ShowBiz Budgeting Users Guide

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Showbiz Budgeting Release Notes

Key:

- [fix] = Bug Fix
- [imp] = Improvement on bug, but problems may still exist
- [new] = New Feature
- [chg] = Changes previous functionality
- [kis] = Known Issue
- [wrk] = Workaround
- [nlr] = No longer reproducable, probably as a result of another bug fix
- [tip] = Insight into design of a feature, suggest possible uses.
- [dep] = Deprecated
- [cpt] = Backwards compatibility issue

Ver 6.0.2

- [fix] (Titles) Fixed error on Windows OS when loading saved title data past limits.
- [new] (Menu) Added Category Delete menu item.

Ver 6.0.1

- [chg] (PC Spreadsheet Report) Increased max envelopes on page by four.
- [fix] (PC) Using BANK as PC Envelope code no longer causes problems.
- [new] (PC Envelope Report) Added Phase column.
- [new] (PC Envelope Report) Now prints employee name along side code.
- [new] (Detail Report)Added phase column
- [fix] (Budget

Grid) Editing operations now more responsive on slower systems

Installing Showbiz Budgeting

Mac OS X

- If you are installing from a CD, insert the Showbiz Budgeting CD into your computer, open the CDROM drive.
- Double-click the Showbiz Budgeting Installer.dmg file. It will mount and appear as a hard drive on your desktop.
- Double-click the Showbiz Budgeting hard drive icon, to open it.
- Double-click the Showbiz Budgeting Installer.pkg icon, and follow the directions.

Mac Classic

- If you are installing from a CD, insert the Showbiz Budgeting CD into your computer, and drag the Showbiz Budgeting.sit file to your desktop.
- Double-click on the file on your desktop to uncompress it into the Showbiz Budgeting Folder.
- Move the Showbiz Budgeting Folder to your favorite application location.
- You may now delete the .sit file

Windows

- If you are installing from a CD, insert the Showbiz Budgeting CD into your computer, the Installer should start automatically. If it doesn't, double-click on the Showbiz Budgeting Setup.exe file
- If you've downloaded the Installer file, double-click on it to run the Installer.
- Follow the instructions provided in the Installer.

Getting Started

To start Showbiz Budgeting, double-click on the Showbiz Budgeting icon.

Registering and Activating

Showbiz Budgeting features a free trial period of 30 days. To activate the application at any time, click on the Register button when the trial message appears after startup. To obtain an unlock code, call Media Services at 1-800-5-SHOWBIZ.

Overview Of Showbiz Budgeting(tm)

Showbiz Budgeting is an advanced cross-platform application for creating and actualizing budgets in a wide variety of formats. Budgets can be created using one of the many included pre-made budget forms, or new forms can be created from scratch. Showbiz Budgeting's advanced features include:

- **Flexible Formats** - Several different category/section types and an adaptable summary provide support for a wider variety of complex budget forms including AICP, AICE, CICP, movie, TV and many more.
- **Phases** - You can budget and actualize distinct job phases, and show each phase as well as the grand total in it's own column.
- **Views** - See only the Phases and columns you want to see. Any view can be displayed or printed.
- **Flexible Entry** - Amounts can be entered at the account level or at the detail level. Unlimited detail items can be entered and displayed for each account and phase.
- **Fringes** - store union fringe factors by name and assign a single or multiple Fringes to any account or detail item.
- **Globals** - store numbers by name for quick global replacement.
- **Auto Overtime** - For short form projects crew days can be expressed days/hours, (ie. 2-12 hr days and 3-14hr days), and OT will be calculated automatically according to the assigned Fringes.
- **Foreign currency support** - Store up to 10 currencies in each budget. You can switch currencies at any time and then continue working in that currency.
- **Actualization** - A full range of actualization tools allows you to track expenses during and after production. Support is included for Payroll, Purchase Orders, and Petty Cash. Payrolls can be imported directly from a payroll service.
- **Reporting** - In addition to budget printouts, Showbiz Budgeting offers a wide variety of reports including Detail reports, Purchase Order reports, and Petty Cash reports.

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Menu Commands

File Menu

- **New** - Creates a new, untitled budget based on a template. Showbiz Budgeting Template files have the extension ".mbt"
- **Open** - Opens a previously saved budget. Showbiz Budgeting files have the extension ".mbb"
- **Save** - Saves the current budget in a budget file. If the budget is untitled, you will be prompted for a new name, otherwise it will overwrite the original file.
- **Save As...** - Use this command to save the current budget under a new name, leaving the original file unchanged.
- **Close** - Closes the current budget.
- **Import** - Imports information from another source. Use his command to import payroll data from a payroll service, or to create a budget format from other applications.
- **Export** - Exports information to other applications.
- **Convert PC Files** - Budgets and Templates created with Showbiz Budgeting PC version may not be recognized by the Mac Finder and thus fail to appear in the New and Open file selection window. These files can be made recognizable by choosing this command.
- **Print** - Displays the Print Select dialog. For printing specific screen lists, use the print button located under the list you want to print.
- **Page Setup** - Sets up Showbiz Budgeting for the active printer. You should select this command when you choose a new printer.
- **Save as Template** - Saves the current bid as a template.
- **Create Template** - Use this command when you want to create a new budget format from scratch. See **Creating your own budget templates**
- **Vendor Database** - Use this command to edit, open or create a Vendor Database.
- **Quit/Exit** - Quits the application.

Menu Commands

Category Menu

- **Edit** - Opens the Category Edit Window. Use this command for editing the current category's name, or type.

Menu Commands

Phase Menu

- **Phase Manager** - Displays the Phase Manager window. Use this command to add, edit or delete phases in the current budget, or to change the order in which they are displayed.
- **Copy** - To copy the contents of another phase into the current phase. Click in the phase you wish to copy to, then select this command. You will be prompted to select the source phase.
- **Clear** - Clears the contents of the currently selected phase. Make sure to click in the desired phase to activate it before selecting this command.
- **Select Color** - Allows you to select the color used in displaying the current phase on your computer screen. Click in the desired phase before selecting this command. Note: You can adjust the overall intensity of all phase colors by selecting Tools/Options.
- **Lock** - Allows you to prevent accidental input to any phase. For instance, you can lock the estimated side of a budget while actualizing.

Menu Commands

Tools Menu

- **Currency** - Opens the Currency Window. Use this command to edit a foriegn currency's name or rate, or to set the active budget's display currency.
- **Globals** - Opens the Globals Window. Globals allow you to define commonly used quantity values by name. Use this command to add, edit or delete a global.
- **Fringe Manager** - Opens the fringe Manager window. Fringes are most commonly used to add union fringe benefits to labor charges, but they also are used for defining OT setups when your budget conaitns one or more 'Auto OT' crew categories. Use this command when you want to add, edit or delete a fringe.
- **Assign Fringes** - Opens the Assign Fringes window. Use this command when you need to make complex fringe assignments involving multiple fringes.
- **Accumulators** - Opens the Accumulator window. Accumulators allow you to keep up to three subtotals of selected accounts for use on the summary page. Common uses are Markup, Discounts, Sales Tax and GST. To use any Accumulator you must first display it's column using the View Manager.
- **Breakout** - Opens the Breakout Window. Breakouts are used on a detail level only. Generally used during actualization to keep a separate breakout for insurance claims, overages, weather days etc.
- **Formulas** - Allows you to define the current account subtotal as percentage of one or more accounts. Useful for markups, surcharges, taxes etc.
- **Preferences** - Opens the Preferences window in Windows and Mac Classic. For OS X use the Showbiz Budgeting/Preferences menu.

