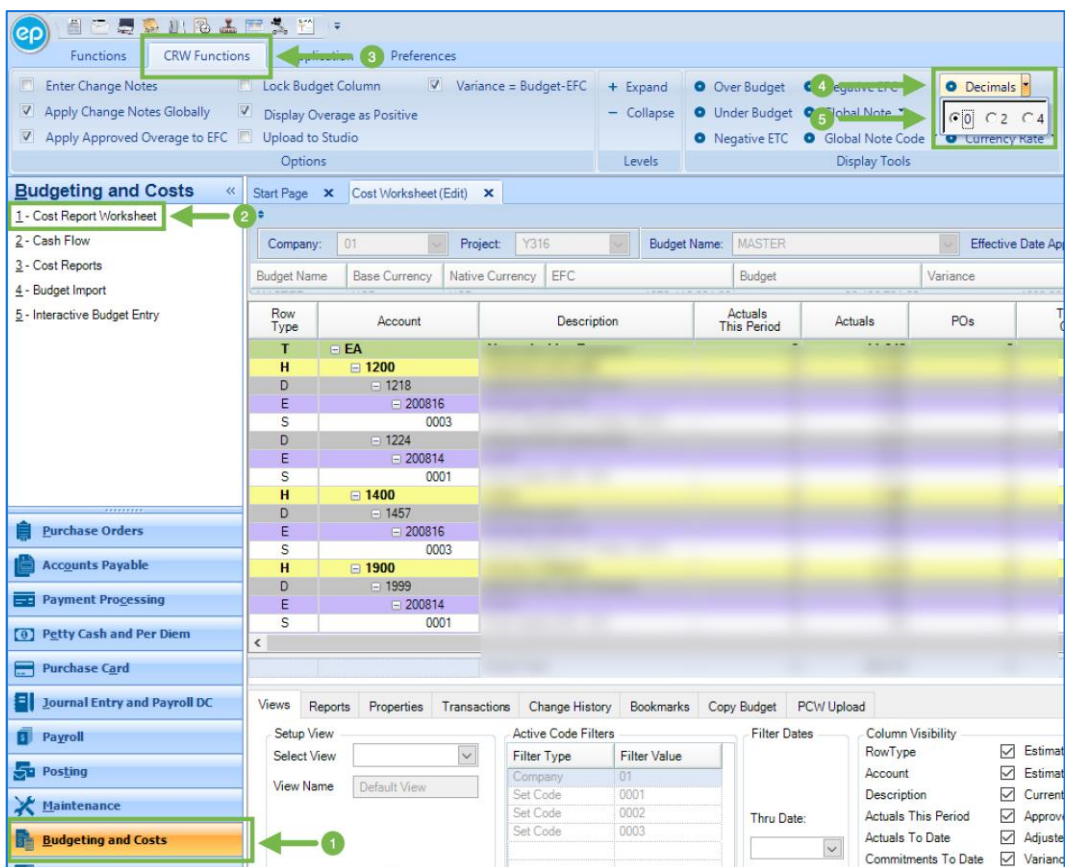


Figure 21: Decimal place value of 0, 2, or 4

## Set Codes Appear as Zero's

Like the example above, pennies are rounded up to zero. However, the account lines do not display if there is no activity. In the Cost Report Worksheet, four columns are enabled for entry: the ETC, EFC, Budget, and Approved Overage columns. All other row cells contain calculated data.

Columns can be moved, resized, [displayed or hidden](#), and [deactivated for entry](#). To view amounts that display as "0":

**Resize Columns** — Hover your cursor between column headers; the cursor will change to a right-left arrow shape. Left-click and hold while you drag and drop to the needed width.

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC
T	ED						
H	6800						
D	6801						
E	200814						
S	0001						

Figure 22: Resizing columns

## How to Work with Budget Overages

You can maintain multiple budgets and clone whole or parts of the master budget into separate budgets to make scenarios or for reporting. Additionally, you can run cost reports here. The report will print in the exact format displayed on the Cost Report Worksheet.

The Cost Report Worksheet initially opens in the Default View. This means all rows and columns display. The various Cost Report Worksheet tools allow you to narrow down or alter this display.

**Note:** If you have yet to load a budget, the ETC, EFC, Budget, Approved Overages, Variance, and Change in Variance columns are blank the first time you access the Cost Report Worksheet.

