Hot Budget

Version 2.2



User Guide

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Section 1 - Getting Started

Licensing

Hot Budget licenses are attached to computers. They are not attached to the Hot Budget documents themselves. Even if a computer is not licensed, Hot Budget documents can still be used with limited functionality provided they are being opened in a compatible version of Excel. There is an expiration date that is displayed each time the document is opened. After the expiration date has passed you will still be able to actualized with the document but a new activation and a current version will be required to budget new projects. The User License Agreement can be found by clicking the License button in the toolbar of the cost summary page.

Setup

Upon opening Hot Budget 2, you will be greeted by the setup assistant where you will have the option to setup a license, use the file as a viewer, or purchase a license. To activate a license follow these steps:





ltem	What to do
Business Name Field	Enter the name of your company into this field if applicable.
User Name Field	Enter your name into this field.
Email Field	Enter your e-mail address into this field.
Phone Field	Enter your phone number into this field.
Back Button	Click to go to the previous step.
Next	Click to go to the next step.





Item	What to do
Computer Name Field	Enter a name for your computer. This will be used to identify the machine for trouble shooting purposes.
Someone purchased this license for me, checkbox	Check this box if someone other then the user of the computer purchased the license. For example, if a business purchased the license for a temporary employee.
Purchaser's e-mail	Enter the e-mail address of the purchaser. For example, if a business purchased the license for a temporary employee, the purchasers email might be the e-mail address of the office manager of the business.
Back Button	Click to go to the previous step.
Next	Click to go to the next step.

Step 4 of 5 Enter the order number and purchase date

After purchasing your license, it make take a few minutes before an order is ready for activation. If the order is not found in the system you will be prompted to try activating later. Orders are processed between 9 AM and 6 PM Monday through Friday PST. If you have purchased outside of these hours and need to activate urgently please e-mail support@hotbudget.com



Item	What to do
Receipt/Order Number Field	Enter your receipt/order number into this field. This is a 4 digit alphanumeric code found on the order confirmation from Square preceded by the # sign.
Purchase Date Field	Enter the date of purchase here. This can be found on the Square order confirmation and needs to be entered in the following format : YYYY-MM-DD
Back Button	Click to go to the previous step.
Activate Button	Click to Activate the license. Orders are processed between 9 AM and 6 PM Monday through Friday PST. If you have purchased outside of these hours and need to activate urgently please e-mail support@hotbudget.com

Step 5 of 5	Start Budgeting
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Item	What to do
Get Started Button	Click to close the setup assistant and start using Hot Budget.

Section 2 - The Basics

Run-time Errors

Runtime errors are errors that Microsoft office displays when it encounter a problem with a macro file. These messages look similar to the image below and are typically very vague and may seem to appear at random times. Below is a list of things you should know about them to help you understand what to do if one shows up.



- 1. Once one run-time error has displayed more will follow until you close and reopen the document that displayed it.
- 2. In rarer cases you will need to close excel to resolve the errors and in even rarer cases a computer reboot is required
- 3. A persistent Run-time error can mean that a document has been damaged but that is rare. You should reach out <u>support@hotbudget.com</u> to determine if that is the case. If it is damaged the solution is to transfer the budget to a clean document using the import function.
- 4. A run-time error could also mean that there is an error in the Hot Budget programming. If you can reproduce the error please report the sequence of events that is required to trigger it.
- 5. Run-time errors should not be very common but they can happen and usually rebooting is all that is needed. However, if you are experiencing many of them even after rebooting the there could be a deeper issue with your office installation. Solving these usually means reinstalling office.
- 6. In the most rare cases these errors could be displaying because of an issue within the user account of your computer. This can be tested by creating a new user account on the computer and testing the document in that environment. If the issue is in the user account you will have to transition to a new account.

Toolbars

At the top of every spreadsheet in Hot Budget there is a strip of buttons and controls. This collection of buttons is referred to in this guide as a toolbar. Some toolbars have two different states, 1) budgeting, and 2) customizing. Different controls may be displayed in customize mode vs budget mode. Below is an example of the toolbar from the Cost Summary Page in budget mode and in customize mode. Switching between modes is done using the customize button in the toolbar of the Cost Summary spreadsheet as shown here.

Cost Summary Page Toolbar (Budget Mode)

COS	t Sun	nmary									
Running Ac	tual	Markup Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize

Cost Summary Page Toolbar (Customize Mode)

Cost	Summary			
Delete Rows	Add Row	Page Setup	Import Image	Customize

Protection

Warning!

It is important to work with the sheets locked. Do not delete any sheets that come with the document by default. Working with the sheets unlocked and deleting sheets will result in broken formulas and issues that cannot be repaired.

Even if the spreadsheets are locked, you should still be able to edit the cells required to use Hot Budget provided the computer has a valid license. Cells that are locked and therefore read-only are most likely protecting a formula and should not be edited directly before contacting support@hotbudget.com.

If you attempt to edit a cell that is locked you may be presented with a message that looks like the image below. This is normal Excel behavior. You should take this as a warning that you may be trying to edit a cell that was not meant to be edited. If you unlock the sheets and force edit the cell you could experience unexpected behavior.



It is possible for a cell that is supposed to be editable to become locked by accident. This usually happens from copying and pasting into the sheets. If this happens it is best to contact support@hotbudget.com for the solution to your specific situation.

When contacting the Hot Budget Team via e-mail, please specify the issue and include an screenshot in the body of the e-mail that shows what you're experiencing. This will allow us to assist you faster.

If you really need to unlock the sheets you can do so by clicking the protection button in the toolbar of the Cost Summary spreadsheet. Then click the unprotect button in the window that appears.

	Cost Su	immary		Pro	otection E	Button					
Running	Actual	Markup Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize
											· · · · · · · · · · · ·
			P	rotection							
				\wedge							
		Unprotec	ting Hot Bu	dget is not rec	commended.						
		Some cells are lo sheets unlocked can			-		-				
		sheets unlocked can	result in bro	ken formulas	and undesired b	anavior.	-				
							-				
			(0			-				
							-				
							-				
			Ur	protect –			-	— Unj	protect	Button	
			Create	e Password -			-	— Cre	ate Pas	sword Butto	n
							- 1				
		Lock Original Bu	dget				-	— Loc	k Origiı	nal Budget C	heckbox
							-				

Control	What it does
Protection Button	Click to reveal the Protection window.
Unprotect Button	Click to unprotect the worksheets. You may be prompted to enter a password if a password have been set. There is no password set by default.
Create Password Button	Click to create a password that will be required when unlocking the sheets.
Lock Original Budget Checkbox	Check this box to lock the cells of the original budget from editing. The cells will only be locked when the sheets are also protected.

File Naming Practices

Be thoughtful when naming your Hot Budget documents. Excel is sensitive to certain characters when they are used in the name of the file. Here is a table of special characters that are known to cause issues or are okay to use.

	Character	Name
\bigcirc	/	Slash
\bigcirc	١	Backslash
\bigcirc	*	Star or Multiplication
\bigcirc	Ι	Open Bracket
\bigcirc]	Closing Bracket
\bigcirc	·	Apostrophe
OK	•	Period
OK		Underscore
ОК	-	Dash

Target Area

It is important to understand the concept of the target area when customizing and working within Hot Budget. This is a technique that is used to identify a particular range of cells, a cell, or an area within a spreadsheet. You can choose a target area by selecting a cell within the range of cells you intend to target.

Lets take the Cost Summary spreadsheet for example. On the Cost Summary spreadsheet we have a Project Information Area and a Notes Area. It is possible to add rows to these areas using the same button in the toolbar, but first you need to target the area you intend to manipulate by selecting a cell within the boundary of that area. If you intend to add a row to the production information area you need to select a cell within the boundary of that area and then click add row.

This will be explained further as you continue through this guide. This is a common technique that is used throughout Hot Budget from customizing the document through actualization.

Add Rows Button	Selected	i Cell	Targe Area
Add Row Delet	e Rows Page Setup	Import Image	Customize
Executive Produce		CFO, Audio	Dan and Debbies Creamery 1600 Main Street Ely IA 52227 P (319) 848-6455 n: Josie Rozum o: Tori Riley
Directo Produce Write	r: Denisse Sangiovanni r: Kelly Daniel r: Athena Cute r: Peter Matthew r: Tim Spencer	Build Strike Days: 4 Prelight Days: 1 Studio Shoot Days: 2 Location Days: 2	t: Dustin Tyler Hours: 10 Hours: 10 Hours: 10 Locations(1): 2
OT based on: 10 Delivery Date:	Shooting Format: Dig Shooting Dates:	gital Delivery Fo	rmat: Hard Drive
			Cost Summary



Adding and Removing Rows

There are many areas within Hot Budget where you can add and remove rows. You will need to use the built in tools to do this. You should **NOT** unlock the sheets and manually add or remove rows. Unlocking the sheets will cause unexpected behavior.

The process for adding and removing rows is consistent throughout Hot Budget. This is illustrated at its most basic level in the logs. Lets take the Purchase Order Log spreadsheet for example. In the toolbar at the top of the this spreadsheet you will see buttons for adding and deleting rows. To add rows, click Add Rows. If you are not prompted to choose a quantity, a predetermined quantity may be added for you. To delete rows, select cells within the boundary of the rows you want to delete. This is an example of a the Target Area technique described earlier in this guide. Once you have your target area selected, those rows will be deleted when the Delete Rows button is clicked.

More specific examples of row manipulation can be found throughout this guide. Some form of adding and removing rows is built into every spreadsheet in Hot Budget. They are two of the most commonly used functions available. Every person working within Hot Budget in every position in the production workflow is likely to use this functionality.

Add	Row	S	De	lete 	Rov	NS										Pu	rc	าลร	se (Orc	der	Lc	bg		
Add R	ows	De	lete F	Rows		Sumi	mary	Filte	er									Im	port				Exp	ort	
Debbie The Co					881											F	ΡL	IRC	CH/	ASI	EC	R	DEF	LO	G
.INE			PA	YEE				PO			DATE		PAYID		ACT	UAL		LINE	DE	SCR	IPTI	ON			;
								-		+		+		+				-							
								-		x	Ente	er A I	Number			-	1	-							
								-					С	ancel		ОК		-							
								 -								•		-							·

Page Setup

You will see a control labeled, Page Setup in some of the toolbars in Hot Budget. Clicking these buttons will reveal a Page Setup window as shown in the image below. This is where you can control how the content of the spreadsheet is printed onto paper. By default the spreadsheets should be preset to print correctly onto US Letter 8.5in x 11in. You will likely need to adjust these settings if you add or remove any rows or if you do anything that changes the height of the existing rows. The selected output (Original Budget, Running Budget, and Actual Budget) will be highlighted in blue.

	Running B	udget Button		
Original Budget Button —	Original Budget Runnir	ng Budget Actual B	udget — Actual	Budget Button
	Zoom	77 —	Zo	om Field
	Line Title Column Width	40	Lin	e Title Column Width Field
	Bid Note Column Width	24 —	Bic	Note Column Width Field
	Paper Size	US Letter	Pa	per Size Combobox
	Page Orientation	Portrait	Pa	ge Orientation Combobox
		Print Page		

We recommend adjusting the settings in the follow order.

1	Paper Size	Choose the paper size.
2	Page Orientation	Choose the page orientation from the list.
3	Zoom	The zoom level should be set so the content prints as desired vertically. If you want the content to print on a single page then the zoom level needs to be adjusted so that none of the rows extend onto a 2nd page or beyond the desired quantity of pages.
4	Line Title Column Width	After you have found the proper zoom level you can adjust the pages output horizontally using this field.
5	Bid Note Column Width	After you have found the proper zoom level you can adjust the pages output horizontally using this field.

Line Items

Line items are the most basic building blocks of a budget. Multiple line items together make up a line item group. A section is made up of one or more line item groups. The image below shows and example of a section of Hot Budget. Section G contains 1 group of lines that contains 13 line items numbered 168 - 180.

Some line items are able to calculate overtime and some are not. All line items can account for two different fringes. In the example below the first fringe is called P & W and the second fringe is generically called Fringe 2.

It is important that each line item in the budget has a unique number. Duplicating line numbers may cause calculation errors. Any line code beginning with "CS" should not be used if you create a custom line scheme. Line numbers that begin with "CS" are reserved for the Cost Summary spreadsheet. You should also avoid line item themes that begin with "PR", "PO", "PC", or end with ".F1" or ".F2"

G	ART DEPARTMENT LABOR	No	DAYS	RATE	OVER 1.5	TIME 2	ESTIMATE
168	Production Designer		12	1200	1.5	2	14,400.00
	Ŭ						,
169	Art Director		10	700			7,000.00
170	Art Coordinator		8	400			3,200.00
171	Asst. Art Director						
172	Leadman		5	650			3,250.00
173	Prop Master		5	500			2,500.00
174	Prop Assistant						
175	Set Decorator		8	500			4,000.00
176	Set Dresser		8	500			4,000.00
177	Scenics						
178	Carpenter						
179	Art Assts.		10	250			2,500.00
180	Food Stylist						
Markup	25.00% 13,480.50				SUB T	OTAL	40,850.00
Insurar	nce 5.00% 2,696.10					P&W	13,072.00
	-				FRI	NGE 2	
				E	BID TO	TAL G	53,922.00
	Page 3		_				

Fringes

Fringes in general, are costs that are derived from the value of another cost or line item. Each budget section has 2 sets of fringes. In the example below, the first fringe space is being used for P & W and the second, generically titled Fringe 2 is not being used. It is possible to change the title of the fringes by typing directly into the cells below the line items that display the current title. To adjust the percentage of fringes per line you need to display the detail columns which can be done by clicking the details button in the toolbar.

						OVEF	RTIME	
G	ART DEPARTMENT LABOR		No	DAYS	RATE	1.5	2	ESTIMATE
168	Production Designer			12	1200			14,400.00
169	Art Director			10	700			7,000.00
170	Art Coordinator			8	400			3,200.00
171	Asst. Art Director							
172	Leadman			5	650			3,250.00
173	Prop Master			5	500			2,500.00
174	Prop Assistant							
175	Set Decorator			8	500			4,000.00
176	Set Dresser			8	500			4,000.00
177	Scenics							
178	Carpenter							
179	Art Assts.			10	250			2,500.00
180	Food Stylist							
Markup	25.00% 13,480.50					SUB 1	FOTAL	40,850.00
Insurar	nce 5.00% 2,696.10				1		P&W	13,072.00
					-	, FRI	NGE 2	
					E	ID TO	TAL G	53,922.00
							•	
	Page 3			Frin	ige 1			
					-	ge 2		
						<u> </u>		
		Det	ails R	utton				
	Page 3	BCC						
Runnir	ng Actual Notes		Detail	s Hou	rly			

By clicking the Details button in the tool bar the Detail columns will be displayed or hidden.