Menu Commands

View Menu

- **Lock** - Provides two levels of protection to the columns in the current view. Very useful for preventing accidental changes to views used for printing. When views are locked the cursor will not change as it passes between column headers.
- **Show Print Ruler** - Use this command when resizing columns in views you intend to print from. When the print ruler is showing, the main budget grid will resize and will use the currently selected prining font. This provides a more reliable indication of text-fit within columns. You should hide the print ruler for normal input.
- **Default Column Widths** - Use this command to revert all columns to thier default widths. NOTE: This command will only affect columns *for the current category type.*
- **Isolate Phase** - Use this command to isolate or "zoom in" on a particular phase. Only one phase can be isolated at a time. When a phase is isolated, it is uncollapsed (all visible columns are displayed), and all other phases are hidden. Phase column headers will display in a darker color to indicate isolation mode. You can toggle isolation mode using the ~ key.
- **Collapse Phase** - Toggles collapsed mode in the selected phase. When a phase is collapsed, only it's total column will be displayed. You can toggle this mode using the shift-~ key combination.
- **Show** - Allows you to conveniently show or hide any phase. This has the same effect as clicking the checkbox next to the phase's name in the View Manager.
- **Show Variance** - Shows or hides the variance column. *Note: Variance columns are only available when exactly two phases are being displayed. Variance is calculated according to the phase display order from left to right. Changing the phase order will affect the Variance calculation.*
- **Show Var %** - Shows or hides the variance percentage column.

/body>

The Titles Tab

Using simple spreadsheet-like functions, Showbiz Budgeting's Titles area allows you to create Titles for a wide range of budget formats.

Note: Most layout editing functions are disabled when the editing tool buttons are hidden. Clicking on the wrench button will show or hide the tools. It is recommended that you keep the editing tools hidden to prevent accidental changes.

To enter information into an existing budget form:

Click or use arrow and tab keys to navigate to the desired cell, then type. To edit existing data in a cell, double-click in the cell to enter edit mode. Gray text in a cell indicates that the cell is protected to avoid accidental changes. See Editing Tools below.

Loading and saving data to disk:

Data you use often, like company name and addresses can be saved to disk for easy access later. Remember though, that data must be saved and loaded into similar Titles layouts, otherwise the results may not be what you expect.

To save data, use your mouse to select the range of cells, then click on the save data button. The data will be saved to the filename you supply.

To Load data, highlight the *top-left cell where the data should begin*, then click the 'Load Data' button. Select a file containg saved data, then click OK.

Using the Editing Tools

Routine input to the Titles area should performed with the editing tools hidden. This serves to protect the Titles layout from inadvertent change. Column-sizing is disabled while the tools are hidden. When you need to change the layout, clicking the the wrench button will show the editing tools and activate column-sizing.

Merge-and-center Tool - This tool will center text across a number of columns. First use your pointng device to highlight the range of cells to span, then click the tool. If you want a different alignment, click on the alignment tool while the range is still highlighted. The merged area will now act as a single cell. To revert the range to normal, first highlight the range, then click the merge tool again.

Border Tool - Toggles the border lines *around* a selected range of cells.

Vertical Line Tool - Toggles the vertical lines *within* a selected range of cells.

Horizontal Line Tool - Toggles the horizontal lines *within* a selected range of cells.

Protect Tool - Toggles the protected state of a selected range of cells. Protected cells do not allow input, and thier text is displayed in gray.

Resizing Columns

Column sizing is activated only when the editing tools are displayed.
See:**Resizing Columns** for more information.

Adding and Deleting Rows and Columns

Rows and columns can be added, inserted or deleted using the edit menu.

Add - Adds rows at the bottom or columns at the right.

Cut - Deletes the selected range of rows or columns.

Insert - Inserts rows *above* the highlighted row or columns *to the left* of the highlighted column.

Inserting Page Breaks

Page breaks can be inserted by typing the letters "pg" enclosed in html tag brackets (ie, you would type shift-comma, pg, shift-period) into the left-most column at the row where you want the page break to occur. This feature allows you to create multi-page Titles.

The Summary Tab

You can always see the current budget summary by clicking on the Summary Tab. The summary is flexible enough to support a wide range of forms, even AICP where certain rows can summarize more than one category/section.

Basic Operation

- Phases and variance columns are displayed as defined in the current view.
- You can select the current view by selecting one from the View pulldown menu loacted above the summary list.
- Values or percentages for Contract fees like markups and insurance can be entered by clicking the button that displays in the left column.
- Column widths can be adjusted with the mouse only when the current view is unlocked. Use the View/Lock command to change this setting.
- While viewing the summary, double-clicking on a row will jump to that category on the Budget tab.
- You can edit the text in any row using the Edit menu.

Advanced Operation

The following topics are relevant if you are creating a new budget template or you wish to change the summary in an existing budget form.

Summary Row Types

There are five types of Summary Rows available:

- **Category Total** - The row displays the total of one or more budget categories. The text need not be the same as the category name.
- **Contract Fee** - Use this type to add fees like markups, insurance, contingencies, etc which are based on a percentage of one or more selectable values.
- **Level Break** - Displays the total of summary rows since the last level break, then resets the level break amount to zero.
- **Level Recap** - Same as Level Break, but *does not reset level amount to zero.*
- **Running Total** - Displays the current running total of the summary rows at this point in the summary.

Adding Summary Rows

Choose Edit/Add from the main menu to add a new row to the bottom of the summary list. Use Edit/Insert to add an item above the highlighted row. You can edit the currently highlighted Summary Row by Choosing Edit/Edit.

Editing Summary Rows in the Summary Edit Window

Use this window to adjust the properties of a summary row. If you are editing a category total row, you can select which categories will be included by checking them in the listbox. To select from all available categories even though they are not currently selected click in the Show All check box. Note that a category total can only be included in one category row. You can create or delete categories by clicking the New or Delete buttons. Checking the GT checkbox will mark this Summary Row's values for display in the Grand Total fields at the lower right of the Budget document window.

The Comments Tab

Comments can be entered in the comments editfield using the simple word-processor like controls. Comments will be printed on the Titles page after the Summary.

The Budget Tab

The Budget Tab is the main budget-display and data entry area. It consists of two main elements - The *Budget Grid* and the *Detail List*.

The Budget Grid

The *Budget Grid* is always visible. How it is displayed is controlled by the current View settings. You can select the current View by selecting from the Views pulldown located above the grid. See: Views

Most columns allow direct data entry. To enter a value, simply hilight the cell by clicking in it, or by using the arrow keys, then type the data. Note that some columns display derived data and cannot be entered directly. Columns like this are shaded.

Budget Grid Column types and data entry

Which columns are visible in each category is dependent on the Catagory Type and view settings.

