



Hot Budget 3

User Guide

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1 Getting started

1.1 About

1.1.1 What is Hot Budget?

Hot Budget is a customized Excel workbook tailored for budgeting. It was originally developed to be used for commercials productions, music videos, promos, and other similar projects and events. Hot Budget 3 comes with multiple templates, each built for different types of projects. Each template can be customized further if necessary.

1.1.2 System Requirements

Hot Budget is developed and maintained using Excel for macOS. It is tested on versions of Excel for Windows. There are some versions of Excel that introduce bugs that may break compatibility with Hot Budget. These bugs may be reported by us to Microsoft. They are usually addressed by Microsoft in a timely manner. Given that updates to Excel may to break compatibility with Hot Budget we focus our testing on very specific version of Excel. The best versions of excel to use with Hot Budget are published at hotbudget.com. You can email support@hotbudget.com for additional guidance.

1.1.3 User Guide

This guide is structured so that each section builds on knowledge gained from the previous sections. When used for media production it may not necessary for every user to understand the full functionality of the application in order for them to perform their duties.

1.1.4 Guidance by Position

1.1.4.1 Live Action Media – Recommended Sections

Bidder

- Chapter 1 - Getting started
- Chapter 2 - The Basics
- Chapter 3 - Customizing
- Chapter 4 - Budgeting

Producer

- Chapter 1 - Getting started
- Chapter 2 - The Basics
- Chapter 4 - Budgeting
- Chapter 5 - In Production
- Chapter 6 - Actualizing

Production Manager

- Chapter 1 - Getting started
- Chapter 2 - The Basics
- Chapter 5 - In Production
- Chapter 6 - Actualizing

Production Coordinator

- Chapter 1 - Getting started
- Chapter 2 - The Basics
- Chapter 6 - Actualizing

1.2 Opening

1.2.1 Options

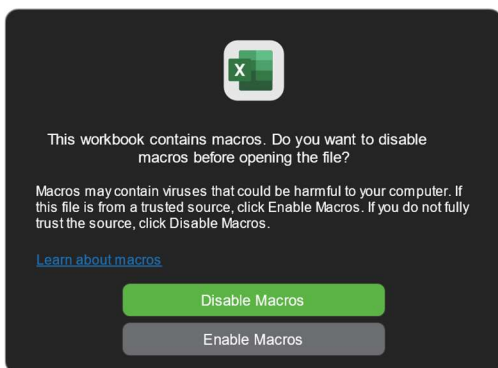
Opening a Hot Budget workbook on a Mac can be done in two ways:

- 1) Double-click the workbook icon in the finder.
- 2) Perform a right-click (control-click) on the workbook. Select “Open With” and then choose the Excel application.

1.2.2 Macros

Hot Budget workbooks contain macros. Macros are embedded code written in the Visual Basic for Applications (VBA) programming language. A macro can contain a series of commands that can run at a later time to automate repetitive tasks. In order to run macros, you need to enable them when prompted by Excel upon opening the workbook as shown in **Figure 1**

Figure 1

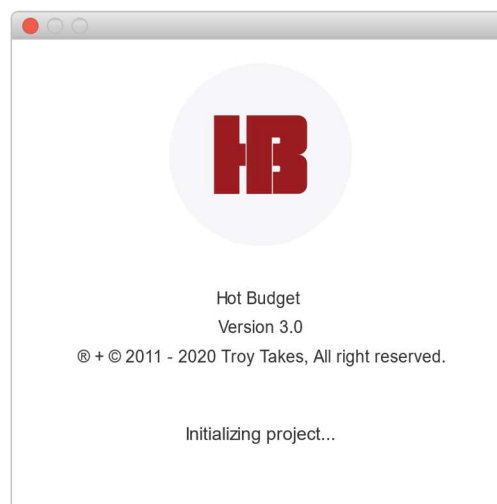


(The figures appearance may vary with excel version)

1.2.3 Launching

When macros are enabled Hot Budget will begin launching. This process will load necessary data into memory and prepare the workbook to be used as intended. The window shown in **Figure 2** will be visible while the launch procedure is running. It will indicate the state of the launching process and close automatically after a successful launch. If this window does not appear or does not close on its own this could indicate an issue with the workbook or Operating System configuration which could limit functionality. Follow any prompts and email support@hotbudget.com if guidance is required.

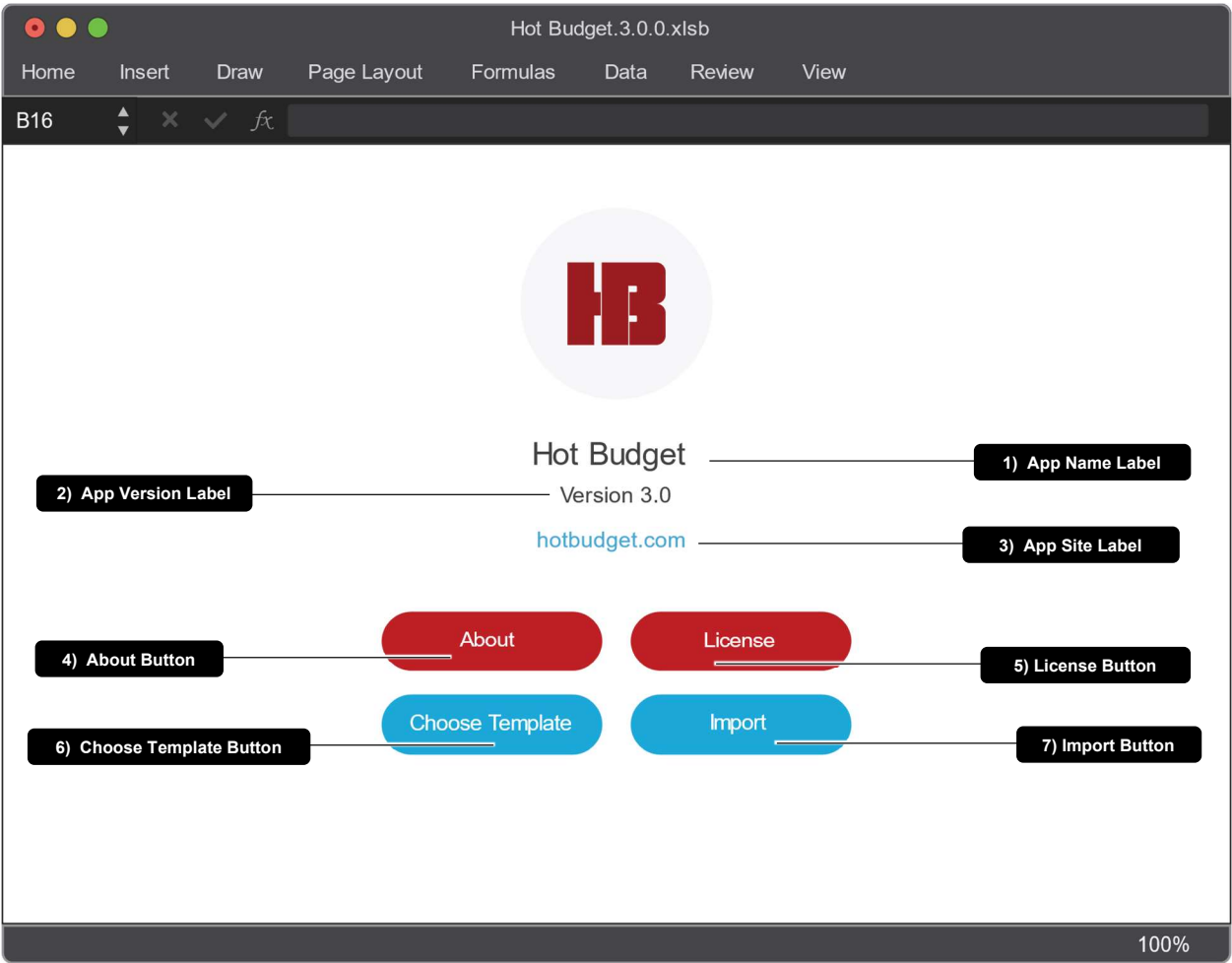
Figure 2



1.2.4 Clean Hot Budget

If a Hot Budget 3 workbook has not been edited by a user it is considered a clean Hot Budget. It will display a welcome page similar to the one shown in the **Figure 3**. You will be prompted to perform an activation if your machine has not yet been licensed.

Figure 3



- | | | | |
|---|---|---|--|
| 1 | The App Name Label displays the application name | 5 | Click the License Button to open the license window |
| 2 | The App Version Label displays the app version | 6 | Click the Choose Template Button to open the template picker window |
| 3 | The App Site Label is a clickable link to the application support site | 7 | Click the Import Button to open the import window |
| 4 | Click the About Button to open the about window | | |

1.3 Setup

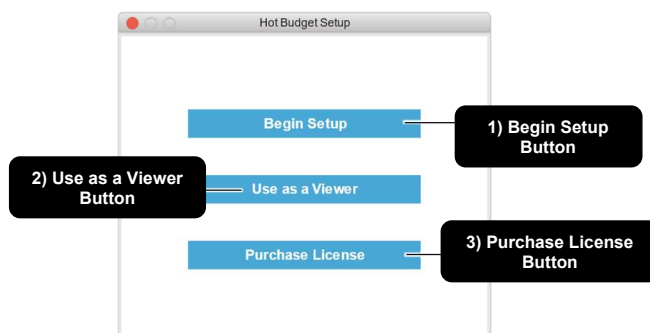
1.3.1 Licensing

The Hot Budget User License Agreement can be found by clicking the License button in the toolbar of the Cost Summary page. 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 actualize but a new activation and a current Hot Budget template will be required to budget new projects. Upon opening Hot Budget, 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:

Setup step 1 of 4

- 1 Click the **Begin Setup Button** to start the setup process.
- 2 Click the **Use as Viewer** button to use the file as a viewer with limited functionality.
- 3 Click the **Purchase License** button to be directed to the online purchase portal.

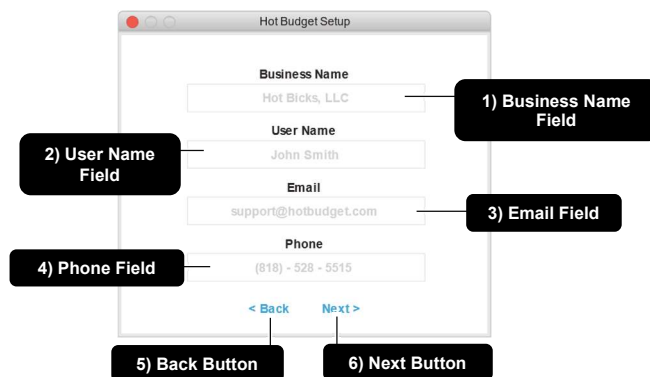
Figure 4



Setup step 2 of 4

- 1 Populate the **Business Name Field** with the company name if applicable.
- 2 Populate the **User Name Field** with your name.
- 3 Enter your email address in the **Email Field**.
- 4 Enter your phone number in the **Phone Field**.
- 5 Click the **Back Button** to go back to the previous step.
- 6 Click the **Next** button to proceed to the next step.

Figure 5



Setup step 3 of 4

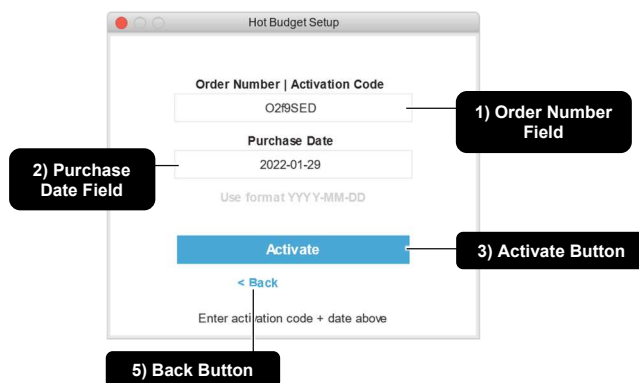
- 1 Enter your receipt/order number into the **Order Number Field**. This code is found on the order confirmation from Square or may have been provided by a customer support representative.

- 2 Enter the date of purchase in the **Purchase Date Field**. This can be found on the Square order confirmation and needs to be entered in the following format: YYYY-MM-DD

- 3 Click the **Activate Button** to activate the license. Orders are processed manually by staff between 9 AM and 6 PM PT Monday through Friday. We can't guarantee after hours activation but if you purchased outside our business hours and need to activate urgently please e-mail support@hotbudget.com

- 4 Click the **Back Button** to go back to the previous step.

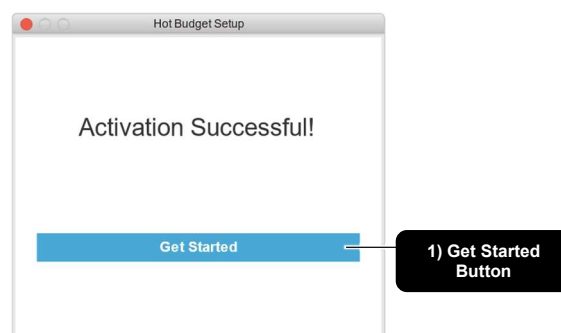
Figure 6



Setup step 4 of 4

- 1 Click the **Get Started Button** to close the setup assistant and start using Hot Budget.

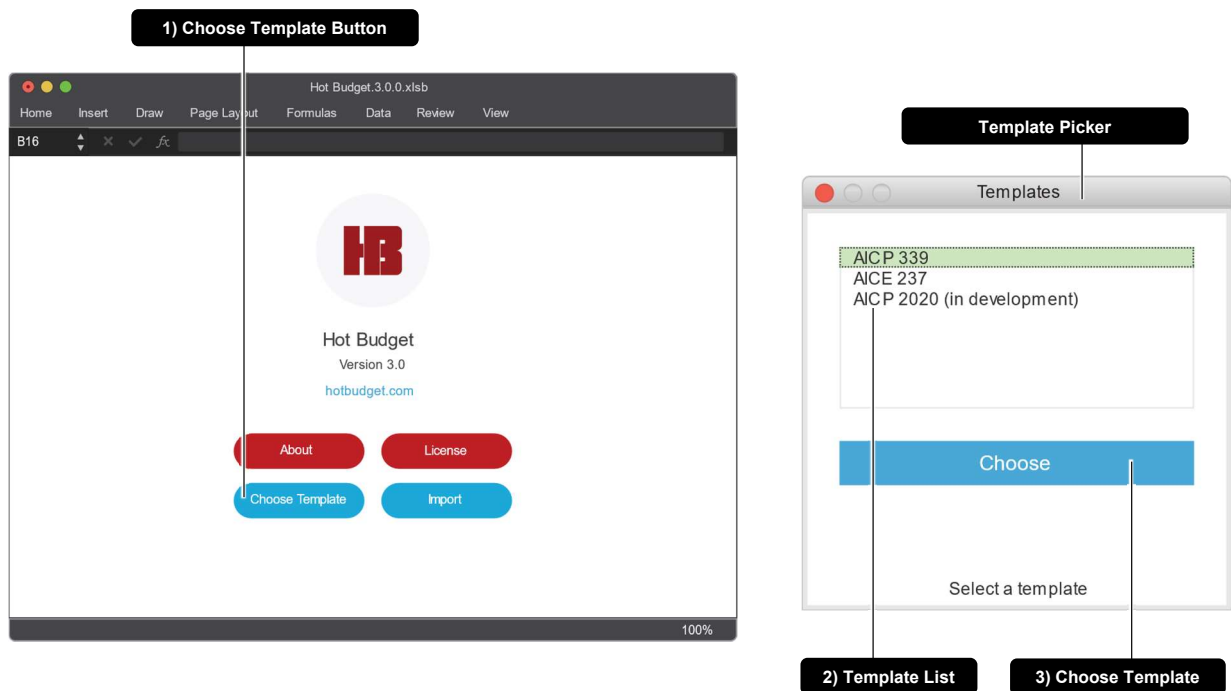
Figure 7



1.3.2 Choosing a Template

Hot Budget 3 has multiple embedded templates to choose from. This list of templates is revealed by clicking the **Choose Template Button** on the welcome page.

Figure 8



- 1 Click the **Choose Template Button** to open the **Template Picker**.
- 2 Use the **Template List** to select a template.
- 3 Click the **Choose Template Button** start building the chosen template

2 The Basics

2.1 Excel

2.1.1 File Naming

Be thoughtful when naming your Hot Budget workbooks. Excel can be sensitive to certain characters when they are used in the name of the file. Below is a table of characters that are known to cause issues. Avoid using these characters when naming your file. Instead stick with known safe characters like the period, underscore, dash or anything alpha-numeric.

Num	Character	Name
1	/	Forward Slash
2	\	Backslash
3	*	Asterisk
4	[Open Bracket
5]	Closing Bracket
6	'	Apostrophe

2.2 Editing Cells

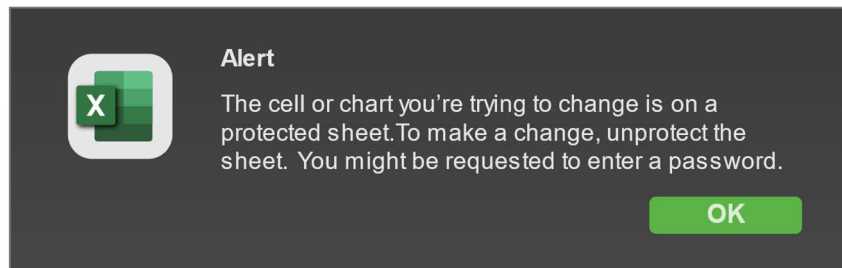
2.2.1 Locked Cell

If you attempt to edit a cell that is locked you may be presented with a message that looks similar to the image in **Error! Reference source not found..** 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 a cell you could break formulas and experience unexpected behavior.