	Page 3		Fring	ge 1 F	Percen	tage	s Frin	ge 2	Perce	enta	iges				
		l .		OVE	RTIME	Pa	s.w ∣	FRI	NGE 2		I I		OVER		
G	ART DEPARTMENT LABOR		NOTES	BASE	TOTAL	%	TOTAL	%	TOTAL	No	DAYS	RATE	1.5	2	ESTIMATE
168	Production Designer					: 2.00%	4,608.00				12	1200			14,400.00
169	Art Director					2.00%	2,240.00				10	700			7,000.00
170	Art Coordinator					: 2.00%	1,024.00				8	400			3,200.00
171	Asst. Art Director					2.00%									
172	Leadman					: 2.00%	1,040.00				5	650			3,250.00
173	Prop Master					32.00%	800.00				5	500			2,500.00
174	Prop Assistant					32.00%									
175	Set Decorator					32.00%	1,280.00				8	500			4,000.00
176	Set Dresser					32.00%	1,280.00				8	500			4,000.00
	Scenics					32.00%									
178	Carpenter					32.00%									
	Art Assts.					32.00%	800.00				10	250			2,500.00
180	Food Stylist					32.00%									
Marku	25.00% 13,480.50												SUB T	OTAL	40,850.00
Insura	nce 5.00% 2,696.10										ľ			P & W	13,072.00
	•										F		FRI	NGE 2	
											ľ	E	BID TO	TAL G	53,922.00

Item	What it does
Details Button	Click to reveal and hide the detail columns (Notes *Overtime Fringe 1 Fringe 2)
Fringe 1	This cell can be directly edited to change the title of the 1st fringe
Fringe 2	This cell can be directly edited to change the title of the 2nd fringe
Column	Whats it for
Fringe 1 Percentages	Change the percentages here to adjust the amount of fringe applied to each line item. In the example above this fringe set is being used for P & W
Fringe 2 Percentages	Change the percentages here to adjust the amount of fringe applied to each line item. In the example above this fringe set is not being used and is generically titled FRINGE 2

Section 3 - Customizing

Cost Summary Overview

	Prod	uction Co	ompan	y Infor	mati	on Clie	ent In	formation	Proje	ect Information
Cost S	ummary								Tool	Bar
Running Actual	Markup Insurance	About Sett	ings Pro	otection	Tools	Print	PDF	License Addit	tional Bills	Customize
DAN AND DEBBIE'S CRI COST SUMMARY	EAMERY - V2					1	THE CO	V GOES MOO		IBER 18, 2017 MBER 17-881
HB	Hot Bricks Pro 452 N Moss Strr Burbank CA 915 P (818)-528-551 F (818)-473-422	eet 502 5				ND DEBBIE'S Treamery	Design	Dan and Debl 1600 Main Stro Ely IA 52227 P (319) 848-64 a: Josie Rozum	eet	iery
Creative Di Di	ducer: Christopher Tro irector: Denisse Sangio irector: Kelly Daniel ducer: Athena Cute					CFC	, Audio	: Tori Riley t: Dustin Tyler		
	Writer: Peter Matthew Editor: Tim Spencer				Preli Idio Sh	ike Days: ght Days: oot Days: ion Days:	4 1 2 2		Hours: 1 Hours: 1	0 0 0 2
OT based on: Delivery Date:		oting Format: poting Dates:	Digital			Deliv	ery For	mat: Hard Drive	•	
ESTIMATED COST SUM						BID TOT	ALS			
1 Pre-production Wrap				A		88,83	6.00			
2 Shooting Labor 3 Pre-Production Wrap	Evnonaca			B		146,92 8,20				
4 Location And Travel	Expenses					31.43				
5 Makeup, Wardrobe, ar	nd Animals			E		01,40	0.00			
6 Studio Stage Rental /				F		13,40	0.00			
7 Art Department Labor	•			G		53,92				
8 Art Department Expen	ses			Н		22,90				
9 Equipment Costs				<u> </u>		80,80				
10 Filmstock, Develop and 11 Miscellaneous	d Print			J		1,60	0.00			
			Direct C	osts A - I		449,01				
12 Director Creative Fee	es		Directo		_	80,00				
13 Talent Labor						59,64				
14 Talent Expenses				N						
15 Post Production Labor				0						
16 Editorial Finishing P	ost Production			P						
17 Travel					_	14,40	0.00			
18 Other 19 Other										
20					1					
21 Insurance			%	C C		30,15	2.53			
22 Production Fee			6	CC		128,60				
CONTRACTED T ALL OVERAGES T	OT/ L 761,805.78		GR \N	ID TOTA	L	USD 761,80	5.78			
NOTES		L								
NOTES										
I		I	î	NA!						
Notes Area	I		ance 8			Bi	d Tot	al		I
Ha	ard Lines	Calcu	lation I	ndicat	ors				B	udget Section
(CS17, CS	S18, CS19, CS20)								

Project Information

The project information area of the Cost Summary spreadsheet can be heavily customized but we recommend that you try to keep your design reasonably consistent with the rest of the industry you work in. This practice will allow clients to compare budget propositions from different companies with ease. Below is an image clipping of a sample budget where the project information layout is reasonably consistent with the commercial production industry. Production Company information is in the top left, client information is in the top right; logos are positioned next to their prospective businesses info. Other notable properties about the project (i.e., studio/location days and delivery format) fill in the space under the client information and the small strip of cells below the production company and client information.



Button	What it's for
Add Rows	Click to add rows to the project information area. You will need to set the project information as your target area first. After you add rows you may need to adjust the page setup so that the content of the page prints correctly.
Delete Rows	Select the rows you want to delete in this area and click delete rows to remove them. After you remove rows you may need to adjust the page setup so that the content of the page prints correctly.
Import Image	Click and choose an image file to add to the sheet. PNG file format is recommended.
Customize	Click to toggle between customize mode and budget mode.

Section Titles

The title of each section can be edited by typing directly into the cells on the Cost Summary spreadsheet. Changes will automatically carry over into the titles of the sections on the other spreadsheets that makeup the budget. All sections can be used for labor, equipment rental, or expendable related costs but not all are designed for calculating overtime. Keep this constraint in mind when customizing your template.

Section	n Titles			Cost Summary
ESTIMATED COST SUMMARY		BID TO	TALS	
1 Pre-production Wrap Labor	A	88,8	36.00	
2 Shooting Labor	В	146,9	22.60	
3 Pre-Production Wrap Expenses	C	8,2	00.00	
4 Location And Travel	D	31,4	30.00	
5 Makeup, Wardrobe, and Animals	E			
6 Studio Stage Rental / Expenses	F	13,4	00.00	
7 Art Department Labor	G	53,9	22.00	
8 Art Department Expenses	Н	22,9	00.00	
9 Equipment Costs		80,8	00.00	
10 Filmstock, Develop and Print	J	1,6	00.00	
11 Miscellaneous	K	1,0	00.00	
	Direct Costs A - K	449,0	10.60	
12 Director Creative Fees	L	80,C	00.00	
13 Talent Labor	M	59,6	40.00	
14 Talent Expenses	N			
15 Post Production Labor	0			
16 Editorial Finishing Post Production	P			

Image Clipping	
Section Titles	Edit these by typing directly into the cells on the Cost Summary Page. The changes will automatically carry over onto the headers of each section in the spreadsheets that makeup the budget.
Image Clipping	What it's for
CS Line 1 Section A	Can be used for labor or equipment calculates overtime
CS Line 2 Section B	Can be used for labor or equipment calculates overtime
CS Line 3 Section C	Can be used for labor or equipment
CS Line 4 Section D	Can be used for labor or equipment
CS Line 5 Section E	Can be used for labor or equipment
CS Line 6 Section F	Can be used for labor or equipment
CS Line 7 Section G	Can be used for labor or equipment calculates overtime
CS Line 8 Section H	Can be used for labor or equipment
CS Line 9 Section I	Can be used for labor or equipment
CS Line 10 Section J	Can be used for labor or equipment
CS Line 11 Section K	Can be used for labor or equipment

CS Line 12 Section L	Can be used for labor or equipment
CS Line 13 Section M	Line item group 1: Can be used for labor or equipment calculates overtime Line item group 2: Can be used for labor or equipment
CS Line 14 Section N	Can be used for labor or equipment
CS Line 15 Section O	Can be used for labor or equipment calculates overtime
CS Line 16 Section P	Can be used for labor or equipment

Hard Lines

Hard Lines are line items that are displayed on the Cost Summary spreadsheet below the standard sections of the budget. You can change the titles of these lines by tying directly into the cells. They differ from the standard sections because the values that they display are not a product of line items from sections A-P. Their values can be manipulated through the tools button in the toolbar or through the Travel Budget or Overage Log. Do **NOT** type directly into the cells to change the values.

		Tools Button	Cost Summary
Running Actual	Markup Insurance About	Settings Protection Tools Print	PDF License Additional Bills Customize



Hardlines (CS17, CS18, CS19, CS20)	Cost Summary
17 Travel	14,400.00
18 Other	
19 Other	
20 Other	

Image Clipping	What's it for
Hard Lines	Used to account for costs that may not be easily account for in the standard sections of the budget A-P on Pages 1A to Page 6

The Notes Area

At the bottom of the Cost Summary spreadsheet there is an open area for notes. This area can be highly customized and formatted. You can add and remove rows to the notes area but you should not need to unlock the sheets.

Add Rows Button	Delete Ro	ws Button		Customize Button				
Add Row	Delete Rows	Page Setup	Import Image	Customize				
				Cost Summary				
NOTES .								
Notes Header		N	otes	Cost Summary				
Button		What's it fo	r					
Add Rows		your target a	area first. After you	area. You will need to set the notes as add rows you may need to adjust the of the page prints correctly.				
Delete Rows		to remove th	em. After removing	ete in this area and click to delete rows g rows you may need to adjust the of the page prints correctly.				
Customize		Click to togg	le between custom	ize mode and budget mode.				
Ranges		What's it fo	r					
Notes		cells are unle		otes about the project. By default the editable. You can customize the ed.				
Notes Header		This displays a title for the notes area and can be directly edited.						

Line Items

The default line item scheme is meant to be reasonably similar in layout to the AICP standard budget template. For example, section A on spreadsheet Page 1A contains 50 lines numbered 1 to 50 and is reserved for Prep & Wrap Labor expenses. This is also reasonably consistent from section A through section P. In customize mode it is possible to deviate from the AICP standard by changing the quantity of line items in each section and changing the line numbers to a custom numbering convention.

This image clipping comes from spreadsheet Page 1A and illustrates a section with a group of line items that is designed to calculate overtime.

	Remove	Line	s Button									
Ad	ld Lines Button		Page Se	tup Butt	on						Pag	je 1A
Add	Lines Remove Lin	es	Page Setup									
	AND DEBBIE'S CREA COW GOES MOO! #1		Y - V2									
										OVEF	TIME	
Α	PRE-PRODUCTION	WR	AP LABOR				No	DAYS	RATE	1.5	2	ESTIMATE
1	Supervising Produce	er						10	1200			12,000.00
2	Line Producer							18	1000			18,000.00
3	Director of Photogra	phy						1	,3500			3,500.00
4	Second Camera Op	erator										
5	1st AC							1	650			650.00
Lir	ne Numbers	Lir	l ne Titles		Bid No	otes			Rates			

Here is an example of a section on spreadsheet Page 3 with a group of lines that is not designed to calculate overtime.

				Pa	ge 3
F	STUDIO STAGE RENTAL / EXPENSE	S No	DAYS	RATE	ESTIMATE
151	Rental For Build Days		3	1500	4,500.00
152	Build OT Hours		4	100	400.00
153	Rental for Pre-Lite Days				
154	Pre-Lite OT Hours				
155	Rental for Shoot Days		2	3000	6,000.00

Button	What's it for
Add Lines	Before clicking Add Lines you need to select your target area by selecting a cell within the group of lines you want to target. Once a target is chosen you can add lines to the group.
Remove Lines	Before clicking Remove Lines you need to select your target lines by selecting a cell/s within the lines you want to delete. Once a target/s are chosen you can click Remove Lines to delete them.
Page Setup	Whenever you add or remove line items from a page you will also likely need to adjust the print settings so that the content of the page prints correctly. This is done through this Page Setup button.
Column	What's it for
Line Numbers	These numbers can be directly edited in customize mode. If you customize these you must make sure that there are no duplicates throughout the entire budget.
Line Titles	Enter a title for each line item directly into these cells.
	 Exceptions When using the Internal Chart of Accounts feature, none of the line titles will be directly editable.
Bid Notes	Enter a short note that will be visible when printing or exporting the budget as a PDF.
Rates	Each line item has a column for rate. It is common practice to populate these columns when customizing the template. The cells in these columns are directly editable by default.
	 Exceptions The rate cells may be locked for editing if the computer does not have a valid license. The rate cells may be locked for editing if the Hot Budget file is expired. The rate cells may be locked for editing if the user has locked the bid using the lock bid checkbox under protection. The rate cells may be locked by accident from copying and pasting into the document. In this situation to unlock the cells check the Lock Bid checkbox in the protection window and immediately uncheck it.

Line Item Details

Click the Details button in the toolbar of Page 1A to Page 6 to reveal the Detail Columns. Fill in the percentage of P&W (Fringe 1) you want to apply to each line item and set the OT base to the appropriate number so the overtime calculates correctly. Utilize Fringe 2 if necessary and repeat the same process. The default use for Fringe 2 in section M is Agency Fee since it is common to calculate that as as percentage the same way P&W is calculated.



Button	What it does
Details	Toggles the visibility of the detail columns.
Columns	What its for
Detail Columns	Can be revealed and hidden using the Details Button in the toolbar.
Notes	Enter a short note that will not be visible when printing or exporting the budget as a PDF.
OT Base	Enter the OT base value here. The OT base value is a number that you set so that the overtime calculates correctly. It's available only in groups of line items that calculate overtime.
OT Total	Displays the total amount of overtime for the line item. Available only in groups of line items that calculate overtime.
P & W % (FRINGE 1)	Enter the percentage of P & W you want to apply to the line item.
P & W Total (FRINGE 1)	Displays the total P & W or other fringe type of cost for the line item. The P & W % is multiplied by the amount in the estimate column.
FRINGE 2 % (Agency Fee - Section M)	Enter the percentage of fringe you want to apply to the line item.
FRINGE 2 Total (Agency Fee - Section M)	Displays the total agency fee (Section M) for the line item. The Agency Fee is multiplied by the amount in the estimate column.

Insurance | Markup

Part of customizing the template is establishing how your markup and insurance will calculate by default. The last two lines on the Cost Summary spreadsheet is where your insurance and markup (also referred to as Production Fee) totals will be displayed. Directly to the left of the total cell are the calculation indicators. The indicators are divided into three parts and will look similar to the image below.

	Calculation Indicat	ors	Cost Summary
21 Insurance	% U C	30,152.53	
22 Production Fee	% C C	128,602.65	

Μ	Markup Insurance Toggle Setting Button							Cost Summary			
Running	Actual	Markup Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize





Insurance Calculation Settings



Cost Summary	Μ	arkup Percentage	es Insurance Per	rcentages
ESTIMATED COST SUMMARY		BID TOTALS	MARKUP %	INSURANCE %
1 Pre-production Wrap Labor	A	88,836.00	25.00%	5.00%
2 Shooting Labor	В	146,922.60	25.00%	5.00%
3 Pre-Production Wrap Expenses	С	8,200.00	25.00%	5.00%
4 Location And Travel	D	31,430.00	25.00%	5.00%
5 Makeup, Wardrobe, and Animals	E		25.00%	5.00%
6 Studio Stage Rental / Expenses	F	13,400.00	25.00%	5.00%
7 Art Department Labor	G	53,922.00	25.00%	5.00%
8 Art Department Expenses	H	22,900.00	25.00%	5.00%
9 Equipment Costs	1	80,800.00	25.00%	5.00%
10 Filmstock, Develop and Print	J	1,600.00	25.00%	5.00%
11 Miscellaneous	К	1,000.00	25.00%	5.00%
	Direct Costs A - K	449,010.60	MARKUP %	INSURANCE %
12 Director Creative Fees	L	80,000.00		5.00%
13 Talent Labor	M	59,640.00	25.00%	5.00%
14 Talent Expenses	N			5.00%
15 Post Production Labor	0	1		5.00%
16 Editorial Finishing Post Production	P			5.00%
17 Travel		14,400.00	10.00%	5.00%
18 Other				5.00%
19 Other				5.00%
20				5.00%
21 Insurance	% C C	30,152.53	ORIGINAL BU	DGET
22 Production Fee	% C C	128,602.65	MU: 128,602.65 INS	S: 30,152.53
CONTRACTED TOTAL 761,805.78 ALL OVERAGES TOTAL	GRAND TOTAL	USD 761,805.78		

Page 30 of 89 Customizing

	What it means
	Displays the current calculation method for markup and insurance. The 3 parts represent the Original Budget, Running Budget, and Actual Budget in that order. There are 5 possible symbols that may be shown.
%	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
С	Carryover. The value displayed is equal to the value in the original budget.
f	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
%p	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
%pf	Calculating as a percentage while using precision and controlling the percentage being applied to the fringe values. Percentages can be adjust per line item and the percentage can be further adjusted based on the fringe values of each line item.
	Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
	Click to reveal the settings window where you can control how markup and insurance is calculated.
	What it's for
	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes.
	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes.
	What it's for
	Adjust these settings to control how the insurance calculates.
	Adjust these settings to control how the markup calculates.
	C f %p

Precision Markup | Insurance

Using precision markup and/or insurance means that you can adjust the percentage of markup and/or insurance that is applied to an individual line number rather then an entire section. When calculating this way you will no longer be able to edit the percentages on the Cost Summary spreadsheet.

