

# **Hot Budget**

Version 2.2



## **User Guide**

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# Section 1 - Getting Started

## Licensing

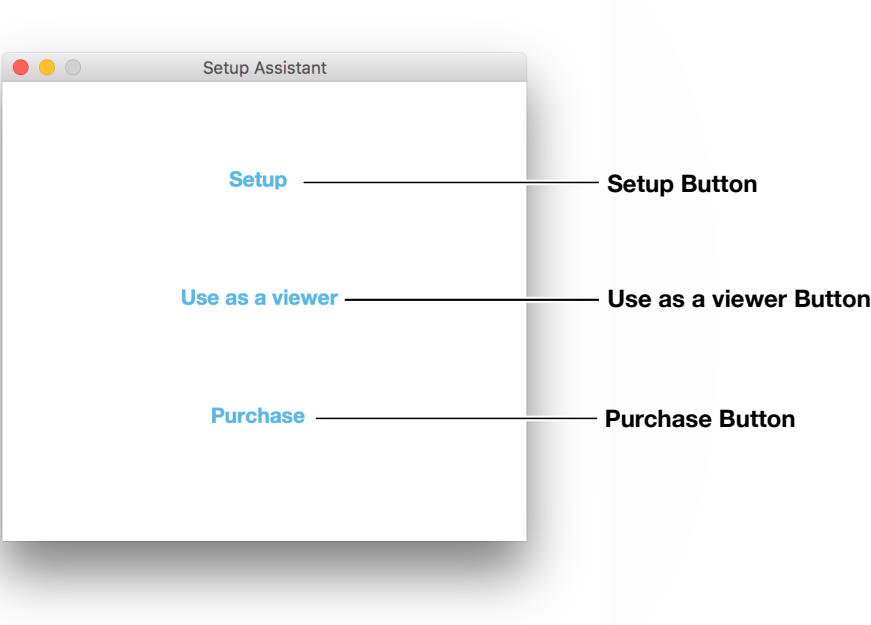
Hot Budget licenses are attached to computers. They are not attached to the Hot Budget documents themselves. Even if a computer is not licensed, Hot Budget documents can still be used with limited functionality provided they are being opened in a compatible version of Excel. There is an expiration date 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:

Step 1 of 5

Click Setup



Item	What it does
Setup Button	Click to start the setup process.
Use as a viewer Button	Click to use the file as a viewer with limited functionality.
Purchase Button	Click to be directed to the online purchase portal.

**Step 2 of 5**

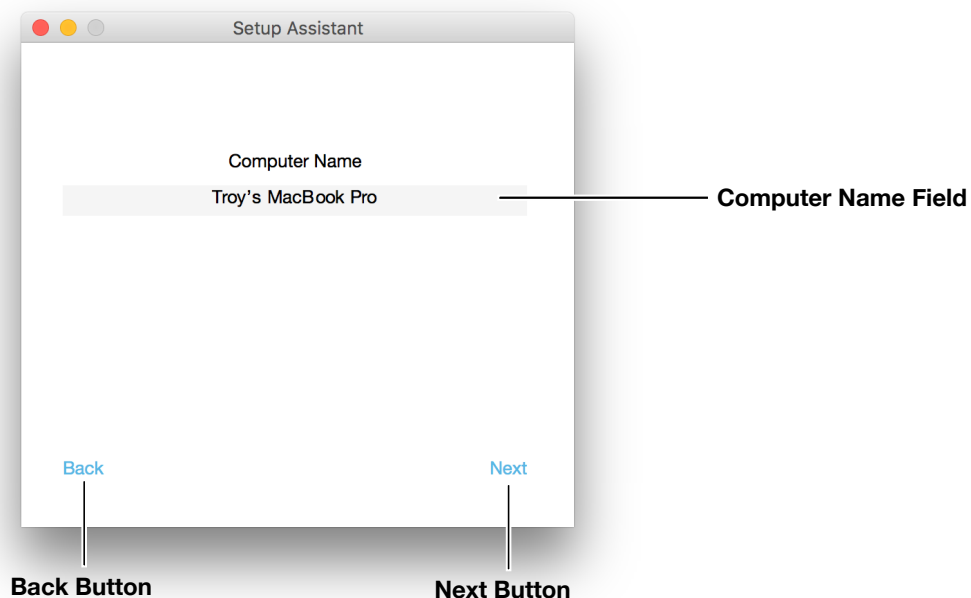
Type your business name, name, email, phone.

The screenshot shows a 'Setup Assistant' window with the following fields and buttons:

- Business Name Field:** Labeled 'Business Name' with the text 'Hot Bricks' entered.
- User Name Field:** Labeled 'User Name' with the text 'Troy Takes' entered.
- Email Field:** Labeled 'Email' with the text 'troy@hotbricks.la' entered.
- Phone Field:** Labeled 'Phone' with the text '818.528.5515' entered.
- Back Button:** A blue button labeled 'Back' at the bottom left.
- Next Button:** A blue button labeled 'Next' at the bottom right.

Labels with leader lines point to each of these elements from the right side of the image.

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



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

## Step 4 of 5 Enter the order number and purchase date

After purchasing your license, it may 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](mailto:support@hotbudget.com)

The screenshot shows a window titled "Setup Assistant". Inside, there is a text instruction: "If you purchased through Square your order number is a four character code preceded by a # sign found on the Square order confirmation/receipt." Below this, there are two input fields. The first is labeled "Order number or Complementary Code" and contains the text "TrOy". The second is labeled "Purchase Date" and contains the text "2017-01-29". Below the date field, there is a small instruction: "Enter format YYYY-MM-DD". At the bottom of the window, there are two buttons: "Back" and "Activate".

Order number or Complementary Code

TrOy

Purchase Date

2017-01-29

Enter format YYYY-MM-DD

Back

Activate

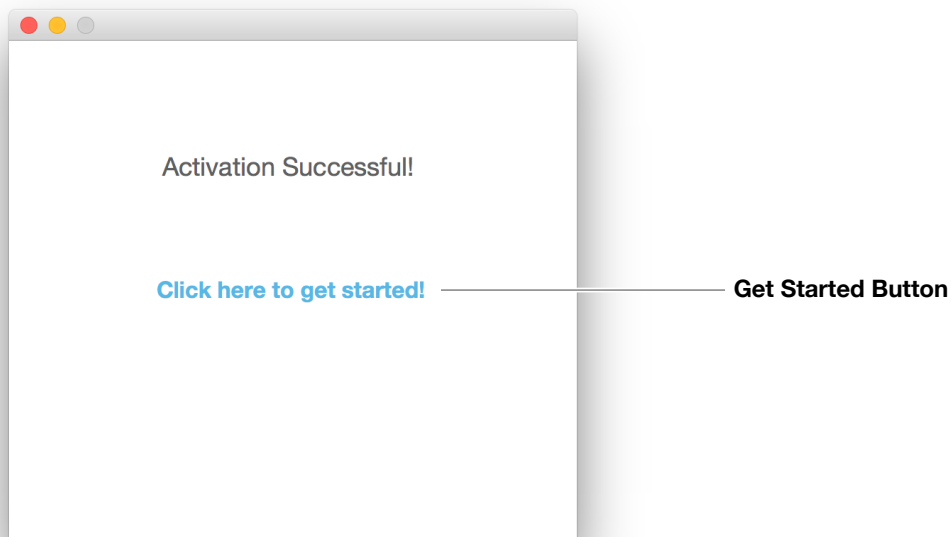
Receipt/Order Number Field

Purchase Date Field

Back Button

Activate Button

Item	What to do
<b>Receipt/Order Number Field</b>	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.
<b>Purchase Date Field</b>	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
<b>Back Button</b>	Click to go to the previous step.
<b>Activate Button</b>	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 <a href="mailto:support@hotbudget.com">support@hotbudget.com</a>

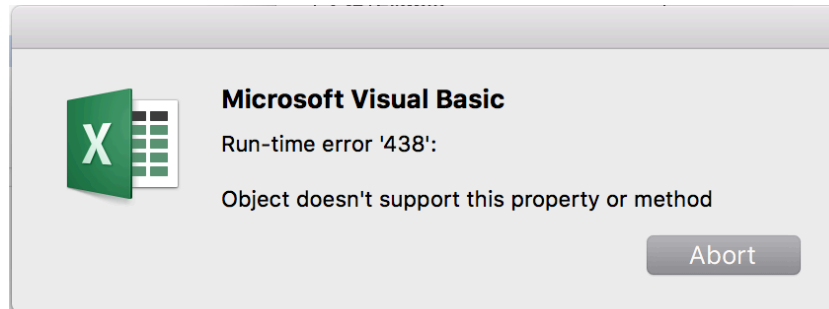


Item	What to do
Get Started Button	Click to close the setup assistant and start using Hot Budget.

## 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 [support@hotbudget.com](mailto:support@hotbudget.com) 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.

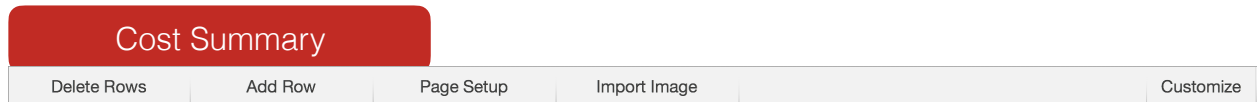
# Toolbars

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)



Cost Summary Page Toolbar (Customize Mode)



# Protection

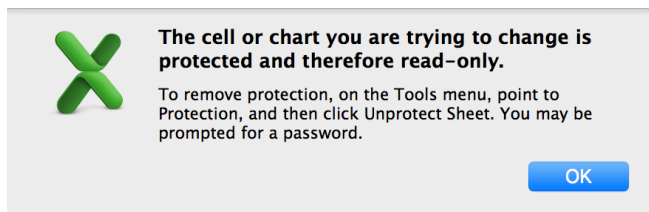


**Warning!**

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](mailto: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.

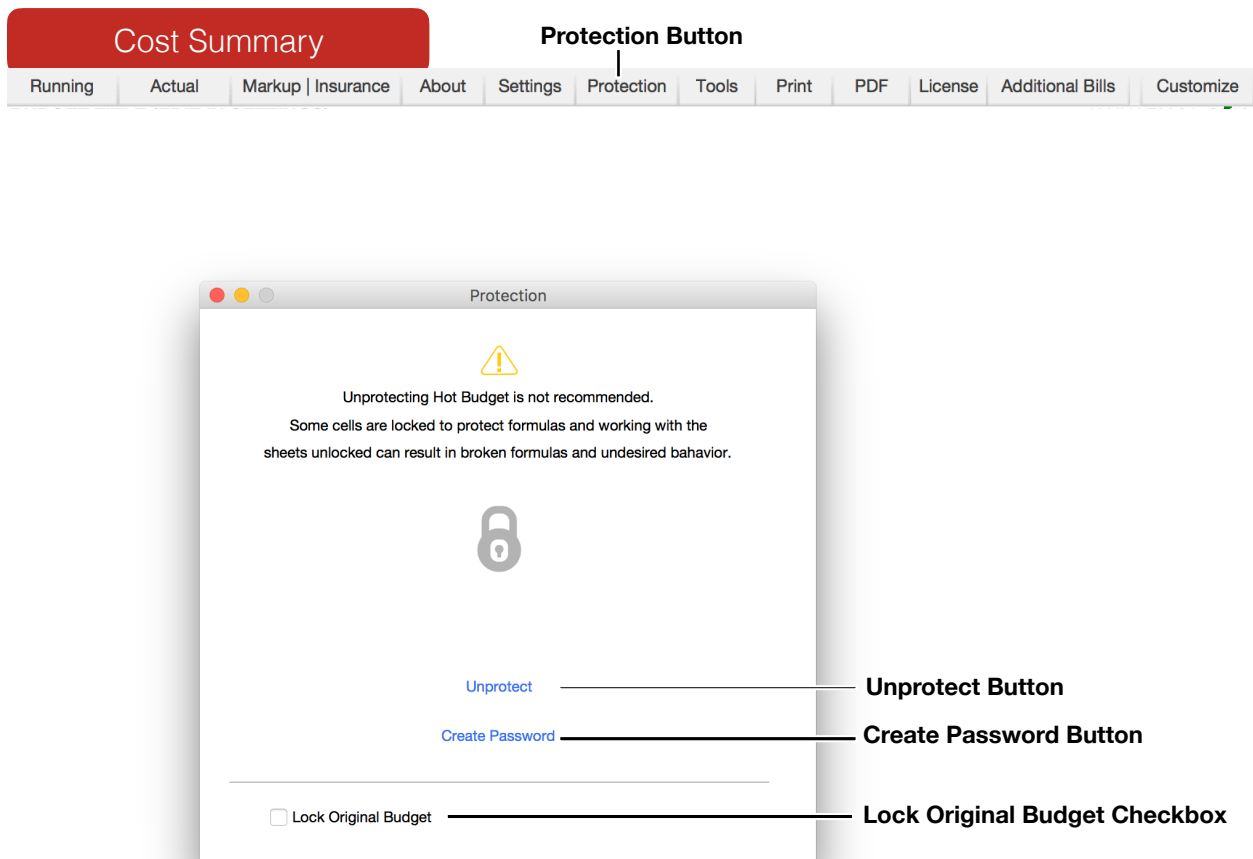


It is possible for a cell that is supposed to be editable to become locked by accident. This usually happens from copying and pasting into the sheets. If this happens it is best to contact [support@hotbudget.com](mailto:support@hotbudget.com) for the solution to your specific situation.

