



ReelCost

PRODUCTION BUDGETING & COST CONTROL

BY  SOLERTA

PRODUCTION BUDGETING & COST CONTROL

USER MANUAL

Updated September 13, 2026 | Solerta, LLC

From first-pass script planning to final cost reporting.

Inside this guide

A practical production path, organized around the way budgets move from development through wrap.

01**Functional categories**

Projects, dashboard, daily costs, budget, scripts, reports, controls and account access

02**Production lifecycle**

Development, pre-production, production, weekly review, wrap and closeout

03**End-of-production checklist**

A final reconciliation and archive gate

04**Troubleshooting and support**

Fast first responses and the information support needs

05**Platform, language and access notes**

Current availability, billing, sign-in, translation and interchange

06**AI assistants and plans**

Buddy, The Contractor, turn allowances, purchased credits and responsible use

07**Glossary**

Plain-language definitions for the financial, production and collaboration terms in the app

Build and review the first complete budget in the web app or the universal Mac desktop app for better visibility across departments, line items, script results, forecasts, and reports. The Android app has passed physical-device release testing and is in Google Play production review; iPhone and iPad remain in Apple review. When a native release is available, use it for monitoring, quick cost entries, payment updates, production-day adjustments, and saving or sharing supported reports.

How this guide is organized

ReelCost follows the production lifecycle. The functional categories below explain what each area does; the step-by-step workflow then takes a project from its initial budget through wrap and final reporting.

Functional category	Primary purpose
Projects and setup	Create, identify, date, fund, select, lock, and manage each production separately.
Home dashboard	See total budget, recorded spend, remaining balance, projected final cost, forecast status, and category summaries.
Daily Cost Tracker	Monitor scheduled personnel cost and current production-day activity against the daily allowance.
Budget workspace	Build departments and line items; manage labor, fringes, commitments, accruals, payments, ETC, revisions, and allocations.
Script and AI planning	Retain one screenplay and use it for tentative budget analysis, treatment generation, and scene-by-scene breakdown.
Reports and interchange	Produce Topsheet, Full Budget, Excel, and supported Movie Magic/Gorilla-oriented files.
Controls and recovery	Undo/redo, activity history, lock/unlock, reset, persistence, and cross-device synchronization.
Account and support	Plan status, legal pages, support, sign-out, and account/data deletion.

Part I - Functional categories

1. Projects and production setup

A ReelCost project is a separate production budget. Project identity, starting budget, currency, dates, script, AI results, expenses, payments, allocations, forecast, locks, activity history, and exports must remain attached to that project only.

- Select New at the top left.
- Enter the project title and starting budget. Choose the correct currency before adding costs.
- Create the project, then complete Production Company, Film/Project Title, Producer, Director, and production start/end dates.
- Use the project selector to move between productions. Always confirm the selected project before entering or importing data.
- If authorized, edit the starting budget through the project/budget settings. Review the recalculated allocations, remaining balance, forecast, and audit entry before continuing.

Each project uses one accounting currency: USD, EUR, GBP, CAD, AUD, JPY, MXN, or NZD. ReelCost does not perform live conversion. Use the ISO code, especially for currencies that share a dollar symbol.

2. Home dashboard

Home metric	How to read it
Total Budget	Current approved project budget or starting balance.
Spent / Recorded costs	Amount represented by recorded budget lines according to the current app model.
Remaining	Budget remaining after the applicable recorded/forecast calculation.
Projected Final	Current expected cost to finish based on incurred/committed amounts and ETC.
Forecast status	Whether Projected Final is within budget or indicates a likely overage.
Budget Categories	Rollup of current cost by major production department/category.

Use Home as the command view-not as the only place to investigate a number. If a total looks wrong, open Budget, review the underlying line items and payments, then return to Home to confirm the rollup updates.

3. Daily Cost Tracker

Daily is designed for production-day awareness. Select a date to compare scheduled personnel cost with the project's daily allowance and view department status or recent expense activity.