You can enter budget amounts in the Budget column cells now, but you will want to format the Cost Report Worksheet display first. Go to the [Views tab](#) for more information on creating and maintaining alternate Cost Report Worksheet displays.

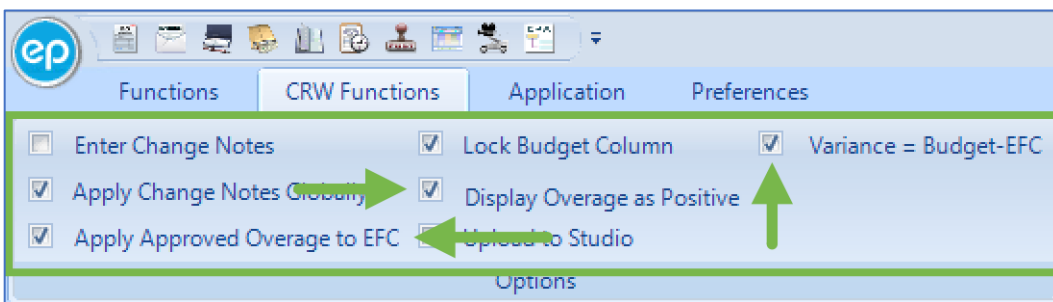


Figure 23: Approved Overages, Positive Overages, and Variance features

**Apply Approved Overage to EFC** — When this checkbox is selected, amounts added to the Approved Overages column are automatically added to the existing EFC amount for that account row.

In this example, with this CRW Function enabled, \$50,000 is entered in the Approved Overage cell for Writers Fees. The system automatically adds the amount to the existing EFC amount, triggering an ETC increase of \$50,000.

Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Approved Overages
Above the Line Expenses	36,088	2,958,072	69,461	3,027,533	1,552,591	4,580,124	4,532,480	50,000
Story and Other Rights	0	866,489	1,000	867,489	325,072	1,192,561	1,172,561	50,000
Story Rights Purchase	0	800,000	0	800,000	267,073	1,067,073	1,067,073	0
Writer Fees	0	65,000	0	65,000	65,000	120,000	100,000	50,000

Figure 24: ETC increase example

**Display Overage as Positive** — Normally, when an EFC amount is greater than its associated budget amount, the variance displays as a negative number. When selecting this checkbox, the variance displays as a positive number under the described condition.

**Variance = Budget - EFC** — Normally, Variance is calculated by Adjusted Budget – EFC = Variance; The Adjusted Budget is the Budget + Approved Overages. When this option is selected Variance = Budget – EFC.

## The Importance of Locking Your Budget and Purchase Orders

When the Lock Budget Column checkbox is selected, the entry cells in the Budget column are disabled for input. You can lock or unlock the Budget column at any time.

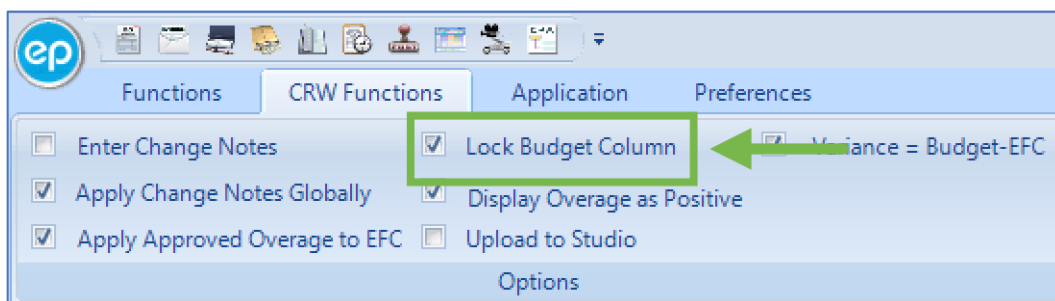


Figure 25: Lock Budget Column feature

Lock a current period to prevent additional actual costs and purchase order commitments from appearing on the Cost Report or the Cost Report Worksheet. Purchase order line item amounts are not reduced within the Cost Report Worksheet

until the relieving invoice is posted. As soon as the invoice is posted, the purchase order amount is decremented while the Actuals This Period amount, and therefore the Actuals amount, is increased.

The only exception to this rule is when the invoice is entered and posted to the Future period. In this case, the purchase order amount reduction and Actuals This Period increase will be reflected in the Cost Report Worksheet once the period is closed. This is displayed in the change history, the current period cost reporting, and the Cost Report Worksheet.

