



USER GUIDE

v1.3

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CHAPTER 1: GETTING STARTED

1.1 Requirements

TrueBudget is a macro-enabled Excel file, so you'll need Microsoft Excel in order to use it.

TrueBudget has been designed to work on the following Operating Systems and Excel versions:

 Windows	macOS
Windows 7 Windows 8 Windows 8.1 Windows 10 Excel 2010 Excel 2013 Excel 2016 Excel 2019 Excel 365	El Capitan (10.11) Sierra (10.12) High Sierra (10.13) Mojave (10.14) Catalina (10.15) Big Sur (11.0) Excel 2011 (v 14.7.7) Excel 2016 (v 16.16.27) Excel 2019 (v 16.47) Excel 365 (v 16.47)

While it's possible that TrueBudget may work on earlier versions of Windows or macOS, or earlier versions of Excel, we were not able to test it on those systems.

Note: TrueBudget will not function on Excel Online, Excel for iOS, or Excel for Android.

1.2 Enabling Macros

When you open the file, you may need to enable macros. Look for a button labeled 'Enable Macros' or 'Enable Content' when the file first opens. If you do not see one, you may need to change the options in Excel to allow for macros to be enabled.

If you're on Windows, refer to this web page for how to do that:

<https://support.microsoft.com/en-us/office/change-macro-security-settings-in-excel-a97c09d2-c082-46b8-b19f-e8621e8fe373>

If you're on a Mac, in the top menu, click Excel → Preferences → Security.

For both operating systems, we recommend you set the macro security level to 'Disable all macros with notification'. The next time you open TrueBudget, you should be

presented with a button labeled 'Enable Macros' or 'Enable Content'. Click this button and TrueBudget should open normally.

1.3 AICP Format

TrueBudget has been designed to follow the Association of Independent Commercial Producers (AICP) budgeting template. This template is the standard budgeting format for commercials in the United States. It is also often used for other "short-form" productions, such as music videos and television promos.

Note: TrueBudget has not yet been updated to use the revised AICP format, released in late 2019. We may add this feature in a future version.

1.4 Expiration Date

TrueBudget is set to expire at the end of the calendar year. This is because we will be releasing a new version at the beginning of each year, and we want to make sure everyone is using the latest version. It's also possible that we may charge money for a future version; therefore, we don't want the older versions to work forever.

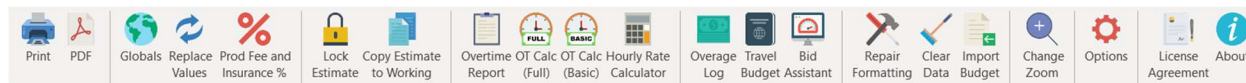
At the end of the calendar year (December 31), you will no longer be able to input anything into the Estimate or Working sections of the budget. All of those cells will become 'locked', and if you attempt to type into them, Excel will tell you that the cell is on a protected sheet.

You will, however, be able to continue to use the various Logs to actualize your budgets. The Actualization part of TrueBudget will never expire.

When the new version of TrueBudget is released at the beginning of the year, you will be able to import your older TrueBudget files into them. For information on how to do this, refer to Chapter 4.11 of this guide.

1.5 TrueBudget Ribbon Tab

On most versions of Excel, TrueBudget will have a custom ribbon tab at the top of the Excel window. This tab contains several buttons that you may want to access while using the software.



Note: Unfortunately, Excel 2011 for Mac does not allow for custom ribbon tabs, so to access these buttons in that version of Excel, you will need to go to the Menu sheet.

For more information about these buttons, refer to Chapter 4 of this guide.

1.6 A Note About This Guide

From time to time, you will see this icon on the left side of the page.



This indicates that something can be changed in the Options menu. You may access the Options menu via the TrueBudget ribbon tab or via the Menu sheet.

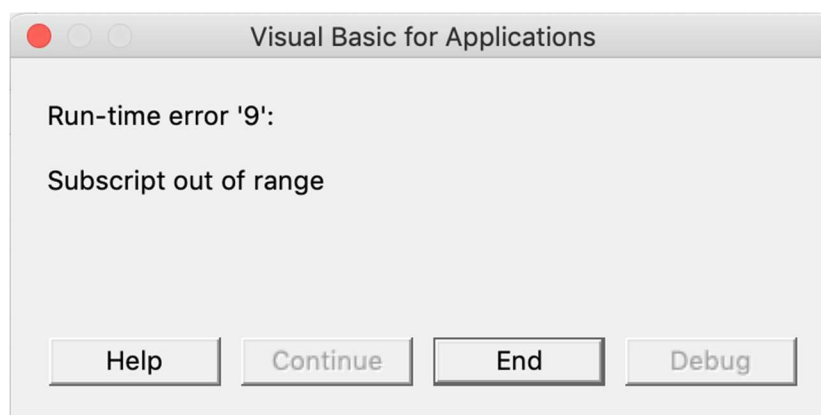
For more information on the Options menu, refer to Chapter 5 of this guide.

1.7 Feedback

If you have any comments, suggestions, or questions about TrueBudget or this guide, we'd love to hear from you. You may email us at support@truebudget.net, and we'll get back to you as soon as possible.

1.8 Troubleshooting

Because TrueBudget works within Microsoft Excel, occasionally you may experience a run-time error.