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.



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
	/	Slash
	\	Backslash
	*	Star or Multiplication
	[	Open Bracket
	]	Closing Bracket
	'	Apostrophe
	.	Period
	_	Underscore
	-	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**  
Add Row


**Selected Cell**  
Delete Rows

**Target Area**  
Page Setup

Import Image

Customize

**Hot Bricks Productions**  
452 N Moss Street  
Burbank CA 91502  
P (818)-528-5515  
F (818)-473-4223  
  
Executive Producer: Christopher Troy  
Creative Director: Denisse Sangiovanni  
Director: Kelly Daniel  
Producer: Athena Cute  
Writer: Peter Matthew  
Editor: Tim Spencer

**Dan and Debbie's Creamery**  
1600 Main Street  
Ely IA 52227  
P (319) 848-6455  
  
VP, Design: Josie Rozum  
CFO, Audio: Tori Riley  
VP, Movement: Dustin Tyler

Build | Strike Days: 4  
Prelight Days: 1  
Studio Shoot Days: 2  
Location Days: 2

Hours: 10  
Hours: 10  
Hours: 10  
Locations(1): 2

OT based on: 10  
Delivery Date:

Shooting Format: Digital  
Shooting Dates:

Delivery Format: Hard Drive

Cost Summary

### NOTES

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.

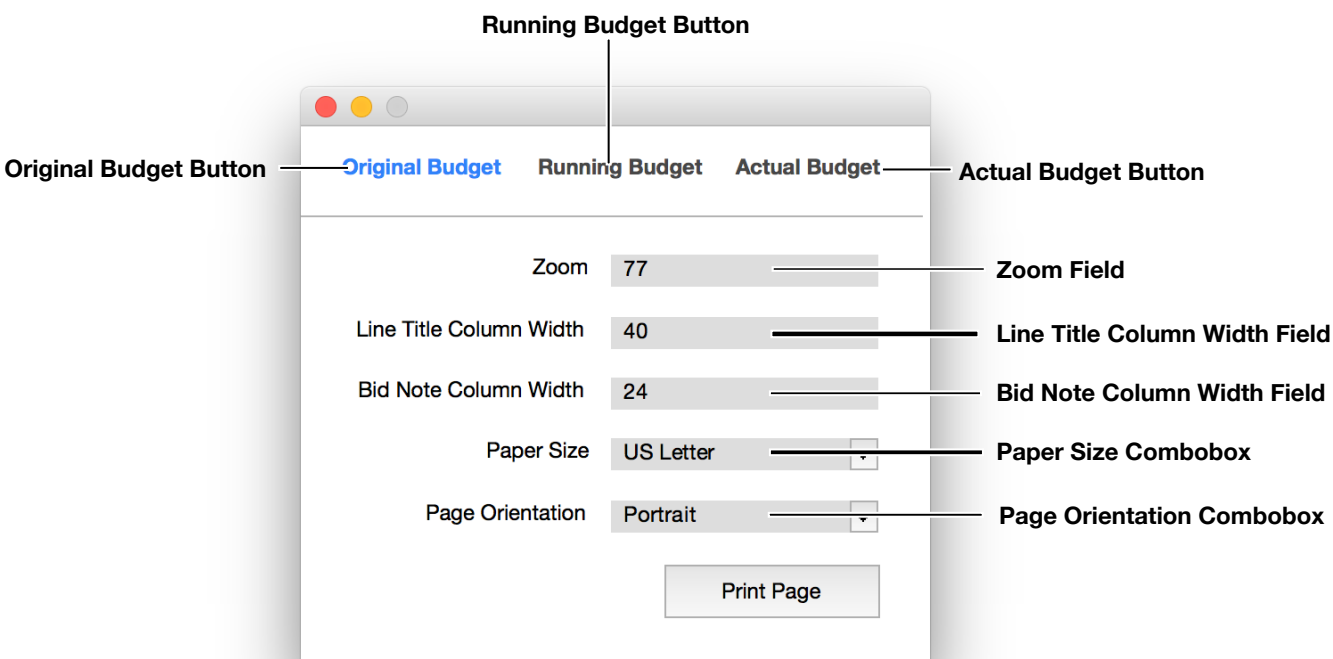
The process for adding and removing rows is consistent throughout Hot Budget. This is illustrated at its most basic level in the logs. Lets take the Purchase Order Log spreadsheet for example. In the toolbar at the top of the this spreadsheet you will see buttons for adding and deleting rows. To add 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.

The screenshot displays the 'Purchase Order Log' spreadsheet interface. At the top, there is a red header bar with the text 'Purchase Order Log'. Below this, a toolbar contains buttons for 'Add Rows', 'Delete Rows', 'Summary', 'Filter', 'Import', and 'Export'. The spreadsheet title is 'DEBBIE'S CREAMERY - V2' with a subtitle 'THE COW GOES MOO! #17-881'. The main table has columns: LINE, PAYEE, PO, DATE, PAYID, ACTUAL, and LINE DESCRIPTION. The table is currently empty, with row numbers 1 through 10 visible on the right. A dialog box titled 'Enter A Number' is open, showing a text input field with the number '10' and 'Cancel' and 'OK' buttons.

# 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.



We recommend adjusting the settings in the follow order.

1	<b>Paper Size</b>	Choose the paper size.
2	<b>Page Orientation</b>	Choose the page orientation from the list.
3	<b>Zoom</b>	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	<b>Line Title Column Width</b>	After you have found the proper zoom level you can adjust the pages output horizontally using this field.
5	<b>Bid Note Column Width</b>	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 an 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	OVERTIME		ESTIMATE
					1.5	2	
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 TOTAL			40,850.00
Insurance 5.00%   2,696.10				P & W			13,072.00
				FRINGE 2			
				BID TOTAL G			53,922.00

# 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.

G	ART DEPARTMENT LABOR	No	DAYS	RATE	OVERTIME		ESTIMATE
					1.5	2	
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 TOTAL			40,850.00
Insurance 5.00%   2,696.10				P & W			13,072.00
				FRINGE 2			
				BID TOTAL G			53,922.00

Page 3

Fringe 1

Fringe 2

Page 3

Details Button

Running	Actual	Notes		Details	Hourly
---------	--------	-------	--	---------	--------

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

Page 3

Fringe 1 Percentages Fringe 2 Percentages

G	ART DEPARTMENT LABOR	NOTES	OVERTIME		P & W		FRINGE 2		No	DAYS	RATE	OVERTIME		ESTIMATE
			BASE	TOTAL	%	TOTAL	%	TOTAL				1.5	2	
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
177	Scenics				32.00%									
178	Carpenter				32.00%									
179	Art Assts.				32.00%	800.00			10	250				2,500.00
180	Food Stylist				32.00%									
Markup 25.00%   13,480.50				SUB TOTAL										40,850.00
Insurance 5.00%   2,696.10				P & W										13,072.00
				FRINGE 2										
				BID TOTAL G										53,922.00

Item	What it does
<b>Details Button</b>	Click to reveal and hide the detail columns ( Notes   *Overtime   Fringe 1   Fringe 2 )
<b>Fringe 1</b>	This cell can be directly edited to change the title of the 1st fringe
<b>Fringe 2</b>	This cell can be directly edited to change the title of the 2nd fringe
Column	Whats it for
<b>Fringe 1 Percentages</b>	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
<b>Fringe 2 Percentages</b>	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





## Cost Summary Overview

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## 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.

Add Rows Button	Delete Rows Button	Import Image Button	Customize Button																
Add Row	Delete Rows	Page Setup	Import Image																
 <p><b>Hot Bricks Productions</b>            452 N Moss Street            Burbank CA 91502            P (818)-528-5515            F (818)-473-4223</p> <p>Executive Producer: Christopher Troy            Creative Director: Denisse Sangiovanni            Director: Kelly Daniel            Producer: Athena Cute            Writer: Peter Matthew            Editor: Tim Spencer</p>		 <p><b>Dan and Debbie's Creamery</b>            1600 Main Street            Ely IA 52227            P (319) 848-6455</p> <p>VP, Design: Josie Rozum            CFO, Audio: Tori Riley            VP, Movement: Dustin Tyler</p> <table border="1"> <tr> <td>Build   Strike Days:</td> <td>4</td> <td>Hours:</td> <td>10</td> </tr> <tr> <td>Prelight Days:</td> <td>1</td> <td>Hours:</td> <td>10</td> </tr> <tr> <td>Studio Shoot Days:</td> <td>2</td> <td>Hours:</td> <td>10</td> </tr> <tr> <td>Location Days:</td> <td>2</td> <td>Locations(1):</td> <td>2</td> </tr> </table>		Build   Strike Days:	4	Hours:	10	Prelight Days:	1	Hours:	10	Studio Shoot Days:	2	Hours:	10	Location Days:	2	Locations(1):	2
Build   Strike Days:	4	Hours:	10																
Prelight Days:	1	Hours:	10																
Studio Shoot Days:	2	Hours:	10																
Location Days:	2	Locations(1):	2																
OT based on: 10		Shooting Format: Digital																	
Delivery Date:		Delivery Format: Hard Drive																	
<b>Cost Summary</b>																			

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 Titles			Cost Summary	
ESTIMATED COST SUMMARY			BID TOTALS	
1 Pre-production   Wrap Labor	A		88,836.00	
2 Shooting Labor	B		146,922.60	
3 Pre-Production   Wrap Expenses	C		8,200.00	
4 Location And Travel	D		31,430.00	
5 Makeup, Wardrobe, and Animals	E			
6 Studio   Stage Rental / Expenses	F		13,400.00	
7 Art Department Labor	G		53,922.00	
8 Art Department Expenses	H		22,900.00	
9 Equipment Costs	I		80,800.00	
10 Filmstock, Develop and Print	J		1,600.00	
11 Miscellaneous	K		1,000.00	
Direct Costs A - K			449,010.60	
12 Director   Creative Fees	L		80,000.00	
13 Talent Labor	M		59,640.00	
14 Talent Expenses	N			
15 Post Production Labor	O			
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

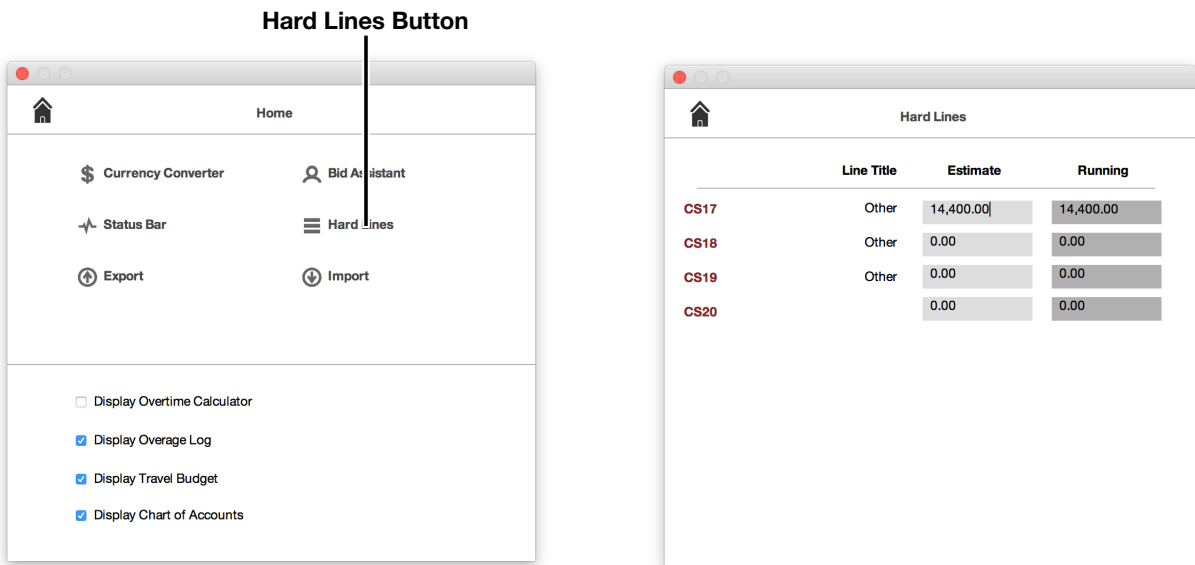
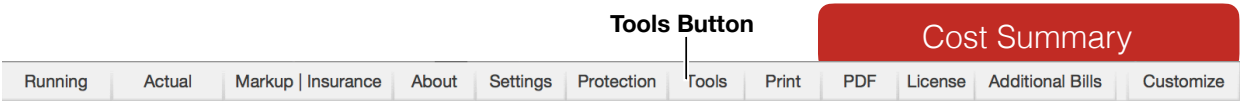
#### What it's for

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

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

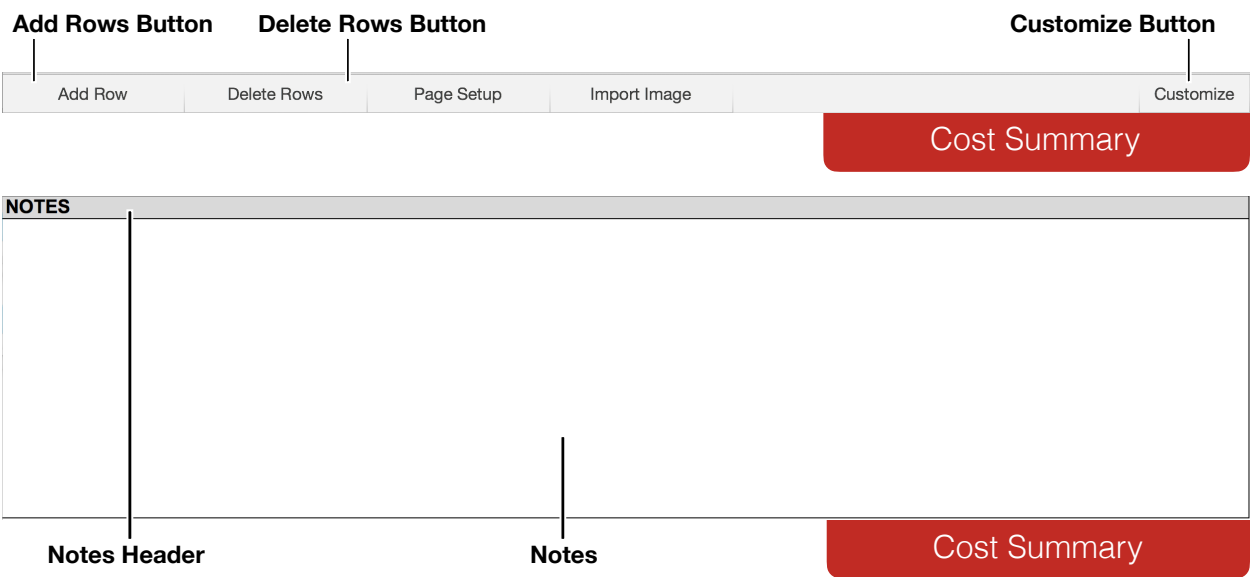


Hardlines ( CS17, CS18, CS19, CS20 )			Cost Summary
17 Travel		14,400.00	
18 Other			
19 Other			
20 Other			

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.