**Note:** User permissions determine whether the Budget column can be locked or unlocked. If your account doesn't have this privilege, you won't be able to modify the Budget column. Contact [EP Support](#) if this option is not available.

## Expanding and Collapsing Views in a Worksheet and Other Display Issues

The Cost Report Worksheet initially displays all rows and columns. The + and - symbol sets on each account level allow you to expand and collapse Cost Report Worksheet views.

Expanding and collapsing views in a Cost Report Worksheet to display more or fewer entries depends on the ribbon tools selected in the Functions and CRW Functions tabs.

### Functions tab

Various tools in the Functions tab ribbon let you narrow down or change the Cost Report Worksheet display.

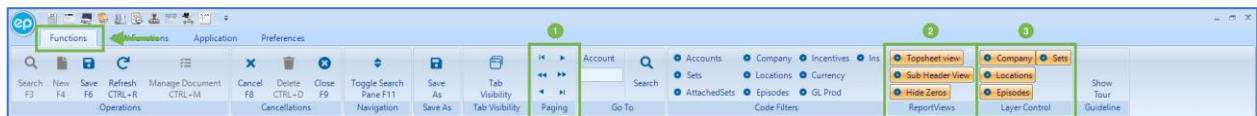


Figure 26: Functions tab

### Paging section

Use the arrow keys in the Paging section to move around the Cost Report Worksheet:

- ⏪ — Move to the beginning row of the Cost Report Worksheet.
- ▶ — Move to the next header account. For example, from 1100 to 1200.
- ▶▶ — Move to the beginning of the next category. For example, EA to EB.

- ◀◀ — Move to the previous category. For example, EB to EA.
- ◀ — Move to the previous header account. For example, from 1200 to 1100.
- ▶ — Move to the last row of the Cost Report Worksheet.

### Report Views section

**Topsheet View** — Displays Cost Report Worksheet Header and Total Row Types. Select to switch between the two views.

**Sub Header View** — Displays the Cost Report Worksheet Header, Sub Header, and Total Row Types. Select to switch between the views; this view applies only when the chart of accounts includes Sub Header accounts (it displays the Cost Report Worksheet in a semi-summary view, meaning that amounts for Detail accounts associated with Sub Header accounts are rolled up to the Sub Header level).

**Hide Zeros** — Displays all rows or hides rows where there is no activity. No Activity is defined as no purchase orders, actuals, EFCs, or budget amounts entered.

### Layer Control Section

Hiding input rows on the Layer Control section prevents entering ETC/EFC, Budget, and Approved Overages.

**Sets** — Displays or hides Set rows. This selection only applies if the system has created Attached or Global Sets.

**Location** — Displays or hides Location rows. This selection only applies if the system has created Location codes.

**Episode** — Displays or hides Episode rows. This selection only applies if the system has created Episode codes.

### CRW Functions tab

Various tools in the CRW Functions tab ribbon let you narrow down or change the Cost Report Worksheet display.

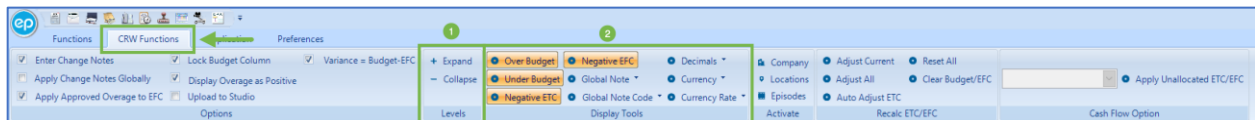


Figure 27: CRW Functions tab

### Levels section



- + **Expand** — Displays all Cost Report Worksheet Row Types.
- **Collapse** — Displays only Cost Report Worksheet Header and Total Row Types.

### Display Tools section

**Over Budget** — Displays or hides account rows where the EFC amount is greater than the Budget amount.

**Under Budget** — Displays or hides account rows where the EFC amount is less than the Budget amount.

**Negative ETC** — Displays or hides account rows where the ETC amount is a negative amount.

**Negative EFC** — Displays or hides account rows where the EFC amount is a negative amount.

**Global Note** — When selected, the Global Note entry screen displays. Once a Global Note is entered and the Apply Change Notes Globally option is selected, the entered Global Note is applied to every ETC/EFC change entered during the Cost Report Worksheet session.

**Global Note Code** — When selected, the Global Note Code screen displays. Once entered and the Apply Change Notes Globally option is selected, the entered Global Note Code is applied to every ETC/EFC change entered during the Cost Report Worksheet session.