These errors can sometimes occur, but then when you repeat the same action, they may not happen again. If you experience one of these errors, the first thing we suggest is that you close Excel, re-open your TrueBudget file, and try repeating the same action.

If the error happens again, please follow the steps outlined on the Support page of our website.

<http://www.truebudget.net/support.html>

CHAPTER 2: CREATING A BUDGET

A budget has three main areas: the Estimate (also called the Bid), the Working Budget (sometimes called the Shooting Budget or Running Budget), and the Actual.

The **Estimate** is the initial budget you create for a project.

The **Working Budget** is how you track your costs while you're in the middle of pre-production and production.

Note: In the TrueBudget Options menu, on the 'General' tab, you can change what the Working Budget is called. You may call it the Working Budget, Shooting Budget, or Running Budget. However, in this guide, we'll always refer to it as the Working Budget.

The **Actual** is the exact amount of money you spent on the project.

The rest of this chapter will focus mainly on the Estimate section.

2.1 Cost Summary sheet

The Cost Summary sheet is the top sheet of your budget. It has three sections:

- The upper section, which is where you input the Production Information.
- The middle section, which is the Budget Summary.
- The lower section, which is the Comments area.

Production Information

Production Company: Phone: Fax: Executive Producer: Creative Director: Director: Producer: Writer:	Client: Phone: Fax: Producer: Phone: Email:	
Bid Date: Bid Title: Job Name: Job Number:	Build & Strike Days: <input type="text"/> Hours: <input type="text"/> Prelight Days: <input type="text"/> Hours: <input type="text"/> Studio Shoot Days: <input type="text"/> Hours: <input type="text"/> Location Shoot Days: <input type="text"/> Hours: <input type="text"/>	
OT Based On: <input type="text"/> Number of Locations: <input type="text"/>	Shooting Format: <input type="text"/> Shooting Dates: <input type="text"/>	Delivery Format: <input type="text"/> Delivery Date: <input type="text"/>

The upper section is where you enter all the pertinent information about the production you're working on. You may change anything in the Production Company section and the Client section, so feel free to input whatever works best for your particular project.

You may hide the Production Company 'labels' (consisting of cells D8-D12) and the Client 'labels' (consisting of cells M8-M12) via the Options menu on this page. (We'll cover the Options menu a little later in this section.)

Adding a logo

If you wish to add logos to this page, you can do so with the 'Insert Logo' button. This will allow you to import certain image files onto the sheet. Once the logo has been imported, you may resize it. To do so, click on it, and then click-and-drag the circles on the corners of the image.

If you need a more room vertically on the page for your logo, you can use the Logo Height Adjustment.

Logo Area Height Adjustment

In the box, you may enter a number between 1 – 50. You can experiment to find the correct amount of room for your needs.

When you are finished placing your logo, be sure to click the area marked "Click here when you are finished with the logos".

If you need to resize your logos or delete them, click the 'Change Logo' button.

Budget Summary

SUMMARY OF ESTIMATED PRODUCTION COSTS		ESTIMATE	
1 Pre-Production & Wrap Labor	Total A		
2 Shooting Labor	Total B		
3 Pre-Production & Wrap Expenses	Total C		
4 Location & Travel	Total D		
5 Props / Wardrobe / Animals	Total E		
6 Stage Rental & Expenses	Total F		
7 Art Department Labor	Total G		
8 Art Department Expenses	Total H		
9 Equipment Costs	Total I		
10 Media	Total J		
11 Miscellaneous	Total K		
[A to K] Subtotal			
12 Director / Creative Fees	Total L		
13 Talent Labor	Total M		
14 Talent Expenses	Total N		
15 Post-Production Labor	Total O		
16 Post-Production Expenses	Total P		
17 Other			
18 Other			
19 Other			
20 Insurance	%		
21 Production Fee	%		
TOTAL (USD)			

Most of this area will be filled in automatically, based on the numbers you enter on the detail budget pages.



If you wish to change the Section Names of the budget (Lines 1-16 on this page), you can do so in the main Options menu, on the 'Section Names' tab. Refer to Chapter 5.2 of this guide for more information.

You can change the names of Lines 17-19 manually, as well as enter values manually for those lines.

You can also enter values manually for Line 20 (Insurance) and Line 21 (Production Fee), but only by using the Options menu on the 'Prod Fee & Ins' sheet. For more information on that, see that section later in this chapter.

Comments section

This is an area where you can type important information for anyone that may be reviewing the budget.

Comments Scratch Area

You may show the Comments Scratch Area by pressing the button below the Comments area. This is for keeping any information that you might want to quickly 'copy & paste' into the Comments area. We added this primarily for people who will be creating many different budgets with TrueBudget.

Working & Actual Buttons

In the top left corner of this sheet, you'll see two buttons: Working & Actual.

Clicking the 'Working' button will display the summary of the Working Budget to the right of the Estimate column. To the right of the Working numbers will be a Variance column, which will show the difference between the Working amounts and Estimate amounts.

Likewise, clicking the 'Actual' button will display the summary of the Actual costs to the right of the Estimate column. To the right will be a Variance column.

Clicking either button while its section is showing will remove that section and make that area of the sheet blank.

