

MOVIE MAGIC[®] **BUDGETING[™]**

TUTORIAL/USER'S MANUAL
FOR USE WITH
MICROSOFT[®] WINDOWS[®]
& APPLE[®] MACINTOSH[®]

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Introduction

Welcome to Movie Magic Budgeting. Movie Magic Budgeting is a powerful estimation tool that will enable you to quickly create, change and compare budget estimates for your production.

HOW TO USE THIS BOOK

This book is divided into two parts. The first is a tutorial to walk you through the basic use of Budgeting and point out many of the features of the application. The second part is a general reference guide to Movie Magic Budgeting.

Tips and Cautions

In this book, when there is information outside of main text, we have placed that information in the left margin, and prefaced it with one of two icons.



This icon appears beside either a tip or an alternative method of performing the task.



This icon appears with a caution. Pay special attention to the note when you see this in the margin.

Differences between the PC and Macintosh Interfaces

Movie Magic Budgeting works equally on the PC and the Macintosh. However, there are some details that you will want to note.

In general, actions and commands are performed in the same way, with the following exceptions:

- The Control key on the PC is replaced by the Command (⌘) key on the Macintosh.

Any additional items will be pointed out as we work our way throughout this book.

Because this book was written on the PC, certain conventions have been used. The screen illustrations show Movie Magic Budgeting on the PC, rather than the Macintosh. So if you are using a Mac, you will see slightly different, although almost identical, screens.

In addition, all keyboard commands are written with the PC in mind. Macintosh commands are provided in parentheses after the command has been given.

Part I - Tutorial

Lesson 1

Getting Started

Movie Magic Budgeting is a flexible tool that allows you to easily estimate budget costs and prepare your budget in almost no time. The important thing to remember as you work with this application is that Movie Magic Budgeting is not an accounting program. It is an estimating tool. All computations are estimated, and will not be exact figures.

In this Lesson, we will launch Movie Magic Budgeting, create a new budget file, look at some of the ways to move around in the application, and save our file.

LAUNCHING MOVIE MAGIC BUDGETING

Windows 98

1. Click on the **Start** menu
2. Choose **Programs, Movie Magic Budgeting, Movie Magic Budgeting**. The application will launch.

Macintosh

1. Double-click on your **Hard Drive** icon.
2. Double-click on the **Movie Magic Budgeting** folder.
3. Double-click on the **Movie Magic Budgeting** file

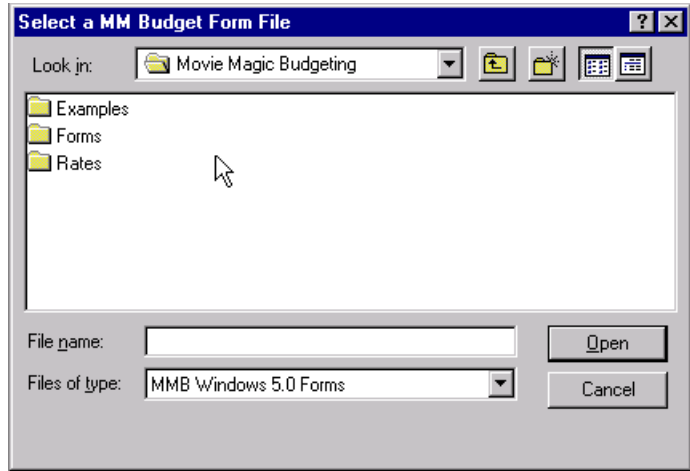
icon. 

CREATING A NEW BUDGET


The first thing to do once you have opened Movie Magic Budgeting is to create a new budget. Although you can create a budget from scratch (see “Creating a Blank Budget” on page 59), you are more likely to be working with a pre-defined budget form.

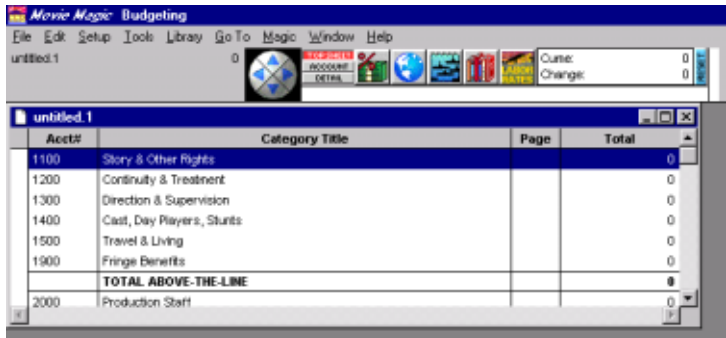
A budget form includes a chart of accounts, and all of the Globals, Fringes and Subgroups. For the purposes of this tutorial, we will create a budget in the Enterprise format, which is a basic budget. If you were creating one for one of the other studios, you would, of course, use their budget form.

1. From the **File** menu, choose **New**. The Select a *MM Budget Form File* window displays.



2. Select the **Forms** folder and click **Open**.
3. Select the **Enterprise Form** file and click **Open**. A new budget opens, using the Enterprise budget form as a skeleton structure.

 All budget forms have an extension of **.mmf**.




NAVIGATING MOVIE MAGIC BUDGETING

Starting at the Topsheet

When you first open a new file, you begin at the level of the Topsheet. The Topsheet is also sometimes known as a Summary sheet, because it summarizes all of the totals that have been entered into the rest of the budget. No information is added to the Topsheet. Everything presented is a summary or

roll-up of data found in other parts of the budget.

- Click on the **maximize button**  in the upper right of the window to enlarge it.

Each line on the Topsheet corresponds to a Category (major account). Movie Magic Budgeting uses the term Category to describe an account that contains sub-accounts within it.



Acct#	Category Title	Page	Total
1100	Story & Other Rights		0

Moving into the Account Level

Although there is a lot of information presented on the Topsheet, we need to move further into the budget to really use the information. Movie Magic Budgeting is constructed in three levels, with each successive level holding more detail.

- **Move your mouse** to the narrow column to the left of Category 1400 - Cast, Day players, stunts. The pointer changes direction and becomes a black arrow.



1300	Direction & Supervision		0
1400	Cast, Day Players, Stunts		0
1500	Travel & Living		0
1900	Fringe Benefits		0
TOTAL ABOVE-THE-LINE			0

- **Double-click** and Movie Magic Budgeting takes you into the account level for this account.

There are several accounts in Category 1400. Notice that all the account numbers begin with 14. This makes it easy for you to tell immediately where an account fits. If the account starts with 12, it is located within the 1200 category.


Moving into the Detail Level

- Again placing the pointer in the left column, **double-click** and move down one more level, into the detail level of Account 1404, Stunt Players.

The Detail level displays. Notice that this level has no entries. This is where all the details about the Stunt players will be entered.

It is here, on the detail level, that you will enter all of the monetary amounts for your budget.

Moving back to the Topsheet

 Although by default you only have one window at a time open, you can set *Movie Magic Budgeting* to display multiple windows (See “Use only ONE Window per budget” on page 75 of the Reference Section). The level indicator can help you keep track of your location in this case.

On the tool bar, the level indicator indicates the level you are on in red. It can also be used to navigate between levels.

- On the **level indicator**, click **Topsheet**. You are returned to the Topsheet of your budget, and the level indicator shows this by highlighting **Topsheet** in red.



SELECTING LINES & MOVING BETWEEN FIELDS

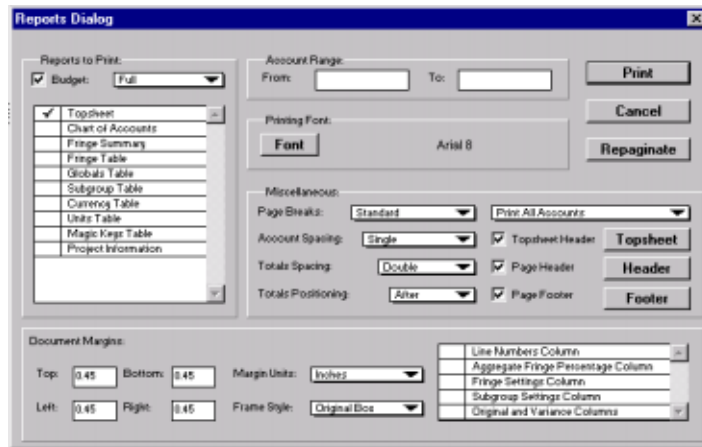
- You can select any line in your budget by single-clicking in the narrow column to the left of that line.
- Double-clicking in the same location will move you one level down into the budget.
- Click in any field on the Detail level to add information. From this point, you can move through the fields by pressing Tab or Enter (Return).
- Pressing Shift and holding it down while you press Tab will move you backwards through the fields.


ADDING PROJECT INFO TO BUDGET

You will probably want to start your budget by adding information that is project-specific. Configuring this information now will save you the trouble of printing a budget later only to discover that the hard copy does not have the Project Title,

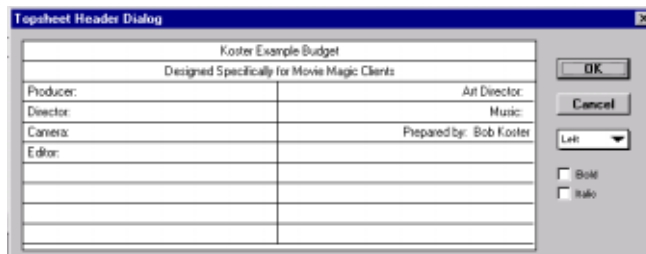
producer, etc. on it.

1. From the **File** menu, select **Print**. The *Reports Dialog* window displays.



 You can change the header and footer text for the entire budget as well. For information on this, see “Adjusting the Header and Footer” on page 149 of the Reference Section.

2. In the **Miscellaneous** area of the **Reports** window, click the **Topsheet** button. The *Topsheet Header Dialog* displays.



3. Enter the information into the grid that you will want people to know about your budget. Click in the first field of the grid and type “**Tutorial Budget.**”
4. Center this title by selecting **Center** from the menu to the right of the grid.
5. Click in the **check box** next to **Bold** to make the Title boldface.
6. Press **Tab** to move to the next field. Enter **your name** and **center** it.
7. Click **OK** to return to the *Reports* window.

8. Click **Cancel** to return to the Topsheet without printing. The information you have entered will remain with the budget until you change it.

ADDING REVISION INFORMATION

You should also add the information regarding the revision of the budget. This becomes very important when you begin creating multiple versions of the budget for comparing.


1. From the **File** menu, select **Info**. The *Budget information for: filename* displays. Note that there is no filename yet. This is because we have not saved your budget.
2. There are fields to track Project title, Project Number, Revision Number, and Notes. Since this is the first budget, we'll just enter the Revision number.

Click in the white box beside **Rev. Number** and type **1**.

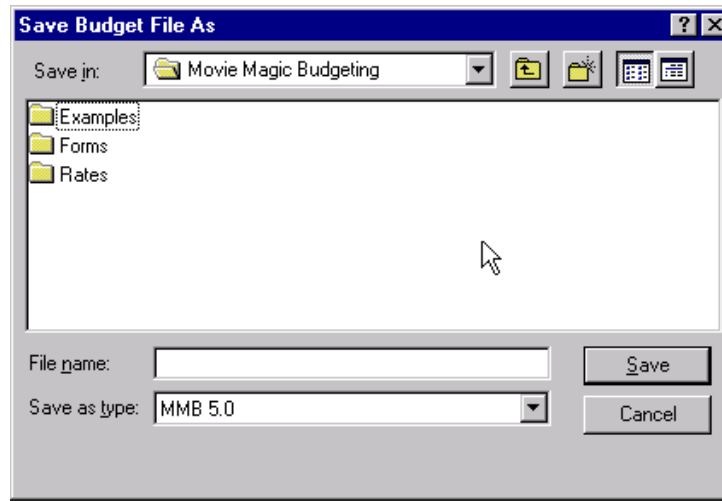
3. Click **OK** to close the dialog window.

SAVING YOUR BUDGET

You should save your budget regularly. There is no worse feeling than working for hours on a project, only to lose power and have to start over again. If you save your files regularly you are much less likely to suffer lasting damage from such a loss. Save your Test budget now.

 If you had previously saved the file, the save dialog would not display. Your file would simply be saved over the last one you saved. To avoid replacing the existing file, choose *Save As*.

1. From the **File** menu, select **Save**. The *Save Budget File As* dialog window displays.



2. In the **Save in:** field, select the **folder** where you want to save your budget.
3. In the **Filename** field, enter **Test**. Click **Save**. The dialog window closes and your file is saved.

You should also regularly make backup copies of your work to another hard drive, tape drive, or floppy disk. Nothing is worse than losing all your work because you have hard drive or system problems.

REVIEW

You should now be able to:

- Create a new budget from a budget form
- Move between the levels and fields in a budget
- Add project information to your budget
- Add a revision date
- Save your budget

Lesson 2

Working with the Topsheet

As mentioned previously, the Topsheet is the location in the budget where all the monetary amounts are summarized. At this point, other than the Categories that were created by the budget form, your budget is blank. All of the amounts are Zero.

In this lesson we will look at the topsheet in a bit more detail. You will create a new Category, and add a level break between Categories.

WHAT ARE CATEGORIES?

Movie Magic Budgeting uses the term **Category** to refer to the major accounts found on the topsheet. Each **Category** will contain several accounts located in the account level. **Categories** share the first few digits of their account numbers with all accounts below them, allowing for easy tracking.

CREATING A NEW CATEGORY

When you create a new budget from a budget form, **Categories** and their inclusive accounts are created for you. However, once in a while you may still find that you need to create another **Category** to cover something additional.

1. Select **Category 6500 - Publicity** by clicking in the left margin. The **Category** row is highlighted. We will add a **Category** just before this one.

	TOTAL EDITING PERIOD
6500	Publicity


2. From the **Edit** menu, select **Insert**. A new **Category** line appears before the selected **Category**.
3. Press **Tab**. You are now ready to enter the information about this **Category**.
4. Type **6400** and then press **Tab** to move to the next field.
5. Type **Tutorial** and press **Tab** again. Notice how you have now selected the field for the **Category** number 6500. If you type anything now, that **Category** number will be replaced.

6400	Tutorial
6500	Publicity



Movie Magic Budgeting will always move to the next available field when you press Tab. If you are at the last line and press Tab, a new line will be created

MODIFYING A CATEGORY

 If you change the number of a Category that contains accounts, you may have to go in and change all the account numbers to maintain continuity.

You might find that one of the Categories in the pre-set budget form doesn't quite describe the accounts you are including, or that you have misspelled something in a Category you have created. If this happens, you will have to modify the Category description, or even the number.

1. From the topsheet, select the Category we just created: **6400 - Tutorials**.
2. Press **Tab** to move into the **Acct #** field. Press **Tab** again to move to the *description* field.
3. Type **Tutorial Consultants**. The description is replaced with the new name.


6400	Tutorial Consultants			0
6500	Publicity			0

ADDING LEVEL BREAKS

Like Categories, some level breaks are automatically created when you create a budget from a budget form. Again, however, you may find you need to add one or more.

Level breaks are subtotal lines that divide your Topsheet into logical parts. You will always have a level break called Total Above-the-Line. Other level breaks are optional depending on the budget you are creating.

1. Select **Category 6500 - Publicity** by clicking in the narrow column to its left.
2. From the **Edit** menu, select **Level Break**. A new line titled *Untitled Level Break* is added above the selected Category.

 You could also type **Ctrl-B** (**⌘-B**) to create this level break.

6400	Tutorial Consultants			0
	Untitled Level Break			0
6500	Publicity			0

3. Press **Tab** and then press **Tab** again. Type **TOTAL TUTORIAL CHARGES** to replace *Untitled Level Break*.

6400	Tutorial Consultants			0
	TOTAL TUTORIAL CHARGES			0
6500	Publicity			0

4. **Save** your changes.

You have now created a level break. These are used to group the Topsheet Categories.

As we add accounts and details to the Tutorial Category, these amounts will change, automatically updated by Movie Magic Budgeting.

OTHER ITEMS ON THE TOPSHEET

Contractual charges are listed at the bottom of the Topsheet. Because these often entail manually excluding amounts, we will walk through them at the end of these lessons, when there are amounts in the budget to exclude.

REVIEW

You should now understand the structure of the Topsheet a little better. In addition, you should be able to:

- Create a new Category
- Modify a Category
- Add a Level Break

Lesson 3 Working with Accounts and Details

The Account level is located directly “beneath” the Topsheet. Each individual Category has a group of accounts associated with it.

Generally, these accounts are numbered to reflect the Category where they belong. For example, Category 1400 would have accounts numbered 1401, 1402, etc.

Within each account you will have various lines of detail. It is in these details that you actually enter numbers. The details and the tools you use with them is what gives the budget its greatest flexibility.

CREATING A NEW ACCOUNT

Like Categories, basic Accounts and their numbers are included in the new budget when you create it from a budget form.

1. From the **Topsheet**, highlight **Category 6400 - Tutorial Consultants**. This is the Category we created, and it will be empty.
2. Move down to the **Account Level** by typing **Ctrl-↓**, (**⌘-↓**). The account level displays, with a blank line highlighted.

Acct#	Account Title	Page	Total
			0
Total			0

3. Press **Tab** to activate the account number field. Type **6401** and press **Tab**.
4. Now you are in the Description field. Enter **Movie Magic Grip**.
5. Press **Tab** again. Notice how you skipped the page and total columns and went straight to creating another account. This is because Movie Magic Budgeting will add the pages and the Total values for you when there are details.
6. Enter one more Account. **6402, Movie Magic Budgeting Consultant**.

Acct#	Account Title	Page	Total
6401	Movie Magic Grip		0
6402	Movie Magic Budgeting Consultant		0
Total			0

MODIFYING AN ACCOUNT DESCRIPTION OR NUMBER

Now we realize that it shouldn't have been Movie Magic Grip in account 6401, but rather Movie Magic Assistant. We will have to go back and change it.

1. Click on the word **Grip**. Notice how all the words in the field are highlighted. If you type Assistant now, the entire field will be replaced.

2. Click again, **after** the word Grip. Now you can hit the **Backspace (Delete)** key 4 times to remove the word Grip.
3. Type **Assistant**.

WORKING WITH DETAILS

Details are the meat of your budget. They are where you will enter all of the numbers and dollar amounts for your production. If you need three grips for local production, this is where you will put them.

GLOBALS

The first tool used in details are Globals. These are characters used to replace a number, such as “s” or “shoot” instead of 6 weeks. You can change the number associated with the word in one place and it will be changed everywhere you have used it in a line of detail. If you were to do this by hand, hours could be added to the budgeting process. (Not to mention the possibility of missing one or two of the changing numbers!)

Creating and Modifying Globals

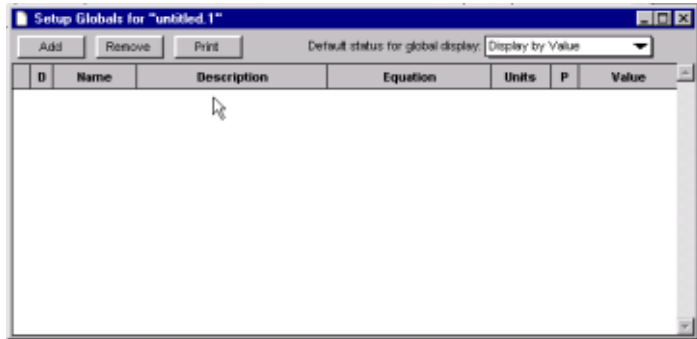
Globals are created from their own creation window. You can create them all at once, or one at a time as you need them.

A global is a variable - a numerical value assigned to a name. It's not as confusing as it sounds. What a global allows you to do is enter a word, like *shoot*, into a line of detail and have the number associated with it applied automatically.

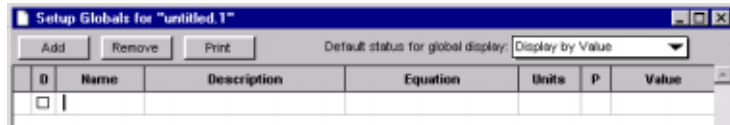
This becomes useful when you want, for example, to lengthen the shooting time from four to six weeks. Instead of going through the budget by hand and changing all instances where the shooting length is used, you can simply change the value in the global and it will automatically be changed throughout the budget and the budget recalculated.

Globals need to be set up before you begin adding details to accounts because, in many cases, they *are* the details you will be entering. Some budget forms have globals pre-set for you, although you will still want to change the numbers to reflect your production. The Enterprise budget form has no globals pre-set.


1. From the **Setup** menu, select **Globals**. The *Setup Globals* window displays.



2. To create a new global, click **Add**. A new line in the grid will appear with the insertion point located in the first field, **Name**.



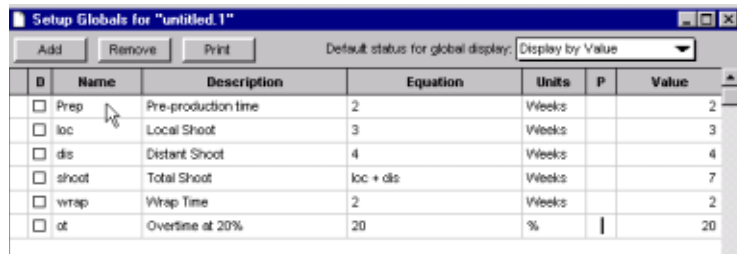
3. Create a global for Pre-production time (Prep). Enter **Prep** in the **Name** field.
4. Press **Tab** to move to the **Description** field. You don't need to enter anything here, but we'll add a bit more description. Type **Pre-production time**.
5. Press **Tab** again to move to the **Equation** field.
6. The prep period for this project is two weeks, so type **2**. This field will always have a number or an equation in it.
7. Press **Tab** to move to the **Units** field. Type the letter **w** (an abbreviation for Weeks). Press **Tab** and the **w** you entered automatically expands to the word Weeks.
8. Leave the **P** (for decimal precision) field blank. (See "Changing Decimal Precision" on page 94 for more information about decimal precision.)
9. Press **Tab** to add the next global.

 Please notice that the **shoot** global has an equation that consists of two globals added together. Any time you change the value of **loc** or **dis**, **shoot** will automatically be updated.

10. Add the following globals:

Name	Description	Equation	Units
loc	Local Shoot	3	w
dis	Distant Shoot	4	w
shoot	Total Shoot	loc + dis	w
wrap	Wrap time	2	w
OT	Overtime at 20%	20	%


When you have finished, the Setup Globals window will look like this:



11. Close the **Setup Globals** window.
12. **Save** your work.

ADDING DETAILS

After you have some (or all) of your globals set up, it is time to add lines of detail to the various accounts. Let's start with the Production Manager.

 Alternately, select **Down into Selection** from the **Goto** menu.


1. From the **Topsheet**, select Category **2000 - Production Staff** and press **Ctrl-↓** (**⌘-↓**) to move to the Account level.
2. Now select **Production Manager** and click on the **DETAIL** in the toolbar. Detail is now highlighted in red, and the *Detail window* for Production Manager appears, with a blank line highlighted.




Description	Amount	Units	X	Rate	Subtotal
Total Fringes	1		1	0	0
Total					0

3. Press **Tab** to move to the **Description** field.
4. Type **STUDIO**. (We are using this line of detail as a title only.)
5. Press **Tab** five times to move through the other fields and create a new blank line.
6. Type **Prep Time (5 day week)**
7. Press **Tab** to move to the **Amount** field.
8. We will use the Global we created earlier. Type **p** (short for prep). You can also type the entire global (in this case, prep). If there is more than one global that use the same first letter, you will need to enter more of the word.

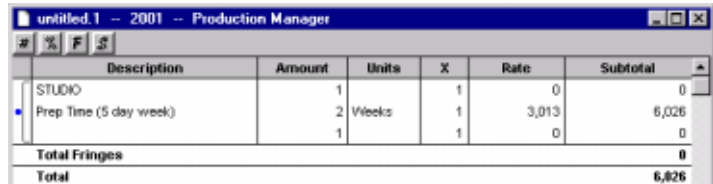
Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
Prep Time (5 day week)	1		1	0	0
Total Fringes					0
Total					0

 The **X** field is another multiplier field, similar to the **Units** field. We won't use it here. For examples of how to use it, see "Adding details individually:" on page 62.

9. Press **Tab** to move to the **Units** field. The amount field now displays 2, and the Units field displays *Weeks*, as we told the global to do. A blue circle displays in the left margin field, indicating that a Global is in use here.
10. Press **Tab** to move to the **X** field. Leave the amount set to 1.
11. Press **Tab** to move to the **Rate** field.

 *Pressing Tab or Enter (Return) here also starts a new blank line. It will be automatically removed when you move to another Category, account or detail.*

- We'll pay the current DGA (Director's Guild of America) rate for Production Manager. Type **3013** in the **Rate** field and then press **Tab**. The Subtotal field automatically calculates the value of 6,026.



Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
Prep Time (5 day week)	2	Weeks	1	3,013	6,026
	1		1	0	0
Total Fringes					0
Total					6,026

- Create two more lines of detail using the following information:

Description	Amount	Rate
Shoot time (5 day week)	s (for shoot)	3013
Wrap time (5 day week)	w (for wrap)	3013

- Save** your work.