By controlling fringe markup and/or insurance you can get even more precise. Controlling fringe will allow you to adjust the percentage of markup and/or insurance that is being applied to the fringe values like P&W

			Settings	Button				Cos	st Sun	nmary	/
Running	Actual M	arkup Insurance	About Settings	Protection	Tools	Print	PDF	License	Addition	al Bills	Customize
0	General Original Budget Force Enter Calculate AS Percentage Ure Procession C ritrol Fringe Marken	Markup Markup Running Budget Force Enter Carryover Claiculate As Percentage Claiculate As Percentage Claiculate As Percentage Claiculate As Percentage Claiculate As Percentage	Insurance Actual Budget Porce Enter Canyover Caloulate As Percentage 2 Use Precision 2 Control Fringe Markup			Orig Force Calcul Use Pr	ate As Percentage		ar As Percentage	Insur Actual Force Enter Carryover Calculate As Z Galculate As Use Precisic Use Precisic Control Frin	Budget
Use Preci Checkb		-	-			Precisi	I				_
	ontrol Frin Checkbox	, ,			-	Cont	rol Frin eckbo	-			
	ontrol Frin	-	Button In	surance B	-	Cont	ا rol Frin	-	F	Page	1A _
(ontrol Frin	, ,	Button In:		utton	Cont	ا rol Frin	-	F	Page	1A
Running Actual	Notes	, ,			utton	Cont	ا rol Frin	-	F	Page	1A
Running Actual	Notes	, ,	Markup Insur	ance Details Hor	utton	Cont Ch	rol Frin eckbo	-	F		
Running Actual EBBIE'S CREAMERY HE COW GOES MOO!	Notes	Markup	Markup Insur	ance Details Hor	utton	Cont Ch	 rol Frin eckbo	¢		OVERT	IME
Running Actual EBBIE'S CREAMERY HE COW GOES MOO! A PRE-PRODUCT 1 Supervising Proc	Notes 1 #17-681 Chockbox	Markup	Markup Insur % % (F1) 25.00% 25.00	ARKUP % (F2) TOTA % 25.00% 3,960.	utton	Cont Ch INSURA % (F1) % 5.00%	ا rol Frin eckbox (<u>الاع</u>) ت	AL No D/	AYS RATE 10 12	OVERT 1.5	IME 2 ESTIMAT 12,000
Aunning Actual I EBBIE'S CREAMERY HE COW GOES MOOI A PRE-PRODUCT 1 Supervising Proc 2 Line Producer	Notes 1 #17-881 TION WRAP LAB ducer	Markup	Markup Insur % % (F1) 25.00% 25.00% 125.00% 25.00	ARKUP % [F2] TOTA % 25.00% 3.960. % 25.00% 5.940.	utton	Cont Ch ¹ NSURA % (F1) % 5.00%	ا rol Frin eckbox (۲۵) ToT 5.00% 79 5.00% 79	AL No D/ 2.00 8.00	AYS RATE 10 12 18 10	OVERT 1.5 200	IME 2 ESTIMAT 12,000 18,000
Running Actual EBBIE'S CREAMERY HE COW GOES MOOI Supervising Proc Line Producer Director of Photo Supervising Camera Line Producer	Notes 7 - V2 1 #17-881 TION WRAP LAB ducer ography	Markup	Markup Insur % % (F1) 25.00% 25.00 15.00% 25.00 25.00% 25.00 15.00% 25.00	ARKUP % (F2) TOTA 6 25.00% 3,960. 6 25.00% 5,940. 6 25.0% 1,155. 6 25.0% 1,155.	utton	INSURA %(F1) % 5.00% 5.01% 5.01%	NCE (F2) TOT \$.00% 1,18 5.00% 79 5.00% 1,18 5.00% 23 5.10%	AL No D. 200 8.00 1.00	AYS RATE 10 12 18 10 1 35	OVERT 1.5 200 00 00 00	IME 2 ESTIMAT 12,000 18,000 3,500
Running Actual EBBIE'S CREAMERY HE COW GOES MOOI A PRE-PRODUCT 1 Supervising Proc 2 Line Producer 3 Director of Photo	Notes 7 - V2 1 #17-881 TION WRAP LAB ducer ography	Markup	Markup Insur % % (F1) 25.00% 25.00 15.00% 25.00 25.00% 25.00 15.00% 25.00	ARKUP % [F2] TOTA % 25.00% 3.960. % 25.00% 5.940.	utton	INSURA %(F1) % 5.00% 5.01% 5.01%	NCE (F2) TOT \$.00% 1,18 5.00% 79 5.00% 1,18 5.00% 23 5.10%	AL No D/ 2.00 8.00	AYS RATE 10 12 18 10 1 35	OVERT 1.5 200	IME
Running Actual DEBBIE'S CREAMERY HE COW GOES MOO! A PRE-PRODUCT 1 Supervising Proc 2 Line Producer 3 Director of Photo 4 Second Camera	Notes - V2 I #17-681 TION WRAP LAB ducer ography Operator	Markup	Markup Insur % % (F1) 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00	ARKUP % (F2) TOTA % (F2) TOTA % 25.00% 3,960. % 25.00% 1,155. % 25.0% % 25.0% % 25.0% % 214.	utton	INSURA 6 (F1) % 5.01% 5.01% 5.01%	NCE eckbox 5.00% 79 5.00% 1.18 5.00% 4 5.00% 4 Fringe	AL No D/ 2.00 8.00 1.00 2.90 2 Insura	AYS RATE 10 12 18 10 1 35 1 6 ANCE	OVERT 1.5 200 00 00 00	IME 2 ESTIMATI 12,000. 18,000. 3,500.
Running Actual DEBBIE'S CREAMERY HE COW GOES MOO! A PRE-PRODUCT 1 Supervising Proc 2 Line Producer 3 Director of Photo 4 Second Camera	Notes - V2 I #17-681 TION WRAP LAB ducer ography Operator	Markup	Markup Insur % % (F1) 25.00% 25.00% 15.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00%	ARKUP % (F2) TOTA % (F2) TOTA % 25.00% 3,960. % 25.00% 1,155. % 25.0% % 25.0% % 25.0% % 214.	utton	INSURA 6 (F1) % 5.01% 5.01% 5.01%	NCE eckbox 5.00% 79 5.00% 1.18 5.00% 4 5.00% 4 Fringe	AL No D/ 8.00 - 1.00 - 2.30 -	AYS RATE 10 12 18 10 1 35 1 6 ANCE	OVERT 1.5 200 00 00 00	IME 2 ESTIMATI 12,000. 18,000. 3,500.
Running Actual I EBBIE'S CREAMERY HE COW GOES MOO! A PRE-PRODUCT 1 Supervising Proc 2 Line Producer 3 Director of Photo 4 Second Camera	Notes - V2 I #17-681 TION WRAP LAB ducer ography Operator	Markup	Markup Insur % % (F1) 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00 25.00% 25.00	ARKUP % (F2) TOTA % (F2) TOTA % 25.00% 3,960. % 25.00% 1,155. % 25.0% % 25.0% % 25.0% % 214.	utton	Cont Ch %(F1) % 5.01% 5.01% 5.01% 5.01% 5.01% 5.01%	NCE eckbox (F2) TOT 5.00% 79 5.00% 1.18 5.0% 5.0% 5.0% Fringe Per e 1 Insu	AL No DJ 2.00 8.00 2.30 2.30 2.30 2.30 2.30 2.30 2.30 2	AYS RATE 10 12 18 10 1 35 1 6 ANCE	OVERT 1.5 200 00 00 00	IME 2 ESTIMAT 12,000 18,000 3,500
Running Actual I EBBIE'S CREAMERY HE COW GOES MOO! A PRE-PRODUCT 1 Supervising Proc 2 Line Producer 3 Director of Photo 4 Second Camera	Notes - V2 I #17-681 TION WRAP LAB ducer ography Operator	Markup	Markup Insur % % (F1) 25.00% 25.00 15.00% 25.00 15.00% 25.00 25.00% 25.00% 25.00 25.00% 25	ARKUP 7% (F2) TOTA 6 25.00% 3.960. 6 25.00% 5.940. 6 25.00% 3.960. 6 25.00% 2.910% 6 25.00% 2.910% 7 25.00% 2.910% 8 25.00% 2.914.	utton	Cont Ch %(F1) % 5.01% 5.01% 5.01% 5.01% 5.01% 5.01%	NCE eckbox (F2) TOT 5.00% 79 5.00% 1.18 5.0% 5.0% 5.0% 5.0% Fringe Per	AL No DJ 2.00 8.00 2.30 2.30 2.30 2.30 2.30 2.30 2.30 2	AYS RATE 10 12 18 10 1 35 1 6 ANCE	OVERT 1.5 200 00 00 00	IME 2 ESTIMATI 12,000. 18,000. 3,500.

Control	What it's for
Settings Button	Click to reveal the settings window where you can control how markup and insurance is calculated.
Markup - Use Precision Checkbox	Check to use precision markup and adjust the percentage of markup on a per line item basis.
Markup - Control Fringe Checkbox	Check to be able to control the percentage of markup that is being calculated based on the fringe total of a line item. This is only available when using precision markup.
Insurance - Use Precision Checkbox	Check to use precision insurance and adjust the percentage of insurance on a per line item basis
Insurance - Control Fringe Checkbox	Check to be able to control the percentage of insurance that is being calculated based on the fringe total of a line item. This is only available when using precision insurance.
Markup Button	Click to reveal and hide the precision markup columns.
Insurance Button	Click to reveal and hide the precision insurance columns.
Column	What it's for
Markup Percentages	Enter percentages here to control the amount of markup being derived from the line item. Displayed only when in %p calculation mode.
Fringe 1 Markup Percentages	Enter percentages here to control the amount of markup being derived from the total of fringe 1 of the line item. Displayed only when in %pf calculation mode.
Fringe 2 Markup Percentages	Enter percentages here to control the amount of markup being derived from the total of fringe 2 of the line item. Displayed only when in %pf calculation mode.
Markup Total	Displays the total amount of markup derived from the line item. Displayed only when in %p calculation mode.
Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the line item.
Fringe 1 Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the total of fringe 1 of the line item. Displayed only when in %pf calculation mode.
Fringe 2 Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the total of fringe 2 of the line item. Displayed only when in %pf calculation mode.
Insurance Total	Displays the total amount of insurance derived from the line item. Displayed only when in %p calculation mode.

Other Customizations

There are some other customizations that are safe and some that will cause problems.

Safe Customizations	
*Font changes	Some fonts will cause the height of the rows to change. When this happens the page breaks may be incorrect when printing the sheets or saving them as a PDF. To accommodate for their new change in row height you will likely need to adjust the page setup on each sheet. The page setup can be adjusted through the spreadsheets toolbar in customize mode.
Cell Fill Color	Cell fill colors are safe to change.
Cell Borders	Modifying cell border styles and colors is safe.
Changes to the height of the rows	The heights of the rows are locked for editing and cannot be changed without unlocking the sheets. Changes to the height of the rows should be avoided. If you absolutely need to make this modification then you will likely need to adjust the page setup so the content of the spreadsheet prints correctly. The page setup can be adjusted through the spreadsheets toolbar in customize mode.
Changes to the width of the columns	The width of the columns are locked for editing and cannot be changed without unlocking the sheets. Changes to the width of the columns should be avoided. If you absolutely need to make this modification then you will likely need to adjust the page setup so the content of the spreadsheet prints correctly. The page setup can be adjusted through the spreadsheets toolbar in customize mode.
Formula Customizations	Formula customizations can be made by typing into cells that are directly editable. If the cell is locked, it likely contains a formula that was not meant to be changed. Forcing any changes to the document that requires unlocking the sheets is not recommended and should be avoided. If a custom formula is still necessary, you can unlock the sheets through the protection button in the toolbar of the Cost Summary spreadsheet. When unlocked, all cells will be directly editable.
Custom Spreadsheets	It is safe to create your own spreadsheets and keep them in the document. It is not safe to delete any spreadsheets that are included in Hot Budget files by default. When adding your own custom sheets keep in mind that this customization will have to be done again when the template is refreshed. This is customarily at the end of the calendar year.

Unsafe Format Customizations			
Adding Rows	Manually adding rows is not a safe customization		
Adding Columns	Manually adding columns is not a safe customization		

Section 4 - Budgeting

Job Information

The cells that display the job information in the image below are not directly editable. You can change these values through the settings window by clicking the Settings button in the toolbar of the Cost Summary spreadsheet.



General	Markup	Insurance	
deneral	такар	insurance	
Budget Date	9 1/01/16		Budget Da
Budget Title	Budget Title		Budget Tit
Job Name	Job Name		Job Name
Job Numbe	Job Number	_	Job Numb
	Hide Unused Rates		
	Vise Chart of Accounts		
Button	What it's for		
--------------------	--		
Settings	Click to reveal the settings window where job information can be edited.		
Cells	What it's for		
Budget Title Cell	Displays the Title of the budget.		
Job Name Cell	Displays the Job Name		
Job Number Cell	Displays the Job Number		
Date Cell	Displays the Date		
Fields	What it's for		
Budget Title Field	Edit this field to set the Budget Title		
Job Name Field	Edit this field to set the Job Name		
Job Number Field	Edit this field to set the Job Number		
Date Field	Edit this field to set the Budget Date		

Client and Project Information

Customize the client information on the right side of the Cost Summary Page. Add a date, bid title, job name, job number and populate the project information.

Add Rows Button Delete Rows Button Im	port Image Button Client Information Customize Button
Add Row Delete Rows Page Setup	Import Image Customize
DAN AND DEBBIE'S CREAMERY - V2 COST SUMMARY	DECEMBER 18, 2017 THE CIDW GOES MOO! JOB NUMBER 17-881
Hot Bricks Productions 452 N Moss Street Burbank CA 91502 P (818)-528-5515 F (818)-473-4223	Dan and Debbies Creamery 1600 Main Street Ely IA 52227 P (319) 848-6455
Executive Producer: Christopher Troy Creative Director: Denisse Sangiovanni Director: Kelly Daniel	VP, Design: Josie Rozum CFO, Audio: Tori Riley VP, Movement: Dustin Tyler
Producer: Athena Cute Writer: Peter Matthew Editor: Tim Spencer	Build Strike Days: 4 Hours: 10 Prelight Days: 1 Hours: 10 Stt dio Shoot Days: 2 Hours: 10 Location Days: 2 Locations(1): 2
OT based on: 10 Shooting Format: Dig Delivery Date: Shooting Dates:	ital Delivery Format: Hard Drive
Project Information	Project Information Cost Summary

Button	What it's for
Customize	Click Customize to enter customize mode where you can add logos to the Cost Summary Page and change the size of the project information area and notes area.
Import Image	Brand the budget with a logo by clicking this button and choosing a file from your file system. PNG file format is recommended.
Cells	What it's for
Client Information	Edit this space by typing directly into the cells.
Project Informatin	Edit this space by typing directly into the cells.
Client Information	Reserved for client information. This area can be customized as needed but do not add or remove rows by unlocking the sheets.
Project Information	Reserved for misc. project information. These areas can be customized as needed but do not add or remove rows by unlocking the sheets.

Line Items

Hot Budget consists of 16 Sections, A to P, and 329 line items. A line item may or may not be designed to calculate overtime, below are examples of each. If you have already customized your budget with rates, fringe percentages, and OT Bases then it's time to start filling out the rest of the columns values. The total for each line will appear in the Estimate column.

Grou	Group of line items that calculates overtime						ge 1A
					OVER	TIME	
A	PRE-PRODUCTION WRAP LABOR	No	DAYS	RATE	1.5	2	ESTIMATE
1	Supervising Producer		10	1200			12,000.00
2	Line Producer		18	1000			18,000.00
3	Director of Photography		1	3500			3,500.00
4	Second Camera Operator						
5	1st AC		1	650			650.00

Det	ail Columns Expose	d										Pa	age	1/	4
-				OVE	RTIME	P	& W	FRI	NGE 2				OVER	TIME	
Α	PRE-PRODUCTION WRAP LABOR		NOTES	BASE	TOTAL	%	TOTAL	%	TOTAL	No	DAYS	RATE	1.5	2	ESTIMATE
1	Supervising Producer					32.00%	3,840.00				10	1200			12,000.00
2	Line Producer					32.00%	5,760.00				18	1000			18,000.00
3	Director of Photography					32.00%	1,120.00				1	3500			3,500.00
4	Second Camera Operator					32.00%									
5	1st AC					32.00%	208.00				1	650			650.00

Group of line items that does not calculate overtime

					Pa	ge 3
F	STUDIO STAGE RENTAL / EXPENSE	S	No	DAYS	RATE	ESTIMATE
151	Rental For Build Days			3	1500	4,500.00
152	Build OT Hours			4	100	400.00
153	Rental for Pre-Lite Days					
154	Pre-Lite OT Hours					
155	Rental for Shoot Days			2	3000	6,000.00

Detail Columns Exposed

									F	Page 3	3
				FRI	NGE 1	FRI	NGE 2				
	STUDIO STAGE RENTAL / EXPENSE	S	NOTES	%	TOTAL	%	TOTAL	No	DAYS	RATE	ESTIMATE
	Rental For Build Days								3	1500	4,500.00
	Build OT Hours								4	100	400.00
153	Rental for Pre-Lite Days										
	Pre-Lite OT Hours										
155	Rental for Shoot Days								2	3000	6,000.00

Column	What it's for
Line Number	Displays the line number of the line item. Directly editable in customize mode.
Line Title	Displays the title of the line item. Will not be directly editable when using Chart of Accounts.
Note	Displays a note that is not visible when printed.
OT Base	Enter the OT base value here. The OT base value is a number that you set so that the overtime calculates correctly.
OT Total	Displays the total amount of overtime.
P & W % (Fringe 1)	Input the percentage of P & W (Fringe 1) you want to apply to the line item.
Total P & W (Fringe 1)	 Displays the total P & W (Fringe 1) derived from the line item. The P & W % (Fringe 1 %) is multiplied by the value in the estimate column.
Fringe 2 % (Agency Fee % - Section M)	Input the percentage of Fringe 2 (Agency Fee - Section M) you want to apply to the line item.
Total Fringe 2 (Agency Fee Total - Section M)	 Displays the total Fringe 2 (Agency Fee - Section M) derived from the line item. The Fringe 2 % (Agency Fee % - Section M) is multiplied by the value in the estimate column.
No	Enter a quantity. May be left blank
Days	Enter the number of work days. May be left blank
Rate	Enter the rate.
OT 1.5	Enter units of time-and-a-half.
OT 2	Enter units of double-time.
Estimate	Displays the line items total for the original bid.