- Confirm the selected project and production day.
- Review scheduled cast/crew whose saved work dates include that day.
- Compare the day's planned or accrued personnel cost with the daily allowance.
- Open the underlying labor line to correct dates, rates, fringes, absence, overtime, or cancellation.
- Record actual payment separately when payroll or a payment record confirms disbursement. A completed workday accrues pay but does not mark it paid automatically.

4. Budget workspace

Budget is the operational core: top sheet, departments, account numbers, line items, labor schedules, fringes, payments, allocations, forecast, revisions, imports, exports, controls, and activity history.

4.1 Departments, categories, and allocations

- Review the default department/account structure or choose the appropriate category for each new line.
- Open the department settings/gear and enter an allocation cap where you want spending control.
- Use amber and red warnings to investigate lines approaching or exceeding the allocation-not as a substitute for reviewing the underlying costs.
- When the starting budget changes, recheck every allocation and forecast assumption.

4.2 Flat-cost line items

Use Flat Cost for a single amount or vendor commitment such as a permit, location, rental, purchase, catering order, insurance premium, post service, or deliverable.

- Select Log Expense, then Flat Cost.
- Enter a clear description, department/category, account number if applicable, payment type, amount, and notes.

- Mark the line committed when it is reserved or expected but not yet incurred.
- Record payment only when money has actually been disbursed. Use partial payments when the invoice is not paid in full.
- Save, then confirm the department rollup, outstanding amount, and forecast changed as expected.

4.3 Day-rate cast and crew

- Select Log Expense, then Day Rate.
- Enter the fictitious or real authorized person's name, job function, department, rate, payment type, and union/contractor status.
- Add only the dates the person is scheduled to work. Use multiple ranges for split stints rather than stretching one range across non-working days.
- Select the applicable saved union rate or custom fringe rate and verify Base + Fringe = Total.
- Save and review Scheduled, Earned/Accrued, Paid, Outstanding Payroll, and Remaining Scheduled Cost.
- As each scheduled date passes, ReelCost may mark it Worked/Earned and accrue the cost. Correct an absence, cancellation, overtime, early termination, or manual override promptly.
- Record payroll/payment separately. Use Pay accrued to date when the displayed accrued amount has actually been disbursed, or enter a verified partial amount in Paid to date. A passed workday must not by itself prove the worker was paid.

4.4 Cost-status chain

Status	Operational use
Scheduled	Full planned labor/service dates or quantity for the line.
Committed	Reserved or expected obligation, whether or not earned.
Earned / Accrued	Work performed or cost incurred to date.
Paid	Confirmed payment actually recorded or imported.
Outstanding	Amount currently due but not recorded as paid.
Remaining scheduled	Future scheduled labor/cost not yet earned.
ETC	Best current estimate of cost still needed to finish.

4.5 Payments

- Open the applicable expense or labor line.
- Choose Add/Record Payment and enter the payment date, amount, method/reference when available, and a useful note.
- For partial payment, enter only the amount actually disbursed. Confirm Paid increases and Outstanding decreases by the same amount.
- For a correction or reversal, use the app's supported reversal/adjustment path so the audit history remains intact; do not disguise a reversal as a new negative expense unless the product specifically directs it.

4.6 Original budget, revisions, ETC, and forecast

ReelCost should preserve the original approved amount while showing later revisions. Projected Final Cost should reconcile the cost already incurred or committed with the credible amount still needed to finish.

- Enter or confirm the original line budget.
- When circumstances change, revise the current amount and document the reason.
- Update ETC when the automatic remainder is no longer a realistic finish estimate.
- Use a projected override only when you can explain why the ordinary calculation is not credible.
- Review Projected Final, expected overage/savings, department warnings, and Remaining after every material revision.

5. Script and AI planning

Upload the screenplay once to the selected project. ReelCost should retain that file for Analyze Script, Generate Treatment, and Generate Scene Breakdown until you deliberately replace or delete it.