Options

To open the Options menu for this sheet, click the 'Options' button on the top of the sheet.

- ☒ Show Production Company labels
- ☒ Show Client labels

You may hide the Production Company 'labels' (cells D8-D12) or Client 'labels' (cells M8-M12') by unchecking these boxes. You would primarily want to do this when inserting logos into those areas of the sheet. While you can simply delete the information in those cells, hiding them gives you the option to later unhide them, and thus the text that was in them will reappear.

Currency symbol to use:

You may change what currency abbreviation is shown next to the TOTAL on this sheet by typing in the three-letter code. The default is 'USD'.

- ☒ Show Contracted Total area

You may turn on the Contracted Total area, which will appear to the left of the TOTAL area. This is useful if your TOTAL includes Overages, and you want to be able to quickly see the approved budget amount without the Overages included. (We'll cover Overages and the Overage Log in Chapter 2.6.)

- ☒ Enable Currency Conversion
 - Currency symbol you are converting to
 - Exchange Rate
 - ☐ Include Overages in Line 22 of Cost Summary sheet in calculation

You can have TrueBudget convert the TOTAL to another currency by checking this box. You then need to tell it what three-letter currency abbreviation to use (we used 'CAD' in this example) and the Exchange Rate. The converted total will then appear to the left of the TOTAL.

If you want the converted amount to include any Overages you have listed in Line 22 of this sheet, check the box labeled 'Include Overages in Line 22 of the Cost Summary sheet in the calculation'.

2.2 Detail budget sheets

There are seven detail budget sheets in TrueBudget: Page 1A, Page 1B, Page 2, Page 3, Page 4, Page 5, and Page 6. Each sheet contains different 'sections' of the budget.

For instance, Page 1A contains Section A: Pre-production & Wrap Labor. The Section Names on each sheet should give you a good idea of what each section is for.

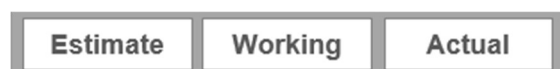
Line Numbers

Each row of the budget has a 'Line Number' associated with it. As mentioned in Chapter 1, TrueBudget follows the budgeting template created by the AICP, and these Line Numbers are a part of that template.



If you wish to change these Line Numbers, you can do so in the Options menu, under the 'General' tab. Refer to Chapter 5.1 of this guide for more information.

The Three Areas



On each detail budget sheet, there are three areas: the Estimate, the Working Budget, and the Actual. Each of these can be made visible or invisible using the buttons in the top left of the sheet, as seen in the above image.

Column Headings

There are two different ways the Estimate & Working sections of the budget may be laid out. Some sections are for labor (your crew, talent, etc). The columns of those sections will have the following headers.

No	DAYS	DAY RATE	OVERTIME		ESTIMATE
			1.5x	2x	

Other sections are not for labor, so their headers will look slightly different.

No	AMOUNT	RATE	X	ESTIMATE
----	--------	------	---	----------



You may hide the 'No' (short for Number) columns on each sheet. To do so, go into the Options menu, and click the "No' Columns tab". Refer to Chapter 5.5 of this guide for more information.

The 'Detail' columns

Both the Estimate and Working areas have Detail columns that are hidden by default. They can be unhidden by clicking the "Estimate Details" button and "Working Details" button, respectively. (Clicking those buttons again will re-hide the columns.)

Note: The Detail columns will never appear when you print or create a PDF of a budget.


The Details area in the labor sections have the following columns:

Notes - this is where you can type notes for that particular Line Number in the budget. Because the Detail columns will not be visible when you print or make a PDF of the budget, this is where you can input information that you want to remain private.

Fringe % - This is the payroll fringe percent. Contact your specific payroll company to find out the exact percentage you should use for your particular project. Payroll fringes usually encompass things like FICA, Medicare, FUI, SUI, and Workers' Compensation Insurance.


Fringe Total - this is generated by a formula, so you cannot manually input anything here.

PH&W % - This is the pension, health, and welfare that you must pay on any talent and/or crew member that are members of a union or guild. (This is only relevant if your project is being produced under a union/guild agreement.) Your union/guild agreement should list the amount you will be required to pay. It is usually a percentage of the gross pay for a member. Your payroll company may also be able to help you to determine this.

 Some IATSE locals require you to pay both a percentage of the member's salary, as well as a certain amount based on the numbers of hours or days that they work. This is what the PH&W Flat columns are for. They are turned off by default, but can be turned on via the Options menu, on the 'PH&W' tab. If you would like more information on how to use these columns, please refer to the tutorial video we have on our website.

PH&W Total - this is generated by a formula, so you cannot manually input anything here.

OT Base - This is the number of hours that are covered by the person's Day Rate. For instance, if you are paying your Gaffer \$600 for up to 10 hours of work, you would put in 10 for their OT Base.

 **Hourly Rate** - By default, this column will be "locked", as the hourly rate is normally generated by a formula. However, if you would like to input the hourly rate manually, you can do so by making a change in the Options menu, under the 'OT Calculation' tab. Refer to Chapter 5.4 of this guide for more information.

Total OT - this is generated by a formula, so you cannot manually input anything here.

Note: In the non-labor sections, the only column will be for Notes.

The Working Budget

The Working Budget has all the same columns as the Estimate.