Below is a general overview of editing features for certain column type. Some column types may not be relevant to the budget form you are using
.

- **Code** - To edit a code, double click on the code you want to change.
- **Name** - Account names can be edited directly in the cell, or you can double-click on the name to open the Account Edit window
- **Accumulators** - Accululator columns are visible when optional accumulator support is selected in the Category Edit Window. The column header for these columns will display the Accumuator Code. The space bar or the delete key will 'Clear" the cell, while pressing any other key will "set" the acculultor and display a bullet in the cell. See: Accumultors
- **Fringes** - Fringe columns are visible only when optional fringe support is selected in the Category Edit Window. This column allows you to assign fringes to the current account. To assign a fringe, press the first letter of the fringe code. You may also Ctrl-click (right-click in PC). Multiple fringes may be assigned to each account by double-clicking, to open The Frigne Assignment Window. See: Fringes.
- **Global** - Only visible in Crew (Auto OT) categories. This column allows you to use Global values to schedule crew. You can setup Globals by clicking the Globals icon on the toolbar. To assign a global, press the first letter of the Global

code you wish to assign. You may also Ctrl-click (right-click in PC) to select from a popup menu. See: Globals

- **Qty** Quantity values can be entered directly in the cell. You may also use any defined global value by typing the first letter of its code, or ctrl-clicking (right-click in PC) to select from a popup menu.
- **8h-16h** - Only Auto OT Crew type sections contain these columns. Each column represents a different day length. For instance, entering 3 in the 12h column will budget a crew member for 3- 12 hour days. OT and fringe values are automatically calculated based on the fringe setting assigned to each account.
- **Rate** - Rates can be entered directly, at the current currency. Changing the currency setting will convert all values in this column. See: Currencies.
- **OT Base** Available in Crew (Manual OT) type categories. Enter the base-day hours which will be used in OT calculations
- **1.5x, 2x** - Available in Crew (Manual OT) and Talent type categories. Enter the number of hours of OT at each rate.
- **Fringe** Displays the calculated Fringe amount.
- **Phase Total** Phase Total column headers will display the Phase Name. Note that values can be entered directly into this column.

The Detail List

Any Detail Items entered for the active account/phase are visible in the Detail List. You can adjust the size of the Detail List by dragging it's title bar.The Detail List can be shown or hidden by clicking the Deail Button located at the upper-right corner of the Budget Tab. You can add, edit and delete Detail Items by using the buttons under the list. Ctrl-clicking (Right-click in PC) will display a popup menu of possible actions. See: Detail

The Purchase Order Tab

This tab contains the Purchase Order List. From this list you can add, edit and delete POs using the butons under the list. Double-clicking an item will open it in the PO Edit Window. The Total column displays the sum of all cost items held against each PO. Items may be sorted by clicking in any coulmn header.

Printing the PO List

To print the Purchase Order List on the current printer, click the Print button below the list.

For more information on working with Purchase Orders, See Features/Purchase Orders

The Petty Cash Tab

The Petty Cash Tab consists of three elements - The Petty Cash Envelope List and The Petty Cash Distribution List and the PC Master Summary. You can add, edit and delete PC envelopes by using the buttons located under the Envelope List, or by ctrl-clicking (right-clicking in PC) on an envelope.

There is one special account named COMPANY. This envelope represents the production company itself or the source of cash for the production. Typically a production manager would transfer money from the company account to his envelope, then distribute cash to the other envelopes. The company account can be displayed by clicking on the Company button.

The Master PC Distribution List summarizes all PC in the budget by Account.

To learn more about using PC Envelopes see: Petty Cash

The Detail Browser Tab

The Detail Browser allows you an overview of budget detail not possible in other lists. Note that the detail presented in this list *is the same detail displayed for individual accounts in the Detail List on the Budget Tab*, here it is dislayed for all accounts at once. Detail Items can be added, deleted or editied directly from the browser by using the buttons under the list, or by ctrl-clicking (right-clicking in PC) on an item in the list. Keep in mind that when entering entering items from the Detail Browser, it is important that you correctly select the target account and phase from the account popup on the Detail Edit Window.

You can select which phase's items will display by selecting from the small phase popup menu under the list. If an actual type phase is selected, several detail-type buttons will appear to the right of the popup. These buttons allow you to display any combination of detail types. Note that they are 'toggle" type buttons. ie. pressing them alternately hides and shows the corresponding detail types. The rightmost button functions as an All/None button.

The list can be sorted by clicking on any column header.

Filtering the display

Results can be narrowed by using the filter feature. First click on cell you want to use as critera. For instance to see only items for a certain vendor, click on that vendor's name in the Name column. The filter button's caption should now indicate the column you clicked in. Click the filter button to display the filtered results. The heading over the list will indicate the filtered state of the list. Note that the Total column now displays the filtered total. To restore the full display, click the Unfilter button.

Printing from the Detail Browser

You can print the results to the current printer by clicking on the Print button.

Application Preferences

The Preferences Window can be opened in Windows and Mac Classic by selecting Tools/Preferences from the Main Menu. Under OS X use the Showbiz Budgeting/Preferences menu. Application Preferences are saved between sessions and affect all open budgets.

Underline totals containing detail - Checking this preference will cause all total values displayed in the Budget Grid to appear underlined when the value is derived from one or more Detail Items. If the Detail List is not visible, double-clicking on the underlined value will display it.

Measurements in Centimeters - Controls measurment units to be used when displaying the Print Ruler.

Auto-complete vendor names - Vendor names will be auto-completed as entries are made.

Auto-Save every 5 minutes - you can minimize lost work in the case of power failures by checking this preference.

Use 'Section' and 'Line' nomenclature - If this option is checked, Categories will be referred to as 'Sections' and Accounts will be referred to as 'Lines'.

Screen Font - click this button to select the font which will be used in all lists and grids. Note that this is not the font used in printing. To select the printing font, select File/Print from the main menu, then click the Font button.

Phase Colors - This slider allows you to adjust for variations in screen types which can cause the default phase colors to appear too faint.

Budget Preferences

The Preferences Window can be opened in Windows and Mac Classic by selecting Tools/Preferences from the Main Menu. Under OS X use the Showbiz Budgeting/Preferences menu. Budget Preferences affect only the current budget.

Display cents in currency amounts - Displays two-digit precision currency amounts in the main budget grid.

Require detail on estimates - Prevents the direct entry to the main budget grid for estimated type phases. Checking this option will maintain consistency with other long-form applications that do not allow non-detail entry.

Require detail on actuals - Prevents the direct entry to the main budget grid for actual type phases. In order to provide more meaningful reports it is recommended that all actuals be entered as detail items.

Suggest fringe settings when adding detail - This feature will automatically assign the account-level fringe settings to each new detail item.

<u>The following settings are form-specific and should never need resetting after initial form design:</u>

Account totals include fringes - If this preference is checked, fringe amounts for each account will be calculated into the displayed account totals. Unchecking this preference will post a fringe sub-total for the entire category at the bottom of each category.

Sort category codes numerically - Sorts category codes in numerical rather than alphabetical order.

