



Free iPhone app to keep track of petty cash on production.

# Production Apps

PPP PC

To begin using this app;

Go to the “**Job**” screen.

Touch on the “**New Project**” button (This creates a new project record and sets up related records for your petty cash expenses for this project).

Enter the **Job Number**, the **Job Name**, and **Your Name**.

Touch on the “**Expenses**” button to enter the information for your first receipt for this job.

Fill out the **Date** of the expense, the **Paid To** field, the **Receipt Description** field, and the **Amount** field.

When you want to add a new receipt for this job, touch on the “**+**” (**Add a New Receipt**) button on the “**Expenses**” screen.

To add a new Job, start this process again.

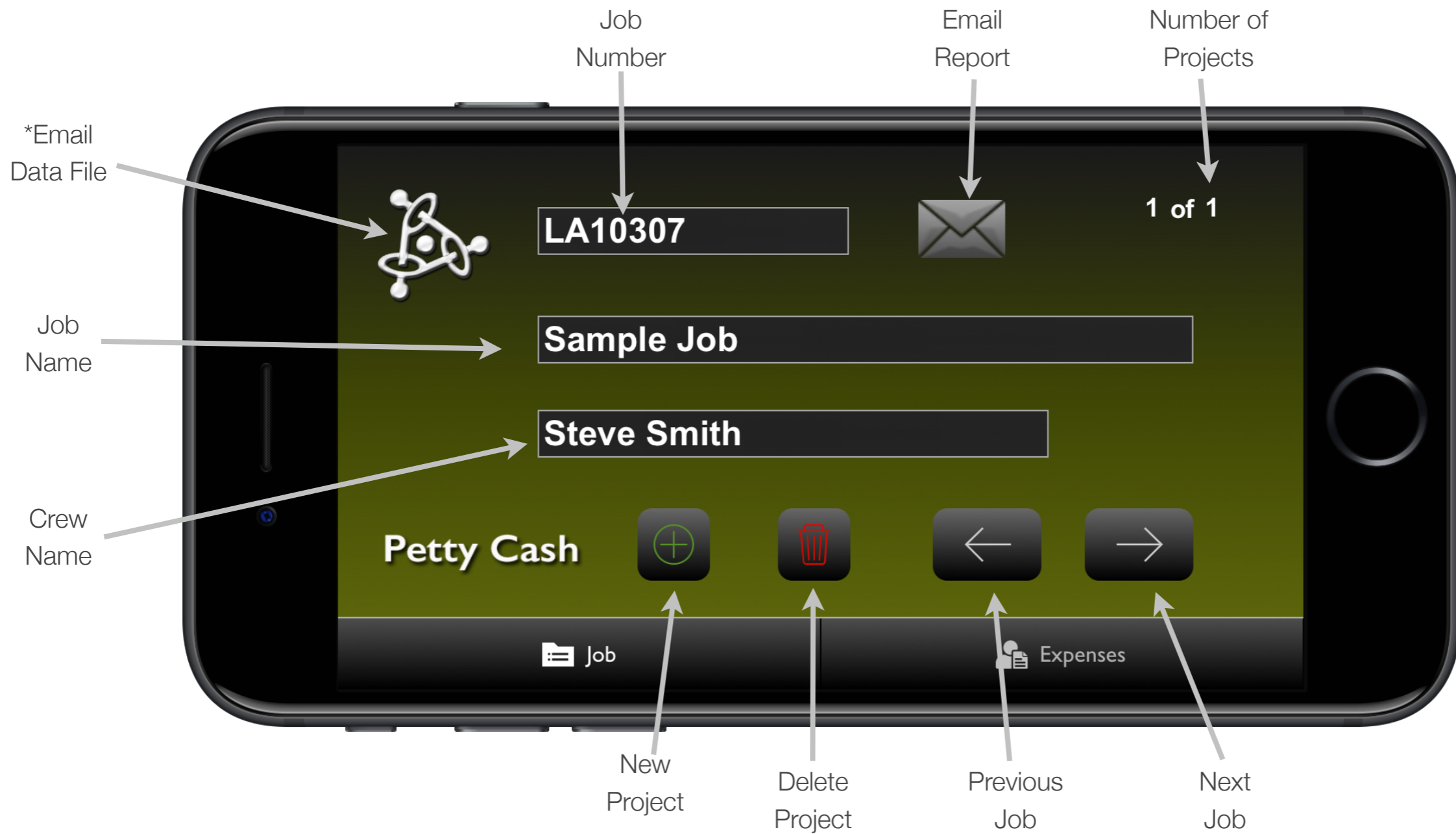
At the end of the of your job you can email a petty cash invoice or a data file to your client.