USING A SUMMARY LINE OF DETAIL

For the fourth line of detail, we will calculate Overtime using a Summation Line. A Summation line totals all the lines of detail between it and the previous summation line and puts the total in the Rate field. It is useful for calculating Overtime and Deferral amounts.

Now you will create a summation line for overtime, using the overtime global (OT) we created earlier.

- Create a new blank line by pressing **Tab**.
- From the **Edit** menu, select **Summation Line**. A new, Untitled Summation Line is created.



Wrap time (5 day week)	2	Weeks	1	3,013	6,026
Untitled Summation Line	1		1	33,143	33,143

- Press **Tab** to move to the **Description** field. *Untitled Summation Line* is highlighted.
- Type **Overtime**. Untitled Summation Line is replaced.
- Press **Tab** to move to the **Amount** field.

6. Type the letter **o** and then press **Tab** twice. The cursor moves to the X field. The “o” in the Amount field is replaced by the number 20, and the “%” sign appears in the Units field. This is the percentage you set up for OT when creating your globals.

Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
• Prep Time (5 day week)	2	Weeks	1	3,013	6,026
• Shoot Time (5 day week)	7	Weeks	1	3,013	21,091
• Wrap time (5 day week)	2	Weeks	1	3,013	6,026
• Overtime	20	%	1	33,143	6,629
	1		1	0	0

Movie Magic Budgeting totals all of the amounts in the Studio area and puts the total in the rate field. This is then multiplied by the overtime percentage (20%) you set up with a global, and the estimated overtime is added to your budget.

REVIEW

At this point in the Tutorial you should be able to:

- Add accounts to Categories
- Create globals
- Add basic lines of detail to an account
- Use globals in lines of detail
- Create a summation line

Lesson 4

Using Fringes

Fringes, also called Fringe Benefits, are the extra costs that get added to the cost of an item. Sales tax is an example of a fringe. So are guild and union pensions, FICA, etc.


In this chapter you will learn about fringes -- what they are, and how to apply them to the budget. In addition, we will also learn to copy and paste lines of detail in the budget.

CREATING A FRINGE

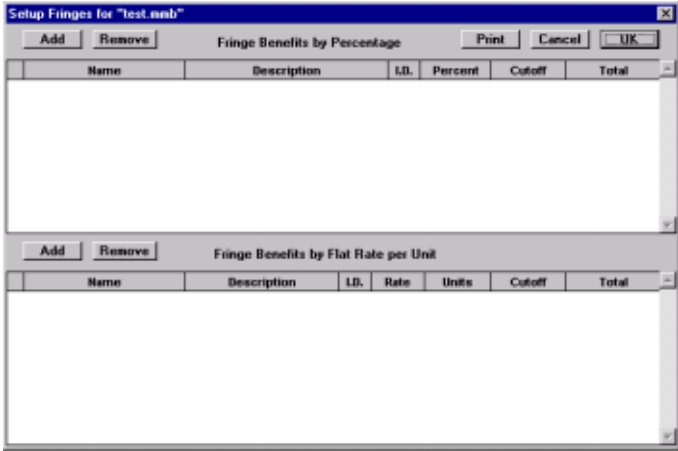
Fringes are the “extra” costs that are added to items in your budget. Things like FICA (social security taxes), pension plans from the various guilds, sales taxes, etc. are all examples of Fringes.

The first step in using fringes in your budget is to define the fringes. You will probably have several employees who will have the Directors’ Guild Pension applied to their salary, and all employees will have FICA. Setting up your fringes in advance allows you to apply them to the proper lines of detail all at once.

Add a New Percentage Fringe

 Do not press **Enter** (**Return**) from the *Setup Fringes* window unless you are finished. The window will close.

1. From the **Setup** menu, select **Fringes**. The *Setup Fringes* window will display.



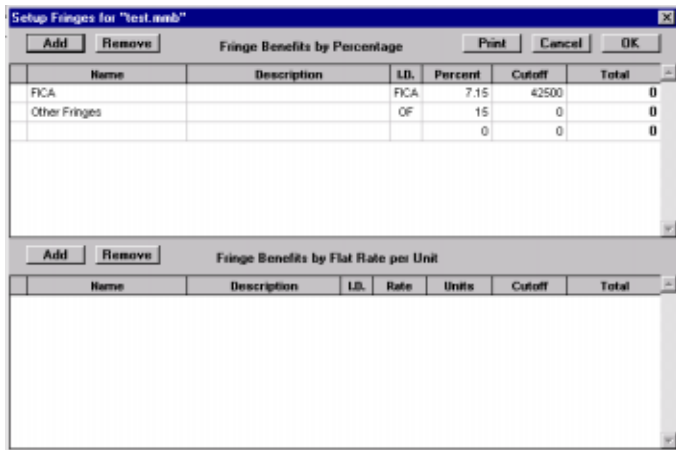
Fringe Benefits by Percentage					
Name	Description	I.D.	Percent	Cutoff	Total

Fringe Benefits by Flat Rate per Unit						
Name	Description	I.D.	Rate	Units	Cutoff	Total

2. The percentage fringes area fills the top half of the window. Click on **Add** in the upper left. A new line will appear at the bottom of the current list, and a cursor will appear in the *Name* field.
3. Enter **FICA**. Press **Tab** to move to the Description Field.
4. FICA is self-explanatory, so it does not need a description. Press **Tab** again to move to the **I.D.** column.
5. Enter **FICA**. This is an optional feature. Entering an I.D. allows you to see at a glance which fringes are applied to what lines of detail. IDs should be kept short so they are

easier to read. (See “Displaying Applied Fringes” on page 110.)

6. Press **Tab** to move to the Percent column. Enter **7.15**.
7. Press **Tab** to move to the Cutoff field. A cutoff is the amount above which percentage fringes are not applied. Fortunately, dues and taxes are not taken from every dollar we earn. We’ll create a Cutoff of \$42,500.
8. Type **42500**. Enter the number only, with no punctuation. Now the fringe will be applied to the total only up to \$42,500. Any money earned above that amount will not be taxed by this fringe.
9. Press **Tab** to create a new fringe. Enter another fringe that is called **Other Fringes**, has an ID of **OF**, at **15%** with no cutoff. Your *Setup Fringes* window now should look like this:



Add a New Flat Rate Fringe

1. Click **Add** in the **Flat rate** area of the *Setup Fringes* window. A new line will appear at the bottom of the current list, and a cursor will appear in the name field.

2. Enter **Teamsters** and then press **Tab**.
3. Enter **Teamsters Union Dues**. Press **Tab**.
4. Enter **TUD** for the I.D. Press **Tab** to move to the **Rate** field.
5. Teamsters dues are charged at a flat \$2.3625 an hour. Enter 2.3625 in the rate field. Press **Tab** to move to the Unit Field.
6. Enter **h** in the **Unit** Field. Press **Tab**. The H expands to Hours.
7. Teamsters' dues have no cutoff. They are paid on every hour worked. Do not enter anything in the **Cutoff** field.
8. Press **Enter (Return)** to exit the Setup Fringes window.
9. **Save** your budget.

USING FRINGE RANGES

Fringes can be applied individually or over a group. When you create a group of details that will be fringed together, we call it a Fringe Range. For example, the entire salary for the Production Manager will be fringed together, with the cutoff applying to the sum of the entries.

Perhaps it is easier to see on the budget itself.

1. Open the **detail** level for **Account 2001 - Production Manager**. If you have been doing the lessons in order, it should look like this:

Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
Prep Time (5 day week)	2	Weeks	1	3,013	6,026
Shoot Time (5 day week)	7	Weeks	1	3,013	21,091
Wrap time (5 day week)	2	Weeks	1	3,013	6,026
Overtime	20	%	1	33,143	6,628
Total Fringes					0
Total					39,772

2. Notice the bracket to the left of the details. This shows that all of these details are part of the same **Range**. They are all grouped together.

If we apply the fringe to all of these entries, Movie Magic totals them and then adds the fringe to the total amount below the cutoff point.

3. Select the **first three entries** (STUDIO, Prep time, and Shoot Time) and click the **Fringe icon** on the toolbar.



4. The Apply Fringes window displays. If you cannot see the lines of detail you have selected, drag the **Apply fringes palette** down on the screen until you can.



5. Click on **Range** in the lower left. The bracket around the lines of detail breaks into two brackets, one around the lines you selected, and one around the remaining lines. There are now two ranges in this account.

Description	A
STUDIO	
Prep Time (5 day week)	
Shoot Time (5 day week)	
Wrap time (5 day week)	
Overtime	

6. Now click on **Indiv** in the lower left, next to Range. Notice that each selected line now has its own bracket; ranges define the cutoff point for your fringes. In this

case, each line would have to reach the cutoff individually before the fringe stopped being applied.

Description	
STUDIO	
• Prep Time (5 day week)	
• Shoot Time (5 day week)	
• Wrap time (5 day week)	
• Overtime	
Total Fringes	

Every line of detail will be part of a range, even if it is a range consisting only of that line.

- All of these lines of detail should be one range. Select them by clicking in the left margin by **Studio** and dragging your mouse to **Overtime**. Click on **Range**.
- Close the **Apply Fringes** window by double-clicking in the small box at the upper left and selecting **Close**.

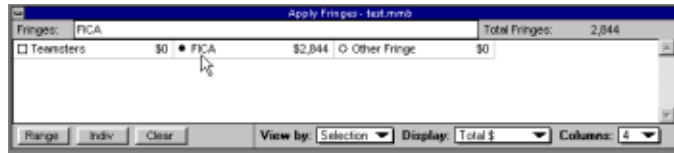


- Save the Tutorial.

APPLYING A FRINGE

Up to the cutoff point, the entire Production Manager's salary will be subject to FICA taxes. You will now add the FICA fringe to his salary.

- Since we want to fringe the entire salary, not just Shoot or Wrap time, select the entire STUDIO range of detail. Double-click in the **left margin** beside the word **Studio**. All the lines of detail in the range are selected.
- Click on the red and green **Fringe icon** on the toolbar. The *Apply Fringes* window displays.
- Click in the **empty circle graphic** next to FICA, or on the word **FICA**. The circle is filled.



4. The FICA percentage fringe has now been applied. Close the **Apply Fringes** window by clicking in the close box in the upper left and selecting **Close**.
5. Notice the right-pointing triangles to the left of each line of detail. These indicate that there is a fringe applied to that line item. The total amount of Fringes displays in the Total Fringes row (**\$2,844**).

Description	
STUDIO	
▶ Prep Time (5 day week)	
▶ Shoot Time (5 day week)	
▶ Wrap time (5 day week)	
▶ Overtime	
Total Fringes	

COPY AND PASTE


Now we are going to expand this account. Our project is shooting both in the studio and on location. So a Production Manager will be needed for the Location shoot as well. Let's add entries for Location as well. To save time, we will copy and paste the studio lines and edit them.

1. The **STUDIO** lines of detail should still be selected. If not, highlight them by **double-clicking** in the narrow column on the left.
2. From the **Edit** menu, select **Copy**.
3. Click in the column to the left of the 6th line of detail (the blank line) to highlight it.

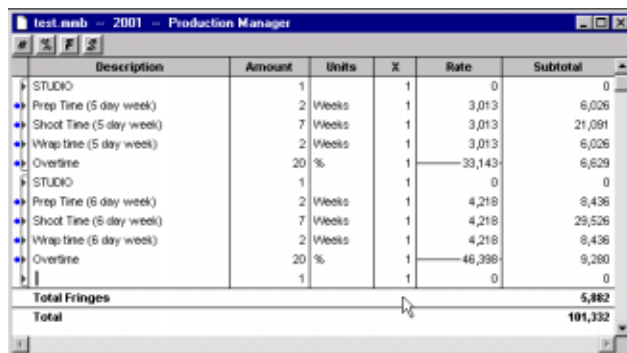
Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
▶ Prep Time (5 day week)	2	Weeks	1	3,013	6,026
▶ Shoot Time (5 day week)	7	Weeks	1	3,013	21,091
▶ Wrap time (5 day week)	2	Weeks	1	3,013	6,026
▶ Overtime	20	%	1	33,143	6,629
Total Fringes				0	0
Total					2,844
					42,616

- From the **Edit** menu, select **Paste**. A copy of the STUDIO lines of detail is added *above the selected line*.

Notice that these new lines of detail also have the blue circles denoting globals and the right-facing triangles that denote Fringes. When you copy and paste information, all of the applied features are pasted with it.

 When you enter a number, you never need to enter punctuation or currency symbols.

- Now we will edit these new lines. Click on the second word **STUDIO** to highlight it. Type **LOCATION**. Studio is replaced by the new word.
- In the **Prep time** line of detail beneath the LOCATION title, click on **3,013** in the **Rate** field. Type **4218**.
- Press the **Down Arrow** key on your keyboard to move to the **Rate** field of the **Shoot time** line. Again, type **4218**.
- Repeat this with the **Wrap time** line of detail.
- Also change the descriptions of the Prep time, Shoot time, and Wrap time to read (**6 day week**) instead of (5 day week).
- Notice how the totals have changed in the subtotals column, and in the Total Fringes row.



Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
Prep Time (5 day week)	2	Weeks	1	3,013	6,026
Shoot Time (5 day week)	7	Weeks	1	3,013	21,091
Wrap time (5 day week)	2	Weeks	1	3,013	6,026
Overtime	20	%	1	33,143	6,629
STUDIO	1		1	0	0
Prep Time (6 day week)	2	Weeks	1	4,218	8,436
Shoot Time (6 day week)	7	Weeks	1	4,218	29,526
Wrap time (6 day week)	2	Weeks	1	4,218	8,436
Overtime	20	%	1	46,398	9,280
Total Fringes					5,882
Total					101,332

- Save your work.


VIEWING FRINGE IDS

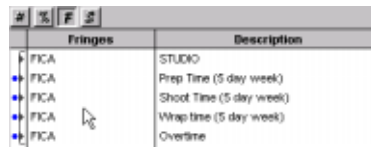
At the upper left of the Detail window is a toolbar of small icons.

This is called the View toolbar. By having the application display your fringe



IDs, you can tell at a glance what fringes are applied to which lines of detail.

1. If you have left the Detail window, return to the detail level for **Account 2001** (Production Manager).
2. Click on the  (**Fringe**) icon on the **View** toolbar.
3. The icon appears depressed and a new column displays at the left of the description column. This column contains the I.D.s for the fringes that are applied to the lines of detail in this account.



Fringes	Description
FICA	STUDIO
FICA	Prep Time (5 day week)
FICA	Shoot Time (5 day week)
FICA	Wrap time (5 day week)
FICA	Overtime

4. Click on the **icon** again to hide the Fringe column from your budget.

REVIEW

At the end of this lesson, you should have a basic idea of Fringes and their use in the budget. Specifically, you should be able to:

- Create a Fringe Definition for both a percentage and a flat fringe
- Create a Fringe range in your account (both for individual line items and a group of items)
- Apply fringes to a group of accounts
- Copy and paste lines of detail into your budget
- View the I.D.s of applied fringes and return to regular view

Lesson 5

Using Subgroups

Subgroups are used in Movie Magic Budgeting to group details into sections that are easily included in or excluded from the budget.

Subgroups provide an easy way to answer questions like, “what will I be spending if I use the expensive camera package rather than the inexpensive one?” Or “what will I be spending if we don’t shoot on location? Or if we do shoot on location?”

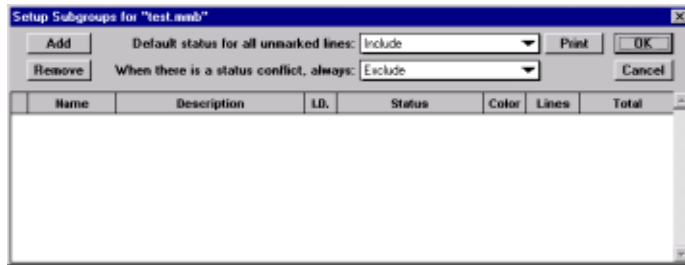
In the previous lessons, we budgeted for both Studio and Location scenarios. However, they are both included in the calculation for the budget.

In this lesson, we will create and apply subgroups for the two scenarios and see how the budget totals change when we include or exclude them.


CREATING A SUBGROUP

We will mark the Studio lines of detail as a Local subgroup, and the Location lines of detail as a Distant subgroup. But before we do that, we have to set up the Subgroups.

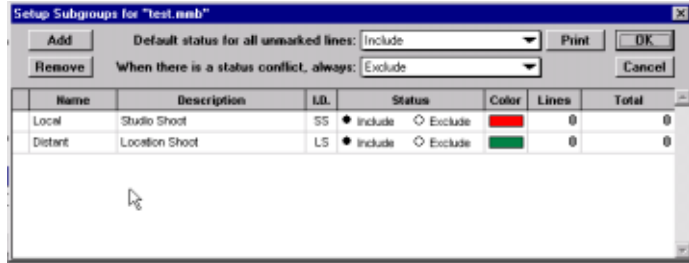
1. From the **Setup** menu, select **Subgroups**. The **Setup Subgroups** window displays.



2. Click **Add**. A new entry is created and the cursor moves to the Name field.
3. Type **Local**.
4. Press **Tab** to move to the **Description** field. Type **Studio Shoot**.
5. Press the **Tab** key to move to the **ID** field. Enter **SS** for Studio Shoot. This is optional, but as with the Fringe ID, entering one now will allow you to tell which subgroups are attached to any line of detail later.
6. Press **Tab** to move to the **Status** field. Leave Include selected.
7. In the **Color** field, double-click on the **Black** box. A color-palette displays. We will use red to denote the Studio Shoot. Click on the **red** color.
8. Click **OK** to exit the **Color Palette**. The box in the Color column is now red.
9. Press **Tab**.
OR
Click **Add** to add another subgroup.

 *Do not press **Enter** (**Return**) while you are in the Setup Subgroups window--it will close the window before you are finished.*

10. Create a subgroup called **Distant**. Use **Location Shoot** as the description, **LS** as the ID, and **Green** as the color. The window should now look like this:



11. Click **OK** or press **Enter** to exit the Setup Subgroups window.

APPLYING A SUBGROUP TO LINES OF DETAIL


Now that we have two subgroups defined, we will apply them to the lines of detail that we created.

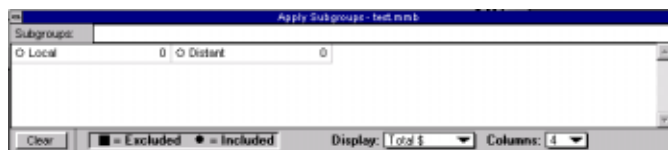
We will mark the Studio lines of detail as a Local subgroup, and the Location lines of detail as a Distant subgroup.

If you are not still on the detail level for the Production Manager account, navigate to that point:

1. Category **2000 - Production Staff, Account 2001 - Production Manager**, to **detail** level.
2. Select the lines from **STUDIO** to just before **LOCATION**.



3. On the **Toolbar**, click the **Subgroups** icon.  The *Apply Subgroups* palette displays.



4. Click the **selection button** beside the word **local**. The subgroup is applied to the selected lines.
5. Click on an **unselected** line of detail. Notice that the studio details are now displayed in the color you set up for the subgroup.
6. Apply the **Distant** subgroup to the **lines of detail under the heading LOCATION**.
7. Close the **Apply Subgroups** palette. Click on the **close** box in the upper left corner and select **Close**.

INCLUDING AND EXCLUDING SUBGROUPS

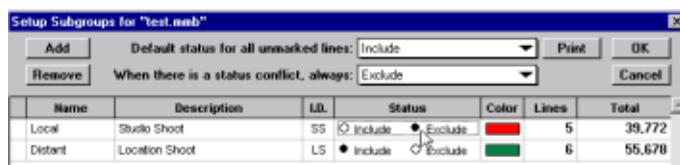
Now that you have subgroups defined and applied, you can start estimating in earnest.

One of the best ways to use subgroups is to include and exclude them from the budget until you can arrive at the monetary amounts you want. Because excluding them from the budget doesn't delete them, you can save quite a bit of time in this manner.

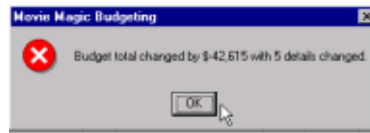
Manipulating what is excluded and included allows you to get a better idea of what different scenarios will cost. For example, you may have the choice of three different camera packages, an inexpensive, a moderate and an expensive unit. By including each of them in your budget as a separate subgroup, you can include them individually to see what the result on your budget will be.

Excluding a Subgroup

1. From the **Setup** menu, select **Subgroups**. The *Setup Subgroups* palette displays.
2. In the **Local** subgroup, click the **selection button** beside the word **Exclude**.



3. Click **OK**. A dialog box displays, telling you how much the budget has changed.



This dialog indicates the difference in cost between shooting both at the studio and on location, and only shooting on location.

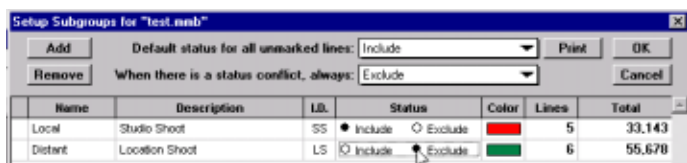
4. Click **OK**. You are returned to the budget. Notice that the **STUDIO** group of details is now grey.

What you have just done is effectively hide any lines of detail that have that subgroup applied to them. Movie Magic Budgeting will not include any dollar amounts located in this subgroup in calculations or printouts.

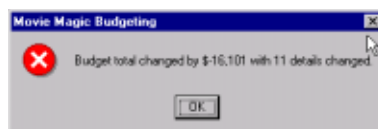
Including a Subgroup

When you have excluded one or more subgroups, there will come a time when you want to include them again. Basically, you will reverse the process used to exclude the subgroup.

1. From the **Setup** menu, select **Subgroups**. The *Setup Subgroups* palette displays.
2. Next to the subgroup **Local**, select **Include**. Next to the subgroup named **Distant**, select **Exclude**.



3. Click **OK**. A dialog box shows you the difference in cost between the two settings.



This dialog indicates the difference in cost between shooting distant and shooting local.

4. Click **OK** to return to the budget.
5. **Save** your budget.

REVIEW

You should now be able to:

- Create subgroups
- Apply a subgroup to details
- Exclude a subgroup from the budget
- Include a subgroup in the budget

Lesson 6 **Finishing Touches and Tips**

There are still a few things you can do to make your budgeting experience easier, as well as to complete your budget before you print it.

This lesson will include adding your contractual charges, as well as a recommended order of work.

CHANGING CONTRACTUAL CHARGES

Contractual charges are generally applied as a percentage of the entire direct cost of the project. There are certain exceptions. Since sometimes a contractual requires you to exclude something, such as post-production or script costs, we do this step when you have completed your budget. For these purposes, we will use the Example budget that was provided with this application.

- **Save** and **close** the tutorial budget if you have not already done so.
- From the **File** menu, select **Open** and open *example.mmb*. It should be located in the Examples folder.

Adding the Completion Bond


Our completion bond for this tutorial is a percentage of 7% of the cost of the project, and does not include the Script costs or post-production costs.

1. From the Topsheet, **note** the cost of the script (Continuity & Treatment Category), and scroll down to the post-production line. **Note** that amount as well.
2. **Add** the two values together. This is what we will exclude from the Completion Bond.
3. Select the **Completion Bond** line at the bottom of the Topsheet and then **double-click** in the left margin beside it. The *Contractual Charge* window displays.

The screenshot shows the 'Contractual Charge' dialog box with the following fields and values:

- Name: Completion Bond
- Charge Type: Percentage
- Percentage: 0
- Flat Fee: 0
- Account #: (empty)
- Total Charge: 0
- Amount(s) Excluded from this Contractual Charge:
 - Flat Amount: 0
 - Total Excluded: 0
- Display Percentage:
- Display Excluded:

4. Click in the **Percentage** field and enter the percentage rate, in this case, **7.00**.


 *Step 6. is optional. We have included it so that you can see the amounts as they change.*

5. In the *Amounts Excluded from this Contractual charge* area, click in the **Flat Amount** field, and enter **109633**, which is the total of the two lines you noted earlier.
6. Click in the **Account #** field and watch the amounts change. The Flat rate has been calculated for the percentage we entered, and the amount of the exclusion is displayed to the right of that field as well.
7. Click **OK**. The amount is entered into the total field for this contractual charge line.

RECOMMENDED ORDERS OF WORK

We worked this tutorial in a manner that made it easy to explain concepts without bouncing about.

However, when you create your own budget, you might find it easier to work the order as follows:

 *Some of these options are only applicable to creating a budget from scratch, rather than using a budget form. Do not feel you need to do every step. Work in a way that makes life easier for you.*

Tell Movie Magic Budgeting who you are.

In other words, enter the information for your production into the Reports window headers and footers (See “Adding Project Info to Budget” on page 7) or the Info window (See “Adding Revision Information” on page 9), or both.