**Decimals** — Normally, Cost Report Worksheet amounts display as a whole dollar value. However, there may be occasions when you need to see amounts displayed in cents. When selected, a group of options displays, allowing you to select a decimal place value of 0, 2, or 4.

**Currency** — This button allows you to select a display currency. Upon selection, the Cost Report Worksheet converts amounts to the selected currency.

**Currency Rate** — Displays Current Rate or Historical Rate; defaults to the current exchange rate established for each currency.

### Views tab

The Default View, under the Setup View section, is always active when the Cost Report Worksheet is opened, meaning all rows and columns initially appear.

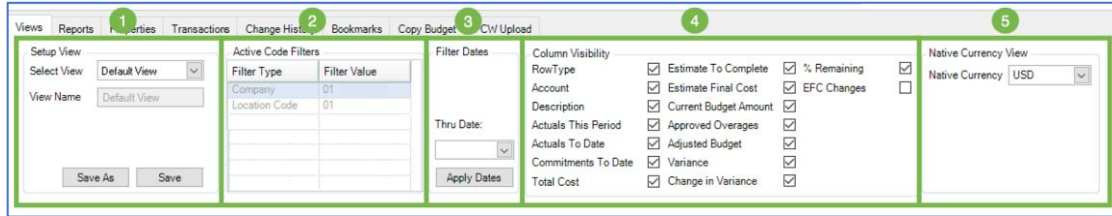


Figure 28: Views tab, default selection

### Setup View

You can create and save a view to utilize specific row and column displays (views). Use this new view in future Cost Report Worksheet sessions.

An example of this functionality is on a single budget that contains several episodes. You can create views for each episode, which allows you to work on and report on individual episodes. When you want to run a consolidated or breakout episodic report, return to the Default View and run the associated Cost Report.

To create a new view:

1. Adjust the Cost Report Worksheet's rows and columns to a desired display.
2. Set row and column displays using:
  - [Code Filters](#)
  - [Layer Control](#)
  - [Column Visibility](#)
3. Select the **Views** tab and click the **Save As** button.
4. Enter a view name and click **Ok**.

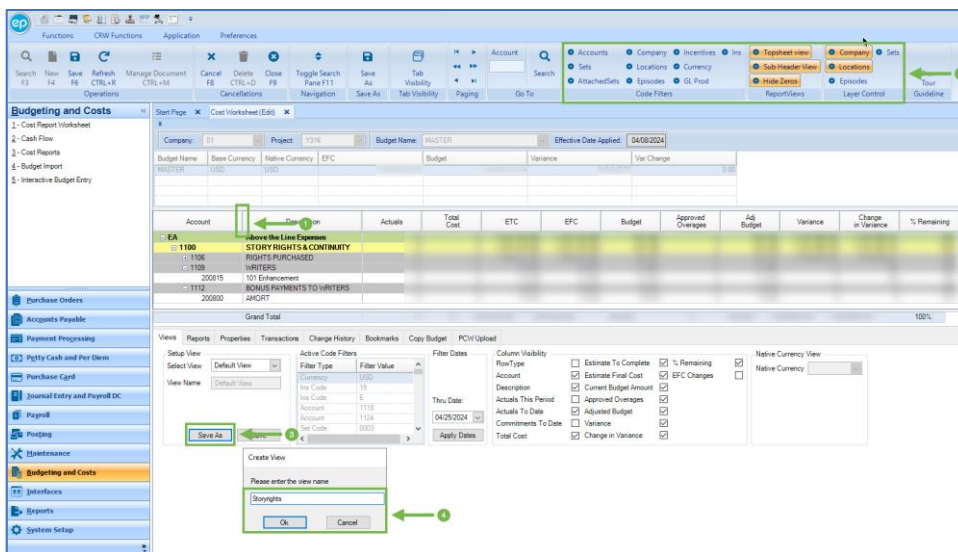


Figure 29: Setup View, creating a new view



5. The new view is created and available for selection.
  - **Select an Existing View** — In the Select View box, click the View Name from the drop-down list to display a saved view. The Cost Report Worksheet will recalculate and display using the selected view.
  - **Modify Existing Views** — Make any row or column adjustments to modify an existing view and select the Save button in the Setup View group box.

