

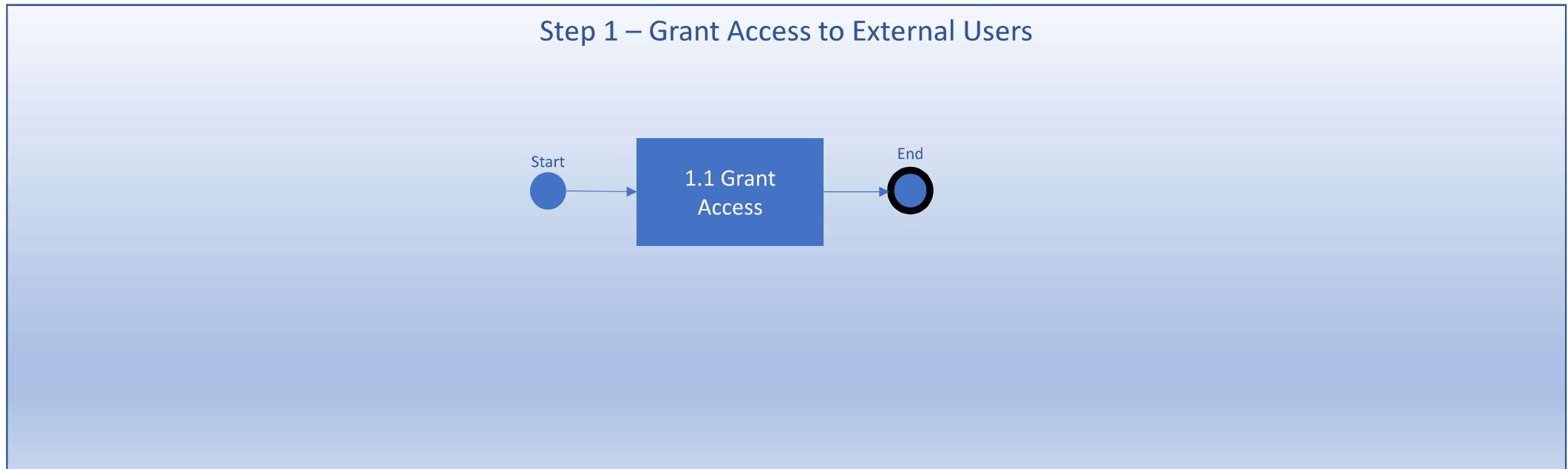
Process Steps & Responsibilities

Step 1 – Grant Access to External Users– Sub Steps



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

Actors: Film Department Officer



Step 1 – Grant Access to External Users > 1.1 Grant Access to External Users



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

Actors: Film Department Officer

Actions:

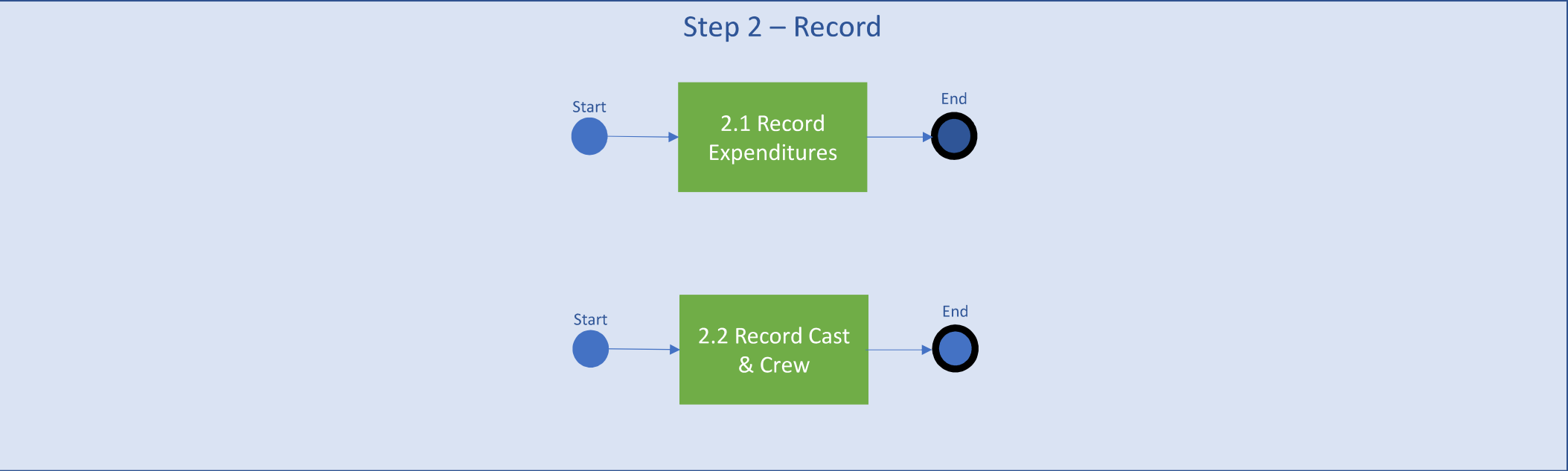
1. Log into Agency Portal.
2. Click the Licensing Center menu.
3. Click Permits.
4. Search for Film Rebate Application Letter of Approval or select the Letter of Approval from the list.
5. Click the button Open.
6. Click Expenditures.
7. Click External Users.
8. Click Grant Access.
 - 9.1 User must be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