5.1 Prepare the screenplay

File type	Guidance
Final Draft (.fdx)	Preferred structured format when exported directly from Final Draft.
Text-based PDF (.pdf)	Good when text is selectable and reading order is normal. Image-only scans require OCR.
Fountain (.fountain)	Use consistent Fountain syntax, sluglines, character cues, and dialogue.
Plain text (.txt)	Useful for clean excerpts but contains less structural metadata.

- Use standard scene headings such as INT. KITCHEN - NIGHT or EXT. CITY STREET - DAY.
- Keep each speaking character cue distinct and consistent.
- Describe background groups and approximate counts clearly when known.
- Avoid screenshots, columns, decorative text boxes, protected files, corrupted exports, and image-only pages.

5.2 Analyze Script for a tentative budget

- Open Script and upload or select the retained screenplay.
- Choose Analyze Script and allow the request to finish. Do not repeatedly click while processing.
- Review the Scene Analysis Estimate and every suggested line for cast, extras, locations, props, wardrobe, vehicles, animals, stunts, effects, equipment, crew, and post-production.
- Edit inaccurate descriptions, quantities, rates, days, departments, and account assignments before acceptance.
- Accept only the desired suggestions. Confirm each accepted item enters Budget once and preserves the correct project/currency.

5.3 Generate Treatment

- From the retained screenplay, choose Generate Treatment.
- Review title, logline, genre/tone, character names, chronology, turning points, climax, resolution, and ending.

- If the story appears to end mid-scene or omits later acts, treat it as incomplete and retry once only after preserving the error/evidence.
- Edit or export the treatment only after it has been compared with the entire source screenplay.

5.4 Generate Scene Breakdown

- Choose Generate Scene Breakdown or add a scene manually.
- For every scene, verify scene number, INT/EXT, location, day/night state, page eighths, synopsis, cast, extras, props, wardrobe, vehicles, animals, stunts, effects, special equipment, and notes.
- Correct omitted, merged, split, duplicated, or reordered scenes.
- Save the scene breakdown. It becomes the basis for scheduling-oriented export.

AI output is a preliminary planning aid. It can be incomplete, inaccurate, duplicative, or misclassified. It does not replace a line producer, production accountant, payroll provider, union/guild guidance, safety planning, legal/tax advice, vendor quotes, permits, insurance, or local research.

6. Reports and interchange

Output	Use and required review
Topsheet PDF	High-level account/department summary. Verify identity fields, totals, currency, and page layout.
Full Budget PDF	Itemized internal budget. Verify every line, base/fringe detail, notes, totals, currency, and page breaks.
Excel	Editable spreadsheet with account and line detail. Verify summaries do not become duplicate expenses on reimport.
Movie Magic XML / JSON / tab	Beta interchange. Verify in the intended Movie Magic Budgeting or Gorilla version before relying on compatibility.
Scheduling SEX	Scene breakdown export for Movie Magic Scheduling. Requires a complete saved scene breakdown and target-application verification.

- Open Reports and choose the required output. On Android and iPhone/iPad, use the system save/share sheet that opens for supported PDF, Excel, XML, and JSON reports. If no sheet opens, preserve the project and report the device, app build, selected report, and approximate time.
- Save the file with the project name, report type, and date/revision.
- Open the downloaded file immediately and compare it with ReelCost.
- For interchange, import into a clean target file/project and compare counts, accounts, dates, fringes, notes, and currency.
- Keep the source, ReelCost export, destination result, screenshots, warnings, and application versions together.

7. Controls, locking, and recovery

7.1 Undo and redo

Use Undo/Redo for recent supported changes in the current session. Confirm the intended project before using either control. Do not rely on undo as the only recovery strategy; maintain exported checkpoints at material milestones.

