Hot Budget

Version 2.3

User Guide

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support@hotbudget.com | (818) 253-4985

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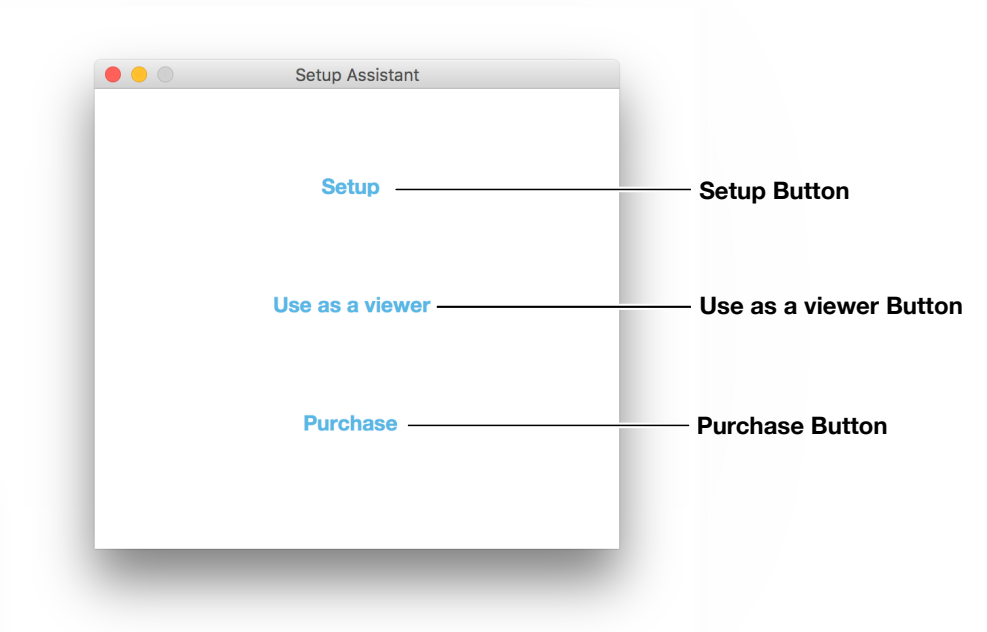
Item	What it does
Setup Button	Click to start the setup process.
Use as a viewer Button	Click to use the file as a viewer with limited functionality.
Purchase Button	Click to be directed to the online purchase portal.

Step 2 of 5	Type your business name, name, email, phone.

Setup Assistant

Business Name
Hot Bricks — **Business Name Field**

User Name
Troy Takes — **User Name Field**

Email
troy@hotbricks.la — **Email Field**

Phone
818.528.5515 — **Phone Field**

Back — **Back Button**

Next — **Next Button**

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

Step 3 of 5	Name the computer and identify the purchaser

Setup Assistant

Computer Name

Troy's MacBook Pro — **Computer Name Field**

Back   Next

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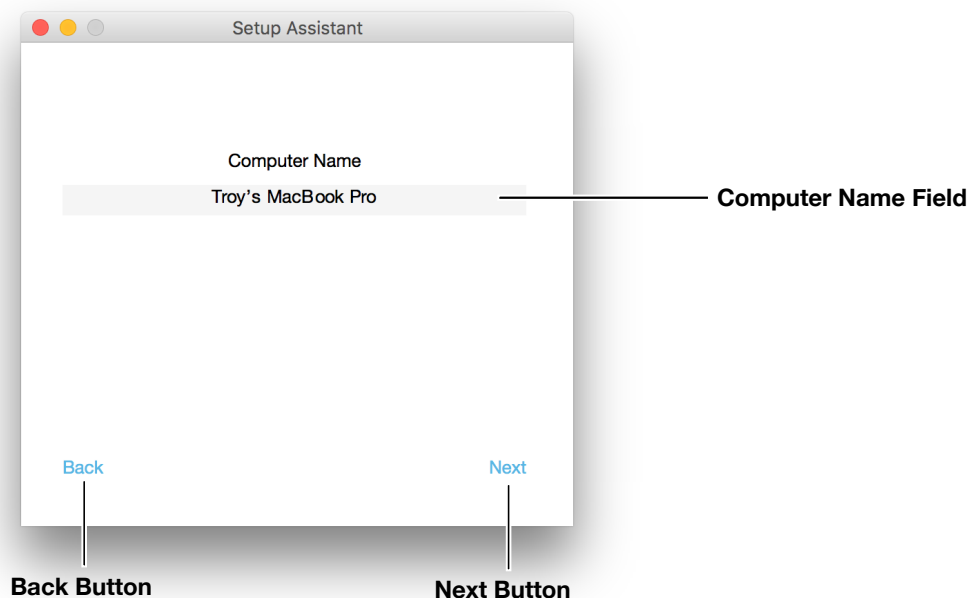
Item	What to do
Computer Name Field	Enter a name for your computer. This will be used to identify the machine for trouble shooting purposes.
Someone purchased this license for me, checkbox	Check this box if someone other then the user of the computer purchased the license. For example, if a business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

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

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

Activation Successful!

Click here to get started! ———————————— **Get Started Button**
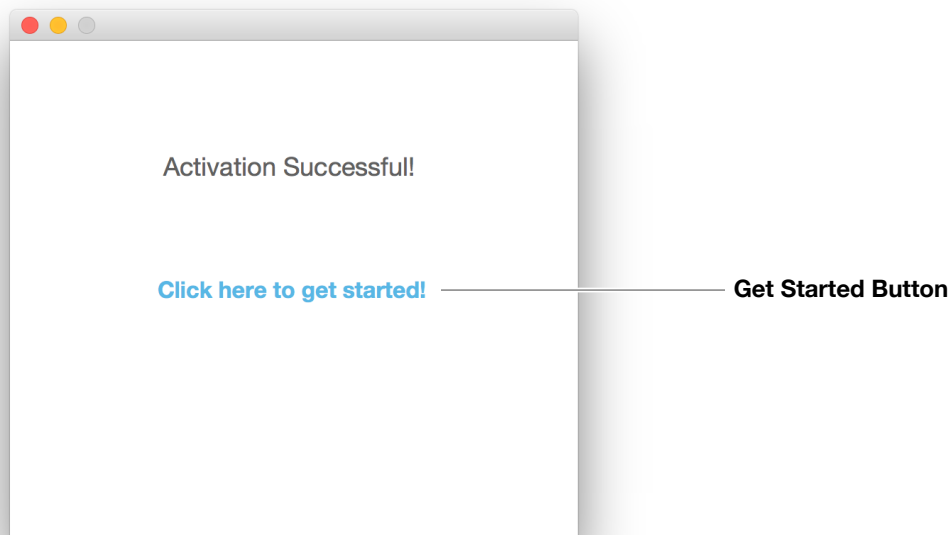
Item	What to do
Get Started Button	Click to close the setup assistant and start using Hot Budget.

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.
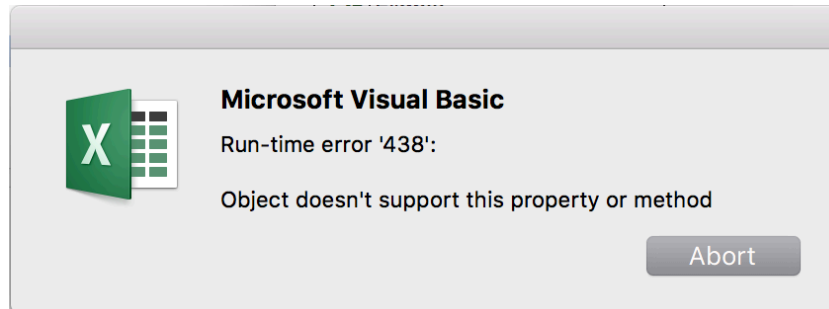
1. Once one run-time error has displayed more will follow until you close and reopen the document that displayed it.
2. In rarer cases you will need to close excel to resolve the errors and in even rarer cases a computer reboot is required
3. A persistent Run-time error can mean that a document has been damaged but that is rare. You should reach out support@hotbudget.com 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											
Running	Actual	Markup | Insurance	About	Settings	Protection	Tools	Print	PDF	License	Additional Bills	Customize

Cost Summary Page Toolbar (Customize Mode)

Cost Summary				
Delete Rows	Add Row	Page Setup	Import Image	Customize
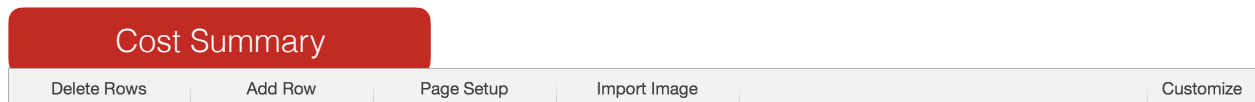
Protection

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

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

If you attempt to edit a cell that is locked you may be presented with a message that looks like the image below. This is normal Excel behavior. You should take this as a warning that you may be trying to edit a cell that was not meant to be edited. If you unlock the sheets and force edit the cell you could experience unexpected behavior.
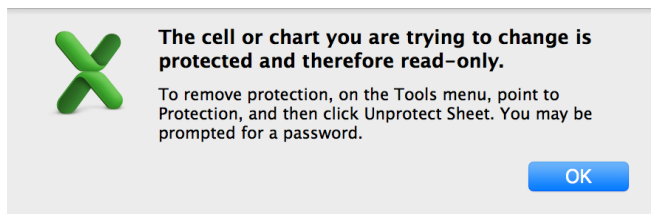
It is possible for a cell that is supposed to be editable to become locked by accident. This usually happens from copying and pasting into the sheets. If this happens it is best to contact support@hotbudget.com for the solution to your specific situation.