Step 2 – Record – Sub Steps



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

Actors: Producer Accountant



Step 2 – Record > 2. Record Expenditures

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

Actors: Producer Accountant

Actions:

1. Log into Business Portal.
2. Click Your Area menu.
3. Click Permits.
4. Search for Film Rebate Application Letter of Approval or select the Letter of Approval from the list.
5. Click the button Open.
6. Click Expenditures.

The screenshot shows the 'Business Licensing Platform' interface. The navigation menu includes 'Home', 'Your Area', 'Licensing', 'Search Permits', 'News', and 'FAQ's & Notices'. The 'Your Area' menu is expanded, showing 'Dashboard', 'Applications', 'Permits', 'Alerts', and 'Payments'. The 'Permits' section is active, displaying a search filter section with fields for Permit Type, Applicant, Status, Permit Number, Issued Date, and Expiration Date. Below the filters is a table of permits:

Permit Type	Applicant	Status	Issued Date	Expiring Date	Issuing Agency	Permit #
Film Rebate Application	Cátia Alves	Active	03 Apr 2019	03 Oct 2019 (180 days)	Economic Development Board	EDB_FRA_2019_80
Film Rebate Application	Cátia Alves	Active	03 Apr 2019	03 Oct 2019 (180 days)	Economic Development Board	EDB_FRA_2019_79
Film Rebate Application	Adélia Gonçalves	Active	01 Apr 2019	01 Oct 2019 (178 days)	Economic Development Board	EDB_FRA_2019_74
Film Rebate Application	Adélia Gonçalves	Active	27 Mar 2019	27 Sep 2019 (174 days)	Economic Development Board	EDB_FRA_2019_65
Occupation/Residence Permit	VALENTIM GONÇALVES, Adélia	Active	28	2020 (494 days)	Economic Development Board	AGRT5678909

Below the table is a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons. An 'Open' button is visible next to the selected permit. The detailed view of the 'Film Rebate Application (FRA)' is shown below, with the following details:

Number: EDB_FRA_2019_80
Date of Issue: 03/04/2019
Issuing Agency: Economic Development Board
Status: Active

An 'Expenditures' button is located at the bottom of the detailed view.

Step 2 – Record > 2. Record Expenditures (cont.)