7.2 Lock and unlock

- Review and export a checkpoint before locking a final or approval-stage budget.
- Select Lock and confirm that editing controls are disabled.
- To unlock, request the numeric one-time code sent to the signed-in email.
- Enter the newest code before expiration. The code should be single-use and bound to the selected project/user.
- Confirm the unlock event appears in Activity history.

7.3 Activity history

Use Activity to trace meaningful changes such as line creation/edit/deletion, payments, accrual adjustments, overrides, revisions, locks, and unlocks. When a total changes unexpectedly, start with the affected line and recent activity.

7.4 Reset and deletion

Reset This Budget is destructive and should require clear confirmation. Export needed records first. Account deletion is broader and should be used only after exporting required projects and separately cancelling any Apple/Google subscription.

8. Cross-device synchronization

- Use one ReelCost login and select the same project.
- Finish edits on the first device and wait for Saved.
- Open or refresh ReelCost on the second device.
- Confirm budget values, the latest transaction, retained script, treatment, accepted analysis, and scene breakdown.
- Avoid simultaneous editing unless the product explicitly supports it for your plan.
- If a mismatch remains after one sign-out/sign-in cycle, stop editing and contact support with the project, devices, approximate time, and exact difference.

9. Account, plans, and support

- Use the account/settings menu for signed-in email, plan status, Privacy Policy, Terms, Help & Support, subscription controls, account deletion, and sign-out.
- New eligible web customers receive the currently advertised seven-day free trial, and qualifying students may receive the advertised student discount. Confirm current eligibility and terms at checkout. Free is limited to the advertised active-project and feature policy. Producer unlocks the currently advertised paid functions. Production Pro includes a shared production team with up to three collaborators. The owner may assign Manager, Editor, or Viewer access, change roles, revoke access, and renew or cancel invitations. Editor financial changes remain proposals until one account owner or Manager approves them; a rejection leaves the live budget unchanged. Managers and owners may make direct financial changes, and Viewers are read-only.
- Store subscriptions are managed by the purchasing platform. Cancelling ordinarily stops renewal but does not erase the remaining paid period.
- Never send support a password, unlock/verification code, API key, banking credential, payment-card number, or unredacted sensitive production material.

Part II - Step-by-step production lifecycle

Stage 1. Development and first-pass budget

- Start on desktop and create the project with the correct title, production company, decision-makers, dates, starting budget, and currency.
- Upload the screenplay once and verify the retained filename/project.
- Run the tentative script budget analysis. Review and accept only credible starting lines.
- Generate the treatment and scene breakdown, then reconcile both with the complete script.
- Research actual rates, quotes, permits, insurance, locations, labor rules, taxes, incentives, fringes, and contingencies.
- Replace AI placeholders with researched assumptions and document material notes.
- Set department allocations and review the first Topsheet and projected final position.
- Export a dated baseline before major revisions.

Stage 2. Pre-production and commitments

- Enter cast, crew, vendors, rentals, locations, insurance, travel, lodging, permits, prep, and post commitments.
- Assign accurate work dates and split ranges; select payment types and union/fringe rules.
- Mark reserved obligations committed even when they have not yet been earned or invoiced.
- Update department allocations, ETC, and contingencies as quotes firm up.
- Use the scene breakdown to confirm departments and special elements are budgeted.
- Resolve allocation warnings and document approved revisions.
- Export an approved pre-production budget and lock it when appropriate.

Stage 3. Production-day control

- Use the phone app for monitoring after the desktop budget is established.
- Open Daily and select the production date.
- Confirm scheduled cast/crew and the day's personnel cost against the daily allowance.
- Record new petty cash, vendors, rentals, meals, transportation, overtime, replacements, and other approved changes.
- Correct absences, cancellations, schedule shifts, or overtime on the affected labor line.
- Allow elapsed scheduled work to become Worked/Earned, then record Paid only from verified payment information.
- Review outstanding payroll, department warnings, ETC, Projected Final, and overage/savings before approving new spend.
- Wait for Saved and confirm material adjustments on desktop when practical.