Sort account codes numerically - Sorts account codes in numerical rather than alphabetical order. *Caution: Changing this setting could cause calculation differences in cases where formulas are in use since included accounts may go out of range.*

Show movie-style summary recaps - Provides above-and-below-the-line type recaps which are common in long-form budgets on the summary page.

What are Views?

Views are a powerful feature which controls how a budget's phases and columns are displayed. Each View controls the following display properties:

- The visible/hidden state of phases
- The collapsed state of phases
- The visible/hidden state of columns
- The *relative* widths of the visible columns
- The column order
- The visible/hidden state of the variance and variance % columns

Any number of views may be defined, named and stored within a budget or template. Combined with the Phase feature, Views make possible distinct task-specific work environments. ie. Budgeting, Actualizing, Currency Comparison, Phase Comparison, etc.

Any view can be printed, enabling a form-designer to create views which closely match a specific paper form in appearance. Views can be fully or partially locked to protect them from changes. This is important where it is desirable to maintain a visual consistency with an existing paper form.

To select which view is active, simply select one from the View popup menu on the Budget or Summary Tabs.

Views can be edited, added, or deleted at anytime by using the View Manager Window.

See also:

- **View Manager**

The View Manager

The View Manager allows you to add, delete and modify views. To display the View Manger select View/View Manager from the main menu, or click on the Views Icon on the Toolbar. The Views contained in the current budget are displayed in the listbox on the left side of the Window. View properties are edited on the right side of the window.

To add a new view to the current budget:

- Click the Add button under the Views List
- Name the new view in the View Name field
- Move the view to the desired order in the list by click the Up and Down buttons
- Modify the view settings
- Click OK

To modify a view:

- Click in the list on the view you wish to modify. The View's properties will appear on the right side of the View Manger Window.
- Select a category type from the Category type pulldown list. Settings will affect all categories of the selected type.
- Adjust the overall visiblity of each phase by checking the box next to the phase name. This setting affects the master visiblity of this view *accross all category types*, and has the same effect as Show settings made from the main View menu.
- Adjust the visibilty of individual columns within each visible phase by checking the box next to the column name. If column names are not displayed, click on the disclosure triange to do so. *Note: The purpose of the disclosure triangles is simply to offer easier navigaintion within the list. They <u>do not</u> affect the visiblity of the columns. To make a column invisible, you must uncheck the appropriate checkboxes for each column.*
- Choose the visiblity of the Variance columns
- Set the lock mode of this view. It is recommended that standard Views used for for printing be locked. If you need to make further adjustments like columns widths, you may wish to leave this View unlocked for now since the View Lock mode can be easily set later from the View menu

Other view-releted settings can be adjusted on the main Budget Grid:

- The relative columns widths
- The columns order
- The Collapsed Phase states

After making adjustments on the Budget Grid, set the lock mode for this View, select View/Lock from the main menu

See also:

- **What are Views?**

Resizing Columns

Virtually all columns in Showbiz Budgeting can be resized. If column-sizing is active then the mouse cursor will change to a resizing cursor when passed over a column-header border. If there is no column-header, as in the Titles area, then the cursor will indicate resizing in any row. Changes made to column widths only affect the currently selected View, and the current *category type.*

Note: If you cannot resize the columns in the main budget grid, it is because the current View is locked. To resize columns in this case, you must first select View/Lock/Unlock from the main menu. It is recommended that any View used for printing remain locked to prevent accidental changes.

There are three resizing 'modes'.

Adjacent columns - this is the default mode. Only the columns immediatley left and right of the cursor are resized.

All Right - Enter this mode by holding down the Option key on Mac or the Alt key on Windows. In this mode all columns to the right of the cursor are resized proportionally.

All Left - Enter this mode by holding down the Shift key. In this mode all columns to the left of the cursor are resized proportionally.

Collapsing Phases

While working in the Budget Grid, you can quickly reduce a phase to only it's Total column by *Colllapsing* it. This is especially useful when working with a large number of phases such as a multi-city or country-budget. These adjustments affect all category types, for the current view.

To collapse or un-collapse any phase:

- In the Budget Grid, click anywhere in the desired phase to make it active.
- Select View/Collapse Phase from the main menu **-or-** type Shift-~ on the keyboard.

When a phase is collapsed, a small red square will be displayed in the upper left corner of the Phase Total column header.

Isolating Phases

You can "zoom in" on a phase even while it is collapsed by *Isolating* it. When a phase is isolated, all columns selected for display in the current view are revealed, and all other phases are hidden. These adjustments affect all category types, for the current view.

To Isolate any phase:

- In the Budget Grid, click any phase to make it active
- Select Vews/Isolate from the main menu **- or -** press the ~ key. Pressing the ~ key again, exits the Isolated mode.

When a phase is isolated, the column headers will display in a darker color to indicate it's Isolated state.

These features make it possible to work easily with multiple phases. For example, you can keep all phases Collapsed, displaying only totals, then simply hitting the ~ key to work on one phase, at a time.

The Currency Window

To display the Currency Window, select Tool/Currency from the main menu -or- click on the Currency Icon on the right side of the Toolbar.

The Currency Window allows you to store up to ten currency exchange rates, names and symbols. You "home" currency would typically have an exchange rate of 1.

Entering currrency symbols

Entering currency symbols from the keyboard differs according to OS and country. Below are a few examples for US Keyboards. Note that in Windows you must hold down the Alt key while typing the indicated numbers *on the Numeric Keypad.*

- **Euro:** Mac: Option+Shift+2 Win: Alt+0128
- **Yen:** Mac: Option+Y Win: Alt+0165
- **British Pounds:** Mac: Option+3 Win: Alt+0163

Making a currency active

Clicking the radio button next to any exchange symbol makes it active. When an exchange rate is active, all 'Rate' values in all phases will be multiplied by the new rate for display. You may freely make entries at the new exchange rate provding, of course, that you enter in the new currency units.

Displaying In Native Currencies

Each phase has a native curency setting. Checking the 'Display In Native Currencies' checkbox will cause all phases to display in the native currency defined for that phase. This feature can be useful for displaying a side-by-side budgets in two or more currencies. See: **Comparing Currencies** for more information.

Displaying Currency Symbols in the Budget
You can display the active currency symbol next to the Phase Total Column Header by checking the 'Display Symbols' checkbox. This is recommended at all times.

View current exchange rates

If you have an internet connection, clicking on the View Current Rates button will open your browser and connect you to a currency exchange site.

Comparing Currencies

Showbiz Budgeting allows you to create special phases and views for displaying side-by-side comparisons of the same budget in two or more currencies. Once these are created they will be stored with the budget for future use. If you budget does not already have a currency comparison view, follow these steps:

- If you havent already done so, make sure you have defined the necessary currencies and rates and make sure "Display in Native Currencies" is checked. See: **The Currency Window**
- Click the phase icon on the toolbar to open the phase manager. Click add. Enter a name for the phase. This name will be displayed in the column header. Enter the same name as the phase you wish to convert. ie "Total" or "Estimated".
- Select the currency for this phase
- Select type "Sum of estimates" or "Sum of actuals" as appropriate. In the Included phase listbox, check only the the phase you wish to convert.
- Select "Don't display"
- Click OK.
- Click the Views button in the Toolbar. And add a new view named "Conversion". In the columns listbox, put a check next to each of the new phases you wish to display. Click OK

Tip: You can quickly collapse your display to Totals columns only by pressing Shift-~ or selecting View/Collapse Phase from the main menu.