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

Actors: Producer Accountant

Actions:

1. Click Upload Documents from Expenditures Dashboard.
2. Upload document (only PDF):
 1. Expenditure
 2. Cast & Crew
3. Record Expenditure:
 1. Record All Expenditures
 2. Record All Cast & Crew

Running out of Time - Expenditures

Number of Uncategorized Documents: 0 Number of Categorized Documents: 0 Number of Audited Documents: 0

Producer	Expenditures Total (MUR): 0.00	Auditor	Audited Total (MUR): 0.00 Disallowed Total (MUR): 0.00	EDB	Disallowed Total (MUR): 0.00 Revised Total (MUR): 0.00 Rebate Percentage: 40% Rebate Amount (MUR): 0.00			
Summary			Recorded Totals			Audited Totals		
	Net (MUR)	Vat (MUR)	Gross (MUR)	Net (MUR)	Vat (MUR)	Gross (MUR)		

Running out of Time - Upload Documents

1. Expenditures (one file with supporting documents) **2.1**

2. Cast & Crew Contract and MRA Report documents for each cast or crew member **2.2**

3.1 Record All Expenditures **3.2** Record All Cast & Crew

File Name	Upload Date
invoice_demo_1	05/04/2019

File Name	Upload Date
invoice - 2	05/04/2019
invoice_demo_1	05/04/2019

Step 2 – Record > 2.1 Record Expenditures



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

Actors: Producer Accountant

Pre-Action:

- ❑ In order to record an expenditure, user must follow steps from [slide 62](#) and [slide 63](#).

Actions:

- Input information from the invoice:
 - Supplier Name
 - Document Reference (unique for each application)
 - Document Date
 - Supplier BRN (optional)
 - Document Total Net and VAT;
- Add Expenditure:
 - Expense Category
 - Description
 - Net Amount
 - Vat Amount
- An expenditure detail can be edited or removed.
- Invoice preview is available and replacement of the document.
- Officer can fill in other relevant details.
- Click Record & Close or Record & Next Doc.

Document Totals

Net Total (MUR)	VAT Total (MUR)	Gross Total (MUR)
1,000.00	130.00	1,130.00

QPE Totals

Net Total (MUR)	VAT Total (MUR)	Gross Total (MUR)
400.00	52.00	452.00

East Repair Inc. INVOICE

1912 Harvest Lane
New York, NY 12210

Bill To: John Smith, 2 Court Square, New York, NY 12210
Ship To: John Smith, 3787 Pineview Drive, Cambridge, MA 12210
Invoice #: US-001, Invoice Date: 11/02/2019, P.O.#: 2312/2019, Due Date: 26/02/2019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	15.00	30.00
3	Labor 3hrs	5.00	15.00
Subtotal			145.00
Sales Tax 6.25%			9.06
TOTAL			\$154.06

Add/Edit Expenditure

Expense Category: Select Option, Description: [input field]

Net Amount (MUR): [input field], VAT Amount (MUR): [input field], Gross Amount (MUR): 0.00

Buttons: Cancel, Save Expenditure Detail

Expenditures List

Expense Category: Shooting location, Description: Space

Net Amount (MUR): 400.00	VAT Amount (MUR): 52.00	Gross Amount (MUR): 452.00
--------------------------	-------------------------	----------------------------

→ QPE Totals cannot exceed Document Totals

Step 2 – Record > 2.1 Record Expenditures (cont.)



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

Actors: Producer Accountant

Actions:

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

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

Expenditures Summary

Expenditure Category	Recorded QPE Totals			Audited QPE Totals		
	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
Air travel	2,000.50	260.07	2,260.57	0.00	0.00	0.00
Shooting location	8,400.00	1,092.00	9,492.00	0.00	0.00	0.00
Visual effects	3,000.00	390.00	3,390.00	0.00	0.00	0.00
Totals						

Expenditures - Details

Filter your Expenditures

Document Reference: From Document Date: To Document Date:

List of Expenditures of Shooting location			Recorded QPE Amounts			Audited QPE Amounts		
Reference	Date	Description	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
G6778	10/07/2019	Beach	8,000.00	1,040.00	9,040.00	-	-	-
G6778	10/07/2019	Space	400.00	52.00	452.00	-	-	-
Totals			8,400.00	1,092.00	9,492.00	0.00	0.00	0.00

Record Expenditures

Supplier Name: Second Company

Document Reference: G67783

Document Date: 10/07/2019

Add/Edit Expenditure

Expense Category: Clothing

Description: Beach

Net Amount (MUR): 8,000.00

VAT Amount (MUR): 1,040.00

Gross Amount (MUR): 9,040.00



Step 2 – Record > 2.2 Record Cast & Crew

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

Actors: Producer Accountant

Pre-Action:

- ❑ In order to record an expenditure, user must follow steps from [slide 62](#) and [slide 63](#).