Once you are ready to go into production, you may quickly copy all data from the Estimate to the Working Budget using the button on the ribbon tab (and Menu page) called 'Copy Estimate to Working'. This will make your Working Budget identical to the Estimate.

Next to the Working column is a Variance column. This will show you the difference between the Estimate amount and the Working amount for each line. If you wish to hide this Variance column, click the 'Variance' button at the top of the sheet, directly above the Working column.

The Actual

Every detail budget sheet has an Actual column. The amounts will automatically appear in this column based on what you input into the three logs: the Purchase Order Log, the Payroll Log, and the Petty Cash Log. You will never be able to manually input numbers in this column.

If a cell in the Actual column shows an amount and you then click on that cell, a text box will appear to the right of it, showing you a breakdown of the amount displayed. The breakdown will show you all the various totals from the logs that make up the amount shown.



If you do not wish to see this text box, you may stop it from appearing by opening the Options menu, and selecting the 'Actual' tab. Refer to Chapter 5.6 of this guide for more information.

Like the Working Budget, the Actual also has a Variance column. In this case, you can choose what is displayed in it. You can either have it show the difference between the Estimate and the Actual (this is the default), or the difference between the Working and the Actual. To change it, use the option buttons at the top of the sheet directly above this column. If you wish to hide this Variance column, click the 'Variance' button at the top of the sheet, directly above the Actual column.

2.3 Travel sheet

If your job requires any travel, you may use the Travel sheet to budget for it. Like the detail budget sheets, this sheet has an Estimate area and Working area. (However, there is no Actual column on this sheet.) To show or hide these areas, use the 'Estimate' and 'Working' buttons in the top left of this sheet.

The Estimate and Working areas each have five categories:

- Airfare
- Hotel
- Per Diem
- Ground Transportation
- Miscellaneous

For each row on the Travel sheet, you should start by inputting the Line Number for that row. This does not change the budget; it only serves as a reference for the position that the travel costs are for. If you are traveling your Gaffer, you could input '61' into the Line column. In the Position column, the Line Description will automatically appear for that Line Number. In this example, 'Gaffer' would appear. (This would obviously be different if you have changed the Line Description for Line 61 on Page 1B.)

Adding & Deleting Rows

If you need to add rows to the Travel sheet, use the 'Add Rows' button at the top of the sheet. It will ask you how many rows you'd like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the 'Delete Rows' button.

Notes

There is a Notes column that is hidden by default. If you'd like to show it, press the 'Show Notes' button at the top of the sheet.

Options

If you do not need all of the categories for your particular budget, you may hide some of them. To do so, click the 'Options' button at the top of the sheet.

Travel Budget Options

You may choose to show or hide each category of the Travel Budget. For any category that is hidden, its Total will be ignored.

ESTIMATE SECTION	WORKING SECTION
<input checked="" type="checkbox"/> Show Airfare	<input checked="" type="checkbox"/> Show Airfare
<input checked="" type="checkbox"/> Show Hotel	<input checked="" type="checkbox"/> Show Hotel
<input checked="" type="checkbox"/> Show Per Diem	<input checked="" type="checkbox"/> Show Per Diem
<input checked="" type="checkbox"/> Show Ground Transpo	<input checked="" type="checkbox"/> Show Ground Transpo
<input checked="" type="checkbox"/> Show Miscellaneous	<input checked="" type="checkbox"/> Show Miscellaneous

OK

Unchecking any of the checkboxes will hide that particular category.

Assigning the Travel costs to the Estimate and/or Working Budget

Once you are finished inputting your travel costs onto this sheet, you can assign the totals to the Estimate and/or the Working Budget. There are two buttons at the top of the sheet for doing this – ‘Send Estimate to Budget’ and ‘Send Working to Budget’. The following steps will work for both.

First, press the button; it will bring up a window that looks like this.

Send Estimate Section to Budget

You may assign each category to a specific Line of the budget, and you may change the Line Description for that Line. Alternatively, you can also assign the entire Travel total to a single Line.

☒ Assign each category to a specific Line
☐ Assign Total Travel amount to a single Line
☐ I will enter the travel costs in the Estimate manually

	Line	Line Description
Airfare		
Hotel		
Per Diem		
Ground Transpo		
Miscellaneous		

OR

Total Travel

OK

You have two options when it comes to assigning the Travel costs to the budget. You can assign each category to a different Line Number, or you can assign all Travel costs to a single Line Number.

If you wish to assign each category to a different Line Number, select ‘Assign each category to a specific Line’. You will then be able to type in a Line Number in the Line text boxes for each category. (Note: you will only be able to type in a Line Number if the category is currently showing on the Travel sheet.)

The Line Description should automatically appear, as long as you input a valid Line Number. If you want to change the Line Description, you may do so by typing into the text box.

If you wish to assign all Travel costs to a single Line Number, select 'Assign Total Travel amount to a single Line'. Again, you can input the Line Number you would like to assign it to, and you may change the Line Description.

Note: If you've previously assigned the Travel costs to the budget and wish to remove it, select 'I will enter the travel costs in the Estimate (or Working) manually'.

In addition to assigning all Travel costs to the detail budget pages, you may also assign them to the Cost Summary sheet, on Lines 17, 18, or 19. To do this, in the Line text box for Total Travel, enter either CS17, CS18, or CS19.