Tell Movie Magic Budgeting how you want to use it.

This phase includes setting up your globals, subgroups, fringes, units, currencies etc. Anything that might be necessary to make your budget work smoothly.

Enter all Necessary Categories

It can be much easier to create a budget from scratch if you plan ahead. Work out all the Categories first.

Enter all Necessary Accounts

Again, to make life simpler, move from Categories to Accounts and enter all of them next.

Enter your Budget Details.

Lastly, enter the details into your accounts. You can do this individually, or add one and copy and paste it into the appropriate locations (See “Creating one Line of Detail and Modifying it” on page 42).

CREATING ONE LINE OF DETAIL AND MODIFYING IT

You may find it easier to create one line of detail, or a group of lines of detail, and then simply copy and paste them where you need them, making adjustments to the details such as rates as necessary.

Lesson 7

Reports

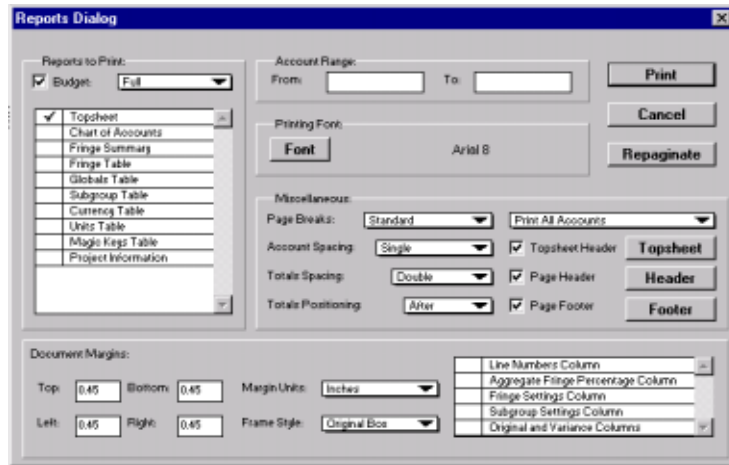
The final piece of the Budgeting puzzle is printing reports. Output of the budget into a hard copy that you can hand to someone, even if it's yourself, and say, "this is the money I need and why" is the reason behind this entire exercise.

Reports in Budgeting are limited, but powerful.

TYPES OF REPORTS

There are several different reports available from Movie Magic Budgeting. Spend some time getting to know them. They are all available from the Reports window.

- From the **File** menu, select **Print**. The *Reports* window displays.



Reports available include:

Two forms of the budget report: Full and Summary - The full budget report includes all details listed beneath their respective account numbers. The summary report only prints the totals for each account. You must check **Topsheet** in order to print a topsheet for this report.

Topsheet - Prints only the **Topsheet**.

Chart of Accounts - Prints the **Chart of Accounts** without any details.

Fringe Summary - Prints a summary of all percentage fringes, their cutoffs, and the total amount budgeted for them.

Fringe Table - Prints a list of **Fringe** definitions.

Globals Table - Prints a list of the **globals** you have defined.

Subroups Table - Prints a list of the **subgroups** you have defined.

Currency Table - Prints a list of the **currencies** you have defined.

Units Table - Prints a list of the **units** you have defined.

Magic Keys Table - Prints a list of the Magic Keys you have defined.

Project Info - Prints the project info as viewed from the file menu, Info window.

SETTING THE PRINT PREFERENCES

There are many options for printing preferences. You have already added the production information for the Topsheet. For now, we'll just reset the margins to 1/2 inch all around.


1. In the *Document margins* area, **double-click** in the field labelled **Top**. Type **.5**.
2. Press **Tab**. Enter **.5** again. Continue until all margins are changed.
3. We'll print the **Fringe abbreviations** on this budget report as well. Check the **box to the left of Fringe Settings Column** in the table in the lower right.



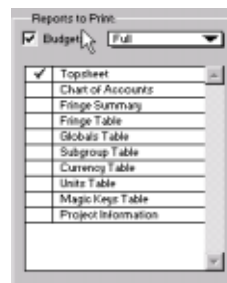
4. We won't put a header on this budget. Click the **check-mark** beside **Page Header** to remove it.

PRINTING REPORTS

Now we're just about ready to print a report.

 If "Top-sheet" is not checked, one will not print, even if you have selected a full budget report.

1. Select **Budget Report - Full** by putting a check in the box next to it, and making sure Full is selected from the drop-down menu. Then place a checkmark beside **Topsheet**.

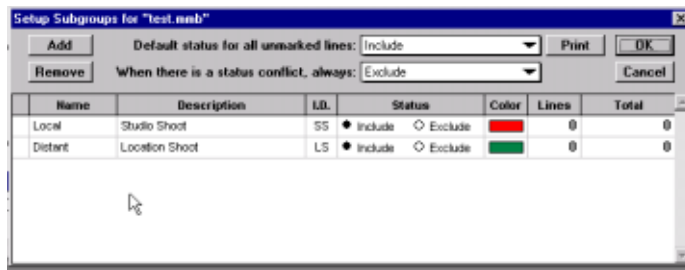


2. Since we've changed the margins, click on **Repaginate**. This will ensure that the page numbers are correct on the topsheet.
3. Click **Print**. The *Print dialog* displays. Click **OK** and your report prints.

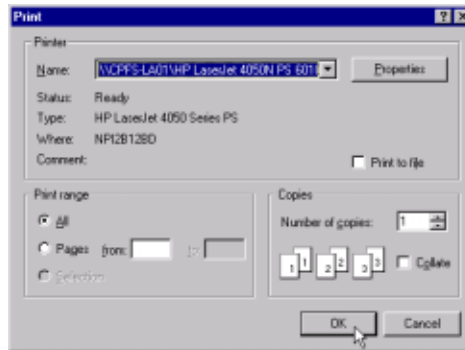
PRINTING SPECIAL REPORTS

Any of the Table reports (Fringe, Globals, Subgroups, etc.) can also be printed directly from their setup windows. As an example,

1. From the **Setup** menu, select **Subgroups**. The *Setup Subgroups* window displays.



2. Click on **Print**. The Print dialog displays.



3. Make sure it is pointing to the correct printer and click **OK (Print)**. The report will print.

REVIEW

You should now be able to:

- Print a standard budget report
- Print a special report from the Setup screen

Part II - Reference

Chapter 1

Getting Started

The Budgeting application is an estimating tool. Getting started in Movie Magic Budgeting is as easy as selecting the appropriate budget form and plugging in the appropriate numbers. You can then get a good idea of the cost of your project. More ambitious people may want to create a budget from scratch.

This chapter will provide a basic overview of the application: launching and exiting Movie Magic Budgeting, and an overview of the elements of Budgeting and how to navigate between them.

GENERAL SETUP

Installing Budgeting

- See the *Installation and Release Notes Guide*.

Launching Budgeting

Windows 98

1. Click on the **Start** menu
2. Choose **Programs, Movie Magic Budgeting, Movie Magic Budgeting**. The application launches.

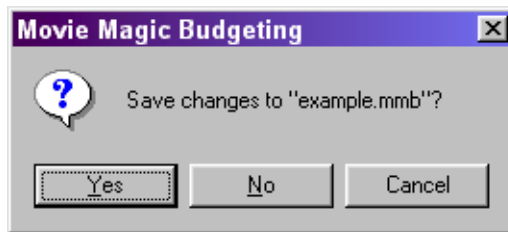
Macintosh

1. Double-click on your **Hard Drive** icon.
2. Double-click on the **Movie Magic Budgeting** folder.
3. Double-click on the **Movie Magic Budgeting** file icon. The application launches.



Exiting Budgeting

- From the File Menu, choose **Exit**.
 - If you have made changes and haven't saved them, a dialog box will appear, asking you if you wish to save your changes.

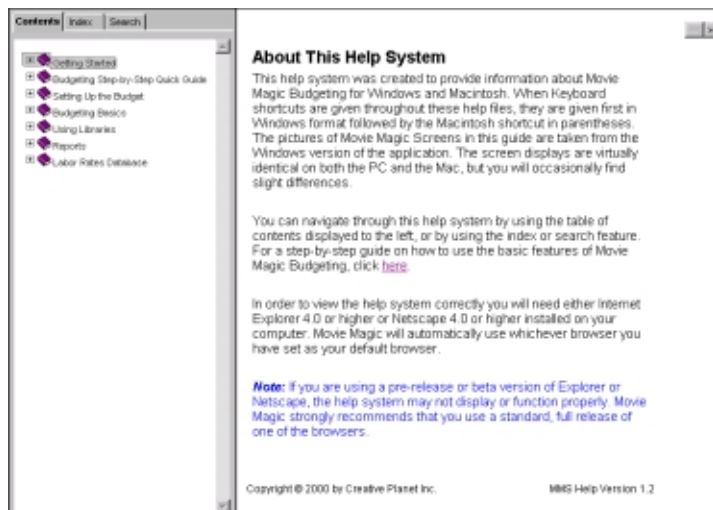


- Choose the appropriate response.
- The application will close.

ONLINE HELP

If you have problems with Movie Magic Budgeting, you can access the built-in help file.

1. From the **Help** menu, select **Contents**. Help opens in your internet browser.



- ◆ The tabs on the left side of the screen give you the choices of browsing the table of contents (the default), search keywords in the index, or search all the words in the help file for a particular word.

Contents: Choose the book you want and double-click it to open it. Then double-click the page within that book. Help will display in the left-window.

Index: On this tab you can browse the index by scrolling up and down, or you can enter a keyword to search for it. The list will scroll as you enter letters. Click on the **entry** you want to read. If there is more than one entry for that word, a **menu** displays, allowing you to **choose** the entry you want.

Search: The search tab allows you to enter the word you want. Type the word in the Search field, and press **Enter (Return)**. A list of topics containing that word displays. Click on the **topic** you want to see. The topic displays to the right.

OVERVIEW

The Three-Dimensional Budget

To Movie Magic Budgeting, a budget is a collection of Categories, Accounts, and Details. These three types of entries are organized into a three-dimensional budget, with each level down becoming more detailed.


- **The Topsheet** shows the main Categories (major Accounts) used in the budget. This includes items such as “Art Direction” and “Development.”
- **Accounts** (sub-accounts) are the subheadings of each Category. This section will include Accounts such as “Art Director,” “Office Costs,” “Sketch Artist,” etc.
- **Details** are the lines of information that make up the actual dollar values of the budget. This is where you will actually enter numbers.

Topsheet

The Topsheet is also known as the Front Sheet, and is a summary of your budget. It includes totals for all Categories, Level Breaks, Total Fringes, Contingency, Completion Bond, and, of course, the Grand Total. The topsheet also indicates where each Category can be found in the budget.

Acct#	Category Title	Page	Total
1100	Development	1	0
1200	Story & Other Rights	2	4,422
1300	Continuity & Treatment	3	4,422
1400	Producers Unit	4	4,422
1500	Directors Unit	5	0
1600	Talent	6	0
1700	A-T-L Travel/Living	7	0
TOTAL ABOVE THE LINE			13,267
2100	Production Staff	7	99,996
2200	Art Direction	14	32,509
2300	Set Construction	17	7,874
2400	Set Decoration	19	26,246
2500	Property Department	22	15,435
2600	Camera Operations	25	100,863
2700	Electric Operations	28	26,246
2800	Grip Operations	30	43,870

Categories

 *Movie Magic doesn't control how you number your Categories, but if you end your Category Numbers with 00 or 000 they are more easily distinguishable from Account numbers.*

The Category is the main heading of a budget. It usually has a number associated with it (11-00 or 2100 for example) and a title: STORY & RIGHTS, or PRODUCTION STAFF. In the budget shown above, 2100 is the “Production Staff” Category. The hyphen is optional. (See “Budget Preferences” on page 2-69.)

Level Breaks

Level breaks are special rows inserted on the Topsheet. They provide Subtotals at strategic points. The most common Level Breaks are: “Total Above-the-Line,” “Total Production,” “Total Post Production,” and “Total Other.”

Accounts


Each Category is a collection of Accounts. These Accounts are subsets of the Category and also have an Account number (11-03 or 2012, for example) and title associated with them.

Acct#	Account Title	Page	Original	Total	Variance
2101	Production Manager	7	0	26,196	26,196
2102	Unit Production Manager	8	0	14,712	14,712
2103	First Assistant Director	8	0	9,095	9,095
2104	2nd Assistant Director	8	0	5,457	5,457
2105	2nd 2nd Assistant	9	0	0	0
2106	Other Assistants	9	0	0	0
2107	DGA Trainees	9	0	3,302	3,302

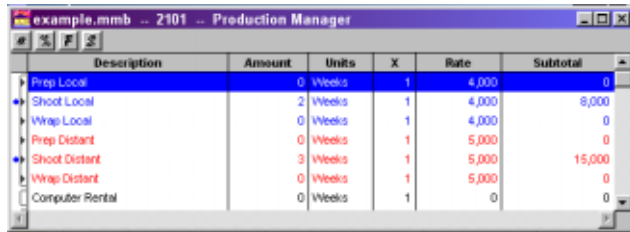
The first portion of the Account number usually reflects the Account's Category. An Account numbered 11-03 belongs to the 11-00 Category, for example.

Account numbers are generally listed in numerically ascending order and can have letters intermixed with the numbers (11-03A). The Category and Account portions of an Account number, like a Category number, in some budgets are separated by an optional hyphen.

Details

 *You cannot enter Details in an Account that does not exist -- therefore you must create an Account before you can add lines of detail to it.*





Details are the specific lines of information contained within an Account. In Movie Magic Budgeting, Details are where all dollar amounts are entered.



Description	Amount	Units	X	Rate	Subtotal
Prep Local	0	Weeks	1	4,000	0
Shoot Local	2	Weeks	1	4,000	8,000
Wrap Local	0	Weeks	1	4,000	0
Prep Distant	0	Weeks	1	5,000	0
Shoot Distant	3	Weeks	1	5,000	15,000
Wrap Distant	0	Weeks	1	5,000	0
Computer Rental	0	Weeks	1	0	0

Details are made up of several parts: the Description, the Amount, the Units, the “X” field, the Rate, and the Subtotal. All of the parts except the Subtotal are editable. The Subtotal reflects whatever changes you have made to the other fields, and is calculated automatically.

Within the detail level you can view or hide various “extra” columns by clicking the buttons on the mini-toolbar at the top of the window. You can display:

-  The line number.
-  The aggregate fringe percentage.
-  The fringes applied to the line of detail
-  The subgroups applied to the line of detail.

For more information, see the sections on fringes and subgroups.

NAVIGATION

Navigation in Movie Magic Budgeting can be accomplished in several different ways. Because the budget can be seen as a multi-level, three dimensional object, you can move “down” into more detailed levels, or “up” into the more general levels. You can also move between different fields and pages in the same level.

Using the Menu Bar

The Goto menu provides various navigational commands.



Topsheet - Moves you directly to the topsheet from anywhere in the budget.

Up - Moves you up one level: to Account from Detail, to Top-sheet from Account.

Down - Moves you down one level: To Account from Top-sheet, to Detail from Account. The Category or Account which was selected will be the Category or Account shown in the lower level.

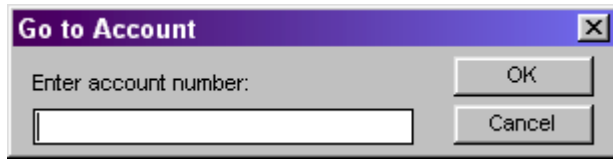
First - Moves the selection to the first line of the level.

Previous - Moves the selection back one line.

Next - Moves the selection forward one line.

Last - Moves the selection to the last line of the level.

Account - calls up the Goto Account Dialog.



Enter the Account or Category number you want to see and click **OK**. The appropriate Account or Detail level for that number appears in a new window. The previous window either closes or remains open according to the preferences you have set. (See “Budget Preferences” on page 2-69.)

Using the Movie Magic Toolbar

The Movie Magic Toolbar is located at the top of the screen, below the Menu Bar.



Direction Control:



The direction control is a grey circle with blue arrows. Clicking on an arrow moves you through the budget.

- Click on the up arrow in the circle to move up a level.
- Click on the down arrow in the circle to move down a level.
- Click on the right arrow to move to the next Category or Account.
- Click on the left arrow to move to the previous Category or Account.

Level Indicator:



Next to the Direction control is a level indicator.

This tool serves two functions, it indicates the level of the budget displaying, and it allows you to instantly navigate between levels.

- The bar marked in red is the level you are on in the budget. This is useful if you have many windows open at one time.

- You can click on any of the three bars and you will be taken to that level of the budget.

Progress Indicator:

Some operations take time to complete. To give you some idea of how they are progressing, the progress indicator at the far right of the toolbar fills until the operation is 100% complete.

Double-Clicking

- **Double-click** in the left margin of a Category or Account to move down one level.
- Doing this on the *Detail* level will **select** the fringe range applied to the line of detail you double-click.

Moving Between Fields

- Use the **Tab** key to move forward from field to field in the same level.
- Use **Shift-Tab** to move backward.

Selecting a Line

- Click in the **left margin** next to the Category, Account, or Line of Detail you want to select.

Selecting a Range of Lines

You can select more than one Category, Account, or Line of detail in more than one way.

- **Click and drag** either up or down the screen to select multiple lines.
- **Double-click** the small left margin of a fringe range of detail to select the entire range. (See “Setting a Fringe Range” on page 5-105)
- **Hold down Ctrl (⌘) and click** in the small left margin of each line individually. This command can be used to select lines that are not located directly adjacent to one another in the budget.

Chapter 2 **Setting Up the Budget**

Setting up your budget is probably the first thing you will do after launching Movie Magic Budgeting. There are several ways to set up the budget, all of which are designed to make your job easier. You can use a pre-designed budget form, start from scratch, import information from Movie Magic Scheduling, and customize any budget.

The budgeting process consists of three main steps, Identifying and Inputting elements, Manipulation of elements, and Reporting. In many ways it goes hand in hand with the Scheduling process.

CREATING A BUDGET FROM A BUDGET FORM

The Budget Form

The budget form includes a chart of Accounts, but it is much more. It also includes pre-set fringes, globals, and subgroups. It is a template for you to use to make budgeting easier. You can create a budget form yourself (See “Creating a Budget Form” on page 64), or a range of pre-designed budget forms are provided with Movie Magic Budgeting. In addition, a growing library of forms and additional resources can be found at the Movie Magic website: www.moviemagicproducer.com.

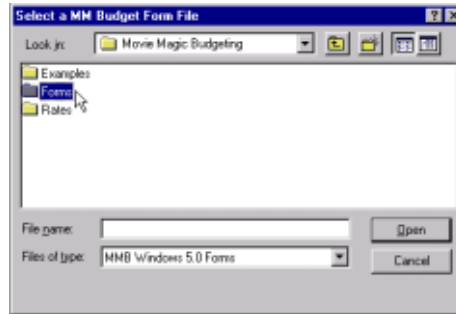
Choosing a Budget Form


When choosing a budget form, pay attention to what you want from your budget. Will it be submitted to one of the major studios? If so, choose the format used by that studio. Will it be for your use only? Perhaps the SuperBudget or one you have designed yourself is better suited.

Some budget forms include settings for globals, fringes and subgroups. Others require you to set them up yourself.

To Open a Budget form:

1. Select **New** from the **File** menu, or type **Ctrl-N** (⌘-N). The *Budget Form* dialog box appears.



 *Budget forms have the extension “.mmf”*

2. Select the budget form you wish to use by clicking on its name. Generally, budget forms are kept in the Forms folder within the Movie Magic Budgeting folder. If you installed your application differently, or moved this folder, you can use the tree structure to locate it.
3. Click **OK** to open the budget form. A new budget opens using the settings in the form.

CREATING A BUDGET FROM SCRATCH

It is much easier to create a budget from a previously created Budget Form, as the entire chart of Accounts, and many of the globals, fringes, and subgroups have already been created. However, if you need a tailor-made budget, beginning with a blank budget may be your best choice.

When creating a new budget, it is often much easier to begin at the Topsheet level and move down. Create your Categories and level breaks, then move on to the Account level, creating Accounts for all your Categories, and then your globals, fringes and subgroups. Only then should you move to adding the actual details.

Creating a Blank Budget

- From the **File** menu, select **New Blank Budget**.

OR

- Type **Ctrl-Shift-N** (**⌘-Shift-N**).

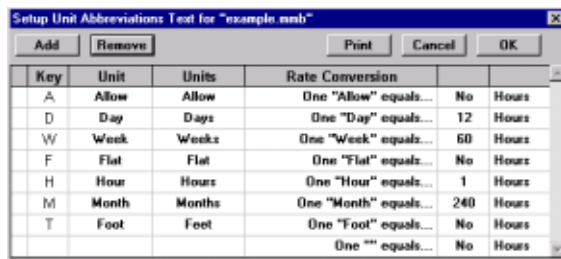
A new, blank budget opens. This budget has no Categories, Accounts, globals, subgroups, or fringes created. It will be up to you to populate it.

Setting Up Units

Units are the definitions that support each line of detail. They include things like weeks, reels of film, possibly hours, etc.

Some standard Units are already set up in Movie Magic Budgeting. These include: Allow, Day, Week, Flat, Hour and Month. To set up additional units follow the instructions below. This can be done from anywhere in your budget.

1. From the **Setup** menu, choose **Units**. The *Setup Units* window displays.
2. In the upper left, click **Add**. A new unit line displays.



3. Enter the **Key** for the unit. This is the letter you will type to enter the unit into your budget. Press **Tab**.
4. Enter the **singular name** of the unit. For example, *Reel*. Press **Tab**. Note that when you press Tab, the name appears in the conversion formula.
5. Enter the **plural** of the unit (Reels). Press **Tab**.
6. If there is an equivalent to the unit in Hours, enter that number. If not, leave the default of **No**.
7. Press **Tab** to begin another new unit, or **OK** to leave the window.

Adding Categories

Categories are added to the Topsheet level of the budget. They are the all-inclusive accounts that are later broken down into sub-accounts and details.

- Go to the **Topsheet** level of your budget.

If this is a New, Blank budget:

1. Press the **Tab** key and enter a **Category Number**. For example, 2100.
2. Press the **Tab** key again. Enter the **Category Title**. For example, Talent.
3. Press **Tab** to move to the next Category, OR **click** anywhere in the Topsheet to leave the “Add Category” mode.

If this is an existing budget, and you wish to add Categories:

1. Click on the **Category** you wish to insert a new Category above.
2. From the **Edit** menu, select **Insert**. A new Category line appears above the Category you selected in step 1.
3. Press **Tab** to move to the Acct # field. Enter the **Category Number**. For example, 2100.
4. Press **Tab** again. Enter the **Category Title**. For example, Talent.

Modifying Categories



If you change the number of a Category that contains Accounts, you may want to go in and change all the Account numbers to maintain continuity as well.

You might find that one of the Categories in the pre-set budget form doesn't quite describe the Accounts you are including, or that you have misspelled something in a Category you have created. If this happens, you will have to modify the Category description, or even the number.

1. From the topsheet, select the Category you want to change.
2. Press **Tab** to move to the field you want to change (or click in that field)
3. Type the **new** information to **replace** the old, or, click again in the area you want to add info to and add it without deleting the old.

Adding Level Breaks

Like Categories, some level breaks are automatically created when you create a budget from a budget form. Again, however, you may find you need to add one or more.

Level breaks are subtotal lines that divide your Topsheet into logical parts. You will always have a level break called Total Above-the-Line. Other level breaks are optional depending on the budget you are creating.

1. Select the line above which you want the level break.
2. From the **Edit** menu, select **Level Break**. A new line titled *Untitled Level Break* is added above the selected Category.

6400	Tutorial Consultants		0
	Untitled Level Break		0
6500	Publicity		0

3. Press **Tab** and then press **Tab** again. Type **the name of your break** to replace *Untitled Level Break*.

6400	Tutorial Consultants		0
	TOTAL TUTORIAL CHARGES		0
6500	Publicity		0

Adding Accounts

Accounts are added to the Account level of the budget. All Accounts are attached to a Category.

1. Select the **Category** in which to add Accounts.
2. Double-click **in the margin** beside that Category. The Account window for the Category displays.

If this is a New, Blank budget:

1. Press the **Tab** key and enter an **Account Number**. For example, 2101.
2. Press the **Tab** key again. Enter the **Account Title**. For example, Principle roles.
3. Press **Tab** to move to the next Category, OR **click** anywhere in the **Account window** to leave the “Add Account” mode.


If this is an existing budget, and you wish to add Accounts:

1. Click on the **Account** to follow the new Category.
2. From the **Edit** menu, select **Insert**. A new Account line appears above the Category you selected in step 1.
3. Press **Tab** to move to the Acct # field. Enter the **Account Number**. For example, 2101.
4. Press **Tab** again. Enter the **Account Title**. For example, Principle Roles.

Adding Details

Details are added to the Detail level of the budget. All Accounts are attached to a Category.

1. From the **Account Level**, select the **Account** in which to add details.
2. Double-click **in the margin** beside that Account.