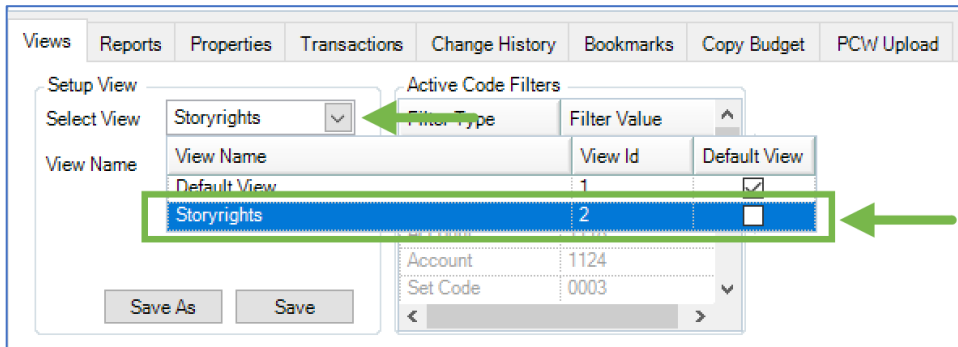


Figure 30: New View Name group box

### Active Code Filters

The Active Code Filters group box provides a convenient way to determine which Code Filters are active. To learn how to use Active Code Filters, go to the [Active Code Filters section](#).

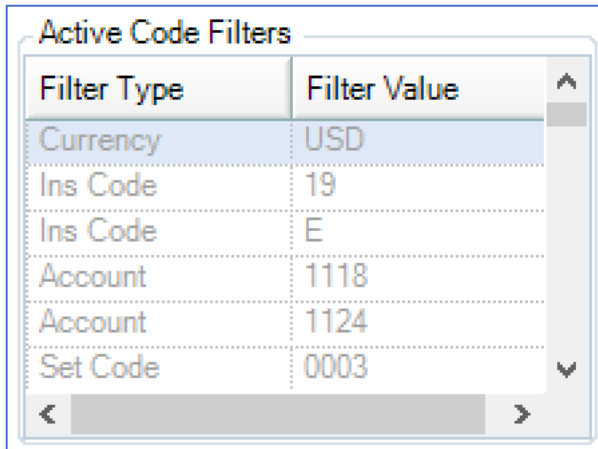


Figure 31: Active Code Filters group box

### Filter Dates

You can use the Effective Date reporting feature to filter further. It filters based on the purchase order. Purchase order amounts are from inception. The Thru Date dropdown allows you to limit the display of purchase order amounts past an Effective Date.

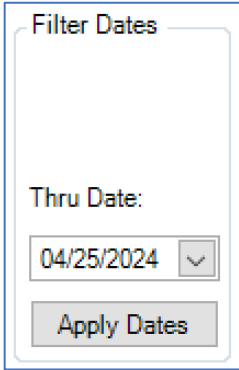


Figure 32: Filter Dates group box

The Effective Date Applied field displays at the top of the Cost Report Worksheet. This is a read-only field.

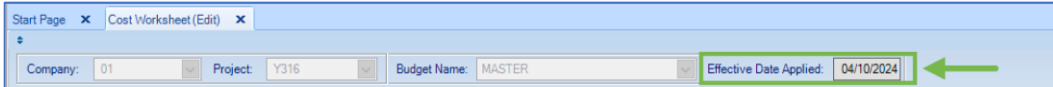


Figure 33: Effective Date Applied field

To clear date ranges, highlight the Thru Date field and select delete. Once deleted, click Apply Dates. The Cost Report Worksheet will recalculate and display without the date range.

### Column Visibility Filters

Show or hide columns from the Column Visibility group box. The checkboxes are for every column on the Cost Report Worksheet. By default, all columns are initially displayed and are indicated as displayed with a check mark in the box. To hide a column, click to clear the checkbox, and the column is immediately hidden. To redisplay a hidden column, click the checkbox again.