If you are assigning all the Travel costs to the Working Budget, you may also choose to assign it to Line 22 on the Cost Summary sheet. To do this, enter CS22 in the Line text box for Total Travel. (Note: This will only work if Line 22 is currently showing on the Cost summary sheet. To do this, you'll need to go into the Options menu of the Overage Log. Refer to Chapter 2.6 for more information.)

Once you've assigned the Travel costs to the budget, those amounts listed on the budget will automatically change as you make changes to the Travel sheet. Also, please note that the rows that hold the Travel costs on the budget will become "locked", and thus you will not be able to make changes to them. If you attempt to, you will receive a message saying you are trying to change a cell that is on a protected sheet. This is Excel's way of saying that the cell you are trying to change is currently "locked".

2.4 Prod Fee & Ins sheet

This is where you'll enter the Production Fee percentage and Insurance percentages for your project. To access this sheet, you can press the 'Prod Fee & Ins' button at the top of the Cost Summary sheet, or via the button on the ribbon tab (and Menu sheet).

There are three areas to this sheet: Estimate, Working, and Actual.

Options Menu

The first thing you'll want to do on this sheet is click the 'Options' button in the top left corner. This will open a menu where you'll determine how you wish the Production Fee & Insurance to be calculated for each area.

For the Estimate, there are two choices you can pick from:

'Calculate by percentage entered' – this will use the percentages you input into the Prod Fee & Ins sheet in the Estimate columns to calculate the amounts. These amounts will

automatically show up on the Cost Summary sheet in the Estimate column. For the Insurance, it will appear in Line 20, and for the Production fee, it will appear in Line 21.

'I will enter the amount manually' – this will allow you to manually input an amount on the Cost Summary sheet in the Estimate column. For the Insurance, you would input an amount in Line 20, and for the Production Fee, you would input an amount in Line 21.

For the Working and Actual, you have the two choices above, but you also have a third choice.

'Match what is in the Estimate section' – this will take the actual dollar amount that is in the Estimate and use it. For instance, if under Working you choose this for Production Fee and the Production Fee amount in the Estimate is \$20,000, the Production Fee under Working will also be \$20,000. For the Working and Actual, this is often what you will want to select. This way, whatever amounts are in the Estimate for the Production Fee & Insurance will be carried over to the Working and Actual. However, please note that there may be occasions where you want to change it. This is why TrueBudget gives you the option to either calculate it by percentage or input an amount manually.

Under Production Fee you will notice a checkbox that says "I will charge a Prod Fee % on the Insurance amount". This is generally not done, but we give this option in case you want to do it. If you check the box, you will notice that a new row appears at the bottom of the Prod Fee & Ins sheet.

Once you have made your choices in this Option menu, click OK to return the Prod Fee & Ins sheet.

Entering Your Percentages

Once you've made your selections in the 'Options' menu, you may notice that the Estimate, Working, and/or Actual columns are greyed out. It is only possible to enter percentages if you have set that area to 'Calculate by percentage entered' in the Options menu.

If you wish to populate an entire column with the same percentage, you can use the PROD FEE % and INSURANCE % cells (near the top left of the sheet) to do that. For instance, if you want the Prod Fee to be 20% and Insurance to be 2% for the entire Estimate area, type '20' in the PROD FEE % cell and '2' in the INSURANCE % cell. Then press the 'Apply to Estimate' button. You will see those percentages fill in next to all of the various sections.

You may specify the percentages for each section, so you can change each one to your liking.

If you want to clear an area of all percentages, press the Clear button (Clear Estimate, Clear Working, or Clear Actual) above each section.

Once you input the percentages, it will take effect immediately. You may press the 'Close' button when you're finished.

2.5 Bid Assistant sheet

You can access this sheet from the ribbon tab (or Menu sheet) using the 'Bid Assistant' button.

This sheet has been designed to help speed up the creation of budgets. It will be most helpful to those that create many budgets with the software.

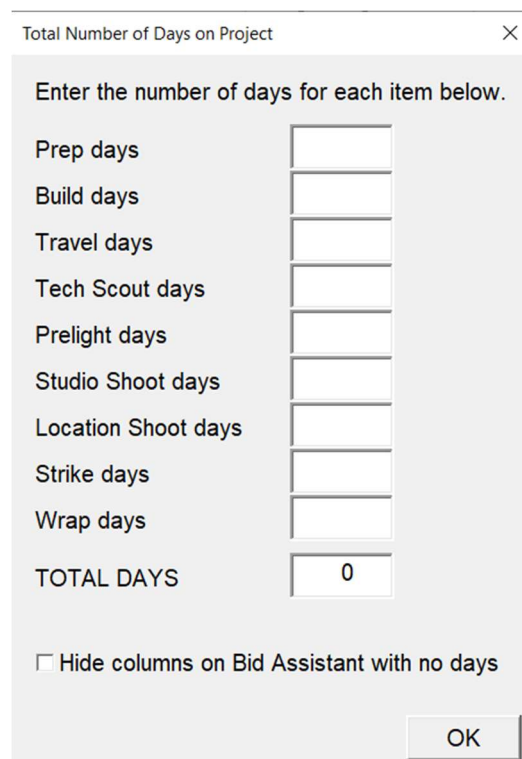
The sheet has three sections:

- Number of Days section
- Day Rate section
- Item Breakdown

Number of Days section

This section will help you quickly generate the number of days for a particular crew member.