 You may also type **Ctrl-↓** (**⌘-↓**) or select **Down into Selection** from the **Goto Menu**.

1300	Direction & Supervision			0
1400	Cast, Day Players, Stunts			0
1500	Travel & Living			0
1900	Fringe Benefits			0
TOTAL ABOVE-THE-LINE				0

The Account window for the Category displays. You can now enter details individually, or Import them from Scheduling (See “Importing Information from Scheduling” on page 64).

Adding details individually:

- If there are no details in the Account, you can simply hit the tab key and begin entering them. Start with the **description**, for example, “Mrs. Potts.” Then move on to the **Amount**, **Units**, **X** and **Rate**. The **Subtotal** will be calculated for you.

Description: The reason you are budgeting this amount of money. In the above example, “Mrs. Potts” is the character.

Amount: The numeric value for the quantity of items or units. For example, 3 for 3 days, 10 for 10 weeks, 1 for 1 allowance, etc.

The amount field is also the field where you will most often use Globals. Simply enter the global instead of a number. See also “Using Globals in Lines of Detail” on page 97.

Units: What the amount field represents. Days, weeks, hours, months, allow, flat, feet, meals, etc. You may leave this field blank if desired. If you are using a global, it will be filled in for you.

X: An extra multiplier field. The default for this field is 1. However, if the description is something like “extras” you may need more than one. In this case, if you are paying 4 extras for 5 weeks at 1,014/unit, you would enter the line of detail as follows:


Description	Amount	Units	X	Rate	Subtotal
Extras		5 Weeks	4	1,015	20,300
Total Fringes					0
Total					20,300

Rate: The rate is the numeric value of the monetary cost of an item. It is multiplied by the numbers in the amount and X columns to arrive at the subtotal. You may also use Globals in this field. See also “Using Globals in Lines of Detail” on page 97.

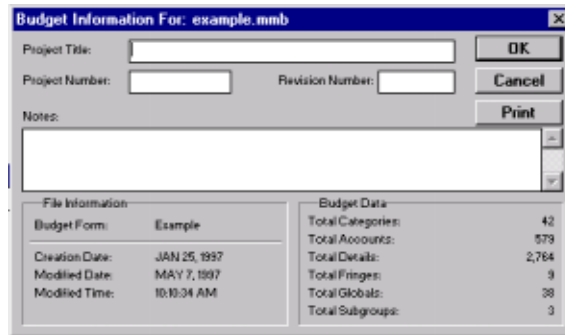
Subtotal: The subtotal is automatically calculated. It multiplies the Amount, X and the Rate. If any of those fields equals zero, the Subtotal will be zero. As you make changes to the Detail numeric fields, the Subtotal automatically recalculates to reflect the changes.

SETTING BUDGET INFORMATION

Information about the budget can be quite useful later in the budgeting process. It can be used to include information in the Headers and Footers, to track the revision number of the budget, and to keep track of notes about each saved version of the budget that you have created.

 The bottom half of the Budget Information window includes some statistics for your budget, including the date the budget was created, and the number of Accounts and Categories included.

1. From the **File** menu, choose **Info....** The *Budget Information* window displays.



File Information		Budget Data	
Budget Form:	Example	Total Categories:	42
Creation Date:	JAN 25, 1997	Total Accounts:	579
Modified Date:	MAY 7, 1997	Total Details:	2,764
Modified Time:	10:10:34 AM	Total Fringes:	9
		Total Globals:	38
		Total Subgroups:	3

2. Enter your **Project Title**, **Project Number**, and **Revision Number**. Press **Tab** to move between fields. Not all projects will have all three of these items. We highly recommend that you keep track of revisions using this feature.
3. Enter any notes you want to make about this budget in the **Notes** field. For example, “This version does not include any CGI costs.”

IMPORTING INFORMATION FROM SCHEDULING

One of the advantages of Movie Magic Budgeting is that you can import information from Movie Magic Scheduling to be included in your budget. This is done using the Library feature of Movie Magic Budgeting.

Full details for using the library feature can be found in Using Libraries on page 87.

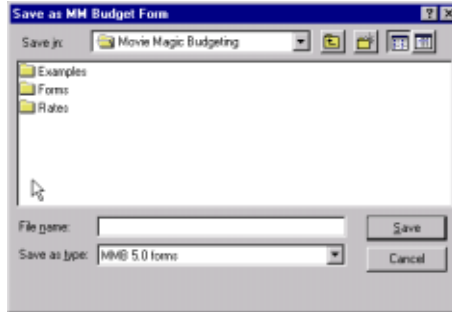
CREATING A BUDGET FORM

After you have created a budget from scratch, you may want to save it as a budget form so that any new budgets you build can have the same format.

The budget form contains the Chart of Accounts from the budget, and the lists of Globals, Fringes, and Subgroups, as well as any preferences you have created for these budgets.

1. **Open** the budget you have created.

- From the File menu, select **Create Form...** The *Save as MM Budget Form* window displays.



- The standard budget forms are saved in the **Forms folder** in the Movie Magic Budgeting directory. You can continue to keep your files here, or create a new directory for them.
 - To use them in the current Forms file, double-click on the **Forms** folder.
 - To save your form file in your own directory, select that **directory** from the list.
- Click in the **File Name** field and type the name of your form.
- Click **OK (Save)**. The budget form has been saved and you can now use it to create a new budget.


WORKING WITH CURRENCY

You can choose the currency you want to use for your budget. This can be helpful if you are going to be shooting in a foreign country and need to provide a budget in the currency where you are shooting. Or, if you are shooting on location, some expenses may be in the currency of that location.

Adding a New Currency

The Setup Currency window will only serve to convert all currency in your budget. If you are planning on having only some details in a different currency, you will want to use a global for this purpose. (“Using Globals to Define Foreign Currency” on page 98.)

 We recommend that you choose one currency for your host currency and stick with it. See “Changing the Printing Country” on page 68 for information on how to convert currency for printing reports only.

 If you change the host country, any other exchange rates you have entered become invalid.

The default currency for the budget is always U.S. dollars. You can change this by changing the Host country to one of the Currencies that you add in the Setup process. If you change the host country, you will enter any further amounts in the new currency.

1. From the **Setup** menu, choose **Currency**. The *Setup Currency* window will display.



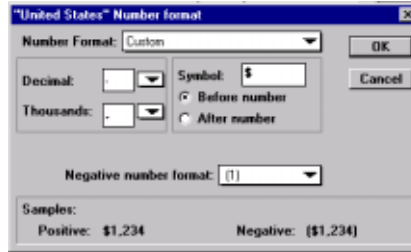
2. Click on the **Add** button in the upper left corner of the window. A new line will be added to the list of currencies and the cursor will be placed in the **Country** field.
3. Enter the **Country** for the currency and press **Tab**. The cursor will move to the *Currency* field.
4. Enter the name of the **Currency** (i.e. Pound, Dollar, Franc). Press **Tab**. The cursor will move to the *Rate* field.
5. Enter the **Rate** of exchange relative to the host country. In the example below, one dollar is equal to 1.75 British pounds, so the rate is 1.75. Press **Tab**. The cursor moves over the *Format* Button. See “Formatting Currencies” on page 66.
6. To enter a **Key** for this currency, click in the **Key** column. This is a single letter abbreviation for the currency. Francs could be F, British pounds, B or P, etc. Entering a Key is optional.

Formatting Currencies

When you have added a new currency, you will want to format how that currency displays.

1. From the **Setup** menu, select **Currency**.

- From the **Currency Setup** window, click on the **Format** button. The *Number Format* dialog displays.

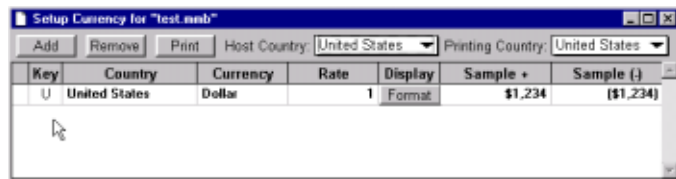


- Many standard currency formats are already defined. Click on the **arrow** in the *Number Format* field and choose a standard currency. Alternatively, make adjustments to each field individually. At the bottom of the dialog is a sample of how the currency will display, for both positive and negative figures.
- Close the window by clicking **OK** or **Cancel**.

Deleting a Currency

In some cases you may want to delete a currency setting.


- From the **Setup** menu, select **Currency**. The *Currency Setup* window displays.



- Click anywhere in the line of currency you wish to remove.
- Click the **Remove** button at the top left of the window.
- Close the window by clicking **OK** or **Cancel**.

Changing the Host Country

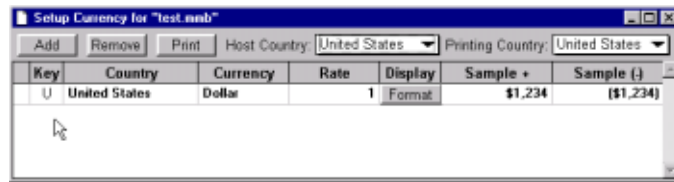
The host country is the underlying currency for the budget. Unless specifically told otherwise, Movie Magic Budgeting displays and prints all currency information in U.S. Dollars. Changing the host country will change the currency for the entire budget.


 **Remember** that any exchange rates you set up in the *Setup Currency* window (see “Adding a New Currency” on page 65) are relative to the **host country**. So if you change host countries, those rates become invalid.

When you change the host country, all of the globals in use will be replaced with appropriate values. You will no longer be able to change them globally. Any globals you apply after changing the host country will work as usual. Changing the host country is therefore better done before you enter information into the budget. Or, before you change the host country, save a copy of the budget so you can revert to it if necessary.

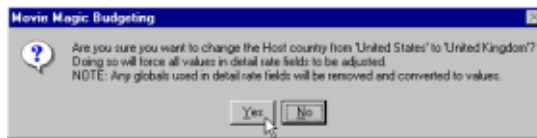
If you want to keep your budget in the original currency, and print a copy in a different currency type, see “Changing the Printing Country” on page 68.

1. From the **Setup** menu, choose **Currency**. The *Setup Currency* window displays.

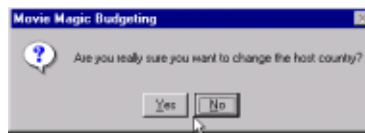


 **Changing** the host country will replace all the globals in rate fields with values. They will be static. If you want to be able to keep your globals intact, change the printing country instead.

2. At the top of the window, choose the **appropriate country** from the **Host Country** menu. A warning dialog displays. Click **Yes** to continue.



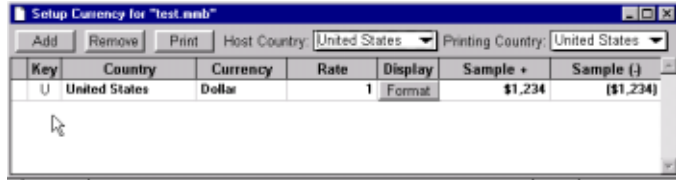
3. A *confirmation dialog* displays. Click **Yes** to change the host country.



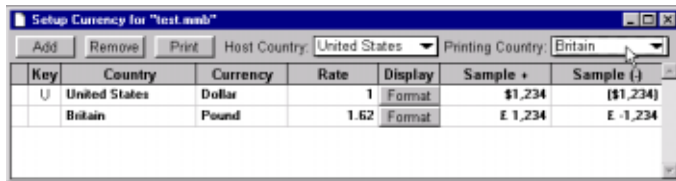
Changing the Printing Country

If you need to print the budget with a different currency rate, but do not want to change the entire budget to that currency, you can change just the printing country. This leaves the host country as originally set, but allows the budget to be printed entirely in a different currency.

1. From the **Setup** menu, choose **Currency**. The *Setup Currency* window displays.



2. At the top of the window, choose the **appropriate country** from the **Printing Country** menu. No confirmation dialog displays, but the Printing country now displays the chosen currency.



3. You can now print the budget normally, and all values will be printed in the new currency.

Using Different Currencies in Individual Details

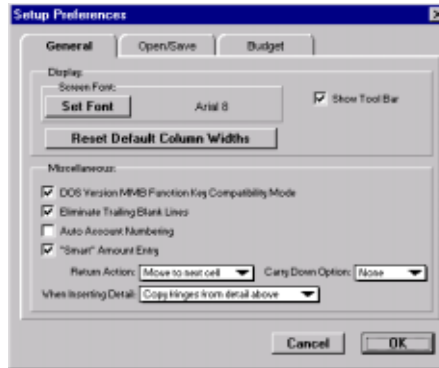
You can, if necessary, use different currencies in different lines of detail. An example would be if you were shooting in Germany, you might want to enter the salaries and costs in Deutschmarks or the Dollar equivalent for those details.

While the setup currency option is fine for changing the entire budget, you should use a global for the above situation. (See “Using Globals to Define Foreign Currency” on page 98.)

BUDGET PREFERENCES

On the setup menu, there is an option for Preferences. This option allows you to change the way Movie Magic Budgeting displays your budget. When you choose **Preferences**, the

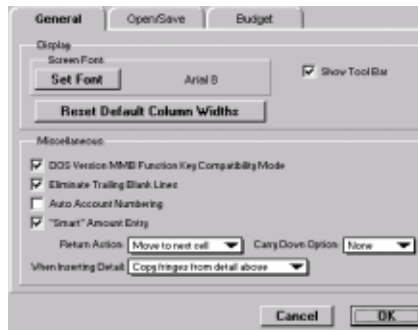
Setup Preferences window displays. This window is divided by three tabs: **General**, **Open/Save**, and **Budget**.



When you are finished making changes to all the tabs, click **OK** to save them, or **Cancel** to delete them.

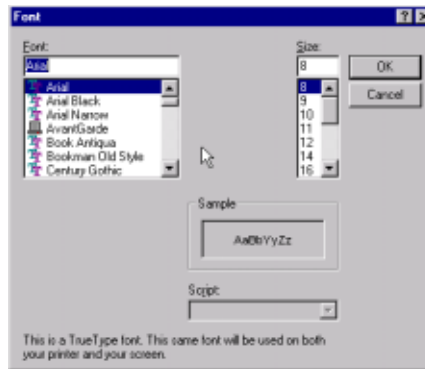
General Tab

On the **General** tab, there are several options that refer to the general look of your budget, and control how it reacts to commands.




Set Font

- Click on **Set Font**. The *Set Font* window displays.

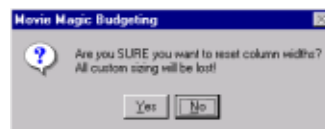


- Choose the **font and font size** you wish to see on-screen in your budget. The default size and font is 8 pt Arial (9 pt Geneva on the Mac). You may find a larger size or a different font easier to read. Changing this preference will not change the font or size Movie Magic Budgeting uses to print your budget. To change the print size, see Reports, “Setting the Print Font” on page 147.

Reset Default Column widths

 Using this option will override any of your custom margin and column width settings. Be sure you want to do this before selecting this option.

Clicking this button resets all column widths to their default values. When selected, a dialog will display:



- Click **Yes** to reset your widths
- Click **No** to cancel

Show Toolbar

- **Select** this checkbox and Movie Magic Budgeting will display the Toolbar beneath the Menu bar.
- **Deselect** the checkbox to hide the toolbar.

DOS Version MMB Function key compatibility mode

When this option is checked, function keys (F1-F10) will operate as they do in Movie Magic Budgeting 3.0 for DOS. A

list of these Function Keys is provided in Appendix B. Unchecked, they behave as your computer operating system dictates.

The default for this option is checked.

Eliminate trailing blank lines

A trailing blank line is a blank line that has no detail following it.

- **Select** this checkbox to delete any trailing blank lines in your budget.
- **Deselect** this checkbox to leave blank lines in your budget.

Auto Account Numbering

- **Select** this checkbox to let Movie Magic Budgeting automatically number new Accounts in the order they are entered.
- **Deselect** the checkbox so that you can enter your own Account numbers as you enter information. If you are not sure in what order you will be entering information, doing this by hand may be your best choice.

“Smart” amount entry

- **Checked**, this option allows you to move directly from the units field to the rate field by pressing Enter (Return). You can still move to the X field by pressing Tab.
- **Unchecked**, Enter (Return) moves the cursor from field to field, including all fields.

Return action...

This selection has a menu to allow you to choose one of two options. When you press Enter (Return) in Movie Magic Budgeting, the application will do the chosen option:

- Move to next cell
- Go down one row

Carry Down Option...

The menu for this option allows you to choose the fields to automatically carry down as you enter new data in the detail level.

- **None** - the default. You must enter all information
- **Amount** - the amount is carried to the new line. You may change it if necessary.
- **Rate** - the rate is carried to the new line. You may change it if necessary.
- **All** - all information except the description is carried into the new line. You can adjust any of it (and will probably want to change at least the description line).

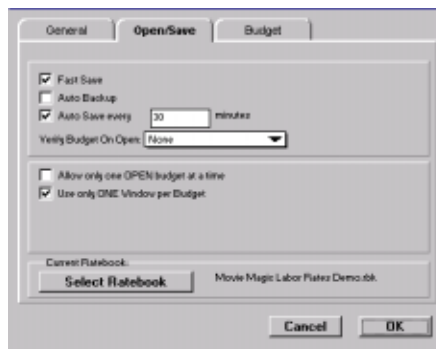
When Inserting Detail...

Sometimes you may add a new line of detail after you have fringed the previous ones. This feature allows you to choose how the new line of detail is automatically fringed.

- **Copy fringes from the detail above** - All fringes applied to the previous line of detail are applied to the new line of detail. This can be very useful if you are entering a large list of something like employees: all their appropriate FICA, pensions, dues, etc. can be entered once and then filled down automatically as you add each new detail.
- **Insert new detail with no fringes** - The new line of detail is created with no fringes applied.

Open/Save Tab

The options on the Open/Save tab control how Movie Magic Budgeting saves and opens documents.



Fast Save

The default setting is selected.

- **Selecting** this checkbox will save only changes you have made to the budget.
- **Deselecting** this will save the entire budget. It is a slower method, but should be done every so often to avoid corruption.

Auto Backup

The default is deselected.



*Selecting this option automatically turns **Fast Save** off.*

- **Selecting** this option will save a backup of your budget whenever you save. This should NOT be used as an alternative to the instructions for “Creating a Backup Budget” on page 84.

This allows you to maintain version control. If it is selected, you will always have the last version you saved in a separate file if you find you need to discard changes.

Auto Save every ___ minutes

The default setting is set at every 30 minutes.

- **Selecting** this automatically prompts you to save your budget at the time increment you have chosen. This way, if the power fails for some reason, you will only lose some of your changes: not all of them.
- If you **deselect** it, and the power fails you may lose much of your work. If you save regularly, this may not be a problem.

Verify budget on Open

This runs a budget verification check to make sure all calculations are complete and there are no circular references. If you are making drastic changes to an existing budget, it can be useful. The default setting is **None**.

- **None** - never verifies the budget unless you manually tell it to do so. See Recalculating your budget (“Recalculating the Budget” on page 134.)
- **Quick** - budget totals only are recalculated.

- **Complete** - the integrity of the budget data is checked, fixes are made if necessary, and budget totals are recalculated.

Allow only one OPEN budget at a time

- **Selecting** this option will only allow you to open one budget at a time. If you want to work with another budget, you must close the first.
- **Deselecting** this option will allow you to have as many budgets open as your computer’s memory allows.

Use only ONE Window per budget

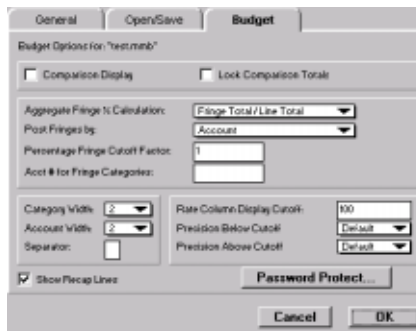
- **Selecting** this option will replace an open window with the next window you open. For example, if you are in the topsheet, and open an Account, the topsheet will close when the Account opens.
- **Deselecting** this option will allow you to have as many windows open as you wish. Sometimes this is a good thing, as it makes it easier to compare Accounts or details. If too many windows are left open, it can become confusing.

Current Ratebook

Clicking **Current Ratebook** option allows you to change the ratebook that displays in Movie Magic Budgeting. See “Labor Rates Database” on page 123 for more information.

Budget Tab

The budget tab contains options that apply strictly to the budget currently open in the active window.



Comparison Display

This option toggles the comparison display for the Topsheet and Account levels (the variance column). This option can be overridden at any level by using the comparison display buttons on the Window Tools Menu. (See “Using the Compare Command” on page 136.) The default for this option is unchecked.

Lock Comparison Totals

- **Checked** - keeps the budget’s “original” totals from being updated. When you make changes and compare the totals, you cannot update the changes to the amounts originally in the budget.
- **Unchecked** - Allows you to change totals as you update your budget.

The default for this option is unchecked.

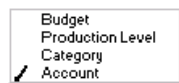
Aggregate Fringe % Calculation



Aggregate fringes can be calculated in two ways. Select one from this list.

- **Fringe Total/Line Total** - Calculates by dividing the *Total Fringe Contribution* by the *Line Total*. This is the default option. All Fringes are included.
- **Sum of Fringe %** - Calculates by adding the percentage of all the percentage fringes applied to the line of detail. Flat Rate fringes are excluded from this calculation.

Post Fringes by

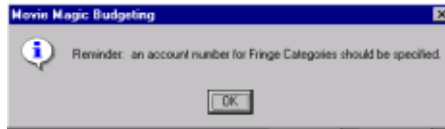


Fringes can be posted in the budget in several different ways. How you post fringes can help you see where the money is located in the budget, and help you decide where to shave an hour here or there if you are running over budget.

- **Budget** - selecting this option posts all fringe totals on the topsheet, without breaking them down into Category or Account numbers. It gives you an overview of how much of your budget is taken up by fringes.
- **Production Level** - this option creates a fringe subtotal at each level break on the topsheet. The fringes for

each level break are gathered together and subtotaled at the level break.

- **Category** - this option creates an Account or Accounts - based on the setting in Setup Fringes (See “Defining Fringes” on page 101) at the end of each Category. The fringes in the Accounts are totaled and posted to a Fringe Category. A reminder screen prompts you to create an **Account Number for Fringe Categories** on this screen (see below).



- **Account** - this option adds the total of all fringes into each Account as a line item. To see them, go to each line of detail individually.

Percentage Fringe Cutoff Factor

- In this field, type the number of calendar years your production is expected to span. The Fringe Cutoff is multiplied by that number to give a more accurate estimate for Percentage fringes (this does not apply to Flat Rate Fringes).

As most productions are completed within one calendar year, the default value is 1.

Acct # for Fringe Categories

- If you are posting by Category, enter the Account number you want to use for Fringes. A common choice is 99.

Category Width

- In this field, select the number of digits you wish to allow for the **Category** portion of the **Account number**.

For example, in Account 809-01, the Category (809) has a width of 3. In Account 1102, the Category (11) has a width of 2.

You may choose any number between 1 and 6. The default for this option is 2.

Account Width

- Select the number of digits to allow for the **Account** portion of the **Account Number**.

For example, in Account 809-01, the Account (01) has a width of 2. In Account 203-101, the Account (101) has a width of 3.

You may use any number between 1 and 6. The default for this option is 2.

Separator

- Enter a single character to separate the Category portion of an Account number from the Account portion.

For example, a dash, as in 810-01. The default is no separator.

Rate Column Display Cutoff

You may want to limit the number of decimal points that display in the rate column. Sometimes you might find that you want a different number of decimal points for amounts above a certain amount, versus below that amount. In this case, enter that cutoff amount here, and then enter the number of decimal places as described in Precision Below Cutoff and Precision above Cutoff below.

Precision Below Cutoff

Choose the number of decimal points to display if the amount in the rate column is above your set cutoff.

Precision Above Cutoff

Choose the number of decimal points to display if the amount in the rate column is below your set cutoff.

Show Recap Lines

- **Checked** - Total Below-The-Line and Total Above-the-Line recap line subtotals display above the Grand Total on the Topsheet.
- **Unchecked** - no recap lines display.

The default for this option is checked.

Password Protect

The default is no password. This option allows you to set a password for *this budget*. Different budgets can have different

passwords. When you **select** this option, the *Enter New Password* dialog displays.



- If you want to use a password, **enter** one using a combination of up to 30 letters and numbers. Press **Tab**.
- **Verify** it by typing it again.
- Click **OK** to save your password, **Cancel** to not use (or change) the password.