Even though 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. Editing these cells directly can cause corruption and/or loss of information. Before making alterations like this please contact support@hotbudget.com.

Figure 9



2.3 Visual Basic Runtime Errors

2.3.1 About

Visual Basic Runtime Errors are errors that Microsoft Office displays when it encounters a problem with a macro file. Hot Budget 3 handles runtime errors differently than previous versions. These messages will look similar those shown in **Figure 10** and **Figure 11**.

Figure 10

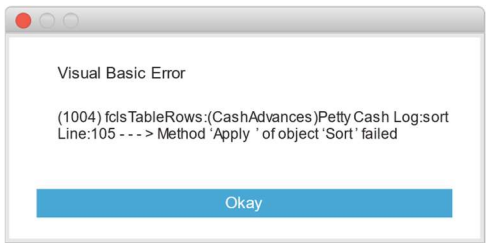
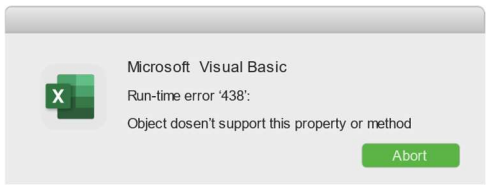


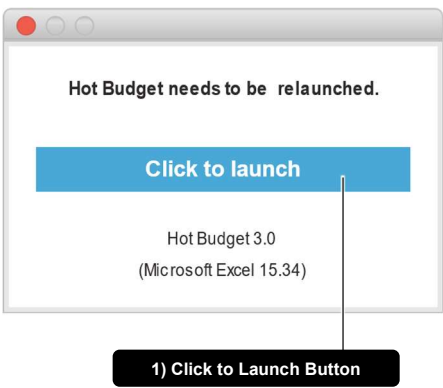
Figure 11



2.3.2 Relaunching

Runtime errors should typically **not** cause a Hot Budget crash, but if the error does cause Hot Budget to crash then you may be prompted to relaunch as show in **Figure 12**.

Figure 12



- 1 Click the **Click to launch** button to relaunch the Hot Budget workbook.

2.3.3 Persistent errors

If a runtime error occurs persistently:

- a. Check your version of Excel with hotbudget.com to make sure you are using an approved version.
- b. Try restarting Excel.
- c. It can mean that there is an issue with your Office installation. Solving these usually means resetting Office installation files like caches and other stored application support data.
- d. Although rare, it can mean that a workbook has been damaged. You should reach out to support with a screenshot of the error to determine if that is the case. If the workbook is damaged the solution is to transfer the data in the budget to a clean Hot Budget workbook using the import functionality. If the issue persists after import you might need to transfer the information manually.
- e. It could mean that there is an error in the Hot Budget source code. If you can reproduce the error please report the sequence of events necessary to trigger the error to support@hotbudget.com.
- f. In the rarest cases these errors could mean there is 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 the new account. If the issue is in the user account you may have to transition to a new account but you should reach out to support@hotbudget.com for guidance.

2.4 Hot Budget Toolbars

At the top of most Hot Budget worksheets there is a strip of buttons. This collection of buttons is referred to in this guide as a toolbar. Above is an example of the toolbar from the Cost Summary page.

2.4.1 Example

Figure 13



Toolbars like the one in **Figure 13** are common in Hot Budget workbooks. While they are often found at the top of the sheets they can be located anywhere on the sheet.

2.5 Protection & Security

2.5.1 Unprotecting Sheets

If unprotecting the sheets is necessary it can be done by clicking the protection button in the toolbar of the Cost Summary spreadsheet. However, unprotecting the sheets and typing in cells that are not meant to be edited can lead to corruption, inaccurate calculations and loss of information. We recommend contacting support@hotbudget.com before unprotecting.

Figure 14



Figure 15

Unprotect (Password required)

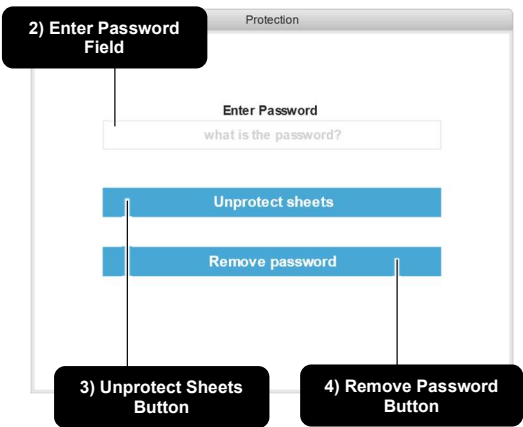
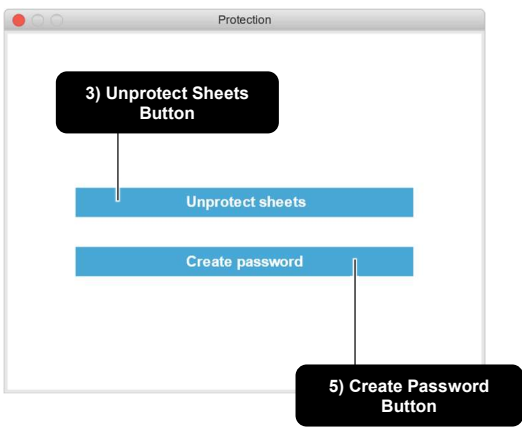


Figure 16

Unprotect (No password required)



- 1 Click the **Protection Button** to open the protection window.
- 2 Enter the password in the **Enter Password Field**.
- 3 Click the **Unprotect Sheets Button** to unprotect the worksheets. You may need to enter a password if a password has been set. There is no password set by default.
- 4 Click the **Remove Password Button** to remove the current password. You will be required to enter the current password in the Enter Password Field.
- 5 Click the **Create Password Button** to create a password that will be required when unlocking the sheets.

2.6 Sheets

Sheet management is an important new concept introduced in Hot Budget 3.0. All sheets are created dynamically using the sheets window accessible from the Sheets Button on the Cost Summary page.

Figure 17

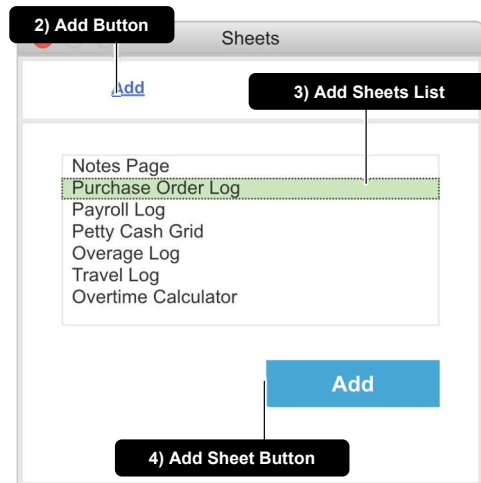


- 1 Click the **Sheets Button** to open the Sheets Window

Figure 18

2.6.1 Adding Sheets

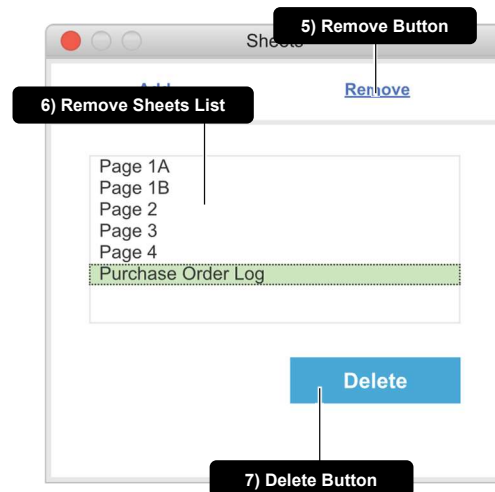
- 2 Click the Add Button to navigate to the add sheets control pane.
- 3 Use the Add Sheets List to select a type of sheet to add to the budget
- 4 Click the Add Sheet Button to add the selected sheet type to the budget



2.6.2 Removing Sheets

- 5 Click the Remove Button to navigate to the remove sheets control pane.
- 6 Use the Remove Sheets List to select the sheet to remove from the budget
- 7 Click the Delete Button to remove the selected sheet from the budget.

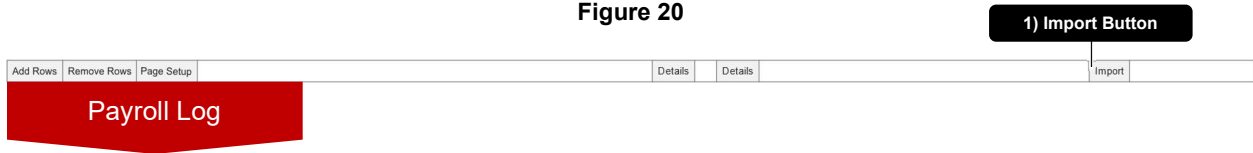
Figure 19



2.7 Data Imports

Hot Budget has some built in data importing functionality. This is mostly useful when actualizing but it's an important concept in general. The Import button on multiple sheets will reveal a table import window. A good example of this can be found in the Payroll Log.

Figure 20



- 1 Click the **Import Button** to open the Import window.

2.7.1 Tables

- 2 Click the **Tables Button** to navigate to the import table controls.
- 3 Select a workbook from the **Workbook List**.
- 4 Click the **Choose Workbook Button** to target the selected workbook.
- 5 Select a table from the **Importable Tables List**.
- 6 Check the **Replace Existing Data Checkbox** to replace existing data in the table.
- 7 Click the **Back Button** to go to the previous step
- 8 Click the **Import Button** to begin the import process

Figure 21

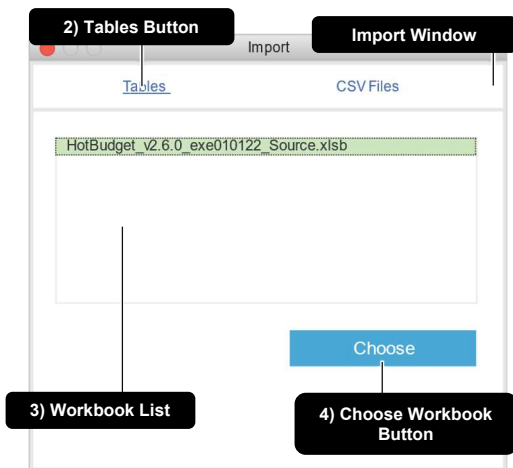
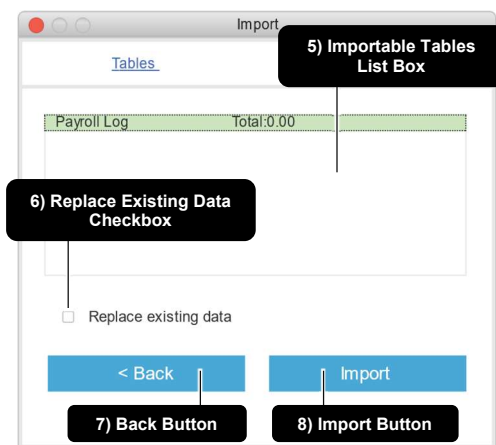
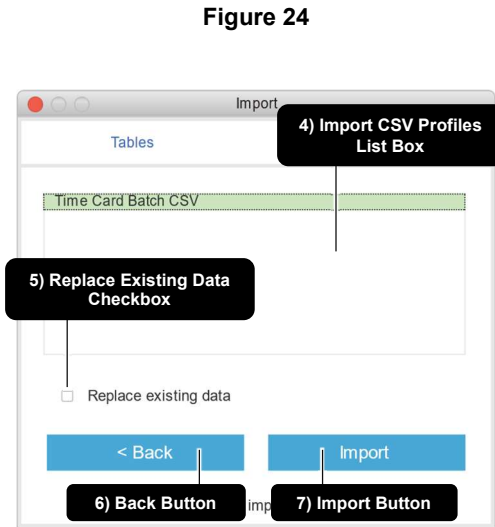
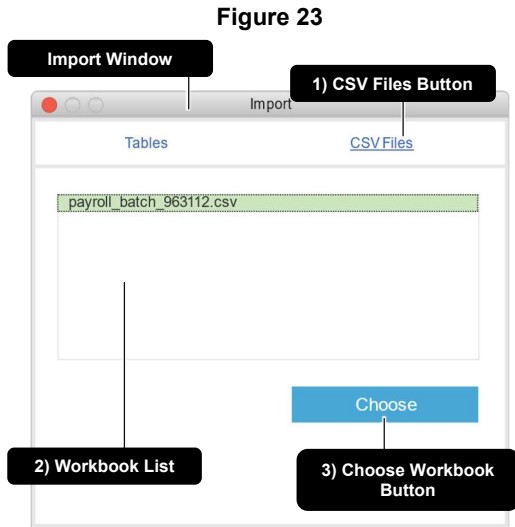


Figure 22



2.7.2 CSV Files



1 Click the **CSV Files Button** to navigate to the import csv file controls.

2 Select a workbook from the **Workbook List**.

3 Click the **Choose Button** to target the selected workbook.

4 Select a profile from the **Import CSV Profiles List Box**.

5 Check the **Replace Existing Data Checkbox** to clear the existing data before importing.

6 Click the **Back Button** to go to the previous step

7 Click the **Import Button** to begin the import process

3 Customizing

3.1 Introduction

Hot Budget workbooks have some customization capabilities built in, and some customizations can be achieved using standard Excel functionality. When making any customization it is important to consider how the change might impact the file. Generally, using built in customization options and working with the sheets protected won't create permanent issues. Making any customization that requires unprotecting the sheets is more likely to result in breakages that could lead to undesired behavior. If you have questions about making a specific customization please email support@hotbudget.com for guidance.

3.1.1 Target Area

It is important to understand the concept of the target area. In Hot Budget the target area is a technique that is used to identify or target a specific cell, range of cells, or an area within a spreadsheet. You choose a target area by selecting a cell within the range of cells you intend to target.

Not all cell ranges within a budget are targetable. Most but not all areas that are targetable are marked with borders to visually separate them from surrounding cells. For example, you can run functions on targetable areas that change the appearance or behavior like adding and removing rows.


Figure 25 and **Figure 26** show 2 targetable areas from the Cost Summary sheet. Using target area, you can add and remove rows to these cell ranges using the same button in the toolbar.

This targeting technique is commonly used throughout Hot Budget workbooks, from customizing to actualization.

Figure 25


Active Cell

Add Rows	Remove Rows	Import Image	Contingencies	Notes	Customize
----------	-------------	--------------	---------------	-------	-----------



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 452 N Moss Street
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 P (818) 528-5515
 F (818) 473-4223

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



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

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

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

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

Cost Summary

Figure 26

NOTES

Cost Summary

Active Cell

3.1.2 Adding & Removing Rows

There are many areas within Hot Budget where you can add and remove rows. However, you will want to use the built-in tools to do this. Do **NOT** unlock the sheets and manually add or remove rows. Unlocking the sheets will cause unexpected behavior and could damage the file.

The process for adding and removing rows is consistent throughout Hot Budget. For example, in the toolbar at the top of the Purchase Order Log spreadsheet you will see buttons for adding and removing rows. When adding rows, if you are not prompted to choose a quantity, a predetermined quantity may be chosen for you. To delete rows, select cells within the boundary of the rows you want to delete. (This is an example of the Target Area technique described earlier.) Once you have your target area selected, those rows will be deleted when the Delete Rows button is clicked.

Adding and removing rows is built into every nearly every spreadsheet in Hot Budget. They are two of the most commonly used functions.

Figure 27

The screenshot displays the 'PURCHASE ORDER LOG' spreadsheet. At the top, a toolbar contains buttons for 'Add Rows', 'Remove Rows', 'Page Setup', and 'Import'. A red callout box labeled 'Add Rows' points to the 'Add Rows' button. Another red callout box labeled 'Remove Rows' points to the 'Remove Rows' button. A third red callout box labeled 'Input Field' points to a dialog box that appears over the spreadsheet. This dialog box has a title bar, a text input field containing the number '10', and 'Cancel' and 'Okay' buttons. A fourth red callout box labeled 'Toolbar' points to the toolbar area. The spreadsheet itself has columns labeled 'LINE', 'PAYEE', 'PO', 'DATE', 'PAY ID', 'ACTUAL', and 'DESCRIPTION'. The first row of data is 'DAN & DEBBIE'S CREAMERY' and 'THE COW GOES MOO! # 22-838'. The rows are numbered 1 through 10 on the right side. A red callout box labeled 'Purchase Order Log' points to the spreadsheet title. At the bottom right, there is a 'TOTAL' label followed by an empty input field.

3.1.3 Page Setup

Many of the sheets in Hot Budget can be formatted for printing or PDF output through custom page setup controls. You will see a control labeled Page Setup in many of the toolbars in Hot Budget. Clicking these buttons will reveal a Page Setup window as shown the figures below. The default configuration should be correctly set for paper size 8.5in x 11in (US Letter). 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.