Button	What's it for
Add Rows	Click to add rows to the notes area. You will need to set the notes 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 to delete rows to remove them. After removing rows you may need to adjust the page setup so that the content of the page prints correctly.
Customize	Click to toggle between customize mode and budget mode.
Ranges	What's it for
Notes	These cells are for displaying notes about the project. By default the cells are unlocked and directly editable. You can customize the formatting of this area as needed.
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.

<b>Add Lines Button</b>		<b>Remove Lines Button</b>		<b>Page Setup Button</b>		<b>Page 1A</b>	
Add Lines		Remove Lines		Page Setup			
<b>DAN AND DEBBIE'S CREAMERY - V2</b>							
THE COW GOES MOO! #17-881							
<b>A</b>	<b>PRE-PRODUCTION   WRAP LABOR</b>		<b>No</b>	<b>DAYS</b>	<b>RATE</b>	<b>OVERTIME</b>	<b>ESTIMATE</b>
<b>1</b>	Supervising Producer			10	1200		12,000.00
<b>2</b>	Line Producer			18	1000		18,000.00
<b>3</b>	Director of Photography			1	3500		3,500.00
<b>4</b>	Second Camera Operator						
<b>5</b>	1st AC			1	650		650.00
<b>Line Numbers</b>		<b>Line Titles</b>		<b>Bid Notes</b>		<b>Rates</b>	

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

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

Button	What's it for
<b>Add Lines</b>	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.
<b>Remove Lines</b>	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.
<b>Page Setup</b>	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
<b>Line Numbers</b>	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.
<b>Line Titles</b>	<p>Enter a title for each line item directly into these cells.</p> <p><b>Exceptions</b></p> <ul style="list-style-type: none"> <li>• When using the Internal Chart of Accounts feature, none of the line titles will be directly editable.</li> </ul>
<b>Bid Notes</b>	Enter a short note that will be visible when printing or exporting the budget as a PDF.
<b>Rates</b>	<p>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.</p> <p><b>Exceptions</b></p> <ul style="list-style-type: none"> <li>• The rate cells may be locked for editing if the computer does not have a valid license.</li> <li>• The rate cells may be locked for editing if the Hot Budget file is expired.</li> <li>• The rate cells may be locked for editing if the user has locked the bid using the lock bid checkbox under protection.</li> <li>• 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.</li> </ul>



## 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 a percentage the same way P&W is calculated.

Details Button

Detail Columns

Page 1A

Running

Actual

Notes

Details

Hourly

DAN AND DEBBIE'S CREAMERY - V2




THE COW GOES MOO! #17-881

A	PRE-PRODUCTION   WRAP LABOR	NOTES	OVERTIME		P & W		FRINGE 2		No	DAYS	RATE	OVERTIME		ESTIMATE
			BASE	TOTAL	%	TOTAL	%	TOTAL				1.5	2	
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

OT Base Column

Fringe 1 Percentages

Fringe 2 Percentages

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 Indicators				Cost Summary	
21 Insurance	%	C	C	30,152.53	
22 Production Fee	%	C	C	128,602.65	

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

### Markup Calculation Settings

Markup

General

Markup

Insurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter  
☒ Calculate As Percentage  
☐ Use Precision

☐ Force Enter  
☒ Carryover  
☐ Calculate As Percentage

☐ Force Enter  
☒ Carryover  
☐ Calculate As Percentage

### Insurance Calculation Settings

Insurance

General

Markup

Insurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter  
☒ Calculate As Percentage  
☐ Use Precision

☐ Force Enter  
☒ Carryover  
☐ Calculate As Percentage

☐ Force Enter  
☒ Carryover  
☐ Calculate As Percentage

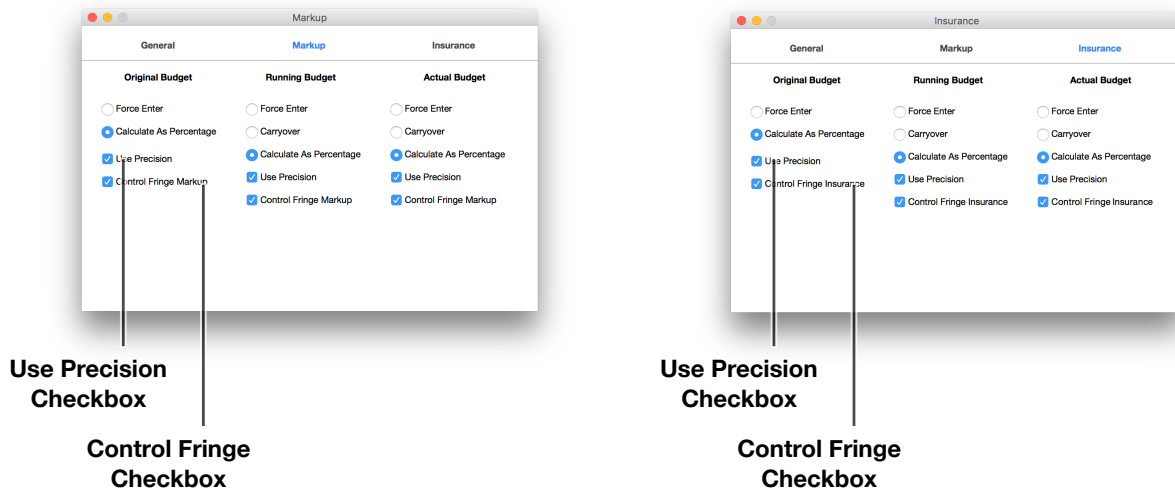
Cost Summary				Markup Percentages		Insurance Percentages	
ESTIMATED COST SUMMARY				BID TOTALS		MARKUP %	INSURANCE %
1	Pre-production   Wrap Labor	A		88,836.00		25.00%	5.00%
2	Shooting Labor	B		146,922.60		25.00%	5.00%
3	Pre-Production   Wrap Expenses	C		8,200.00		25.00%	5.00%
4	Location And Travel	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	I		80,800.00		25.00%	5.00%
10	Filmstock, Develop and Print	J		1,600.00		25.00%	5.00%
11	Miscellaneous	K		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	O					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 BUDGET	
22	Production Fee	%	C   C	128,602.65		MU: 128,602.65   INS: 30,152.53	
CONTRACTED TOTAL 761,805.78				GRAND TOTAL		USD 761,805.78	
ALL OVERAGES TOTAL							

Item	What it means
<b>Calculator Indicators</b>	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.
<b>%</b>	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
<b>C</b>	Carryover. The value displayed is equal to the value in the original budget.
<b>f</b>	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
<b>%p</b>	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
<b>%pf</b>	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.
<b>Markup   Insurance Toggle</b>	Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
<b>Settings Button</b>	Click to reveal the settings window where you can control how markup and insurance is calculated.
Column	What it's for
<b>Markup Percentages</b>	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in <b>%</b> mode and may <b>NOT</b> be directly editable in <b>%p</b> and <b>%pf</b> modes.
<b>Insurance Percentages</b>	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in <b>%</b> mode and may <b>NOT</b> be directly editable in <b>%p</b> and <b>%pf</b> modes.
Window	What it's for
<b>Insurance Calculation Settings</b>	Adjust these settings to control how the insurance calculates.
<b>Markup Calculation Settings</b>	Adjust these settings to control how the markup calculates.

# 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 than 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



Markup Button

Insurance Button

Page 1A

Running	Actual	Notes	Markup		Insurance	Details	Hourly									
DEBBIE'S CREAMERY - V2																
THE COW GOES MOO! #17-881																
A	PRE-PRODUCTION   WRAP LABOR		MARKUP				INSURANCE				No	DAYS	RATE	OVERTIME		ESTIMATE
			%	% (F1)	% (F2)	TOTAL	%	% (F1)	% (F2)	TOTAL				1.5	2	
1	Supervising Producer		25.00%	25.00%	25.00%	3,960.00	5.00%	5.00%	5.00%	792.00		10	1200			12,000.00
2	Line Producer		25.00%	25.00%	25.00%	5,940.00	5.00%	5.00%	5.00%	1,188.00		18	1000			18,000.00
3	Director of Photography		25.00%	25.00%	25.00%	1,155.00	5.00%	5.00%	5.00%	231.00		1	3500			3,500.00
4	Second Camera Operator		25.00%	25.00%	25.00%		5.00%	5.00%	5.00%							
5	1st AC		25.00%	25.00%	25.00%	214.50	5.00%	5.00%	5.00%	42.90		1	650			650.00

Markup Percentages



Fringe 1 Markup Percentages

Fringe 2 Markup Percentages

Insurance Percentages

Fringe 2 Insurance Percentage

Fringe 1 Insurance Percentages

Control	What it's for
<b>Settings Button</b>	Click to reveal the settings window where you can control how markup and insurance is calculated.
<b>Markup - Use Precision Checkbox</b>	Check to use precision markup and adjust the percentage of markup on a per line item basis.
<b>Markup - Control Fringe Checkbox</b>	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.
<b>Insurance - Use Precision Checkbox</b>	Check to use precision insurance and adjust the percentage of insurance on a per line item basis
<b>Insurance - Control Fringe Checkbox</b>	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.
<b>Markup Button</b>	Click to reveal and hide the precision markup columns.
<b>Insurance Button</b>	Click to reveal and hide the precision insurance columns.
Column	What it's for
<b>Markup Percentages</b>	Enter percentages here to control the amount of markup being derived from the line item. Displayed only when in %p calculation mode.
<b>Fringe 1 Markup Percentages</b>	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.
<b>Fringe 2 Markup Percentages</b>	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.
<b>Markup Total</b>	 Displays the total amount of markup derived from the line item. Displayed only when in %p calculation mode.
<b>Insurance Percentages</b>	Enter percentages here to control the amount of insurance being derived from the line item.
<b>Fringe 1 Insurance Percentages</b>	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.
<b>Fringe 2 Insurance Percentages</b>	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.
<b>Insurance Total</b>	 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	
<b>*Font changes</b>	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.
<b>Cell Fill Color</b>	Cell fill colors are safe to change.
<b>Cell Borders</b>	Modifying cell border styles and colors is safe.
<b>Changes to the height of the rows</b>	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.
<b>Changes to the width of the columns</b>	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.
<b>Formula Customizations</b>	<p>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.</p> <p>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.</p>
<b>Custom Spreadsheets</b>	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

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### 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.