The first thing you'll want to do is click on the 'Enter Total Days' button at the top of the sheet.



The screenshot shows a dialog box titled "Total Number of Days on Project" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt: "Enter the number of days for each item below." Below this prompt is a list of items, each followed by a text input field:

- Prep days
- Build days
- Travel days
- Tech Scout days
- Prelight days
- Studio Shoot days
- Location Shoot days
- Strike days
- Wrap days
- TOTAL DAYS (with the value "0" entered in the field)

At the bottom of the dialog, there is a checkbox labeled "Hide columns on Bid Assistant with no days" which is currently unchecked. An "OK" button is located in the bottom right corner of the dialog.

Enter the total number of days on your project for each 'day type'. If you don't need one (for instance, if you don't have any Build days), you can leave it blank.

The menu will automatically calculate the Today Days based on what you enter.

If you'd like to hide the columns for the 'day types' you don't need, check the box at the bottom of the menu.

Entering the Number of Days

There are two different ways you can enter the number of days for each Line Number.

The primary way is placing an 'x' in a cell. For instance, let's say in the Total Days menu, you plugged in '5' for Prep Days. If you place an 'x' under the Prep column for a certain Line Number, it will add 5 days to the Total Days for that position, like in the image below.

		NUMBER OF DAYS										
		PREP DAYS	BUILD DAYS	TRAVEL DAYS	TECH SCOUT DAYS	PRELIGHT DAYS	STUDIO SHOOT DAYS	LOCATION SHOOT DAYS	STRIKE DAYS	WRAP DAYS	ADJUST DAYS	TOTAL DAYS
A PRE-PRODUCTION & WRAP LABOR												
1	Producer	x										5

Instead of placing an 'x' in a cell, you can also place a number. If you do that, the number will be reflected in the Total Days for that position. Continuing with the example above, if you place a '1' in the Build Days column, it will add 1 to the Total Days column, giving you a total of 6.

		NUMBER OF DAYS										
		PREP DAYS	BUILD DAYS	TRAVEL DAYS	TECH SCOUT DAYS	PRELIGHT DAYS	STUDIO SHOOT DAYS	LOCATION SHOOT DAYS	STRIKE DAYS	WRAP DAYS	ADJUST DAYS	TOTAL DAYS
A PRE-PRODUCTION & WRAP LABOR												
1	Producer	x	1									6

The Adjust Days column is if you want to add or subtract any days from that Line Number. Let's say you've put an 'x' in all of the cells for your Production in Line 1, and the Total Days currently is 17. If you feel like that is one too many days, you could place a '-1' in the Adjust Days column, and the Total Days would change to 16.

Because Sections A and B cover the same crew positions, you can decide if you want the Prelight Days and Strike Days to be assigned to Section A or B. By default, they are both assigned to Section B. If you want to change it, you'd do that in the Options menu of this sheet. We'll go into more details on that in just a bit.

Day Rates section

This section is for storing different day rates for different scenarios. For instance, let's say you do shoots in both Los Angeles and New York, some being union and others being non-union. You can store your various day rates in this section.

This section can have up to 8 columns, but you don't have to use them all. You can hide the unneeded columns in the Options menu of this sheet, as well as change the name of each column.

Options

This menu has two tabs:

- Number of Days Section
- Day Rate Section

In the 'Number of Days Section' tab, this is where you decide which section you want to assign the Prelight Days and Strike Days to. By default, they are both assigned to Section B, but you can change that. For the section that you *don't* choose, those columns will be "greyed out" and you won't be able to type into them. If you want to be able to type into them on both sections, uncheck the box next to 'Disable non-relevant days in Sections A & B'.

In the 'Day Rate Section' tab, this is where you decide how many columns in the Day Rate section you want to use. You can have up to 8. This is also where you can give them a name. For instance, if you have rates for Los Angeles and New York, with union and non-union rates for each, you'd select '4' for the number of columns to use. In the section where you name the columns, you might choose this:

- | | |
|---|----------|
| 1 | LA Union |
| 2 | LA NU |
| 3 | NY Union |
| 4 | NY NU |

Once you press OK, you'll notice that only 4 columns are visible in the Day Rate section. Since you selected '4', it hides the ones you don't need.

Using the Item Breakdown

This section can be found at the very bottom of the sheet and is used to help you figure out a total for a Line Number where you have several items. For instance, let's say your shoot will have several locations, and you'll have a fee for each. You can input each one into the section, and it will generate the total for you. In a moment, you'll learn how to send that total to the Line Number of your choosing.

Sending the Data to the Estimate

Once you've filled in the sheet, you can easily send the data you want to the Estimate. Click on the 'Send Data to Estimate' button at the top of the sheet. This menu has three main checkboxes, corresponding to the three sections of the sheet.

If you want to send the Number of Days, check that box. That will reveal additional checkboxes. You now need to select which Sections of the budget you want to send them to. You'll notice that one of these checkboxes is for the Cost Summary sheet. If you check this, it will fill in the numbers of days area on that sheet, which is located just below the Client Info section.