Stage 4. Weekly accounting and forecast review

- Reconcile invoices, purchase records, petty cash, payroll reports, and recorded payments.
- Confirm commitments are still valid; close, revise, or cancel obsolete items with an audit note.
- Update ETC for every material open department.

- Compare Original Budget, Current/Revised Budget, Accrued, Paid, Outstanding, ETC, Projected Final, and Variance.
- Investigate every department warning and unexplained project-level change.
- Export a dated Topsheet, Full Budget, and Excel checkpoint.

Stage 5. Wrap, post-production, and closeout

- End or correct remaining labor schedules and commitments after the final production day.
- Record final invoices and verified payments; resolve partial payments and outstanding payroll.
- Update post-production, delivery, music, legal, insurance, festival, marketing, and contingency lines as applicable.
- Set credible ETC values for unresolved costs and continue weekly review until they close.
- When complete, confirm Outstanding and ETC reflect only genuine remaining obligations.
- Review final Projected Final/Actual position and department variances against the approved budget.
- Export the final Topsheet, Full Budget, Excel ledger, and required interchange/archive files.
- Lock the final budget and retain the exports with the production's accounting and legal records according to policy.

End-of-production checklist

- All projects, reports, and exports show the correct title and ISO currency.
- Every labor line uses actual scheduled/worked dates and separates Earned from Paid.
- Partial payments, reversals, cancellations, and overrides have explanations and audit records.
- Department totals reconcile to the project total; Projected Final and Variance are credible.
- The retained script, treatment, and scene breakdown belong to the correct project and cover the complete screenplay.
- Topsheet, Full Budget, and Excel exports open and match ReelCost.
- Movie Magic/Gorilla-oriented files were verified in the target application before being represented as compatible.
- The final budget is locked and backed up outside ReelCost.

Troubleshooting and support

Issue	First response
Blank screen / launch failure	Force-close and reopen once; record device, OS, build, time, and screenshot.
Upload will not open	Select Upload File once; record exact behavior and environment if nothing happens.
AI generation error	Save exact error, confirm supported/readable file, retry once, then report.
Results missing after refresh	Confirm Saved appeared and the correct login/project is selected.
Incorrect total	Stop editing the affected line, export a copy, and report the line plus expected calculation.
Device mismatch	Stop simultaneous edits, sign out/in once, and report exact fields that differ.
Unlock email has a sign-in link	Report it. The unlock flow should send the promised numeric one-time code.

Use Help & Support inside ReelCost or email solutions@solerta.ai. Include your goal, exact steps, expected and actual results, error wording, device/platform, ReelCost build, approximate time, account email, project name, and a redacted screenshot where helpful. Solerta Solutions will answer directly when possible; when the answer requires product or technical research, Solutions will investigate and follow up.

ReelCost is a production-planning and cost-control tool. It is not a production accountant, payroll provider, attorney, tax adviser, union representative, insurer, bond company, lender, or guarantee that a production can finish for a stated amount.

Current platform, language, and access notes

As of September 12, 2026, the complete ReelCost experience is available in the web application and in the signed, Apple-notarized universal Mac app for Apple Silicon and Intel. Web customers can use eligible plan selection and billing management. The iPhone and iPad release is in Apple review and is consumption-only: it lets existing users sign in and use access already associated with their ReelCost account, but it does not sell subscriptions or link to an external purchase flow. Windows is pending Microsoft organization approval and trusted signing. Android build 21 passed physical-device authentication, synchronization, payment/accrual, localization, billing-policy, and supported-report tests and is in Google Play production review for worldwide release. Android is also consumption-only and does not sell subscriptions or open Stripe billing. Use only download and store links published at reelcost.app.

Google and email sign-in are available. Facebook sign-in remains hidden until provider verification is complete.

Generated treatments, script analysis, and scene breakdowns retain their original-language content as the canonical source. When you change the ReelCost interface language, ReelCost creates or loads a translated rendering for the selected language and switches back when you select another language. Project titles, names, account codes, and other user-entered identifiers are not automatically translated.