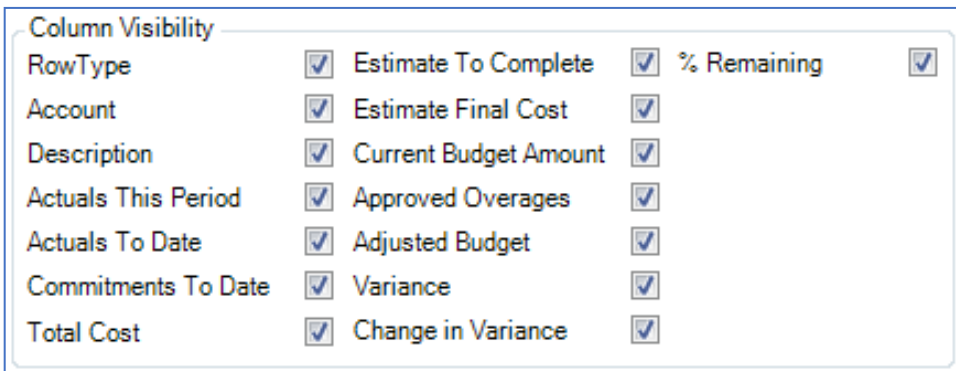


Figure 34: Column Visibility group box

## Applying Change Notes Globally

When this checkbox is selected, the Global Note is applied to every change made during the Cost Report Worksheet session. You can change Global Notes as often as needed.

To apply a Global Note:

1. On the **Start** menu, select **Budgeting and Costs**.
2. Select **Cost Report Worksheet**.
3. Select the **CRW Functions** tab.
4. Select the **Apply Change Notes Globally** checkbox.
5. Select the **Functions** tab and click **Save** in the ribbon tool area
6. or key **F6**.
7. Return to the **CRW Functions** tab and select the **down arrow** on the **Global Note** button to display the entry screen.
8. Enter your notes in the **Global Notes Entry** screen.
9. Enter your changes on an account line in the **ETC/EFC** fields.
10. Select the **Functions** tab and click **Save** in the ribbon tool area or key **F6**.
11. Return to the **CRW Functions** tab and select the **Change History** tab to view applied notes.
12. Select the **Functions** tab and click **Save** in the ribbon tool area or key **F6**.
13. To remove the Global Note, uncheck the **Apply Change Notes Globally** checkbox and click **Save** in the **Functions** tab ribbon or key **F6**.

**Note:** You can also enter a Note Code on this screen. Note Codes are used to filter the EFC Changes report. Global Notes and Global Note Codes can be changed at any time during the Cost Report Worksheet session and are applied to every change you make until you turn off this option.

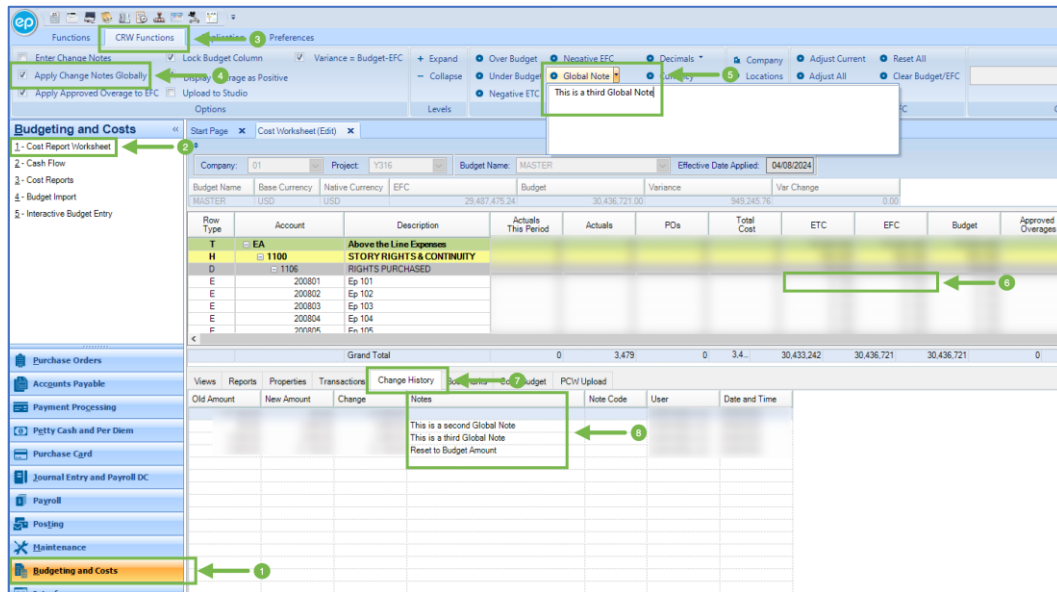


Figure 35: Apply Global Notes screen

### Verify EFC Change Notes

You can verify all Change Notes through the EFC Changes Report.

1. On the **Start** menu, select **Reports**.
2. Select **Cost Reports**.
3. Select **EFC Changes** from the **Report Group** drop-down menu.
4. Select **EFC Changes** from the **Report** drop-down menu.
5. Choose the **Report Criteria** and filter **Note Codes** from the **Change Note Identifiers** drop-down menu, if needed.
6. Click **Run Report** in the ribbon tool area or key **F5**.