Using Globals

Showbiz Budgeting's powerful "Globals" feature is a time saving tool that allows you to quickly replace commonly used values, allowing you to make large scale changes or to try any number of 'what-ifs'. After a Global is defined you can assign the Global to most Quantity fields with a single key stroke. When you change the Global definition, the budget will be recalculated. If your budget contains any Short-Form Crew sections, you will be able to define the number of days of each day length. For instance you can define a Global called "Shoot" as 3-10hr days and 2-12hr days.

To define a Global:

- Click on the Globals button on the Toolbar -or- Select Tools/Globas from the main menu. The Globals window will appear.
- Click add. A new global row will appear
- Enter a simple code in the code field (S for shoot for instance).
- **If there are no Short-form Crew categories in your budget:** simply enter the value in the value column.
- **If there <u>are</u> Short-form crew categories: enter** the number of days for each day-length. These values will be used in crew accounts. If you click in the ">>>" column so that a bullet appears, then the value field will contain the sum of days. This is the value that will be used in non-crew accounts. In this way you can use the same global for crew and non-crew accounts.

To make Global assignments:

- In any Quantity field, type the first letter of the Global's code, or Ctrl-click (right-click in Windows to select from a contextual menu
- In Short-form Crew type sections a special "Global" column is provided and works similarly.

To release a Global line assignment simply press the delete key

Using Accumulators

Accumulators provide a way to calculate a sub-total of selected accounts for use on the Summary page. Accumulator results can be targeted in 'contract fee' summary rows. Examples of uses for this feature are Markups, Taxable Items, GST, Discounts, etc. Accumulator support can be set up on a category-by-category basis.

General Use

Each Accumulator can display a column in the Budget Grid when appropriate. Placing a bullet in the column for any account will cause the_ account amount to be included in the result. You can press any character key to place a bullet or use the space bar to clear a bullet.
During routine budgeting, you will usually only be concerned with bulleting desired accounts, and setting the associated fee percentage in the Summary. Click the button to the left of the Summary Row to set the fee percentage.

Advanced Use

The following steps are normally performed only when designing a form

Up to three accumulators are available for use. In order to use accumulators in a budget you must do the following:

- Setup the accumulator code(s)
- Enable Accumulator support in appropriate categories
- Display the Accumulator columns where desired
- Target the Accumulator result for use on the summary page
- Set the fee percentage for the project

To setup the accumulators:

- Select Tool/Accumulators from the main menu to open the Accumulators Window
- Type a code and a decription for up to 3 accumulators. Example: TX, Taxable

To enable Accumulator support in any Category:

- Click on the Budget Tab, and select the desired Category.

- Select Category/Edit from the main menu.
- Under Other Support, check the radio button next to the Accumulator(s) you wish to enable.
- Click OK.

To display the accumulator column(s):

- From Budget Tab, use the View pulldown to select the desired View.
- Click the View button on the toolbar
- For each section type in your budget, place a check next to the desired Accumulator code
- Click OK.

To target the Accumulator result(s) in the Summary:

- Click on the Summary Tab
- To target an Accumulator in an existing Contract Fee row, select the row then press Ctrl-E to edit otherwise press Ctrl-A to add a new summary row.
- Select type Contract Fee if not already done.
- In the target list, place a checkmark next to the desired Accumulator

To set the Summary fee percentage:

- Click the button in the desired Summary row. Enter the

Detail Items

Any account within a budget may contain either a single lump sum amount entered from the main budget grid, or one or more *Detail Items* entered from the Detail List. You can display the Detail List by clicking the Detail buttton above the Budget Grid. Detail Items can be added, deleted and edited using the buttons below the Detail List.

The Edit Detail Window

The Edit Detail Window is the primary form used for adding and editing estimated or actual Detail Items.
Phase - You can select which Phase the item belongs to. When adding new items this control will default to the currently active Phase, so there is usually no need to adjust.

Account/Line - Select the account/line for this item. In addition to using the pulldown menu, you can type the account code. When you tab off the field, the rest of the account name will be filled in.

The following three fields are available for Actuals only:

Date - Must be either valid date or blank. Enter any style date as specified in System's regional settings. Single numbers entered are assumed to be the day of month.

ID - ID can vary according to type. If entering a PC item, ID must be a valid envelope code. (selectable from the pulldown)

PO Num - Purchase Order Number. You may enter a number or select from the pulldown menu. You can create a new PO 'on the fly' by selecting or entering the word "New".

Rate - Amounts in this field are displayed and entered in the active currency.

Sub-Total - You may enter directly into this field if desired. In this case, the amount will be copied to the **Rate** field and **Qty** wil be set to 1.

Fringe % - You may enter either a simple percentage or a Fringe code. *Note: If a Fringe code is assigned, this item will be dynamically linked to the Fringe settings assigned. Changes in Fringe Settings will affect all linked Detail Items. Use caution!*

Assigned Fringes - You can assign multiple fringes to this item by clicking the **Assign Fringes** button.

Breakouts - If breakout fields are hidden, click the **Breakouts** button to reveal them. You may enter amounts into any of the three fields. See **Features/Breakouts** for more information.

Repeat Last - You can duplicate most of the fields from your previous entry by clicking this button. This is useful for entering payroll items where much of the data is redundant

OK - Pressing the **Option** key will change the **OK** button's caption to **Next**, thus allowing immediate entry of the next item, without closing the window.

What Are Phases?

Phases are one of Showbiz Budgeting's most powerful features. With phases you can budget projects in discreet segments. What those segments represent can vary widely depending on your needs. Here are some examples of a phase might be:

- A budgeting mode ie. Estimated, Working, Actual
- Part of the project in different locations ie. Europe, US, Asia
- A time segment ie. June, July, August
- A comparitive budgeting philosopy ie. High, Medium, Low
- Currency conversions ie. One budget can have Dollar, Euro and Yen columns

Summing Phases

Summing Phases calculate and display the sum of other phases, Using Summing Phases you can create a budget with several phases, then totalize all the related phases into one total. So a see-the-world movie may have the folowing phases:

- Italy, Germany, France, Total Europe
- LA,Miami, New York, Total USA
- China, Japan, Taiwan, Total Asia

You can adjust which columns are visible in each phase by adjusting the current view settings making possible an unlimited number of formats. For instance, in the above example, you could create a view which shows only the sub-totals for each region and the grand total. Your columns could look like this:

- Total Europe, Total USA, Total Asia, Grand Total

Lastly, a phase can have its own currency setting, so you can create several phases to display the same totals in different currencies and display them in side-by-side columns.

See also:

Using the Phase Manager

You can display the Phase Manager in any of the following ways:

• Click the Phase button on the Toolbar
• Select Phase/Phase Manager from the main menu

Phases contained in the current budget are listed in the listbox in the order in which they will be displayed. Summing phases, if any, are displayed in bold text.

Changing the Phase display order

You can change the order in which phases are displayed in the Main Budget grid by first selecting the Phase to be moved in the listbox, then clicking the Up and Down buttons.