If you want to send the Day Rates, check that box. First, you must select which column you wish to send. Then, like above, you must check the Sections of the budget you want to send them to.

If you wish to send the Item Breakdown total, check that box. You then must enter the Line Number you wish to send it to. The Line Description for that Line will automatically appear in its text box, but you can change it if you wish. Note: once you send this total to the Estimate, the cell that holds the total will *not* be locked. This is so you can easily change it later.

2.6 Overage Log

Once your Estimate has been approved, your client may decide they want to change the scope of the project, which could incur additional costs. These additions can be tracked on the Overage Log.

The Overage Log contains the following headers:

No.	DESCRIPTION OF OVERAGE	DATE	TOTAL	PROD FEE \$	INSURANCE \$
-----	------------------------	------	-------	-------------	--------------

In the TOTAL column, you should list the total for that overage, *including* any Production Fee and Insurance amounts.

In the Prod Fee column, list *only* the Production Fee amount for that overage.

In the Insurance column, list *only* the Insurance amount for that overage.

We want to track the Production Fee & Insurance amounts separately, so that they may be included on the Cost Summary sheet, if you so choose. You may choose to do so in the Option menu of this sheet.

Options Menu

☒ Show Overage Total as Line 22

By default, the total of the Overage Log will be shown on Line 22 of the Cost Summary sheet whenever you have at least one overage listed. Note: if you don't have any overages listed on the Overage Log, Line 22 of the Cost Summary sheet will not be visible.

If you do not want the total of the Overage Log to be shown on Line 22 of the Cost Summary sheet, uncheck the checkbox above.

☐ Add Prod Fee \$ to Line 21 in Working column

☐ Add Prod Fee \$ to Line 21 in Actual column

☐ Add Insurance \$ to Line 20 in Working column

☐ Add Insurance \$ to Line 20 in Actual column

You can choose to have the Production Fee and Insurance amounts of the Overage Log added to the Cost Summary sheet, in both the Working and Actual column. The reason to do this is so when you are looking at the overall Variance, it takes into account these Production Fee and Insurance amounts in its calculation. This way, you don't accidentally spend the money that's specifically dedicated to the Production Fee or Insurance on the Overage Log.

Overage Notes

Below the Overage Log is a section for Overage Notes. If you don't wish to use this section, you can hide it by clicking 'Hide Overage Notes' at the top of the sheet.

Wrap Notes

Below the Overage Notes section is a section for Wrap Notes. If you don't wish to use this section, you can hide it by clicking 'Hide Wrap Notes' at the top of the sheet.

CHAPTER 3: ACTUALIZING YOUR BUDGET

Tracking the actual costs of your production is done using the three logs within TrueBudget:

- Purchase Order Log
- Payroll Log
- Petty Cash Log

3.1 Purchase Order Log

A Purchase Order (often times referred to as a “PO” for short) is a one-page document that a Production Company sends to a vendor, which outlines what the production will be receiving from them, and the expected amount the production will owe them. Therefore, the Purchase Order Log is used to track all of the invoices you expect to receive from your vendors.

Some Production Companies don’t use Purchase Orders, and some vendors do not require them. If the Production Company doesn’t use them, you can still use the Purchase Order Log to track all of the invoices you receive.

Filling out the Log

The Purchase Order Log has the following columns:

Line	Payee	PO	Date	Pay ID	AMOUNT	Line Description
------	-------	----	------	--------	--------	------------------

Line – this is where you input the Line Number associated with the PO. In addition to the Line Numbers found on the detail budget pages, you may also choose to actualize to Lines 17, 18, 19, and 22 of the Cost Summary sheet. To do so, input “CS17”, “CS18”, “CS19”, and “CS22”, respectively. Please note that you must have this feature turned on in the main Options menu, on the ‘Actual’ tab. Refer to Chapter 5.6 for more information.

In addition to inputting Line Numbers, you may also indicate if the Purchase Order is being used to pay for Payroll or for Petty Cash. If it is being used to pay for Payroll, input “PR” in this column. If it is being used to pay for Petty Cash, input “PC” in this column. The amount entered will now appear in a certain cell on those logs. See the section for those logs later in this chapter for more information.

Payee – this is the name of your vendor.

PO – this is where you input the Purchase Order number. These numbers are usually assigned by the Production Company at the beginning of the job.

Date – this is where you list the date that you issued the Purchaser Order.

Pay ID – this is where you indicate how this invoice has been paid. For instance, if you pay it with a credit card, you could put “CC”, followed by the last 4 digits of the card. If you paid via check, you could put “Ck”, followed by the check number.

Amount – this is where you list the amount you owe the vendor.

Line Description – this column will be automatically filled in, based on what you input in the Line column.

You may sort the Purchase Order Log by any of these columns. To do so, click the cell with the header name you want to sort by.

Note: some Purchase Orders will require more than one Line Number. For instance, you might rent your production supplies and walkie talkies from the same vendor, and they might include them both on the same invoice. However, you would probably want the amount for the production supplies to be coded to Line 204, with the amount for the walkie talkies to be coded to Line 200. In order to do this, simply use two rows on the log for this invoice, using the same PO number in both rows.

Notes

The Purchase Order Log also has a Notes column, but it is hidden by default. To make it visible, click the ‘Show Notes’ button at the top of the sheet.