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

If you really need to unlock the sheets you can do so by clicking the protection button in the toolbar of the Cost Summary spreadsheet. Then click the unprotect button in the window that appears.
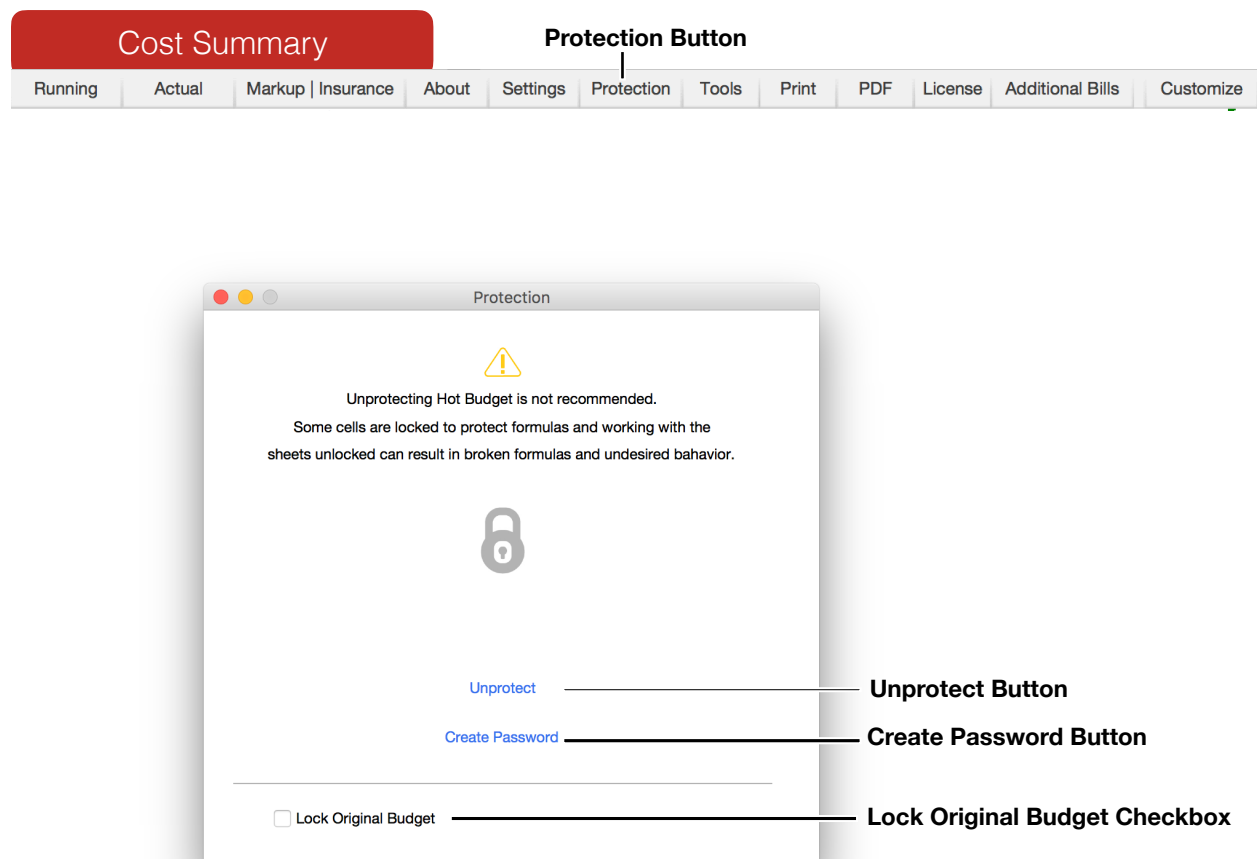
Control	What it does
Protection Button	Click to reveal the Protection window.
Unprotect Button	Click to unprotect the worksheets. You may be prompted to enter a password if a password have been set. There is no password set by default.
Create Password Button	Click to create a password that will be required 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
OK	.	Period
OK	_	Underscore
OK	-	Dash

Target Area

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

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

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

Add Rows Button   **Selected Cell**   **Targe Area**

Add Row	Delete Rows	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 Debbies 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 Format: Hard Drive
Delivery Date: Shooting Dates:

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.

Add Rows   **Delete Rows**

Purchase Order Log

| Add Rows | Delete Rows | Summary | Filter | | Import | Export |

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

PURCHASE ORDER LOG

LINE	PAYEE	PO	DATE	PAYID	ACTUAL	LINE DESCRIPTION	
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10

Enter A Number

10

Cancel   OK

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.
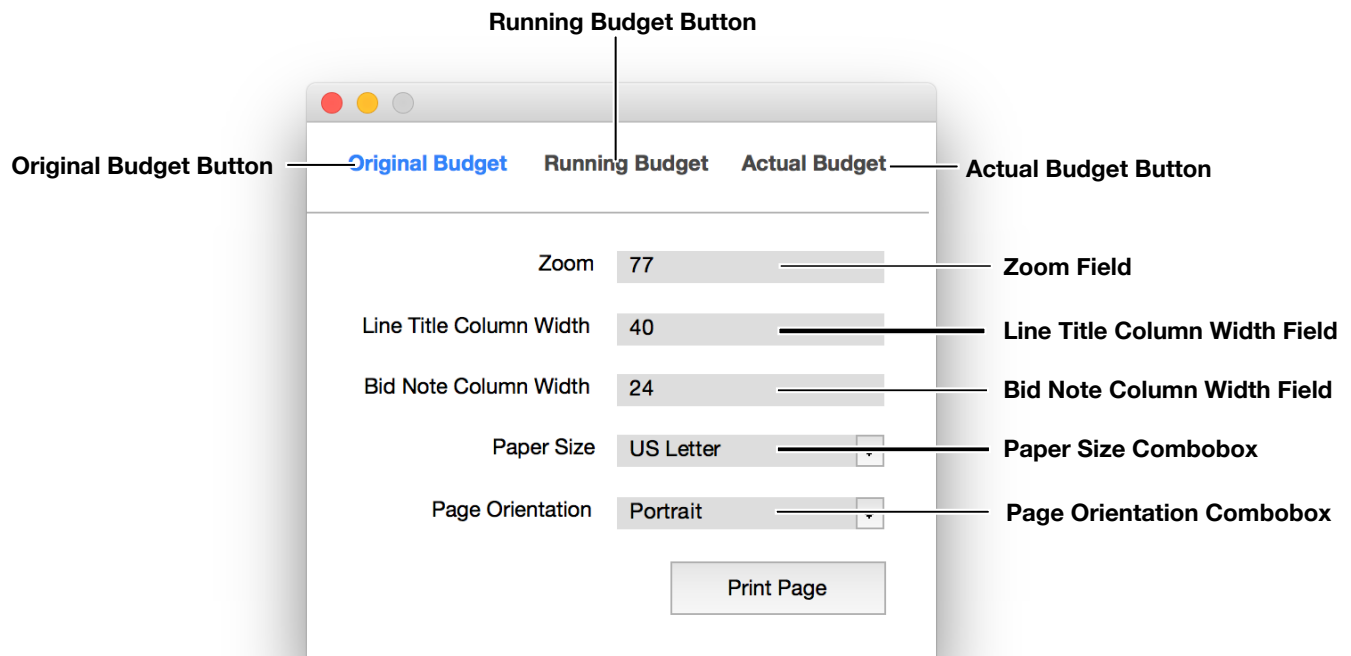
We recommend adjusting the settings in the follow order.

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

Line Items

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

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

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

G	ART DEPARTMENT LABOR		No	DAYS	RATE	OVERTIME 1.5	2	ESTIMATE
168	Production Designer			12	1200			14,400.00
169	Art Director			10	700			7,000.00
170	Art Coordinator			8	400			3,200.00
171	Asst. Art Director							
172	Leadman			5	650			3,250.00
173	Prop Master			5	500			2,500.00
174	Prop Assistant							
175	Set Decorator			8	500			4,000.00
176	Set Dresser			8	500			4,000.00
177	Scenics							
178	Carpenter							
179	Art Assts.			10	250			2,500.00
180	Food Stylist							

Markup 25.00% | 13,480.50		SUB 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

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 1.5	2	ESTIMATE
168	Production Designer			12	1200			14,400.00
169	Art Director			10	700			7,000.00
170	Art Coordinator			8	400			3,200.00
171	Asst. Art Director							
172	Leadman			5	650			3,250.00
173	Prop Master			5	500			2,500.00
174	Prop Assistant							
175	Set Decorator			8	500			4,000.00
176	Set Dresser			8	500			4,000.00
177	Scenics							
178	Carpenter							
179	Art Assts.			10	250			2,500.00
180	Food Stylist							

Markup 25.00% | 13,480.50
Insurance 5.00% | 2,696.10

SUB TOTAL	40,850.00
P & W	13,072.00
FRINGE 2	
BID TOTAL G	53,922.00

Page 3

Fringe 1

Fringe 2

Page 3

Running	Actual	Notes		**Details Button** 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 BASE	TOTAL	P & W %	TOTAL	FRINGE 2 %	TOTAL	No	DAYS	RATE	OVERTIME 1.5	2	ESTIMATE
168	Production Designer					2.00%	4,608.00				12	1200			14,400.00
169	Art Director					2.00%	2,240.00				10	700			7,000.00
170	Art Coordinator					2.00%	1,024.00				8	400			3,200.00
171	Asst. Art Director					2.00%									
172	Leadman					2.00%	1,040.00				5	650			3,250.00
173	Prop Master					32.00%	800.00				5	500			2,500.00
174	Prop Assistant					32.00%									
175	Set Decorator					32.00%	1,280.00				8	500			4,000.00
176	Set Dresser					32.00%	1,280.00				8	500			4,000.00
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
Insurance 5.00% | 2,696.10

SUB TOTAL	40,850.00
P & W	13,072.00
FRINGE 2	
BID TOTAL G	53,922.00

Item	What it does
Details Button	Click to reveal and hide the detail columns (Notes | *Overtime | Fringe 1 | Fringe 2)
Fringe 1	This cell can be directly edited to change the title of the 1st fringe
Fringe 2	This cell can be directly edited to change the title of the 2nd fringe

Column	Whats it for
Fringe 1 Percentages	Change the percentages here to adjust the amount of fringe applied to each line item. In the example above this fringe set is being used for P & W
Fringe 2 Percentages	Change the percentages here to adjust the amount of fringe applied to each line item. In the example above this fringe set is not being used and is generically titled FRINGE 2

Section 3 - Customizing

Cost Summary Overview

Production Company Information **Client Information** **Project Information**

Tool Bar

Cost Summary

| Running | Actual | Markup \| Insurance | About | Settings | Protection | Tools | Print | PDF | License | Additional Bills | 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 Debbies 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 Format: Hard Drive
Delivery Date: Shooting Dates:

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		
17 Travel		14,400.00	
18 Other			
19 Other			
20			
21 Insurance	| % | C | C |	30,152.53	
22 Production Fee	| % | C | C |	128,602.65	