Actions:

1. Input information from the invoice:
 - Cast or Crew;
 - Local or Foreign;
 - Name;
 - NID or Tan;
 - Salary and Remunerations;
 - Tax Paid;
2. Invoice preview is available.
3. Officer can fill in the other relevant details.
4. Click Record & Close or Record & Next Doc.

→ Tax Paid can be 0 for locals.

Mauritius Business Licensing Platform

Search [] Valentim ▾

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Get together - Record Cast & Crew

Back Record & Close Record & Next Doc

Document: invoice

Cast or Crew: Cast

Local Or Foreign: Foreign

Name: Jon Marques

TAN: M7888

Salary and Remuneration (MUR): 2,000.00

Tax Paid (MUR): 500.00

Total Fee (MUR): 2,500.00

Other relevant details (Optional): 12.06.19

Invoice Preview:

BOLA DE FOGO, Gestão de Inst. Desp., Lda.
NIF 507751728
Tel. 934000400
indoormatosinhos@hotmail.com
Av.Comendador Ferreira de Matos, 856
4450 121 Matosinhos
Capital Social 75000 - CRC Porto

Factura Simplificada nº 32 43/23252
Original Data: 2019-01-17 18:03
Pedido: Matosinhos
Atendido por: Indoor S.Mamede

Nome: CRITICALSOFTWARE
Contribuinte: 504208187

Designação	Qt.	%	IVA	Preço
47 - Aluguer de Campo	42,50€	1	0 23	42,50 €

Total Iliquido: 34,55 €
Total Descontos: 0,00 €

Resumo IVA: 23%: 7,95 €
Total IVA: 7,95 €

Step 2 – Record > 2.2 Record Cast & Crew (cont.)

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

Actors: Producer Accountant

Actions:

1. The user has access to a summary dashboard for Cast and Crew, by selecting one or the other.
 2. Selecting a document, is possible to:
 1. Edit;
 2. Remove;
- The Producer Accountant is not be able to edit or remove an expenditure that has already been audited or disallowed.
3. User can download the table as Excel or PDF file.
 4. The Producer Accountant can filter by Local/Foreign, Name or NID/TAN;

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Get together - Cast & Crew - Details

Number of Uncategorized Documents: 0 Number of Categorized Documents: 6 Number of Audited Documents: 0

Filter Cast

Local / Foreign	Name	NID/TAN	Salary and Remuneration (MUR)	Tax Paid (MUR)	Total Fee (MUR)	Audited Amount (MUR)	Audited Tax Paid Amount (MUR)	Contract and MRA Report
Local	Jon Snow	M050780382741F	4,000.00	500.00	4,500.00	-	-	invoice_demo_2
Foreign	Jon Marcues	M7888	2,000.00	500.00	2,500.00	-	-	Invoice
Totals			6,000.00	1,000.00	7,000.00	0.00	0.00	

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Get together - Record Cast & Crew

Document: invoice_demo_2

Cast or Crew

Local or Foreign

Name

NID

Salary and Remuneration (MUR)

Tax Paid (MUR)

Total Fee (MUR)

Other relevant details (optional)

BOLA DE FOGO, Gestão de Inst. Desp.,Lda.
 NIF 507751728
 Tel. 93400407
 indormas@bfg.com
 Av. Comendador Ferreira da Matos, 856
 4450 121 Matosinhos
 Capital Social 75000 - CRC: Porto

Factura Simplificada nº 32 43/23252
 Original Data: 2019-01-17 18:03
 Pedido: Matosinhos
 Atendido por: Indor S.Mamede
 Nome: CRITICALSOFTWARE
 Contribuinte: 504209187

Designação	Qt.	%	IVA	Preço
47 - Aluguer do Campo 42,50€	1	0	23	42,50 €
Total Bruto:				34,50 €
Total Descontos:				0,00 €
Total IVA:			23%:	7,80 €
Total IVA:				7,80 €