Budgeting Travel

The Travel Budget sheet is hidden by default and can be made visible through the Tools button in the toolbar of the Cost Summary spreadsheet. Check the Display Travel Budget checkbox to make the sheet visible. Once visible, the Travel Budget behaves similar to the Purchase order log in that you can add and remove rows. You can apply the estimated value in each each row to any line in the budget you wish by typing that line number into the Line column. In the example below, all of the rows are being accounted for in line CS17 which is the cost code for one of the hard lines on the Cost Summary spreadsheet.



	Delete Ro	ows Butte	on Page Setu	p Button				Travel Budge	et
Add Rows	Delete Rows	Running	Page Setup						
	CREAMERY - V2 GOES MOO! #17	-						TRAVEL B	UDGET
	AVELER		COST TYPE	No	DAYS	RATE		DESCRIPTION	
CS17 Cla	ra Marshall		Flights	No 2		350	700.00	Other	1
CS17 Cla CS17 Cla	ra Marshall ra Marshall		Flights Hotel	No 2	DAYS	350 80	700.00 400.00	Other Other	1
CS17 Cla CS17 Cla CS17 Cla	ra Marshall ra Marshall ra Marshall		Flights Hotel Per Diem	No 2	5	350 80 40	700.00 400.00 200.00	Other Other Other	1
CS17 Cla CS17 Cla CS17 Cla CS17 Cla	ra Marshall ra Marshall ra Marshall ra Marshall		Flights Hotel Per Diem Transportation	No 2	5 5 5	350 80 40 35	700.00 400.00 200.00 175.00	Other Other Other Other	1 2 3 4 5
CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Feli	ra Marshall ra Marshall ra Marshall ra Marshall icity Rodnie		Flights Hotel Per Diem	2	5 5 5	350 80 40	700.00 400.00 200.00	Other Other Other Other Other	1 2 3 3 4 5 6
CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Feli CS17 Feli	ra Marshall ra Marshall ra Marshall ra Marshall		Flights Hotel Per Diem Transportation Flights	2	5 5 5	350 80 40 35 325	700.00 400.00 200.00 175.00 650.00	Other Other Other Other Other Other	1 2 3 4 5 6 7 7
CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Feli CS17 Feli CS17 Feli	ra Marshall ra Marshall ra Marshall ra Marshall icity Rodnie icity Rodnie		Flights Hotel Per Diem Transportation Flights Hotel	2	5 5 5	350 80 40 35 325 70	700.00 400.00 200.00 175.00 650.00 350.00	Other Other Other Other Other Other Other	1 2 3 4 5 6 7 8
CS17 Cla CS17 Cla CS17 Cla CS17 Cla CS17 Feli CS17 Feli CS17 Feli CS17 Feli	ra Marshall ra Marshall ra Marshall ra Marshall icity Rodnie icity Rodnie icity Rodnie		Flights Hotel Per Diem Transportation Flights Hotel Per Diem	2	5 5 5 5 5 5 5 5	350 80 40 35 325 70 40	700.00 400.00 200.00 175.00 650.00 350.00 200.00	Other Other Other Other Other Other Other Other	1 2 3 4 5 6 7 7 8 9 9

Controls	What it does
Tools Button	Displays the Tools window
Display Travel Budget Checkbox	Hides and unhides the Travel Budget sheet.
Add Rows Button	Click to add rows to the Travel Budget
Delete Rows Button	Click to delete rows from the Travel Budget. Rows must be selected before they are deleted.
Page Setup Button	Displays a window for controlling how the content of the spreadsheets are printed.
Columns	What it's for
Line	Values in the Estimate column of the Travel Budget will be reflected in the Estimate column of the line number that you enter into this column.
Traveler	For displaying the name of the person / position.
Cost Type	For displaying the type of cost like Flight, Hotel,
No	Enter a quantity. It may be left blank.
Days	Enter the number of work days. It may be left blank.
Rate	Enter the rate.
Estimate	Displays the rows total.
Description	Displays the title of the line item that is entered into the Line Column.

Pop-up Details

To reveal more information about a line item, you can select the cell in the Estimate column of the line. The pop-up information that is displayed may help you identify what is being applied to that line. If you have some costs from the Travel Budget or Overage Log being included in the estimate column it will be shown in this popup.

	Page 1A				Se	elect	ed Cell	Pop-	up
Runni	ng Actual Notes	Details	s Hou	rly					
	IE'S CREAMERY - V2 OW GOES MOO! #17-881						_		
					OVER	TIME			
Α	PRE-PRODUCTION WRAP LABOR	No	DAYS	RATE	1.5	2	ESTIMATE		
1	Supervising Producer		10	1200			12,000.00		
2	Line Producer		18	1000			18,000.00		
3	Director of Photography		1	3500			3,500.00	LINE 3 TOTAL 3,500.00	
4	Second Camera Operator							1 Days @ 3,500.00	
5	1st AC		1	650			650.00	LINE 3 TRAVEL BUDGET	
6	2nd AC		1	550			550.00	LINE 3 OVERAGE LOG T	OTAL: 0.00
7	Utility							TOTAL 2 500 00	
8	Production Manager		15	650			9,750.00	TOTAL 3,500.00	
9	Production Coordinator		14	450			6,300.00		
10	Choreographer						,		

Item	What it does
Selected Cell	Selecting a cell in the Estimate column will make the popup visible.
Pop-up	Becomes visible when a cell in the Estimate column is selected. Displays additional information about the selected value.

Generating a PDF and Printing

Generating a PDF to share with others is easy. This function is exclusive to Mac users. From the toolbar of the Cost Summary Page click the PDF button. Select Bid from the list and click OK. A PDF of the bid will be saved to your desktop if you are using office 2011 and opened in your default PDF viewer. If you are using Office 2016, the document will not be saved to your desktop. Instead, a copy will be opened in your default PDF viewer. You can then save that document to the location of your choice and with the name of your choice.

To print your budget, navigate to the Cost Summary spreadsheet and click the Print button. Select the pages you want to print and whether you want bid view, shooting view, or actual view. Click the print button on the print window and the pages will be formatted and sent to your default printer.

(Cost Si	ummary		Print Butto	n PDF Button		
Running	Actual	Markup Insurance Abc	out Settings F	Protection Tools	Print PDF Licens	Additional Bills	Customiz
				Dist			
		Original Bid	Shooting Budget	Print Actual Budget	Logs		
		Cost Summary	Cost Summary	Cost Summary	Purchase Order Log		
		Page 1A	Page 1A	Page 1A	Sort by Line Sort by Name		
		Page 18	Page 1B	Page 1B	Sort by PO		
		Page 3	Page 3	Page 3	Payroll Log		
		Page 4	Page 4	Page 4	Sort by Line		
		Page 5	Page 5	Page 5	Sort by PO		
					Pettycash Log		
					Overage Log		
		HotBudg(: Production	Software	Reverse Print Order	Print		
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		Bid Checkb	oxes	Reverse Print	Print Out Butto	'n	
				Checkbox			
			Original Budget				
			Running Budget Actual Eudget				
			Cancel	Choose			
			Cancel	Choose			

Original Budget List Item

Controls	What it does
Print Button	Opens the Hot Budget print window.
PDF Button	Opens the PDF picker window
Bid Checkboxes	Select the pages of the budget you want to print by checking the boxes in the bid column.
Reverse Print Checkbox	Some printers print face up and others face down. Check this box to reverse the page order as appropriate for your printer.
Print Out Button	Click to start printing. The pages will be sent to your default printer. On a mac the default printer can be set in system preferences.
Original Budget List Item	Select Bid and click okay to turn the bid into a PDF document. Excel 2011 Mac: A PDF will be saved to your desktop and it will open in your default PDF viewer. Excel 2016 Mac: A PDF will NOT be saved to your desktop but a copy will be opened in your default PDF viewer at which time you can save that document to the location of your choice and with the name of your choice.

Section 5 - In Production

ost Summary Ov	verview		Client Infor	mation		
Running Budget Toggle	Production Compa	ny Infor	rmation	Cost S	ummar	у
Running Actual Markup Insur	ance About Settings Prot	ection T	ools Print PEF	License Ac	ditional Bills	Customize
DAN AND DEBBIE'S CREAMERY - V2					DECE	MBER 18, 201
COST SUMMARY			THEC	OW GOES MC	DO! JOB N	JMBER 17-88
452 N M Burbani P (818)	cks Productions Moss Street k CA 91502 -528-5515 -473-4223		AN AND DEBBIE'S Preamery	Dan and De 1600 Main S Ely IA 5222 P (319) 848	7	mery
			VP, Desig	n: Josie Rozur	n	
Executive Producer: Christo				o: Tori Riley		
Creative Director: Denisse Director: Kelly Da			VP, Movemer	nt: Dustin Tyler	•	
Producer: Athena						
Writer: Peter N		Build	Strike Days: 4		Hours:	10
Editor: Tim Spo			Prelight Days: 1			10
			o Shoot Days: 2			10
		L	ocation Days: 2	Loc	ations(1):	2
OT based on: 10	Shooting Format: Digital		Delivery Fo	rmat: Hard Dri	ive	
Delivery Date:	Shooting Dates:					
STIMATED COST SUMMARY			BID TOTALS		NING	VARIANO
1 Pre-production Wrap Labor		A	88,836.00		36.00	
2 Shooting Labor 3 Pre-Production Wrap Expenses		B C	146,922.60 8,200.00		22.60	
4 Location And Travel		D	31,430.00		30.00	
5 Makeup, Wardrobe, and Animals		E		,.		
6 Studio Stage Rental / Expenses		F	13,400.00		00.00	
7 Art Department Labor		G	53,922.00		22.00	
8 Art Department Expenses 9 Equipment Costs		H	22,900.00 80,800.00		00.00	
0 Filmstock, Develop and Print		J	1,600.00		00.00	
1 Miscellaneous		ĸ	1,000.00	1,0	00.00	
	Direct Co	sts A - K	449,010.60	449,0	10.60	
2 Director Creative Fees		L	80,000.00		00.00	
3 Talent Labor 4 Talent Expenses		M	59,640.00	59,6	40.00	
5 Post Production Labor		0				
6 Editorial Finishing Post Production		P				
7 Travel			14,400.00	14 4	00.00	
8 Other						
9 Other						
0 1 Insurance	%	CICI	30,152.53	3(1	52.53	
2 Production Fee			128,602.65		02.65	
CONTRACTED TOT/ L 761,805	5.78 GRANI	TOTAL	USD 761,805.78	USD 761.8	05.78	USD 0.0
ALL OVERAGES TOT/ L						
OTES						
Notes Area Hard Lines (CS17, CS18, CS19,	Insuranc Calculatio		otoro	g Total		ng Variano Is

Insurance | Markup

Insurance and Markup for the Running Budget can be adjust in the same way as the Original Estimate. Controls are accessed through the settings button on the Cost Summary spreadsheet. The middle calculation indicator in the image below will display a symbol of the current calculation configuration. While clicking the Markup | Insurance toggle button will always reveal the light blue cells for percentages of the original estimate, it will only reveal the gray cells for the percentages of the Running Budget is visible. If the percentage cells of the Running Budget are not visible you may have to click the Running Budget toggle button to make them visible.

Insurance					% ¢ C		30,15				
Production Fee					% C C		128,60	2.65			
		_									
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Running Actual	Markup Ins	surance A	About S	Settings	Protection	Tools	Print	PDF Licens	e Additio	nal Bills	Customiz
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General	Markup	1	Insurance				General	N	larkup	Ins	surance
Original Budget	Running Budget	Ac	tual Budget			c	Original Budge	et Running	g Budget	Actu	al Budget
Force Enter	Force Enter	Force E	Enter			⊖ For	rce Enter	Force Ent	ter	Force Ent	er
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STIMATED COST SUMMAR 1 Pre-production Wrap Labc 2 Shooting Labor 3 Pre-Production Wrap Exp 4 Location And Travel 5 Makeup, Wardrobe, and Ar 6 Studio Stage Rental / Exp 7 Art Department Labor 8 Art Department Expenses 9 Equipment Costs 0 Filmstock, Develop and Pri 1 Miscellaneous 2 Director Creative Fees 3 Talent Labor 4 Talent Expenses 5 Post Production Labor 6 Editorial Finishing Post F 7 Travel 8 Other	ry or nimals penses		Direct Costs	B C D F G G H I J K S S A - K L M N O	88,836.00 146,922.6 8,220.0 31,430.00 53,922.00 22,900.00 80,800.0 1,600.0 1,600.0 449,010.6 80,000.0 59,640.0	C C C C C C C C C C C C C C C C C C C	RKUP % 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00%	Markup Pere INSURANCE 1 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000 5.00000 5.00000 5.00000 5.00000 5.00000000 5.0000000000	Kentage Kentage <td< td=""><td>ARKUP % 25.00%</td><td>I ISURANG 55 55 55 55 55 55 55 55 55 55 55 55 55</td></td<>	ARKUP % 25.00%	I ISURANG 55 55 55 55 55 55 55 55 55 55 55 55 55
STIMATED COST SUMMAR 1 Pre-production Wrap Labc 2 Shooting Labor 3 Pre-Production Wrap Exp 4 Location And Travel 5 Makeup, Wardrobe, and Ar 6 Studio Stage Rental / Exp 7 Art Department Labor 8 Art Department Labor 9 Equipment Costs 9 Filimstock, Develop and Pri 1 Miscellaneous 2 Director Creative Fees 3 Talent Labor 4 Talent Expenses 5 Post Production Labor 6 Editorial Finishing Post F 7 Travel 9 Other 9	ry or nimals penses		% C	B C D E F G H H I J K S S A - K C P C	88,836,00 146,922,6 8,200,0 31,430,0 13,400,00 53,922,0 0,22,900,00 80,800,0 1,600,0 1,600,0 1,600,0 59,640,00 59,640,00 14,400,00 30,152,5	2) 2) 2) 2) 2) 2) 2) 2) 2) 2)	RKUP % 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% DRIGINAL	Markup Pere INSURANCE 1 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000	Kentage %	ARKUP % 25.00% 2	I ISURANG 55 55 55 55 55 55 55 55 55 55 55 55 55
STIMATED COST SUMMAR Pre-production Wrap Labc Shoting Labor Shoting Labor Production Wrap Exp Location And Travel Location And Travel Location And Travel Location And Travel Costs And Department Labor And Department Labor Filmstock, Develop and Pri Limiscellaneous Different Labor Different Labor Different Labor Different Expenses Different Expense	ry or nimals penses			B C D E F G H H I J K S S A - K C P C	88,836.00 146,922.6 8,200.0 31,430.00 53,922.00 22,900.00 22,900.00 80,800.0 1,600.0 1,600.0 59,640.0 14,400.00	2) 2) 2) 2) 2) 2) 2) 2) 2) 2)	RKUP % 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% DRIGINAL	Markup Pere INSURANCE 5 5.0000 5.0000 5.0000 5.0000 5.0000 5.0000	Kentage %	ARKUP % 25.00% 2	I ISURANO 55 55 55 55 55 55 55 55 55 55 55 55 55

Item		What it means
Calculator Indicators		Displays the current calculation method for Markup and Insurance. The 3 parts represent the Original Budget, Running Budget, and Actual Budget in that order. There are 5 possible symbols that may be shown.
	%	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
	С	Carryover. The value displayed is equal to the value in the original budget.
	f	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
	%p	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
	%pf	Calculating as a percentage while using precision and controlling the percentage being applied to the fringe values. Percentages can be adjust per line item and the percentage can be further adjusted based on the fringe values of each line item.
Running Budget Toggle		Toggles the Visibility of the Running Budget. Click this button if the grey insurance and markup percentage columns are not visible on the Cost Summary spreadsheet.
Markup Insurance Toggle		Click to reveal and hide the insurance and markup percentages on the Cost Summary Page.
Settings Button		Click to reveal the settings window where you can control how markup and insurance is calculated.
Column		What it's for
Markup Percentages		Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes
Insurance Percentages		Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes
Window		What it's for
Insurance Calculation Settings		Adjust these settings to control how the insurance calculates.
Markup Calculation Settings		Adjust these settings to control how the markup calculates.

The Running Budget

The Running Budget is used to track costs as a project evolves in order to compare the changes to the original estimated budget. The columns that make up the shooting budget are hidden. Their visibility can be toggled by using the Running Budget toggle buttons at the top-left corner of any of the pages that make up the budget. The columns appear in grey directly to the right of the original estimate. The Running Budget toggle button will reveal additional columns in the same way the bid details button does in the original bid.