USING CAPTIONS

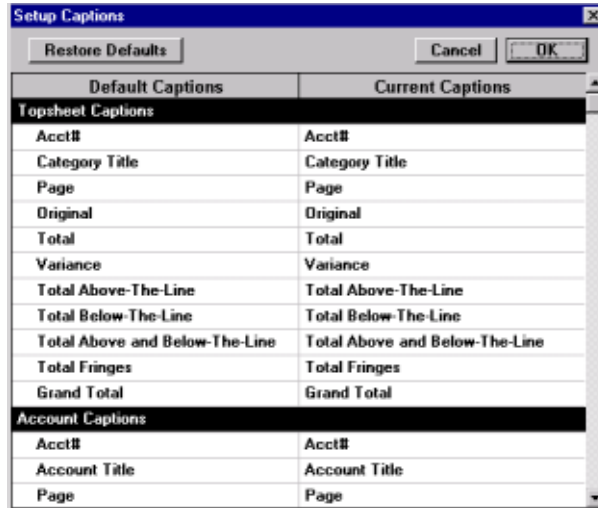
Captions are the built-in headings that display on the screen of your budget and print on the various reports. Using the Setup Captions command, you can change them to suit your own needs, or restore them to the default headers if you prefer.

Changing Budget Captions

There are two sets of captions: one for the on-screen headings and one for the Printed reports. You can modify both of these.

Changing the Captions can be useful if you are printing a budget for a foreign crew -- you can change the captions to read in the appropriate language.

1. From the **Setup** menu, select **Captions**. The *Setup Captions* window displays.



On this screen, the black header lines contain the title of the screen or the report where the captions are located. If the title is preceded by “Print” the captions below are located on a printed report.

2. Click on a **caption** in the right hand column, “Current Captions” to **highlight** it.
3. Type the **new** caption, replacing the old.
4. Change as many as you need, and then click **OK** to save your changes. Click **Cancel** to discard your changes and return to the budget.

Restoring Default Captions

If you are using alternate captions, you may at some point want to restore some or all of them to their original form.

Restoring All Default Captions

If you decide that you want to restore all of the captions to their original settings, you can do it easily.

1. From the **Setup** menu, select **Captions**. The *Setup Captions* window displays.

2. Click on **Restore Defaults** in the upper left corner.



3. All of the captions in the right hand column are changed to match those in the left column.

Restoring Selected Default Captions

Restoring only selected captions is a little trickier. Clicking Restore Defaults will restore all the captions to their original status, so you need to change selected captions manually.

1. From the **Setup** menu, select **Captions**.
2. In the **right** column, click on the **caption** you want to change and manually type the **Default Caption** as displayed in the left column.

SAVING YOUR BUDGET

You should save your budget often. In addition, you should keep backup copies of your budget on floppy disk or another media -- somewhere away from your hard drive. If for some reason your computer crashes and you do not have backups, you will lose all the work you have put into your budget.

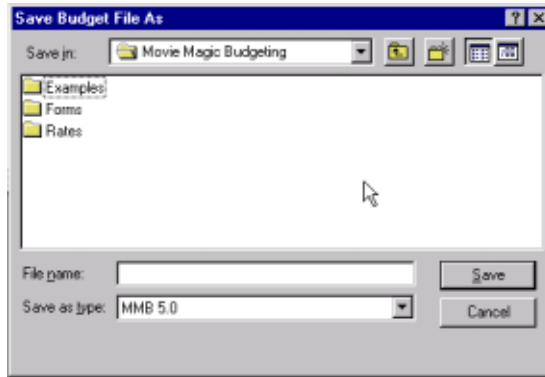
Movie Magic Budgeting will automatically prompt you to save your budget for you at regular intervals, but you should remember to save it off and on yourself as well.

Saving the Budget

Saving your budget is a straightforward process.

1. If you have saved the file previously, the budget will be saved under the same name. From the **File** menu, choose **Save**.
2. If you have not saved the file, the **Save** Command will be greyed out on the file menu.

- Choose **Save As** instead. The *Save File As* window displays.

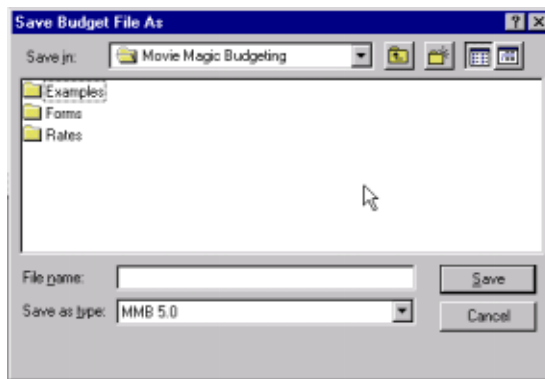


- Enter the **name** of your budget in the **File Name** field and then click **Save**.

Saving the Budget with a New Name

You might realize you named your budget incorrectly, or you may want to save it with a new name.

1. From the **File** menu, select **Save As**. The *Save As* window displays.

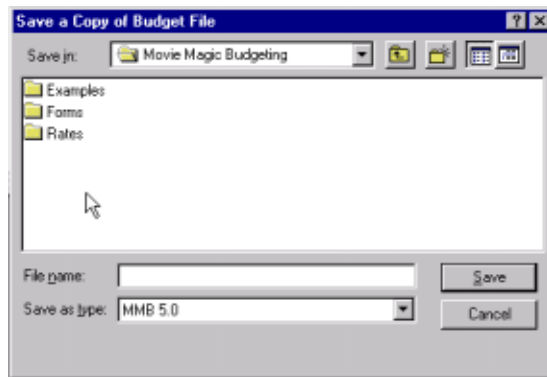


2. Enter the **name** you want to give the copy in the File name field, and then click **Save**. The file is saved with the new name, and the title bar on your budget changes to the new name.

Saving the Budget as a Copy

Sometimes you may want to save a copy of your budget as you have changed it, but continue working on the original. To do this, you can Save it as a Copy.

1. From the **File** menu, select **Save as Copy**. The *Save a Copy of Budget* window displays.



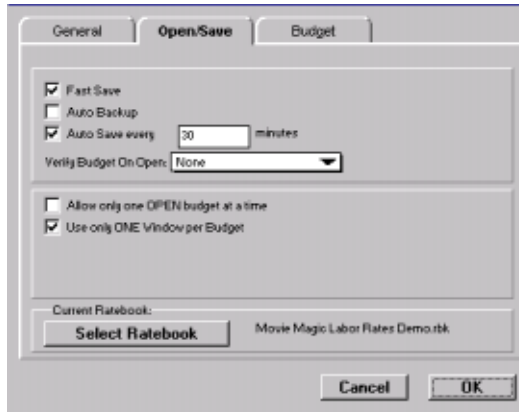
2. Enter the **name** you want to give the copy in the File name field, and then click **Save**. The copy is saved with the new name, and the budget on your screen retains the old name.

Automatic Save

Movie Magic Budgeting will automatically ask you if you want to save your file every 30 minutes.

If you work very quickly, you may want to shorten this time in order to make sure you lose as little of your work as possible in the case of a power outage. If you habitually save your document anyway, you may want to turn it off altogether.

1. From the **Setup** menu, choose **Preferences**.
2. Click on the **Open/Save** tab. The *Open/Save Preferences* dialog displays.



3. In the field titled **Auto Save every** ___ **minutes**, enter the correct number of minutes.
4. Click **OK** to return to your budget.


Creating a Backup Budget

You should create a backup copy of your budget at least daily. Keep it in a location other than your hard drive. It only takes a moment or two to copy your budget to a floppy disk, removable drive, or file server.

Doing this will prevent you from reentering all the data and having to recreate the work you have done. It only takes a second to restore a backed up file, but possibly many hours to recreate a budget from scratch.

Version Control

You can maintain a record of all your different versions of the budget by saving each set of changes with a new name. For example, “Budget,” “Budget1,” and “Budget2” could be the three versions of the file Budget.

 See “*Comparing Budgets*” on page 135 for more information on electronic comparisons.

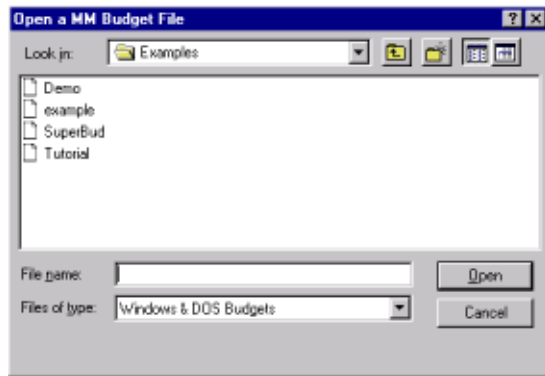
Although Movie Magic Budgeting only allows you to compare the most recently saved Budget to the changes you have made since saving, using this sort of version control can provide you with hard copy budgets that you can later compare manually during the budgeting process.

Change the Revision number of these budgets (see “Setting Budget Information” on page 63) and even printed copies will be easily identified.

OPENING, CLOSING BUDGETS

Opening a Budget

1. From the **File** menu, select **Open**. The *Open a MM Budget File* window displays.

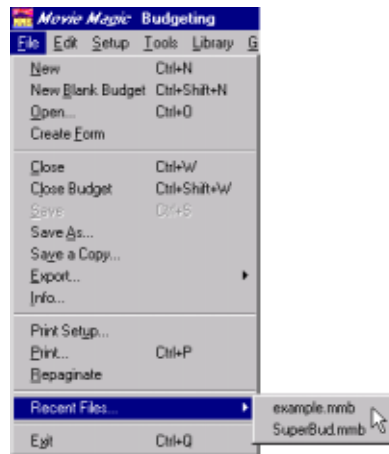


2. Select the budget you want to open and click **OK**. The budget opens, displaying the Topsheet.

Opening a Recently Used Budget

If you have recently used a budget that you want to open again, you can do this without using the open command.

1. From the **File** menu, select **Recent Files**. A list of recently opened files displays.
2. **Choose the file** you want from this list. The file will open, displaying the Top-sheet.



Closing a Window

Sometimes you may have more than one window open at a time. You can close them individually and not close the entire budget.

- ◆ From the **File** menu, select **Close**, OR Press **Ctrl-W** (⌘-W).

Closing a Budget

To close the entire budget, simply selecting **Close** will not work. Until the last window is closed, the budget is still considered open.

- From the **File** menu, select **Close Schedule**.

Chapter 3

Using Libraries

One of the advantages of Movie Magic Budgeting is that you can import information from Movie Magic Scheduling to be included in your budget. This saves you the difficulty of retyping all of the props, character, etc. information into the budget. In addition, Movie Magic Budgeting will also import the number of days that actors will be required for the shoot. This makes it much easier to track costs.

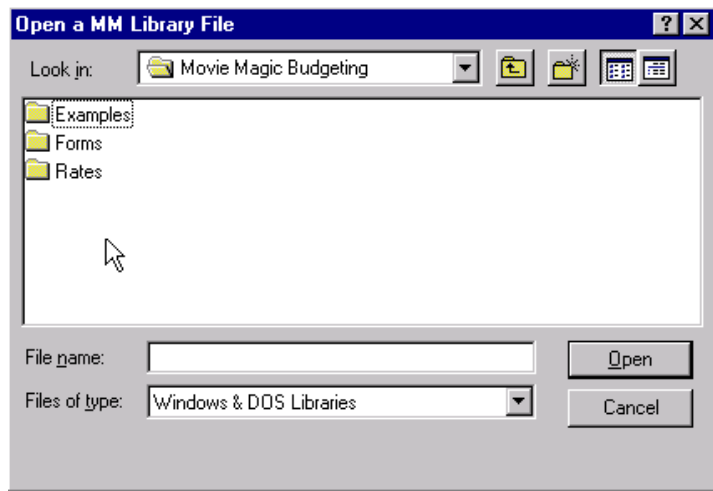
IMPORTING FROM MOVIE MAGIC SCHEDULING

Before you can use any Scheduling information in your budget, you need to put it in a format that Movie Magic Budgeting can read. You need to export it from Scheduling.

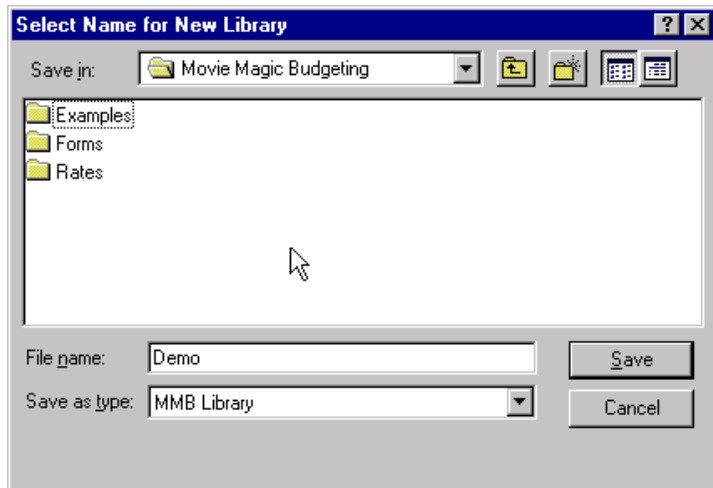
- From **Movie Magic Scheduling**, **export** the file, following the instructions in the *Movie Magic Scheduling User's Guide*. Remember what you called the library file, and where you saved it.

Creating and Opening the Library

1. Return to **Movie Magic Budgeting** from Movie Magic Scheduling.
2. From the **Library** menu, choose **Open**. The *Open a MM Library File* window displays.



3. Find and select the **library you exported** and click **OK**. The *Select Name for New Library* window displays. This gives you the opportunity to put the library in your library file, or closer to the Budget.



4. Click **OK**. The *Library* palette displays. You can now copy information into your budget.

Name	Comments	Number Of Items
Cast Members	Cast	59 Details.
Props	Props	100 Details.
Extras	Extras	41 Details.
Vehicles	Vehicles	11 Details.
Set	Set	101 Details.

Get Remove Store 5 Entries.


COPYING INFORMATION FROM THE LIBRARY

1. **Open** a Library. (See “Creating and Opening the Library” on page 87.) The *Library* window displays.

Name	Comments	Number Of Items
Cast Members	Cast	59 Details.
Props	Props	100 Details.
Extras	Extras	41 Details.
Vehicles	Vehicles	11 Details.
Set	Set	101 Details.

Get Remove Store 5 Entries.

There are a number of groupings of information listed, each with several items included. For example, Cast, which may include the entire cast list and the duration each actor is needed.

 *All information from each grouping is placed in the same Account. You will have to Cut and Paste to put all of the information where it belongs.*


2. Go to the **detail level** of the Account where you want to place the first group of detail. For example, principal roles. Click to the **left** of the **Name** to select it.
3. In the **Library** palette, click **Get**. The entire content of the group of details is placed in the detail level.

All appropriate information from Movie Magic Scheduling is included: the Amount and Units fields are already filled for you. You will have to add the rate, either manually or using the Labor Rates database (see “Labor Rates Database” on page 123), and, if necessary, will need to add the appropriate amount for the X field.

4. **Cut and Paste** the information to the correct Accounts and add rates. (See “Cut and Paste” on page 133.)

REMOVING INFORMATION FROM THE LIBRARY

As you move the information into your budget, you may want to remove it from the library to keep track of your progress. This can be risky. If you are going to remove library information, remember that it cannot be replaced without importing the entire library again.

 *There is no verification when you remove information from the library. It is simply gone.*

1. Click to the **left** of the group of information you want to delete. The group is highlighted.



Name	Comments	Number Of Items
Cast Members	Cast	59 Details.
Props	Props	100 Details.
Extras	Extras	41 Details.
Vehicles	Vehicles	11 Details.
Set	Set	101 Details.

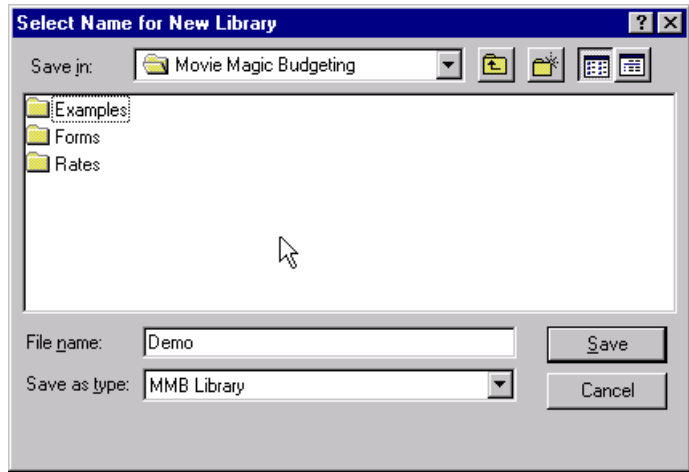
Get Remove Store 5 Entries.

2. Click **Remove**. The group of information is deleted from the Library.

CREATING A LIBRARY

Sometimes, if you are going to be copying and pasting a lot of lines of detail into many different locations you may find it easier to create a library file for this than to simply use the cut or copy and paste feature. You can create a library and the information will remain even if you cut something else out of the budget in the meantime, or if you need to leave your computer in the middle of the process.

1. From the **Library** menu, choose **New**. The *Select Name for New Library* window displays.



2. Enter a **name** for the library, and select a **directory** you will be able to find again. Click **OK**. The *Library* palette displays. You now have a new library. You can add information to this library and copy it to your budget as you wish.

ADDING INFORMATION TO THE LIBRARY


You can, if you want, store additional information in an old or new library.

Method 1

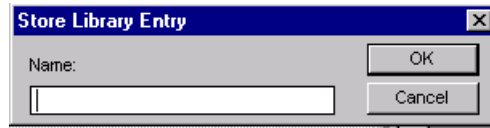
1. Open the **library** so that the *Library* palette displays.
2. Select the **lines of detail** you want to save, and click **Store**. A new line is created with the selected lines of detail included.
3. Press **Tab**, and then enter the **Name** you want to call this group of detail.

Method 2

1. Select the **lines of detail** you want to save.

 *Library entries are stored in and removed from the last library opened, whether it was a part of the current budget or not.*

2. From the **Library** menu, select **Store**. The *Store Library Entry* dialog appears.



3. Enter a **name** for your library entry. Click **OK**. The new library entry is saved to the library that was last open.

Chapter 4

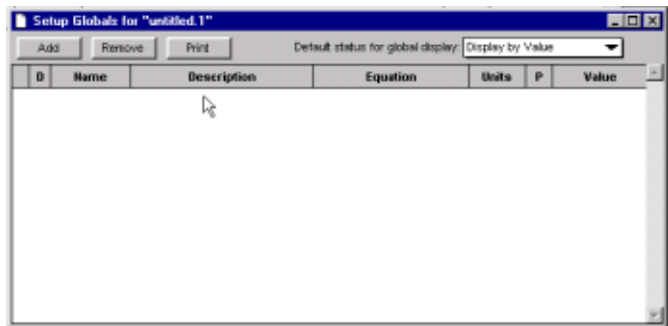
Globals

Globals make your budget flexible. By setting a number of globals and using them in your budget, you can easily change, for example, your total shoot duration, the number of weeks shooting local, the number of weeks shooting distant, planned number of post-production weeks, etc. If any of the values for these change while you are preparing your budget (your shoot time is extended from five to six weeks for example) all you have to do is change the definition in the global rather than searching out every use of that shoot time in the budget itself.

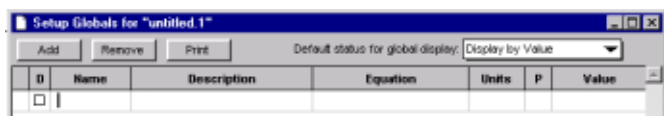
SETTING UP GLOBALS

Creating a New Global

1. From the **Setup** menu, choose **Globals**. The *Setup Globals* window displays.



2. Click on the **Add** button in the upper left corner. A new line will appear in the table structure.



3. Enter the **name** of the Global and then press **Tab**.
 - For example, “s” for shoot. Or “shoot” for shoot. The fewer letters you enter, the fewer you will have to type later. But remember to keep global names unique and easy to remember.
4. Enter a more detailed **description** of the Global and then press **Tab**.
 - For example, if you have used the letter “s” for shoot, you will want to enter “shoot” in the description field.
5. Enter the **Equation**. This can be either a full equation, or it can be a number. For example:
 - You might have a “distant shoot” global for shooting on location. This global would probably only have a number in the equation field, such as “6” for 6 weeks.
 - If you are separating details into location and studio shoots, you may also want a “total shoot” global. In this case, you would enter the globals “location + studio” in the equation field.
6. Enter the **Units** for your equation. For example, weeks, reels, etc. (See also “Setting Up Units” on page 59.)
7. If you wish, enter a precision number for displaying and printing in your budget. (See below for details)

Changing Decimal Precision

You can change the way decimals created in globals display. This can be useful if you are, for example, using a global for a currency exchange rate.

For example: you are using a currency exchange rate of 1.123456. The problem is that while you want to use all six decimal places to calculate the amount, you only want to display two places on the screen or in a printed report. In the P column, enter 2. Now the number 1.123456 will be displayed as 1.12.

You can enter a precision number of 0 to 6. Zero means display only whole amounts (3, 4). Entering a six will display up to six decimal points, which is the maximum Movie Magic Budgeting can display.

Changing how Globals Display in the budget

You can change how globals display in your budget, either displaying the appropriate numbers, or the name of the global.

- From the **Default Status for Global Display** menu in the upper right corner of the window, choose the appropriate display.

Display by Value:

Replaces the global name with its value when entered into the budget. (For example, 3 weeks rather than “Shoot”.)

Display by Name:

Displays the global name in the budget rather than its value. (For example, “Shoot” rather than 3 weeks.)

Editing a Global

The flexibility of globals lies in the fact that they are easily changed. When you edit a global, the change you make will be immediately made throughout the budget. You edit a global in basically the same way you set it up.

1. From the **Setup** menu, click on **Global**. The *Setup Globals* window displays.
2. Click in the **field** you want to change. The field is highlighted.
 - You can immediately type new information to replace the old, or
 - You can highlight just the characters you want to change and change those.

The budget is automatically updated.

3. Close the **Setup** window by clicking on the “**X**” in the upper right corner of the window.

Using Globals within Globals

Another of the things that make globals flexible is the way they can work together. Globals can be used within other globals as if they were numerals in an equation.

- For example, if you have a local shoot specified as “loc,” and a distant shoot specified as “dis,” then you could define another global as “loc + dis”, or the total of the two.

ID	Name	Description	Equation	Units	P	Value
<input type="checkbox"/>	loc	Local Shoot	3	Weeks		3
<input type="checkbox"/>	dis	Distant Shoot	4	Weeks		4
<input type="checkbox"/>	shoot	Total Shoot	loc + dis	Weeks		7

Deleting a Global

Very rarely, you may wish to delete a global you have set previously.

- From the **Setup** menu, choose **Globals**. The *Setup Globals* window displays.

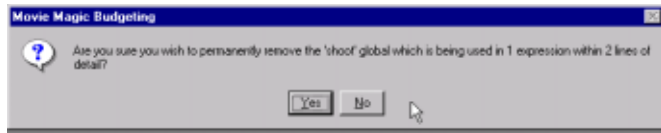
ID	Name	Description	Equation	Units	P	Value
<input type="checkbox"/>	loc	Local Shoot	3	Weeks		3
<input type="checkbox"/>	dis	Distant Shoot	4	Weeks		4
<input type="checkbox"/>	shoot	Total Shoot	loc + dis	Weeks		7

- Highlight the **global** you want to delete by clicking in the margin to its left.

ID	Name	Description	Equation	Units	P	Value
<input type="checkbox"/>	loc	Local Shoot	3	Weeks		3
<input type="checkbox"/>	dis	Distant Shoot	4	Weeks		4
<input type="checkbox"/>	shoot	Total Shoot	loc + dis	Weeks		7

 *Deleting a global that is being used in a detail can do strange things to your budget figures.*

3. Click **Remove**. A *confirmation dialog* appears. If the global is used in any lines of detail, the dialog will warn you.



USING GLOBALS IN LINES OF DETAIL

Entering a global into a line of detail is an easy way to make your budget more flexible. Any time you change the value of the global, the value will automatically change in all the appropriate lines of detail.

Entering a Global in a Line of Detail

1. Enter your line of detail as you would normally.
2. When you come to the place where you want the global, enter the **name** of the global (for example, “loc” or “dis” or “shoot”) instead of a value.

Description	Amount	Units	X	Rate	Subtotal
Classically Trained Ballet dancer	loc	Weeks	1	0	0
Total Fringes					0
Total					0

Using Globals in Combinations

Globals can be used anywhere in the budget just as though they were numbers. Simply enter them into the line of detail where you want them. You can use them alone or in equations.

You can use two globals together if, for example, you are hiring someone for both the shoot and the wrap periods, you would enter the globals for “shoot” plus “wrap” in the Amount column as shown below.

Description	Amount	Units	X	Rate	Subtotal
Classically Trained Ballet dancer	shoot + wrap	Weeks	1	0	0
Total Fringes					0
Total					0

Or, you might want to hire someone to start one week into the shoot period. In this case, you would be budgeting for the glo-

bal “shoot” but you would want to subtract one unit (week) from that amount. You would enter it in the amount column as "shoot - 1".

Description	Amount	Units	X	Rate	Subtotal
Classically Trained Ballet dancer	shoot - 1	Weeks	1	0	0
Total Fringes					0
Total					0

Using Globals to Define Foreign Currency

The best way to handle foreign currency throughout your budget is simply to change the Printing Country (see “Changing the Printing Country” on page 68).