Mauritius Business Licensing Platform

Get together - Cast & Crew - Details

Number of Uncategorized Documents: 0 Number of Categorized Documents: 6 Number of Audited Documents: 0

Filter Crew

Local / Foreign	Name	NID/TAN	Salary and Remuneration (MUR)	Tax Paid (MUR)	Total Fee (MUR)	Audited Amount (MUR)	Audited Tax Paid Amount (MUR)	Contract and MRA Report
Local	Rosalie Santos	M050780382741F	3,000.00	0.00	3,000.00	-	-	invoice - 2
Totals			3,000.00	0.00	3,000.00	0.00	0.00	

Step 2 – Record > 2. Record Expenditures – Summary Expenditures Dashboard



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

Actors: Producer Accountant

Actions:

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

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

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

3. Number of Uncategorized Documents, Number of Categorized Documents and Number of Audited Documents;
4. [Summary amounts](#)

Get together - Expenditures

Number of Uncategorized Documents: 3 Number of Categorized Documents: 2 Number of Audited Documents: 0

Producer	Auditor	Disallowed
Expenditure Documents Total (MUR): 1,000.00	Audited Expenditure Documents Total (MUR): 0.00	Disallowed Total (MUR): 0.00
Recorded QPE Total (MUR): 2,400.00	Disallowed Expenditure Documents Total (MUR): 1,000.00	Revised Total (MUR): 0.00
	Audited QPE Total (MUR): 0.00	Rebate Percentage: 20%
	Disallowed QPE Total (MUR): 2,400.00	Rebate Amount (MUR): 0.00

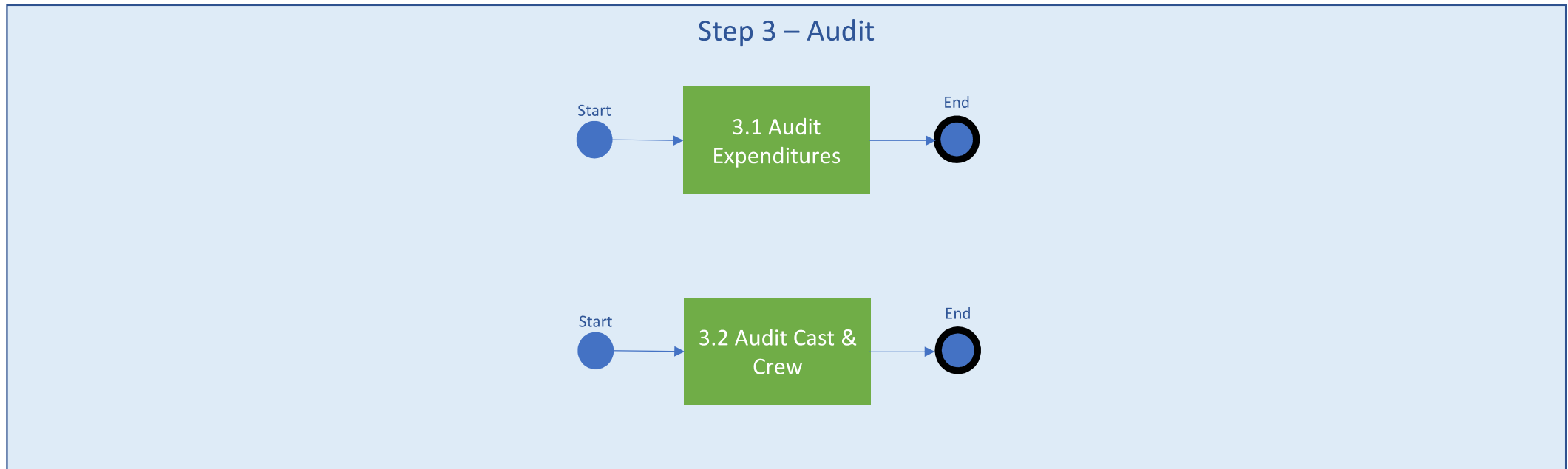
Summary	Recorded QPE Totals			Audited QPE Totals		
	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
Expenditures	400.00	52.00	452.00	0.00	0.00	0.00
Cast & Crew Remunerations	2,000.00	500.00	2,500.00	0.00	0.00	0.00

Step 3 – Audit – Sub Steps



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

Actors: Auditor



Step 3 – Audit > 3. Audit Expenditures



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

Actors: Auditor

Pre-Action:

- ❑ In order to audit an expenditure, the access must be granted by Film Rebate Team [slide 59](#).