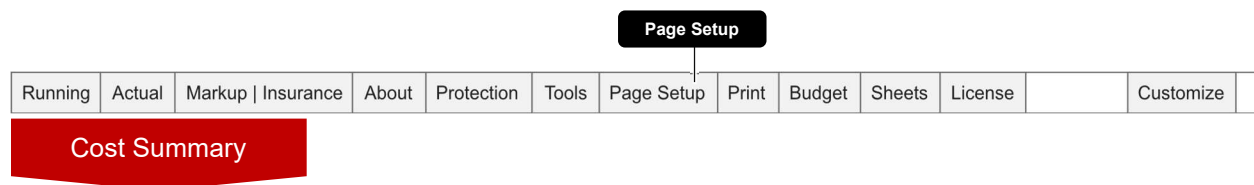
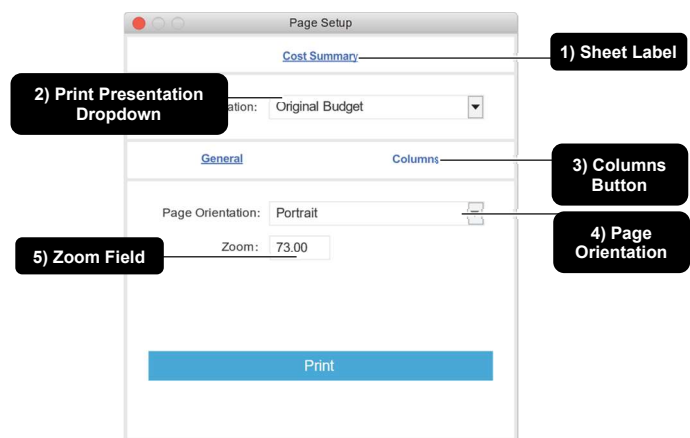


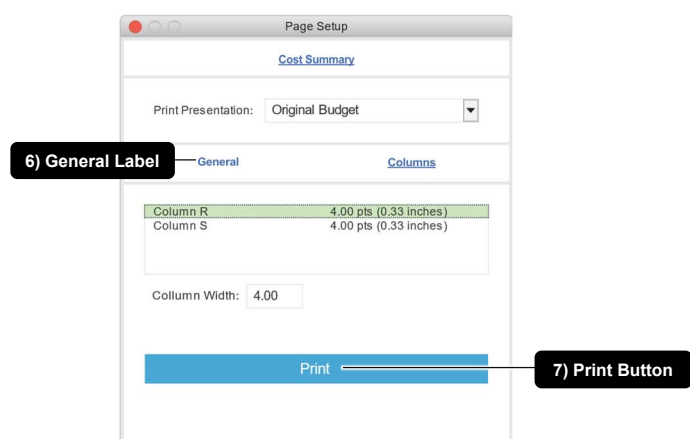
Figure 28

- 1 The **Sheet Label** displays the target sheet name.
- 2 Use the **Print Presentation** dropdown menu to select the presentation.
- 3 Click the **Columns** button shows the columns controls shown in **Figure 29**
- 4 Use the **Page Orientation** dropdown menu to set the page orientation
- 5 Use the **Zoom** field to set the zoom level of the output.



- 6 Click the **General** button show the general controls shown in **Figure 28**
- 7 Use the **Print** button to print the sheet with the chosen print presentation to the default printer.

Figure 29



3.2 General Customizations

3.2.1 Fonts

In general, it is possible to change the font of the text used in Hot Budget. In some cases, however, it will cause issues. Fonts that cause the height of the rows to change will cause the PDF and print output to break page in different places. 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 page setup button in the Hot Budget toolbars.

3.2.2 Cell Styling

Cell Interior Color: This is safe to customize and is often used to highlight, mark, or otherwise showcase cell content.

Cell Borders: This is safe to customize but is not used often in practice.

3.2.3 Formulas

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.

3.2.4 Custom sheets

It is generally safe to have custom sheets in the workbook alongside the sheets that are generated by Hot Budget programmatically.

3.2.5 Row Heights, Column Widths

The heights of rows and widths of columns are locked for editing and cannot be changed without unlocking the sheets. Changes to the them should be generally avoided. If you absolutely need to make either of these modifications then you will likely need to adjust the page setup and compensate for the change in how the sheet prints. The page setup can be adjusted through the page setup button in the Hot Budget toolbars.

3.2.6 Adding Rows and Columns

It is generally not safe to add rows or columns unless the functionality is provided through built-in Hot Budget functionality.

4 Budgeting

4.1 Cost Summary

Toolbar



Running	Actual	Markup Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	License		Customize
---------	--------	--------------------	-------	------------	-------	------------	-------	--------	--------	---------	--	-----------

COST SUMMARY

DAN & DEBBIE's CREAMERY

Direct Costs

JANUARY 1, 2022
THE COW GOES MOO!#22-838

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

ESTIMATED COST SUMMARY		ESTIMATE
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 & Travel	D	31,430.00
5 Makeup, Wardrobe, and Animals	E	
6 Studio Stage Rentals / 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		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 Other		14,400.00
18 Other		
19 Other		
20 Other		
Insurance	(% C C)	30,152.53
Production Fee	(% C C)	128,602.65
CONTRACTED TOTAL 761,805.78		
OVERAGES TOTAL --		
GRAND TOTAL		761,805.78

Indirect Costs

Insurance + Markup
Calculation Indicators

NOTES

Hard Lines

Cost Summary

4.1.1 Introduction



The Cost Summary page is the primary worksheet for each budget. One and only one Cost Summary page is associated with each budget upon creation. The Cost Summary page estimated budget consists of:

- 1) Three Art Spaces typically used for project information, shooting information, and budget notes.
- 2) an area for Direct Costs
- 3) an area for Indirect Costs
- 4) rows for calculating insurance and markup
- 5) display area for a contracted total and grand total

4.1.2 Art space

Art Spaces are ranges of cells that are highly customizable. We recommend that you try to keep your design in these areas reasonably consistent with the rest of the industry you work in. This practice will allow clients to compare budget proposals from different companies easier. **Figure 30** shows a project information layout that 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 business's info. Other notable properties about the project (i.e., studio/location days and delivery format) fill in the space under the client information.

Figure 30

 <p>Hot Bricks Productions 452 N Moss Street Burbank, CA 91502 P (818) 528-5515 F (818) 473-4223</p>	 <p>Dan and Debbie's Creamery 1600 Main Street Ely, IA 52227 P (319) 848-6455</p>																
<p>Executive Producer: Christopher Troy Creative Director: Denisse Sangiovanni Director: Kelly Daniel Producer: Athena Cute Writer: Peter Matthew Editor: Tim Spencer</p>	<p>VP, Design: Josie Rozum CEO, Artistic: Tori Riley VP, Movement: Dustin Tyler</p>																
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Art Space 1</div>																	
<table style="width: 100%;"> <tr> <td>Build Strike Days:</td> <td style="border: 1px solid black; text-align: center;">4</td> <td>Hours:</td> <td style="border: 1px solid black; text-align: center;">10</td> </tr> <tr> <td>Prelight Days:</td> <td style="border: 1px solid black; text-align: center;">1</td> <td>Hours:</td> <td style="border: 1px solid black; text-align: center;">10</td> </tr> <tr> <td>Studio Shoot Days:</td> <td style="border: 1px solid black; text-align: center;">2</td> <td>Hours:</td> <td style="border: 1px solid black; text-align: center;">10</td> </tr> <tr> <td>Location Days:</td> <td style="border: 1px solid black; text-align: center;">2</td> <td>Locations(1):</td> <td style="border: 1px solid black; text-align: center;">2</td> </tr> </table>		Build Strike Days:	4	Hours:	10	Prelight Days:	1	Hours:	10	Studio Shoot Days:	2	Hours:	10	Location Days:	2	Locations(1):	2
Build Strike Days:	4	Hours:	10														
Prelight Days:	1	Hours:	10														
Studio Shoot Days:	2	Hours:	10														
Location Days:	2	Locations(1):	2														
<p>OT based on: 10 Shooting Format: Digital Delivery Format: Hard Drive</p> <p>Delivery Date: Shooting Dates: </p>																	
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Art Space 2</div>																	
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Page Fold</div>																	
<p>NOTES</p>																	
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Art Space 3</div>																	
<div style="background-color: red; color: white; padding: 10px; display: inline-block; font-weight: bold;">Cost Summary</div>																	

4.1.3 Project 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.

1) Budget Button
Job Name
Date

Running	Actual	Markup	Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	Licenses	Customize
---------	--------	--------	-----------	-------	------------	-------	------------	-------	--------	--------	----------	-----------

COST SUMMARY

DAN & DEBBIE's CREAMERY

JANUARY 1, 2022

THE COW GOES MOO!#22-838

Hot Bricks Productions

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

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

Dan and Debbie's Creamery

1600 Main Street
Ely, IA 52227
P (319) 848-6455

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

Build | Strike Days:

Prelight Days:

Studio Shoot Days:

Location Days:

Hours:

Hours:

Hours:

Locations(1):

OT based on:

Delivery Date:

Shooting Format:

Shooting Dates:

Delivery Format:

Cost Summary

- 1 Click the **Budget Button** to open the Budget window.

- 2 Click the **General Button** display the general budget information controls.

- 3 Edit the **Job Information Fields** to update the **Budget Title**, **Job Name**, **Job Number**, and **Date** this is displayed on the pages of the budget.

Figure 31

2) General Button
3) Job Information Fields

General
Markup
Insurance
Hardlines

Display Date:

Budget Title:

Job Name:

Job Number:

Hide unused rates: ☐

Currency Converter: ☐

Exchange Rate:

Local Currency Code:

Foreign Currency Code:

4.1.4 Client & Project Information

The art spaces at the top of the Cost Summary page are customarily reserved for client and project information. While it is possible to customize these areas it is common to see the client information displayed in the top right of the page and the project information details below that as shown in **Figure 32**. To enter customize mode click the **Customize Button**

Figure 32

1) Import Image Button **3) Notes Button** **4) Customize Button**

Add Rows Remove Rows Import Image Contingencies Notes Customize

COST SUMMARY
DAN & DEBBIE's CREAMERY

2) Contingencies Button

JANUARY 1, 2022
THE COW GOES MOO!#22-838

Hot Bricks Productions
452 N Moss Street
Burbank, CA 91502
P (818) 528-5515
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Executive Producer: Christopher Troy
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Editor: Tim Spencer

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

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

5) Client & Project Information

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

OT based on: 10 Shooting For: Delivery Format: Hard Drive

Delivery Date: Shooting Date:

5) Client & Project Information

Cost Summary

- 1 Click the **Import Image Button** to brand the budget with the logo of you and your client or at other graphics.
- 2 Click the **Contingencies Button** to toggle the visibility of the contingencies area.
- 3 Click the **Notes Button** to toggle the visibility of the notes area.
- 4 Click the **Customize Button** to toggle between budgeting and customize modes.
- 5 The **Client & Project Information** area may be customized but it's best practice to keep any changes reasonably close to the standards expected by the industry in which you are working.

4.1.5 Estimated Cost Summary

The Cost Summary page displays the sum total of the sections of the budget including markup and insurance under the Estimated Cost Summary range.

Figure 33

3) Cost Summary Line Numbers	2) Budget Section Titles	3) Estimate Column	ESTIMATE
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 & Travel	D	31,430.00
5	Makeup, Wardrobe, and Animals	E	
6	Studio Stage Rentals / 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		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	Other		14,400.00
18	Other		
19	Other		
20	Other		
	Insurance	% C C	30,152.53
	Production Fee	% C C	128,602.65
CONTRACTED TOTAL 761,805.78			
OVERAGES TOTAL -			
	GRAND TOTAL		761,805.78
4) Overages Total		5) Contracted Total	6) Grand Total Estimate

Cost Summary

- The **Cost Summary Line Numbers** (CS Line Numbers) are displayed to the left of the left of each section title. These values can be edited but it is important that they are all unique. They are used to allocate costs like section subtotals and section fringes to CS Lines.
- Edit the **Budget Section Titles** to change the title of each section. Not all sections are designed for calculating overtime. Keep this constraint in mind when making changes.
- The **Estimate Column** is the sum totals of all of the sections within the budget pages + the hardline, markup, and insurance values.
- The **Overages Total** displays the sum of all overages entered in the Overage Log
- The **Contracted Total** displays the Grand Total excluding overages
- The **Grand Total Estimate** displays the sum of all the sections above it + the sum of the overages.

4.1.6 Hard lines

Hard Lines are line items that are displayed on the Cost Summary spreadsheet below the standard sections of the budget. You can change the titles of these lines by typing directly into the cells. They differ from the standard sections because the values that they display are not a product of line items from sections within the budget pages. Do not type directly into the cells to change the values of the hardlines. The values can be manipulated as shown in the figures below.

Figure 34

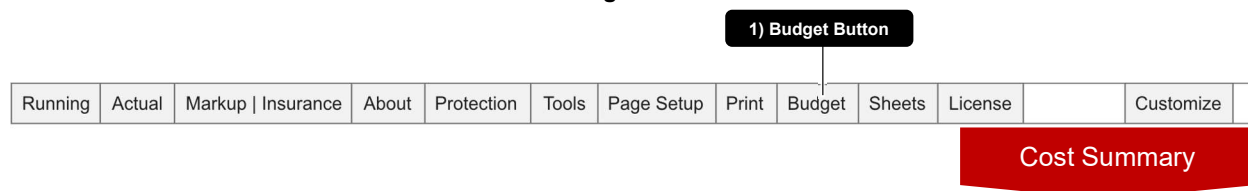


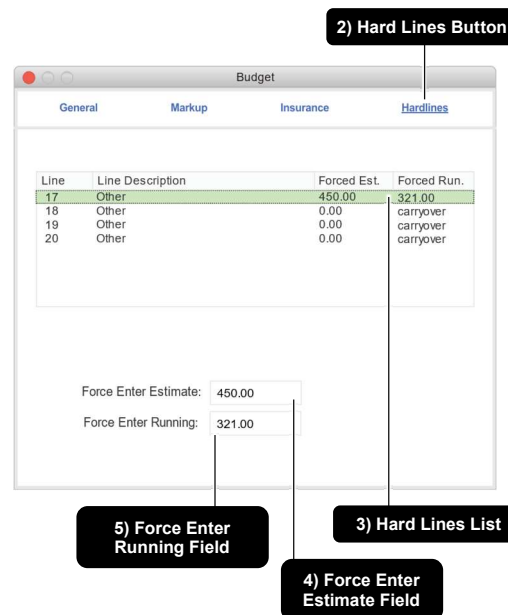
Figure 35

Figure 35 shows the Cost Summary spreadsheet with the Hard Lines section highlighted. The Hard Lines section includes the following lines:

Line	Description	Forced Est.	Forced Run.
17	Other	14,400.00	
18	Other		
19	Other		
20	Other		
Insurance		% C C	30,152.93
Production Fee		% C C	128,602.65
CONTRACTED TOTAL		761,805.78	
OVERAGES TOTAL		--	
GRAND TOTAL		761,805.78	

Figure 36

- 1 Click the **Budget Button** to show the Budget window as shown in **Figure 36**.
- 2 Use the **Hard Lines Button** to navigate to the hardline controls.
- 3 Use the **Hard Lines List** to select the hard line you would like to edit.
- 4 Use the **Force Enter Estimate Field** to change the value for the estimated budget for the selected hard line.
- 5 Use the **Force Enter Running Field** to change the value for the running budget for the selected hard line.



4.1.7 Insurance | Markup

Part of customizing a 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 as shown in **Figure 40**.