CONTRACTED TOTAL 761,805.78
ALL OVERAGES TOTAL

GRAND TOTAL   **USD 761,805.78**

NOTES

Notes Area

Hard Lines
(CS17, CS18, CS19, CS20)

Insurance & Markup
Calculation Indicators

Bid Total

Budget Sections

Project Information

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

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

Section Titles

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

Section Titles

<table>
<tr><td colspan="2">ESTIMATED COST SUMMARY</td><td></td><td>BID TOTALS</td><td style="background:#C0392B;color:white">Cost Summary</td></tr>
<tr><td>1</td><td>Pre-production | Wrap Labor</td><td>A</td><td align="right">88,836.00</td><td></td></tr>
<tr><td>2</td><td>Shooting Labor</td><td>B</td><td align="right">146,922.60</td><td></td></tr>
<tr><td>3</td><td>Pre-Production | Wrap Expenses</td><td>C</td><td align="right">8,200.00</td><td></td></tr>
<tr><td>4</td><td>Location And Travel</td><td>D</td><td align="right">31,430.00</td><td></td></tr>
<tr><td>5</td><td>Makeup, Wardrobe, and Animals</td><td>E</td><td></td><td></td></tr>
<tr><td>6</td><td>Studio | Stage Rental / Expenses</td><td>F</td><td align="right">13,400.00</td><td></td></tr>
<tr><td>7</td><td>Art Department Labor</td><td>G</td><td align="right">53,922.00</td><td></td></tr>
<tr><td>8</td><td>Art Department Expenses</td><td>H</td><td align="right">22,900.00</td><td></td></tr>
<tr><td>9</td><td>Equipment Costs</td><td>I</td><td align="right">80,800.00</td><td></td></tr>
<tr><td>10</td><td>Filmstock, Develop and Print</td><td>J</td><td align="right">1,600.00</td><td></td></tr>
<tr><td>11</td><td>Miscellaneous</td><td>K</td><td align="right">1,000.00</td><td></td></tr>
<tr><td colspan="2" align="right">Direct Costs A - K</td><td></td><td align="right">449,010.60</td><td></td></tr>
<tr><td>12</td><td>Director | Creative Fees</td><td>L</td><td align="right">80,000.00</td><td></td></tr>
<tr><td>13</td><td>Talent Labor</td><td>M</td><td align="right">59,640.00</td><td></td></tr>
<tr><td>14</td><td>Talent Expenses</td><td>N</td><td></td><td></td></tr>
<tr><td>15</td><td>Post Production Labor</td><td>O</td><td></td><td></td></tr>
<tr><td>16</td><td>Editorial | Finishing | Post Production</td><td>P</td><td></td><td></td></tr>
</table>

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 ǀ Section A	Can be used for labor or equipment	calculates overtime
CS Line 2 ǀ Section B	Can be used for labor or equipment	calculates overtime
CS Line 3 ǀ Section C	Can be used for labor or equipment
CS Line 4 ǀ Section D	Can be used for labor or equipment
CS Line 5 ǀ Section E	Can be used for labor or equipment
CS Line 6 ǀ Section F	Can be used for labor or equipment
CS Line 7 ǀ Section G	Can be used for labor or equipment	calculates overtime
CS Line 8 ǀ Section H	Can be used for labor or equipment
CS Line 9 ǀ Section I	Can be used for labor or equipment
CS Line 10 ǀ Section J	Can be used for labor or equipment
CS Line 11 ǀ Section K	Can be used for labor or equipment

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

Hard Lines

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

Tools Button

Cost Summary

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

Hard Lines Button

Home

- $ Currency Converter
- Status Bar
- Export

- Bid Assistant
- Hard Lines
- Import

- ☐ Display Overtime Calculator
- ☑ Display Overage Log
- ☑ Display Travel Budget
- ☑ Display Chart of Accounts

Hard Lines

	Line Title	Estimate	Running
CS17	Other	14,400.00	14,400.00
CS18	Other	0.00	0.00
CS19	Other	0.00	0.00
CS20		0.00	0.00

Hardlines (CS17, CS18, CS19, CS20)

Cost Summary

17	Travel	14,400.00	
18	Other		
19	Other		
20	Other		

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

The Notes Area

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

Add Rows Button   **Delete Rows Button**   **Customize Button**

Add Row	Delete Rows	Page Setup	Import Image		Customize

Cost Summary

NOTES

Cost Summary

Notes Header   **Notes**
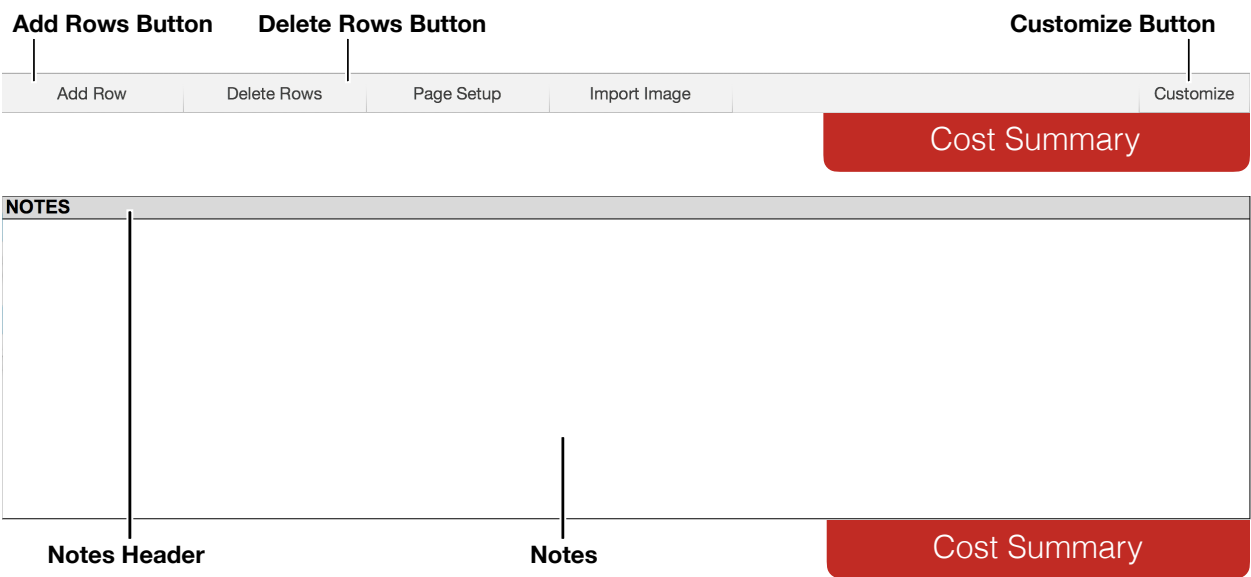
Button	What's it for
Add Rows	Click to add rows to the notes area. You will need to set the notes as your target area first. After you add rows you may need to adjust the page setup so that the content of the page prints correctly.
Delete Rows	Select the rows you want to delete in this area and click 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.

Remove Lines Button

Add Lines Button   **Page Setup Button**   Page 1A

Add Lines	Remove Lines	Page Setup						

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

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

Line Numbers   **Line Titles**   **Bid Notes**   **Rates**

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

Page 3

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

Button	What's it for
Add Lines	Before clicking Add Lines you need to select your target area by selecting a cell within the group of lines you want to target. Once a target is chosen you can add lines to the group.
Remove Lines	Before clicking Remove Lines you need to select your target lines by selecting a cell/s within the lines you want to delete. Once a target/s are chosen you can click Remove Lines to delete them.
Page Setup	Whenever you add or remove line items from a page you will also likely need to adjust the print settings so that the content of the page prints correctly. This is done through this Page Setup button.

Column	What's it for
Line Numbers	These numbers can be directly edited in customize mode. If you customize these you must make sure that there are no duplicates throughout the entire budget.
Line Titles	Enter a title for each line item directly into these cells. **Exceptions** • When using the Internal Chart of Accounts feature, none of the line titles will be directly editable.
Bid Notes	Enter a short note that will be visible when printing or exporting the budget as a PDF.
Rates	Each line item has a column for rate. It is common practice to populate these columns when customizing the template. The cells in these columns are directly editable by default. **Exceptions** • The rate cells may be locked for editing if the computer does not have a valid license. • The rate cells may be locked for editing if the Hot Budget file is expired. • The rate cells may be locked for editing if the user has locked the bid using the lock bid checkbox under protection. • The rate cells may be locked by accident from copying and pasting into the document. In this situation to unlock the cells check the Lock Bid checkbox in the protection window and immediately uncheck it.

Line Item Details

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

Details Button   **Detail Columns**

Page 1A

| | Running | Actual | Notes | | | Details | Hourly | | | | | | | | | | | | |

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

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

OT Base Column   **Fringe 2 Percentages**

Fringe 1 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

Insurance Calculation Settings

Markup Percentages   Insurance Percentages

Cost Summary

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
ALL OVERAGES TOTAL

GRAND TOTAL	USD 761,805.78

Item		What it means
Calculator Indicators		Displays the current calculation method for markup and insurance. The 3 parts represent the Original Budget, Running Budget, and Actual Budget in that order. There are 5 possible symbols that may be shown.
	%	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
	C	Carryover. The value displayed is equal to the value in the original budget.
	f	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
	%p	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
	%pf	Calculating as a percentage while using precision and controlling the percentage being applied to the fringe values. Percentages can be adjust per line item and the percentage can be further adjusted based on the fringe values of each line item.
**Markup	Insurance Toggle**		Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
Settings Button		Click to reveal the settings window where you can control how markup and insurance is calculated.

Column	What it's for
Markup Percentages	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes.
Insurance Percentages	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes.

Window	What it's for
Insurance Calculation Settings	Adjust these settings to control how the insurance calculates.
Markup Calculation Settings	Adjust these settings to control how the markup calculates.