Actions:

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

The screenshot shows the Mauritius Business Licensing Platform interface. The top navigation bar includes 'Home', 'Your Area', 'Licensing', 'Search Permits', 'News', and 'FAQ's & Notices'. A search bar is present on the right. The main content area displays a list of permits with columns for Permit Type, Applicant, Status, Issued Date, Expiring Date, and Issuing Agency. A 'Film Rebate Application' is highlighted, and a green circle with the number '4' is placed over the search bar and the permit list. Below the list, there is a 'Your Area' section with a 'Film Rebate Application (FRA)' card. A green circle with the number '6' is placed over the 'Expenditures' button on this card. The 'Expenditures' dashboard is shown below, with a green circle with the number '7' over the 'Expenditures' link. The dashboard includes a summary table and a detailed table of expenditures.

Number of Uncategorized Documents: 0			Number of Categorized Documents: 6			Number of Audited Documents: 0						
Producer	Expenditure Documents Total (MUR): 14,000.50	Recorded QPE Total (MUR): 22,400.50	Auditor	Audited Expenditure Documents Total (MUR): 0.00	Disallowed Expenditure Documents Total (MUR): 14,000.50	Audited QPE Total (MUR): 0.00	Disallowed QPE Total (MUR): 22,400.50	EDB	Disallowed Total (MUR): 0.00	Revised Total (MUR): 0.00	Rebate Percentage: 20%	Rebate Amount (MUR): 0.00

Summary	Recorded QPE Totals			Audited QPE Totals		
	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
Expenditures	13,400.50	1,742.07	15,142.57	0.00	0.00	0.00
Cast & Crew Remunerations	9,000.00	1,000.00	10,000.00	0.00	0.00	0.00

Step 3 – Audit > 3.1 Audit Expenditures



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

Actors: Auditor

Actions:

1. User selects:
 1. A category from Expenditures by category
 2. An invoice from the Expenditures Details;
 3. Click Audit;
2. Or click Audit All Expenditures;

Get together - Expenditures - Summary

Number of Uncategorized Documents: 0 Number of Categorized Documents: 6 Number of Audited Documents: 0

Expenditure Category	Recorded QPE Totals			Audited QPE Totals		
	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
Air travel	2,500.50	325.07	2,825.57	0.00	0.00	0.00
Catering	8,000.00	1,040.00	9,040.00	0.00	0.00	0.00
Shooting location	400.00	52.00	452.00	400.00	52.00	452.00
Visual effects	3,000.00	390.00	3,390.00	0.00	0.00	0.00
Totals	13,900.50	1,807.07	15,707.57	400.00	52.00	452.00

Get together - Expenditures - Details

Number of Uncategorized Documents: 0 Number of Categorized Documents: 6 Number of Audited Documents: 0

Filter your Expenditures

Document Reference: From Document Date: To Document Date:

Reference	Date	Description	Recorded QPE Amounts			Audited QPE Amounts		
			Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
G6778	10/07/2019	UK	500.00	65.00	565.00	500.00	65.00	565.00
G6778	04/07/2019	USA	2,000.50	260.07	2,260.57	-	-	-
Totals			2,500.50	325.07	2,825.57	500.00	65.00	565.00

Step 3 – Audit > 3.1 Audit Expenditures (cont.)



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

Actors: Auditor

Actions:

1. User can change information from the invoice:

- Supplier Name
- Document Reference
- Document Date
- Supplier BRN

2. Invoice preview is available.

3. Audit Expenditure:

- 3.1 Net Total and VAT total;
- 3.2 Expenditure detail;
- 3.3 Add expenditure detail;

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

4. Click Audit, if the audit is completed.

5. Click Save, if the audit is not completed and wants to allow the producer accountant to record some information in the invoice.