However, you may need to use a foreign currency on only a small number of details. For example, you may want to hire part of your crew in Canada, and pay them in Canadian dollars. The great majority of your crew will be hired in the US, however, and your budget still has to total in American Dollars.

1. Set up a global called CDN, with the exchange rate. (For example, .71 US\$ for 1 CDN\$.)

ID	Name	Description	Equation	Units	P	Value
<input checked="" type="checkbox"/>	CDN	Canadian Exchange rate	.71			0.71

2. When you enter a line of detail that has to be in Canadian units, enter the description, and units as usual.
3. Enter the global for your currency (CDN) in the “X” field. Then enter the rate in Canadian Dollars. The subtotal field will display the rate in American dollars, as defined by the exchange rate.

Description	Amount	Units	X	Rate	Subtotal
Grip #1	1	Week	CDN	1,000	710

Now, if you hire a grip for \$1000 a week Canadian, in the total column it will show as \$710, which is the American rate for that crew person.

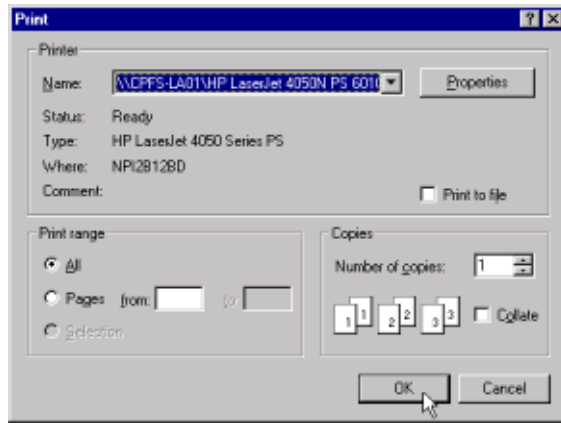
4. If your exchange rate changes, go into Setup Globals and change the rate there. All of your foreign currency for that exchange will be updated.

5. Create and apply a subgroup for the foreign items so you can isolate them if necessary. See “Subgroups” on page 113.

PRINTING A LIST OF GLOBALS

 You can also print this list from the Print screen. (See “Printing Reports” on page 151.)

1. From the **Setup** menu, select **Globals**.
2. Click on **Print** in the upper right. The *print dialog* box appears.



3. Make sure your printer is selected, and click **OK** to print.

Chapter 5

Fringes

Fringes, or Fringe Benefits, are those expenses that are related to another expense and are incurred above and beyond the first expense. For example, sales taxes, FICA, SAGA dues, Directors' Guild dues, and Teamsters' Union dues are all examples of various types of fringes. Fringes are generally figured as a percentage of the original expense, although there are some flat rate fringes.

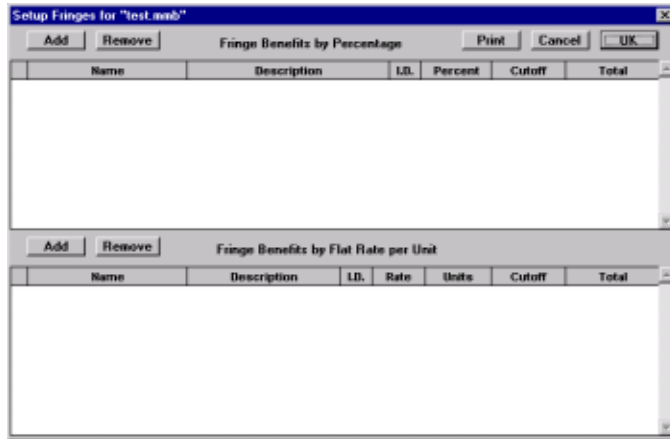
This chapter will show you how to set up fringes, modify them, and apply them to your budget. Movie Magic Budgeting handles all of these transactions in a flexible manner that makes it easy to adjust your budget as changes occur.

DEFINING FRINGES


Defining in advance the fringes likely to apply to your budget can relieve much of the work before you even start inputting information to your budget. Later, if you find that a fringe should have been a different percentage, or had a different cap, you can edit it, and it will be changed throughout your budget.

Adding New Percentage Fringes

1. From the **Setup** menu, select **Fringes**. The *Setup Fringes* window will display.

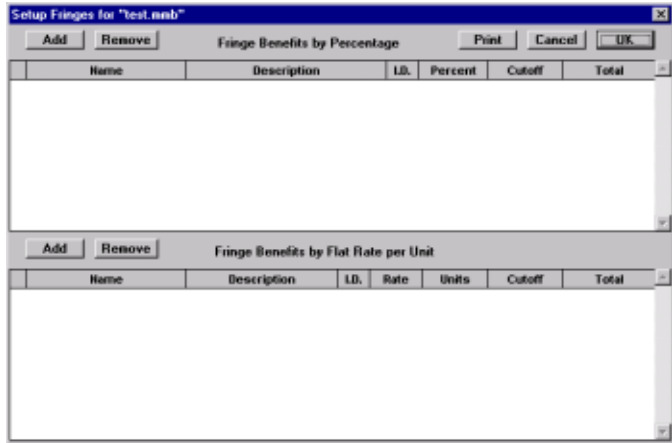


2. The percentage fringes area fills the top half of the window. Click on **Add** in the upper left. A new line will appear at the bottom of the current list, and a cursor will appear in the first field.
3. Enter a **name** for the fringe. For example, DG for Directors' Guild. Press **Tab**.
4. If necessary, enter a **description** of the fringe. For example, Directors' Guild. Press **Tab**.
5. Enter an **ID** for the fringe. This is optional. Entering an ID will allow you to see at a glance which fringes are applied to what lines of detail. (See "Displaying Applied Fringes" on page 110.)
6. Enter the **percentage value**. For example, the Directors' Guild Association dues are 13% of salary. For this, you would enter 13. Press **Tab**.
7. Enter the **cutoff** amount. This is the amount above which this fringe no longer applies. For example, the Directors' Guild cutoff is \$250,000. This means that anything the director earns above that is not subject to the fringe. If the amount paid is over \$250,000, you fringe the \$250,000 and no more. Enter the number only, with no punctuation: 250000.
8. Press **Tab** to enter a new percentage fringe.

 *Some fringe names may be descriptive enough that you do not need a description.*

Adding New Flat Rate Fringes

1. From the **Setup** menu, select **Fringes**. The *Setup Fringes* window displays.



2. The flat rate fringes area fills the bottom half of the window. Click on **Add** in the upper left of the area. A new line will appear at the bottom of the current list, and a cursor will appear in the first field.
3. Enter the **name** of the fringe. For example, Team for Teamsters Union. Press **Tab**.
4. If necessary, enter a **description** of the fringe. For example, Teamsters Union Dues. Press **Tab**.
5. Enter an **ID** for the fringe. This is optional. Entering an ID will allow you to see at a glance which fringes are applied to what lines of detail. (See “Displaying Applied Fringes” on page 110.)
6. Enter the **rate**. This is the amount of money the fringe costs per unit. For example, Teamsters dues are charged at a flat \$2.3625 an hour. In this case, you would enter 2.3625 in the rate field. Press **Tab**.
7. Enter the **unit**. For example, for the Teamsters dues above you would enter hours.
8. Press **Tab** to enter a new flat rate fringe.

Editing Fringes

If a rate for a fringe changes before you have finalized your budget, you may need to edit the applicable fringe.

1. From the **Setup** menu, select **Fringes**. The *Setup Fringes* window displays.


Name	Description	LD	Percent	Cutoff	Total
FICA			6.200	62700	31,807
FUI			0.800	7000	3,768
SUI			5.00	7000	23,552
Workmen's Comp			3.9800	0	20,418
Payroll Svc.			0.500	0	2,528
Medicare			1.4500	135000	7,277
Overtime Allow			12.00	0	51,749
State Sales Tax			8.2500	0	14,784

2. Click in the **field** you wish to change. The contents are highlighted.

Name	Description	LD	Percent	Cutoff	Total
FICA			6.200	62700	31,807
FUI			0.800	7000	3,768
SUI			5.00	7000	23,552
Workmen's Comp			3.9800	0	20,418
Payroll Svc.			0.500	0	2,528
Medicare			1.4500	135000	7,277
Overtime Allow			12.00	0	51,749
State Sales Tax			8.2500	0	14,784

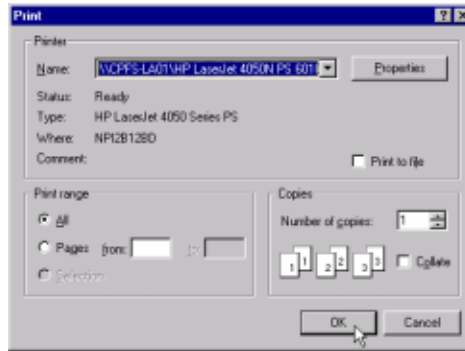
3. Enter the **new information**. The contents of that field are changed and the budget is updated.
4. Click **OK** to close the *Setup Fringes* window.

Printing a List of Fringes

 You can also print this list from the Print Screen (See “Printing Reports” on page 151.)

1. From the **Setup** menu, select **Fringes**. The *Setup Fringes* window displays.

- Click on **Print** in the upper right. The *print dialog* box appears.



- Make sure your printer is selected, and click **OK** to print.

APPLYING FRINGES

Fringes are always applied to lines of detail rather than broad Categories or Accounts. You may have an Account called “Grips”; within that Account you are likely to have pre-production, shoot, and wrap activities listed, equipment related to that class of employee, and possibly more than one grip. If adding FICA, for example, you will only want to apply it to the actual salary for the grip, and if there is more than one grip, you will want to apply the fringe individually: the FICA cutoff applies to one salary at a time.

Setting a Fringe Range

Fringe ranges are groupings of detail where fringes will be applied. You can, of course, apply fringes to any number of selected details. However, if the details are part of the same range, the cutoff is applied to the total dollar amount of the range, rather than individually.

This way, if you are fringing one salary, but have separated that salary into lines of detail for prep, shoot, and wrap, the cutoff will be applied to the entire salary, instead of to each individual section.

When you first add lines of detail to an Account, you will notice that there is a bracket to the left of them, encompassing all the details. This indicates a fringe range. Unless you set a

specific range, all details you add will be part of this first range.

Not all details should be fringed together. Some need to be fringed individually, some need to be grouped as described above.

 *Fringe ranges do not have to be set before you apply fringes. You can apply fringes as described in “Applying Fringes to a Range of Detail” on page 107 or “Applying Fringes Individually” on page 108 and click on the **Range** or **Indiv** button at that time.*

To set a Fringe Range

1. Select the **lines of detail** you want to fringe with a common cutoff.



2. Click the **Fringe** Button on the toolbar.
3. The *Apply Fringes* palette displays.



4. Click **Range** in the bottom left. The selected details are now grouped together with a bracket.
5. From this point, you can:
 - close the *Apply Fringes* window, click on the close window box in the upper right. (X)
 - select different lines of detail and range them. You do not need to close the *Apply Fringes* palette.
 - apply fringes (See “Applying Fringes to a Range of Detail” on page 107).

To set Individual Fringe Ranges

1. Select the **lines of detail** that each need to be a fringe range in and of themselves.



2. Click the **Fringe** button on the toolbar.

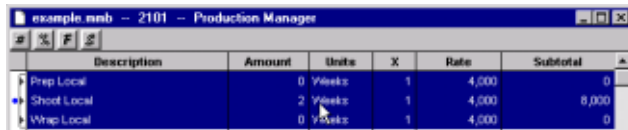
- The *Apply Fringes* window displays. Click on **Indiv** in the lower left. Each line of detail has its own range, denoted by a bracket in the left margin.



- From this point, you can:
 - close the *Apply Fringes* window, click on the close window box in the upper left.
 - select different lines of detail and range them. You do not need to close the *Apply Fringes* palette.
 - apply fringes (See “Applying Fringes to a Range of Detail” on page 107).

Applying Fringes to a Range of Detail


- Navigate to the **Detail** level of your budget.
- Select the **lines of detail** you want to fringe.



- Click on the **Fringe** button.

The *Apply Fringes* palette displays.



 *In a large list of fringes you may find it easier to find the one you need by displaying more columns. Choose the appropriate number of columns from the **Columns** menu at the bottom right of the window.*

- Click the option button beside the fringe name to select fringes. You can choose more than one.

- The button will appear filled if the fringe is applied.

FICA \$496

- The button will appear clear if the fringe is not applied.

FICA \$0

- Close the *Apply Fringes* window by clicking in the box in the upper left corner and selecting **Close**.
- The fringes are applied to the range of detail you selected and an arrow appears to the left of those lines of detail.



Description	Amount	Units	X	Rate	Subtotal
Local		0 Weeks	1	4,000	0
Local		2 Weeks	1	4,000	8,000
Local		0 Weeks	1	4,000	0

Applying Fringes Individually


There are two methods to apply fringes individually. You can highlight each item individually and fringe them (Method 1). Or you can highlight a group of details that will have the same fringes and apply them individually (Method 2).

Method 1

- Navigate to the **Detail** level of your budget.
- Select the **line of detail** you want to fringe by clicking in the far left column.



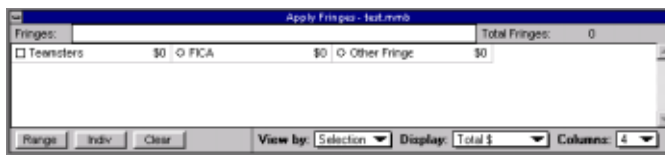
Description	Amount	Units	X	Rate	Subtotal
Prep Local		0 Weeks	1	4,000	0


 *Remember that even if you fringe individual lines of a fringe range, the **entire range** will be totaled before it is compared to the fringe cutoff amount.*

- Click on the **Fringe** button.



The *Apply Fringes* palette displays.



 In a large list of fringes you may find it easier to find the one you need by displaying more columns. Choose the appropriate number of columns from the **Columns** menu at the bottom right of the window.

- Click the option buttons to select fringes. You can select more than one.

- The button will appear filled if the fringe is applied.



- The button will appear clear if the fringe is not applied.





- Close the *Apply Fringes* window by clicking in the box in the upper left corner and selecting close.
- The fringes are applied to the detail you selected and a black triangle appears to the left of that detail.



Description	Amount	Units	X	Rate	Subtotal
Prep Local	0	Weeks	1	4,000	0
Shoot Local	2	Weeks	1	4,000	8,000
Wrap Local	0	Weeks	1	4,000	0

Method 2

- Navigate to the **Detail** level of your budget.
- Select the **lines of detail** you want to fringe.

 You can select lines that are not adjacent by holding down the **Ctrl** () key and clicking them individually.

Description	Amount	Units	X	Rate	Subtotal
Prep Local	0	Weeks	1	4,000	0
Shoot Local	2	Weeks	1	4,000	8,000
Wrap Local	0	Weeks	1	4,000	0
Prep Distant	0	Weeks	1	5,000	0
Shoot Distant	3	Weeks	1	5,000	15,000
Wrap Distant	0	Weeks	1	5,000	0
Computer Rental	0	Weeks	1	0	0

- Click on the **Fringe** button.



The *Apply Fringes* window displays.



- Click the option buttons to select fringes. You can select more than one.

- The button will appear filled if the fringe is applied.



- The button will appear clear if the fringe is not applied.



- Click on **Indiv** in the bottom left of the *Apply Fringes* window. The lines of detail are broken into separate ranges and fringed with the selections you made. A black triangle appears beside the fringed items.

Description	Amount	Units	X	Rate	Subtotal
Prep Local	0	Weeks	1	4,000	0
Shoot Local	4,000	Weeks	1	4,000	8,000
Wrap Local	0	Weeks	1	4,000	0
Prep Distant	0	Weeks	1	5,000	0
Shoot Distant	5,000	Weeks	1	5,000	15,000
Wrap Distant	0	Weeks	1	5,000	0

- Close the *Apply Fringes* window by double-clicking in the box in the upper left corner.



DISPLAYING APPLIED FRINGES

Displaying Fringes in the Budget

When you have completed fringing your budget, you may find you want to see what fringes are applied to which lines of detail. There is an easy way to do this. You can display the fringe IDs in a new column to the left of the description.

1. Navigate to the **detail level** of your budget. At the top of the window is a mini-toolbar.



2. Click on the **Display Fringe** button. The button appears depressed, and a new column appears to display the fringe IDs.



Displaying Fringes in the Apply Fringes Palette

Another way to see an overview of your fringes is from the fringe palette itself.



1. Click on the **Apply Fringes** icon.

The *Fringe Palette* displays.



2. Change the Display menu at the bottom of the palette to Total \$.
3. You can now adjust the View By menu to see the totals for various combinations of fringes. The dollar amount for each individual fringe in the combination you select displays beside that fringe.



- **Budget** - totals the dollar amount of the fringe for the entire budget.
- **Category** - totals the dollar amount of the fringe for the current Category.
- **Account** - totals the dollar amount for the current Account.

- **Range** - totals the dollar amount for the range containing the selected details.
- **Selection** - totals the dollar amount for the selected lines of detail only.

Chapter 6

Subgroups

Subgroups are used in Movie Magic Budgeting to exclude or include various items in the budget. They can be displayed in different colors so they can be seen at a glance, and they can overlap - one detail may be part of several Subgroups.

Subgroups provide an easy way to answer questions like, “what will I be spending if I use the expensive camera package rather than the inexpensive one?” Or “what will I be spending if we don’t shoot on location? Or if we do shoot on location?”

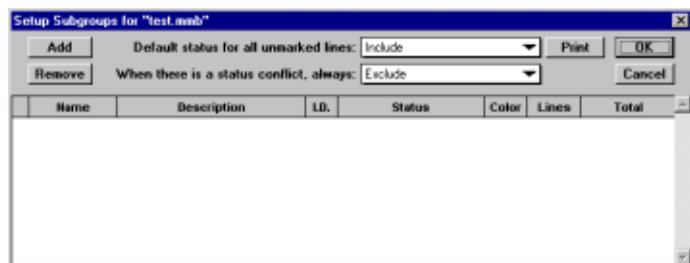
CREATING SUBGROUPS

Before you can apply Subgroups to your budget, they must be defined.

Adding a Subgroup

When you first open the *Setup Subgroups* window (unless you have used a budget form with subgroups already created) it is empty. To use Subgroups, you will have to create some.

1. From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.



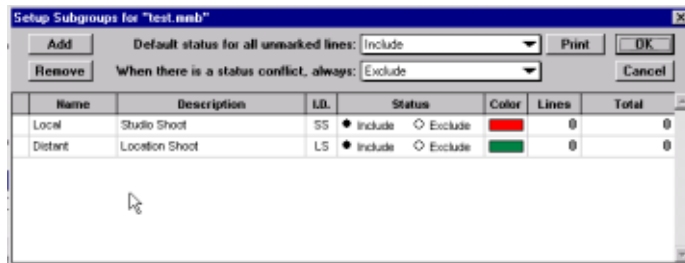
2. From the **Setup Subgroups** window, click **Add**. A new line appears in the Subgroup grid.

3. Enter the **Name** of the Subgroup. This should be a short name that you can remember easily. Press **Tab**.
4. Enter the **Description** of the Subgroup. This can be longer, and more explanatory than the Name. Press **Tab**.
5. Optionally, enter the **ID** for the Subgroup. Entering an ID can make it easier to track what Subgroups are applied to which lines of detail. Press **Tab**.
6. Change the Subgroup color if you wish (see "Changing Subgroup Color" below).
7. Continue adding Subgroups in this way, or click **OK** to exit the *Setup* window.

Changing Subgroup Color

Color makes it easier to track your Subgroups. You can change the color of a Subgroup after you have set it up.

1. From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.

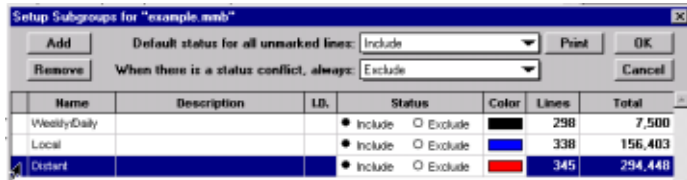



2. Double-click on the **color** box in the Subgroup that you want to change.
3. Choose a new **color** from the color palette and then click **OK**. The color changes in the box and in any lines of detail where the Subgroup is applied.
4. Click **OK** to leave *Setup*.

Deleting a Subgroup

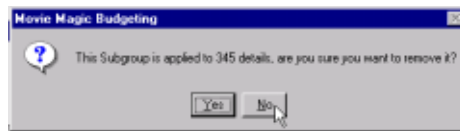
You can delete a Subgroup from the list if you later decide you do not want to use it.

1. Select the Subgroup you want to delete by clicking to the left of the **Name** field.



 *If the Subgroup is set at “Exclude” and applied to lines of detail, deleting it will permanently exclude those lines of detail from the budget. Always **Include** an applied Subgroup before deleting it.*

2. Click **Remove** in the upper left.
3. If you have not applied the Subgroup to any lines of detail, it is deleted immediately.
4. If you have applied the Subgroup to lines of detail, a dialog displays.



5. Choose **Yes** to delete the Subgroup, or **No** to leave it.

USING SUBGROUPS


Subgroups can be a very useful tool for checking different scenarios in your budget. For example, if you have one Subgroup that includes expensive camera packages, one that includes medium-price packages, and one that includes the inexpensive packages, you can exclude two of them to see the difference in the cost of your budget with any of them.

Applying a Subgroup

1. Navigate to the **detail level**.
2. Select the **lines of detail** you want to make part of the same Subgroup.



3. On the toolbar, click the **Subgroups** icon.

 In a large list of Subgroups you may find it easier to find the one you need by displaying more columns. Choose the appropriate number of columns from the **Columns** menu at the bottom right of the window.

- The *Apply Subgroups* window displays.



- Click the **selection buttons** or the **Names** of the Subgroups you want to apply to these lines. The selection buttons will appear filled. The Subgroup has now been applied to those lines of detail.

<input checked="" type="checkbox"/> Local	340
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- You may continue adding Subgroups to different lines of detail. The *Apply Subgroups* window will float on top of the main windows, allowing you to navigate as you wish.

Overlapping Subgroups

Sometimes you want to apply different Subgroups to the same lines of detail. These can be either the same or only partially overlap.

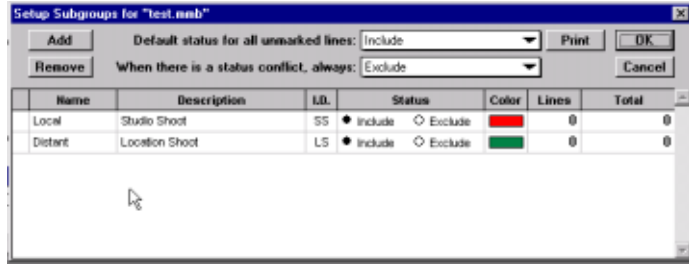
Whenever Subgroups overlap, there is the possibility of conflict. Color conflicts are always resolved as the Subgroups are applied. The color displayed is always that assigned to the first Subgroup applied to the line of detail.

However, you can decide how a conflict with exclusions is handled.

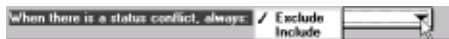
Resolving an Exclusion Conflict

Sometimes you will have a line of detail that is a member of more than one Subgroup. One of these Subgroups may be included and the other excluded from the budget. If this is the case, you need to tell Movie Magic Budgeting whether to include or exclude the affected lines of detail.

1. From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.



2. At the top of the window, there is a menu beside the words, **When there is a status conflict, always:**



- Choose **include** to always include lines.
 - Choose **exclude** to always exclude lines.
3. Click **OK** to exit the Setup Subgroups window.

Clearing a Subgroup

After applying Subgroups you may decide that you do not want them applied to certain lines of detail after all. If this is the case, you can clear them in one of two ways.

If you want to remove one applied Subgroup:

1. Highlight the **lines of detail** that shouldn't have the Subgroup.



2. Click on the **Subgroups** icon on the toolbar.
3. The Subgroups that are applied to this line of detail have the selection button filled in. Click on the **selection button** or the **name** of the Subgroup you want to remove. The selection button is no longer filled, and the Subgroup is removed from the lines you have selected.

- Click the close corner and select **Close** to close the *Apply Subgroups* window.



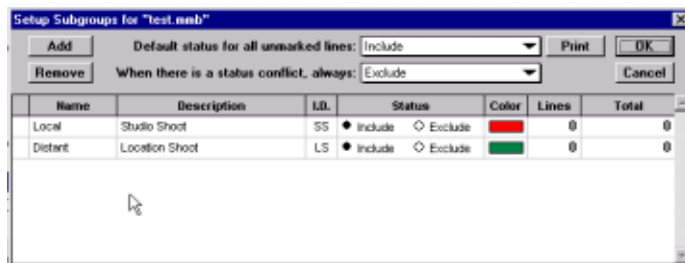
If you want to remove all applied Subgroups:

- Highlight the lines of detail that shouldn't have any Subgroups.
- Click on the **Subgroups icon** on the toolbar. The Setup Subgroups window displays.
- Click on **Clear** in the lower left of the *Apply Subgroups* window. All of the selection buttons clear, showing that the Subgroups are no longer applied.
- Apply Subgroups if you wish. Click **OK** to close the *Apply Subgroups* window.