Precision Markup | Insurance

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

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

Settings Button

Cost Summary

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

Use Precision Checkbox

Control Fringe Checkbox

Use Precision Checkbox

Control Fringe Checkbox
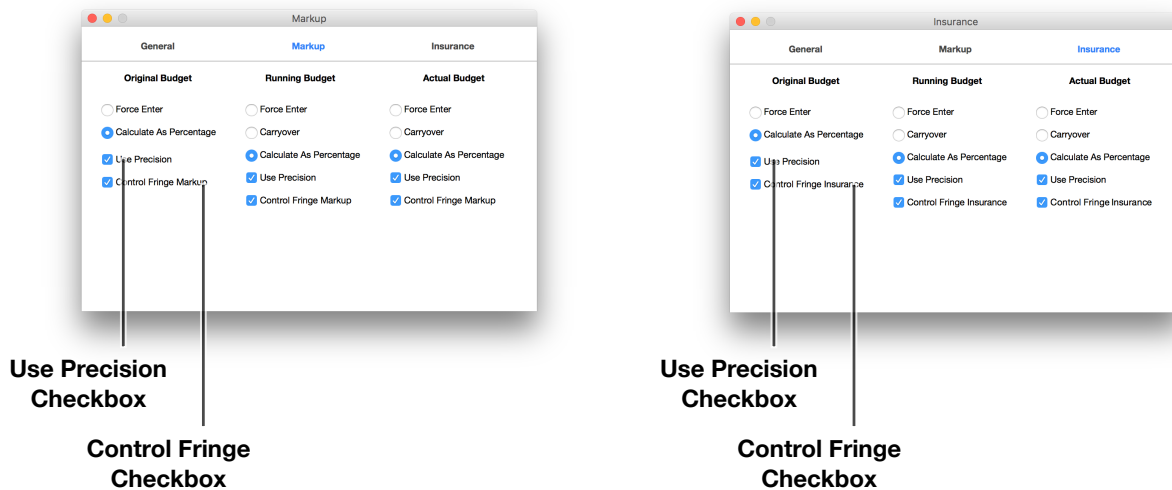
Markup Button   **Insurance Button**

Page 1A

| Running | Actual | Notes | | | | Markup | Insurance | Details | Hourly | | | | | | | | |

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

		MARKUP				INSURANCE						OVERTIME			
A	**PRE-PRODUCTION | WRAP LABOR**	**%**	**% (F1)**	**% (F2)**	**TOTAL**	**%**	**% (F1)**	**% (F2)**	**TOTAL**	**No**	**DAYS**	**RATE**	**1.5**	**2**	**ESTIMATE**
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

Fringe 2 Insurance Percentage

Fringe 1 Insurance Percentages

Insurance Percentages

Control	What it's for
Settings Button	Click to reveal the settings window where you can control how markup and insurance is calculated.
Markup - Use Precision Checkbox	Check to use precision markup and adjust the percentage of markup on a per line item basis.
Markup - Control Fringe Checkbox	Check to be able to control the percentage of markup that is being calculated based on the fringe total of a line item. This is only available when using precision markup.
Insurance - Use Precision Checkbox	Check to use precision insurance and adjust the percentage of insurance on a per line item basis
Insurance - Control Fringe Checkbox	Check to be able to control the percentage of insurance that is being calculated based on the fringe total of a line item. This is only available when using precision insurance.
Markup Button	Click to reveal and hide the precision markup columns.
Insurance Button	Click to reveal and hide the precision insurance columns.

Column	What it's for
Markup Percentages	Enter percentages here to control the amount of markup being derived from the line item. Displayed only when in %p calculation mode.
Fringe 1 Markup Percentages	Enter percentages here to control the amount of markup being derived from the total of fringe 1 of the line item. Displayed only when in %pf calculation mode.
Fringe 2 Markup Percentages	Enter percentages here to control the amount of markup being derived from the total of fringe 2 of the line item. Displayed only when in %pf calculation mode.
Markup Total	🔒 Displays the total amount of markup derived from the line item. Displayed only when in %p calculation mode.
Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the line item.
Fringe 1 Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the total of fringe 1 of the line item. Displayed only when in %pf calculation mode.
Fringe 2 Insurance Percentages	Enter percentages here to control the amount of insurance being derived from the total of fringe 2 of the line item. Displayed only when in %pf calculation mode.
Insurance Total	🔒 Displays the total amount of insurance derived from the line item. Displayed only when in %p calculation mode.

Other Customizations

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

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

Unsafe Format Customizations

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

Section 4 - Budgeting

Job Information

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

Budget Title   **Settings Button**   **Job Name**   **Job Number** **Date**

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

DAN AND DEBBIE'S CREAMERY - V2   DECEMBER 18, 2017

COST SUMMARY   **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 Debbies 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

Cost Summary

General

General   Markup   Insurance

Budget Date	1/01/16	**Budget Date**
Budget Title	Budget Title	**Budget Title**
Job Name	Job Name	**Job Name**
Job Number	Job Number	**Job Number**

☐ Hide Unused Rates
☑ Use Chart of Accounts

Button	What it's for
Settings	Click to reveal the settings window where job information can be edited.

Cells	What it's for
Budget Title Cell	🔒 Displays the Title of the budget.
Job Name Cell	🔒 Displays the Job Name
Job Number Cell	🔒 Displays the Job Number
Date Cell	🔒 Displays the Date

Fields	What it's for
Budget Title Field	Edit this field to set the Budget Title
Job Name Field	Edit this field to set the Job Name
Job Number Field	Edit this field to set the Job Number
Date Field	Edit this field to set the Budget Date

Client and Project Information

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

Add Rows Button   **Delete Rows Button**   **Import Image Button**   **Client Information**   **Customize Button**

| Add Row | Delete Rows | Page Setup | Import Image | | Customize |

DAN AND DEBBIE'S CREAMERY - V2   DECEMBER 18, 2017
COST SUMMARY   **THE COW GOES MOO! | JOB NUMBER 17-881**

Hot Bricks Productions
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Dan and Debbies 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 Format: Hard Drive
Delivery Date: Shooting Dates:

Cost Summary

Project Information   **Project Information**

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

Line Items

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

Group of line items that calculates overtime

Page 1A

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

Detail Columns Exposed

Page 1A

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

Group of line items that does not calculate overtime

Page 3

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

Detail Columns Exposed

Page 3

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

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

Budgeting Travel

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

Tools Button

Cost Summary

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

Display Travel Budget Checkbox
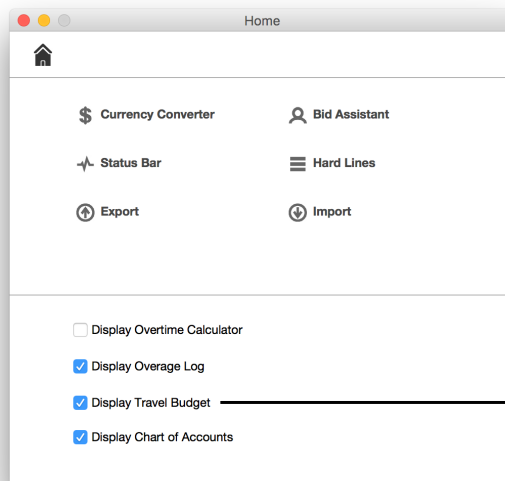
Add Rows Button

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	1
CS17	Clara Marshall	Hotel		5	80	400.00	Other	2
CS17	Clara Marshall	Per Diem		5	40	200.00	Other	3
CS17	Clara Marshall	Transportation		5	35	175.00	Other	4
CS17	Felicity Rodnie	Flights	2		325	650.00	Other	5
CS17	Felicity Rodnie	Hotel		5	70	350.00	Other	6
CS17	Felicity Rodnie	Per Diem		5	40	200.00	Other	7
CS17	Felicity Rodnie	Transportation		5	35	175.00	Other	8
CS17	Janice Grimes	Flights	2		325	650.00	Other	9
CS17	Janice Grimes	Hotel		5	75	375.00	Other	10

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

Pop-up Details

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

Page 1A

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 1.5	2	ESTIMATE
1	Supervising Producer			10	1200			12,000.00
2	Line Producer			18	1000			18,000.00
3	Director of Photography			1	3500			3,500.00
4	Second Camera Operator							
5	1st AC			1	650			650.00
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.

Print Button   **PDF Button**

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

Print

Original Bid	Shooting Budget	Actual Budget	Logs
☐ Cost Summary	☐ Cost Summary	☐ Cost Summary	**Purchase Order Log**
☐ Page 1A	☐ Page 1A	☐ Page 1A	☐ Sort by Line
☐ Page 1B	☐ Page 1B	☐ Page 1B	☐ Sort by Name
☐ Page 2	☐ Page 2	☐ Page 2	☐ Sort by PO
☐ Page 3	☐ Page 3	☐ Page 3	**Payroll Log**
☐ Page 4	☐ Page 4	☐ Page 4	☐ Sort by Line
☐ Page 5	☐ Page 5	☐ Page 5	☐ Sort by Name
☐ Page 6	☐ Page 6	☐ Page 6	☐ Sort by PO
			☐ Pettycash Log
			☐ Overage Log

HotBudget | Production Software   ☐ Reverse Print Order   [Print]

Bid Checkboxes   **Reverse Print Checkbox**   **Print Out Button**

Original Budget
Running Budget
Actual Budget

[Cancel]   [Choose]

Original Budget List Item

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

Cost Summary Overview

Running Budget Toggle

Production Company Information

Client Information

Cost Summary

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

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

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

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

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 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 Section Totals

Running Variances

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 ○ Force Enter ○ Force Enter
- ● Calculate As Percentage ● Carryover ● Carryover
- ☐ Use Precision ○ Calculate As Percentage ○ Calculate As Percentage

Insurance Calculation Settings

Insurance

| General | Markup | Insurance |

| Original Budget | Running Budget | Actual Budget |

- ○ Force Enter ○ Force Enter ○ Force Enter
- ● Calculate As Percentage ● Carryover ● Carryover
- ☐ Use Precision ○ Calculate As Percentage ○ Calculate As Percentage

Insurance Percentages

Markup Percentages

Cost Summary

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
ALL OVERAGES TOTAL

| GRAND TOTAL | USD 761,805.78 |

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

Column	What it's for
Markup Percentages	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes
Insurance Percentages	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes

Window	What it's for
Insurance Calculation Settings	Adjust these settings to control how the insurance calculates.
Markup Calculation Settings	Adjust these settings to control how the markup calculates.