Budget Title	Settings Button	Job Name	Job Number	Date																
<div>Planning   Actual   Markup   Insurance   About   Settings   Protection   Tools   Print   PDF   License   Additional   Bills   Customize</div>																				
<b>DAN AND DEBBIE'S CREAMERY - V2</b>		DECEMBER 10, 2017																		
<b>COST SUMMARY</b>		<b>THE COW GOES MOO!   JOB NUMBER 17-881</b>																		
<div><b>Hot Bricks Productions</b> 452 N Moss Street Burbank CA 91502 P (818)-528-5515 F (818)-473-4223  Executive Producer: Christopher Troy Creative Director: Denisse Sangiovanni Director: Kelly Daniel Producer: Athena Cute Writer: Peter Matthew Editor: Tim Spencer</div>		<div><b>Dan and Debbie's Creamery</b> 1600 Main Street Ely IA 52227 P (319) 848-6455  VP, Design: Josie Rozum CFO, Audio: Tori Riley VP, Movement: Dustin Tyler</div>																		
		<table><tr><td>Build   Strike Days:</td><td>4</td><td>Hours:</td><td>10</td></tr><tr><td>Prelight Days:</td><td>1</td><td>Hours:</td><td>10</td></tr><tr><td>Studio Shoot Days:</td><td>2</td><td>Hours:</td><td>10</td></tr><tr><td>Location Days:</td><td>2</td><td>Locations(1):</td><td>2</td></tr></table>			Build   Strike Days:	4	Hours:	10	Prelight Days:	1	Hours:	10	Studio Shoot Days:	2	Hours:	10	Location Days:	2	Locations(1):	2
Build   Strike Days:	4	Hours:	10																	
Prelight Days:	1	Hours:	10																	
Studio Shoot Days:	2	Hours:	10																	
Location Days:	2	Locations(1):	2																	

Cost Summary

General Markup Insurance

Budget Date 1/01/16

Budget Title Budget Title

Job Name Job Name

Job Number Job Number

☐ Hide Unused Rates

☒ Use Chart of Accounts





Budget Date

Budget Title

Job Name

Job Number



Button	What it's for
<b>Settings</b>	Click to reveal the settings window where job information can be edited.
Cells	What it's for
<b>Budget Title Cell</b>	 Displays the Title of the budget.
<b>Job Name Cell</b>	 Displays the Job Name
<b>Job Number Cell</b>	 Displays the Job Number
<b>Date Cell</b>	 Displays the Date
Fields	What it's for
<b>Budget Title Field</b>	Edit this field to set the Budget Title
<b>Job Name Field</b>	Edit this field to set the Job Name
<b>Job Number Field</b>	Edit this field to set the Job Number
<b>Date Field</b>	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
Import 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 COW GOES MOO! | JOB NUMBER 17-881



**Hot Bricks Productions**  
452 N Moss Street  
Burbank CA 91502  
P (818)-528-5515  
F (818)-473-4223

Executive Producer: Christopher Troy  
Creative Director: Denisse Sangiovanni  
Director: Kelly Daniel  
Producer: Athena Cute  
Writer: Peter Matthew  
Editor: Tim Spencer



**Dan and Debbie's Creamery**  
1600 Main Street  
Ely IA 52227  
P (319) 848-6455

VP, Design: Josie Rozum  
CFO, Audio: Tori Riley  
VP, Movement: Dustin Tyler

Build   Strike Days:	4	Hours:	10
Prelight Days:	1	Hours:	10
Studio Shoot Days:	2	Hours:	10
Location Days:	2	Locations(1):	2

OT based on: 10
Shooting Format: Digital
Delivery Date:
Shooting Dates:
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 Information	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.

Group of line items that calculates overtime

Page 1A

<b>A</b>	<b>PRE-PRODUCTION   WRAP LABOR</b>		<b>No</b>	<b>DAYS</b>	<b>RATE</b>	<b>OVERTIME</b>		<b>ESTIMATE</b>
						<b>1.5</b>	<b>2</b>	
<b>1</b>	Supervising Producer			10	1200			12,000.00
<b>2</b>	Line Producer			18	1000			18,000.00
<b>3</b>	Director of Photography			1	3500			3,500.00
<b>4</b>	Second Camera Operator							
<b>5</b>	1st AC			1	650			650.00

Detail Columns Exposed

Page 1A

<b>A</b>	<b>PRE-PRODUCTION   WRAP LABOR</b>		<b>NOTES</b>	<b>OVERTIME</b>		<b>P &amp; W</b>		<b>FRINGE 2</b>		<b>No</b>	<b>DAYS</b>	<b>RATE</b>	<b>OVERTIME</b>		<b>ESTIMATE</b>
				<b>BASE</b>	<b>TOTAL</b>	<b>%</b>	<b>TOTAL</b>	<b>%</b>	<b>TOTAL</b>				<b>1.5</b>	<b>2</b>	
<b>1</b>	Supervising Producer					32.00%	3,840.00				10	1200			12,000.00
<b>2</b>	Line Producer					32.00%	5,760.00				18	1000			18,000.00
<b>3</b>	Director of Photography					32.00%	1,120.00				1	3500			3,500.00
<b>4</b>	Second Camera Operator					32.00%									
<b>5</b>	1st AC					32.00%	208.00				1	650			650.00

Group of line items that does not calculate overtime





Page 3

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

Detail Columns Exposed

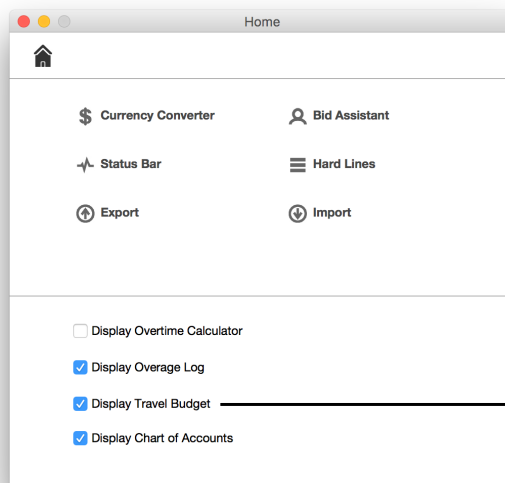
Page 3

<b>F</b>	<b>STUDIO   STAGE RENTAL / EXPENSES</b>		<b>NOTES</b>	<b>FRINGE 1</b>		<b>FRINGE 2</b>		<b>No</b>	<b>DAYS</b>	<b>RATE</b>	<b>ESTIMATE</b>
				<b>%</b>	<b>TOTAL</b>	<b>%</b>	<b>TOTAL</b>				
<b>151</b>	Rental For Build Days								3	1500	4,500.00
<b>152</b>	Build OT Hours								4	100	400.00
<b>153</b>	Rental for Pre-Lite Days										
<b>154</b>	Pre-Lite OT Hours										
<b>155</b>	Rental for Shoot Days								2	3000	6,000.00

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



Display Travel Budget Checkbox

Add Rows Button



Delete Rows Button Page Setup Button

Delete Rows Button

Page Setup Button

Travel Budget

Add Rows	Delete Rows	Running	Page Setup							
DEBBIE'S CREAMERY - V2 THE COW GOES MOO! #17-881			TRAVEL BUDGET							
LINE	TRAVELER	COST TYPE	No	DAYS	RATE	ESTIMATE	DESCRIPTION			
CS17	Clara Marshall	Flights	2		350	700.00	Other			
CS17	Clara Marshall	Hotel		5	80	400.00	Other			
CS17	Clara Marshall	Per Diem		5	40	200.00	Other			
CS17	Clara Marshall	Transportation		5	35	175.00	Other			
CS17	Felicity Rodnie	Flights	2		325	650.00	Other			
CS17	Felicity Rodnie	Hotel		5	70	350.00	Other			
CS17	Felicity Rodnie	Per Diem		5	40	200.00	Other			
CS17	Felicity Rodnie	Transportation		5	35	175.00	Other			
CS17	Janice Grimes	Flights	2		325	650.00	Other			
CS17	Janice Grimes	Hotel		5	75	375.00	Other			

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

Selected Cell

Pop-up

Running	Actual	Notes	Details		Hourly		
DEBBIE'S CREAMERY - V2							
THE COW GOES MOO! #17-881							
A	PRE-PRODUCTION   WRAP LABOR	No	DAYS	RATE	OVERTIME		ESTIMATE
1	Supervising Producer		10	1200	1.5	2	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
6	2nd AC		1	550			550.00
7	Utility						
8	Production Manager		15	650			9,750.00
9	Production Coordinator		14	450			6,300.00
10	Choreographer						

LINE 3 | TOTAL 3,500.00

1 Days @ 3,500.00

LINE 3 | TRAVEL BUDGET | TOTAL: 0.00

LINE 3 | OVERAGE LOG | TOTAL: 0.00

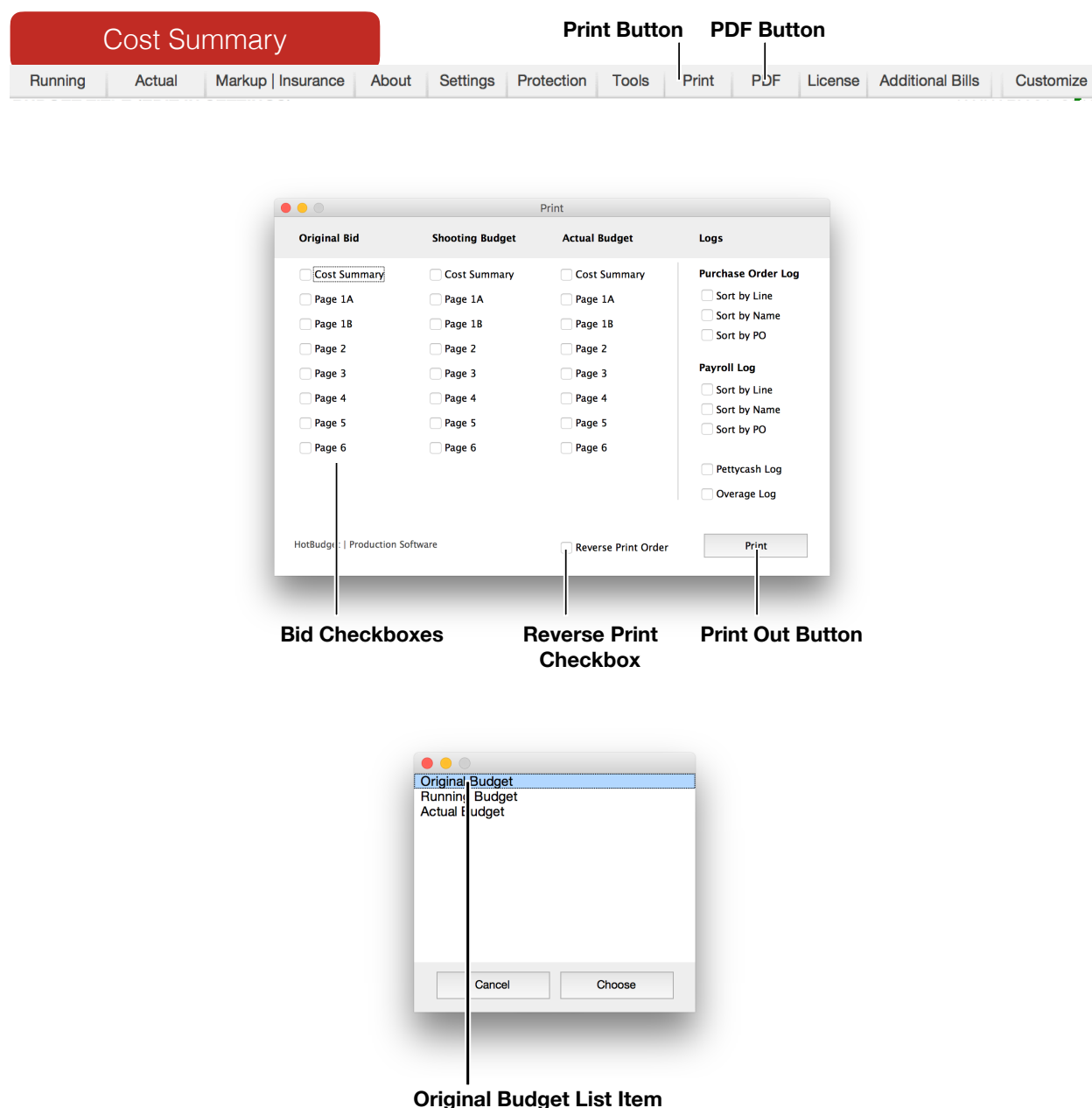
TOTAL 3,500.00

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.





Controls	What it does
<b>Print Button</b>	Opens the Hot Budget print window.
<b>PDF Button</b>	Opens the PDF picker window
<b>Bid Checkboxes</b>	Select the pages of the budget you want to print by checking the boxes in the bid column.
<b>Reverse Print Checkbox</b>	Some printers print face up and others face down. Check this box to reverse the page order as appropriate for your printer.
<b>Print Out Button</b>	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.
<b>Original Budget List Item</b>	<p>Select Bid and click okay to turn the bid into a PDF document.</p> <p>Excel 2011 Mac: A PDF will be saved to your desktop and it will open in your default PDF viewer.</p> <p>Excel 2016 Mac: A PDF will <b>NOT</b> 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.</p>

Section 5 - In Production

Cost Summary Overview

Running Budget Toggle

Production Company Information


Client Information

Cost Summary

RunningActualMarkupInsuranceAboutSettingsProtectionToolsPrintPDFLicenseAdditional BillsCustomize


DAN AND DEBBIE'S CREAMERY - V2COST SUMMARY

DECEMBER 18, 2017THE COW GOES MOO! | JOB NUMBER 17-881



Hot Bricks Productions  
452 N Moss Street  
Burbank CA 91502  
P (818)-528-5515  
F (818)-473-4223

Executive Producer: Christopher Troy  
Creative Director: Denisse Sangiovanni  
Director: Kelly Daniel  
Producer: Athena Cute  
Writer: Peter Matthew  
Editor: Tim Spencer



Dan and Debbie's Creamery  
1600 Main Street  
Ely IA 52227  
P (319) 848-6455

VP, Design: Josie Rozum  
CFO, Audio: Tori Riley  
VP, Movement: Dustin Tyler

Build | Strike Days: 4Hours: 10  
Prelight Days: 1Hours: 10  
Studio Shoot Days: 2Hours: 10  
Location Days: 2Locations(1): 2

OT based on: 10Shooting Format: DigitalDelivery Format: Hard Drive

Delivery Date:Shooting Dates:

ESTIMATED COST SUMMARY		BID TOTALS	RUNNING	VARIANCE
1 Pre-production   Wrap Labor	A	88,836.00	88,836.00	
2 Shooting Labor	B	146,922.60	146,922.60	
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	I	80,800.00	80,800.00	
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	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	O			
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				
ALL OVERAGES TOTAL				
GRAND TOTAL		USD 761,805.78	USD 761,805.78	USD 0.00

NOTES

Notes Area

Hard Lines  
( CS17, CS18, CS19, CS20 )

Insurance & Markup  
Calculation Indicators

Running Total

Running Variances

Running Section Totals

# 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 if 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.

Calculation Indicators				Cost Summary	
21 Insurance	%	C	C	30,152.53	
22 Production Fee	%	C	C	128,602.65	

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

Running Budget Toggle

## Markup Calculation Settings

Markup

General

Markup

Insurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter
 ☒ Calculate As Percentage
 ☐ Use Precision

☐ Force Enter
 ☒ Carryover
 ☐ Calculate As Percentage

☐ Force Enter
 ☒ Carryover
 ☐ Calculate As Percentage

## Insurance Calculation Settings

Insurance

General

Markup

Insurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter
 ☒ Calculate As Percentage
 ☐ Use Precision

☐ Force Enter
 ☒ Carryover
 ☐ Calculate As Percentage

☐ Force Enter
 ☒ Carryover
 ☐ Calculate As Percentage

Cost Summary				Insurance Percentages									
				Markup Percentages									
ESTIMATED COST SUMMARY				BID TOTALS		MARKUP %		INSURANCE %		MARKUP %		INSURANCE %	
1	Pre-production   Wrap Labor	A		88,836.00		25.00%		5.00%		25.00%		5.00%	
2	Shooting Labor	B		146,922.60		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%	
4	Location And Travel	D		31,430.00		25.00%		5.00%		25.00%		5.00%	
5	Makeup, Wardrobe, and Animals	E				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%	
7	Art Department Labor	G		53,922.00		25.00%		5.00%		25.00%		5.00%	
8	Art Department Expenses	H		22,900.00		25.00%		5.00%		25.00%		5.00%	
9	Equipment Costs	I		80,800.00		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%	
11	Miscellaneous	K		1,000.00		25.00%		5.00%		25.00%		5.00%	
Direct Costs A - K				449,010.60		MARKUP %		INSURANCE %		MARKUP %		INSURANCE %	
12	Director   Creative Fees	L		80,000.00				5.00%				5.00%	
13	Talent Labor	M		59,640.00		25.00%		5.00%		25.00%		5.00%	
14	Talent Expenses	N						5.00%				5.00%	
15	Post Production Labor	O						5.00%				5.00%	
16	Editorial   Finishing   Post Production	P						5.00%				5.00%	
17	Travel			14,400.00		10.00%		5.00%		10.00%		5.00%	
18	Other							5.00%				5.00%	
19	Other							5.00%				5.00%	
20								5.00%				5.00%	
21	Insurance		%   C   C	30,152.53	ORIGINAL BUDGET				RUNNING BUDGET				
22	Production Fee		%   C   C	128,602.65	MU: 128,602.65   INS: 30,152.53				MU: 128,602.65   INS: 30,152.53				
CONTRACTED TOTAL 761,805.78				GRAND TOTAL		USD 761,805.78							
ALL OVERAGES TOTAL													





Item	What it means
<b>Calculator Indicators</b>	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.
<b>%</b>	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
<b>C</b>	Carryover. The value displayed is equal to the value in the original budget.
<b>f</b>	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
<b>%p</b>	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
<b>%pf</b>	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.
<b>Running Budget Toggle</b>	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.
<b>Markup   Insurance Toggle</b>	Click to reveal and hide the insurance and markup percentages on the Cost Summary Page.
<b>Settings Button</b>	Click to reveal the settings window where you can control how markup and insurance is calculated.
Column	What it's for
<b>Markup Percentages</b>	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in % mode and may <b>NOT</b> be directly editable in %p and %pf modes
<b>Insurance Percentages</b>	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in % mode and may <b>NOT</b> be directly editable in %p and %pf modes
Window	What it's for
<b>Insurance Calculation Settings</b>	Adjust these settings to control how the insurance calculates.
<b>Markup Calculation Settings</b>	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							Cost Summary				
Running	Actual	Markup   Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize

Running Budget Section Variances					Running Budget Section Totals							
Cost Summary												
ESTIMATED COST SUMMARY					BID TOTALS		RUNNING		VARIANCE			
1	Pre-production   Wrap Labor			A	88,836.00		88,836.00					
2	Shooting Labor			B	146,922.60		146,922.60					
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			I	80,800.00		80,800.00					
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		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			O								
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	USD 761,805.78		USD 0.00			
ALL OVERAGES TOTAL												
					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

Running			Actual			Notes			Details			Hourly			Details			Hourly			Variance			
DEBBIE'S CREAMERY - V2																								
THE COW GOES MOO! #17-881																								
A	PRE-PRODUCTION   WRAP LABOR								No	DAYS	RATE	OVERTIME		1.5	2	ESTIMATE	No	DAYS	RATE	OVERTIME		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																								

Page 1A

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 from the Estimate. If the cells in this area are unlocked by default they are not meant to be edited directly.

Running Details Button

Page 1A

Add LinesRemove LinesPage Setup




DAN AND DEBBIE'S CREAMERY - V2

THE COW GOES MOO! #17-881

DetailsHourlyVariance

A	PRE-PRODUCTION   WRAP LABOR	No	DAYS	RATE	OVERTIME		ESTIMATE	NOTES	OVERTIME		P & W		FRINGE 2		No	DAYS	RATE	OVERTIME		RUNNING
					1.5	2			BASE	TOTAL	%	TOTAL	%	TOTAL				1.5	2	
1	Supervising Producer	10	1200			12,000.00					32.00%	3,840.00			10	1200			12,000.00	
2	Line Producer	18	1000			18,000.00					32.00%	5,760.00			18	1000			18,000.00	
3	Director of Photography	1	3500			3,500.00					32.00%	1,120.00			1	3500			3,500.00	
	Second Camera Operator										32.00%									
5	1st AC	1	650			650.00					32.00%	208.00			1	650			650.00	

## Running Budget Details

Buttons	What it's for
Running Details Toggle	Toggles the visibility of the Running budget detail columns.
Column (Shooting Budget)	What it's for
Notes	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 Running 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 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.

Running Budget Button

Travel

Add Rows	Delete Rows	Running	Settings	TRAVEL BUDGET									
DEBBIE'S CREAMERY - V2 THE COW GOES MOO! #17-881													
LINE	TRAVELER	COST TYPE	No	DAYS	RATE	ESTIMATE	No	DAYS	RATE	RUNNING	DESCRIPTION		
CS17	Clara Marshall	Flights	2		350	700.00	2		350	700.00	Other	1	
CS17	Clara Marshall	Hotel		5	80	400.00		5	80	400.00	Other	2	
CS17	Clara Marshall	Per Diem		5	40	200.00		5	40	200.00	Other	3	
CS17	Clara Marshall	Transportation		5	35	175.00		5	35	175.00	Other	4	
CS17	Felicity Rodnie	Flights	2		325	650.00	2		325	650.00	Other	5	

Running Budget

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

Selected Cell

Pop-up

Running	Actual	Notes	Details				Hourly	Details				Hourly	Variance	
DEBBIE'S CREAMERY - V2														
THE COW GOES MOO! #17-881														
A	PRE-PRODUCTION   WRAP LABOR		No	DAYS	RATE	OVERTIME		ESTIMATE	No	DAYS	RATE	OVERTIME		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
6	2nd AC		1		550			550.00	1		550			550.00
7	Utility													
8	Production Manager		15		650			9,750.00	15		650			9,750.00
9	Production Coordinator		14		450			6,300.00	14		450			6,300.00
10	Choreographer													

LINE 2 | TOTAL 18,000.00

18 Days @ 1,000.00

LINE 2 | TRAVEL BUDGET | TOTAL: 0.00

TOTAL 18,000.00

Item	What it does
Selected Cell	Selecting a cell in the Estimate column will make the pop-up visible.
Popup	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.

Tools Button

Cost Summary

RunningActualMarkup | InsuranceAboutSettingsProtectionToolsPrintPDFLicenseAdditional BillsCustomize

Home

Currency Converter

Bid Assistant

Status Bar

Hard Lines

Export

Import

☐ Display Overtime Calculator

☒ Display Overage Log

☒ Display Travel Budget

☒ Display Chart of Accounts

Display Overage Log Checkbox

Running Button

Delete Rows Button

Overages

Export Button

Import Button







Add RowsDelete Rows

DEBBIE'S CREAMERY - V2  
THE COW GOES MOO! #17-881

ImportExport

OVERAGE LOG

LINE	ID	TITLE	DATE	AMOUNT	MARKUP	INS	FRINGE 1	FRINGE 2	TOTAL BILLED	LINE DESCRIPTION	
CS20		Behind the Scenes	01/01/17	1,000.00		50.00			1,050.00	Overages	1
											2
											3
											4
											5
											6
											7
											8
											9
											10

Controls	What it does
<b>Tools Button</b>	Click to display the Tools window.
<b>Display Overage Log Checkbox</b>	Toggles the visibility of the Overage Log spreadsheet.
<b>Add Rows</b>	Click to add rows to the Overage spreadsheet.
<b>Delete Rows</b>	Select cells within the rows you would like to remove and click Delete Rows to delete them.
<b>Import Button</b>	Click to open the Import window.
<b>Export Button</b>	Click to open the Export Window.
Column	What it's for
<b>Line</b>	Enter the line number you want to apply the value of the row too.
<b>ID</b>	Reserved as a column for entering an ID for the Overage.
<b>Title</b>	Enter a title or description for the row here.
<b>Date</b>	Reserved as column for the date of the overage.
<b>Amount</b>	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.
<b>Markup</b>	 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.
<b>Insurance</b>	 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.
<b>Fringe 1</b>	 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.
<b>Fringe 2</b>	 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.
<b>Total Billed</b>	 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.
<b>Line Description</b>	 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 Summary

**Additional Bills**  

Additional Bills

Running Actual Markup | Insurance About Settings Protection Tools Print PDF License Additional Bills Customize

**Add Row**   **Delete Rows**

Cost Summary

<b>21</b>	Insurance	%	C	C	12,345.40
<b>22</b>	Production Fee	%	C	C	154,317.50
<b>CONTRACTED TOTAL 290,116.90</b> <b>ALL OVERAGES TOTAL 14,431.21</b>				<b>GRAND TOTAL</b>	<b>304,548.11</b>

Add Row   Delete Rows

**BUDGET TITLE (EDIT IN SETTINGS)**
**ADDITIONAL BILLINGS**

**No**
**DESCRIPTION OF ADDITIONAL BILLS**
**DATE**
**TOTAL BILLED**
**MARKUP \$**
**INSURANCE \$**

1 Overtime - Day 1

2 Additional Talent

1/12/17

1/12/17

2,431.21

12,000.00

300.00

2,000.00

55.00

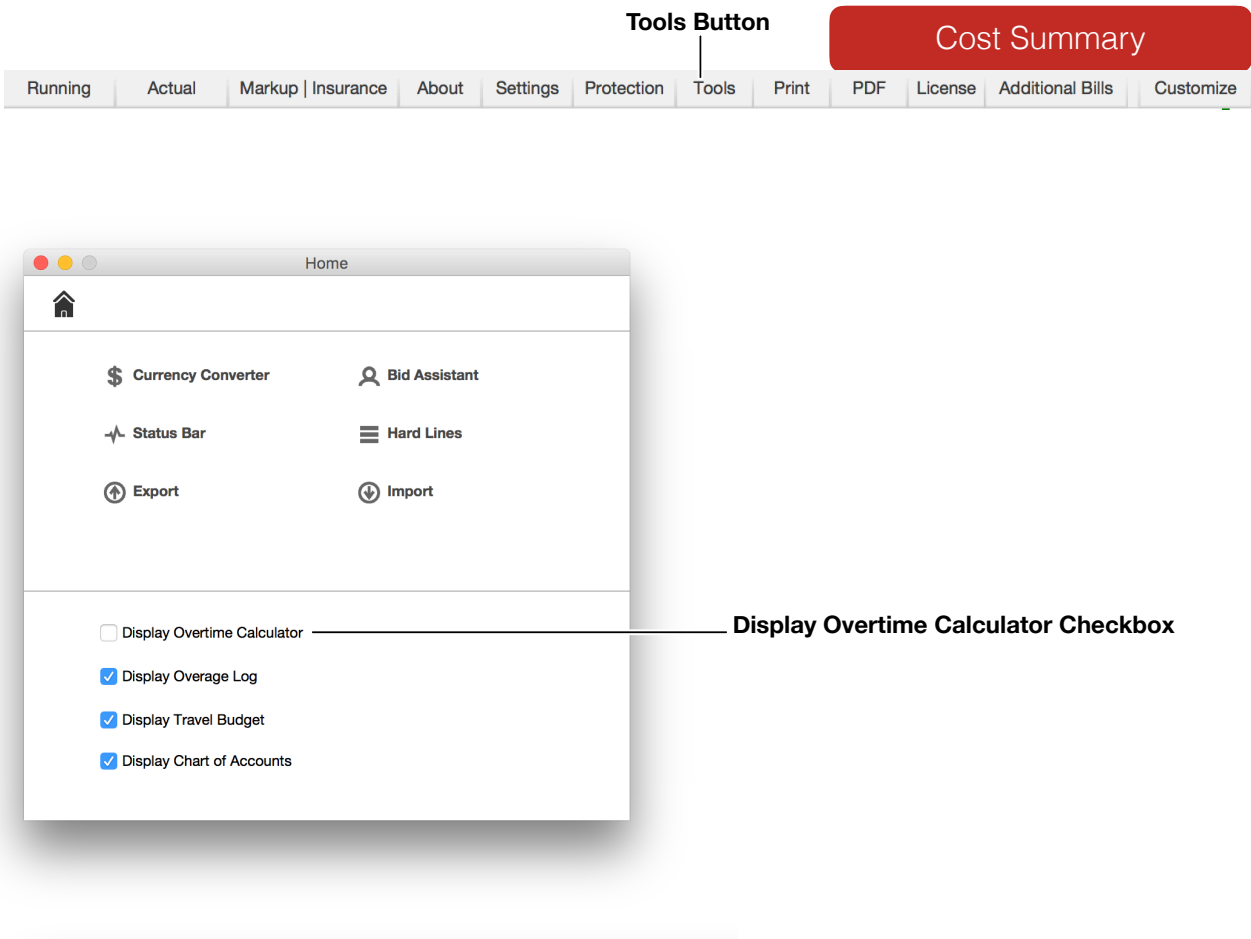
**TOTAL**

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.