Figure 37



Figure 38

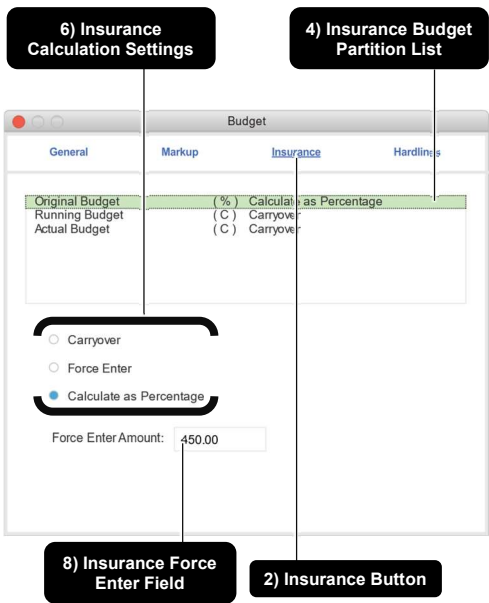
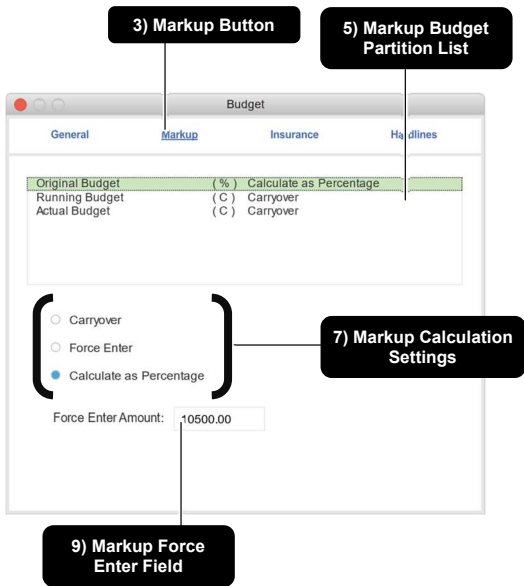


Figure 39



- 1

Click the Budget Button to show the Budget window as show in **Figure 36**
- 2, 3

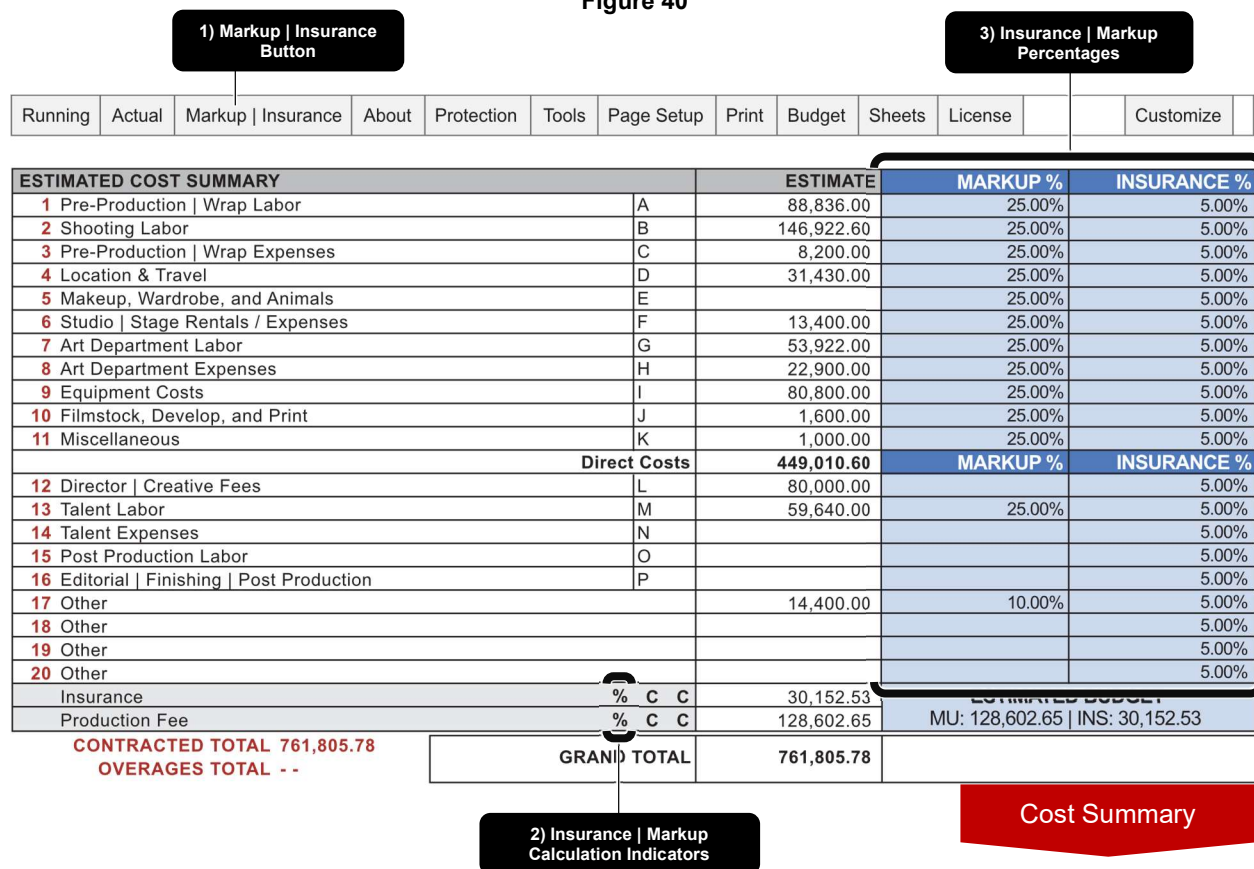
Click the **Insurance Button** & **Markup Button** to view the calculation controls for each respectively
- 4, 5

Use the **Insurance & Markup Partition List** to choose between the Original, Running, and Actual Budgets
- 6, 7

Select from the **Insurance & Markup Calculation Settings** to change how each is calculated respectively
- 8, 9

Edit the value in the **Insurance & Markup Force Enter Field** to apply a static amount for each respectively. This field only has an effect on the budget when the calculation mode is set to Force Enter.

Figure 40



1 Markup | Insurance Button Click to reveal and hide the insurance and markup percentages on the as shown in **Figure 40**.

2 Insurance | Markup Calculation Indicators The Calculation Indicators display what calculation mode is being used for each of the Estimated, Running, and Actual budgets. Each mode is represented by a symbol as defined below.

% Calculate as percentage: Percentages are set for each line on the cost summary page as shown in **Figure 40**.

C Carryover: The value displayed is equal to the value in the original budget.
*Not available for the Estimated Budget

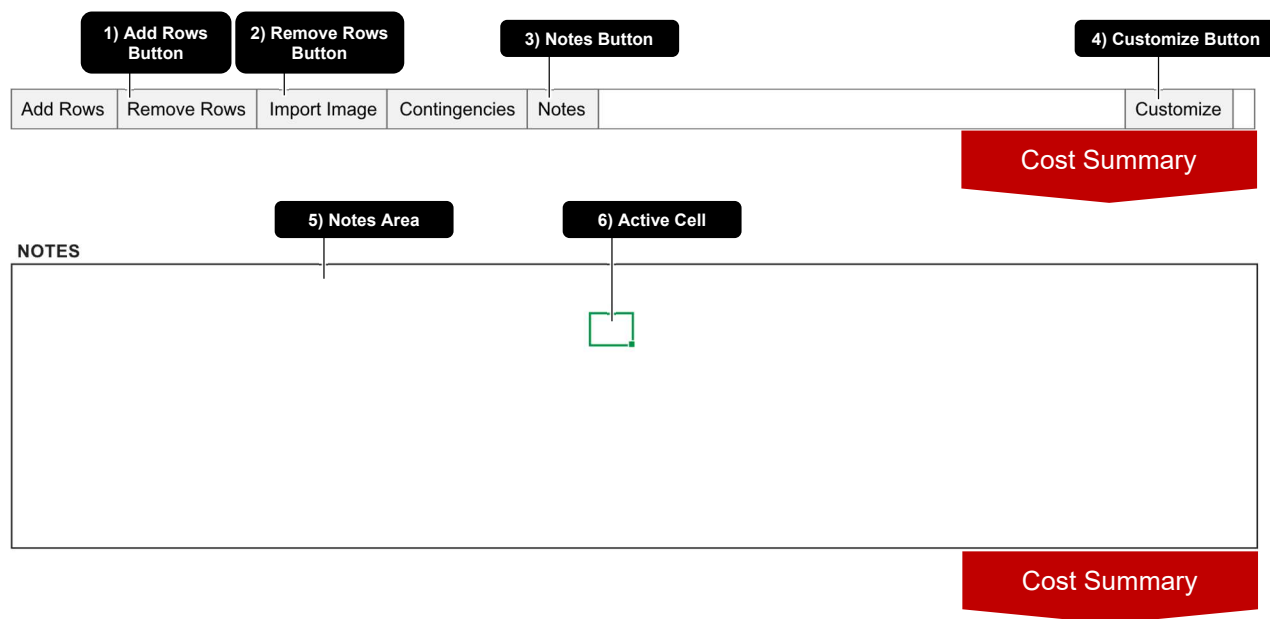
f Force Enter: The force enter amount as shown in **Figure 38 & Figure 39** will be used

3 Insurance | Markup Percentages Use these cells to apply the percentage of insurance & markup to the adjacent value in the Estimate column.

4.1.8 Notes area

The Notes area at the bottom of the Cost Summary page is customarily reserved for notes about the project. This area is highly customizable while in Customize mode. To enter Customize mode click the **Customize Button**.

Figure 41



- 1 Click the **Add Rows Button** to add rows to the **Notes Area** when the **Active Cell** is in the boundary of the notes range.

**Adding rows may require changes to the page setup for the page to print properly*

- 2 Click the **Remove Rows Button** to remove selected rows from the **Notes Area**

**Removing rows may require changes to the page setup for the page to print properly*

- 3 Click the **Notes Button** toggle the visibility of the **Notes Area**.

- 4 Click the **Customize Button** toggle the budget between budget and customize modes.

- 5 The **Notes Area** is highly customizable and is customarily used for job notes.

- 6 The **Active Cell** must be within the boundary of the **Notes Area** before adding rows.

4.2 Notes Page

Toolbar

Art Space

Add Rows	Remove Rows	Page Setup		
----------	-------------	------------	--	--

NOTES

DAN & DEBBIE'S CREAMERY - V2

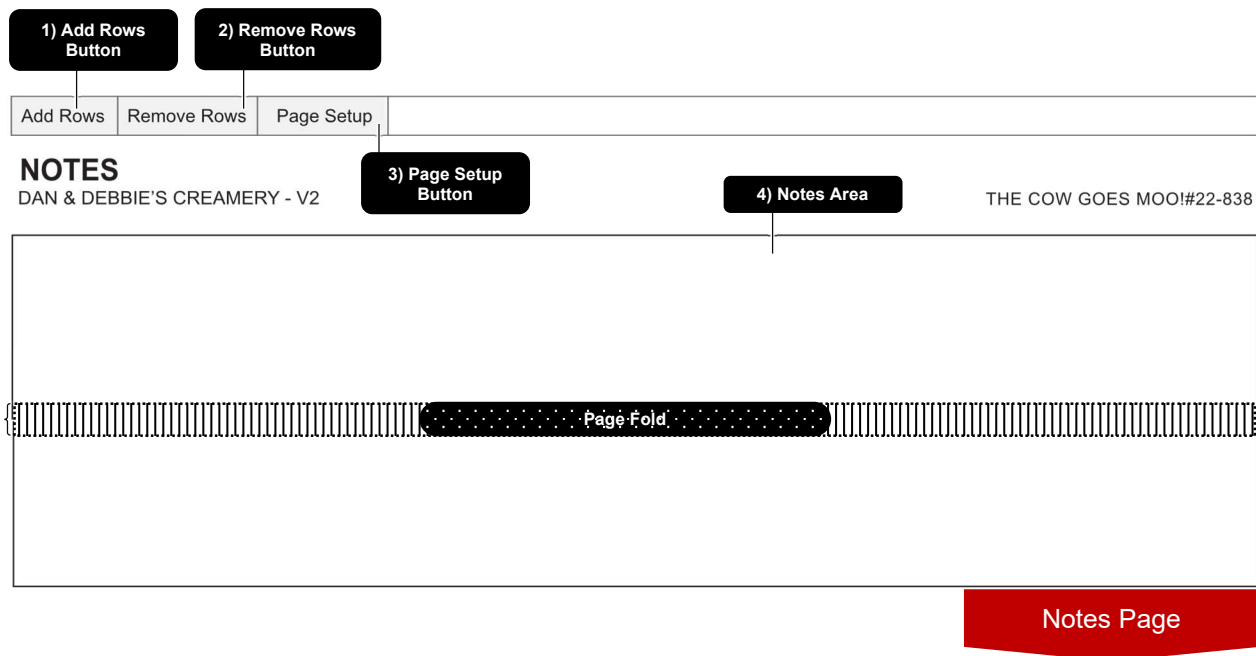
THE COW GOES MOO!#22-838

Notes Page

4.2.1 Introduction

The Notes Page is a new sheet that has been added to the workbook starting with Hot Budget version 3. It is a full-page's worth of art space that is highly customizable. It is meant to provide more space for job notes when the notes area on the Cost Summary page is inadequate.

Figure 42



- 1 Click the **Add Rows Button** to add rows to the **Notes Area**.
**Adding rows may require changes to the page setup for the page to print properly*

- 2 Click the **Remove Rows Button** to remove selected rows from the **Notes Area**.
**Removing rows may require changes to the page setup for the page to print properly*

- 3 Click the **Page Setup Button** to reveal the page setup window. See section **3 Customizing, 3.1.3 Page Setup** for more further instructions.

- 4 The **Notes Area** is highly customizable and is customarily used for job notes.

4.3 Budget Page

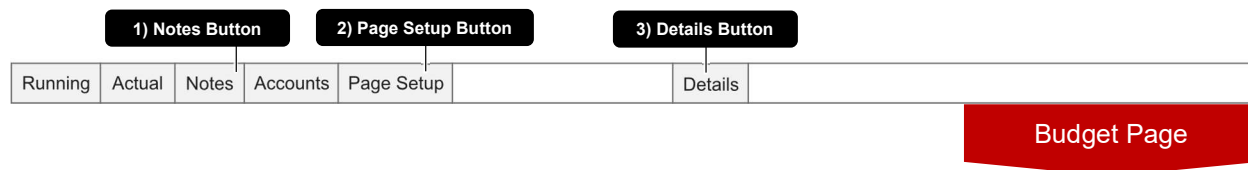
Running		Actual	Notes	Accounts	Page Setup	Details		
<div> <div>Toolbar</div> <div>Page Header</div> </div>								
<div> <div>DAN & DEBBIE'S CREAMERY</div> <div>THE COW GOES MOO! #22-881</div> <div>Page 5</div> </div>								
M	TALENT LABOR	No	DAYS	RATE	OVERTIME			ESTIMATE
Line Item					1.5	2	2.5	
	O/content Principals	1	4	3000				12,000.00
235	O/content Principals							
236	O/content Principals							
237	O/content Principals							
238	O/content Principals							
239	O/content Principals							
240	O/content Principals							
241	O/content Principals							
242	O/content Principals							
243								
244	Office Extras							
245								
246	Crowd Extras							
247	General Extras	30	2	500				30,000.00
248	General Extras							
249	General Extras							
250	General Extras							
251	General Extras							
252								
253								
254								
255	Hand Models							
256								
257								
258	Voice Over							
259	Fitting Fees							
260	Fitting Fees							
261								
262	Audition Fees							
263	Audition Fees							
264								
265								
M		No	DAYS	RATE	ESTIMATE			
266	Talent Agency Fees							
267	Talent Payroll Service							
268	Talent Wardrobe Allowance							
269								
270								
		13			SUB TOTAL			42,000.00
		13			P & W			13,440.00
		13			AGENCY FEES			4,200.00
					ESTIMATE TOTAL M			59,640.00
N	TALENT EXPENSES	No	DAYS	RATE	ESTIMATE			
266	Talent Air Fares							
267	Talent Per Diem							
268	Talent Ground Transportation							
269								
270								
271								
		14			SUB TOTAL			
		14			FRINGE 1			
		14			FRINGE 2			
					ESTIMATE TOTAL N			

4.3.1 Introduction

A Budget Page is comprised of one or more Budget Sections containing line items which are summed in the footer of the section. The footer of a section is made up of a subtotal, 2 fringe costs and the final total of the section.

4.3.2 Budget Page – Budgeting toolbar

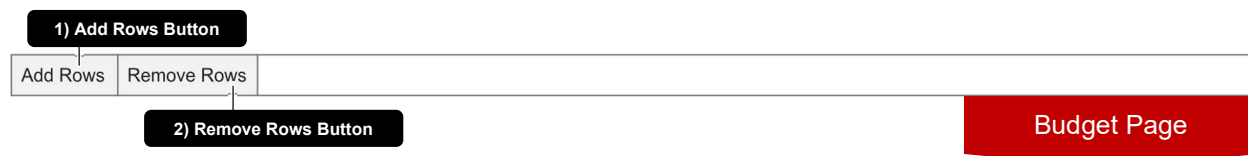
Figure 43



- 1 Click the **Notes Button** to toggle the visibility of the line item notes.
- 2 Click the **Page Setup Button** to open the Page Setup window.
- 3 Click the **Details Button** to open and close the detail columns for the Estimated Budget

4.3.3 Budget Page – Customizing toolbar

Figure 44



- 1 Click the **Add Rows Button** to add line Items to the target area.
- 2 Click the **Remove Rows Button** to remove the selected line items.

4.3.4 Budget Section

Figure 45

1) Line Item Groups

M	TALENT LABOR	No	DAYS	RATE	OVERTIME			ESTIMATE
					1.5	2	2.5	
234	O/content Principals	1	4	3000				12,000.00
235	O/content Principals							
Page Fold								
262	Audition Fees							
263	Audition Fees							
264								
265								
M		No	DAYS	RATE				ESTIMATE
266	Talent Agency Fees							
267	Talent Payroll Service							
268	Talent Wardrobe Allowance							
269								
270								

Budget Page

2) Cost Summary Allocations

13	SUB TOTAL	42,000.00
13	P & W	13,440.00
13	AGENCY FEES	4,200.00
	ESTIMATE TOTAL M	59,640.00

3) Budget Section Footer

1 One or more **Line Item Groups** make up a Budget Section

2 Change the **Cost Summary Allocations** to adjust where the amounts are allocated to on the Cost Summary page. This is use commonly for fringe isolation.
**You must take care when changing these values and check that the amount is being accounted for accurately on the Cost Summary.*

3 The **Budget Section Footer** is comprised of 4 elements:

SUB TOTAL
(ELEMENT 1)

Displays the sum of the estimated totals of each line item in the section. Use the adjacent **Cost Summary Allocation** to apply the amount to the Cost Summary Page

P & W
(ELEMENT 2)

Displays the sum of the estimated P & W (Fringe 1) of all line items in the budget section. Use the adjacent **Cost Summary Allocation** to apply the amount to the Cost Summary Page. The name (P & W) can be changed by typing directly into the cell.

AGENCY FEES
(ELEMENT 3)

Displays the sum of the estimated Agency Fees (Fringe 2) of all line items in the budget section. Use the adjacent **Cost Summary Allocation** to apply the amount to the Cost Summary Page. The name (AGENCY FEES) can be changed by typing directly into the cell.

ESTIMATED TOTAL M
(ELEMENT 4)

Displays the sum of the Section Subtotal, Fringe 1, and Fringe 2 elements

4.3.5 Line Item Group

A Line Item Group is comprised of a header and one or more Line Items as shown in **Figure 46**. In the figure the Line Item Group contains line numbers 266 through 270.