Running Budget Toggle Button								Cos	st Summar	y	
Running	Actual	Markup Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize

	Running Budget Sectior						
Cost Summary	Running Budget Section Totals						
ESTIMATED COST SUMMARY		BID TOTALS	RUNNING	/ARIANCE			
1 Pre-production Wrap Labor	A	88,836.00	88,836.00				
2 Shooting Labor	В	146,922.60	146,922.60				
3 Pre-Production Wrap Expenses	С	8,200.00	8,200.00				
4 Location And Travel	D	31,430.00	31,430.00				
5 Makeup, Wardrobe, and Animals	E						
6 Studio Stage Rental / Expenses	F	13,400.00	13,400.00				
7 Art Department Labor	G	53,922.00	53,922.00				
8 Art Department Expenses	Н	22,900.00	22,900.00				
9 Equipment Costs	1	80,800.00	80,800.00				
10 Filmstock, Develop and Print	J	1,600.00	1,600.00				
11 Miscellaneous	К	1,000.00	1,000.00				
	Direct Costs A - K	449,010.60	449,010.60				
12 Director Creative Fees	L	80,000.00	80,000.00				
13 Talent Labor	M	59,640.00	59,640.00				
14 Talent Expenses	N						
15 Post Production Labor	0						
16 Editorial Finishing Post Production	P						
17 Travel		14,400.00	14,400.00				
18 Other							
19 Other							
20							
21 Insurance	% C C	30,152.53	30,152.53				
22 Production Fee	% C C	128,602.65	128,602.65				
CONTRACTED TOTAL 761,805.78	GRAND TOTAL	USD 761,805.78	ປຣົD 761,805.78	USD 0.00			
ALL OVERAGES TOTAL				000 0.00			

Running Total Running Variance

Item	What it does
Running Budget Toggle	Hides and unhides the Running Budget.
Running Section Totals	Displays the section totals of the Running Budget.
Running Section Variances	Displays the variance of each section between the bid and Running Budget.
Running Total	Displays the total of the Running Budget.
Running Variance	Displays the variance between the Original Bid and Running Budget.

Running Budget Toggle Button

Running Variance Button

												_		
Runni	ng Actual Notes	D	Details	Hour	rly				Detai	s Hou	urly Variar	nce		
	IE'S CREAMERY - V2 OW GOES MOO! #17-881													
						OVER	TIME					OVER	TIME	
A	PRE-PRODUCTION WRAP LABOR	1	No D	AYS	RATE	1.5	2	ESTIMATE	No	DAYS	RATE	1.5	2	RUNNING
1	Supervising Producer			10	1200			12,000.00		10	1200			12,000.00
2	Line Producer			18	1000			18,000.00		18	1000			18,000.00
3	Director of Photography			1	3500			3,500.00		1	3500			3,500.00
4	Second Camera Operator													
5	1st AC			1	650			650.00		1	650			650.00
	Page 1A	-	·								1			

Running Budget

Buttons	What it's for
Running Budget Toggle	Toggles the visibility of the Running budget.
Running Variance	Toggles the visibility of the Variance column.
Column (Shooting Budget)	What it's for
No	Enter a quantity. May be left blank
Days	Enter the number of work days. May be left blank.
Rate	Enter the rate.
OT 1.5	Enter units of time-and-a-half.
OT 2	Enter units of double-time.
Running	Displays the line items total for the Running Budget.

Running Details

The Running Detail columns are identical to the detail columns in the Estimated Budgets detail columns. By default there will be formulas in these cells that carry over the values form the Estimate. If the cells in this area are unlocked by default they are not meant to be edited directly.

Ru	nning Details Button	Page 1A
Add Lines Remove Lines Page Setup DAN AND DEBBIE'S CREAMERY - V2 THE COW GOES MOOI #17-881 No A PRE-PRODUCTION WRAP LABOR No 1 Supervising Producer 2 2 Line Producer 3 3 Director of Photography 4 4 Second Camera Operator 5 5 1st AC 5	Details Hourry Variance Darys RATE 15 2 ESTIMATE NOTES BASE TOTAL % % TOTAL % % TOTAL % % % 7644 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 % 7044 %	00 10 1200 12,000.00 00 18 1000 18,000.00 00 1 3500 3,500.00
Buttons	What it's for	
Running Details Toggle	Toggles the visibility of the Running budge	et detail columns.
Column (Shooting Budget)	What it's for	
Notes	Displays a note that is not visible when pr	inted.
OT Base	Enter the OT base value here. The OT base you set so that the overtime calculates co	
OT Total	Displays the total amount of overtime.	
P & W % (Fringe 1)	Input the percentage of P & W (Fringe 1) item.	you want to apply to the line
Total P & W (Fringe 1)	Displays the total P & W (Fringe 1) derive W % (Fringe 1 %) is multiplied by the valu	
Fringe 2 % (Agency Fee % - Section M)	Input the percentage of Fringe 2 (Agency apply to the line item.	Fee - Section M) you want to
Total Fringe 2 (Agency Fee Total - Section M)	Displays the total Fringe 2 (Agency Fee - line item. The Fringe 2 % (Agency Fee % the value in the running column.	

Tracking Travel

The Travel Budget sheet is hidden by default and can be made visible through the tools button in the toolbar of the Cost Summary spreadsheet. Check the Display Travel Budget checkbox to make the sheet visible. Once visible, the Travel Budget behaves similar to the Purchase Order log in that you can add and remove rows. You can apply the estimated value in each each row to any line in the budget you wish by typing that line number into the Line column. In the case of the example below, all of the rows are being accounted for on line CS17, which is the cost code for one of the hard lines.



Button	What it does
Running Budget	Click the reveal and hide the Running Budget columns.
Column (Running Budget)	What's if for
No	Enter a quantity. May be left blank.
Days	Enter the number of work days. May be left blank.
Rate	Enter the rate.
Running	Displays the rows total for the Running Budget.

Pop-up Details

To reveal more information about a line item you can select the cell in the Running column of the line. The pop-up information that is displayed may help you identify what is being applied to that line. If you have some costs from the Travel Budget being included in the Running cost it will be shown in this pop-up.

	Page 1A										9	Sele	ecte	ed C	ell Pop-up	
Runnii	ng Actual Notes	Detail	s Ho	urly				Detai	ls Hou	rly Varia	nce					
	E'S CREAMERY - V2 OW GOES MOO! #17-881															
					OVER.	TIME						TIME				
Α	PRE-PRODUCTION WRAP LABOR	No	DAYS	RATE	1.5	2	ESTIMATE	No	DAYS		1.5	2		IING		
1	Supervising Producer		10	1200			12,000.00		[10]	1200				000.00		
2	Line Producer		18	1000			18,000.00		18	1000			18	,000.00	LINE 2 TOTAL 18,000.0	
3	Director of Photography		1	3500			3,500.00		[1[3500			3	3,500.00	18 Days @ 1,000.00	
4	Second Camera Operator							1							LINE 2 TRAVEL BUDGET TO	TAL: 0.00
5	1st AC		1	650			650.00		[1[650				650.00		
6	2nd AC		1	550			550.00		1	550				550.00	TOTAL 18,000.00	
7	Utility															
8	Production Manager		15				9,750.00		15	650				9,750.00		
9	Production Coordinator		14	450			6,300.00		14	450			6	6,300.00		
10	Choreographer		1													

Item	What it does
Selected Cell	Selecting a cell in the Estimate column will make the pop-up visible.
Рорир	Becomes visible when a cell in the Running column is selected. Displays additional information about the selected value.

Overages and Additional Billing

There are 2 ways of managing additional billing in Hot Budget. One is defined as overages and the other as additional billing.

Overages: The Overages spreadsheet is hidden by default and can be made visible through the Tools button in the toolbar of the Cost Summary spreadsheet. Check the Display Overage Log checkbox to make the sheet visible. A row in the overage log can be applied to an individual line item by entering the line number in the line column. You can also apply the overages directly to the Cost Summary page using one of the hard line line codes (CS17, CS18, CS19, CS20) In the example below we have an overage with a total of 1,050.00 There is no markup and 5% insurance is automatically calculated based on the markup and insurance percentages being used in the Original Bid of line CS17.



			1			3
						4
						5
						6
						7
						8
						9
						10

Controls	What it does
Tools Button	Click to display the Tools window.
Display Overage Log Checkbox	Toggles the visibility of the Overage Log spreadsheet.
Add Rows	Click to add rows to the Overage spreadsheet.
Delete Rows	Select cells within the rows you would like to remove and click Delete Rows to delete them.
Import Button	Click to open the Import window.
Export Button	Click to open the Export Window.
Column	What it's for
Line	Enter the line number you want to apply the value of the row too.
ID	Reserved as a column for entering an ID for the Overage.
Title	Enter a title or description for the row here.
Date	Reserved as column for the date of the overage.
Amount	The amount entered here may or may not contain the fringe values, markup, and insurance, depending on your budgeting practices. It is recommended to exclude the markup, insurance, and fringes from this number for the most clear overview of the costs.
Markup	Automatically displays the total markup based on the value entered into the Amount column and the line number which is entered in the Line column.
Insurance	Automatically displays the total insurance based on the value entered into the Amount column, and the line number which is entered in the Line column.
Fringe 1	Automatically displays the total fringe 1 based on the value entered into the Amount column, and the line number which is entered in the Line column.
Fringe 2	Automatically displays the total fringe 2 based on the value entered into the Amount column, and the line number which is entered in the Line column.
Total Billed	Automatically displays the total billed. This number or the sum of the rows that comprise the overage should be equal to the Total amount of the overage billed.
Line Description	Displays the title of the line item that is entered into the Line column.

Additional Billing: The Cost Summary page has designated cells for entering additional billings. These cells can be made visible and can be hidden by clicking the Addition Bills button at the top of the sheet.

	Cost Su	mmary					Additional	Bills
Running	Actual	Markup Insurance	About Settin	gs Protection	Tools	Print PD	F License Addit	ional Bills Customize
Add Ro	w Delete	e Rows					Cost Su	mmary
21 Insurance				% C C		12,345.40		
22 Productio	n Fee			% C C		154,317.50		
		DTAL 290,116.90 DTAL 14,431.21		GRAND TOTAL		304,548.11		
Add Row	Delete F	Rows						
BUDGET TIT JOB NAME	LE (EDIT IN	SETTINGS)						ADDITIONAL BILLINGS
No DESC	RIPTION OF	ADDITIONAL BILLS	i	DATE	тот	AL BILLED	MARKUP	\$ INSURANCE \$
1 Overt	me - Day 1			1/12/17	,	2,431.21	300.0	0 55.00
2 Additi	onal Talent			1/12/17	'	12,000.00	2,000.0	0

TOTAL

14,431.21

2,300.00

55.00

Button	What it does
Add Row	Click to add rows to the Additional Billings
Remove Rows	Select cells within the rows you would like to remove and click Delete Rows to delete them.
Column	What it's for
No	User the column as and overage identifier.
Description	Type a description of the overage here
Date	Type the date of the overage here.
Total Billed	Enter the total amount billed here. This amount should include markup and insurance.
Markup \$	Type the amount of markup here.
Insurance \$	Type the amount of insurance here.

The Overtime Calculator

The Overtime Calculator spreadsheet is hidden by default and can be made visible through the Tools button in the toolbar of the Cost Summary spreadsheet. Check the Display Overtime Calculator checkbox to make the sheet visible. The Overtime Calculator does not affect the Budget. It is a standalone tool that can be used to calculate an overtime scenario. You can repopulate the calculator with data from either the Original Estimate or Running budgets.

 Currency Converter → Status Bar 	Home About Home Hard Lines	Settings	Protection	Tools	Print P	DF License	e Additional Bills	Customize
✿ Currency Converter -√- Status Bar	Q Bid Assistant		1					
	Hard Lines							
Export	() Import							
Display Overtime Calculator	r			Dis	splay Ove	ertime Cal	culator Chec	kbox
 Display Travel Budget Display Chart of Accounts 								

Item	What it does
Tools Button	Click to display the Tools window
Display Overtime Calculator Checkbox	Use this checkbox to toggle the visibility of the Overtime Calculator spreadsheet.

At the top of the Overtime Calculator there is a summary of the sections. Markup, Insurance, and Fringes are calculated using the same technique as the budget. Access the insurance and markup calculation settings through the Settings button. The calculation symbols indicate the current stage of calculation.

Indicate O	riginal Budge	et Button	Indic	ate Run	ning Button	
Fringes Button Page Setup	Button			Se	ttings Button Exp	ort Button
Fringes	Page Setup	Indicate C	riginal Budget	Indicate F	Running Settings	Export
DEBBIE'S CREAMERY - V2 THE COW GOES MOO! #17-881		1		1	OVERTIME C	ALCULATOR
SUMMARY OF OVERTIME			MARKUP %		INSURANCE %	TOTALS
1 Pre-production Wrap Labor		В		20.00%	3.00%	6,641.25
2 Art Department Labor		G		20.00%	3.00%	
3 Talent Labor		м		20.00%	3.00%	
4 Post Production Labor		0		20.00%	3.00%	
5 Location Other				20.00%	3.00%	
6 Insurance					%	199.24
7 Production Fee					%	1,328.25
					TOTAL	USD 8,168.74
Overtime Calculator						

Button	What it does
Fringes Button	Hides and unhides the fringe columns.
Page Setup	Click to display the page setup window where you can control how the content of the spreadsheets prints.
Indicate Original Budget	Click to display indicator markers in the sections of the overtime calculator where the original estimate is greater then zero.
Indicate Running	Click to display indicator markers in the sections of the overtime calculator where the running budget is greater than zero.
Settings	Click to display the Settings window. This is where you can populate the data of the calculator with data from the budget.
Export	Click to export the Overtime Calculator into an external workbook for archiving purposes.

The Overtime Calculator has 5 sections meant to mimic the default budget template where labor is customarily placed (Sections B, G, M, O) with the 5th section being for miscellaneous items. Below is an example of the first section of the Overtime Calculator. The functionality of the columns are similar to the sections they are meant to represent.

Line	Number Column	Indicator Col	umn	Overtime Calculator									
					OT	OVER							
B	PRE-PRODUCTION WRAP LABOR			RATE	BASE	1.5 2	3	TOTAL					
51	Supervising Producer		⊢ —	1200	12	2		300.00					
52	Line Producer		⊢ —	1000		2		250.00					
53	Director of Photography		⊢ —	3500		2	_	875.00					
54	Second Camera Operator		1		12	-							
55	1st AC			650		2		162.50					
56	2nd AC			550		2		137.50					
57	Utility				12								
58	Production Manager			650		2		162.5					
59 L	P oduction Coordinator	Note Columr	1	450	12	2		112.50					
Colu	umn	What it's for											
Line	Number	This is the line nu represented.	Imber	of the bud	get tha	at is mear	nt to be						
Line	e Title	Enter a title for the line here. Typically this would be the same as the line item that is represented.											
Note	9	Enter a note here.											
Indi	cator	Displays indicator symbols when the Indicate Original Budget and Indicate Running Buttons are clicked. This will help identify where there are values in your budget and you may want to calculate overtime for.											
Rate	3	Enter the rate her	e.										
ΟΤΙ	Base	Enter the OT base value here. The OT base value is a number that you set so that the overtime calculates correctly.											
			Enter the units of time-and-a-half in this column.										
Ove	rtime 1.5	Enter the units of	time-	and-a-half	in this	column.							
	rtime 1.5 rtime 2	Enter the units of Enter the units of											
Ove			doub	le-time in th	nis col	umn.							