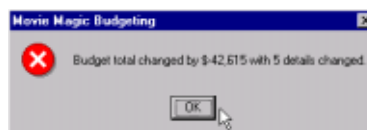
Excluding a Subgroup

To exclude an entire Subgroup from the budget, first make sure the Subgroup is applied to all appropriate lines of detail.

- From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.



- In the **Status** column, there are two selection buttons. Click **Exclude** to exclude this Subgroup from your budget.
- Click **OK** to finalize the decision. A dialog box, stating the amount your budget has changed, displays.

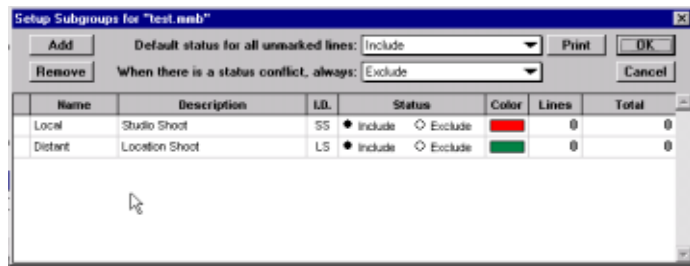


- Click **OK** to continue. The *Setup Subgroups* window closes, and you are returned to your budget.

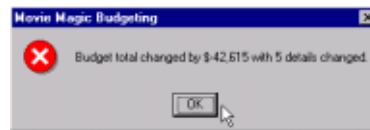
Including a Subgroup

If you have excluded one or more Subgroups and you now wish to include them, you can simply reverse the above process.

1. From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.



2. In the **Status** column, there are two selection buttons. Click **Include** to include this Subgroup in your budget.
3. Click **OK** to finalize the decision. A dialog box, stating the amount your budget changed displays.

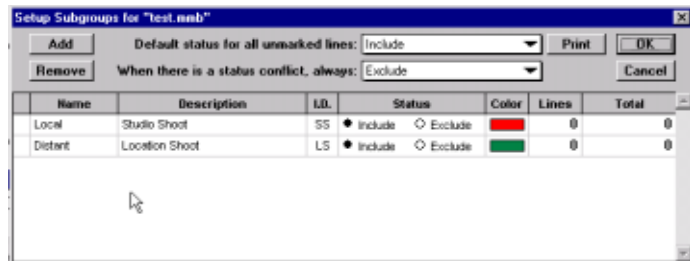


4. Click **OK** to continue. The *Setup Subgroups* window closes, and you are returned to your budget.

Excluding Details not in Subgroups

You may need to tell Movie Magic Budgeting whether to include or exclude the lines of detail that you have not marked with a Subgroup. The default is to leave these lines included.

1. From the **Setup** menu, choose **Subgroups**. The *Setup Subgroups* window displays.



- At the top of the window, there is a menu beside the words, **Default status for all Unmarked lines:**




- Choose **include** to always include lines that are not part of any Subgroup.
 - Choose **exclude** to always exclude lines that are not part of any Subgroup.
- Click **OK** to exit the Setup Subgroups window.

DISPLAYING APPLIED SUBGROUPS IN THE BUDGET

You can display your Subgroups in a special column on the detail level. This will let you see the actual Subgroup name that has been applied to each detail.

- Navigate to the **detail level** of your budget. A mini-toolbar appears at the top of the detail window.




- Click the **Subgroups icon**  on the mini toolbar.
- The *Subgroups icon* appears indented and a Subgroups column displays at the left side of your budget.

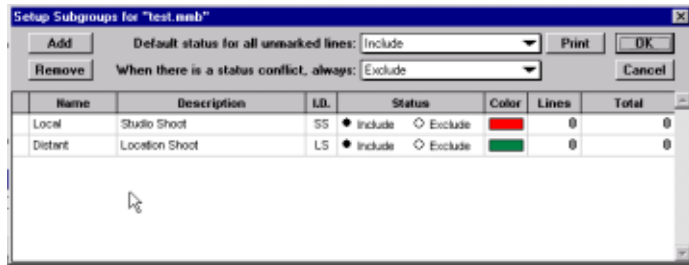
Subgroups	Description	Amount	Units	X	Rate	Subtotal
Local, Weekly/Daily	Rights	0		1	0	0
Weekly/Daily	Options	0		1	0	0
Weekly/Daily	Drafts	0		1	0	0

- To close the column, click the *Subgroups icon* again.

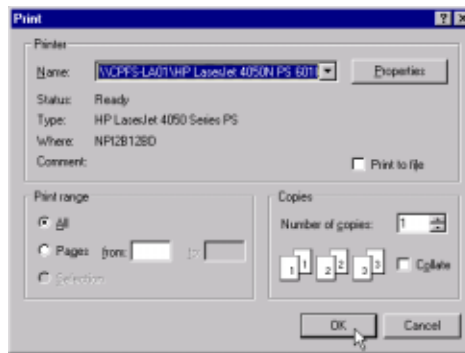
PRINTING A LIST OF SUBGROUPS

 You can also print this list from the Print Screen (See “Printing Reports” on page 151.)

1. From the **Setup** menu, select **Subgroups**.



2. Click on **Print** in the upper right. The *print dialog* box appears.



3. Make sure your printer is selected, and click **OK** to print.

Chapter 7 Labor Rates Database

Movie Magic Budgeting offers a plug-in database called Movie Magic Labor Rates. The Labor Rates database is a table of salary rates. Unlike the Library, which stores Category, Account and Detail information, the Labor Rates database stores information on rate cards based on job position.

The database provides easy access to much valuable information. It is also a quick way to put that information into your budget. A demo version of the Labor Rates Database is included with Movie Magic Budgeting. To obtain the full version, please see the www.moviemagicproducer.com website.

OPENING THE LABOR RATES DATABASE

You will, in general, only want to open the database when you will be including a rate in your budget, although it can be opened and browsed at any time.

1. Go to the line of **Detail** immediately after the point where you want to insert the rate.
2. Select the **row** by clicking to the left of it.
3. Open the **Labor Rates Database**.
 - From the **Tools** menu, select **Labor Rates**.

OR

- Click on the **Labor Rates** icon on the Toolbar.



The *Labor Rates* window displays.

The screenshot shows a software window titled "Ratebook: MMLRDemo.rbk". It features a search interface with the following fields and controls:

- Position:** A text input field with a "Search" button to its right and a "Clear" button below it.
- Prod. Locals:** A dropdown menu set to "Either".
- Prod. Type:** A dropdown menu set to "Any".
- City:** A dropdown menu set to "Any".
- Department:** A dropdown menu set to "Any".
- Union:** A dropdown menu set to "Any".
- Occupation Code:** A text input field.
- Local #:** A text input field.
- Notes:** A text area.
- Contract Expires:** A date input field.
- Pay Schedule:** A dropdown menu.

Below the search fields is a table with the following columns: "Pay Type", "Rate", "Unit", and "Notes". The table is currently empty, and a mouse cursor is visible over it.

FINDING A RATE FOR A SPECIFIC POSITION

Most likely, you will be using the Labor Rates Database to search for the pay rate for a specific position on your project. There are several ways to do this.

1. Open the **Labor Rates Database**. The *Ratebook* displays.

This screenshot is identical to the one above, showing the "Ratebook: MMLRDemo.rbk" window with search filters and an empty table.

2. The upper half of the window lets you set the parameters for the Position. Use one or more of the following fields to look up the rate.
 - **Position Window** - Enter the official name or common usage name for the position. You do not need to enter the entire name. Movie Magic can recognize the name with only a few characters entered.

- **Prod. Locale (Production Locale)** - Many labor rates differ depending on the location of the production. You can choose from:
 - Studio** - the production is being shot at the studio or on a local sound stage
 - Location** - the production is being shot away from the studio
 - Either** - the rates are the same for both options, or this option has not been selected.
- **Prod. Type (Production Type)** - Different production types often have different rates required. Movie Magic Budgeting currently handles the following types:
 - Any** - the rates for all types of production are shown.
 - Theatrical** - the rates are based on those for Feature-Length motion pictures.
 - Television** - the rates are based on those for Television production
 - Video** - the rates are based on those for Video production
- **Department** - Job positions are broken into departments or groups. These departments frequently coincide with Union designations.
 - Any** - All departments are available
 - A Specific Department selected by name** - you can select the name of the department where you want to look
- **Occupation Code** - Some cities give each job position its own unique identification number. This is called an Occupation Code.

If you know this code, entering it is one of the fastest ways to get to a specific position's rate card.
- **City** - Different locations have different rates. Use this popup menu to narrow the search to a specific city.
- **Union** - Rates are different according to the union or guild. For example, Teamsters, IBEW, IA, DGA, etc.

Use this popup menu to narrow the search to a specific union or guild.

- **Local # (Union Local Number)** - Some unions are subdivided and given union local numbers. Enter the union local number to narrow the search for a specific position even more than by using the Union menu.
3. Click **Search** to find information based on the criteria you entered above. It displays in the list to the left of the fields. Select the **Position** you want to see by clicking its **name**. The rate card displays. All fields are now completed. Continue, or press **Clear** to begin your search again.

READING THE RATE CARD INFORMATION TABLE

When you have searched the Database and selected a position by clicking on the name, the rate card information table displays in the table at the bottom of the window.

Pay Type	Rate	Unit	Notes
Flat 5-Day Rate	2160	5 Day	On-Call Flat 5-day Weekly Rate. No overtime involved
Minimum Call		On-Call Hour	Minimum Call per day
Overtime After		Exempt	Number of Daily or Weekly hours worked before Overtime is due. For complete description of overtime, refer to The Industry Labor Guide.
			Hourly rate for Pension. This should be based

Each column covers a different aspect of the rate information for this position.

Pay Type - Rates come in different shapes and sizes. Some rates are daily, some are flat, some are weekly, others are percentages of something else. All pay types available for a rate card will appear in this column. This includes items such as overtime and pensions.

Rate - Each pay type will have its corresponding pay rate located in this column.

Unit - Each rate has a corresponding unit of measurement, for example, week, day, flat, percent, etc.

Notes - Notes are used to clarify any particular pay rate's use. It can also indicate restrictions on the pay rate that might not be obvious.

ENTERING A RATE INTO THE BUDGET

Once you've found the Pay Rate you need, you can enter it into your budget without copying or re-typing.

1. Begin at the **Detail** level where you want the pay rate to be inserted.
2. Find the **pay rate** you want to use. (See "Finding a Rate for a Specific Position" on page 124.)
3. In the **Rate Card Information Table**, double-click in the column to the left of the Pay Type of the row with the pay rate you want.

Notes: [PHSAW based on 12 hrs. per day] Contract Expires: 5/15/07
Pay Schedule: C

Pay Type	Rate	Unit	Notes
Flat 5-Day Rate	2160	5 Day	On-Call Flat 5-day Weekly Rate. No overtime involved
Minimum Call	On Call	Hour	Minimum Call per day
Overtime After	Exempt		Number of Daily or Weekly hours worked before Overtime is due. For complete description of overtime, refer to The Industry Labor Guide.
			Hourly rate for Pension. This should be based

4. A new line of detail is created with the position and pay rate completed.

Costume Designer (Flat 5-Day Rate)	1	5 Day	1	2,160	2,160
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5. You can now enter other pertinent information as you would if you were creating or editing a new line of detail.


Chapter 8 Putting it All Together

WORKING WITH MOVIE MAGIC BUDGETING

Creating a Budget from Scratch

When you are creating a budget from scratch, we recommend that you work in the following order, creating most if not all of each area before moving on to the next.

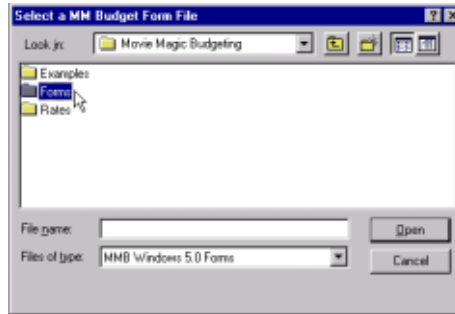
1. Begin by creating the broad Category Accounts in the Topsheet.
2. Create your Accounts in the Account level.
3. Set up your Units, Globals, Fringes.
4. Set up your Subgroups.
5. Create your lines of Detail and apply Fringes and Subgroups as necessary. This step includes importing information from Scheduling, if desired.

 *Steps 4 and 5 can most easily be done together. Define your subgroups and apply them as you create your lines of detail.*

Using a Budget Form

If you are creating a budget for one of the major studios, or have created a budget form for your standard budget, creating a new budget becomes much easier. You can use a pre-designed budget form to begin, and you will not have to create a chart of accounts, units, globals, fringes, subgroups, etc.

1. From the **File** menu, choose **New**. The *Select a MM Budget Form* window appears.



2. Select the **appropriate form**, either from the Forms directory, or from the location where you store your budget forms, if it is different. Click **OK**. The new budget opens.
3. Setup any **new globals, units, fringes, subgroups, or currencies** that you are going to need. These will probably be minimal.
4. Enter your **lines of detail**, applying appropriate fringes and subgroups as you go. Use globals in appropriate places.

CONTRACTUAL CHARGES

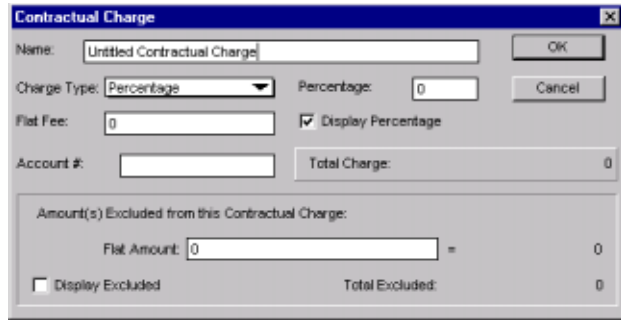
Contractual charges are generally applied as a percentage of the entire direct cost of the project. There are certain exceptions. Since sometimes a contract will require you to exclude something, such as post-production or script costs, contractu-als are usually added or at least finalized after you have entered the rest of the information on your budget.

Adding a Contractual

You can add a contractual to your budget topsheet.

1. On the **Topsheet** level, select the **line** you want your Contractual to appear *before*.

- From the **Edit** menu, select **Contractual Charge**. The **Contractual Charge** window displays.



- Enter the Name of the charge. This will appear in the Description column of the line. Press Tab.
- Choose **Percentage** or **Flat fee** from the menu. The default is percentage.
 - If you choose percentage, enter a percentage rate in the Percentage field (for example, 20 for 20%).
 - If you choose flat fee, enter the flat fee in the Flat Fee field (for example, 10000 for \$10,000).
- If you want the charge to reflect an **account number**, enter the account number in the Account Number field. This will be displayed in the Acct # column of the Top-sheet line.
- Some percentage contractuals require you to exclude some charges. Movie Magic Budgeting allows you to enter the amount to be excluded. If you are **excluding an amount**, enter it in the **Flat Amount** field, with no punctuation.
- If you want to display the amount excluded from this contractual on the Topsheet, **check the box** next to the word **Display**.

Modifying a Contractual

- To open a contractual for modification, double-click in the **narrow margin** to the left of the line. The **contractual charge** window for the selected charge opens.



2. Enter the new information as described in “Adding a Contractual” on page 130.

SUMMATION LINES

A Summation line adds the totals of all the lines of detail between it and any previous summation line and puts the total in the Rate field. The subtotal for the summation line of detail is then calculated from this amount. It is useful for calculating Overtime and Deferral amounts.

1. Create a new **blank line** on the **Detail level**.
2. From the **Edit** menu, select **Summation Line**. A new, Untitled Summation Line is created.

• Wrap time (5 day week)	2	Weeks	1	3,013	6,026
• Untitled Summation Line	1			33,143	33,143

3. Press **Tab** to move to the **Description** field. *Untitled Summation Line* is highlighted.
4. Type a **new description** for the summary line. *Untitled Summation Line* is replaced.
5. Press **Tab** to move to the **Amount** field.
6. Enter the **percentage amount** you want to include. Press **Tab**, and enter **%** in the units column. The total amount appears in the Rate column, and the percentage appears in the Subtotal column.

Description	Amount	Units	X	Rate	Subtotal
STUDIO	1		1	0	0
• Prep Time (5 day week)	2	Weeks	1	3,013	6,026
• Shoot Time (5 day week)	7	Weeks	1	3,013	21,091
• Wrap time (5 day week)	2	Weeks	1	3,013	6,026
• Overtime	20	%	1	33,143	6,629
	1		1	0	0

MANIPULATING DATA

You can manipulate your data in many ways. You may find that you need to put one or more lines of details in additional or alternate locations in the budget. Or you may find you need to insert a line into the budget.

Cut and Paste



*If you cut or copy another portion of the budget before pasting the first, you will **LOSE** the information you cut first.*

You can use the cut and paste functions as you would in any Windows application.

1. Simply highlight the **lines of detail** you want to cut and paste
2. From the **Edit** menu, choose **Cut**.
3. Highlight the line **below** where you want your cut lines. From the **Edit** menu, choose **Paste**. The lines you have pasted appear above the selected line. Applied Fringes, Globals, Subgroups, etc. are also pasted.

Copy and Paste



Applied Fringes, Globals, Subgroups, etc. are also pasted. You lose nothing when you apply this command.

You can use the copy and paste functions as you would in any Windows application.

1. Simply highlight the **lines of detail** you want to copy and paste in another location.
2. From the **Edit** menu, choose **Copy**. Selected lines are not removed from the budget.
3. Highlight the line **below** where you want your copied lines. From the **Edit** menu, choose **Paste**. The lines you have pasted appear above the selected line. Applied Fringes, Globals, Subgroups, etc. are also pasted.

Repaginating your Budget

In general, your budget will repaginate automatically. However, there are times when you may want to be sure of the number of pages, or the location of certain items. For example, if you are only printing the topsheet as a reference, you may want to repaginate the budget manually so that you are assured of accurate page numbers.

You can repaginate from any location in the budget.

1. From the **File** menu, choose **Repaginate**.
2. A *progress* window will display as Movie Magic Budgeting repaginates your budget. You can click **Stop** to stop in the middle if necessary. When the progress window closes, the budget has been repaginated and all references are accurate.

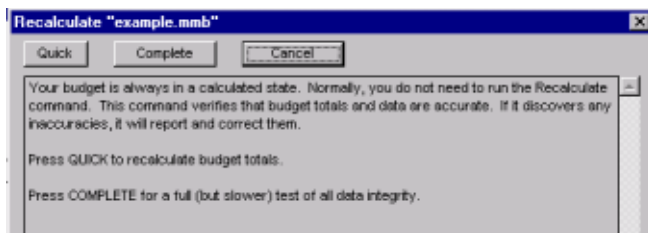
Recalculating the Budget

Although Movie Magic Budgeting calculates your budget as you work, there may be times when you want to force a recalculation, or test the integrity of your data. When you have made major changes, or changed several globals that affect the entire budget, for example.

Another time you will want to recalculate is if you have lost power to your computer while you are working. In general, although you will lose any information you have entered between the loss of power and the last time you saved your file, the files should be intact. Running the Recalculate command can verify this.

Recalculating your budget forces Movie Magic Budgeting to run all the calculations within the budget and updates the totals. This does two things: first, it verifies that all of your totals are accurate, and second, if there are any circular references it will find them.

- From the **Tools** menu, select **Recalculate**. The Recalculate window displays.



Quick

Choose **Quick** to have Movie Magic clear and then recalculate all of the Detail, Account, Category, and Budget totals. Fringes, Globals, Subgroups and contractual charges are also recalculated.

This is the fastest method of recalculation. It only recalculates the totals, and does not perform any tests for errors.

Complete

Choose **Complete** to:

- Test the integrity of the data for data errors.
- Verify the structure of the budget file itself - this will test for any circular references, etc.

- Completely recalculate the budget totals as described under Quick.

If Movie Magic Scheduling finds any errors, it will write them to a text file that you can view with your word processing program. This mode is slower, but more completely tests your budget for errors.

INSERTING NEW LINES

You can insert new lines into the budget wherever you want. You may want to insert a new Category or Account in its correct place in the numbering schema to control confusion.

1. Select the line **below** where you want the new line.
2. From the **Edit** menu, select **Insert**, or press **Ctrl-I (⌘-I)**. A new line is added to the budget.

COMPARING BUDGETS

Using the Cume and Change Views

The Cume and Change views are located on the right of the toolbar.



Every time you make a change to the budget these values are updated.

Cume

Reflects the total cumulative change, in dollars, to the active budget since you either opened the budget or reset the counter.

Change

Reflects the most current change in the budget.

For example, if you have been making changes throughout an hour on your budget, and have not reset the counters (See “Resetting Cume and Change” on page 136), then the Cume will show the difference between the budget’s starting amount and the budget you have now created by your changes. The Change, however, will only show the change in dollar amount made by the most recent adjustment to the budget.

Resetting Cume and Change

Sometimes while working on a budget you may want to reset the cume to reflect the current balance.

1. From any point in the budget, click **Reset** on the **Toolbar**.



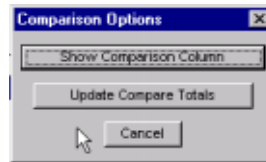
2. The **Cume** value will reset to zero and begin calculating again from the current point.

Using the Compare Command

The Compare command can be used to maintain a running comparison of changes you make to the budget's original figures.

Setting Original Figures

- From the **Tools** menu, select **Compare**, or type **Ctrl-K** (**⌘-K**). The *Comparison Options* window displays.



The first time you use the Compare feature, you will need to click Update Compare Totals. This sets the current figures in your budget as the "Original" figures. Two new columns, one entitled "Original" and one entitled "Variance" will be added to your budget on the Topsheet and Account levels.

Acct#	Category Title	Page	Original	Total	Variance
1100	Development	1	0	0	0
1200	Story & Other Rights	2	4,422	4,422	0
1300	Continuity & Treatment	3	4,422	4,422	0

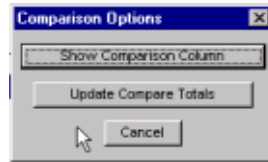
As you make changes to the budget, the Original column will not change, but will continue to reflect the totals from the point when you updated the compare totals.

The Total column will change as you make changes, and the variance column will display the difference between your current totals and the originals. (Negative differences will be displayed in parentheses (23,500)).

Every time you select the Update Compare Totals button from this point out, your Original totals change to your current totals.

Showing or Hiding the Comparison Columns

1. From the **Tools** menu, select **Compare**, or type **Ctrl-K** (**⌘-K**). The *Comparison Options* window displays.



2. Click **Hide** or **Show Comparison Column**. If the columns were displayed, they are now hidden. If they were hidden, they display.

Hints for using the Compare Command

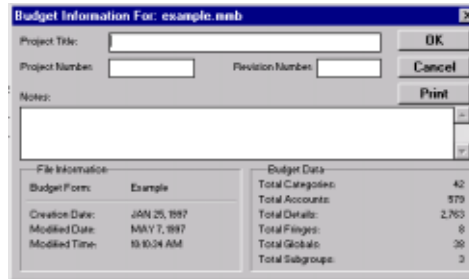
Selecting the Update Compare Totals button *always* causes the current figures to replace the original figures. If you want to continue to compare the original figures entered when you first created the budget, you have two options:

1. After the first time you press the Update Compare Totals button, never use it again - ever. This will preserve your original budget figures. However, you will not be able to compare the effect of recent changes to your current budget.
2. Save a Copy of your original budget before making changes. This method allows you to preserve your original figures while allowing you to compare current budget figures. (See “Saving the Budget as a Copy” on page 83.)
3. You can also use the Cume and Change displays to compare changing totals as described above (“Using the Cume and Change Views” on page 135)

BUDGET INFORMATION

Movie Magic Budgeting tracks certain information about your budget for you. You can access this information, and add some of your own from the Budget information window.

1. From the **File** menu, select **Info**. The *Budget Information For:* window displays.




2. You can enter your own Project Title, Project Number, Revision Number, and Notes in the appropriate fields. Later, this information can be printed in the header or footer of your budget reports, allowing for easy tracking of your budget revisions. (See “Adjusting the Header and Footer” on page 149).
3. In addition, Movie Magic Budgeting tracks specific information for you.
 - File information, including:
 - The budget form used as a template to create your budget.
 - The creation date of the budget
 - The date and time you last modified the budget
 - Budget Data, including:
 - Total # of Categories
 - Total # of Accounts
 - Total # of details
 - Total # of fringes
 - Total # of globals
 - Total # of subgroups

MAGIC KEYS

Magic Keys are a quick shortcut for applying any combination of Fringes and/or Subgroups.

A Magic Key is like a macro in a word processing program. Using Magic Keys bypasses the need to toggle each individual fringe and subgroup by toggling them automatically, in groups.