Figure 46

Line Group Header						
M			No	DAYS	RATE	ESTIMATE
266	Talent Agency Fees					
267	Talent Payroll Service					
268	Talent Wardrobe Allowance					
269						
270						

Budget Page

4.3.6 Line Item

A Line Item is the smallest building block of a budget. One or more Line Items make a Line Item Group and one or more Line Item Groups make up a Budget Section. Finally, one or more budget Sections make up a Budget Page.

Figure 47

Line Item

M	TALENT LABOR		No	DAYS	RATE	OVERTIME			ESTIMATE
						1.5	2	2.5	
234	O/content Principals		1	4	3000				12,000.00

Budget Page

Some line items are able to calculate overtime and some are not. All line items can account for two different fringes as illustrated in the footer of **Figure 45**.

While it's technically possible to change the line number, it's important that each line item in the budget has a unique number. Duplicating line numbers will cause calculation errors. If you are customizing the line numbers, do not use any line number beginning with "CS". "CS" is a reserved prefix for line numbers. You should also avoid line item naming practices that begin with "PR", "PO", "PC", or end with ".F1" or ".F2".

4.3.7 Estimate Line Item Details


















Click the Details button in the toolbar of any Budget Page 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 as Fringe 1.

Figure 48

[illegible]

- 1 Click the **Details Button** to reveal and hide the Estimated Budget Line Detail Columns.
- 2 The **Estimated Budget Line Details** are columns that are used for configuring the calculations for overtime (where applicable) and fringes.

4.3.8 Line Item – Estimated Budget Column Map

	Column Name	Description
	Line Number	Displays the line number of the line item. This cell must contain a unique value. Line numbers that repeat within the same budget will cause calculation errors during actualization.
	Line Title	Displays the title of the line item.
	Bid Note	Displays a note that is visible when printed. Located immediately to the right of the Line Title column.
	Detail Note	Displays a note that is not visible when printed. First column located within the estimated budget line details.
	Overtime Base	Enter the Overtime Base value here. The Overtime Base is used to control how overtime calculates and may vary depending on project.
	Overtime Total	Displays the total amount of overtime computed per line.
	Fringe 1 %	Input the percentage of Fringe 1 (P & W in the case of Figure 48) you want to apply to the line item.
	Fringe 1 Total	Displays the total amount of computed Fringe 1 for the line item.
	Fringe 2 %	Input the percentage of Fringe 2 (AGENCY FEES in the case of Figure 48) you want to apply to the line item.
	Fringe 2 Total	Displays the total amount of computed Fringe 2 for the line item.
	No	Enter a quantity. May be left blank.
	Time Units (DAYS)	Enter the number of time units. Often used as units of Days or Weeks.
	Rate	Enter the Rate.
	Overtime Units 3 Columns	Enter units of Overtime. The multiplier for the units is the value at the top of each column.
	Estimate	Displays the line items total for the Estimated Budget. <i>*An additional column may be displayed when currency converter is enabled.</i>
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

4.4 Travel log

Toolbar

Add Rows

Remove Rows

Running

Page Setup

Page Header

DAN & DEBBIE'S CREAMERY

THE COW GOES MOO! # 22-838

TRAVEL BUDGET

LINE	TRAVELER	COST TYPE	No	DAYS	RATE	ESTIMATE	DESCRIPTION
CS17	Josie Rozum	Flights	2.00		350.00	700.00	Cost Summary (CS17)
CS17	Josie Rozum	Hotel		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Josie Rozum	Per Diem		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Josie Rozum	Transportation		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Matt Oehilberg	Flights	2.00		325.00	650.00	Cost Summary (CS17)
CS17	Matt Oehilberg	Hotel		5.00	70.00	350.00	Cost Summary (CS17)
CS17	Matt Oehilberg	Per Diem		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Matt Oehilberg	Transportation		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Jake Munson	Flights	2.00		325.00	650.00	Cost Summary (CS17)
CS17	Jake Munson	Hotel		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Jake Munson	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Jake Munson	Transportation		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Toddy Teepot	Flights	2.00		350.00	700.00	Cost Summary (CS17)
CS17	Toddy Teepot	Hotel		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Toddy Teepot	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Toddy Teepot	Transportation		5.00	30.00	150.00	Cost Summary (CS17)
CS17	Denisse Sangov	Flights	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Denisse Sangov	Hotel		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Denisse Sangov	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Denisse Sangov	Transportation		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Dan Nickson	Flights	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Dan Nickson	Hotel		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Dan Nickson	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Dan Nickson	Transportation		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Phil Manson	Flights	2.00		400.00	800.00	Cost Summary (CS17)
CS17	Phil Manson	Hotel		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Phil Manson	Per Diem		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Phil Manson	Transportation		5.00	35.00	125.00	Cost Summary (CS17)
CS17	Tory Lynn	Flights	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Tory Lynn	Hotel		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Tory Lynn	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Tory Lynn	Transportation		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Troy Christopher	Flights	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Troy Christopher	Hotel		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Troy Christopher	Per Diem		5.00	85.00	425.00	Cost Summary (CS17)
CS17	Troy Christopher	Transportation		5.00	45.00	225.00	Cost Summary (CS17)
CS17	Mikky Dickle	Flights	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Mikky Dickle	Hotel		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Mikky Dickle	Per Diem		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Mikky Dickle	Transportation		5.00	25.00	125.00	Cost Summary (CS17)

Travel Log

TOTAL14,400.00

FLIGHTS6,500.00

HOTEL3,850.00

PER DIEM2,525.00

TRANSPORTATION1,525.00

4.4.1 Introduction

The Travel Budget (Log) is functionally similar to a Purchase Order Log used for actualization. After populating it with values you can assign the value of the row to a line item in the budget. You can also assign the value directly to the Cost Summary page using the prefix 'CS' and the cost summary line code. In the example above, 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.

Figure 49











The diagram illustrates the layout of the Travel Log toolbar. It features a horizontal toolbar with several buttons. Four specific buttons are highlighted with numbered labels:

- 1) Add Rows Button**: Points to the 'Add Rows' button.
- 2) Running Button**: Points to the 'Running' button.
- 3) Remove Rows Button**: Points to the 'Remove Rows' button.
- 4) Page Setup Button**: Points to the 'Page Setup' button.

The toolbar also includes a 'Travel Log' label on the right side.

[illegible]

4.4.2 Travel Log – Estimated Budget Column Map

	Column Name	Description
	Line Number	Enter the budget line number you would like to allocate the row amount too.
	Traveler	Enter the name of the traveler or group of travelers.
	Cost Type	Enter a cost type. Could be anything but is commonly used for: Flights, Hotel, Per Diem, Transportation.
	No	Enter a quantity. May be left blank.
	Time Units (DAYS)	Enter the number of time units. Often used as units of Days or Weeks.
	Rate	Enter the Rate.
	Estimate	Displays the rows total for the estimate. Total is dependent on values entered in the No, Time Unit, and Rate columns.
	Description	Displays a description corresponding the value enter in the Line Number column.
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

4.5 Currency Converter

Hot Budget has a built-in currency converter that is integrated throughout the file. When enabled additional columns may be visible on multiple sheets such as the Cost Summary page and Budget pages.

Figure 51



Figure 52

- 1 Click the **Budget Button** to show the Budget window as shown in Figure 52
- 2 Click the **General Button** to navigate to the general controls, including for currency conversion
- 3 Check the **Currency Converter Checkbox** to enable the currency converter functionality
- 4 Enter the exchange rate into the **Exchange Rate Field**
- 5 Enter the currency codes in the **Currency Code Fields**

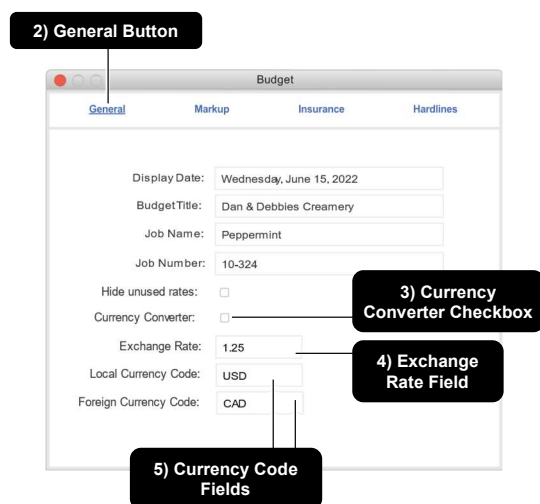


Figure 53

ESTIMATED COST SUMMARY			EXCHANGE RATE : 1.30	(USD) ESTIMATE	(CAD) ESTIMATE
1	Pre-Production Wrap Labor	A		88,836.00	115,486.80
2	Shooting Labor	B		146,922.60	190,999.38
3	Pre-Production Wrap Expenses	C		8,200.00	10,660.00
4	Location & Travel	D		31,430.00	40,859.00
5	Makeup, Wardrobe, and Animals	E			
6	Studio Stage Rentals / Expenses	F		13,400.00	17,420.00
7	Art Department Labor	G		53,922.00	70,098.60
8	Art Department Expenses	H		22,900.00	29,770.00
9	Equipment Costs	I		80,800.00	105,040.00
10	Filmstock, Develop, and Print	J		1,600.00	2,080.00
11	Miscellaneous	K		1,000.00	1,300.00
	Direct Costs			449,010.60	583,713.78
12	Director Creative Fees	L		80,000.00	104,000.00
13	Talent Labor	M		59,640.00	77,532.00
14	Talent Expenses	N			
15	Post Production Labor	O			
16	Editorial Finishing Post Production	P			
17	Other			14,400.00	18,720.00
18	Other				
19	Other				
20	Other				
	Insurance	% C C		30,152.53	39,198.29
	Production Fee	% C C		128,602.65	167,183.45
	GRAND TOTAL			761,805.78	990,347.51

4.6 The Status Bar

All Excel workbooks have a status bar located at the bottom of the workbook window. In Hot Budget the status bar displays budget specific information.

Figure 54

Excel Window

Hot Budget.3.0.0.xlsb

Home Insert Draw Page Layout Formulas Data Review View

B16

Running Actual Markup | Insurance About Protection Tools Page Setup Print Budget Sheets License Customize

Location Days: 2 Locations(1): 2

OT based on: 10 Shooting Format: Digital Delivery Format: Hard Drive
Delivery Date: Shooting Dates:

ESTIMATED COST SUMMARY		ESTIMATE	RUNNING	VARIANCE
1	Pre-Production Wrap Labor	88,836.00	88,836.00	
2	Shooting Labor	146,922.60	146,922.60	
3	Pre-Production Wrap Expenses	8,200.00	8,200.00	
4	Location & Travel	31,430.00	31,430.00	
5	Makeup, Wardrobe, and Animals			
6	Studio Stage Rentals / Expenses	13,400.00	13,400.00	
7	Art Department Labor	53,922.00	53,922.00	
8	Art Department Expenses	22,900.00	22,900.00	
9	Equipment Costs	80,800.00	80,800.00	
10	Filmstock, Develop, and Print	1,600.00	1,600.00	
11	Miscellaneous	1,000.00	1,000.00	
Direct Costs		449,010.60	449,010.60	
12	Director Creative Fees	80,000.00	80,000.00	
13	Talent Labor	59,640.00	59,640.00	
14	Talent Expenses			
15	Post Production Labor			
16	Editorial Finishing Post Production			
17	Other	14,400.00	14,400.00	
18	Other			
19	Other			
20	Other			
Insurance		30,152.53	30,152.53	
Production Fee		128,602.65	128,602.65	
CONTRACTED TOTAL 761,805.78				
OVERAGES TOTAL - -				
GRAND TOTAL		761,805.78	761,805.78	- -

NOTES

Budget total: 761,805.78 | Over-under: - - | Sum: 0.00 100%

1) Status Bar

- The Hot Budget **Status Bar** displays the Estimate Grand Total (Budget total), the Running Budget Variance (Over-under), and the sum of the selected cells (Sum)

4.7 Hide unused rates

Use the Hide Unused Rates feature to make the values in the rate columns within the budget pages visible only when there is a value greater than zero in the Estimate column.

Figure 55



Figure 56

- 1 Click the **Hide Unused Rates Checkbox** to hide and unhide unused rates.

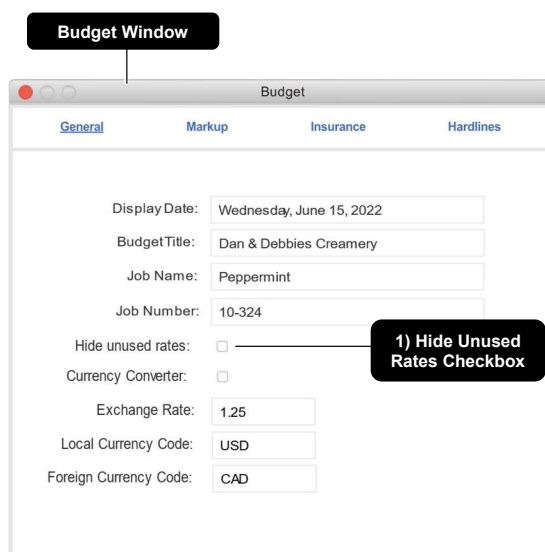


Figure 57

		Rate Column		Rate Column				
M	TALENT LABOR	No	DAYS	RATE	OVERTIME		ESTIMATE	
					1.5	2	2.5	
234	O/content Principals	1	4	3000				12,000.00
235	O/content Principals							
Page Fold								
265								
M		No	DAYS	RATE			ESTIMATE	
266	Talent Agency Fees							
267	Talent Payroll Service							
268	Talent Wardrobe Allowance							
269								
270								
		13		SUB TOTAL				42,000.00
		13		P & W				13,440.00
		13		AGENCY FEES				4,200.00
				ESTIMATE TOTAL M				59,640.00

Budget Page

Estimate Column

4.8 Tweaking

After a Hot Budget workbook expires some cells that were once editable will no longer be editable. If you need to make small modifications to a budget you can do so by using this feature.

Figure 58

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! #22-881

1) Tweak Value Field 2) Active Cell 3) Tweak Window

M	TALENT LABOR	No	DAYS	RATE	OVERTIME	ESTIMATE	ACTUAL
					1.5 2 2.5		
234	O/content Principals	1	4	3000		12,000.00	3,000.00
235	O/content Principals						
236	O/content Principals						
237	O/content Principals						
238	O/content Principals						
239	O/content Principals						
240	O/content Principals						
241	O/content Principals						
242	O/content Principals						
243							
244	Office Extras						
245							
246	Crowd Extras						
247	General Extras					0,000.00	1,678.57
248	General Extras						
249	General Extras						
250	General Extras						
251	General Extras						
252							
253							
254							
255	Hand Models						
256							
257							
258	Voice Over						
259	Fitting Fees						
260	Fitting Fees						
261							
262	Audition Fees						
263	Audition Fees						
264							
265							
M		No	DAYS	RATE		ESTIMATE	ACTUAL
266	Talent Agency Fees						
267	Talent Payroll Service						
268	Talent Wardrobe Allowance						
269							
270							
		13		SUB TOTAL		42,000.00	4,678.57
		13		P & W		13,440.00	1,497.14
		13		AGENCY FEES		4,200.00	
				ESTIMATE TOTAL M		59,640.00	6,175.71

Type in a value below and click okay to change the active cells value.

10

Cancel Okay

- 1 Make the cell you want to edit the **Active Cell** by selecting it.
- 2 Make the cell you want to edit the **Active Cell** by selecting it.
- 3 Open the **Tweak Window** by clicking key combination option-command-t (⌘ - ⌘ - t)

5 In Production

5.1 Cost Summary

Running Button

Toolbar

Running	Actual	Markup Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	License		Customize
---------	--------	--------------------	-------	------------	-------	------------	-------	--------	--------	---------	--	-----------

COST SUMMARY

DAN & DEBBIE's CREAMERY

JANUARY 1, 2022

THE COW GOES MOO!#22-838

Hot Bricks Productions

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

Executive Producer: Christopher Troy

Creative Director: Denisse Sangiovanni

Director: Kelly Daniel

Producer: Athena Cute

Writer: Peter Matthew

Editor: Tim Spencer

Dan and Debbie's Creamery

1600 Main Street
Ely, IA 52227
P (319) 848-6455

VP, Design: Josie Rozum

CFO, Audio: Tori Riley

VP, Movement: Dustin Tyler

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

OT based on:

Shooting Format:

Delivery Format:

Delivery Date:

Shooting Dates:

ESTIMATED COST SUMMARY		ESTIMATE	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 & Travel	D	31,430.00	31,430.00
5	Makeup, Wardrobe, and Animals	E		
6	Studio Stage Rentals / 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			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	Other		14,400.00	14,400.00
18	Other			
19	Other			
20	Other			
Insurance		% C C	30,152.53	30,152.53
Production Fee		% C C	128,602.65	128,602.65
CONTRACTED TOTAL 761,805.78				
OVERAGES TOTAL --				
GRAND TOTAL			761,805.78	761,805.78
				--

NOTES

Insurance + Markup
Calculation Indicators

Running Budget

Cost Summary

5.1.1 Running Budget

The Running Budget is used to track costs as a project evolves in order to compare the changes to the estimated budget. The columns that make up the Running Budget are hidden. Their visibility can be toggled by using the Running Budget toggle buttons at the top-left corner of many of the pages that make up the budget. The columns appear in a grey color theme directly to the right of the Original estimate.