Section 6 - Actualizing

Cost Summary Overview

Client Information

THE CO Y GOES MOO! JOB NUME Hot Bricks Productions 452 N Moss Street Burbank CA 91502 Burbank CA 91502 P(81B)-528-515 F (81B)-473-4223 F(81B)-473-4223 Kecutive Producer: Christopher Troy Creative Director: Denises Sangiovanni Director: Kelly Daniel VP, Design: Josie Rozum Producer: Athena Cute Wr. Movement: Dustin Tyler Producer: Athena Cute Hours: 10 Dottic: Tim Spencer Build Strike Days: 4 Hours: 10 Studio Shoot Days; 2 Hours: 10 Location Days; 2 Hours: 10 Delivery Date: Shooting Dates: Delivery Format: Hard Drive Shooting Dates: Build 1 Strike Days: 1 Delivery Format: Hard Drive Delivery Atternation Market B 10 TOTALS ACTUAL Shooting Dates: Bit Total Shooting Format: Digital Delivery Ante: Shooting Colspan="2">ACTUAL A 148:9200 Colspan= Shooting Dates: Bit Totals <th>AMERY - V2 DECEMBER 18, 20³ Hot Bricks Productions 452 N Moss Street Burbank CA 91502 P (818)-528-5515 F (818)-473-4223 American Street F (818)-473-4223 Dan and Debbies Creamery 1800 Main Street Ey IA 52227 P (319) 848-6455 uccer: Christopher Troy actor: Denisse Sangiovanni sector: Kelly Daniel ucer: Athena Cute Vriter: Peter Matthew differ: Tim Spencer VP, Design: Josie Rozum CFO, Audio: Tori Riley VP, Movement: Dustin Tyler Build Strike Days: 4 Vre, Movement: Dustin Tyler Hours: 10 Hours: 10 Hours: 10 Location Days: 2 Location Days: 2 Location Days: 2 Location Shooting Format: [Digital Shooting Dates: Delivery Format: [Hard Drive Shooting Dates: IARY Bild TOTALS ACTUAL VARIANC (146, 5222) IARY Bild TOTALS ACTUAL VARIANC (146, 522) IARY Bild TOTALS ACTUAL VARIANC (146, 522) IARY BID TOTALS ACTUAL VARIANC (80, 600) IARY BID TOTALS ACTUAL VARIANC</th> <th>DAN AND DEBBIE'S CREAMERY - V2 COST SUMMARY Hot Bricks Productions 452 M Moss Street Buthank CA 81502 P (1819-528-5615 F (1819-5615 F (181</th> <th>Actual Budget To</th> <th>ggle</th> <th>on Comp </th> <th></th> <th></th> <th></th> <th></th> <th>Cost</th> <th>Sumr</th> <th>nary</th> <th></th>	AMERY - V2 DECEMBER 18, 20 ³ Hot Bricks Productions 452 N Moss Street Burbank CA 91502 P (818)-528-5515 F (818)-473-4223 American Street F (818)-473-4223 Dan and Debbies Creamery 1800 Main Street Ey IA 52227 P (319) 848-6455 uccer: Christopher Troy actor: Denisse Sangiovanni sector: Kelly Daniel ucer: Athena Cute Vriter: Peter Matthew differ: Tim Spencer VP, Design: Josie Rozum CFO, Audio: Tori Riley VP, Movement: Dustin Tyler Build Strike Days: 4 Vre, Movement: Dustin Tyler Hours: 10 Hours: 10 Hours: 10 Location Days: 2 Location Days: 2 Location Days: 2 Location Shooting Format: [Digital Shooting Dates: Delivery Format: [Hard Drive Shooting Dates: IARY Bild TOTALS ACTUAL VARIANC (146, 5222) IARY Bild TOTALS ACTUAL VARIANC (146, 522) IARY Bild TOTALS ACTUAL VARIANC (146, 522) IARY BID TOTALS ACTUAL VARIANC (80, 600) IARY BID TOTALS ACTUAL VARIANC	DAN AND DEBBIE'S CREAMERY - V2 COST SUMMARY Hot Bricks Productions 452 M Moss Street Buthank CA 81502 P (1819-528-5615 F (1819-5615 F (181	Actual Budget To	ggle	on Comp 					Cost	Sumr	nary	
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12 Director Creative Fees L 80,000.00 13 Talent Labor M 59,640.00 14 Talent Expenses N Image: Constraint of the system	L 80,000.00 (30,000 M 59,640.00 (59,640 N 0 (59,640 St Production P (14,400 14,400.00 (14	12 Director Creative Fees L 80,000.00 (30,000 13 Talent Labor M 59,640.00 (59,640.00 14 Talent Expenses N (10,000) (10,000) 15 Post Production Labor O (11,400) (11,400) 16 Editorial Finishing Post Production P (11,400) (11,400) 18 Other 19 Other (11,400) (11,400) (11,400) 20 11 Insurance (11,000) (11,000) (11,000) 21 Insurance % C C C I 30,152.53 30 (202.53) (10,000) 22 Production Fee % C I 128,602.65 128 (602.65) (128,602.65) (128,602.65) CONTRACTED TOT, AL GRAND TOT AL USD 761,805.78 USD 158 (805.18) USD (6)	11 Miscellaneous										
13 Talent Labor M 59,640.00 14 Talent Expenses N 14 15 Post Production Labor O 14 16 Editorial Finishing Post Production P 14,400.00 18 Other 14,400.00 14,400.00 19 Other 14,400.00 14,400.00 20 10 Other 10 Other 21 Insurance % C C 30,152.53 30,202.53 22 Production Fee % C > 128,602.65 128,602.65	M 59,640.00 (59,640.00) N O O st Production P (14,400.00) 14,400.00 (14,400) <	13 Talent Labor M 59,640.00 (39,640.00) 14 Talent Expenses N 15 Post Production Labor O 16 Editorial Finishing Post Production P 17 Travel 14,400.00 (14,400 18 Other 14,400.00 (14,400 19 Other 14 14,400.00 (1,000 20 (1,000 (1,000 (1,000 21 Insurance % C C 30,152.53 30 (20.253) 22 Production Fee % C 128,602.65 122 602.65 CONTRACTED TOT, L 761,805.78 USD 158 805.18 USD (€) 34,050	12 Director Creative Face		Direct C	costs A -	ĸ						
14 Talent Expenses N Image: constraint of the system	N O St Production P 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (14,400 14,400.00 (1,000 128,602.65 128,602.65	14 Talent Expenses N N Image: Section of the secti											
15 Post Production Labor O Image: Constraint of the constra	O O	15 Post Production Labor O Image: Constraint of the system of the s						59,04	10.00		+		59,640
16 Editorial Finishing Post Production P	st Production P 14,400.00 (14,400 14,400.00 (14,400 (14,400 (14,400 100 100 (1000 (14,400 100 100 (1000 (1000 100 100 (1000 (1000 100 100 (1000 (1000 100 100 (1000 (1000 100 100 128,602.65 128,602.65 100 100 128,602.65 128,602.65 100 100 128,602.65 128,602.65 100 100 128,602.65 128,602.65 100 100 128,602.65 128,602.65 100 100 128,602.65 128,602.65	16 Editorial Finishing Post Production P 14 14,400.00 (14,400 17 Travel 14,400.00 (14,400 (14,400 (14,400 18 Other 14 14,400.00 (14,400 (14,400 19 Other 10 10 (10,000 (10,000 (10,000 20 10 128,602.65 122 (10,000 (10,000 (10,000 21 Insurance % C C 30,152.53 30 (202.53) (10,000 (1				-	·						
18 Other 19 Other 20 20 21 Insurance % C C 30,152.53 30,222.53 22 Production Fee % C > 128,602.65 128,602.65	1 % C C 30,152.53 3(,202.53) 1 % C > 128,602.65 122,602.65 0 1 128,602.65 122,602.65 122,602.65 122,602.65	18 Other 19 Other 19 Other 19 Other 19 Other 10 Other <td< td=""><td></td><td>Production</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>		Production									
19 Other	1 % C 30,152.53 30 202.53 1 % C > 128,602.65 128 602.65 0T/L 761,805.78 GRAND TOTAL USD 761 805 78 L USD 155 805 18 USD (5) 4050	19 Other	17 Travel					14,40	00.00			(14,400
20 21 Insurance % C C 30,152.53 30,22.53 22 Production Fee % C > 128,602.65 128,602.65	1 % C 30,152.53 30 202.53 1 % C > 128,602.65 128 602.65 0T/L 761,805.78 GRAND TOTAL USD 761 805 78 L USD 155 805 18 USD (6)4 050	20 (1,000 21 Insurance % C C 30,152.53 30,202.53 22 Production Fee % C C 128,602.65 122 CONTRACTED TOT, L 761,805.78 GRAND TOT USD 761,805.78 USD 158 ALL OVERAGES TOT, L GRAND TOT 4L USD 761,805.78 USD 158											
21 Insurance % C C 30,152.53 30,22.53 22 Production Fee % C > 128,602.65 122,602.65	1 % C 30,152.53 30 202.53 1 % C > 128,602.65 128 602.65 0T/L 761,805.78 GRAND TOTAL USD 761 805 78 L USD 155 805 18 USD (6)4 050	21 Insurance % C C 30,152.53 30, 202.53 22 Production Fee % C > 128,602.65 1226,602.65 CONTRACTED TOT/ ALL OVERAGES TOT/ L Contracted tot/ L Contreacted tot/ L											
22 Production Fee % C 2 128,602.65 128 602.65	% C 1 128,602.65 128 128 128 <td>22 Production Fee % C 1 128,602.65 122 602.65 CONTRACTED TOT/ ALL OVERAGES TOT/ IL CONTRACTED TOT/ IL L CONTRACTED TOT/ IL USD 761,805.78 USD 158 USD (€)</td> <td></td> <td><u>(1,000</u></td>	22 Production Fee % C 1 128,602.65 122 602.65 CONTRACTED TOT/ ALL OVERAGES TOT/ IL CONTRACTED TOT/ IL L CONTRACTED TOT/ IL USD 761,805.78 USD 158 USD (€)											<u>(1,000</u>
	DT/ L 761,805.78 GRAND TOTAL USD 761 805 78 L USD 156 805 18 USD (6)4 050	CONTRACTED TOT/ L 761,805.78 ALL OVERAGES TOT/ L GRAND TOT L USD 761,805.78 USD 158,805.18 USD (6)4,050					4						
		ALL OVERAGES TOT/ L			70	101,	4	120,00	2.05	120	,002.05		
					GRA	ир тот	.L	USD 761,80)5.78	USD 158	,805.18	USD (6	04,050
							-						
			Notes Area		Insuran			кир			1	ial Varia	ances
			Hard	 Lines 3, CS19, CS20)	Insuran Calculat			кир		Total tual Sec	1		 an

Insurance | Markup

Insurance and Markup for the Actual Budget can be adjust the same way as the Original Estimate and Running Budget. Controls are accessed through the Settings button on the Cost Summary spreadsheet. The right most calculation indicator in the image below will display a symbol of the current calculation configuration. While clicking the Markup | Insurance toggle button will always reveal the light blue cells for percentages of the original estimate, it will only reveal the very light grey cells for the percentages of the Actual Budget is visible. If the percentage cells of the Actual Budget are not visible you may have to click the Actual Budget toggle button to make them visible.

	Calculation Indicat	ors	Cost Summary
21 Insurance	% C d	30,152.53	
22 Production Fee	% C C	128,602.65	

	Ма	rkup Insuranc 	e Toggl	e Set	ting Butto	n			Cos	st Summar	y
Running	Actual	Markup Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize

Actual Budget Toggle



Markup Calculation Settings

• • • Insurance General Markup Insurance Original Budget Running Budget Actual Budget Force Enter Force Enter Force Enter Calculate As Percentage Carryover Carryover Calculate As Percentage Calculate As Percentage Use Precision

Insurance Calculation Settings

						Insu	rance Perc	entages
Cost Summ	ary				Mark	up Percent	ages	
ESTIMATED COST SUMMARY		BID TOTALS	MARKUP %	INSURANCE %	MARKUP %	INSURANCE %	MARKUP %	IN URANCE %
1 Pre-production Wrap Labor	A	88,836.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
2 Shooting Labor	В	146,922.60	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
3 Pre-Production Wrap Expenses	C	8,200.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
4 Location And Travel	D	31,430.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
5 Makeup, Wardrobe, and Animals	E		25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
6 Studio Stage Rental / Expenses	F	13,400.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
7 Art Department Labor	G	53,922.00	25.00%		25.00%	5.00%	25.00%	5.00%
8 Art Department Expenses	н	22,900.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
9 Equipment Costs	1	80,800.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
10 Filmstock, Develop and Print	J	1,600.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
11 Miscellaneous	ĸ	1,000.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
	Direct Costs A - K	449,010.60	MARKUP %	INSURANCE %	MARKUP %	INSURANCE %	MARKUP %	INSURANCE %
12 Director Creative Fees	L	80,000.00		5.00%		5.00%		5.00%
13 Talent Labor	M	59,640.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
14 Talent Expenses	N			5.00%		5.00%		5.00%
15 Post Production Labor	0			5.00%		5.00%		5.00%
16 Editorial Finishing Post Production	P			5.00%		5.00%		5.00%
17 Travel		14,400.00	10.00%	5.00%	10.00%	5.00%	10.00%	5.00%
18 Other				5.00%		5.00%		5.00%
19 Other				5.00%		5.00%		5.00%
20				5.00%		5.00%		5.00%
21 Insurance	% C C	30,152.53		BUDGET	RUNNING		ACTUAL BU	
22 Production Fee	% C C	128,602.65	MU: 128,602.65	INS: 30,202.53	MU: 128,602.65	INS: 30,202.53	MU: 128,602.65 II	NS: 30,202.53
CONTRACTED TOTAL 761,805.78 ALL OVERAGES TOTAL	GRAND TOTAL	USD 761,805.78						

Item		What it means
Calculator Indicators		Displays the current calculation method for markup and insurance. The 3 parts represent the Original Budget, Running Budget, and Actual Budget in that order. There are 5 possible symbols that may be shown.
	%	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
	С	Carryover. The value displayed is equal to the value in the original budget.
	f	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
	%p	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
	%pf	Calculating as a percentage while using precision and controlling the percentage being applied to the fringe values. Percentages can be adjust per line item and the percentage can be further adjusted based on the fringe values of each line item.
Actual Budget Toggle		Toggles the Visibility of the Actual budget. Click this button if the very light grey insurance and markup percentage columns are not visible on the Cost Summary page.
Markup Insurance Toggle		Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
Settings Button		Click to reveal the settings window where you can control how markup and insurance is calculated.
Column		What it's for
Markup Percentages		Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes
Insurance Percentages		Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in % mode and may NOT be directly editable in %p and %pf modes.
Window		What it's for
Insurance Calculation Settings		Adjust these settings to control how the insurance calculates.
Markup Calculation Settings		Adjust these settings to control how the markup calculates.

The Actual Budget

The Actual Budget is used to compare actual costs to the Original Estimated Budget and Running Budget. The columns that make up the Actual Budget are hidden by default. They can be made visible using the Actual Budget toggle buttons at the top-left corner of any of the pages that make up the budget. The columns appear directly to the right of the Running Budget (if the Running Budget is visible) or the Original Estimate. None of the cells in these columns are directly editable. They are locked to protect formulas. Their values are automatically populated from data entered into the Purchase Order Log, Payroll Log, and Petty Cash Log.

Actual		oggle Button								Co	st Sumi	mary	/
Running	Actual	Markup Insurance	About	Settings	Prote	ction	Tools	Print	PDF	License	Additional	Bills	Customize
(Cost Su	mmary				A	ctual	Budget			lget Sect s	ion Va	ariances
ESTIMATED	COST SUM	MARY						BID TO	TALS		ACTUAL		/ARIANC
1 Pre-produ	uction Wrap	Labor				A	`	88,8	36.00				88,836.00
2 Shooting	Labor					E	5	146,9	22.60				(46,922.60
3 Pre-Produ	uction Wrap	Expenses				C	;	8,2	200.00				(8,200.00
4 Location	And Travel					C)	31,4	30.00	-			31,430.00
5 Makeup,	Wardrobe, a	nd Animals				E							
6 Studio S	Stage Rental	/ Expenses				F		13,4	00.00				13,400.00
7 Art Depar	rtment Labor	•				0	3	53,9	22.00				53,922.0
8 Art Depar	rtment Exper	ises				H	1	22,9	00.00				22,900.00
9 Equipmer	nt Costs					1		80,8	300.00	-			80,800.00
10 Filmstock	, Develop an	nd Print				J		1,6	600.00				(1,600.00
11 Miscellan	eous					۲		1,0	00.00				(1,000.00
				Dire	ct Cos	ts A -	к	449,0	10.60				(449,010.60
12 Director	Creative Fee	es				L		80,0	00.00				80,000.00
13 Talent La	bor					N	1	59,6	640.00				59,640.00
14 Talent Ex	penses					N	1						
15 Post Prod	duction Labo	r				C)						
16 Editorial	Finishing F	Post Production				F	,			1			
17 Travel						1		14,4	00.00				(14,400.00
18 Other													
19 Other													
20													(1,000.00
21 Insurance	Э				%	C C		30,1	52.53		30,202.53		
22 Productio	n Fee				%	CİC	1	128,6	02.65	1	28,602.65		
	ITRACTED	ГОТАL 761,805.78 ГОТАL		G	RAND	ΤΟΤΑ	.L 1	JSD 761,8	805.78	ບຄ _ີ D 1	58,805.18	USD	(604,050.6

Actual Total **Actual Variance**

Item	What it does
Actual Budget Toggle	Hides and unhides the Actual Budget.
Actual Section Totals	Displays the section totals of the Actual Budget.
Actual Section Variances	Displays the variance of each section between the bid and Actual Budgets.
Actual Total	Displays the total of the Actual Budget.
Actual Variance	Displays the variance between the bid and Actual Budget.

	Actual Budget Toggle Butto	on				Actu	ual V	ariance But	ton
Runni	ng Actual Notes		Detai	s Hou	rly				Var
	IE'S CREAMERY - V2 COW GOES MOO! #17-881								
						OVER	TIME		
Α	PRE-PRODUCTION WRAP LABOR		No	DAYS	RATE	1.5	2	ESTIMATE	ACTUAL
1	Supervising Producer			10	1200			12,000.00	
2	Line Producer			18	1000			18,000.00	
3	Director of Photography			1	3500			3,500.00	
4	Second Camera Operator								
5	1st AC			1	650			650.00	
	Page 1A							Actual B	udget

Buttons	What it's for
Actual Budget Toggle	Toggles the visibility of the Actual Budget.
Actual Variance	Toggles the visibility of the Variance Column.
Column (Shooting Budget)	What it's for
Actual	Displays the line items total for the Actual Budget. These columns are locked to protect formulas. Their values are automatically displayed from data entered into the Purchase Order Log, Payroll Log, and Petty Cash Log.

Pop-up Details

To reveal more information about a line item you can select the cell in the Actual column of the line. The pop-up information that is displayed may help you identify what costs are being applied to that line. Costs from the Purchase Order Log, Payroll Log, and Petty Cash Log will be show in this pop-up.