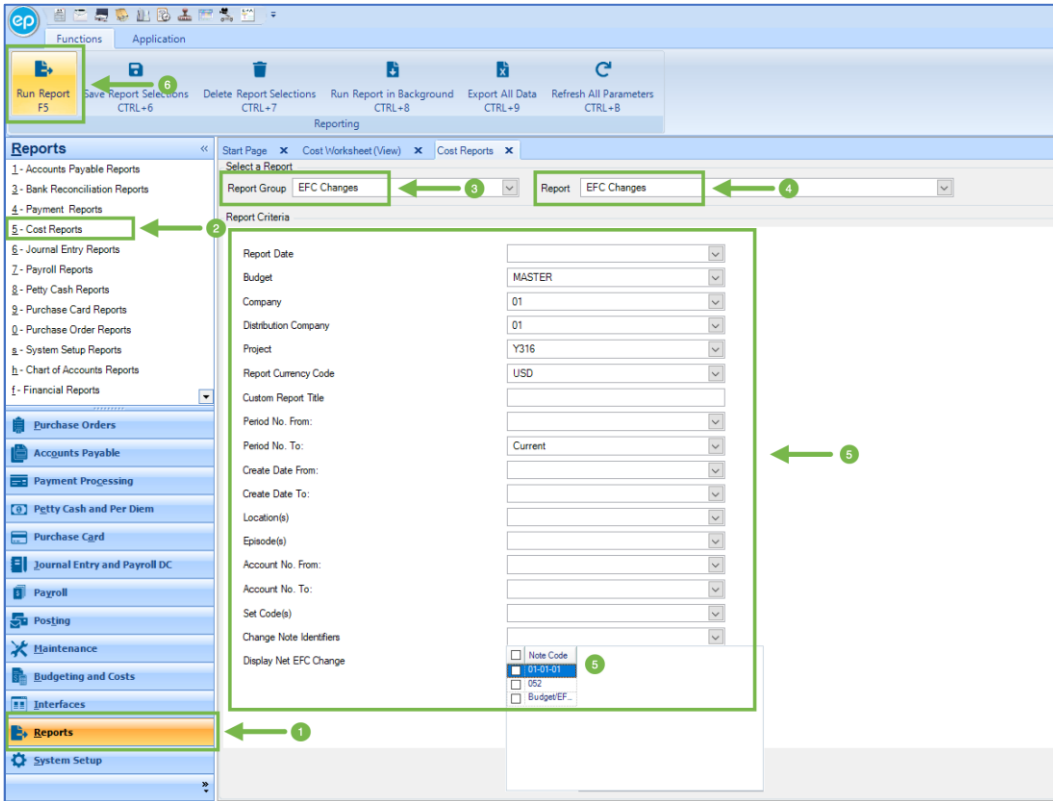


Figure 36: EFC Changes report selection

7. The report generates and opens. Use this report to validate Change Notes.

Account	GLPROD SETS	Date of Change	Period	Prior EFC	Current EFC	Change	Note Code	Change Notes
1103	DEVELOPMENT CHARGES							This is a Global Note Reset to Budget Amount
				Total EFC Changes for Location 01				
				Total EFC Changes for Company 01				
				Total EFC Changes for Account 1103				
1106	RIGHTS PURCHASED							This is a second Global Note This is a third Global Note Reset to Budget Amount This is a third Global Note Reset to Budget Amount This is a fourth Global Note
				Total EFC Changes for Location 01				
				Total EFC Changes for Company 01				
				Total EFC Changes for Account 1106				
1109	WRITERS							Reset to Budget Amount Reset to Budget Amount Reset to Budget Amount

Figure 37: EFC Changes report sample

## Cost Report Worksheet Columns and Cell Functionality

The Cost Report Worksheet has sixteen columns, with four (ETC, EFC, Budget, and Approved Overage) enabled for data entry.