Creating and editing Phases

To create a new phase click the Add button. To edit an existing Phase, double-click on the phase name in the listbox, or select the desired Phase, then click the Edit button. When the Edit Phase window appears:

• Enter a name that will appear in the column header
• Select type. Estimated and Actual are primary phase types that support data entry. Summing phases are for *totalizing or converting other phases.*
• Select the Native Currency for this phase
• If this is a Summing phase, check the phases you want included in this phase. Checking all will automatically include any new phases as they are added.
• Select where you want to display this phase. If you are not sure, just select don't display. You can alway display or hide phase later using the View Menu.

Tip: You can open the Phase Edit Window for any Phase directly by double-clicking on any Phase Total column-header from the Budget Grid. This is handy when you simply want to adjust a phase name or currency setting.

Deleting Phases

Phase can be deleted by first selecting a Phase in the listbox, then clicking the Delete button. Note that Phases must be empty before deletion.

Copying and merging Phases

You may want to copy the values from one phase to another for various reasons:

- To copy Estmimated values to a Working or Actual Phase
- To consolidate various phases into one
- To use the current phase as a starting point for several "what-if" experiments.

When a Phase is copied to a another, the existing data in the Phase you are copying to is not destroyed. This feature allows you to effectively merge Phases. If this is not the desired result, make sure you clear the target phase before copying.

To copy all values from one phase to another,follow these steps:

- 1. On the Main Budget Grid, click in the phase you wish to copy TO, making it active.
- 2. Select Phase/Copy from the main menu.
- 3. When the phase selector appears, select the source Phase ie. the phase you want to copy FROM.
- 4. Click OK.

To clear all values from a phase,follow these steps:

- 1. On the Main Budget Grid, click in the phase you wish to clear, making it active.
- 2. Select Phase/Claer from the main menu.
- 3. When the warning message appears, click OK

Using Fringes

Fringes allow you to assign supplimentary amounts to any account or detail item. Typically fringes are used for payroll fringe benefits but they are usable for any situation where you need to add a "premium" to an item. VAT and GST are a good example. Fringes can be assigned by account or detail item and either individually or in groups. In addition to these uses, Fringes also can handle Ovetime calculations in "Short-form Crew" type categories. If your budget contains one or more of these type categories, you will be able to enter OT rates and break points. In this case assigning a single Fringe Code to an account is like assigning a "Union".

If the Template you are using does not yet have any Fringes, you can easily set them up. Fringes settings only need be set-up once for a given template. Once set-up, fringe settings are stored with the template for future use.

To set-up fringes follow these steps:

Define Fringes

- Open the Fringe Manager by clicking on the Fringes icon on the Toolbar.
- Click Add. The Fringe Edit window will open.
- Enter a Code and Description. Codes must be alpabetical.f Short codes are better, like "U" for Union. *Tip: If possible, try to begin each code with a different letter. This will make assignment much easier*
- Enter percentage amount and cutoff. Cutoff limits the gross figure that will be used as a basis for percentage calculation.
- *Note: Overtime fields will be visible only if your budget contains one or more "Short Form Crew" categories.*
- Enter each OT level as % after XXhours format. For instance 2X after 12 hours. Levels must be entered in ascending order.
- Click OK

Important: Fringes can only be assigned in Categories that support fringes, if you are creating a form or the Fringes columns are not visible, see the section below on enabling fringe supoort.

To assign Fringes from the Budget Grid:

Single codes The simplest way to assign a single Fringe to an Account is by typing the first letter of the code in the Fringes column. Successive key presses will cycle through codes begining with the same letter. A "beep" indicates that no existing code begins with the letter pressed. This method also works if multiple accounts are selected, so you can quickly assign a code to the entire category by clicking in the Fringe column header and typing a letter key! Assignments can be cleared by pressing the delete or space key.

Multiple codes You can assign multiple codes by double-clicking in the fringe column -or- choosing Tools/Assign Fringes from the menu. When the Assign Fringes window opens, check each applicle fringe code.

To assign Fringes from the Detail List:

You can assign Fringes to the selected detail itlem(s) by clicking the Assign button. When the Assign Fringes window opens, check each applicable code.

To assign Fringes from the Edit Detail Window:

Single codes The simplest way to assign a single Fringe is by typing the first letter of the code in the Fringe % field. Successive key presses will cycle through codes begining with the same letter. A "beep" indicates that no existing code begins with the letter pressed. Assignments can be cleared by pressing the delete or space key.

Multiple codes You can assign multiple codes by clicking the Assign button. When the Assign Fringes window opens, check each applicable code.

Enabling Fringe Support

To enable fringe support in the current Category, choose Category/Edit from the menu, and check Fringe Support. If the Fringes column does not appear in the Budget Grid, make sure the current phase is not collapsed (indicated by a small red square in the Total column header). If this is the case, choose View/Collapse Phase from the menu -or- press Shift-Escape to uncollapse the phase columns. If the Fringes columns are still not visible, click the Views icon in the toolbar and make sure that the desired Fringes column is checked as visible.

When enabling Fringe support it is also important to set how fringes are displayed in the budget grid. See: Budget Preferences - "Account totals include fringes".

Actualizing Overview

When production begins, Showbiz Budgeting provides the tools to actualize your budget. You can enter and track:

- Checks, Credit Cards, Invoices.
- Payroll, inlcluding direct import of actual payroll data from payroll service
- Petty Cash Envelopes, expenditures and transfers
- Purchase Orders
- Breakouts

When entry is complete, Showbiz Budgeting's reports make your data look sharp. Reports include:

- Budget - with Variance and Variance %. You can print any view.
- Detail Report - customizable to inlude selected phases, pay types, and account ranges subtotaled by account, pay type, vendor, ID, or PO.
- Check Log
- Purchase Order Log - with PO's, expense items, or both.
- Petty Cash Envelope Log.
- Petty Cash Envelope Detailed Report
- Petty Cash Spreadsheet
- Breakout Report

Actualizing Workflow

Note: It is assummed that your budget contains an Actualizing Phase. If it does not, see Phases for instutions to add one.

Showbiz Budgeting allows you to adjust your actualizaton workflow to suite your personal preferences.

The primary objective in Showbiz Budgeting's design is total integration of all expense items making it possible to enter each item *only once*, yet allow it to be viewed and analyzed from any perspective. For instance, if you enter a PO expense for account 223 on a PO, you can then immediately go to account 223 in the Main Budget and see the item listed along with all other items for that account. All expenses are displayed whether PC, Invoice, Check or Payroll. No more wondering how a total got there!
The primary instrument for expense entry is the Actual Detail Item. Actual Detail Items can be entered from various points in the application. Depending on what feels right to you, you can enter an expense item from the PO system, the Petty Cash system, the Budget Tab, or the Detail Browser Tab. There is no right or wrong way.