The Running Budget

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

Running Budget Toggle Button

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
ALL OVERAGES TOTAL

| GRAND TOTAL | USD 761,805.78 | USD 761,805.78 | USD 0.00 |

Running Total   **Running Variance**

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

Running Budget Toggle Button   **Running Variance Button**

| 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

Running Budget

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

Running Details

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

Running Details Button

				OVERTIME					OVERTIME	P & W		FRINGE 2					OVERTIME		
Add Lines	Remove Lines	Page Setup					Details	Hourly	Variance										

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

A	PRE-PRODUCTION | WRAP LABOR	No	DAYS	RATE	1.5	2	ESTIMATE	NOTES	BASE	TOTAL	%	TOTAL	%	TOTAL	No	DAYS	RATE	1.5	2	RUNNING
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
4	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

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

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

TRAVEL BUDGET

Add Rows   Delete Rows   Running   Settings

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 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	LINE 2 | TOTAL 18,000.0
3	Director of Photography			1	3500			3,500.00		1	3500			3,500.00	18 Days @ 1,000.00
4	Second Camera Operator														LINE 2 | TRAVEL BUDGET | TOTAL: 0.00
5	1st AC			1	650			650.00		1	650			650.00	
6	2nd AC			1	550			550.00		1	550			550.00	TOTAL 18,000.00
7	Utility														
8	Production Manager			15	650			9,750.00		15	650			9,750.00	
9	Production Coordinator			14	450			6,300.00		14	450			6,300.00	
10	Choreographer														

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

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

Home

$ Currency Converter   👤 Bid Assistant

⎍ Status Bar   ☰ Hard Lines

⬆ Export   ⬇ Import

☐ Display Overtime Calculator

☑ Display Overage Log   **Display Overage Log Checkbox**

☑ Display Travel Budget

☑ Display Chart of Accounts

Running Button

Delete Rows Button

Export Button

Import Button

Overages

Add Rows	Delete Rows									Import	Export

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

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
Tools Button	Click to display the Tools window.
Display Overage Log Checkbox	Toggles the visibility of the Overage Log spreadsheet.
Add Rows	Click to add rows to the Overage spreadsheet.
Delete Rows	Select cells within the rows you would like to remove and click Delete Rows to delete them.
Import Button	Click to open the Import window.
Export Button	Click to open the Export Window.

Column	What it's for
Line	Enter the line number you want to apply the value of the row too.
ID	Reserved as a column for entering an ID for the Overage.
Title	Enter a title or description for the row here.
Date	Reserved as column for the date of the overage.
Amount	The amount entered here may or may not contain the fringe values, markup, and insurance, depending on your budgeting practices. It is recommended to exclude the markup, insurance, and fringes from this number for the most clear overview of the costs.
Markup	🔒 Automatically displays the total markup based on the value entered into the Amount column and the line number which is entered in the Line column.
Insurance	🔒 Automatically displays the total insurance based on the value entered into the Amount column, and the line number which is entered in the Line column.
Fringe 1	🔒 Automatically displays the total fringe 1 based on the value entered into the Amount column, and the line number which is entered in the Line column.
Fringe 2	🔒 Automatically displays the total fringe 2 based on the value entered into the Amount column, and the line number which is entered in the Line column.
Total Billed	🔒 Automatically displays the total billed. This number or the sum of the rows that comprise the overage should be equal to the Total amount of the overage billed.
Line Description	🔒 Displays the title of the line item that is entered into the Line column.

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

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

Add Row   Delete Rows

Cost Summary

21 Insurance	| % | C | C |	12,345.40	
22 Production Fee	| % | C | C |	154,317.50	

CONTRACTED TOTAL 290,116.90
ALL OVERAGES TOTAL 14,431.21

GRAND TOTAL	304,548.11

Add Row	Delete Rows

BUDGET TITLE (EDIT IN SETTINGS)
JOB NAME

ADDITIONAL BILLINGS

No	DESCRIPTION OF ADDITIONAL BILLS	DATE	TOTAL BILLED	MARKUP $	INSURANCE $
1	Overtime - Day 1	1/12/17	2,431.21	300.00	55.00
2	Additional Talent	1/12/17	12,000.00	2,000.00	
		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.

Tools Button

Cost Summary

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

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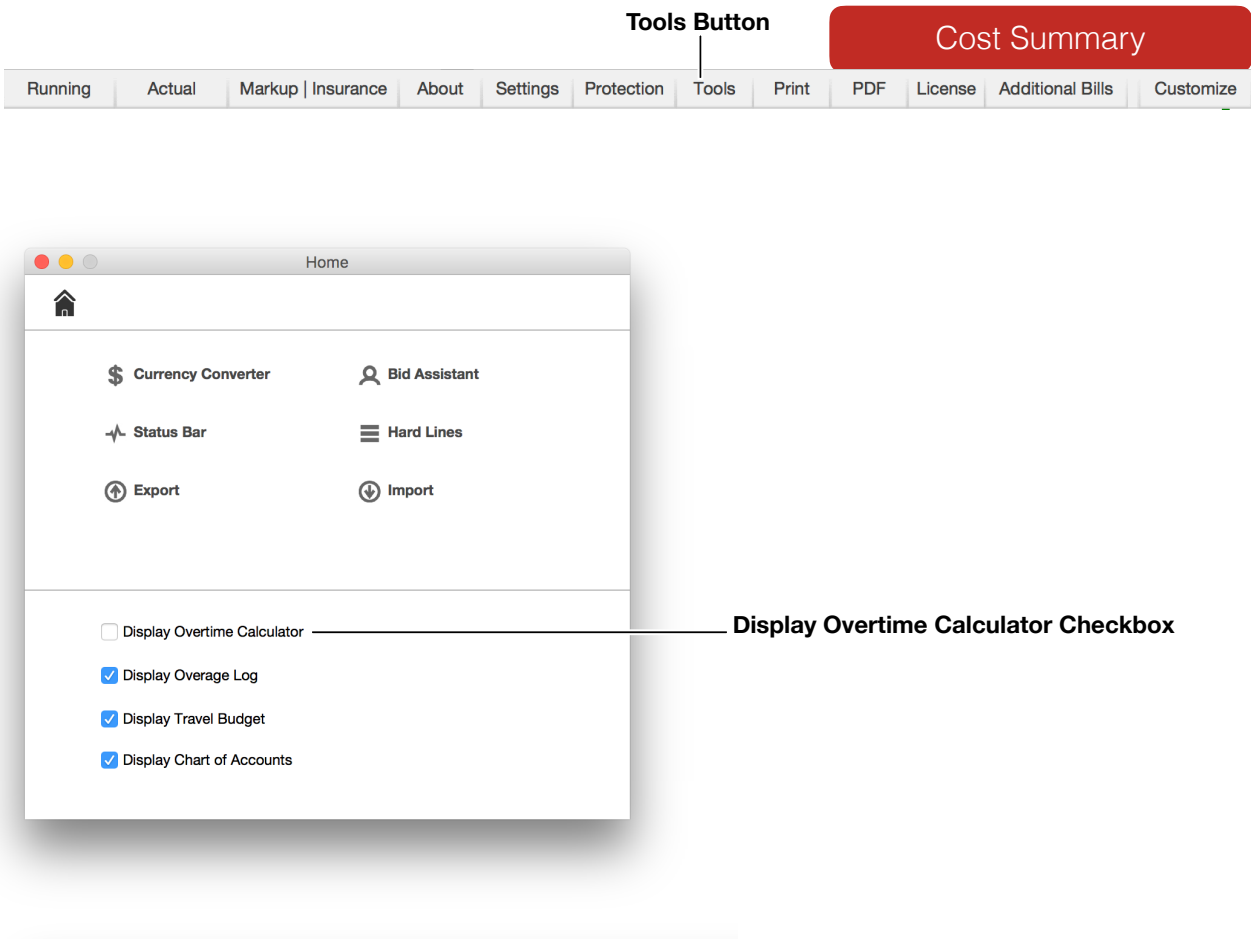
Item	What it does
Tools Button	Click to display the Tools window
Display Overtime Calculator Checkbox	Use this checkbox to toggle the visibility of the Overtime Calculator spreadsheet.

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 | | Page Setup | Indicate Original Budget | Indicate Running | Settings | Export |

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

SUMMARY OF OVERTIME			MARKUP %	INSURANCE %	TOTALS
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
				TOTAL	USD 8,168.74

Overtime Calculator

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

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

Line Number Column   **Indicator Column**

					Overtime Calculator				
					OT	**OVERTIME**			
B	**PRE-PRODUCTION | WRAP LABOR**			**RATE**	**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
Line Number	This is the line number of the budget that is meant to be represented.
Line Title	Enter a title for the line here. Typically this would be the same as the line item that is represented.
Note	Enter a note here.
Indicator	Displays indicator symbols when the Indicate Original Budget and Indicate Running Buttons are clicked. This will help identify where there are values in your budget and you may want to calculate overtime for.
Rate	Enter the rate here.
OT Base	Enter the OT base value here. The OT base value is a number that you set so that the overtime calculates correctly.
Overtime 1.5	Enter the units of time-and-a-half in this column.
Overtime 2	Enter the units of double-time in this column.
Overtime 3	Enter the units of triple-time in this column.
Total	Displays the total amount of overtime for the row.

Section 6 - Actualizing

Cost Summary Overview

Client Information

Actual Budget Toggle   **Production Company Information**

Cost Summary

| Running | Actual | Markup \| Insurance | About | Settings | Protection | Tools | Print | PDF | License | Additional Bills | 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 Debbies 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 Format: Hard Drive
Delivery Date: Shooting Dates:

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)
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)

NOTES

Notes Area   **Insurance & Markup**   **Actual Total**   **Actual Variances**
        Calculation Indicators
Hard Lines   **Actual Section Totals**
(CS17, CS18, CS19, CS20)

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
General — Markup — Insurance

Original Budget	Running Budget	Actual Budget
○ Force Enter	○ Force Enter	○ Force Enter
● Calculate As Percentage	● Carryover	● Carryover
☐ Use Precision	○ Calculate As Percentage	○ Calculate As Percentage

Insurance Calculation Settings

Insurance
General — Markup — Insurance

Original Budget	Running Budget	Actual Budget
○ Force Enter	○ Force Enter	○ Force Enter
● Calculate As Percentage	● Carryover	● Carryover
☐ Use Precision	○ Calculate As Percentage	○ Calculate As Percentage