	Page 1A						Sele	cte	ed Cel	l Pop-up
Runni	ng Actual Notes	Detail	ls Ho	urly				Var		
	E'S CREAMERY - V2 OW GOES MOO! #17-881									
					OVER	TIME				
Α	PRE-PRODUCTION WRAP LABOR	No	DAYS	RATE	1.5	2	ESTIMATE	1	CTUAL	
1	Supervising Producer		10	1200			12,000.00		8,000.00	LINE 1 PURCHASE ORDER LOG TOTAL: 0.00
2	Line Producer		18	1000			18,000.00			LINE 1 PAYROLL LOG TOTAL: 10,560.00
3	Director of Photography		1	3500			3,500.00		4,000.00	8,000.00 PO: 8 Days @ 1,000.00 + 0.00 OT Poncino, Lisa
4	Second Camera Operator									LINE 1 PETTY CASH LOG TOTAL: 0.00
5	1st AC		1	650			650.00			
6	2nd AC		1	550			550.00			TOTAL 10,560.00
7	Utility							1		L
8	Production Manager		15	650			9,750.00			
9	Production Coordinator		14	450			6,300.00			

Item	What it does
Selected Cell	Selecting a cell in the Actual column will make the pop-up visible.
Рорир	Becomes visible when a cell in the Actual column is selected. Displays additional information about the selected value.

The Purchase Order Log

Enter your purchase order related costs into this log. Add and delete rows as needed. Import purchase order logs from other Hot Budget documents. Values in the Actual column will be reflected in the Actual columns of the sections of the budget. To sort by column select the cell at the top of the column. The image below show that the Line column has been sorted indicated by the header cell having a black interior with white text.

Add R	ows		Sı	Immary	Filter				Exp	ort Button
	Delet	e Rows	3		Pu	rchase	Order Lo	g	Import Butto	n
Add R	lows	Delete R	lows	Summar	y Filter				Import	Export
		AMERY - S MOO! i		1				Pl	JRCHASE OF	RDER LOG
LINE		PA	YEE		PO	DATE	PAYID	ACTUAL	LINE DESCRIPTION	N
194	Menga	Sound			12343	01/10/17	17802	600.00	Sound Rental	1
200	Hot Brid	cks LLC			12345	01/01/17	17803	1,032.23	Walkie Talkie Renta	2
	JL Fish				12346		71804		Dolly Rental	3
	Hot Brid				12345		17803		Production Supplies	4
	Hot Brid				12345		17803		Drone Rental	5
		ash - Pull	l #1		12347		17812		Petty Cash Log	6
PR	Payroll	Services			12349	01/01/17		30,000.00	Payroll Log	7
										8
										9
										1
	1					[TOTAL	40,048.73		
Butto	'n				What it c	loes	TOTAL	40,048.73		
						l choose			bu want to add t	o increase the
Butto Add F Delete		/S			Click and size of yo	l choose our log. ells within ows form	the quantit	y of rows yo ary of the lo		ete Rows to
Add F	Rows e Row	/S			Click and size of your Select cer remove r have is 1 Click to o	I choose our log. ells within ows form 0. lisplay ar	the quantit the bound the log. T nd hide a su	y of rows yo ary of the lo he minimun ummary of tl	ou want to add t g and click Dele	ete Rows to vs you can e shape that is
Add F Delete	Rows e Row nary	/S			Click and size of your Select cer remove r have is 1 Click to our displayed	l choose bur log. ells within ows form 0. lisplay ar d to cycle	the quantit the bound the log. T nd hide a su	y of rows yo ary of the lo he minimun ummary of ti e different s	bu want to add t ng and click Dele n number of rov he log. Click th	ete Rows to vs you can e shape that is s.
Add F Delete Sumn	Rows e Row nary	/S			Click and size of your Select cer remove r have is 1 Click to our displayed Click to a the log.	I choose our log. Ils within ows form 0. Iisplay ar d to cycle	the quantit the bound the log. T nd hide a su	y of rows yo ary of the lo he minimun ummary of the different s	bu want to add t ng and click Dele n number of rov he log. Click th summary option	ete Rows to vs you can e shape that is s.

Column	What it's for
Line	Values in the Actual column of this log will be reflected in the Actual columns of the budget based on the line code entered here.
	Use codes CS17, CS18, CS19, CS20 for actualizing to the Cost Summary hard lines.
	PC to apply to the Petty Cash log. PR to apply to the Payroll log.
	To actualize directly to fringes within a section follow this format: M.F1 : This code actualizes to the first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A
Payee	Enter the name of the vendor/payee.
РО	Enter the purchase order number.
Date	Enter the date the check was written, or credit card transaction occurred.
Pay ID	Enter the check number, credit card id, or other payment id code.
Actual	Enter the amount to apply to the line item entered in the line column.
Line Description	Automatically displays the title of the line number entered into the line column.

Exporting - Purchase Order Log

In the Purchase Order log you can export rows into their own log. To do this, select the rows you want to export, click on the Export button in the toolbar and then click, export selection. Using this feature you can export credit card logs and check logs from the data already entered into the Purchase Order Log.

Export Selection	

The Payroll Log

Enter your payroll related costs into this log. Add and delete rows as needed. Import payroll logs from other Hot Budget documents. Values in the Actual column will be reflected in the actual budget columns of the line number they are assigned. To sort by column simply select the cell at the top of the column. The image below shows that the Line column has been sorted indicated by the header cell having a black interior with white text.



Payroll Log

Button	What it does
Add Rows	Click and choose the quantity of rows you want to add to increase the size of your log.
Delete Rows	Select cells within the boundary of the log and click, delete rows to remove rows form the log. The minimum number of rows you can have is 10.
Hourly Rates	Toggles the visibility of the Hrs and Hourly Columns.
Summary	Click to display and hide a summary of the log. Click the shape that is displayed to cycle through the different summary options.
Filter	Click to add and remove and excel auto filter to and from the rows in the log.
Details	Click to reveal and hide the detail columns for Misc Taxable and Misc Non-Taxable.
Import	Opens the Import window.
Export	Opens the Export window.
Column	What it's for

Line	Values in the Actual column of this log will be reflected in the Actual columns of the budget based on the line code entered here.
	Use codes CS17, CS18, CS19, CS20 for actualizing to the Cost Summary hard lines.
	To actualize directly to fringes within a section follow this format: M.F1 : This code actualizes to first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A
Payee	Enter the name of the payee.
PO	Enter the PO Number if applicable. This column is also sometimes used to note the week of the payroll batch.
Fringe 1	Enter the percentage of Fringe (P & W) to apply to the row.
Fringe 2	Enter the percentage of Fringe 2 to apply to the row.
Days	Enter the quantity of days.
Rate	Enter the rate.
OT Base	Enter the overtime base so that the overtime calculates as needed.
Overtime 1.5	Enter units of time-and-a-half. The rate of overtime can be changed by editing the column header.
Overtime 2	Enter units of double-time. The rate of overtime can be changed by editing the column header.
Overtime 3	Enter the units of triple-time. The rate of overtime can be changed by editing the column header.
Misc Taxable	Displays the sum of the adjacent cells in the misc taxable detail columns.
Misc Taxable Details	Enter misc. taxable expenses in these columns. Column headers can be changed if needed.
Misc Non-Taxable	Displays the sum of the adjacent cells in the misc. non-taxable detail columns.
Misc Non-Taxable Details	Enter misc. non-taxable expenses in these columns. Column headers can be changed if needed.
Total OT	Displays the total amount of overtime.
Total ST	Displays the total amount of straight-time.
Actual	Displays the total. This is the value that will be reflected in the line item in the actual budget.
Fringe 1 Total	Displays the total amount of Fringe 1 (P & W)
Fringe 2 Total	Displays the total amount of Fringe 2

Line Description

Automatically displays the title of the line number entered into the line column.

Exporting - Payroll Log

In the Payroll log, you can export rows into their own log. To do this, select the rows you want to export, click on the Export button in the toolbar and then click, export selection. Using this feature you can export timecard batches into their own log directly from the payroll log.



The Petty Cash Log

Enter your Petty Cash expenses into this log. You can enter each receipt if you wish. If you do not want to enter each receipt, you can minimize data entry by consolidating the receipts by line number. This will actualize the same way. Below is a example of a petty cash log entered by receipt. You can export a classic Petty Cash log using the export button. Delete and add rows as needed with the buttons in the toolbar. Import petty cash logs from other Hot Budget documents with the same log format. When a row is assigned a valid line number, values in the Actual column will automatically populate the actual columns within the budget.

aa R	ows	Sur	nmary	Advances				Ехро	rt Button
	Delet	e Rows	Filter		Print Envel	opes	Import Bu	Itton	
Add Ro	ws D	elete Rows	Summary Filte	r Advances	Print Envelopes		Impo	ort	Export
		AMERY - V S MOO! #1					PETT	Y CA	SH LOG
NE	NUM	DATE	BUYER (ENVELOPE	NAME) PAYEE		ACTUAL	LINE DESCRIPTION		
204	1	01/01/17	Taylor, Tim	Binford T	ool Shop	32.45	Production Supplies		
204	2	01/01/17	Jenkins, Leeroy	Divine In	tervention	403.00	Production Supplies		
				D' C I T			European de la la c		
206	2	01/01/17	Taylor, Tim	Binford I	ool Shop	125.20	Expendables		
206 206	2		Taylor, Tim Callahan, Thomas R.	Binford I Breakpad			Expendables		
206	2 1 2	01/01/17			ds 'R' Us	1,234.00			
	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R.	Breakpad	ds 'R' Us	1,234.00 1,929.33	Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpao Little Coa	ds 'R' Us	1,234.00 1,929.33	Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpao Little Coa	ds 'R' Us	1,234.00 1,929.33	Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpao Little Coa	ds 'R' Us	1,234.00 1,929.33	Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpao Little Coa	ds 'R' Us	1,234.00 1,929.33	Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpao Little Coa	ds 'R' Us at	1,234.00 1,929.33 340.20	Expendables Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpad Little Coa Mana	ts 'R' Us at TOTAL RECEIPTS	1,234.00 1,929.33 340.20 4,064.18	Expendables Expendables Expendables		
206 206	2 1 2 1	01/01/17 01/01/17	Callahan, Thomas R. Callahan, Thomas R.	Breakpad Little Coa Mana	ds 'R' Us at	1,234.00 1,929.33 340.20 4,064.18 5,000.00	Expendables Expendables Expendables		

Petty Cash Log	sh Log
----------------	--------

Buttons	What it does
Add Rows	Click and choose the quantity of rows you want to add to increase the size of your log.
Delete Rows	Select cells within the boundary of the log and click, delete rows to remove rows form the log. The minimum number of rows you can have is 10.
Summary	Click to display and hide a summary of the log. Click the shape that is displayed to cycle through the different summary options.
Filter	Click to add and remove and excel auto filter to and from the rows in the log.
Advances	Click to display and hide the cash advance and disbursement tracking tool.
Print Envelopes	Click to print the envelope coversheets for the employees selected in the cash advance tool. *Must be entering individual receipts for this to work properly.

Import	Click to open the Import window.
Export	Click to open the Export window.
Columns	What it's for
Line	Values in the Actual column of this log will be reflected in the Actual columns of the budget based on the line code entered here.
	Use codes CS17, CS18, CS19, CS20 for actualizing to the Cost Summary hard lines.
	To actualize directly to fringes within a section follow this format: M.F1 : This code actualizes to first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A
Num	Reserved to represent the number of the receipt within its envelope.
Date	Enter the receipt date.
Buyer Envelope Name	Enter the name of the Envelope in which the receipt belongs. Usually this is the name of the buyer.
Payee	Enter the name of the payee.
Actual	Enter the amount of the receipt.
Line Description	Automatically displays the title of the line number entered into the line column.
Exporting - Petty Cash Log

In the Petty Cash log you can export the receipts in multiple ways. Click the Export button in the toolbar to display the export window.

	Export Selection Button	Export Classic Log E	Button
	Export Selection	Export Classic Log	
Export Cover Combobo	∢ guirre, Y	▼ Export Cover	Export Cover Button
	Print Blank	Coversheet	



Export Window	
Export Selection Button	Click to Export the selected rows in the log into their own log.
Export Classic Log Button	Click to generate a Petty Cash log consistent with the Petty Cash Log format in Hot Budget version 1
Export Cover Combobox	Choose from a list of names of possible envelopes to export.
Export Cover Button	Export a petty cash envelope cover for the envelope chosen in the combobox.
Print Blank Coversheet Button	Click to print blank petty cash envelope coversheets

Petty Cash Log - Advance Tracking

Click the Advances button in the toolbar to expose and hide the cash advance tracking area. You can track cash disbursements in this area. You will be warned of something is not reconciling correctly when cells display messages in red text or white text with a red cell interior.

Petty Cash Log	Advances Button	Advances Tracking
Add Rows Delete Rows Summary Filt	er Advances Print Envelopes	Import Export
BUDGET TITLE JOB NAME		PETTY CASH LOG
DEPARTMENT NAME	AMOUNT ADVANCED SPENT VARIANCE	(DUE PERSONNEL / DUE CO)
Art Aguirre, Y	1,300.00 1,201.76 (98.24)	
RECEIPTS : 1,201.76	TOTAL 1,300.00 1,201.76 (98.24)	
LINE NUN DATE BUYER (ENVELOP	E NAME) PAYLE ACTUAL LINE DESC	
119 1 01/12/17 Aguirre, Y	City of LA 321.43 Parking, Tol	
204 2 01/12/17 Aguirre, Y	Lowe 3 432.33 Production S	upplies 2
112 3 01/12/17 Aguirre, Y	Olive Garden 50.00 Working Me	(ls 3
Receipts Total	Advances Total Spent Total Variance	e Total
Buttons	What it does	
Advances Button	Click to display and hide the cash advance at tool.	nd disbursement tracking
Advances Tracking Tool		
Columns	What it's for	
Department	Used for noting the department of the employ	ree
Name	Type in the name of the emloyee	
Amount Advanced	Type in the amount the employee was advan	ced
Spent	Displays the amount of money listed in the lo	g for the employee
Variance	Displays the difference between the amount a amount per employee	spent and the advanced
Cells	What it's for	
Receipts Total	Displays the total amount of the receipts enter	red in the log
Advances Total	Displays the total amount advanced	
Spent Total	Displays that total amount spent	
Variance Total	Displays the total different between the total of the total of the receipts.	of the spent amounts and

The Petty Cash Grid

Enter your Petty Cash expenses into this log. This grid is not designed to enter each receipt but can be used to actualize petty cash in combination with the petty cash log. It is best practice to choose to use either the Petty Cash Log or Petty Cash Grid when finalizing an actual budget.

Add F	Rows	Ad	d Envelo	ре	Impo					
	Dele	ete Rows		Delete E	Envelope		Petty	Cash Grid		
Add Rov	ws Delet	e Rows Ad	d Envelope	Delete Enve	elope				Import	
BUDGET		. I						PETTY CAS	SH GRID	
	1	2	3	4	5	6	7			
	Casey O.	Danny O	Jeremy O							
<u>112</u> 114	123.00 42.00	32.00	903.00 23.00					Working Meals Location Fees	1	
119	42.00	43.20	23.00					Parking, Tolls, and Gas	3	
110		40.20					40.20		4	
									5	
									6	
									7	
									8	
									9	
									10	
	165.00	75.20	926.00				1,166.20	ENVELOPE TOTALS		
_								1		
	100.00	100.00	1,000.00					MONEY RECIEVED		
_	65.00	(24.80)	(74.00)				(33.80)	DUE PERSONNEL / (DUE COM	PANY)	
								PETTY CASH FROM POS		
							(1.166.20)	TOTAL CASH LEFT		
NOTES										
Butto	ns			What it	does					
Add R	Rows			size of y		Also you	can add ro	s you want to add to i ows to the notes secti		
Delete Rows Select cells within the boundary of the log and click deleter										
				remove rows form the log. The minimum number of rows you can have is 10. Using the same technique, you can also remove rows from the notes section.						
Add E	Invelope	e		Click to	add and e	envelope	column to	the log		
Delete	e Envelo	ре		Select c	ells within	the bou	ndary of th	ne log and click delete	envelopes	

Importing Logs

To port data from the log of one Hot Budget file to another follow the steps below. In some cases data may need to be transferred manually due to version compatibility and log format changes. For example the Travel Budget, Petty Cash Log and Overage Logs are formatted differently in Hot Budget v2 then they are in v1. Manual entry will be required in this circumstance.

HotBudget_B2634v2.0.0.	3_ex123116.xlsb	
_		Import
Hot Budgets Only	✓ Merge Data	Import
lf		the file is ones in succe
If you don't se	e your source file in the list above make sure	e the file is open in excel.

How to use import	
Step 1	Open both the file you want to port the data from and the file you want to port the data into.
Step 2	Click the import button in the file you want to port data into. There are import buttons in the toolbar of each of the logs.
Step 3	Choose your source file from the list of open files at the top of the import window.
Step 4	Choose to either merge the data with the data that already exists in the log or replace it.
Step 5	Click the import button in the import window to start the import.