Supported interface languages are English, Spanish, French, German, Portuguese, Japanese, Korean, Simplified Chinese, Arabic, Swahili, and Afrikaans. Arabic uses a right-to-left interface.

Movie Magic XML/JSON and Scheduling SEX exports remain beta interchange formats. Movie Magic XML/JSON save/share behavior has passed Android device testing. Scheduling SEX remains unverified and may not open the Android save/share sheet. Verify every exported file in the intended destination application before relying on it for production work.

AI assistants, plans, and responsible use

Buddy — practical, realistic in-app guidance

Buddy is ReelCost's authenticated, read-only assistant. It can explain the current budget snapshot, clarify ReelCost features and tiers, point out figures worth reviewing, and recommend practical next actions. Buddy cannot change a budget, approve a cost, make a payment, or act on the user's behalf.

One Buddy turn is used when Buddy successfully answers one submitted message, even when that message contains several related questions. Opening Buddy, reading earlier answers, using navigation shortcuts, or a failed request uses no turn. Buddy shows included monthly turns remaining and purchased credits. Included turns are used before purchased credits.

Buddy testing notice

Buddy's included turns, credit-use rules, credit-pack pricing, subscription pricing, and other fees are subject to change as ReelCost evaluates actual usage and operating costs. ReelCost will communicate changes before they take effect, and changes will apply going forward rather than retroactively.

The Contractor — public website guidance

The Contractor provides neutral product information and asks a few necessary questions before recommending the tier that best fits a visitor's budget needs and use case. It cannot see ReelCost accounts or private budgets. Its current conversation remains available while moving among website pages in the same browser session and can be cleared from the chat.

The Contractor may collect a visitor's name, email address, and inquiry for follow-up. Newsletter and ReelCost-announcement subscriptions require separate, explicit permission. Declining marketing does not prevent a visitor from requesting product information.

Plans and included AI allowances

PLAN	PRICE & ACCESS	INCLUDED AI USE
Free	\$0; 1 active production	5 Buddy turns monthly
Producer	\$19 monthly or \$190 yearly; 4 active productions	4 script-AI workflows and 40 Buddy turns monthly
Production Pro	\$49 monthly or \$490 yearly; 10 active productions; owner plus 3 collaborators	12 shared script-AI workflows and 150 Buddy turns monthly
Project Pass	\$49 once; 1 production for 90 days; no auto-renewal	3 script-AI workflows and 30 Buddy turns during the pass

Eligible new web Producer subscriptions include a seven-day trial with a payment method. Add 5 AI credits for \$15 or 15 for \$39. After the relevant included allowance is exhausted, one purchased credit covers one successful Buddy answer or one new script workflow. Purchased credits expire after 12 months and are sold through web checkout.

Eligible verified education customers receive 15% off recurring Producer or Production Pro service. Discounts do not stack and exclude Project Pass and AI-credit packs. Military and first-responder pricing is not offered publicly until secure verification-provider approval is complete.

Verify professional information independently

AI-generated estimates, union and fringe guidance, analyses, and recommendations may be incomplete, outdated, or incorrect. Do independent research and verify current figures with primary sources. For production-specific questions, consult the appropriate attorney, union or guild, entertainment payroll professional, CPA, insurance broker, safety authority, or other qualified entity. ReelCost provides app-related information and planning tools; it is not a law firm, payroll service, accounting firm, insurer, or governing body.

Glossary

Use this glossary when a label or production-budgeting term in ReelCost is unfamiliar.