Insurance Percentages

Markup Percentages

Cost Summary

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%
2 Shooting Labor	B	146,922.60	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
3 Pre-Production | Wrap Expenses	C	8,200.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
4 Location And Travel	D	31,430.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
5 Makeup, Wardrobe, and Animals	E		25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
6 Studio | Stage Rental / Expenses	F	13,400.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
7 Art Department Labor	G	53,922.00	25.00%	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%
9 Equipment Costs	I	80,800.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
10 Filmstock, Develop and Print	J	1,600.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
11 Miscellaneous	K	1,000.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
Direct Costs A - K		449,010.60	MARKUP %	INSURANCE %	MARKUP %	INSURANCE %	MARKUP %	INSURANCE %
12 Director | Creative Fees	L	80,000.00		5.00%		5.00%		5.00%
13 Talent Labor	M	59,640.00	25.00%	5.00%	25.00%	5.00%	25.00%	5.00%
14 Talent Expenses	N			5.00%		5.00%		5.00%
15 Post Production Labor	O			5.00%		5.00%		5.00%
16 Editorial | Finishing | Post Production	P			5.00%		5.00%		5.00%
17 Travel		14,400.00	10.00%	5.00%	10.00%	5.00%	10.00%	5.00%
18 Other				5.00%		5.00%		5.00%
19 Other				5.00%		5.00%		5.00%
20				5.00%		5.00%		5.00%
21 Insurance	| % | C | C |	30,152.53	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
Calculator Indicators		Displays the current calculation method for markup and insurance. The 3 parts represent the Original Budget, Running Budget, and Actual Budget in that order. There are 5 possible symbols that may be shown.
	%	Calculating as a percentage. Percentages are adjust per section through the Cost Summary spreadsheet.
	C	Carryover. The value displayed is equal to the value in the original budget.
	f	Force Enter. There is no formula and the displayed value can be changed by typing directly into the cell.
	%p	Calculating as a percentage while using precision. Percentages can be adjusted per line item.
	%pf	Calculating as a percentage while using precision and controlling the percentage being applied to the fringe values. Percentages can be adjust per line item and the percentage can be further adjusted based on the fringe values of each line item.
Actual Budget Toggle		Toggles the Visibility of the Actual budget. Click this button if the very light grey insurance and markup percentage columns are not visible on the Cost Summary page.
Markup | Insurance Toggle		Click to reveal and hide the insurance and markup percentages on the Cost Summary spreadsheet.
Settings Button		Click to reveal the settings window where you can control how markup and insurance is calculated.

Column	What it's for
Markup Percentages	Use these cells to apply the percentage of markup to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes
Insurance Percentages	Use these cells to apply the percentage of insurance to the adjacent section. These cells will be directly editable in **%** mode and may **NOT** be directly editable in **%p** and **%pf** modes.

Window	What it's for
Insurance Calculation Settings	Adjust these settings to control how the insurance calculates.
Markup Calculation Settings	Adjust these settings to control how the markup calculates.

The Actual Budget

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

Actual Budget Toggle Button

Cost Summary

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

Actual Budget Section Variances

Actual Budget Section Totals

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		(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				(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 1.5	2	ESTIMATE	ACTUAL
1	Supervising Producer			10	1200			12,000.00	
2	Line Producer			18	1000			18,000.00	
3	Director of Photography			1	3500			3,500.00	
4	Second Camera Operator								
5	1st AC			1	650			650.00	

Page 1A

Actual 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	Displays the line items total for the Actual Budget. These columns are locked to protect formulas. Their values are automatically displayed from data entered into the Purchase Order Log, Payroll Log, and Petty Cash Log.

Pop-up Details

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

Selected Cell   **Pop-up**

Page 1A

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 1.5	2	ESTIMATE	ACTUAL		
1	Supervising Producer		10	1200			12,000.00	8,000.00	LINE 1 | PURCHASE ORDER LOG | TOTAL: 0.00	
2	Line Producer		18	1000			18,000.00		LINE 1 | PAYROLL LOG | TOTAL: 10,560.00	
3	Director of Photography		1	3500			3,500.00	4,000.00	8,000.00 PO: 8 Days @ 1,000.00 + 0.00 OT...	Poncino, Lisa
4	Second Camera Operator								LINE 1 | PETTY CASH LOG | TOTAL: 0.00	
5	1st AC		1	650			650.00			
6	2nd AC		1	550			550.00		TOTAL 10,560.00	
7	Utility									
8	Production Manager		15	650			9,750.00			
9	Production Coordinator		14	450			6,300.00			

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

The Purchase Order Log

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

Add Rows   **Summary**   **Filter**   **Export Button**

   Delete Rows   Purchase Order Log   **Import Button**

Add Rows	Delete Rows	Summary	Filter		Import	Export

DEBBIE'S CREAMERY - V2
THE COW GOES MOO! #17-881   **PURCHASE ORDER LOG**

LINE	PAYEE	PO	DATE	PAYID	ACTUAL	LINE DESCRIPTION	
194	Menga Sound	12343	01/10/17	17802	600.00	Sound Rental	1
200	Hot Bricks LLC	12345	01/01/17	17803	1,032.23	Walkie Talkie Rental	2
201	JL Fisher	12346	01/04/17	71804	1,232.20	Dolly Rental	3
204	Hot Bricks LLC	12345	01/01/17	17803	1,844.30	Production Supplies	4
207	Hot Bricks LLC	12345	01/01/17	17803	340.00	Drone Rental	5
PC	Petty Cash - Pull #1	12347	01/01/17	17812	5,000.00	Petty Cash Log	6
PR	Payroll Services	12349	01/01/17		30,000.00	Payroll Log	7
							8
							9
							10

| | | | | | TOTAL | 40,048.73 | |

Button	What it does
Add Rows	Click and choose the quantity of rows you want to add to increase the size of your log.
Delete Rows	Select cells within the boundary of the log and click Delete Rows to remove rows form the log. The minimum number of rows you can have is 10.
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.
Import	Click to display the Import window.
Export	Click to display the Export window

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

Exporting - Purchase Order Log

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

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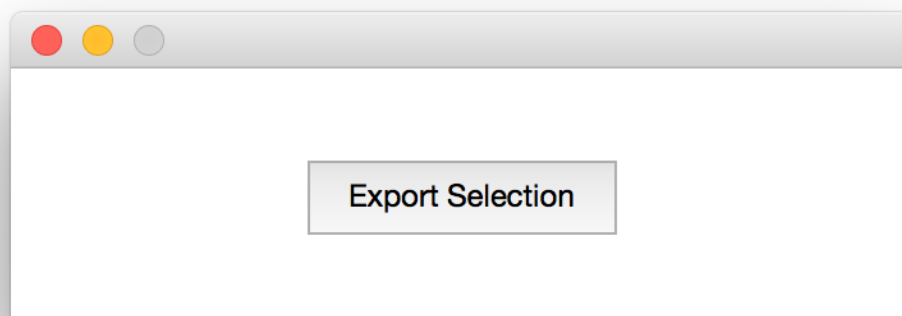
Enter your payroll related costs into this log. Add and delete rows as needed. Import payroll logs from other Hot Budget documents. Values in the Actual column will be reflected in the actual budget columns of the line number they are assigned. To sort by column simply select the cell at the top of the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

Payroll Log

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

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

Line Description	🔒	Automatically displays the title of the line number entered into the line column.

Exporting - Payroll Log

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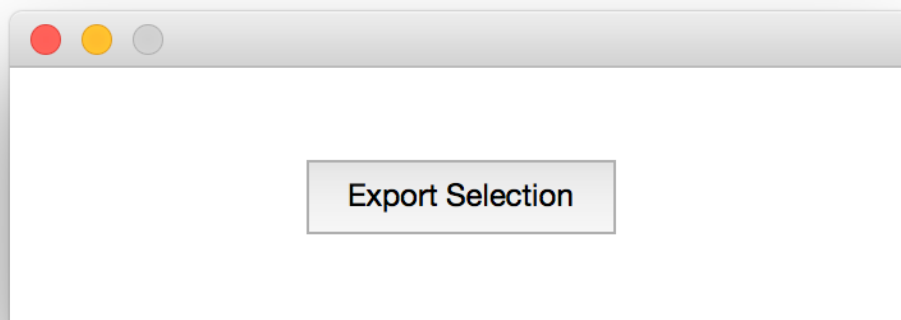
The Petty Cash Log

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

Add Rows   **Summary**   **Advances**   **Export Button**
Delete Rows   **Filter**   **Print Envelopes**   **Import Button**

| Add Rows | Delete Rows | Summary | Filter | Advances | Print Envelopes | | Import | Export |

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PETTY CASH LOG

LINE	NUM	DATE	BUYER (ENVELOPE NAME)	PAYEE	ACTUAL	LINE DESCRIPTION	
204	1	01/01/17	Taylor, Tim	Binford Tool Shop	32.45	Production Supplies	1
204	2	01/01/17	Jenkins, Leeroy	Divine Intervention	403.00	Production Supplies	2
206	2	01/01/17	Taylor, Tim	Binford Tool Shop	125.20	Expendables	3
206	1	01/01/17	Callahan, Thomas R.	Breakpads 'R' Us	1,234.00	Expendables	4
206	2	01/01/17	Callahan, Thomas R.	Little Coat	1,929.33	Expendables	5
206	1	01/01/17	Jenkins, Leeroy	Mana	340.20	Expendables	6
							7
							8
							9
							10

TOTAL RECEIPTS	4,064.18
PETTY CASH FROM POS	5,000.00
TOTAL CASH	935.82

Petty Cash Log

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

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

Exporting - Petty Cash Log

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

Export Selection Button   **Export Classic Log Button**

Export Selection	Export Classic Log

Export Cover Combobox ——— Aguirre, Y ▼ | Export Cover | ——— **Export Cover Button**

Print Blank Coversheet

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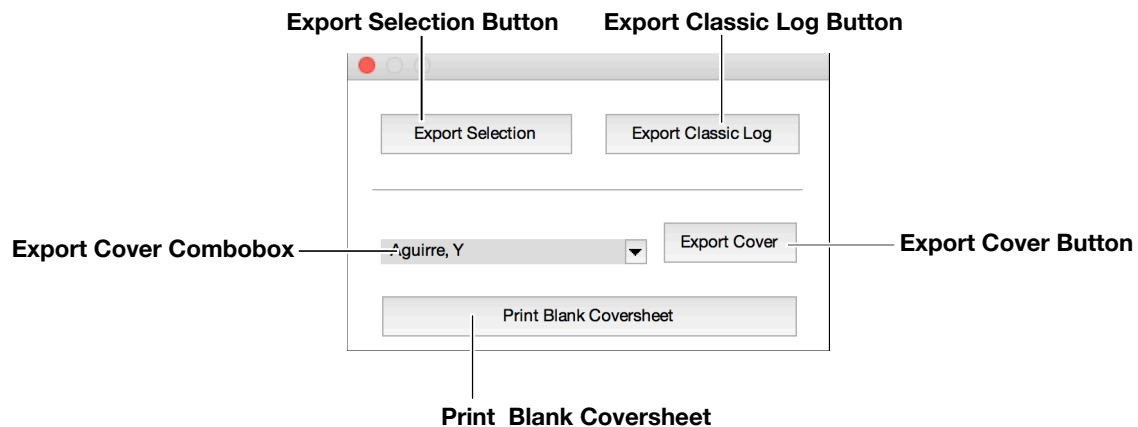
Export Window	
Export Selection Button	Click to Export the selected rows in the log into their own log.
Export Classic Log Button	Click to generate a Petty Cash log consistent with the Petty Cash Log format in Hot Budget version 1
Export Cover Combobox	Choose from a list of names of possible envelopes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

Petty Cash Log - Advance Tracking

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

	Advances Button		Advances Tracking

Petty Cash Log

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, Tolls, 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 emloyee
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.