Supplier Name
Company Name

Document Reference
G6778

Document Date
10/07/2019

Document: invoice-template-us-classic-white-750px

East Repair Inc. INVOICE
1912 Harvest Lane
New York, NY 12210

Bill To: John Smith, 2 Court Square, New York, NY 12210
Ship To: John Smith, 3787 Pineview Drive, Cambridge, MA 12210
Invoice #: US-001
Invoice Date: 11/02/2019
P.O.#: 2312/2019
Due Date: 28/02/2019

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	15.00	30.00
3	Labor 3hrs	5.00	15.00
Subtotal			145.00
Sales Tax @ 25%			36.25
			181.25

Document Totals	Net Total (MUR)	VAT Total (MUR)	Gross Total (MUR)
Recorded	1,000.00	130.00	1,130.00
Audited	1,000.00	130.00	1,130.00
Disallowed	0.00	0.00	0.00

OPE Totals	Net Total (MUR)	VAT Total (MUR)	Gross Total (MUR)
Recorded	900.00	117.00	1,017.00
Audited	900.00	117.00	1,017.00
Disallowed	0.00	0.00	0.00

Expenditures List

Category: Air travel | Description: UK

	Net Amount (MUR)	VAT Amount (MUR)	Gross Amount (MUR)
Recorded:	500.00	65.00	565.00
Audited:	500.00	65.00	565.00
Disallowed:	0.00	0.00	0.00

Category: Shooting location | Description: Space

	Net Amount (MUR)	VAT Amount (MUR)	Gross Amount (MUR)
Recorded:	400.00	52.00	452.00
Audited:	400.00	52.00	452.00
Disallowed:	0.00	0.00	0.00



Step 3 – Audit> 3.2 Audit Cast & Crew

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

Actors: Auditor

Actions:

1. User selects:
 1. An invoice from the Cast Details or Crew Details;
 2. Click Audit;
2. Or click Audit All Cast & Crew;
3. User can change information from the invoice:
 - Cast or Crew;
 - Local or Foreign;
 - Name;
 - NID or Tan;
4. User audits:
 - Audited Salary & Remuneration;
 - Audited Tax Paid;
5. Invoice preview is available.
6. Audit Remarks are available;
7. Click Audit, if the audit is completed.
8. Click Save, if the audit is not completed and wants to allow the producer accountant to record some information in the invoice.

Mauritius Business Licensing Platform

Search: Gonçalves

Home | Your Area | Licensing | Search Permits | News | FAQ's & Support

Get together - Cast & Crew - Details

Number of Uncategorized Documents: 0 | Number of Categorized Documents: 6 | Number of Audited Documents: 6

Filter Crew:

Local / Foreign: Name: NID / TAN:

Local / Foreign	Name	TAN	Salary and Remuneration (MUR)	Tax Paid (MUR)	Total Fee (MUR)	Audited Amount (MUR)	Audited Tax Paid Amount (MUR)	Contract and MIRA Report
Local	Jon Snow	M050780382741F	4,000.00	500.00	4,500.00	4,000.00	400.00	invoice_demo_2
Foreign	Rosalie Santos	M050780382741F	3,000.00	0.00	3,000.00	3,000.00	0.00	invoice_demo_2
Totals			7,000.00	500.00	7,500.00	7,000.00	400.00	

Get together - Audit Cast & Crew

Document invoice

Cast or Crew:

Local Or Foreign:

Name:

TAN:

Salary and Remuneration (MUR):

Audited Amount (MUR): Disallowed Amount (MUR):

Tax Paid (MUR):

Audited Tax Paid Amount (MUR): Disallowed Tax Paid Amount (MUR):

Total Fee (MUR):

Audit Remarks (Optional):

Other Relevant Details:

BOLA DE FOGO, Gestão de Inet. Desp.,
 NIF 507751728
 Tel. 934000400
 indoomatosinhos@hotmail.com
 Av.Comendador Ferreira de Matos, 856
 4450 121 Matosinhos
 Capital Social 75000 - CRC Porto