Actualization Monitor

The Cost Summary spreadsheet contains formulas that monitor your actual as you populate the logs. If it calculates an anomaly or some of the values are not actualizing, your spreadsheet might resemble the image below. In the sample Purchase Order log below there is a row with a line number of 500 which does not exist in our budget. Because of this, the Cost Summary Page displays a message indicating that there is 100.00 units of currency not actualizing.

		Cost Sum	mary	
ESTIMATED COST SUMMARY		BID TOTALS	ACTUAL	VARIANCE
1 Pre-production Wrap Labor	A	88,836.00	18,018.00	(70,818.00)
2 Shooting Labor	В	146,922.60	3,779.91	(143,142.69)
3 Pre-Production Wrap Expenses	C	8,200.00		(8,200.00)
4 Location And Travel	D	31,430.00		(31,430.00)
5 Makeup, Wardrobe, and Animals	E			
6 Studio Stage Rental / Expenses	F	13,400.00		(13,400.00)
7 Art Department Labor	G	53,922.00		(53,922.00)
8 Art Department Expenses	H	22,900.00		(22,900.00)
9 Equipment Costs	1	80,800.00	9,112.91	(71,687.09)
10 Filmstock, Develop and Print	J	1,600.00		(1,600.00)
11 Miscellaneous	K	1,000.00		(1,000.00)
	Direct Costs A - K	449,010.60	30,910.82	(418,099.78)
12 Director Creative Fees	L	80,000.00		(80,000.00)
13 Talent Labor	M	59,640.00		(59,640.00)
14 Talent Expenses	N			
15 Post Production Labor	0			
16 Editorial Finishing Post Production	P			
17 Other		14,400.00		(14,400.00)
18 Other				
19 Other				
20 Overages		1,000.00		(1,000.00)
21 Insurance	% C C	30,202.53	30,202.53	
22 Production Fee	% C C	128,602.65	128,602.65	
CONTRACTED TOTAL 761,805.78				
ALL OVERAGES TOTAL 1,050.00	USD 100.00 NOT ACT	USD 762,855.78	USD 189,716.00	USD (573,139.78)

						Purcr	lase Order	LOG
Add Rows	Delete Rows	Summary	Filter				Import	Export
	EAMERY - V2 DES MOO! #17-8	81				PI	URCHASE	ORDER LOO
.INE	PAYEE		PO	DATE	PAYID	ACTUAL	LINE DESCRIPT	TION
194 Meng	ja Sound		12343	01/10/17	17802	600.00	Sound Rental	
200 Hot E	Bricks LLC		12345	01/01/17	17803	1,032.23	Walkie Talkie Re	ental
201 JL Fi	sher		12346	01/04/17	71804	1,232.20	Dolly Rental	
204 Hot E	Bricks LLC		12345	01/01/17	17803	1,844.30	Production Supp	olies
207 Hot E	Bricks LLC		12345	01/01/17	17803	340.00	Drone Rental	
500 Hot E	Bricks LLC					100.00	LINE CODE NO	T VALID

Durahasa Ordar Lag

Section 7 - Additional Features

Importing Budgets

Hot Budget includes import functionality that makes transferring a budget from one Hot Budget document to another much easier. The import tool is accessed through the tools button in the toolbar of the Cost Summary spreadsheet. Follow the steps below to execute and import. You will be able to pick and choose certain aspects of the budget to import like the Original Budget, Running Budget, etc. Depending on what version of Hot Budget you are importing into and importing from, some of the aspects may not be compatible and will not be available to import. If this is the case then that aspect of the budget may have to be manually entered.

\$ Currency Converter	Q Bid Assistant	
-∳- Status Bar	Hard Lines	
Export	Import	Import Button
Display Overtime Calculat	or	
V Display Overage Log		
Display Travel Budget		
Display Travel Budget Display Chart of Accounts	Import	
Display Chart of Accounts		
Display Chart of Accounts	Import nother Hot Budget document will locument. This cannot be undone.	
Display Chart of Accounts Display Chart of Accounts Importing data from a overwrite data in this	Import nother Hot Budget document will locument. This cannot be undone. get Version 1.5.5)	Source File Combobox
Display Chart of Accounts Display Chart of Accounts Importing data from a overwrite data in this Selected Source File: (Hot Bud	Import nother Hot Budget document will locument. This cannot be undone. get Version 1.5.5)	Source File Combobox
Display Chart of Accounts Display Chart of Accounts Importing data from a overwrite data in this Selected Source File: (Hot Bud HotBudget_v1.5.5_ex1231	Import nother Hot Budget document will locument. This cannot be undone. get Version 1.5.5) 16HB.xlsb	
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Display Chart of Accounts Display Chart of Accounts Importing data from a overwrite data in this Selected Source File: (Hot Bud HotBudget_v1.5.5_ex1231 CS Project Information CS Notes	Import nother Hot Budget document will locument. This cannot be undone. get Version 1.5.5) 16HB.xlsb Original Budget Running Budget Actual Budget	
Display Chart of Accounts D	Import nother Hot Budget document will locument. This cannot be undone. get Version 1.5.5) 16HB.xlsb Original Budget Running Budget Actual Budget	Source File Combobox

How to Import a budget	
Step 1	(Optional) : It's good practice to make a copy of your old Hot Budget file before Importing it into a different file.
Step 2	Open both the file you want to import and the new file you are importing into in the same version of Excel.
	Importing a Hot Budget V1 into a Hot Budget V2 - Disable the macros in the old (source file) document when you open it.
Step 3	Click the Tools button in the toolbar of the Cost Summary spreadsheet within the file you are importing into. This would most likely be a new file.
Step 4	Click the Import Button in the tools window.
Step 5	From the dropdown list select the file you are importing data from. If you do not see your file in this list make sure it is open in the same version of Excel.
Step 6	Use the checkboxes to choose the aspects of the budget you want to import.
Step 7	Click Import.

Currency Converter

Hot Budget has a built in currency converter that is integrated throughout the budget. To enable click the Tools button on the toolbar of the Cost Summary spreadsheet and then click the currency converter option in the window that appears. You can then check the enable checkbox to enable, and set the other parameters like the exchange rate.

					Tools I	Button			Cos	st Summar	У
Running	Actual	Markup Insurance	About	Settings	Protection	ools	Print	PDF	License	Additional Bills	Customize
											_
	••	Currency	Converter								
	â				- 1						
		Circle Currenc	y Converter —			Ei	nable C	urrend	cy Conv	erter Checkb	юх
		Bid Curren	eu Cada								
		USI	-	_		Bi	id Curr	ency C	ode Fie	ld	
		Foreign Curre			Foreign Currency Code Field						
		CAI				го	breign	Jurren			
		Exchang 1.2		_		E	kchang	e Rate	Field		
							-				
	1.00				- 1 m						

Controls	What it's for
Tools Button	Click to display the tools menu.
Enable Currency Converter Checkbox	Check to enable the currency converter.
Bid Currency Code Field	Enter the currency code you are biding inUSD, CAD
Foreign Currency Code Field	Enter the foreign currency code hereUSD, CAD
Exchange Rate Field	Enter the exchange rate here.

The images below are examples of what a budget using a Currency Converter might look like. The exchange rate is displayed on the Cost Summary Page and also at the top of each group of lines within the budget. An additional column is now visible displaying the converted values.

Cost Summary	Exchange Rate	Fo	reign Currency C	olumn
ESTIMATED COST SUMMARY	EXCHANGE RATE 1.23	(USD) BID TOTALS	(CAD) BID TOTALS	
1 Pre-production Wrap Labor	A	88,836.00	109,268.28	
2 Shooting Labor	В	146,922.60	180,714.80	
3 Pre-Production Wrap Expenses	C	8,200.00	10,086.00	
4 Location And Travel	D	31,430.00	38,658.90	
5 Makeup, Wardrobe, and Animals	E			
6 Studio Stage Rental / Expenses	F	13,400.00	16,482.00	
7 Art Department Labor	G	53,922.00	66,324.06	
8 Art Department Expenses	Н	22,900.00	28,167.00	
9 Equipment Costs	1	80,800.00	99,384.00	
10 Filmstock, Develop and Print	J	1,600.00	1,968.00	
11 Miscellaneous	K	1,000.00	1,230.00	
	Direct Costs A - K	449,010.60	552,283.04	
12 Director Creative Fees	L	80,000.00	98,400.00	
13 Talent Labor	M	59,640.00	73,357.20	
14 Talent Expenses	N			
15 Post Production Labor	0			
16 Editorial Finishing Post Production	P			
17 Other		14,400.00	17,712.00	
18 Other				
19 Other				
20 Overages		1,000.00	1,230.00	
21 Insurance	% C C	30,202.53	37,149.11	
22 Production Fee	% C C	128,602.65	158,181.26	
CONTRACTED TOTAL 761,805.78 ALL OVERAGES TOTAL 1,050.00	GRAND TOTAL	USD 762,855.78	CAD 938,312.61	

	Page 1A				F	oreig	n Currency	Column
	PRE-PRODUCTION WRAP LABOR	N	DAYS	RATE	OVEF		ESTIMATE USD	ESTIMATE CAD (1.23)
~		N						
1	Supervising Producer		10	1200			12,000.00	14,760.00
2	Line Producer		18	1000			18,000.00	22,140.00
3	Director of Photography		1	3500			3,500.00	4,305.00
4	Second Camera Operator							
5	1st AC		1	650			650.00	799.50
6	2nd AC		1	550			550.00	676.50

The Status Bar

At the bottom of the workbook is the Status Bar. This displays some budget information and can be configured through the Tools button on the Cost Summary spreadsheet.

• •	Cost Summary	Page 1A	Page 1B	Page 2	Page 3	Page 4	Page 5	
[Bid: 70	62,855.78][Run Vai	: (1,000.00)	[Sel Sum: 0.	00]				
Stat	us Bar							
				Status Bar				
			Display Budget Total					
			Display Running Varian	се				
			Display Selected Sum					

Item	Description
Status Bar	Located below the tabs of the workbook, the status bar can display the bid total, running variance, and selected sum.
Status Bar Window	In this window, check the status bar checkboxes to display values in the status bar.

Hide Rates

Use the Hide Rates feature to make the values in the rate columns visible only when there is a value in the Estimate column. To hide the rates, click the Settings button in the toolbar of the Cost Summary spreadsheet. Then under General, check the box that says, Hide Unused Rates.

Running	Actual Markup									st Summar	·
	notaal manap	Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customi
	Ceneral Budget Date Budget Title Job Name	Budget Title Job Name			Insurance		,	Hide U	nused F	Rates Checkb	DOX
	E.	ormula Ba					Sel	ected			
			11							Page 1A	
Z10	$\left \begin{array}{c} \bullet \\ \bullet \end{array} \right \times \checkmark f_x \mid 80$	0 I							_		
Running A	ctual Notes					D	etails	Hourly			

						OVER		
Α	PRE-PRODUCTION WRAP LABOR	No	DAYS	RA	ΓE	1.5	2	ESTIMATE
1	Supervising Producer		10		1200			12,000.00
2	Line Producer		18		1000			18,000.00
3	Director of Photography		1		3500			3,500.00
4	Second Camera Operator							
5	1st AC		1		650			650.00

Item	What it's for
Hide / Show Rates	Toggle the hide rates feature on and off.
Formula Bar	The formula bar will display the value of the selected cell even if it is not visible on the spreadsheet.
Selected Cell	The selected cell in the image contains a rate of 800 but is not visible on the spreadsheet.

Chart of Accounts

The Chart of Accounts is a tool built into Hot Budget that when enabled allows the mapping of a company's internal account codes to the line items in the budget.

				Setting	gs Butto	on				Cos	st Summar	у
Running	Actual	Markup I	nsurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize
				Genera	I							
		General		Markup)	Insuran	ce					
		Budget Date	1/01/16									
		Budget Title	Budget Title									
		Job Name	Job Name									
		Job Number	Job Number									
			Hide Unu	sed Rates								
			🗸 Use Char	t of Accounts					_Use	Chart o	f Accounts C	heckbox
	L		Use Charl	t of Accounts				J	_ Use	Chart o	f Accounts C	heckbo

ltem	Description
Use Internal Account Code Services Checkbox	Check to enable the internal account code features. Line titles will become locked and displayed automatically based on the values entered into the chart of accounts.

To make the Chart of Accounts worksheet visible, click the Tools button in the toolbar of the Cost Summary spreadsheet and then check the box labeled "Display Chart of Accounts". The image below is the Chart of Accounts spreadsheet. In this case, there is only 1 account for Producer, code 123456, and both fringe account numbers are 12030.

	Home	
\$ Currency Converter	Q Bid Assistant	
	Hard Lines	
Export	(Import	
Display Overtime Calculator		
V Display Overage Log		
🗸 Display Travel Budget		
Display Chart of Accounts		— Display Chart of Accounts Che

Add Rows Button

	Delete Rows B	utton	Chart of Accounts	Import Button	
Add Rows	Delete Rows			Import	
DEBBIE'S CR THE COW GO	EAMERY - V2 ES MOO! #17-881			CHART OF ACCOUNTS	
ACCOUNT CC	DE FRINGE 1 CODE	1		NOTE	Rows
123	456 12030	12030	Producer		1
					2
					4
					5
					6
					-7
					g
					10

Item	Description
Display Chart of Accounts Checkbox	Check to Display the Chart of Accounts worksheet.
Add Rows	Click and choose the quantity of rows you want to add to increase the size of the Chart of Accounts.
Delete Rows	Select cells within the boundary of the Chart of Accounts and click Delete Rows to remove rows. The minimum number of rows you can have is 10.
Import Button	Click to display the Import window.

Column	Description
Account Code	Enter the account code in this column.
Fringe 1 Code	Enter the fringe 1 account code.
Fringe 2 Code	Enter the fringe 2 account code.
Description	Enter the description / title of the account here.
Note	Enter a note.

Once you have your Chart of Accounts built you can start pairing those accounts with the line items in the budget. In the toolbar of some spreadsheets there is a new button labeled, Accounts. Click this to display and hide the Internal Accounts columns. Line 1 of the image below is paired with account 132456. You can enter the account number directly into the Acct. Code column. When using Chart of Accounts the line title column will not be directly editable. The title will automatically display the title of the internal account that is paired with it.

	Accoun	ts Butto	on	Se	lected Cell							Page 1	А
Runnir	ng Actual	Notes A	ccounts			De	tails	Hour	у				
	E'S CREAMER OW GOES MOO												
	INTER	NAL ACCOL	JNTS							OVE	RTIME	ESTIMATE	ESTIMATE
Α	ACCT CODE	FRINGE 1	FRINGE 2	PRE	PRODUCTION WRAP LABOR	N	o	DAYS	RATE	1.5	2	USD	CAD (1.23)
1	123456	12030	12030	Prod	icer			10	1200			12,000.00	14,760.00
2						D		18	1000			18,000.00	22,140.00
3								1	3500			3,500.00	4,305.00
4													
5								1	650			650.00	799.50
6								1	550			550.00	676.50
7													
8								15	650			9,750.00	11,992.50

Chart of Accounts Columns

Item	Description
Accounts	Click to display and hide the Internal Accounts column.
Selected Cell	Automatically Displays the title of the account that is paired with the line item.
Columns	What it's for
Act Code	Enter the account code you want to map to the line item.
Fringe 1	Automatically displays the fringe 1 code for the paired account.
Fringe 2	Automatically displays the fringe 2 code for the paired account.

Hourly Rates

There are hourly rate columns in the Bid, Shooting Budget, and Payroll Log. These columns don't effect the budget. They are there to assist in calculating what the rate per hour based on the values in the rate columns. Please note, this is assuming time-and-a-half is after 8 hours and double-time is after 12 hours.



Hourly Columns

Overtime Rates Breakdown Hourly Button									F	Payrol	l Lo	g				
				Add I	Rows	Delete Rows	Hourly									
1.5 107.1429 THE CO 2 142.8571 3 214.2857		5 29 71	DEBBIE'S CREAMERY - V2 THE COW GOES MOO! #17-881						7							
						FRINGE %				OVERTIME						
HRS		HOUF	RLY	LINE		PAYEE		PO	F1	F2	DAYS	RATE	BASE	1.5	2	3
				89	Oehbe	rg, Matt			32.00%		1.00	650.00	14.00		2.30	
1			1	1	Poncin	o, Lisa			32.00%		8.00	1,000.00				
				3	Romar	n, Austin		1	32.00%		2.00	2,000.00				
12.(0	4	.4286	4	Oehbe	rg, Matt		1	32.00%		1.00	650.00	14.00			
12.(0	7	.4286	50	Poncin	o, Lisa		1	32.00%		1.00	1,000.00	14.00			
	-1			53	Romar	n, Austin		1	32.00%		1.00	2,000.00	14.00			

Hourly Columns

Tweaking an Actual

After a Hot Budget its expired some cells that where once editable will not be editable any longer. If you need to make small modifications to a budget you can do so by using the feature.

Follow these steps:

- 1. Select the cell you want to change and click Option-Command-T.
- 2. Type the value you want to place in the cell in the input window that appears.
- 3. Click OK