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 Original Budget Button
Indicate Running Button

Fringes Button
Page Setup Button
Settings Button
Export Button


Fringes <b>DEBBIE'S CREAMERY - V2</b> THE COW GOES MOO! #17-881	Page Setup	Indicate Original Budget	Indicate Running	Settings	Export
<b>OVERTIME CALCULATOR</b>					
<b>SUMMARY OF OVERTIME</b>			<b>MARKUP %</b>	<b>INSURANCE %</b>	<b>TOTALS</b>
1 Pre-production   Wrap Labor		B	20.00%	3.00%	6,641.25
2 Art Department Labor		G	20.00%	3.00%	
3 Talent Labor		M	20.00%	3.00%	
4 Post Production Labor		O	20.00%	3.00%	
5 Location   Other		- -	20.00%	3.00%	
6 Insurance				%	199.24
7 Production Fee				%	1,328.25
			<b>TOTAL</b>		<b>USD 8,168.74</b>

Overtime Calculator

Button	What it does
<b>Fringes Button</b>	Hides and unhides the fringe columns.
<b>Page Setup</b>	Click to display the page setup window where you can control how the content of the spreadsheets prints.
<b>Indicate Original Budget</b>	Click to display indicator markers in the sections of the overtime calculator where the original estimate is greater then zero.
<b>Indicate Running</b>	Click to display indicator markers in the sections of the overtime calculator where the running budget is greater than zero.
<b>Settings</b>	Click to display the Settings window. This is where you can populate the data of the calculator with data from the budget.
<b>Export</b>	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 Column		Overtime Calculator					
B	PRE-PRODUCTION   WRAP LABOR			RATE	OT BASE	1.5	2	3	TOTAL
51	Supervising Producer			1200	12	2			300.00
52	Line Producer			1000	12	2			250.00
53	Director of Photography			3500	12	2			875.00
54	Second Camera Operator				12				
55	1st AC			650	12	2			162.50
56	2nd AC			550	12	2			137.50
57	Utility				12				
58	Production Manager			650	12	2			162.50
59	Production Coordinator			450	12	2			112.50
Line Title Column		Note Column							

Column	What it's for
<b>Line Number</b>	This is the line number of the budget that is meant to be represented.
<b>Line Title</b>	Enter a title for the line here. Typically this would be the same as the line item that is represented.
<b>Note</b>	Enter a note here.
<b>Indicator</b>	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.
<b>Rate</b>	Enter the rate here.
<b>OT Base</b>	Enter the OT base value here. The OT base value is a number that you set so that the overtime calculates correctly.
<b>Overtime 1.5</b>	Enter the units of time-and-a-half in this column.
<b>Overtime 2</b>	Enter the units of double-time in this column.
<b>Overtime 3</b>	Enter the units of triple-time in this column.
<b>Total</b>	 Displays the total amount of overtime for the row.

## Section 6 - Actualizing

### Cost Summary Overview

**Actual Budget Toggle**

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

**Production Company Information**

**DAN AND DEBBIE'S CREAMERY - V2**


**COST SUMMARY**

**Client Information**

**Cost Summary**


DECEMBER 18, 2017

THE COV GOES MOO! | JOB NUMBER 17-881



**Hot Bricks Productions**  
452 N Moss Street  
Burbank CA 91502  
P (818)-528-5515  
F (818)-473-4223

Executive Producer: Christopher Troy  
Creative Director: Denisse Sangiovanni  
Director: Kelly Daniel  
Producer: Athena Cute  
Writer: Peter Matthew  
Editor: Tim Spencer



**Dan and Debbie's Creamery**  
1600 Main Street  
Ely IA 52227  
P (319) 848-6455

VP, Design: Josie Rozum  
CFO, Audio: Tori Riley  
VP, Movement: Dustin Tyler

Build | Strike Days: 4

Prelight Days: 1

Studio Shoot Days: 2

Location Days: 2

Hours: 10

Hours: 10

Hours: 10

Locations(1): 2

OT based on: 10

Delivery Date:

Shooting Format: Digital

Shooting Dates:

Delivery Format: Hard Drive

ESTIMATED COST SUMMARY		BID TOTALS	ACTUAL	VARIANCE
1 Pre-production   Wrap Labor	A	88,836.00		(88,836.00)
2 Shooting Labor	B	146,922.60		(146,922.60)
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	I	80,800.00		(80,800.00)
10 Filmstock, Develop and Print	J	1,600.00		(1,600.00)
11 Miscellaneous	K	1,000.00		(1,000.00)
<b>Direct Costs A - K</b>		<b>449,010.60</b>		<b>(449,010.60)</b>
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	O			
16 Editorial   Finishing   Post Production	P			
17 Travel		14,400.00		(14,400.00)
18 Other				
19 Other				
20				(1,000.00)
21 Insurance		30,152.53	30,202.53	
22 Production Fee		128,602.65	128,602.65	
<b>CONTRACTED TOTAL</b>		<b>USD 761,805.78</b>	<b>USD 158,805.18</b>	<b>USD (604,050.60)</b>
<b>ALL OVERAGES TOTAL</b>		<b>GRAND TOTAL</b>		

**NOTES**

**Insurance & Markup Calculation Indicators**

**Actual Total**

**Actual Variances**

**Notes Area**

**Hard Lines**

**( CS17, CS18, CS19, CS20 )**

**Actual Section Totals**



# 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 if 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 Indicators										Cost Summary	
21 Insurance		%	C	C						30,152.53	
22 Production Fee		%	C	C						128,602.65	

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

Actual Budget Toggle

## Markup Calculation Settings

Markup

GeneralMarkupInsurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter

☒ Calculate As Percentage

☐ Use Precision

☐ Force Enter

☒ Carryover

☐ Calculate As Percentage

☐ Force Enter

☒ Carryover

☐ Calculate As Percentage

## Insurance Calculation Settings

Insurance

GeneralMarkupInsurance

Original Budget

Running Budget

Actual Budget

☐ Force Enter

☒ Calculate As Percentage

☐ Use Precision

☐ Force Enter

☒ Carryover

☐ Calculate As Percentage

☐ Force Enter

☒ Carryover

☐ Calculate As Percentage

Cost Summary										Insurance Percentages										Markup Percentages									
ESTIMATED COST SUMMARY										BID TOTALS		MARKUP %		INSURANCE %		MARKUP %		INSURANCE %		MARKUP %		INSURANCE %							
1 Pre-production   Wrap Labor			A	88,836.00		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
2 Shooting Labor			B	146,922.60		25.00%		5.00%		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%		25.00%		5.00%									
4 Location And Travel			D	31,430.00		25.00%		5.00%		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%		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%		25.00%		5.00%									
7 Art Department Labor			G	53,922.00		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
8 Art Department Expenses			H	22,900.00		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
9 Equipment Costs			I	80,800.00		25.00%		5.00%		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%		25.00%		5.00%									
11 Miscellaneous			K	1,000.00		25.00%		5.00%		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 %		MARKUP %		INSURANCE %									
12 Director   Creative Fees			L	80,000.00				5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
13 Talent Labor			M	59,640.00		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
14 Talent Expenses			N					5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
15 Post Production Labor			O					5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
16 Editorial   Finishing   Post Production			P					5.00%		25.00%		5.00%		25.00%		5.00%		25.00%		5.00%									
17 Travel				14,400.00		10.00%		5.00%		10.00%		5.00%		10.00%		5.00%		10.00%		5.00%									
18 Other								5.00%		5.00%		5.00%		5.00%		5.00%		5.00%		5.00%									
19 Other								5.00%		5.00%		5.00%		5.00%		5.00%		5.00%		5.00%									
20								5.00%		5.00%		5.00%		5.00%		5.00%		5.00%		5.00%									
21 Insurance				%   C   C		30,152.53		ORIGINAL BUDGET		RUNNING BUDGET		ACTUAL BUDGET																	
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   INS: 30,202.53																	
CONTRACTED TOTAL 761,805.78										GRAND TOTAL		USD 761,805.78																	
ALL OVERAGES TOTAL																													

Item	What it means
<b>Calculator Indicators</b>	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.
<b>%</b>	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
<b>C</b>	Carryover. The value displayed is equal to the value in the original budget.
<b>f</b>	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
<b>%p</b>	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
<b>%pf</b>	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.
<b>Actual Budget Toggle</b>	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.
<b>Markup   Insurance Toggle</b>	Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
<b>Settings Button</b>	Click to reveal the settings window where you can control how markup and insurance is calculated.
Column	What it's for
<b>Markup Percentages</b>	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in <b>%</b> mode and may <b>NOT</b> be directly editable in <b>%p</b> and <b>%pf</b> modes
<b>Insurance Percentages</b>	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in <b>%</b> mode and may <b>NOT</b> be directly editable in <b>%p</b> and <b>%pf</b> modes.
Window	What it's for
<b>Insurance Calculation Settings</b>	Adjust these settings to control how the insurance calculates.
<b>Markup Calculation Settings</b>	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 Budget Toggle Button

Running	Actual	Markup   Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize
---------	--------	--------------------	-------	----------	------------	-------	-------	-----	---------	------------------	-----------

## Cost Summary

ESTIMATED COST SUMMARY		BID TOTALS		ACTUAL		VARIANCE	
1	Pre-production   Wrap Labor	A	88,836.00			88,836.00	
2	Shooting Labor	B	146,922.60			(46,922.60)	
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	I	80,800.00			80,800.00	
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			(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	O					
16	Editorial   Finishing   Post Production	P					
17	Travel		14,400.00			(14,400.00)	
18	Other						
19	Other						
20						(1,000.00)	
21	Insurance	%   C   C	30,152.53	30,202.53			
22	Production Fee	%   C   C	128,602.65	128,602.65			
CONTRACTED TOTAL 761,805.78							
ALL OVERAGES TOTAL							
GRAND TOTAL			USD 761,805.78	USD 158,805.18		USD (604,050.60)	
			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 Button				Actual Variance Button				
Running	Actual	Notes		Details	Hourly		Var	
DEBBIE'S CREAMERY - V2 THE COW GOES MOO! #17-881								
A	PRE-PRODUCTION   WRAP LABOR	No	DAYS	RATE	OVERTIME		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 Budget				


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	<p>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.</p>

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.

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

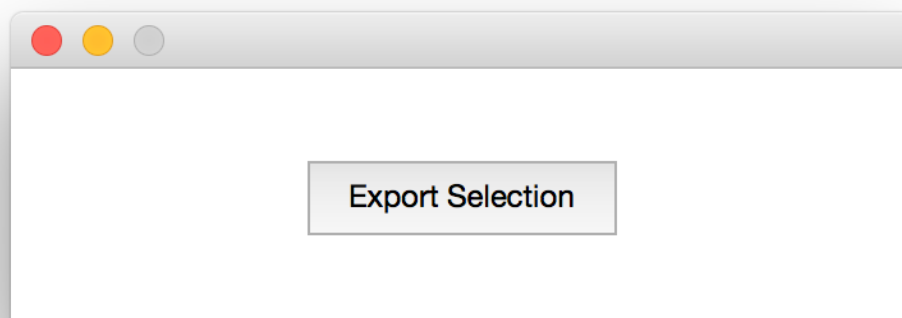
Enter your purchase order related costs into this log. Add and delete rows as needed. Import purchase order logs from other Hot Budget documents. Values in the Actual column will be reflected in the Actual columns of the sections of the budget. To sort by column select the cell at the top of the column.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

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 from 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 an Excel auto filter to and from the rows in the log.
Import	Click to display the Import window.
Export	Click to display the Export window.

Column	What it's for
<b>Line</b>	<p>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.</p> <p>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.</p> <p>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</p>
<b>Payee</b>	Enter the name of the vendor/payee.
<b>PO</b>	Enter the purchase order number.
<b>Date</b>	Enter the date the check was written, or credit card transaction occurred.
<b>Pay ID</b>	Enter the check number, credit card id, or other payment id code.
<b>Actual</b>	Enter the amount to apply to the line item entered in the line column.
<b>Line Description</b>	 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.



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.