Many users prefer to enter all expense items just one way - from the Budget Tab. Simply display the Detail List, and click Add for each item. You can mark whether an item is PC, Timecard, Invoice, Check or just a Projection. (Marking an unveified items as a Projection is a handy way of reminding yourself to verify an item. Just go to the Detail Browser and select only Projection Items to see all your unverified items!) If there's a PO number, just enter it. Showbiz Budgeting will allow you to enter a PO "on-the-fly" in this way. You need not navigate to the appropriate account/line before entering the next item - simply enter the new account/line number. *Tip: Hold down the Option button before Clicking OK and the OK button will become a Next button, so you can proceed directly to the next item.*

Working this way may be opposite of what you are accustomed to - entering the logs, and sending actuals to the budget. Here you are entering at the budget and logs are built for you.

After entering a few items, click on the other Categories and tabs to see that your items are indeed making thier way to all appropriate locations. PC items are in thier envelopes, POs are are in the log. The Detail Browser gives you an overview of all items by type. Lastly click on the Print icon and preview some reports of your creation!

Using Breakouts

Breakouts are useful when you need to keep a separate tally of expenses independent of the normal total. Weather Day, Overage, Spec Changes and Lost/Damaged are good examples.
There are three Estimated Breakouts and three Actual breakouts available. You can name the Breakouts any name you wish.

To set up Breakouts:

- Open the Breakouts Window, by choosing Tools/Breakouts from the main menu.
- Use the Phase poupmenu to display either estimated or actual Breakouts.
- Click in the name fields and type in appropriate names as necessary ie. "Weather Day".
- Click OK to close the window

Allocating Breakout amounts:

Enter your Detail Items in the usual way and simply allocate amounts to each of the three Breakouts as necessary in the Breakout fields located on the lower right corner of the Edit Detail Window. If the fields are not visible, click on the Breakouts button.
Note: You should still enter the full amount for the item in the regular fields, otherwise the item will not reflected in the Grand Total.

You can open the Breakout window at any time to see the current Breakout totals.

Printing Breakouts:

- Select File/Print
- Click on the "Other Reports" tab
- Check "Breakouts" and select the desired type

Petty Cash Basics

The Petty Cash system lets you keep track of PC envelopes and all PC expenses. You can record transactions to and from the production company or between envelopes. Running sub-totals for each account are always visible and PC expenses are instantly plugged into the actual.

It is important to understand that PC Envelopes contain Actual Detail Items. Any item can be 'put into' a PC envelope by entering the envelope's code in the PC envelope field of the Edit Detail Window.

You can put new items into a PC envelope in two ways:

• 1. By clicking **Add** from the Budget Tab's Detail List. When the Detail Edit window appears, click on the Petty Cash option, and select the desired envelope from the PC Envelope field.
• 2. By goint to the Petty Cash Tab, opening the desired PC envelope, the clicking the **Add Expense** button.

To learn more about using PC Envelopes see:

• **The Petty Cash Tab**
• **Petty Cash Envelopes**

The Petty Cash Tab

The Petty Cash Tab consists of three elements - The Petty Cash Envelope List and The Petty Cash Distribution List and the PC Master Summary. You can add, edit and delete PC envelopes by using the buttons located under the Envelope List, or by ctrl-clicking (right-clicking in PC) on an envelope.

Company button - There is one special account named COMPANY. This envelope represents the production company itself or the source of cash for the production. Typically a production manager would transfer money from the company account to his envelope, then distribute cash to the other envelopes. The company account can be displayed by clicking on the Company button.

The Master PC Distribution List summarizes all PC in the budget by Account.

To learn more about using PC Envelopes see:

- **Petty Cash Basics**
- **Petty Cash Envelopes**

Petty Cash Envelopes

The Petty Cash Envelope Window displays the detail of a single PC envelope.

You can display this window two ways:

- By double-clicking on an envelope in the Petty Cash Envelope Log
- By selecting an envelope in the Petty Cash Envelope log, then clicking the **Edit** button.

Some notable features:

Code - A unique, short code for this envelope. Usually a person's initials. Cannot be blank.

Name, Department - For your reference.

Transaction List - displays all transactions for this envelope.

PC Distribution List - A breakdown of expenses by account/line for *this envelope only.*

Accountable - The amount of money in this envelope after all Transfers. For example - if $1000 was transfered to this department-head's envelope, and $300 was transfered to another employee's envelope, then the envelopes' accountable amounts would show $700 and $300 respectively. The total of all Accountable amounts for all envelopes equals the amount of cash currently out for the project.

Expenditures - The total of all Expense Items for this envelope, not counting Transfers.

Balance - The cash amount remaining in the envelope. Negative amounts indicate a deficit

Add Expense button- adds an expense item to this envelope.

Add Transfer button- Transfers cash in or out of this envelope. You can trasfer cash between envelopes or the production company. When transfering cash from or to the production company, you may optionally enter a PO number and a Check number.

To learn more about using PC see:

- **Petty Cash Basics**
- **The Petty Cash Tab**

Using Purchase Orders

Showbiz Budgeting can help you can keep track of purchase orders, during or after production. POs can be entered before you begin actualizing, or they can be entered 'on the fly' while actualizing.

With Showbiz Budgeting you can:

- enter an unlimited number of POs
- allow any number of account/lines on a single PO
- hold any number of expenses against a PO
- keep current totals for expenses on a PO
- print a detailed PO log
- print individual POs

About POs and Detail Items

Showbiz Budgeting does not actualize POs themselves. Instead, POa are simply container for detail items, and it is the detail items held against each PO that are actualized. In fact there is nowhere on the PO window to enter an amount! The Total amounts displayed at the bottom of each PO is the total of all expense items held against the PO. While this may sound like a two-step process, Showbiz Budgeting automates the process by filling out the forms for you!

To enter a PO:

You can enter a PO two ways:

1.By clicking the **Add** button located under the Purchase Order Log. After filling out the Vendor fields, click the **Add** button to enter a actual detail item against this PO. Showbiz Budgeting transfers all essential info to the detail item. You simply add the proper account/line number and a rate, then click OK.

2. By entering a new PO number in the PO field of the **Detail Edit Window**. When you click the **OK** button, Showbiz Budgeting will prompt you to create the new PO, and fill out the PO form for you. Just click OK to accept the data.

To delete a PO:

From the **Purchase Order Tab**, click the **Delete** button. Only 'empty' POs can be deleted

To edit a PO:

Highlight the PO in the PO Log, then click the **Edit** button -or- double-click on the PO in the PO Log.

See also:

The PO Edit Window

The PO Edit Window

The PO Edit Window allows you to enter a PO as well as view the expense items currently held against it.

Some notable fields:

PO Number: - cannot be blank. May contain numbers or letters. When adding new POs, Showbiz Budgeting will auto-increment the number if possible.

Project: - Automatically repeated for each PO.

Vendor: Auto-completes from the current budget or Vendor database

Address: Auto-completes if Vendor field finds a match. Press **Enter** for new lines.

Also displayed is a list of all expenses currently held against this PO. This list represents the same detail items visible in the Detail List, you are simply viewing them in another window, but in this case grouped by PO.

You can add, edit and delete expense items directly from the PO Edit Window by using the **Add** and **Edit** buttons.

Printing POs

Note:*Before printing POs, you should click the* ***Setup*** *button to configure your company name and logo as it should appear on the PO. To print-out* any PO simply click on the Print button. POs will print to the currently selected printer. To check on the current printer select File/Print Setup from the main menu.