Figure 59

1) Running Button										3) Variance Column				
Running	Actual	Markup Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	License		Customize		

ESTIMATED COST SUMMARY			ESTIMATE	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 & Travel	D		31,430.00	31,430.00	
5 Makeup, Wardrobe, and Animals	E				
6 Studio Stage Rentals / 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			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 Other			14,400.00	14,400.00	
18 Other					
19 Other					
20 Other					
Insurance	% C C		30,152.53	30,152.53	
Production Fee	% C C		128,602.65	128,602.65	
CONTRACTED TOTAL 761,805.78					
OVERAGES TOTAL - -					
GRAND TOTAL			761,805.78	761,805.78	--

Cost Summary

2) Running Column

- 1 Click the **Running Button** to toggle the visibility of the Running Budget.
- 2 The **Running Column** displays the section totals and the grand total of the Running Budget.
- 3 The **Variance Column** displays the variance between the Original Bid and Running Budget.

5.1.2 Insurance | Markup

The last two lines items on the Cost Summary spreadsheet is where your insurance and markup (also referred to as Production Fee) totals will be displayed. The totals for the Running Budget will be displayed and hidden by clicking the Running Button in the toolbar. The markup and insurance calculation setting can be changed as illustrated in the figures below.

Figure 60



Figure 61

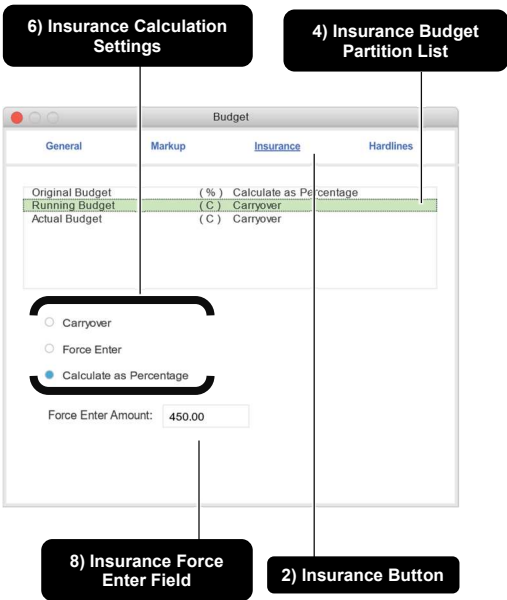
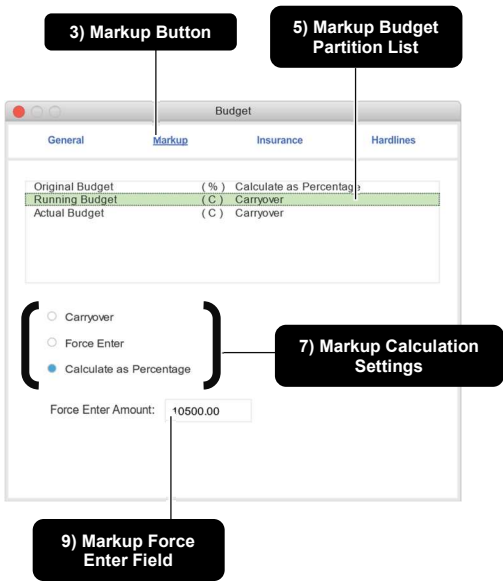


Figure 62



- 1

Click the **Budget Button** to show the Budget window as shown in **Figure 61** and **Figure 62**
- 2, 3

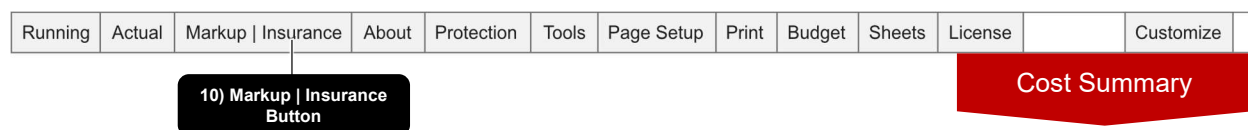
Click the **Insurance Button & Markup Button** to view the calculation controls for each respectively
- 4, 5

Use the **Insurance & Markup Partition List** to choose between the Original, Running, and Actual Budgets
- 6, 7

Select from the **Insurance & Markup Calculation Settings** to change how each is calculated respectively
- 8, 9

Edit the value in the **Insurance & Markup Force Enter Field** to apply a static amount for each respectively. This field only has an effect on the budget when the calculation mode is set to Force Enter.

Figure 63



10 Markup | Insurance Button

Click to reveal and hide the insurance and markup percentages as shown in **Figure 64**

The cells will only be displayed when the running budget is visible as shown in **Figure 63*

11 Insurance | Markup Calculation Indicators

The Calculation Indicators display what calculation mode is being used for each of the Estimated, Running, and Actual budgets. The running budget calculation indicators are in the center position. Each mode is represented by a symbol as defined below.

% Calculate as percentage: Percentages are set for each line on the cost summary page as shown in **Figure 64**

C Carryover: The value displayed is equal to the value in the original budget.
**Not available for the Estimated Budget*

f Force Enter: There is no formula and the displayed value can be changed using the Force Enter field as shown in **Figure 61** and **Figure 62**

12 Insurance | Markup Percentages

Use these cells to apply the percentage of insurance & markup to the adjacent value in the Running column (visible in **Figure 59**).

Figure 64

Figure 64

12) Insurance | Markup Percentages

ESTIMATED COST SUMMARY			ESTIMATE	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 & 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 Rentals / 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			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	Other		14,400.00	10.00%	5.00%	10.00%	5.00%
18	Other				5.00%		5.00%
19	Other				5.00%		5.00%
20	Other				5.00%		5.00%
Insurance			% C C	ESTIMATED BUDGET		RUNNING BUDGET	
Production Fee			% C C	MU: 128,602.65 INS: 30,152.53		MU: 128,602.65 INS: 30,152.53	
CONTRACTED TOTAL 761,805.78			GRAND TOTAL		761,805.78		
OVERAGES TOTAL - -							

Cost Summary

11) Insurance | Markup Calculation Indicators

Cost Summary

11) Insurance | Markup Calculation Indicators

5.1 Budget Page

Toolbar										Running Budget																						
Running		Actual	Notes	Accounts	Page Setup	Details		Details		Variance																						
DAN & DEBBIE'S CREAMERY										Page 5																						
THE COW GOES MOO! #22-881																																
M	TALENT LABOR			No	DAYS	RATE	OVERTIME			ESTIMATE																						
							1.5	2	2.5		No	DAYS	RATE	1.5	2	2.5	RUNNING															
234	O/content Principals			1	4	3000				12,000.00	1	4	3000				12,000.00															
235	O/content Principals																															
236	O/content Principals																															
237	O/content Principals																															
238	O/content Principals																															
239	O/content Principals																															
240	O/content Principals																															
241	O/content Principals																															
242	O/content Principals																															
243																																
244	Office Extras																															
245																																
246	Crowd Extras																															
247	General Extras			30	2	500				30,000.00	30	2	500				30,000.00															
248	General Extras																															
249	General Extras																															
250	General Extras																															
251	General Extras																															
252																																
253																																
254																																

5.1.1 Running Budget

The Running Budget on a budget page works the same its corresponding Estimated Budget. It has a grey color theme and can be made visible or hidden by clicking the Running Button in the toolbars. For more details on functionality and a complete breakdown of the page refer to section **4.3 Budget Page** for the estimated budget.

5.1.2 Budget Page – Budgeting Toolbar

Figure 65



- 1 Click the **Running Button** to toggle the visibility of the Running Budget.
- 2 Click the **Details Button** above the Running Budget to open the running details.
- 3 Click the **Variance Button** above the Running Budget to reveal the variance column for the Running Budget. Additional columns may be displayed with currency converter enabled.

5.1.3 Running Line Item Details
















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

Figure 66

1) Running Details Button																		
2) Running Variance Button																		
Running	Actual	Notes	Accounts	Page Setup			Details			Details	Variance							
DAN & DEBBIE'S CREAMERY																		
THE COW GOES MOO! #22-881																		
M	TALENT LABOR	No	DAYS	RATE	OVERTIME 1.5 2 2.5	ESTIMATE	NOTES	OVERTIME BASE TOTAL	P & W % TOTAL	AGENCY FEES % TOTAL	No DAYS RATE OVERTIME 1.5 2 2.5 RUNNING							
234	O/ccontent Principals	1	4	3000		12,000.00			32.00%	3,840.00	10.00% 1,200.00	1	4	3000				12,000.00
235	O/ccontent Principals								32.00%	10.00%								
236	O/ccontent Principals								32.00%	10.00%								
237	O/ccontent Principals								32.00%	10.00%								
238	O/ccontent Principals								32.00%	10.00%								
239	O/ccontent Principals								32.00%	10.00%								
240	O/ccontent Principals								32.00%	10.00%								
241	O/ccontent Principals								32.00%	10.00%								
242	O/ccontent Principals								32.00%	10.00%								
243									32.00%	10.00%								
244	Office Extras								32.00%	10.00%								
245									32.00%	10.00%								
246	Crowd Extras								32.00%	10.00%								
247	General Extras	30	2	500		30,000.00			32.00%	9,600.00	3,000.00	30	2	500				30,000.00
248	General Extras								32.00%	10.00%								
249	General Extras								32.00%	10.00%								
250	General Extras								32.00%	10.00%								
251	General Extras								32.00%	10.00%								
252									32.00%	10.00%								
253									32.00%	10.00%								
254									32.00%	10.00%								
255	Hand Models								32.00%	10.00%								
256									32.00%	10.00%								
257									32.00%	10.00%								
258	Voice Over								32.00%	10.00%								
259	Fitting Fees								32.00%	10.00%								
260	Fitting Fees								32.00%	10.00%								
261									32.00%	10.00%								
262	Audition Fees								32.00%	10.00%								
263	Audition Fees								32.00%	10.00%								
264									32.00%	10.00%								
265									32.00%	10.00%								
M		No	DAYS	RATE	ESTIMATE	NOTES	P & W % TOTAL	AGENCY FEES % TOTAL	No	DAYS	RATE	RUN						

- 1 Click the **Running Details Button** to reveal and hide the Running Budget Line Details.
- 2 Click the **Running Variance Button** to reveal and hide the Running Budget variance columns.
- 3 The **Running Budget Line Details** are columns that are used for configuring the calculations for overtime (where applicable) and fringes for the Running Budget.

5.1.4 Line Item – Running Budget column map

	Column Name	Description
	Running Detail Note	Displays a note that is not visible when printed. First column located within the Running Budget line details.
	Running Overtime Base	Enter the overtime base value for the Running Budget here. The Overtime Base is used to control how overtime calculates and may vary depending on project.
	Running Overtime Total	Displays the total amount of overtime computed per line for the running budget.
	Running Fringe 1 %	Input the percentage of Fringe 1 (P & W in the case of the first section in Figure 66) you want to apply to the line items Running Budget.
	Running Fringe 1 Total	Displays the total amount of computed Fringe 1 for the line items Running Budget.
	Running Fringe 2 %	Input the percentage of Fringe 1 (AGENCY FEES in the case of Figure 48) you want to apply to the line item.
	Running Fringe 2 Total	Displays the total amount of computed Fringe 2 for the line item.
	Running No	Enter a quantity. May be left blank.
	Running Time Units (DAYS)	Enter the number of time units. Often used as units of Days or Weeks.
	Running Rate	Enter the Rate
	Running Overtime Units, 3 Columns	Enter units of overtime for the Running Budget. The multiplier for the units is the value at the top of each column.
	Running Total	Displays the total for the line items Running Budget. <i>*An additional column may be displayed when currency converter is enabled.</i>
	Running Variance	Displays the difference between the estimate and running total columns. <i>*An additional column may be displayed when currency converted is enabled.</i>
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

5.1 Travel Log

5.1.1 Introduction

The Travel Budget behaves similar to a Purchase Order log in that you can add and remove rows. You can apply the estimated value in each row to any line in the budget you wish by typing that line number into the Line column. In **Figure 67** all of the rows are being allocated to line CS17, which is the cost code for one of the rows on the Cost Summary page.

Figure 67

1) Running Button

Toolbar

2) Running Budget

Add RowsRemove RowsRunningPage Setup

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! # 22-838







TRAVEL BUDGET

LINE	TRAVELER	COST TYPE	No	DAYS	RATE	ESTIMATE	No	DAYS	RATE	RUNNING	DESCRIPTION
CS17	Josie Rozum	Flights	2.00		350.00	700.00	2.00		350.00	700.00	Cost Summary (CS17)
CS17	Josie Rozum	Hotel		5.00	80.00	400.00		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Josie Rozum	Per Diem		5.00	40.00	200.00		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Josie Rozum	Transportation		5.00	35.00	175.00		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Matt Oehberg	Flights	2.00		325.00	650.00	2.00		325.00	650.00	Cost Summary (CS17)
CS17	Matt Oehberg	Hotel		5.00	70.00	350.00		5.00	70.00	350.00	Cost Summary (CS17)
CS17	Matt Oehberg	Per Diem		5.00	40.00	200.00		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Matt Oehberg	Transportation		5.00	35.00	175.00		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Jake Munson	Flights	2.00		325.00	650.00	2.00		325.00	650.00	Cost Summary (CS17)
CS17	Jake Munson	Hotel		5.00	75.00	375.00		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Jake Munson	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Jake Munson	Transportation		5.00	25.00	125.00		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Toddy Teepot	Flights	2.00		350.00	700.00	2.00		350.00	700.00	Cost Summary (CS17)
CS17	Toddy Teepot	Hotel		5.00	80.00	400.00		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Toddy Teepot	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Toddy Teepot	Transportation		5.00	30.00	150.00		5.00	30.00	150.00	Cost Summary (CS17)
CS17	Denisse Sangov	Flights	2.00		300.00	600.00	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Denisse Sangov	Hotel		5.00	75.00	375.00		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Denisse Sangov	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Denisse Sangov	Transportation		5.00	25.00	125.00		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Dan Nickson	Flights	2.00		300.00	600.00	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Dan Nickson	Hotel		5.00	75.00	375.00		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Dan Nickson	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Dan Nickson	Transportation		5.00	35.00	175.00		5.00	35.00	175.00	Cost Summary (CS17)
CS17	Phil Manson	Flights	2.00		400.00	800.00	2.00		400.00	800.00	Cost Summary (CS17)
CS17	Phil Manson	Hotel		5.00	80.00	400.00		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Phil Manson	Per Diem		5.00	40.00	200.00		5.00	40.00	200.00	Cost Summary (CS17)
CS17	Phil Manson	Transportation		5.00	35.00	125.00		5.00	35.00	125.00	Cost Summary (CS17)
CS17	Tory Lynn	Flights	2.00		300.00	600.00	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Tory Lynn	Hotel		5.00	80.00	400.00		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Tory Lynn	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Tory Lynn	Transportation		5.00	25.00	125.00		5.00	25.00	125.00	Cost Summary (CS17)
CS17	Troy Christopher	Flights	2.00		300.00	600.00	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Troy Christopher	Hotel		5.00	80.00	400.00		5.00	80.00	400.00	Cost Summary (CS17)
CS17	Troy Christopher	Per Diem		5.00	85.00	425.00		5.00	85.00	425.00	Cost Summary (CS17)
CS17	Troy Christopher	Transportation		5.00	45.00	225.00		5.00	45.00	225.00	Cost Summary (CS17)
CS17	Mikky Dicke	Flights	2.00		300.00	600.00	2.00		300.00	600.00	Cost Summary (CS17)
CS17	Mikky Dicke	Hotel		5.00	75.00	375.00		5.00	75.00	375.00	Cost Summary (CS17)
CS17	Mikky Dicke	Per Diem		5.00	50.00	250.00		5.00	50.00	250.00	Cost Summary (CS17)
CS17	Mikky Dicke	Transportation		5.00	25.00	125.00		5.00	25.00	125.00	Cost Summary (CS17)

1 Click the **Running Button** reveal and hide the Running Budget.

2 Use the **Running Budget** to compare to the Estimated Budget while in production.

5.1.2 Travel Log - Running Budget column map

	Column Name	Description
	No	Enter a quantity. May be left blank.
	Time Units (DAYS)	Enter the number of time units. Often used as units of Days or Weeks.
	Rate	Enter the Rate.
	Running	Displays the row total for the Running Budget. Total is dependent on values entered in the No, Time Unit, and Rate columns.
 cells are directly editable.		
 cells are locked to protect formulas and should not be directly edited.		

5.2 Overage Log

The Overage Log sheet is used to increase the estimated budget through additional billings that occur after a budget has moved into the production phase of its life cycle.

5.2.1 Introduction

The total of all overages is displayed on the Cost Summary page to the left of the Grand Total and under the contracted total. As you populate the Overage Log the Estimated Budget should increase by the amount of the Total Billed.

Figure 68

1) Add Rows Button

2) Remove Rows Button

3) Page Setup Button

Add Rows

Remove Rows

Page Setup

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! # 22-838

No	DESCRIPTION	DATE	TOTAL BILLED	MARKUP	INSURANCE
1	Additional Location Parking	5/12/2022	1,000.00	200.00	30.00

OVERAGES

TOTAL

1,000.00	200.00	30.00
----------	--------	-------

- 1

Click the **Add Rows Button** to add rows to the Overage Log.









- 2

Click the **Remove Rows Button** to remove the selected rows from the Overage Log.

- 3

Click the **Page Setup Button** to reveal the Page Setup window.