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 from 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



<b>Line</b>	<p>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.</p> <p>Use codes CS17, CS18, CS19, CS20 for actualizing to the Cost Summary hard lines.</p> <p>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</p>
<b>Payee</b>	Enter the name of the payee.
<b>PO</b>	Enter the PO Number if applicable. This column is also sometimes used to note the week of the payroll batch.
<b>Fringe 1</b>	Enter the percentage of Fringe (P & W) to apply to the row.
<b>Fringe 2</b>	Enter the percentage of Fringe 2 to apply to the row.
<b>Days</b>	Enter the quantity of days.
<b>Rate</b>	Enter the rate.
<b>OT Base</b>	Enter the overtime base so that the overtime calculates as needed.
<b>Overtime 1.5</b>	Enter units of time-and-a-half. The rate of overtime can be changed by editing the column header.
<b>Overtime 2</b>	Enter units of double-time. The rate of overtime can be changed by editing the column header.
<b>Overtime 3</b>	Enter the units of triple-time. The rate of overtime can be changed by editing the column header.
<b>Misc Taxable</b>	 Displays the sum of the adjacent cells in the misc taxable detail columns.
<b>Misc Taxable Details</b>	Enter misc. taxable expenses in these columns. Column headers can be changed if needed.
<b>Misc Non-Taxable</b>	 Displays the sum of the adjacent cells in the misc. non-taxable detail columns.
<b>Misc Non-Taxable Details</b>	Enter misc. non-taxable expenses in these columns. Column headers can be changed if needed.
<b>Total OT</b>	 Displays the total amount of overtime.
<b>Total ST</b>	 Displays the total amount of straight-time.
<b>Actual</b>	 Displays the total. This is the value that will be reflected in the line item in the actual budget.
<b>Fringe 1 Total</b>	 Displays the total amount of Fringe 1 (P & W)
<b>Fringe 2 Total</b>	 Displays the total amount of Fringe 2

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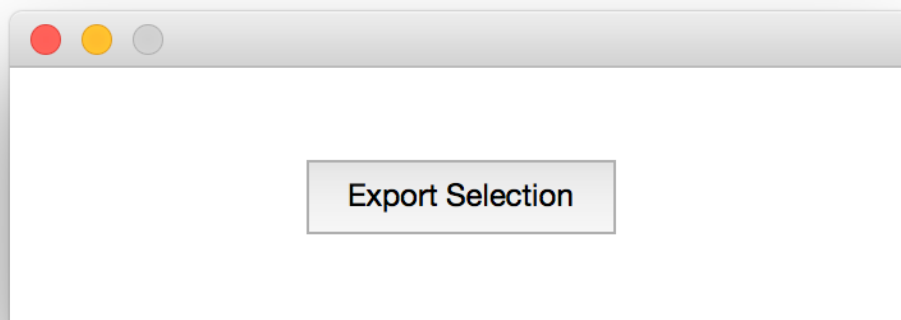
**Line Description**

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

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## 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.



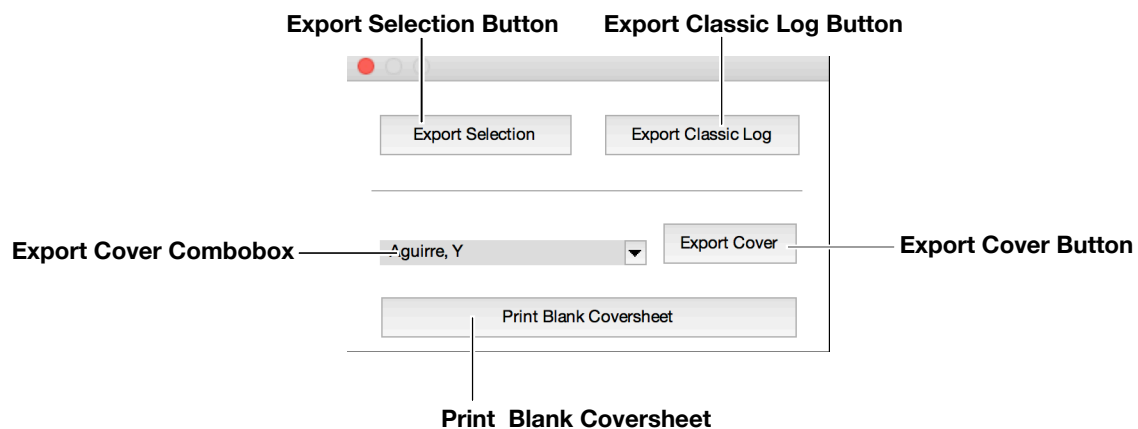
Enter your Petty Cash expenses into this log. You can enter each receipt if you wish. If you do not want to enter each receipt, you can minimize data entry by consolidating the receipts by line number. This will actualize the same way. Below is a example of a petty cash log entered by receipt. You can 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.

Buttons	What it does
<b>Add Rows</b>	Click and choose the quantity of rows you want to add to increase the size of your log.
<b>Delete Rows</b>	Select cells within the boundary of the log and click, delete rows to remove rows from the log. The minimum number of rows you can have is 10.
<b>Summary</b>	Click to display and hide a summary of the log. Click the shape that is displayed to cycle through the different summary options.
<b>Filter</b>	Click to add and remove and excel auto filter to and from the rows in the log.
<b>Advances</b>	Click to display and hide the cash advance and disbursement tracking tool.
<b>Print Envelopes</b>	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.

<b>Import</b>	Click to open the Import window.
<b>Export</b>	Click to open the Export window.
<b>Columns</b>	<b>What it's for</b>
<b>Line</b>	<p>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.</p> <p>Use codes CS17, CS18, CS19, CS20 for actualizing to the Cost Summary hard lines.</p> <p>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</p>
<b>Num</b>	Reserved to represent the number of the receipt within its envelope.
<b>Date</b>	Enter the receipt date.
<b>Buyer   Envelope Name</b>	Enter the name of the Envelope in which the receipt belongs. Usually this is the name of the buyer.
<b>Payee</b>	Enter the name of the payee.
<b>Actual</b>	Enter the amount of the receipt.
<b>Line Description</b>	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 Window	
<b>Export Selection Button</b>	Click to Export the selected rows in the log into their own log.
<b>Export Classic Log Button</b>	Click to generate a Petty Cash log consistent with the Petty Cash Log format in Hot Budget version 1
<b>Export Cover Combobox</b>	Choose from a list of names of possible envelopes to export.
<b>Export Cover Button</b>	Export a petty cash envelope cover for the envelope chosen in the combobox.
<b>Print Blank Coversheet Button</b>	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	Filter	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	NUM	DATE	BUYER (ENVELOPE NAME)	PAYEE	ACTUAL	LINE DESCRIPTION	
119	1	01/12/17	Aguirre, Y	City of LA	321.43	Parking, Toll, and Gas	1
204	2	01/12/17	Aguirre, Y	Lowes	432.33	Production Supplies	2
112	3	01/12/17	Aguirre, Y	Olive Garden	50.00	Working Meals	3

Receipts Total



Advances Total

Spent Total

Variance Total

Buttons	What it does
Advances Button	Click to display and hide the cash advance and disbursement tracking tool.

Advances Tracking Tool

Columns	What it's for
Department	Used for noting the department of the employee
Name	Type in the name of the employee
Amount Advanced	Type in the amount the employee was advanced
Spent	 Displays the amount of money listed in the log for the employee
Variance	 Displays the difference between the amount spent and the advanced amount per employee

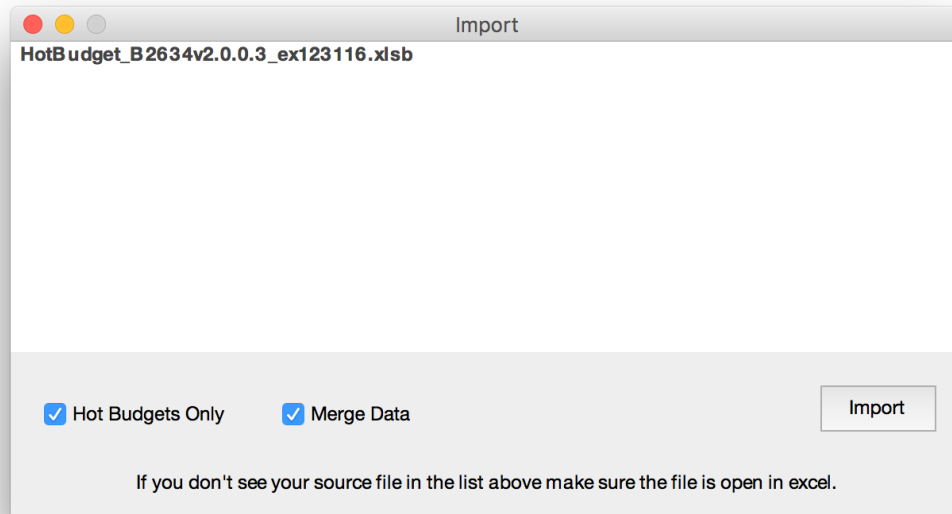
Cells	What it's for
Receipts Total	Displays the total amount of the receipts entered in the log
Advances Total	Displays the total amount advanced
Spent Total	Displays that total amount spent
Variance Total	Displays the total different between the total of the spent amounts and the total of the receipts.

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.

Buttons	What it does
Add Rows	Click and choose the quantity of rows you want to add to increase the size of your log. Also you can add rows to the notes section if you make notes the target range.
Delete Rows	Select cells within the boundary of the log and click delete rows to remove rows from 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 Envelope	Click to add and envelope column to the log
Delete Envelope	Select cells within the boundary of the log and click delete envelopes to remove the envelope from the log. The minimum number of envelopes you can have is 6.
Import	Click to open the Import window.

# 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.



## How to use import

<b>Step 1</b>	Open both the file you want to port the data from and the file you want to port the data into.
<b>Step 2</b>	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.
<b>Step 3</b>	Choose your source file from the list of open files at the top of the import window.
<b>Step 4</b>	Choose to either merge the data with the data that already exists in the log or replace it.
<b>Step 5</b>	Click the import button in the import window to start the import.



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.