The Petty Cash Grid

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

Add Rows   **Add Envelope**   **Import**
     Delete Rows   **Delete Envelope**

| Add Rows | Delete Rows | Add Envelope | Delete Envelope | | | Petty Cash Grid | | Import |

BUDGET TITLE   **PETTY CASH GRID**
JOB NAME

LINE	1 Casey O.	2 Danny O	3 Jeremy O	4	5	6	ACTUAL	LINE DESCRIPTION	
112	123.00	32.00	903.00				1,058.00	Working Meals	1
114	42.00		23.00				65.00	Location Fees	2
119		43.20					43.20	Parking, Tolls, and Gas	3
									4
									5
									6
									7
									8
									9
									10
	165.00	75.20	926.00				1,166.20	ENVELOPE TOTALS	
	100.00	100.00	1,000.00				1,200.00	MONEY RECIEVED	
	65.00	(24.80)	(74.00)				(33.80)	DUE PERSONNEL / (DUE COMPANY)	
								PETTY CASH FROM POS	
							(1.166.20)	TOTAL CASH LEFT	

NOTES

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 form the log. The minimum number of rows you can have is 10. Using the same technique, you can also remove rows from the notes section.
Add 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.
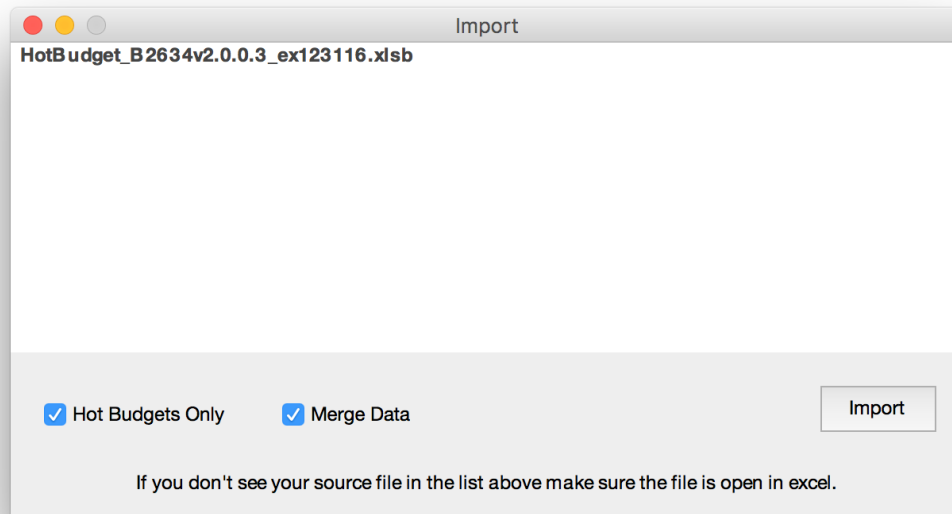
How to use import	
Step 1	Open both the file you want to port the data from and the file you want to port the data into.
Step 2	Click the import button in the file you want to port data into. There are import buttons in the toolbar of each of the logs.
Step 3	Choose your source file from the list of open files at the top of the import window.
Step 4	Choose to either merge the data with the data that already exists in the log or replace it.
Step 5	Click the import button in the import window to start the import.

Actualization Monitor

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

Cost Summary

ESTIMATED COST SUMMARY		BID TOTALS	ACTUAL	VARIANCE
1 Pre-production | Wrap Labor	A	88,836.00	18,018.00	(70,818.00)
2 Shooting Labor	B	146,922.60	3,779.91	(143,142.69)
3 Pre-Production | Wrap Expenses	C	8,200.00		(8,200.00)
4 Location And Travel	D	31,430.00		(31,430.00)
5 Makeup, Wardrobe, and Animals	E			
6 Studio | Stage Rental / Expenses	F	13,400.00		(13,400.00)
7 Art Department Labor	G	53,922.00		(53,922.00)
8 Art Department Expenses	H	22,900.00		(22,900.00)
9 Equipment Costs	I	80,800.00	9,112.91	(71,687.09)
10 Filmstock, Develop and Print	J	1,600.00		(1,600.00)
11 Miscellaneous	K	1,000.00		(1,000.00)
Direct Costs A - K		**449,010.60**	**30,910.82**	**(418,099.78)**
12 Director | Creative Fees	L	80,000.00		(80,000.00)
13 Talent Labor	M	59,640.00		(59,640.00)
14 Talent Expenses	N			
15 Post Production Labor	O			
16 Editorial | Finishing | Post Production	P			
17 Other		14,400.00		(14,400.00)
18 Other				
19 Other				
20 Overages		1,000.00		(1,000.00)
21 Insurance	| % | C | C |	30,202.53	30,202.53	
22 Production Fee	| % | C | C |	128,602.65	128,602.65	

CONTRACTED TOTAL 761,805.78 ALL OVERAGES TOTAL 1,050.00	USD 100.00 NOT ACT	USD 762,855.78	USD 189,716.00	USD (573,139.78)

Purchase Order Log

Add Rows	Delete Rows	Summary	Filter		Import	Export

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PURCHASE ORDER LOG

LINE	PAYEE	PO	DATE	PAYID	ACTUAL	LINE DESCRIPTION	
194	Menga Sound	12343	01/10/17	17802	600.00	Sound Rental	1
200	Hot Bricks LLC	12345	01/01/17	17803	1,032.23	Walkie Talkie Rental	2
201	JL Fisher	12346	01/04/17	71804	1,232.20	Dolly Rental	3
204	Hot Bricks LLC	12345	01/01/17	17803	1,844.30	Production Supplies	4
207	Hot Bricks LLC	12345	01/01/17	17803	340.00	Drone Rental	5
500	Hot Bricks LLC				100.00	LINE CODE NOT VALID	6
							7
							8
							9
							10

	TOTAL	5,148.73

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.
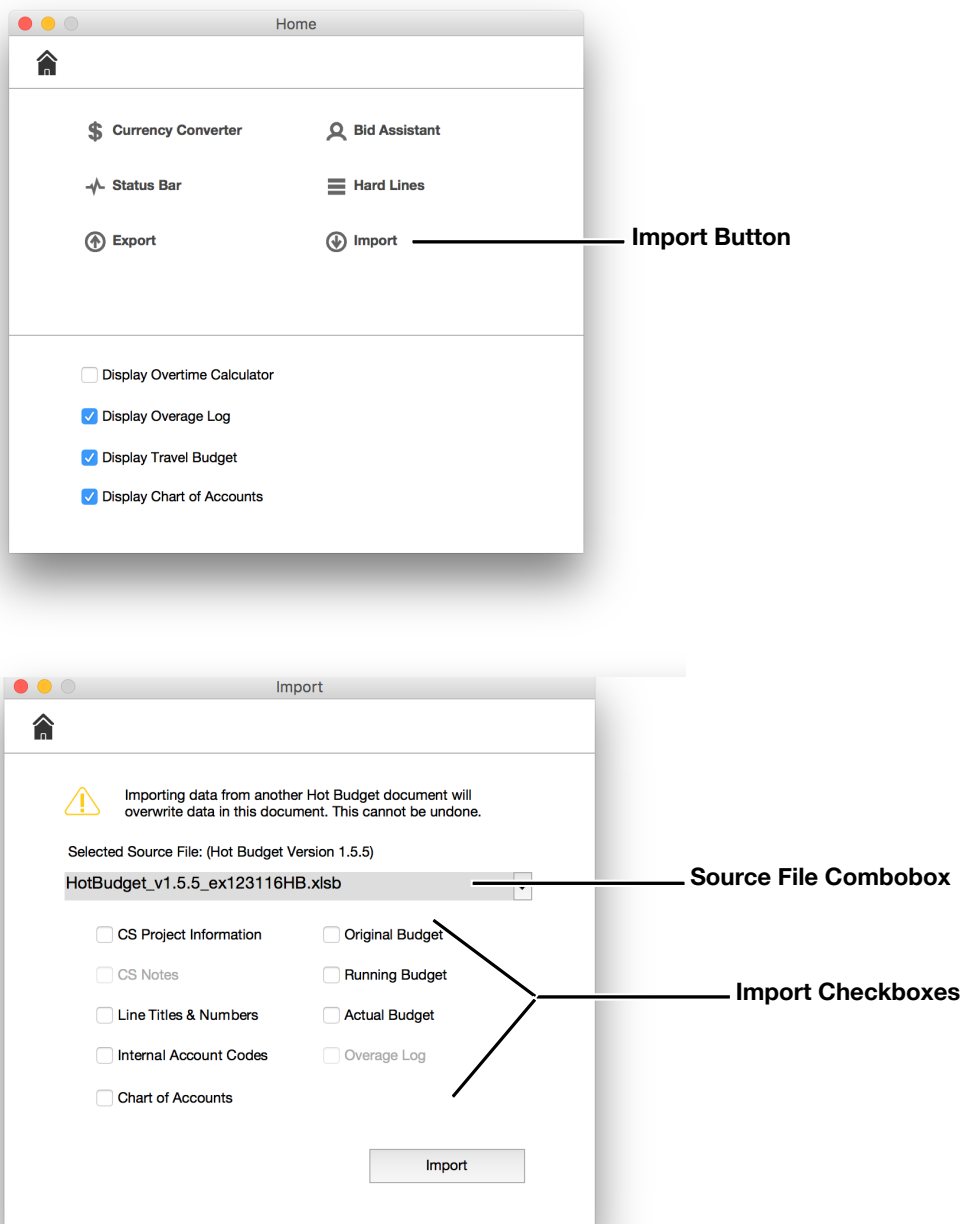
How to Import a budget