Detailed PO Reports can be printed by choosing File/Print then clicking the **Other Reports** tab.

See also:
Using With Purchase Orders
The Purchase Order Tab

Adjusting Print Margins

While default Print Margin settings should suffice in most cases, variations in print drivers, hardware and personal tates may require you to make adjustments.

To adjust print margins:

Open the Print Select Window by clicking on Print tool on the Toolbar, then click the **Margins** button.

Left and top margins are displayed in the units selected in the Preferences window.

Note: Under the Windows operating system, the Left and Top margins are limited to the margins settings which appear in the Printers properties panel. If they are set too large you will not be able to set small margins. To adjust this, select File/Page Setup from the main menu, then click the **Printer** button.

If the printed output is clipped at the bottom or right side, adjust the **Height Scaling** or **Width Scaling** to a smaller percentage.

To learn more about printing see:

- **Printing Budgets**
- **Printing Reports**

Printing Budgets

To print budgets or reports, select File/Print from the main menu -or- click on the Toolbar's Print tool to open the Print Select Window. Click on the Budget Tab

Budget Tab Controls

Non-zero button - Selects only items for printing that have non-zero totals.

All button - Toggles all or none selection in item to print list

Page Header Field - Text entered here will print at the top of each budget page except the Title Page

View-You can select any View for printing. Keep in mind that best results are obtained when printing Views which are specifically adjusted for printing use, otherwise text clipping could occur. You can make View adjustments on the selected View by clicking the **Edit** button.

Show percentages in Summary - checking this option will print percentage values (if any) for each Contract Fee row in the Summary.

Print Logo - checking this option will Print the selected Logo on the Title Page. Click the **Logo** button to select, position and size your logo.

Phase Spacing - print small spaces between Phases, for a clearer presentation.

Uppercase account names - converts all account/line names to Uppercase for printing.

Hide - Use this popup to set how agressively inactive (zero-total) items are hidden. The five available levels are:

- **None** - all items printed.
- **Inactive rates** - (Default setting) Unused rate values are hidden. This setting allows you to keep rates for all accounts in the Template, while not cluttering the printed budget.
- **Inactive accounts** - Only active accounts will be printed.
- **Inactive categories/sections** - Only active categories/sections will be printed.

- **Inactive summary rows** - Only active summary rows will be printed.

Embeded Detail - You can print inline detail for any phase within the Budget itself by selecting from this popup. For regular Detail Reports see Printing Reports.

Print button - Prints directly to the selected printer.

Preview button - Prints to the Preview Window

Gridlines - toggles gridlines on and off

Timestamp - checking this option will print the time and date of printing at the bottom of the page

Margins button - See: Adjusting Print Margins

Fonts button - Use this button to select the font which will be used for all printing.

Logo button - You can select a logo to be printed on the Budget Title page.

Paging button - Allows to adjust various options for budget paging. Generally these should not need to be adjusted unless you are designing a form. Of special note is *If possible don't break within categories* - checking this option can prevent unwanted page-breaks in formats such as AICP where sections are never split between pages

To learn more about printing see:

- **Adjusting Print Margins**
- **Printing Reports**

Printing Reports

If you have included detail or have actualized your budget you can print a variety of reports to organize and present your data in meaningful ways.

To print reports:

- Choose **File/Print** from the main menu - or- click on the Print icon in the Toolbar.
- In the Print Select window, click the **Detail Reports** tab or the **Other Reports**tab.

Detail Report Settings

Phase - You can select which phase's items to include in the report. If a [SUM] phase is selected then then report will include items from all included phases.

Include - only detail types checked will be included in the report. **Non-detail** is included for completeness - any non-detail (account level) entries will be included in the report as "Non-Detail" amounts.
Sub-Total On - Items in the report will be grouped and Sub-Totaled by the field selected in this popup

Filter - You can limit selection to items that fall between a give range for the field selected in the popup

To learn more about printing see:

- **Adjusting Print Margins**
- **Printing Budgets**

Importing and Exporting

You can exchange data between Showbiz Budgeting and other applications. This is accomplished by converting data to common file formats which are recognizable by other applications.

Some of the ways this can speed your work:

• import an entire payroll from your payroll service directly into a Showbiz Budgeting actual
• import data from various departments into one complete actual
• import and export budgets from other budgeting applications
• import and export data between Showbiz Budgeting and your accounting system

How Showbiz Budgeting Imports Data

Because you may need to merge various files into one budget, Showbiz Budgeting imports all data as Detail Items. Therefore, a budget containing nothing but ten non-detailed amounts when exported, will contain 10 detail items when imported.

You should also note that all file formats do not support the same fields of data. Showbiz Budgeting will generally utilize whatever data is provided. When it is not available, default settings will be used.

A few important points to keep in mind:

• Import/Export functions work on the currently selected budget. When importing, if there is no budget open, one will be created.
• When importing data into an existing budget, make sure the Account/Line codes are compatible.
• Before importing a new file into your budget, you should save it in it's present form, so you can restore it in the case that the data is not what you were expecting. You may even want to open a new file, then test the import on the empty file. In this way you can see exactly what will be imported.

To import or export:

Select **File/Import** or **File/Export** from the main menu. The Import or Export window will appear.

Format - For a description of formats see: **Import Export Formats**

Default Category Type - when this control is visible, you can select which type of Category/Column Layout will be applied to new Categories as they are created.

Import Linenames - some file formats contain linenames. If you want your budget to adopt the new file names check this box.

Phase - Select where data comes from or where it's going

Click the Import or Export button to continue. When the Select File Window appears, select a filename and click OK.

See also:
Import Export Formats

Import/Export Formats

IMEX

Showbiz Budgeting's own IMEX format will preserve most data along with PC envelopes, PC transfers and POs. Using the IMEX format you can merge data from several budgets containing multiple PC envelopes, and POs. For instance, one person can actualize PC, and then export it for merging into a master actual. If there are duplicate codes in the files, you can choose whether to merge the envelopes or POs, or separate them using new codes. IMEX files have a ".ubx" extension.

Media Services Payroll

Using this format you can import actual payroll data from a payroll service, allowing an entire project's payroll to be imported precisely in seconds. You can arrange to receive the file on disk or over the internet. Payroll files have a ".ult" extension.

Movie-Magic(tm) tab-delimited

Showbiz Budgeting can import budget forms created with Movie-Magic. In order to do this you must first export the budget from Movie-Magic in tab-delimited format. Close all budgets in Showbiz Budgeting before importing the file so that a new budget wil be created.

Note: *This import function is intended for easing the conversion of Movie-Magic forms to Showbiz Budgeting forms. Since vital configuration information is not provided in the tab-delimited format, it cannot be relied on for routine import of budgets and content.*

After importing a budget from Movie-Magic you must check the settings for Summary Contract Fees. Because the tab-delimited format does not differentiate between Level Breaks and Contract Fees, you must manually set each Contract Fee Row. You can do this by highlighting each Contract Fee Summmary Row then pressing Command-E. Set the Type as Contract Fee. For Target, you should usually select "Total of all level breaks". When done, save the budget as a Template for reuse.

To learn more about import/export see:
Import Export Overview

Movie-Magic is a trademark of Entertainment Partners Inc.