TERM	WHAT IT MEANS IN REELCOST
Account code	A short identifier used to organize a budget line or account within a department.
Actual cost	A cost that has already been incurred or recorded, whether or not it has been paid.
Allocation	The portion of available money assigned to a department, account, line item, or production purpose.
Approval	Authorization by an eligible owner or Manager that allows a pending Editor financial proposal to become part of the live budget.
Budget	The detailed financial plan for the production, organized by departments, accounts, and line items.
Budget category	A grouping used to organize related production costs.
Budget lock	A safeguard that prevents unintended financial edits until an owner or Manager unlocks the budget.
Collaborator	A person invited into a Production Pro workspace as a Manager, Editor, or Viewer.
Committed cost	Money the production has agreed or expects to pay, even if payment has not yet been issued.
Contingency	Money reserved for unexpected costs, uncertainty, or production risk.
Cost status	The stage of a line item or payment, such as Scheduled, Committed, Earned, Paid, or Outstanding.
Currency	The monetary unit selected for a project. ReelCost keeps each project in one accounting currency.
Daily cost	A production expense associated with a selected workday or shoot date.
Day rate	The agreed amount paid to a person or resource for one production day.
Department	A major production area, such as Camera, Art, Locations, Cast, or Post-Production.
Direct cost	A cost tied directly to producing the project, before items such as fringes, insurance, or contingency are added.
Earned cost	Compensation or expense that has been earned through completed work but may not yet have been paid.
Editor	A Production Pro collaborator who may edit operational material and submit financial changes for owner or Manager approval.
Estimate to complete (ETC)	The amount currently expected to be needed to finish remaining work.
Export	A report or interchange file generated from ReelCost for review, printing, archiving, or use in another application.
Flat cost	A single fixed amount entered for an item instead of calculating quantity multiplied by a rate.
Forecast	ReelCost's current view of expected final production cost based on actuals, commitments, and remaining estimates.
Fringe	Employer-side payroll-related costs or contractual additions, such as taxes, pension, health, or other labor burdens.
Funding	The money available or planned to finance the production.

Glossary continued

TERM	WHAT IT MEANS IN REELCOST
Headroom	The amount remaining between available funding and the projected final cost. Negative headroom indicates a projected overage.
Line item	An individual budget entry describing a specific person, service, material, or expense.
Manager	A Production Pro collaborator who may directly manage financial data and approve or reject Editor proposals.
Original-language content	The preserved canonical version of generated material in the language in which it was created.
Outstanding	An amount that is earned, committed, invoiced, or otherwise due but not yet confirmed as paid.
Owner	The account holder who controls the Production Pro workspace, collaborators, and financial approvals.
Paid	A confirmed disbursement that has actually been issued; it should not be used for merely planned or committed money.
Pending approval	An Editor's proposed financial change that has not yet been approved or rejected by an owner or Manager.
Production day	A selected date used to schedule people and record day-specific activity and costs.
Projected final	Actual and committed costs plus the current estimate to complete; the expected total when production is finished.
Proposal	A financial revision submitted by an Editor for review without immediately changing the live budget.
Receipt	Supporting evidence attached or referenced for an expense or payment.
Revision	A documented change to the budget, estimate, scope, or cost assumption.
SAG-AFTRA or union production	A production operating under applicable collective-bargaining rules, rates, fringes, and reporting requirements. Confirm current requirements with the relevant union or qualified professional.
Scene breakdown	A structured list of scene elements such as cast, locations, props, wardrobe, vehicles, effects, and special requirements.
Schedule	Planned work dates, personnel assignments, or production activity used to connect time with cost.
Script analysis	AI-assisted planning observations drawn from an uploaded screenplay. It must be reviewed before production use.
Top sheet	A high-level summary of budget totals by department or major category.
Translated rendering	A language-specific display of generated content derived from the preserved original-language version.
Treatment	A prose summary of the story, characters, structure, tone, and major events created for development or planning.
Variance	The difference between two financial values, commonly budget versus actual or forecast.
Viewer	A Production Pro collaborator with read-only access.
Working budget	The current approved version of the budget used for active planning and cost control.
Wrap and closeout	The final stage in which remaining costs, returns, payroll, invoices, reports, and archived records are reconciled.