To email a petty cash invoice to yourself or to your client, Go to the “**Job**” screen and touch the Envelope at the top of the screen.

Fill out the email screen, hit send.

To email the data file to yourself or to your producer, Go to the “**Job**” screen and touch the logo at the top left side of the screen.

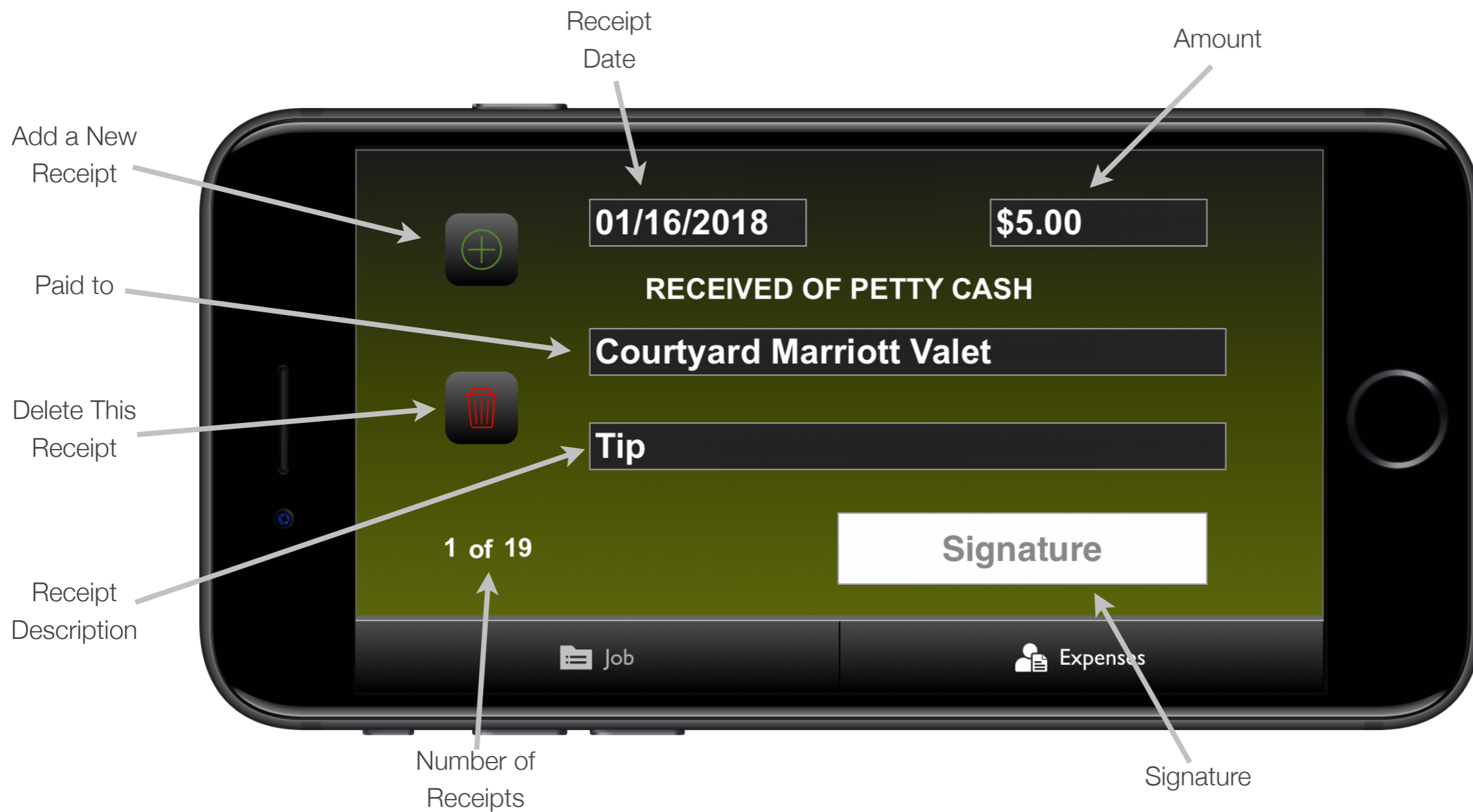
Fill out the email screen, hit send.



# JOB

**\* Creates an email on the device and attaches a text file with the data from the app that you can send to your desktop or to your client.**

*The Job Screen is where you start to enter the information about the Project.*



## EXPENSES

*This screen is for adding Petty Cash receipts to the project.*

*This screen scrolls up and down to review the different receipts.*



**Touch this on the icon at the top of the list of choices when you want to access the keyboard to enter data into a field where the pop-up list comes up.**