5.2.2 Overage Log – Column Map

	Column Name	Description
	No	Use this column for an overage ID number if applicable.
	Description	Type a description of the overage here
	Date	Enter an overage date if applicable.
	Total Billed	Enter the total amount billed here. This amount should include markup and insurance.
	Markup	Enter the amount of markup here.
	Insurance	Type the amount of insurance here.
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

5.3 Overtime Calculator

Fringes

Page Setup

Settings

Overtime Calculator Section

Toolbar

Summary of Overtime

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! #22-881

OVERTIME CALCULATOR

SUMMARY OF OVERTIME		MARKUP %	INSURANCE %	ESTIMATE
1 PRE-PRODUCTION WRAP LABOR	A	20.00%	3.00%	226.29
2 ART DEPARTMENT LABOR	G	20.00%	3.00%	
3 TALENT LABOR	M	20.00%	3.00%	
4 Location Other	--	20.00%	3.00%	
Insurance			%	6.79
Production Fee			%	45.26
TOTAL				278.34

A	PRE-PRODUCTION WRAP LABOR	BID	RATE	OT BASE	OVERTIME			ESTIMATE
					1.5	2	2.5	
1	Line Producer	▶	1,300.00					
2	Assistant Director	▶	1,200.00	14		1.00		171.43
3	Director of Photography	▶	2,000.00					
4	1st Assistant Camera	▶	750.00					
5	2nd Assistant Camera	▶	700.00					
6	DIT	▶	1,000.00					
7	Prop Master	▶	700.00					
8	Assistant Props							
9								
10	Camera Operator	▶	700.00					
11	Gaffer	▶	750.00					
12	Best Electric	▶	700.00					
13	3rd Electric	▶	650.00					
14	Electric/Driver	▶	650.00					
15	Prep/Strike/Pre Rig Crew							
16	Key Grip	▶	750.00					
17	Best Grip	▶	700.00					
18	3rd Grip	▶	650.00					
19	Grip/Driver	▶	650.00					
20	Crane Tech 2x							
21	Crane HeadTech							
22	Steady Cam Operator							
23	Choreographer							
24	Make-Up/Hair	▶	750.00					
25	Make-Up/Hair Assistant	▶	700.00					
26	Wardrobe Stylist	▶	750.00					
27	Wardrobe Assistant	▶	700.00					
28	Catering Crew							
37	Location Scout							
38								
39	2nd Assistant Director	▶	700.00					
40	Medic	▶	700.00					
41	Craft Services	▶	650.00					
42	Firefighter							
43	Police Officer/Rangers/CIT							
44	Welfare/Teacher							
45	Gang Boss	▶	700.00					
46	Teamster Drivers Animal Wranglers	▶	600.00					
47	Production Supervisor	▶	700.00					
48	Production Coordinator	▶	600.00					
49	Production Assistant	▶	225.00					
50	Production Assistant	▶	225.00					
					1	SUB TOTAL		171.43
					1	P & W		54.86
					1	FRINGE 2		
					OVERTIME TOTAL A			226.29

5.3.1 Introduction

The Overtime Calculator does not affect the budget. It is a standalone tool that can be used to calculate an overtime scenario. It can be added through the sheets button on the Cost Summary page. You will be prompted to populate the calculator with data from either the Original Estimate or Running budget.

Figure 69

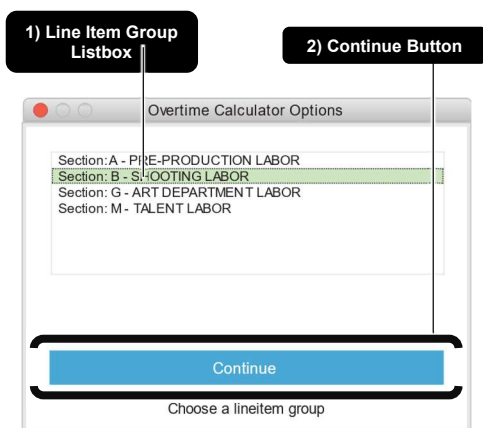
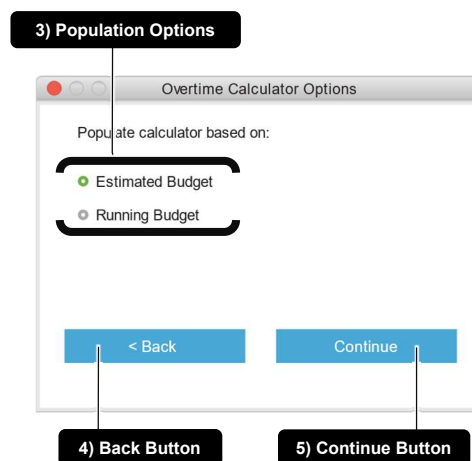


Figure 70



- 1 Select from the **Line Item Group List box** to choose what line item groups to include in the overtime calculator.

- 2 Click the **Continue Button** go to the next step.

- 3 Select from the **Population Options** to populate based on the Estimated Budget or the Running Budget.

- 4 Click the **Back Button** to go back to the previous step.

- 5 Click the **Continue Button** to continue creating an overtime calculator

5.3.2 Toolbar & Settings

Figure 71



Figure 72

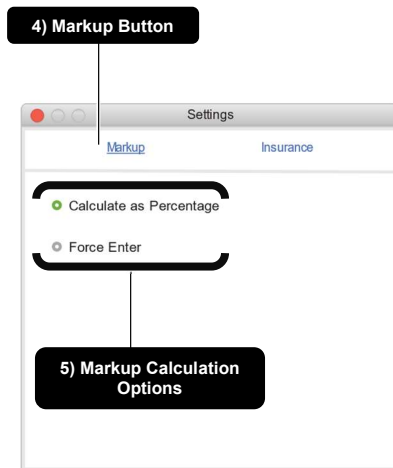
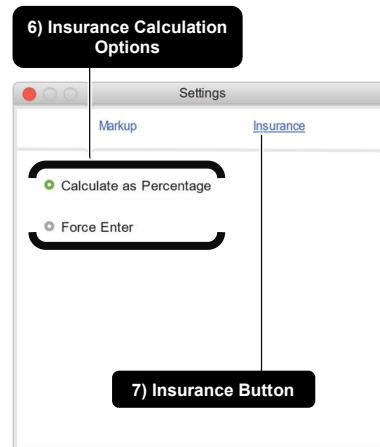


Figure 73











- 1 Click the **Fringe Button** to show and hide the fringe columns.
- 2 Click the **Page Setup Button** to show the page setup window.
- 3 Click the **Settings Button** to show the Settings Window.
- 4 Click the **Markup Button** to show the controls for calculating markup.
- 5 Select from the **Markup Calculation Options** to adjust how Markup Calculates.
- 6 Select from the **Insurance Calculation Options** to adjust how Insurance Calculates.
- 7 Click the **Insurance Button** to show the controls for calculating insurance.

5.3.3 Summary of Overtime

Figure 74

Summary of Overtime		OVERTIME CALCULATOR		
DAN & DEBBIE'S CREAMERY THE COW GOES MOO! #22-881				
SUMMARY OF OVERTIME		MARKUP %	INSURANCE %	ESTIMATE
1 PRE-PRODUCTION WRAP LABOR	A	20.00%	3.00%	226.29
2 ART DEPARTMENT LABOR	G	20.00%	3.00%	
3 TALENT LABOR	M	20.00%	3.00%	
4 Location Other	--	20.00%	3.00%	
Insurance			%	6.79
Production Fee			%	45.26
TOTAL				278.34

5.3.3.1 Column Map

Column Name	Description
 Line Number	The Overtime Summary Line Numbers are displayed to the left of each Overtime Calculator section title. These values can be edited but it is important that they are all unique. They are used to allocate costs like section subtotals and section fringes to these Lines.
 Description	These cells can be directly edited. It's best practice that the description corresponds with one of the sections below the summary area.
 Section Code	Used for a simple note. Can be edited.
 Markup Percentage	Use these cells to apply the percentage of markup to the adjacent value in the Estimate column. <i>*Only applicable in "Calculate as Percentage" mode</i>
 Insurance Percentage	Use these cells to apply the percentage of insurance to the adjacent value in the Estimate column. <i>*Only applicable in "Calculate as Percentage" mode</i>
 Estimate	The Estimate column displays the sum of all the sections allocated to the line number in the Line Number column
 cells are directly editable.  cells are locked to protect formulas and should not be directly edited.	











5.3.4 Overtime Calculator Section

Figure 75

Overtime Calculator Section

A	PRE-PRODUCTION WR/L LABOR		BID	RATE	OT BASE	OVERTIME			ESTIMATE
						1.5	2	2.5	
1	Line Producer		▶	1,300.00					
2	Assistant Director		▶	1,200.00	14		1.00		171.43
3	Director of Photography		▶	2,000.00					
4	1st Assistant Camera		▶	750.00					
Page Fold									
48	Production Coordinator		▶	600.00					
49	Production Assistant		▶	225.00					
50	Production Assistant		▶	225.00					
					1	SUB TOTAL			171.43
					1	P & W			54.86
					1	FRINGE 2			
					OVERTIME TOTAL A				226.29

5.3.4.1 Column Map - Section

	Column Name	Description
	Line Number	Displays the line number of the line item.
	Line Title	Displays the title of the line item.
	Note	Can be used for a small note.
	Flag	Will have code "BID" or "RUN" at the top of the column depending on the population option chosen when creating the sheet. The cells in the column will contain a triangle if the corresponding line item within the chosen budget (Estimate or Running) used to populate the calculator has a computed value of greater than zero.
	Rate	Enter the Rate.
	Overtime Base	Enter the Overtime Base value here. The Overtime Base is used to control how overtime calculates and may vary depending on project.
	Overtime Units 3 Columns	Enter units of overtime. The multiplier for the units is the value at the top of each column.
	Estimate	The Estimate column displays the computed estimate based on values entered in the adjacent columns
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

5.3.4.2 Fringes

Figure 76

1) Fringes Button





Fringe Columns


Fringes	Page Setup	Settings										
---------	------------	----------	--	--	--	--	--	--	--	--	--	--


A	PRE-PRODUCTION WR&R LABOR		BID	P & W		FRINGE 2		RATE	OT BASE	OVERTIME			ESTIMATE
				%	TOTAL	%	TOTAL			1.5	2	2.5	
1	Line Producer		▶	32.00%				1,300.00					
2	Assistant Director		▶	32.00%	54.86			1,200.00	14		1.00		171.43
3	Director of Photography		▶	32.00%				2,000.00					
4	1stAssistant Camera		▶	32.00%				750.00					
5	2nd Assistant Camera		▶	32.00%				700.00					
6	DIT		▶	32.00%				1,000.00					
Page Fold													
47	Production Supervisor		▶	32.00%				700.00					
48	Production Coordinator		▶	32.00%				600.00					
49	Production Assistant		▶	32.00%				225.00					
50	ProductionAssistant		▶	32.00%				225.00					
									1	SUB TOTAL		171.43	
									1	P & W		54.86	
									1	FRINGE 2			
									OVERTIME TOTAL A		226.29		

- 1 Click the **Fringe Button** show and hide the **Fringe Columns**.

5.3.4.3 Column Map - Fringes

	Column Name	Description
	Fringe 1 %	Input the percentage of Fringe 1 you want to apply to the line item.
	Fringe 1 Total	Displays the total amount of computed fringe 1 for the line item.
	Fringe 2 %	Input the percentage of Fringe 2 you want to apply to the line item.
	Fringe 2 Total	Displays the total amount of computed fringe 2 for the line item.

 cells are directly editable.

 cells are locked to protect formulas and should not be directly edited.

6 Actualizing

6.1 Cost Summary

Actual Button

Toolbar

Running

Actual

Markup | Insurance

About

Protection

Tools

Page Setup

Print

Budget


Sheets

License

Customize


COST SUMMARY
 DAN & DEBBIE's CREAMERY

JANUARY 1, 2022
 THE COW GOES MOO!#22-838



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

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



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

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

OT based on:
 Delivery Date:

Shooting Format:
 Shooting Dates:

Delivery Format:

ESTIMATED COST SUMMARY			ESTIMATE	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 & Travel	D	31,430.00		(31,430.00)
5	Makeup, Wardrobe, and Animals	E			
6	Studio Stage Rentals / 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			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	Other				
Insurance % C C			30,152.53	30,152.53	
Production Fee % C C			128,602.65	128,602.65	
CONTRACTED TOTAL 761,805.78					
OVERAGES TOTAL - -					
GRAND TOTAL			761,805.78	189,666.00	(572,139.78)

NOTES

Insurance + Markup Calculation Indicators

Actual Budget

Cost Summary

6.1.1 Actual Budget

The Actual Budget is used to compare actual costs to the 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 Estimate Budget. 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, Petty Cash Log, and Petty Cash Grid.

Figure 77

1) Actual Button										3) Variance Column			
Running	Actual	Markup Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	License		Customize	
ESTIMATED COST SUMMARY						ESTIMATE		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 & Travel	D				31,430.00				(31,430.00)			
5	Makeup, Wardrobe, and Animals	E											
6	Studio Stage Rentals / 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					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	Other												
	Insurance	% C C				30,152.53		30,152.53					
	Production Fee	% C C				128,602.65		128,602.65					
CONTRACTED TOTAL 761,805.78						GRAND TOTAL		761,805.78		89,666.00		(572,139.78)	
OVERAGES TOTAL - -													
Cost Summary						2) Actual Column							

- 1 Click the **Actual Button** to toggle the visibility of the actual budget.
- 2 The **Actual Column** displays the section totals and the grand total of the Actual Budget.
- 3 The **Variance Column** displays the variance between the Original Bid and Actual Budget.

6.1.2 Insurance | Markup

The last two line items on the Cost Summary spreadsheet are where the insurance and markup (also referred to as Production Fee) totals will be displayed. The totals for the actual budget will be displayed and hidden by clicking the Actual Button in the toolbar. The markup and insurance calculation setting can be changed as illustrated in the figures below.

Figure 78



Figure 79

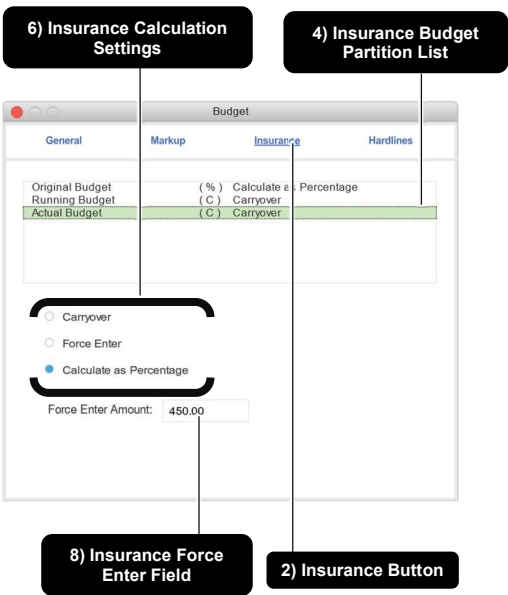
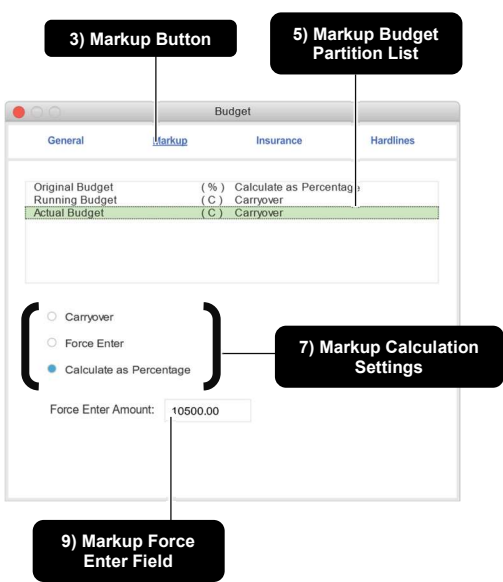


Figure 80



- 1

Click the **Budget Button** to show the **Budget** window as shown in **Figure 79** and **Figure 80**
- 2, 3

Click the **Insurance Button & Markup Button** to view the calculation controls for each respectively
- 4, 5

Use the **Insurance & Markup Partition List** to choose between the Original, Running, and Actual Budgets
- 6, 7

Select from the **Insurance & Markup Calculation Settings** to change how each is calculated respectively
- 8, 9

Edit the value in the **Insurance & Markup Force Enter Field** to apply a static amount for each respectively. This field only has an effect on the budget when the calculation mode is set to Force Enter.

Figure 81

10) Markup | Insurance Button

12) Insurance | Markup Percentages

Running	Actual	Markup Insurance	About	Protection	Tools	Page Setup	Print	Budget	Sheets	License		Customize		
ESTIMATED COST SUMMARY					ESTIMATE		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 & 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 Rentals / 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					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	Other				14,400.00		10.00%		5.00%		10.00%		5.00%	
18	Other								5.00%				5.00%	
19	Other								5.00%				5.00%	
20	Other								5.00%				5.00%	
Insurance				% C C	30,152.53		ESTIMATED BUDGET				ACTUAL BUDGET			
Production Fee				% C C	128,602.65		MU: 128,602.65 INS: 30,152.53				MU: 128,602.65 INS: 30,152.53			
CONTRACTED TOTAL 761,805.78					GRAND TOTAL		761,805.78							
OVERAGES TOTAL - -														

Cost Summary

11) Insurance | Markup Calculation Indicators

10 Markup | Insurance Button

Click to reveal and hide the insurance and markup percentages as shown in **Figure 81**

**The cells will only be displayed when the actual budget is visible.*

11 Insurance | Markup Calculation Indicators

The Calculation Indicators display what calculation mode is being used for each of the Estimated, Running, and Actual budgets. The actual budget calculation indicators are in the left most position. Each mode is represented by a symbol as defined below.