Defining a Magic Key

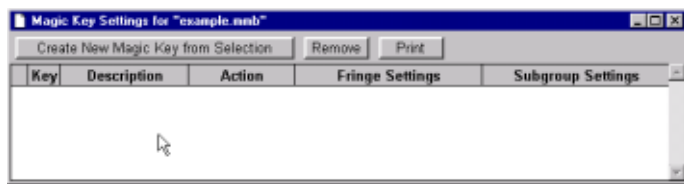
 When you create a Budget Form, magic Keys are preserved. You can then use them in any budget you create from the form.

Before you can use a Magic Key, it has to be defined. Magic Keys are defined and used from the Detail level of the budget.

1. Select the **line of Detail** containing the appropriate **Fringe** and **Subgroup** settings by single-clicking in the area to the left of it.

If you can't find a Detail with the right combination, just insert a new Detail and set the appropriate Fringes and Subgroups. You can delete it when you have finished defining the Magic Key.

2. From the **Magic** menu, select **Define Key**. The *Define Magic Key* window displays.




3. Click **Create New Magic Key from Selection**. The Action, Fringe Settings, and Subgroup Settings fields are filled in based on the line you selected.
4. Press **Tab**. The cursor moves to the **Key** field. Enter a letter from A to Z. This can be either upper or lower case, and will be the shortcut key that you will use later to apply the Magic Key.
5. Press **Tab** to move to the **Description** field. Enter a **short description** of what this key does. This description displays next to the Key on the **Magic** menu
6. In the **Action** field, you have two choices, **Add** and **Set**. Click the **selection box** for the choice you prefer.
 - **Add** — If checked, the Fringes or Subgroups applied by the Magic Keys are added to any existing Fringes or Subgroups.
 - **Set** — If checked, the fringes and subgroups in the Magic Key will replace any in the original budget.
7. In the **Fringe Settings** field, you can **check** or **uncheck** the box. If checked, the fringes will be added or set when

you apply the Magic Key. If unchecked, the fringes will not be added.

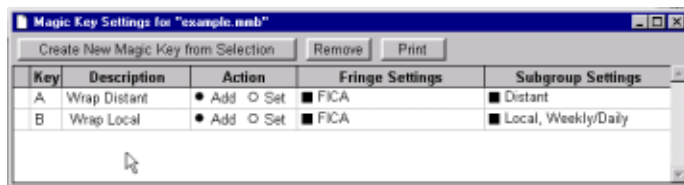
8. In the **Subgroup Settings** field, you can **check** or **uncheck** the box. If checked, the subgroups will be added or set when you apply the Magic Key. If unchecked, the subgroups will not be added.
9. Click the **Close** button at the top right of the **Define Magic Key** window. You are returned to your budget and the Magic Key now appears in the Magic menu.

Removing a Magic Key

Sometimes you might want to remove a Magic Key from your budget.

 *There is no warning when you delete a Magic Key. As soon as you click Remove, the key is gone.*

1. From the **Magic Menu**, select **Define Keys**. The *Magic Key settings* window displays.



2. Click anywhere in the **Magic Key Definition** you want to remove.
3. Click **Remove** in the upper part of the window. The Magic Key is removed from the list.

Using a Magic Key

Using a Magic Key to apply a group of Fringes and/or Subgroups to a line of Detail is much easier than applying them one by one using the Apply palettes.

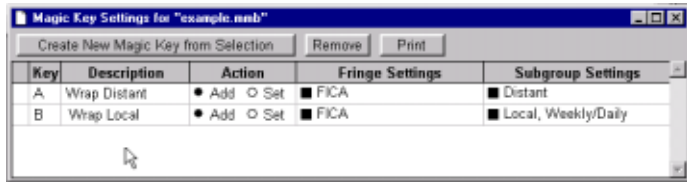
1. Select the **line or lines of Detail** where you want to apply the key's fringes or subgroups.
2. Apply the Magic Key's Fringes or Subgroups using one of the following methods:
 - Type **Ctrl-M** (**⌘-M**) and then press the **key** (A-Z) you want to apply.
 - Under the **Magic** menu, select the **Key's name**.

The fringes and subgroups are applied

Viewing a list of Magic Keys

Magic Keys can be viewed in their entirety with their definitions.

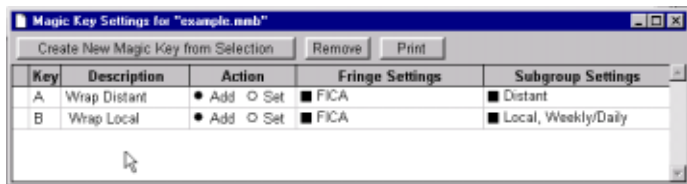
- From the **Magic menu**, select **Define Keys**. The list of current keys will display.



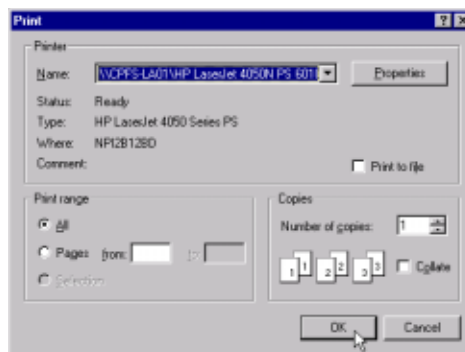
Printing a list of Magic Keys

You can print a list from the Reports Dialog as described in “Printing Reports” on page 151. If you are in the middle of a budget and just want to print out a copy “on the fly” as it were, you can do that, too.

1. From the **Magic menu**, select **Define Keys**. The list of current keys will display.



2. Click **Print**. The standard Printer dialog displays and allows you to print your list of Magic Keys.



EXPORTING TO ACCOUNTING SOFTWARE

Movie Magic Budgeting is a powerful estimation tool. However, it does not do the final accounting. It can interface with several industry accounting systems through the export command.

In addition, the Export command also supports several spreadsheet formats.

Export File formats

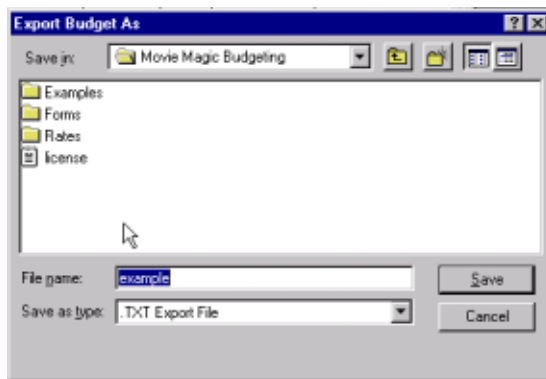
The left column of the following table shows what applications Movie Magic Budgeting currently supports. The right column is how those formats were designated in the old export formats. Tab and comma-delimited formats allow you to export to a spreadsheet, database, or word-processing file.

Current Export Format	Corresponds to this Pre-5.0 export format
Action Payroll	New in version 5.5
All Payments Ultra	Cinecom
Axium Visual MAX	New in version 5.5
Cast & Crew PSL	Disc "A"
Cine-Com Show Auditor	Cinecom
Entertainment Partners DISC/ Vista Accounting "A"	Disc "A"
Entertainment Partners DISC/ Vista	Disc "B"
Media Services "A"	Disc "A"
Media Services "B"	Disc "B"
Pre-5.0 "Other" Accounting format	Other

Current Export Format	Corresponds to this Pre-5.0 export format
Comma Delimited	Comma Delimited
Tab Delimited	Tab Delimited
Detailed version (Comma Delimited)	New in version 5.5
Detailed version (Tab Delimited)	New in version 5.5

Exporting Files to Accounting

1. From the **File** menu, select **Export**, and then select the **accounting program** you use. The *Export window* displays.



2. **Name** your new file. The default is the current name of your budget with the extension of the accounting program.
3. Click **OK** to export. The budget is saved as a file ready for import to your program of choice.

Chapter 9

Reports

Reports create the paper copy of your budget. Printing them allows you to compare different versions of the budget, and to keep records of your globals, subgroups and fringes.

TYPES OF REPORTS

There are several different types of reports available from Movie Magic Budgeting. The major report is the budget itself. Also available, from various locations, are lists of Currencies, Fringes, Globals, Subgroups, and Units.

SETTING PRINT PREFERENCES

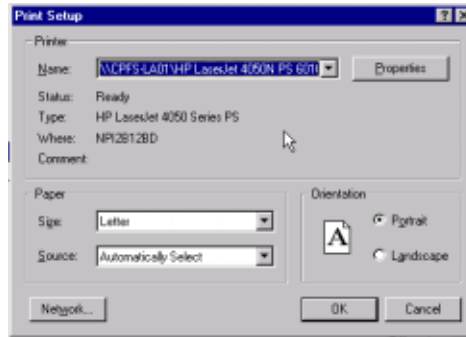
Choosing your print preferences allows you to customize how your reports appear. You can change margins, column widths, headers and footers, and insert your own project information to be printed on the topsheet. You can also hide empty entries, and set the Movie Magic Budgeting to automatically delete blank lines.

In general, you can make all the adjustments to the print setup, select the reports to print, and then click print. Movie Magic Budgeting will remember your choices the next time you open this budget.

Choosing Landscape or Portrait Printing

The orientation of the budget reports on the paper is controlled from the Print Setup menu. You will need to decide whether you want to print your budget landscape (wide) or portrait (vertical).

1. From the **File** menu, choose **Print Setup**. The *Print Setup* window displays.



2. Make sure your printer is selected properly, and then click on the **selection button** for either **portrait** or **landscape** printing.
3. Click **OK** to close the window.

Setting Column Widths

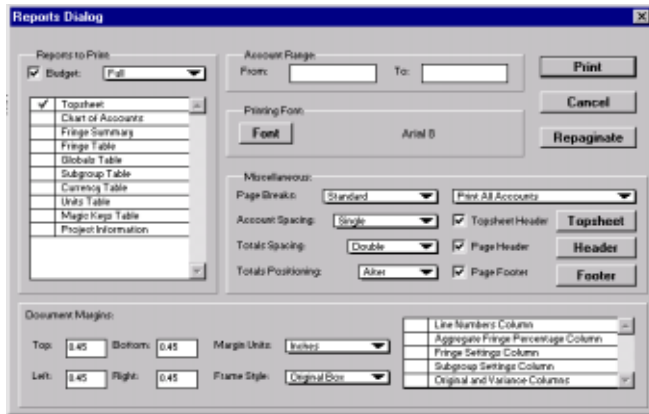
Column widths are set automatically depending on the size of your window, and the size of the paper you choose to use to print your budget.

The exception of this is choosing the number of columns you choose to display when viewing the Apply Fringes or the Apply Subgroups window. (See “Applying Fringes to a Range of Detail” on page 107 and “Applying a Subgroup” on page 115.) This does not affect the printing of any report, however.

Setting Margins and Frames

You can change the margins of your budget at any time.

1. From the **File** menu, choose **Print**. The *Reports Dialog* window displays



2. At the bottom of the window is an area called *Document Margins*. Choose either Inches or Centimeters from the menu on the right, and then enter the distances you want to use for margins in the appropriate fields.
3. To change the way the lines around your report (frames) display, make the appropriate choice from the menu provided.



No Frame Lines - this will print your report with no dividing lines whatsoever.

Original Box - this is the default. It frames each Category, placing lines between each detail, but open space to more easily distinguish totals and subtotals.

Simplified Box - this option prints a similar chart to the Original Box, but it removes the extra lines underscoring each account number.

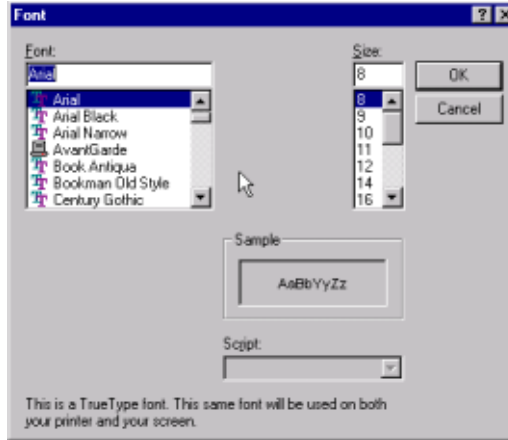
Fully Lined - this prints all the grid lines.

Setting the Print Font

The default font is 8 pt Arial (9 pt Geneva on the Macintosh). You can change this setting if you want larger (or smaller) type, or prefer a different font.

1. From the **File** menu, select **Print**. The *Reports Dialog* window displays.

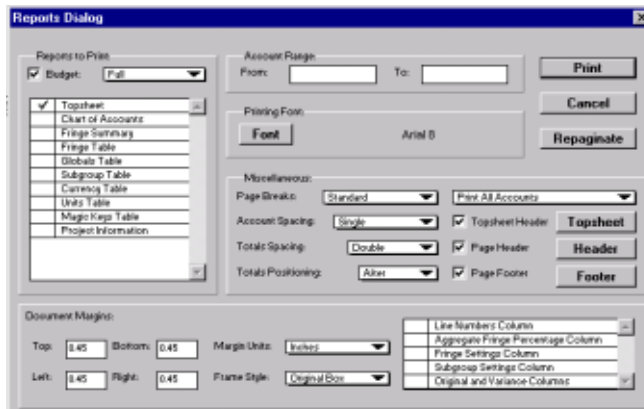
- In the **Printing Font** area, click **Font**. The *Font selection* window displays.



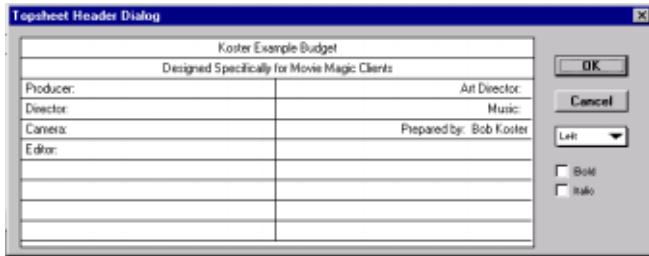
- Select the **font** and **size** you want to use in your budget. A sample of the font you choose displays in the Sample area.
- Click **OK** to change the font.

Adding Project Information to the Topsheet

- From the **File** menu, select **Print**. The Reports Dialog displays.



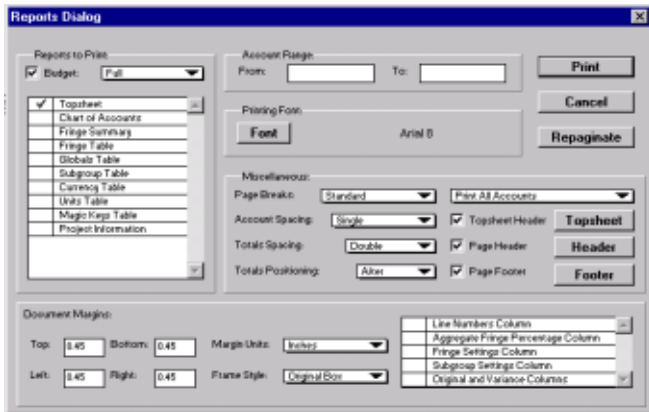
- In the **Miscellaneous** area, click **Topsheet**. The *Topsheet Header Dialog* displays.



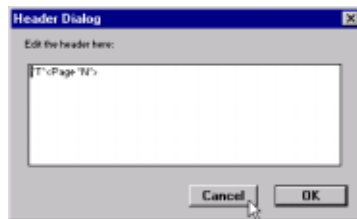
- Enter the **information** you want to appear on your topsheet. Generally, the project title or budget title appears in the top line, and other information as shown in the example above.

Adjusting the Header and Footer

- From the **File** menu, choose **Print**. The *Reports Dialog* displays.



- Click either **Header** or **Footer**. The header or footer dialog displays.



Hiding Empty Accounts or Accounts with a Zero Total

In addition, you can hide any lines that have no information entered, or a total of zero. This will avoid conversations such as the following:

“Why is the stunts area blank?”

“There aren’t any stunts.”


“Then why is it there?”

1. From the **File** menu, choose **Print**.

2. In the upper right of the Miscellaneous area, there is a menu. The default choice is “Print all Accounts.”



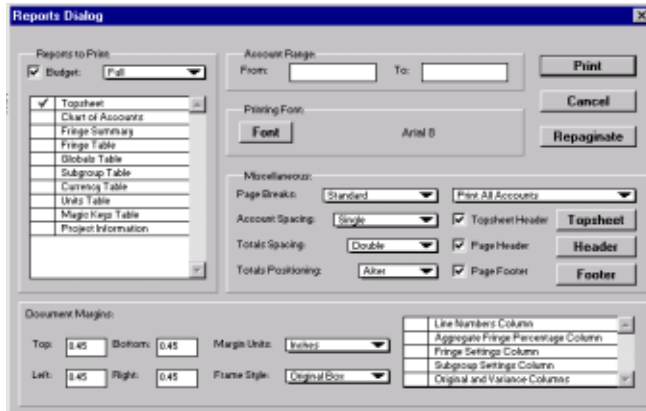
- **Print all Accounts** - prints everything, regardless of whether there are lines of detail included.
- **Suppress Empty Accounts** - hides all Accounts that have no lines of detail.
- **Suppress Zero Total Accounts** - hides all Accounts with a Zero total amount, regardless of whether they have lines of detail.

 *None of these options will change the on-screen display of your budget. You will always be able to see everything, including those subgroups that have been excluded.*

PRINTING REPORTS

You can always print any of these reports from the **File** menu, **Print** selection.

1. From the **File Menu**, choose **Print**. The *Reports Dialog* displays.



2. In the upper left is a list of reports. After you set up how you want your budget to print (See “Setting Print Preferences” on page 145), choose the reports you want to print from this list. Descriptions of the reports follow (See “Available Reports” below).
3. Click **Print**.

Available Reports

Budget

Full report or summary. Check the box for Budget, and select from the menu which form you want it to take.

Topsheet

Prints only the Topsheet (Summary Page) of the Budget.

Chart of Accounts

Prints a list of the Accounts in the order they are included in the budget. So if your account numbers are out of order, so will your chart of accounts.

Fringe Summary

Prints a list of fringes and their total current cost. This report can give you an idea of what fringes are costing the most in the current budget.

Fringe Table

Prints the list of fringes as shown in the *Fringe Setup* Window. This can also be printed directly from the Print button in *Fringe Setup*.

Globals Table

Prints the list of globals as shown in the *Globals Setup* Window. This can also be printed directly from the Print button in *Globals Setup*.

Subgroup Table

Prints the list of subgroups as shown in the *Subgroup Setup* Window. This can also be printed directly from the Print button in *Subgroup Setup*.

Currency Table

Prints the list of currencies as shown in the *Currency Setup* Window. This can also be printed directly from the Print button in *Currency Setup*.

Units Table

Prints the list of units as shown in the *Units Setup* Window. This can also be printed directly from the Print button in *Units Setup*.

Magic Keys Table

Prints the list of Magic Keys that have been assigned to this budget. See “Magic Keys” on page 138.

Project Information

Prints the information about the budget found under the File menu, Info selection. See “Setting Budget Information” on page 63.

Part III - Appendices

Appendix A Keyboard Shortcuts for Commands

Windows	Macintosh	Command
Ctrl-N	⌘-N	New Budget from Form
Ctrl-Shift-N	⌘-Shift-N	New Blank Budget
Ctrl-O	⌘-O	Open
Ctrl-W	⌘-W	Close
Ctrl-Shift-W	⌘-Shift-W	Close Budget
Ctrl-S	⌘-S	Save
Ctrl-P	⌘-P	Print
Ctrl-Q	⌘-Q	Quit
Ctrl-Z	⌘-Z	Undo
Ctrl-X	⌘-X	Cut
Ctrl-C	⌘-C	Copy
Ctrl-V	⌘-V	Paste
Ctrl-A	⌘-A	Select All
Ctrl-‘	⌘-‘	Select Row
Ctrl-F	⌘-F	Find
Ctrl-Shift-F	⌘-Shift-F	Find Again
Ctrl-H	⌘-H	Replace

Windows	Macintosh	Command
Ctrl-Shift-H	⌘-Shift-H	Replace and Find Again
Ctrl-I	⌘-I	Insert
Ctrl-B	⌘-B	Level Break
Ctrl--	⌘--	Summation Line
Ctrl=	⌘-=	Subtotal
Ctrl-G	⌘-G	Setup Globals
Ctrl-3	⌘-3	Setup Fringes
Ctrl-4	⌘-4	Setup Subgroups
Ctrl-6	⌘-6	Setup Currency
Ctrl-7	⌘-7	Setup Units
Ctrl-K	⌘-K	Setup Compare
Ctrl-1	⌘-1	Show Apply Fringes
Ctrl-R	⌘-R	Make Fringe Range
Ctrl-2	⌘-2	Show Apply Subgroups
Ctrl-E	⌘-E	Ratebook
Ctrl-L	⌘-L	Get Library
Ctrl-Shift-L	⌘-Shift-L	Store in Library
Ctrl-Y	⌘-Y	Show Apply Library
Ctrl-T	⌘-T	Goto Topsheet
Ctrl-U	⌘-U	Go Up from Selection
Ctrl-D	⌘-D	Go Down into Selection
Ctrl-9	⌘-9	Previous
Ctrl-0	⌘-0	Next
Ctrl-J	⌘-J	Goto Account
Ctrl-M	⌘-M	Apply Magic Key

Windows	Macintosh	Command
Ctrl-Shift-M	⌘-Shift-M	Define Magic Key

Appendix B Function Keys

These function keys are useable when the DOS Version MMB Function Key Compatibility Mode is selected from Setup, Preferences.

Function Key	Function
F1	Apply Fringes
Shift-F1	Apply Fringes
F2	Apply Subgroups
Shift-F2	Apply Subgroups
F3	Get Library (a library must be open to use this key)
Shift-F3	Store Marked lines in library (a library must be open to use this key)
F4	Select
Shift-F4	Select all Details
F5	Reset Cume
Shift-F5	Compare
F6	Global Display (toggles between view by Name or Value)
Shift F6	Set Local Global Display (this feature is not available in the current release)
F7	Go up one level
F8	Go down into selection
F9	Previous

Function Key	Function
Shift-F9	Find Account
F10	Next
Shift-F10	Find Detail

Appendix C**Glossary**

Above-the-line	A traditional level-break that generally puts all artistic sections above the line and mechanical or “crafts” sections below the line.
Account	The subdivision of the budget that contains details. It is considered the middle layer of a three-dimensional budget.
Below-the-line	A traditional level-break that generally puts all artistic sections above the line and mechanical or “crafts” sections below the line.
Black Arrow	A right-pointing arrow to the left of a line of detail indicates that fringes have been applied to that detail.
Blue Circle (dot)	A blue circle to the left of a line of detail indicates that a global is in use in that detail.
Budget	The entire budget file. Includes the Topsheet, Accounts, and Details.
Caption	The major headings of a budget, as defined by Movie Magic Budgeting. Captions are defined by the application, and can be changed. (See “Changing Budget Captions” on page 79.)
Category	The major division of the budget. Categories are broad collections of accounts. Examples could be Art Direction, Set Production, etc. They are displayed on the Topsheet.
Chart of Accounts	A listing of all the categories and accounts in the budget. A chart of accounts has no details - it is simply a listing of what account number goes with what information.
Completion Bond	A contractual insurance policy that covers the contingency that the project is not actually completed.

Contingency	Usually defined as 10-12% of the total budget, the Contingency line covers any unforeseen costs of the project.
Contractual Charge	A charge that is contracted to cover the entire cost of the project. Contractual charges are usually a percentage of the cost of the project, though there are some exceptions.
Coversheet	See Topsheet.
Cume	The cumulative change in a budget. Displayed on the Movie Magic Budgeting Toolbar.
Currency	The type of cash used for the budget. In the United States this will be US Dollars. In France, French Francs, etc.
Fringe	An extra cost applied to an incurred cost. Taxes and dues are two of the major fringes used.
Global	A variable or placeholder that can be used anywhere in a budget and changed easily.
Host Country	The country and type of currency the budget is set to use.
Level Break	A subtotal line added to the Topsheet to divide the categories into more readable sections.
Level Indicator	The bar on the toolbar that indicates where you are in your budget: topsheet, account or detail levels.
Library	A storage facility for details. Used to make cutting, pasting, and importing information easier.
Magic Key	A key set up to apply fringes or subgroups to selected lines of detail with a keystroke.
Overtime	Work performed over the contracted amount.
Rate Book	An add-on database that allows you to easily find the rates of pay for various job positions.

Subaccount	In Movie Magic Budgeting, the account. Sub-account refers to the fact that Categories are a broader account than those found on Movie Magic Budgeting's Account level.
Subgroup	A grouping of lines of detail that can be included or excluded from the budget at will.
Summation Line	A special line of Detail that sums the subtotal fields of the details above it and puts the total into the Rate field. It is often used for overtime and deferral calculations.
Topsheet	The top level of the budget. It summarizes the costs into respective categories, provides the above-the-line and below-the-line subtotals, and can be formatted.
Unit	A division of labor, parts, etc. Units can be weeks, days, months, hours, reels (of film), etc.

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