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

Currency Converter

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

Tools Button　　　Cost Summary

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

Enable Currency Converter Checkbox

Bid Currency Code Field

Foreign Currency Code Field

Exchange Rate Field
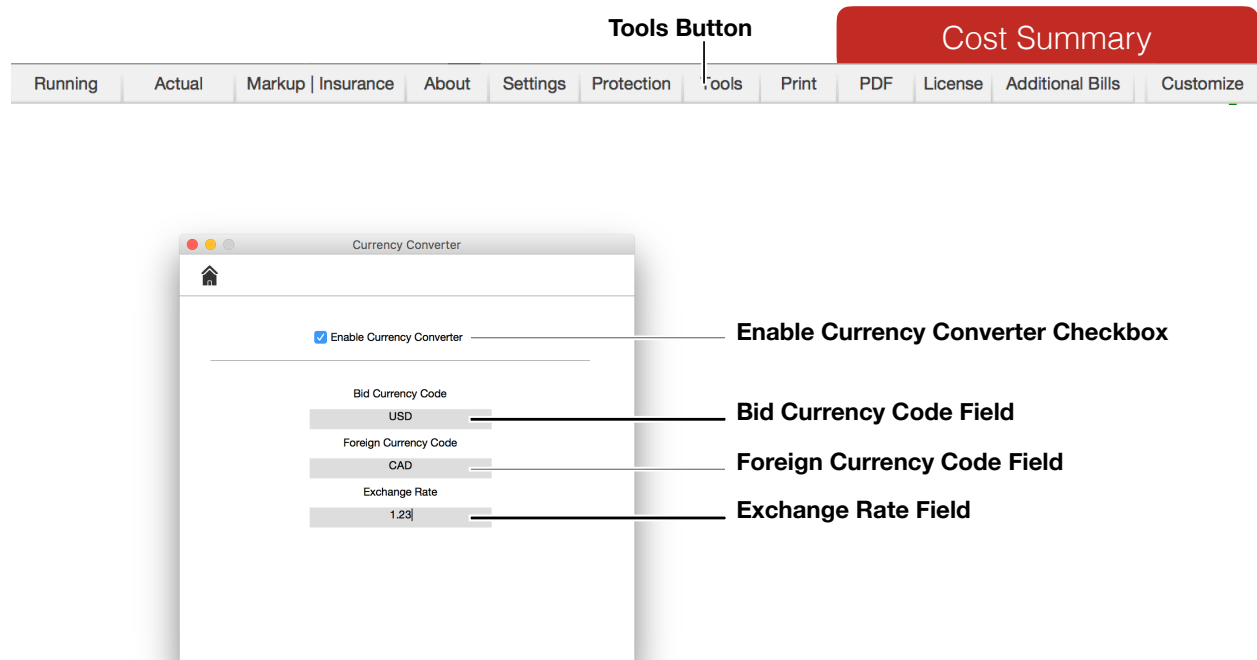
| Controls	What it's for
Tools Button	Click to display the tools menu.
Enable Currency Converter Checkbox	Check to enable the currency converter.
Bid Currency Code Field	Enter the currency code you are biding in…USD, CAD…
Foreign Currency Code Field	Enter the foreign currency code here…USD, CAD…
Exchange 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
ALL OVERAGES TOTAL 1,050.00

GRAND TOTAL	USD 762,855.78	CAD 938,312.61

Page 1A   **Foreign Currency Column**

							OVERTIME		ESTIMATE	ESTIMATE
A	**PRE-PRODUCTION | WRAP LABOR**			**No**	**DAYS**	**RATE**	**1.5**	**2**	**USD**	**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.
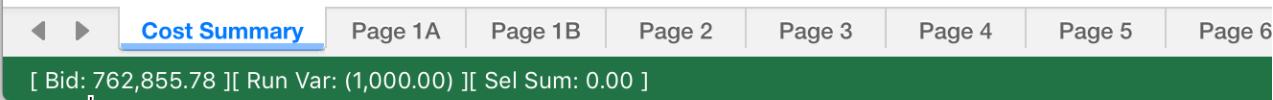
Status Bar
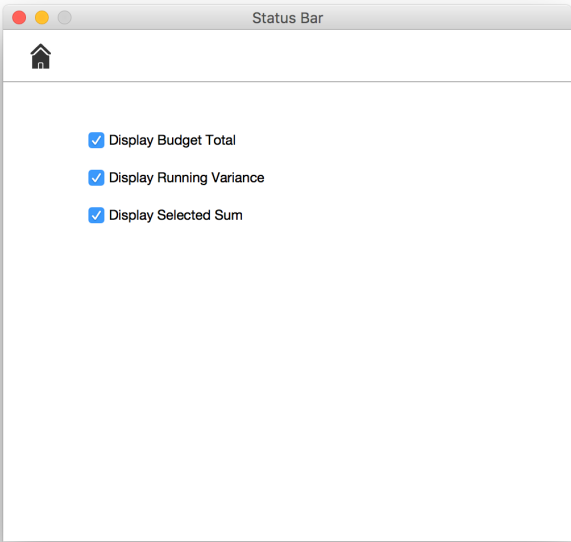
Item	Description
Status Bar	Located below the tabs of the workbook, the status bar can display the bid total, running variance, and selected sum.
Status Bar Window	In this window, check the status bar checkboxes to display values in the status bar.

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.
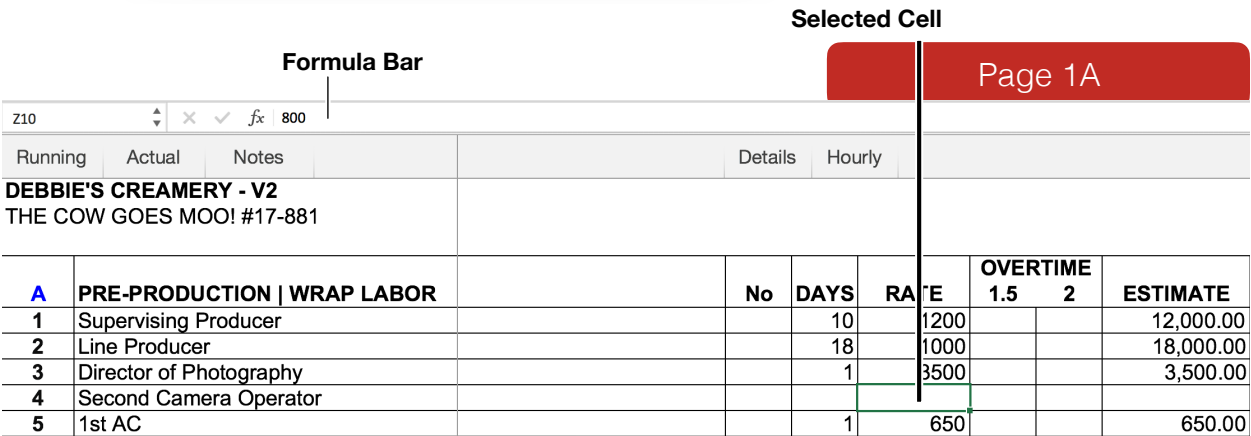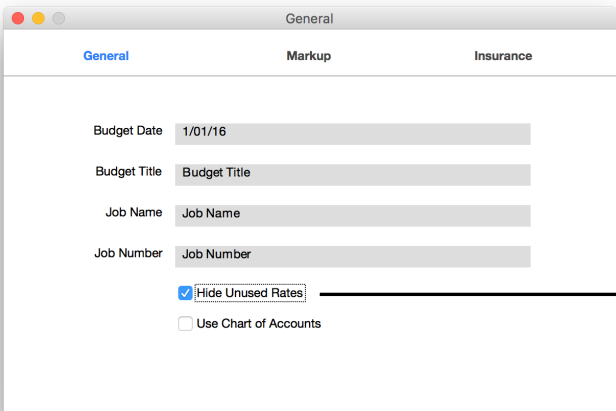
Settings Button

Cost Summary

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

General

General	Markup	Insurance

Budget Date   1/01/16

Budget Title   Budget Title

Job Name   Job Name

Job Number   Job Number

☑ Hide Unused Rates ——————— **Hide Unused Rates Checkbox**

☐ Use Chart of Accounts

Selected Cell

Formula Bar

Page 1A

Z10   ✕ ✓ *fx* 800

Running	Actual	Notes		Details	Hourly	

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

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

Chart of Accounts

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

Settings Button

Cost Summary

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

General

| 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 —————————————— **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.
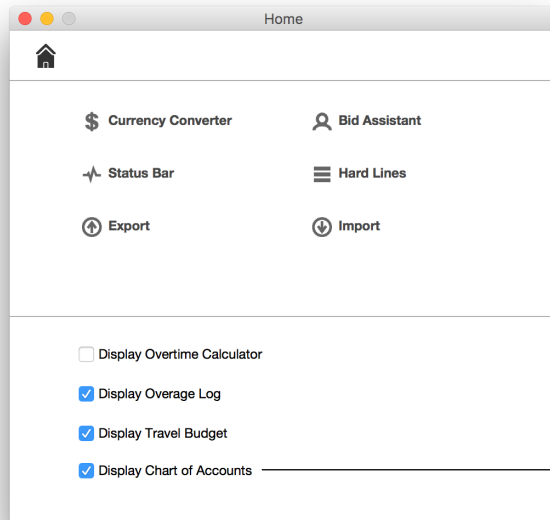
Display Chart of Accounts Checkbox

Add Rows Button

Delete Rows Button

Chart of Accounts

Import Button

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

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

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

Accounts Button   **Selected Cell**

Page 1A

| Running | Actual | Notes | Accounts | | | | Details | Hourly | | |

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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 Lines	Remove Lines	Page Setup			Details	Hourly	

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

Hourly Columns

Overtime Rates Breakdown

Hourly Button

Payroll Log

OVERTIME RATES					
1000/12 OTB 14					
ST	71.4286				
1.5	107.1429				
2	142.8571				
3	214.2857				

		Add Rows	Delete Rows	Hourly

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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	46.4286	4	Oehberg, Matt		32.00%		1.00	650.00	14.00			
12.00	71.4286	50	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