% Calculate as percentage: Percentages are set for each line on the Cost Summary page as shown in **Figure 81**.

C Carryover: The value displayed is equal to the value in the Original budget. **Not available for the Estimated Budget.*

f Force Enter: There is no formula and the displayed value can be changed using the Force Enter field as shown in **Figure 79** and **Figure 80**

12 Insurance | Markup Percentages

Use these cells to apply the percentage of insurance & markup to the adjacent value in the Actual column (visible in **Figure 77**).

6.2 Budget Page

Actual Button

Actual Column

Running	Actual	Notes	Accounts	Page Setup		Details		Var	
---------	--------	-------	----------	------------	--	---------	--	-----	--

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! #22-881

Page 5

M	TALENT LABOR	No	DAYS	RATE	OVERTIME			ESTIMATE	ACTUAL
					1.5	2	2.5		
234	O/content Principals	1	4	3000				12,000.00	3,000.00
235	O/content Principals								
236	O/content Principals								
237	O/content Principals								
238	O/content Principals								
239	O/content Principals								
240	O/content Principals								
241	O/content Principals								
242	O/content Principals								
243									
244	Office Extras								
245									
246	Crowd Extras								
247	General Extras	30	2	500				30,000.00	1,678.57
248	General Extras								
249	General Extras								
250	General Extras								
251	General Extras								
252									
253									
254									
255	Hand Models								
256									
257									
258	Voice Over								
259	Fitting Fees								
260	Fitting Fees								
261									
262	Audition Fees								
263	Auditoin Fees								
264									
265									
M		No	DAYS	RATE				ESTIMATE	ACTUAL
266	Talent Agency Fees								
267	Talent Payroll Service								
268	Talent Wardrobe Allowance								
269									
270									
				13	SUB TOTAL			42,000.00	4,678.57
				13	P & W			13,440.00	1,497.14
				13	AGENCY FEES			4,200.00	
				ESTIMATE TOTAL M				59,640.00	6,175.71

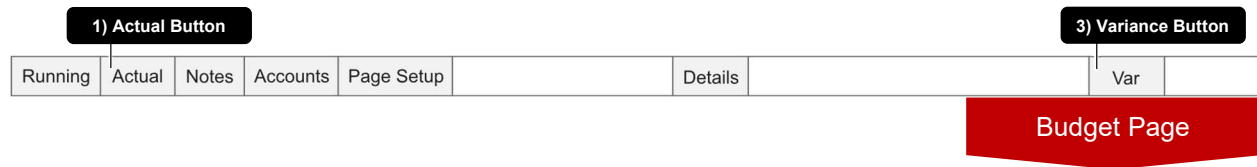
N	TALENT EXPENSES	No	DAYS	RATE	ESTIMATE	ACTUAL	
266	Talent Air Fares						
267	Talent Per Diem						
268	Talent Ground Transportation						
269							
270							
271							
				14	SUB TOTAL		
				14	FRINGE 1		
				14	FRINGE 2		
				ESTIMATE TOTAL N			

6.2.1 Actual Budget

The columns for the Actual Budget on a budget page are displayed to the right of the Estimate Budget and the Running Budget, when visible. The cells in these columns are locked to protect formulas. Their values are populated automatically by values entered into the Purchase Order Log, Payroll Log, Petty Cash Grid, and Petty Cash Log

6.2.2 Budgeting Toolbar

Figure 82



- 1 Click the **Actual Button** to toggle the visibility of the actual budget.
- 2 Click the **Variance Button** above the Actual Budget to reveal the variance column for the actual budget. Additional columns may be displayed with currency converter enabled.

6.2.3 Column Map

	Column Name	Description
	Actual Total	Displays the total for the line items Actual Budget. Values are populated automatically by values entered into the Purchase Order Log, Payroll Log, Petty Cash Grid, and Petty Cash Log <i>*An additional column may be displayed when currency converted is enabled.</i>
	Actual Variance	Displays the difference between the estimate and running total columns. <i>*An additional column may be displayed when currency converter is enabled.</i>
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

6.2.4 Actual 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 is being applied to the displayed value. Costs from the Purchase Order Log, Payroll Log, Petty Cash Log, and Petty Cash Grid will be shown in this pop-up.

Figure 83

DAN & DEBBIE'S CREAMERY

THE COW GOES MOO! #22-881

1) Selected Cell

2) Detail Pop-Up

M	TALENT LABOR	No	DAYS	RATE	OVERTIME			ESTIMATE	ACTUAL
234	O/content Principals	1	4	3000	1.5	2	2.5	12,000.00	3,000.00
235	O/content Principals								
236	O/content Principals								
237	O/content Principals								
238	O/content Principals								
239	O/content Principals								
240	O/content Principals								
241	O/content Principals								
242	O/content Principals								
243									
244	Office Extras								
245									
246	Crowd Extras								
247	General Extras	30	2	500				30,000.00	1,678.57
248	General Extras								
249	General Extras								
250	General Extras								
251	General Extras								
252									
253									
254									
255	Hand Models								
256									
257									
258	Voice Over								
259	Fitting Fees								
260	Fitting Fees								
261									
262	Audition Fees								
263	Audition Fees								
264									
265									
M		No	DAYS	RATE				ESTIMATE	ACTUAL
266	Talent Agency Fees								
267	Talent Payroll Service								
268	Talent Wardrobe Allowance								
269									
270									
				13	SUB TOTAL			42,000.00	4,678.57
				13	P & W			13,440.00	1,497.14
				13	AGENCY FEES			4,200.00	
				ESTIMATE TOTAL M				59,640.00	6,175.71

LINE 234 PAYROLL LOG | TOTAL 3,000.00

3,000.00 Days: 1 Picard, Jean-Luc | Overtime: 0.00

N	TALENT EXPENSES	No	DAYS	RATE	ESTIMATE	ACTUAL
266	Talent Air Fares					
267	Talent Per Diem					
268	Talent Ground Transportation					
269						
270						
271						
				14	SUB TOTAL	
				14	FRINGE 1	
				14	FRINGE 2	
				ESTIMATE TOTAL N		

Budget Page

1 Select a cell in the Actual Column to reveal the Detail Pop-up

2 The **Detail Pop-up** displays a breakdown of the value shown in the selected cell.

6.3 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 in the sections of the budget pages. To sort by column, select the cell at the top of the column.

Figure 84

1) Add Rows Button

2) Remove Rows Button

3) Page Setup Button

4) Import Button

Add Rows	Remove Rows	Page Setup			Import	
----------	-------------	------------	--	--	--------	--

DAN & DEBBIE'S CREAMERY
 THE COW GOES MOO! # 22-838

PURCHASE ORDER LOG

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

TOTAL










- 1 Click the **Add Rows Button** to add rows to the log.

- 2 Click the **Remove Rows Button** to remove the selected rows from the log.

- 3 Click the **Page Setup Button** to reveal the page setup window. See **3.1.3 Page Setup**, page 25

- 4 Click the **Import Button** to reveal the table import window. See **2.7 Data Imports**, page 19

6.3.1 Purchase Order Log - Column Map

Column Name	Description
 Line	<p>Values in the Actual column of this log will be reflected in the Actual columns of the budget pages based on the line code entered here.</p> <p>Use code examples "CS17", "CS18", "CS"... for actualizing to the Cost Summary Page hard lines. See 4.1.6 Hard lines, page 33 for more details.</p> <p>Code "PC" will apply to the Petty Cash Log and Petty Cash Grid. Code "PR" will apply to the Payroll log.</p> <p>To actualize directly to fringes within a section follow format: M.F1 : This code actualizes to the first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A</p>
 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.
<p> cells are directly editable.</p> <p> cells are locked to protect formulas and should not be directly edited.</p>	

6.4 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 too. 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.

Figure 85








[illegible]

- 1 Click the **Add Rows Button** to add rows to the log.
- 2 Click the **Remove Rows Button** to remove the selected rows from the log.
- 3 Click the **Page Setup Button** to reveal the page setup window. See **3.1.3 Page Setup**, page 25
- 4 Click each of the **Details Buttons** to reveal and hide columns for miscellaneous taxable and non-taxable expenses.
- 5 Click the **Import Button** to reveal the table import window. See **2.7 Data Imports**, page 19

6.4.1 Payroll Log - Column Map

Column Name	Description
 Line	<p>Values in the Actual column of this log will be reflected in the Actual columns of the budget pages based on the line code entered here.</p> <p>Use code examples "CS17", "CS18", "CS"... for actualizing to the Cost Summary Page hard lines. See 4.1.6 Hard lines, page 33 for more details.</p> <p>To actualize directly to fringes within a section follow format: M.F1 : This code actualizes to the first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A</p>
 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 Percentage	Enter the percentage of Fringe (P & W) to apply to the row.
 Fringe 2 Percentage	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 Units 3 Columns	Enter units of overtime. The multiplier for the units is the value at the top of each column.
 Miscellaneous Taxable	Displays the sum of the adjacent cells in the misc taxable detail columns.
 Miscellaneous Taxable Details	Enter misc. taxable expenses in these columns. Column headers can be changed if needed.
 Miscellaneous Non-Taxable	Displays the sum of the adjacent cells in the misc. non-taxable detail columns.
 Miscellaneous 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.

Actualizing

	Total ST	Displays the total amount of straight-time.
	Actual	Displays the computed total for the row. This is the value that will be reflected in the line item in the actual budget on the budget pages.
	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.
 cells are directly editable.		
 cells are locked to protect formulas and should not be directly edited.		

6.5 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. Below is an example of a petty cash log entered by receipt.

Figure 86

1) Add Rows Button

2) Remove Rows Button

3) Advances Button

4) Page Setup Button

5) Import Button

6) Export Button

Add Rows	Remove Rows	Advances	Page Setup	Import	Export
DAN & DEBBIE'S CREAMERY THE COW GOES MOO! # 22-838			PETTY CASH LOG		
			ADVANCES DISCREPANCY		
DEPARTMENT	NAME	AMOUNT ADVANCED	SPENT	VARIANCE : DUE PERSONNEL / (DUE CO)	
Production	Taylor, Tim		500.00	157.65	(342.35)
Art Department	Jenkins, Leeroy		500.00	743.20	243.20
Craft Services	Callahan, Thomas R.		3,163.33	163.33	
		Cash Advances			
TOTAL		4,000.00	4,064.18	64.18	

LINE	NUM	DATE	BUYER (ENVELOPE NAME)	PAYEE	ACTUAL	LINE DESCRIPTION
206	4	01-12-2022	Callahan, Thomas R.	Big Crane Supply	1,234.00	Crane Head
206	6	01-12-2022	Callahan, Thomas R.	Big Crane Supply	1,929.33	Crane Head
204	1	01-13-2022	Jenkins, Leeroy	Hot Bricks	403.00	Production Supplies
206	5	01-14-2022	Jenkins, Leeroy	Big Crane Supply	340.20	Crane Head
204	3	01-13-2022	Taylor, Tim	Hot Bricks	32.45	Production Supplies
206	2	01-12-2022	Taylor, Tim	Big Crane Supply	125.20	Crane Head
Receipt Log						

	TOTAL	4,064.18
	TOTAL PC FROM PO LOG	
	TOTAL CASH	(4,064.18)

- 1 Click the **Add Rows Button** to add rows to the **Receipt Log** or the **Cash Advances** using target area. See **3.1.1 Target Area**, page 23

- 2 Click the **Remove Rows Button** to remove the selected rows from **Receipt Log** or **Cash Advances**.






- 3 Click the **Advances Button** to reveal and hide the **Cash Advances** area.

- 4 Click the **Page Setup Button** to reveal the page setup window. See **3.1.3 Page Setup**, page 25








- 5 Click the **Import Button** to reveal the table import window. See **2.7 Data Imports**, page 19

- 6 Click the **Export Button** to show the export window. Use this feature to export petty cash envelope cover sheets.

6.5.1 Petty Cash Log - Column Map – Cash Advances

	Column Name	Description
	Department	Enter a Department name. Example: Production, Art, Wardrobe...
	Name	Enter the persons' name a name.
	Amount Advanced	Enter the amount of cash advanced.
	Spent	Automatically displays the amount spent based on the receipt log.
	Variance: Due Personnel / Co	Displays the difference between the amount advanced and the amount spent.

6.5.2 Petty Cash Log - Column Map – Receipt Log

	Column Name	Description
	Line	<p>Values in the Actual column of this log will be reflected in the Actual columns of the budget pages based on the line code entered here.</p> <p>Use code examples "CS17", "CS18", "CS"... for actualizing to the Cost Summary Page hard lines. See 4.1.6 Hard lines, page 33 for more details.</p> <p>To actualize directly to fringes within a section follow format: M.F1 : This code actualizes to the first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A</p>
	Number	Typically used for a receipt number.
	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 / vendor.
	Actual	Enter the amount of the receipt.
	Line Description	Automatically displays the title of the line number entered into the line column.

- ✎ cells are directly editable.
- 🔒 cells are locked to protect formulas and should not be directly edited.

6.6 Petty Cash Grid

Enter your Petty Cash expenses into this log. This sheet is not designed to enter individual receipts like the Petty Cash Log. It is best practice to either use the Petty Cash Log or Petty Cash Grid when actualizing but not both.

Figure 87

1) Add Rows Button

3) Add Envelope Button

5) Page Setup Button

6) Import Button

2) Remove Rows Button

4) Remove Envelope Button

Add Rows

Remove Rows

Add Envelope

Remove Envelope

Page Setup

Import

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! # 22-838








PETTY CASH GRID

LINE	1	2	3	4	5	6	ACTUAL	LINE DESCRIPTION	
105	Ford, James	Austin, Kate	Shepard, J.				205.33	105 Deliveries & Taxi	1
112	325.00	43.34					368.34	112 Working Meals	2
204	2,656.33						2,656.33	204 Production Supplies	3
									4
	2,981.33	43.34	205.33				3,230.00	ENVELOPE TOTALS	
								MONEY RECIEVED	
	2,981.33	43.34	205.33				3,230.00	DUE PERSONNEL / (DUE COMPANY)	
								PETTY CASH FROM POS	
							(3,230.00)	TOTAL CASH LEFT	

NOTES

- 1 Click the **Add Rows Button** to add rows to the log.
- 2 Click the **Remove Rows Button** to remove the selected rows from the log.
- 3 Click the **Add Envelope Button** to add envelopes (columns) to the log.
- 4 Click the **Remove Envelope Button** to remove the selected envelopes (columns) from the log.
- 5 Click the **Page Setup Button** to reveal the page setup window. See **3.1.3 Page Setup**, page 25
- 6 Click the **Import Button** to reveal the table import window. See **2.7 Data Imports**, page 19

6.6.1 Column Map

	Column Name	Description
	Line	<p>Values in the Actual column of this log will be reflected in the Actual columns of the budget pages based on the line code entered here.</p> <p>Use code examples "CS17", "CS18", "CS"... for actualizing to the Cost Summary Page hard lines. See 4.1.6 Hard lines, page 33 for more details.</p> <p>To actualize directly to fringes within a section follow format: M.F1 : This code actualizes to the first fringe of section M M.F2 : This code actualizes to the second fringe of section M A.F1 : This code actualizes to the first fringe of section A</p>
	Envelope: Many Columns	<p>Enter the envelope name in the header of the column. Common practice is "Doe, John", or "Doe, J."</p> <p>Enter the sums of receipt totals in the cells below the header.</p>
	Actual	Displays the computed total for the row. This is the value that will be reflected in the line item in the actual budget on the budget pages.
	Line 2	Displays the line number enter in the Line column. Useful for grids that have a large number of envelopes.
	Line Description	Automatically displays the title of the line number entered into the line column.
	cells are directly editable.	
	cells are locked to protect formulas and should not be directly edited.	

6.7 Actualization Monitor

The Cost Summary page in **Figure 88** contains formulas that monitor your actual as you populate the Purchase Order Log, Petty Cash Log, Payroll Log, and Petty Cash Grid. It will display a warning if it calculates a discrepancy in the values entered in those logs and the grand total of the actual.

Figure 88

ESTIMATED COST SUMMARY			ESTIMATE	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 & Travel	D	31,430.00		(31,430.00)
5	Makeup, Wardrobe, and Animals	E			
6	Studio Stage Rentals / 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			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	Other				
Insurance			30,152.53	30,152.53	
Production Fee			128,602.65	128,602.65	
CONTRACTED TOTAL 761,805.78					
OVERAGES TOTAL - -					
			100.00 NOT ACT	761,805.78	189,666.00
					(572,139.78)

Cost Summary

In the sample Purchase Order log in **Figure 89** there is a row with a line number of 500 which does not exist in the budget. The Cost Summary Page displays a message indicating that there is 100.00 units of currency not actualizing.

Figure 89

DAN & DEBBIE'S CREAMERY
THE COW GOES MOO! # 22-838

PURCHASE ORDER LOG

LINE	PAYEE	PO	DATE	PAY ID	ACTUAL	DESCRIPTION	
500	Hot Bricks LLC	12345	1/29/2022	45321	100.00	LINE CODE NOT VALID	1
							2
							3
							4
							5
							6
							7
							8
							9
							10
TOTAL					100.00		