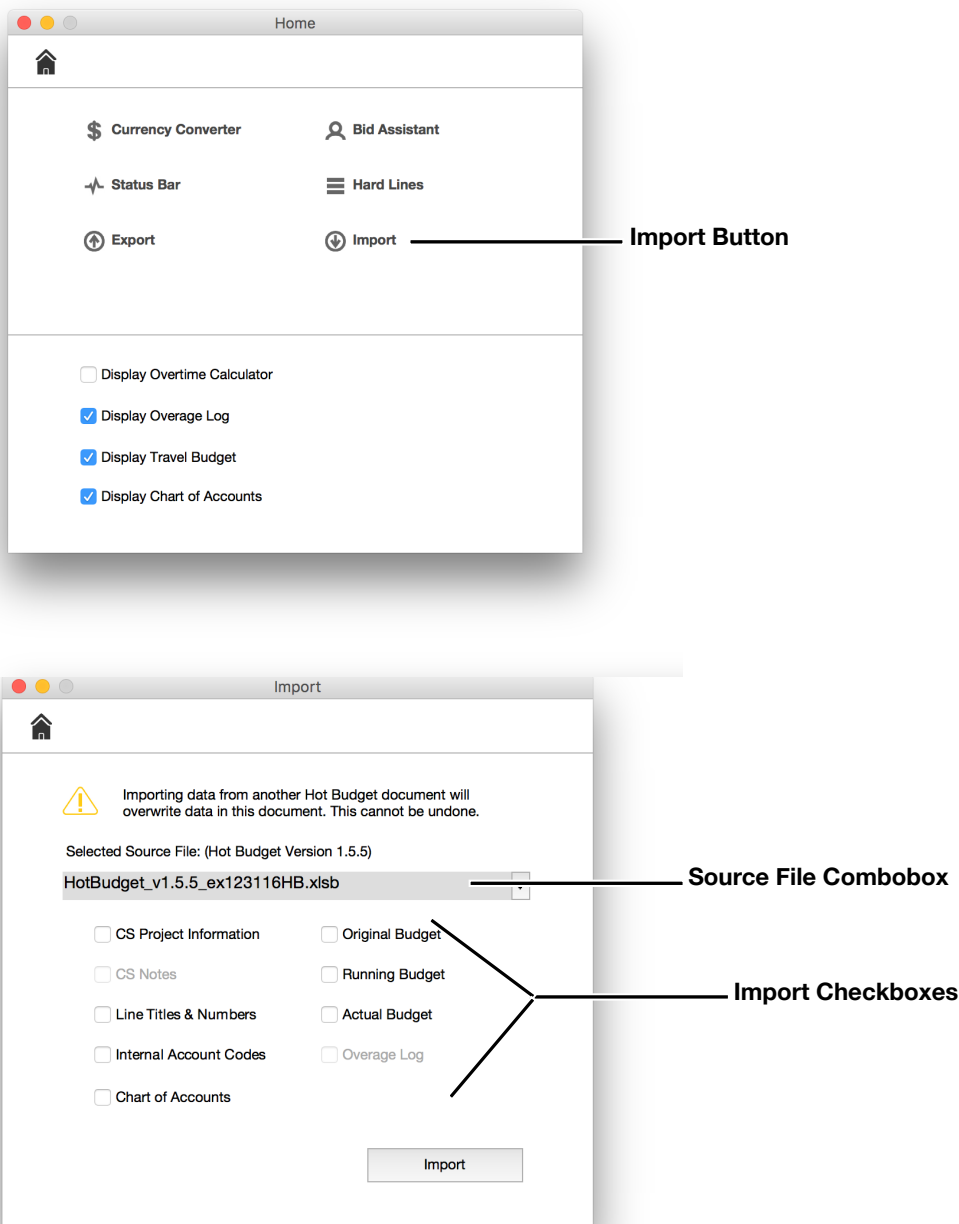
## Purchase Order Log

Page 77 of 89 **Actualizing**

## 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.

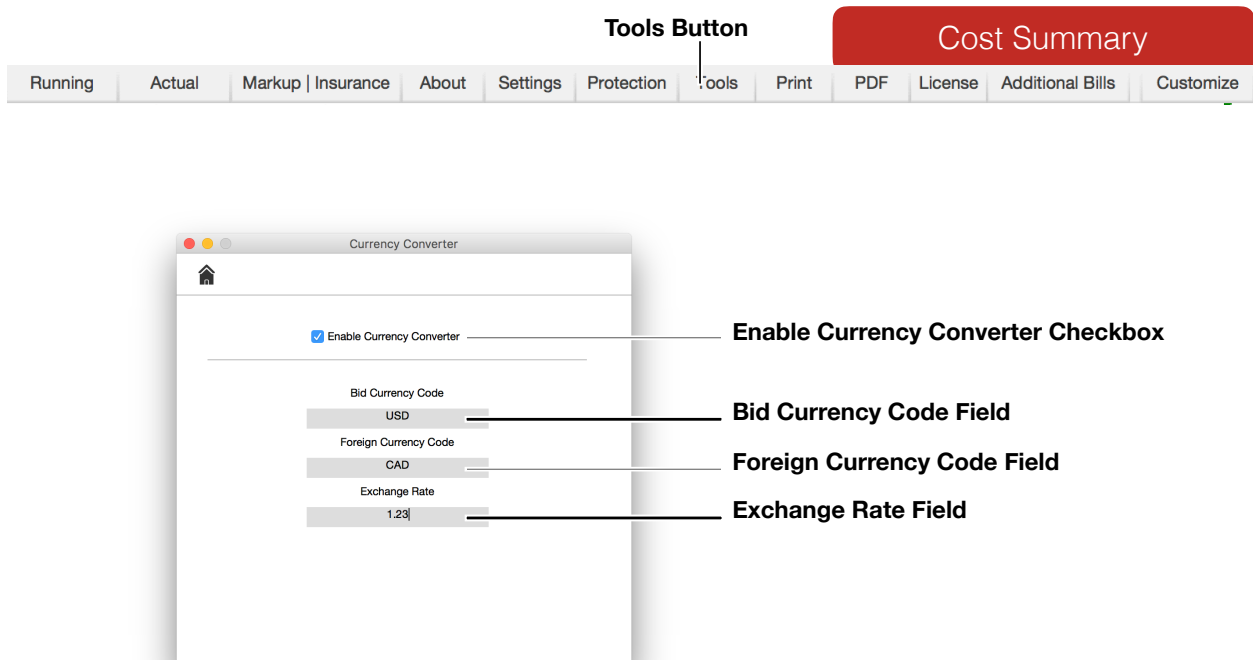


## How to Import a budget

<b>Step 1</b>	(Optional) : It's good practice to make a copy of your old Hot Budget file before Importing it into a different file.
<b>Step 2</b>	<p>Open both the file you want to import and the new file you are importing into in the same version of Excel.</p> <p>Importing a Hot Budget V1 into a Hot Budget V2</p> <p>- <b>Disable</b> the macros in the old (source file) document when you open it.</p>
<b>Step 3</b>	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.
<b>Step 4</b>	Click the Import Button in the tools window.
<b>Step 5</b>	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.
<b>Step 6</b>	Use the checkboxes to choose the aspects of the budget you want to import.
<b>Step 7</b>	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.



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 bidding in...USD, CAD...
Foreign Currency Code Field	Enter the foreign currency code here...USD, CAD...
Exchange Rate Field	Enter the exchange rate here.

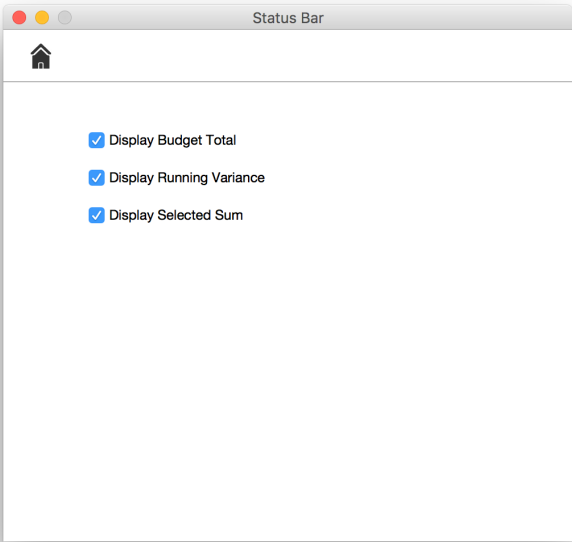
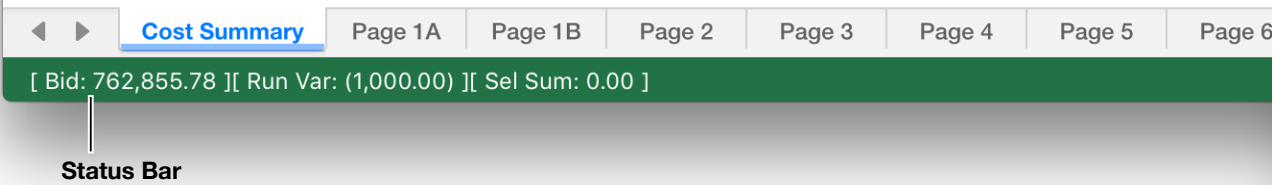
The images below are examples of what a budget using a Currency Converter might look like. The exchange rate is displayed on the Cost Summary Page and also at the top of each group of lines within the budget. An additional column is now visible displaying the converted values.

Cost Summary		Exchange Rate		Foreign Currency Column	
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	B	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	H	22,900.00	28,167.00	
9	Equipment Costs	I	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	O			
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		GRAND TOTAL		USD 762,855.78	CAD 938,312.61
ALL OVERAGES TOTAL 1,050.00					

Page 1A		Foreign Currency Column						
A	PRE-PRODUCTION   WRAP LABOR	No	DAYS	RATE	OVERTIME 1.5	2	ESTIMATE USD	ESTIMATE CAD (1.23)
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

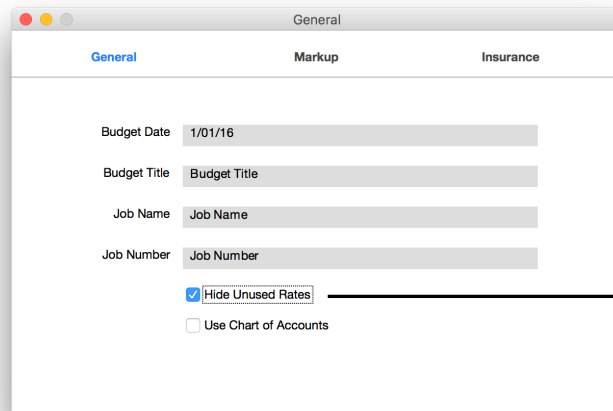
At the bottom of the workbook is the Status Bar. This displays some budget information and can be configured through the Tools button on the Cost Summary spreadsheet.



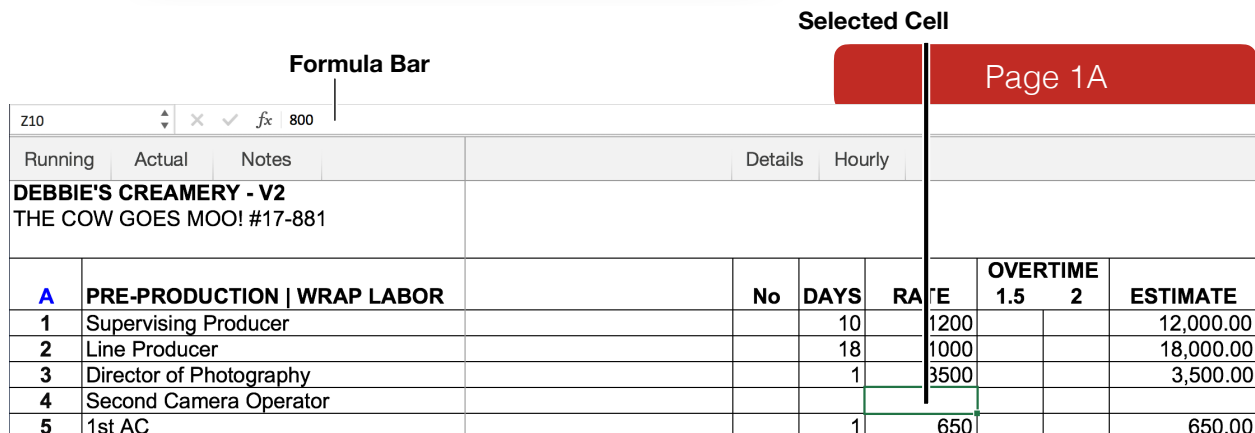
Item	Description
Status Bar	Located below the tabs of the workbook, the status bar can display the bid total, running variance, and selected sum.
Status Bar Window	In this window, check the status bar checkboxes to display values in the status bar.

# 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.



Hide Unused Rates Checkbox



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.

Settings Button

Cost Summary

RunningActualMarkup | InsuranceAboutSettingsProtectionToolsPrintPDFLicenseAdditional BillsCustomize

General

GeneralMarkupInsurance

Budget Date1/01/16

Budget TitleBudget Title

Job NameJob Name

Job NumberJob Number

☐ Hide Unused Rates

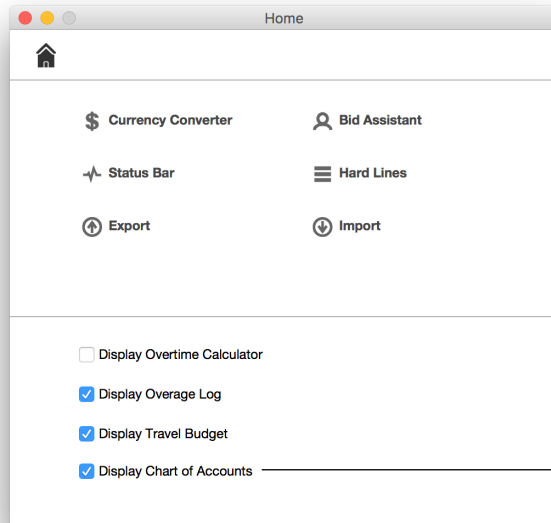
☒ Use Chart of Accounts

Use Chart of Accounts Checkbox

Item	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.



Display Chart of Accounts Checkbox

Add Rows Button

Delete Rows Button

Chart of Accounts

Import Button

Add Rows

Delete Rows

Import

DEBBIE'S CREAMERY - V2

THE COW GOES MOO! #17-881

CHART OF ACCOUNTS

ACCOUNT CODE	FRINGE 1 CODE	FRINGE 2 CODE	DESCRIPTION	NOTE	Rows
123456	12030	12030	Producer		1
					2
					3
					4
					5
					6
					7
					8
					9
					10

Item	Description
<b>Display Chart of Accounts Checkbox</b>	Check to Display the Chart of Accounts worksheet.
<b>Add Rows</b>	Click and choose the quantity of rows you want to add to increase the size of the Chart of Accounts.
<b>Delete Rows</b>	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.
<b>Import Button</b>	Click to display the Import window.

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



Accounts Button

Selected Cell

Page 1A

Running	Actual	Notes	Accounts											Details	Hourly		
DEBBIE'S CREAMERY - V2																	
THE COW GOES MOO! #17-881																	
A	INTERNAL ACCOUNTS			PRE	PRODUCTION	WRAP	LABOR	No	DAYS	RATE	OVERTIME		ESTIMATE	ESTIMATE			
	ACCT CODE	FRINGE 1	FRINGE 2								1.5	2	USD	CAD (1.23)			
1	123456	12030	12030	Producer					10	1200			12,000.00	14,760.00			
2									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 Button

Page 1A

Add LinesRemove LinesPage Setup

DetailsHourly

DAN AND DEBBIE'S CREAMERY - V2  
THE COW GOES MOO! #17-881

A	PRE-PRODUCTION   WRAP LABOR	HOURLY		No	DAYS	RATE	OVERTIME		ESTIMATE
		HRS	RATE				1.5	2	
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

Hourly Columns

## Overtime Rates Breakdown

Overtime Rates Breakdown

Hourly Button

Payroll Log

OVERTIME RATES

Add Rows

Delete Rows

Hourly

1000/12 OTB 14

ST 71.4286

1.5 107.1429

2 142.8571

3 214.2857

DEBBIE'S CREAMERY - V2

THE COW GOES MOO! #17-881

HRS	HOURLY	LINE	PAYEE	PO	FRINGE %		DAYS	RATE	OVERTIME			
					F1	F2			BASE	1.5	2	3
		89	Oehberg, Matt		32.00%		1.00	650.00	14.00		2.30	
		1	Poncino, Lisa		32.00%		8.00	1,000.00				
		3	Roman, Austin		32.00%		2.00	2,000.00				
12.00	4	4286	Oehberg, Matt		32.00%		1.00	650.00	14.00			
12.00	7	4286	Poncino, Lisa		32.00%		1.00	1,000.00	14.00			
		53	Roman, Austin		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