- **Row Type** — This column provides a hierarchy for organizing the Cost Report Worksheet. The available types depend on the configuration of the Chart of accounts and the available Production Codes in the system (Location, Episode, Sets, and GL Prod). Use the Legend in the Properties tab for the row description.
- **Account** — Account numbers and Production Codes (Location, Episode, Set, and GL Prod).
- **Description** — Descriptions for the values in the Account column rows.
- **Actuals This Period** — Transaction amounts for the cost category (Account/Production Code combination) posted during the current period.
- **Actuals** — Transaction amounts for the cost category (Account/Production Code combination) posted from the beginning of the production (including the current period information).
- **POs** — The open purchase order amounts for the cost category (Account/Production Code combination) entered at the beginning of the production.
- **Total Cost** — The total of the Actuals + POs columns.
- **ETC (Estimated Total Costs)** — One of four columns enabled for entry. It is the difference between the Actuals and Estimated Final Costs (EFC), the remaining money that can be spent for the cost category (Account/Production Code combination). The formula is  $ETC = Actuals - EFC$ .
- **EFC (Estimated Final Costs)** — One of four columns enabled for entry. It is the revised estimated spend for the cost category (Account/Production Code combination).

**Note:** An entry in either the ETC or EFC cell affects the other. For example, if \$1,000 is added to the ETC cell, the EFC cell automatically adjusts.

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Change in Variance
D	1616	Rehearsal Expenses	0	120	0	120	880	1,000	1,000	0

Figure 38: ETC (\$880) before entering \$1,000 in the EFC cell

Row Type	Account	Description	Actuals This Period	Actuals	POs	Total Cost	ETC	EFC	Budget	Change in Variance
D	1616	Rehearsal Expenses	0	120	0	120	1,880	2,000	1,000	-1,000

Figure 39: The result: EFC (\$2,000) after entering \$1,000 in the ETC (\$1,880) cell

- **Budget** — One of four columns enabled for entry. It is the original budget amount (approved by all financial parties) entered for the cost category (Account/Production Code combination).
- **Approved Overages** — One of four columns enabled for entry. Once the Budget is locked (meaning the budget is signed off by all parties responsible), there may be unforeseen cost overruns during production. This can occur for various reasons, such as a studio needing to approve additional funding. This extra money is recorded in the Approved Overage column.
- **Adjusted Budget** — The total of the Budget and Approved Overage cells. The formula is Adjusted Budget = Budget + Approved Overage.
- **Variance** — The difference between the EFC and Budget amounts (cumulative). The formula is Variance = Budget – EFC.
- **Change in Variance** — The change in the variance from period to period.

For example, following EFC changes for three periods, in period 1, the EFC and Budget amounts are \$1,000 each. Here, there is no Variance and no Change in Variance.

ETC	EFC	Budget	Approved Overages	Adj Budget	Variance	Change in Variance
911	1,000	1,000	0	1,000	0	0

Figure 40: Change in Variance before EFC changes

In period 2, the change is entered, and the Variance and Change in Variance displays -1000.

ETC	EFC	Budget	Approved Overages	Adj Budget	Variance	Change in Variance
1,911	2,000	1,000	0	1,000	-1,000	-1,000

Figure 41: Change in Variance after the EFC change in Period 2

Period 2 is closed, and the Cost Report Worksheet is opened in Period 3. The EFC is reduced by \$250. The Variance is now -750, and the Change in Variance is 250, which is the difference between the -1000 variance in Period 2 and the -750 variance in Period 3.

ETC	EFC	Budget	Approved Overages	Adj Budget	Variance	Change in Variance
1,661	1,750	1,000	0	1,000	-750	250

Figure 42: Change in Variance after an additional EFC change in Period 3

- **% Remaining** — This column compares the ETC amount against the EFC amount and displays the remaining amount to spend as a percentage.

### Data Entry

You can quickly add, subtract, or replace amounts in the four columns enabled for data entry.

- Enter the value and the + (plus) sign to add an amount to an existing cell amount.
- Enter the value and the – (minus) sign to subtract an amount from an existing cell amount.
- To replace an existing amount, enter the new value, then select Enter/Return.

### When to Contact Support

In some cases, you will need to contact support. Select scenarios include:

- If you need to delete an Attached Set on accounts.
- If a zeroed-out ETC continues to appear on the Cost Report Worksheet and there is a record on the Change History tab.
- The Cost Report Worksheet will not open or will take a long time to load.
- When duplicate accounts are saved across two time periods.

### Support

#### Need Help?

Contact EP Product Support

Monday, 12 a.m. to Friday, 8 p.m. PT

Saturday/Sunday, 7 a.m. to 7 p.m.

818-955-6300

[AccountingSupport@ep.com](mailto:AccountingSupport@ep.com)

#### After Hours

818-955-6300