Factura Simplificada nº 32 43/23252
 Original Data: 2019-01-17 18:03
 Pedido: Matosinhos
 Atendido por: Indoor S.Mamade

Name: CRITICALSOFTWARE
 Contribuinte: 504208187

Designação	Qt.	%	IVA	Preço
47 - Aluguer de Campo	1	0	23	42,50 €

Total Iliquido: 34,55 €
 Total Descontos: 0,00 €

Resumo IVA: 23%: 7,95 €
 Total IVA: 7,95 €

Step 3– Audit> 3. Audit Expenditures – Summary Expenditures Dashboard



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

Actors: Auditor

Actions:

1. Audited amount is available in the summary dashboard;
2. After the first Audit, Auditors and Producers Accountants have the Audit QPE report available:

2.1 Filters available:

- Type – All, Cast & Crew, Expenditures
- Category – only if Expenditures was selected.

2.2 After selecting, user clicks Generate

2.3 An excel sheet is generated with the differences between audit and record.

Get together - Expenditures

Number of Uncategorized Documents: 0 Number of Categorized Documents: 6 Number of Audited Documents: 6

Producer	Auditor	EDB
Expenditure Documents Total (MUR): 14,000.50 Recorded QPE Total (MUR): 22,900.60	Audited Expenditure Documents Total (MUR): 13,900.50 Disallowed Expenditure Documents Total (MUR): 100.00 Audited QPE Total (MUR): 22,400.60 Disallowed QPE Total (MUR): 500.00	Disallowed Total (MUR): 0.00 Revised Total (MUR): 22,400.60 Percentage: 20% Amount (MUR): 4,480.12

Summary	Recorded QPE Totals			Audited QPE Totals		
	Net (MUR)	VAT (MUR)	Gross (MUR)	Net (MUR)	VAT (MUR)	Gross (MUR)
Expenditures	13,900.60	1,807.07	15,707.67	13,900.60	1,807.07	15,707.67
Cast & Crew Remunerations	9,000.00	1,000.00	10,000.00	8,500.00	800.00	9,300.00

Get together - Audit QPE

Type: Cast & Crew Remunerations
Category: Select Category

Generate

Audit QPE

Parameters: Type: All, Category: [dropdown]

Project Name: Get together, Category: [dropdown]

EXPENDITURES

Document Reference	Supplier Name	Category	Recorded			Audited			Category	Net Amount
			Net Amount (MUR)	VAT Amount (MUR)	Gross Amount (MUR)	Net Amount (MUR)	VAT Amount (MUR)	Gross Amount (MUR)		
G6778	Company Name	Shooting location	400.10	52.00	452.10	200.10	26.00	226.10		
G6778	Second Company	Shooting location	8,000.00	1,040.00	9,040.00	8,000.00	1,040.00	9,040.00		
G6778	3 Company	Air travel	2,000.50	260.07	2,260.57	2,000.50	260.07	2,260.57		
G6778	3 Company	Visual effects	3,000.00	390.00	3,390.00	3,000.00	390.00	3,390.00		
G6778	Company Name	Air travel	500.00	65.00	565.00	500.00	65.00	565.00		
G6778	Company Name	Film production equipment	0.00	0.00	0.00	200.00	26.00	226.00		
Total			13,900.60	1,807.07	15,707.67	13,900.60	1,807.07	15,707.67		

CAST & CREW

CAST/CREW/foreign/Local	TAN/ND	Name	Recorded		Audited	
			Salary and Remunerations (MUR)	Tax Paid (MUR)	Salary and Remunerations (MUR)	Tax Paid (MUR)
Cast Foreign	M/7885	Jon Marques	2,000.00	500.00	1,500.00	400.00
Crew Foreign	M050780382741F	Rosalie Santos	3,000.00	0.00	3,000.00	0.00
Crew Local	M050780382741F	Jon Snow	4,000.00	500.00	4,000.00	400.00
Total			9,000.00	1,000.00	8,500.00	800.00



Step 4 – Close Expenditures– Sub Steps



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

Actors: Film Department Officer