Adding & Deleting Rows

If you need to add rows to the log, use the ‘Add Rows’ button at the top of the sheet. It will ask you how many rows you’d like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the ‘Delete Rows’ button.

Creating Purchase Orders

With TrueBudget, you can create the Purchase Orders themselves. To do so, enter a PO number in the PO column on a blank row of the log. With that cell selected, click on the ‘Open PO’ button. This will open a sheet called the ‘PO Form’. In the next section of this chapter, we’ll explain how to use the PO Form.

If you wish, you may enter more than just the PO number on the log before you press the ‘Open PO’ button. You can enter the Payee, Date, and Pay ID, and all of that information will appear on the PO Form once you press the button.

Exporting Purchase Orders

You can export all of the Purchase Orders you create as a separate Excel document. To do this, press the 'Export PO's' button at the top of the sheet.

Exporting the Purchase Order Log

You may export the Purchase Order Log as a separate Excel document. To do this, press the 'Export PO Log' button at the top of the sheet.

Repair Log

Sometimes some of the cells on the log might become "locked" when they should not be. In addition, the formatting of the cells might become different than what they should be. To fix these issues, you can click the 'Repair Log' button at the top of the sheet.

Options

Click the 'Options' button at the top of the sheet to open the Purchase Order Log Options menu.



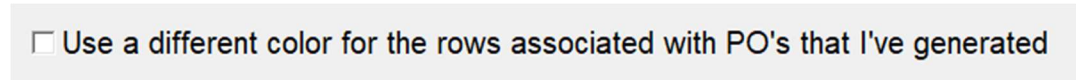
☐ Lock the rows associated with PO's that I've generated

☐ Make an exception for the Pay ID column

If you have created any PO's using the PO Form, the data from those PO's will automatically appear on the log. You can 'lock' the rows associated with those PO's, so you don't accidentally make changes to them. If you'd like to do that, check the box labeled 'Lock the rows associated with the PO's that I've generated'.

Note: if you don't have this box checked, you will be able to make changes to any row on the log, even those associated with PO's that you've created. However, please know that changes you make on the log will not be reflected on the PO's themselves. To do that, you'll need to use the 'Update PO's' button on the Options menu of this sheet. (We'll cover that in more detail in just a moment.)

If you do check the box, you then have the option to check the box underneath it, labeled 'Make an exception for the Pay ID column'. This is so you can quickly enter the Pay ID's on the log without having to open each PO individually.

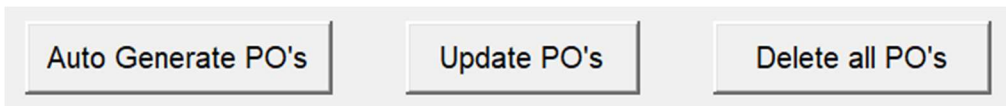


☐ Use a different color for the rows associated with PO's that I've generated

If you've created any PO's using the PO Form, you can have the associated rows on the log appear with a different background color. This way, it will be very easy for you to tell

which PO's have been generated and which have not. Once you check this box, you will see a drop-down menu where you will need to select a color.

You'll also find these three buttons on this Options menu.



Auto Generate PO's – if you have PO's listed on the log that you have not generated PO's for, you can have TrueBudget do it automatically by pressing this button. You must have something in the PO column of the particular row for this to work. Otherwise, that row will be ignored.

Update PO's – if you've made changes to the rows on the log for PO's that you've previously generated, you can use this button to update the PO's themselves. Without using this button, the changes you make on the log will not be reflected on the PO's.

Delete all PO's – if you want to delete all of the PO's that you've created, you can do so with this button. This will not delete any of the rows on the log; it will only remove the PO's themselves.

3.2 PO Form

Once you've pressed the 'Open PO' button on the Purchase Order Log, you'll be taken to the PO Form. The PO number should appear in red near the top right of the sheet. If you filled in any other information on the log for this PO (Payee, Date, Pay ID) it will also appear on the sheet.

TO – this area is where you should enter the details of the vendor that this PO is for. There are 4 cells in this area. Generally, they are for:

- Vendor Name
- Address
- City, State, Zip
- Phone Number

It is important that you put the Vendor Name in the first cell of this area, as this is what will be placed in the Payee column when it writes the data to the log. You can leave the other three cells blank if you don't wish to enter the other information.

There are a couple of areas on the sheet that you can set to be automatically filled in each time a new PO is created. You do this through the Options menu of this sheet. (We'll cover that a bit later in this section.)

FROM – this area of this sheet will automatically be filled in with the Production Company information, which is taken from the Cost Summary sheet.

JOB NAME AND NUMBER – this information will also automatically be filled in, based on what you entered on the Cost Summary sheet.

COMMENTS OR SPECIAL INSTRUCTIONS – if you have any particular information you want to pass along to your vendor, you can do so here.

DATE – if you entered a date on the log before you pressed the 'Open PO' button, it should appear here. If not, you may enter it.

SALESPERSON – this is where you can enter the name of the person at the vendor that you've been dealing with. (Note: you may change this heading to something else, via the Options menu.)

REQUESTED BY – most likely, you'll want to put your name here. However, for the particular job you're doing, you might want to list a Producer, Production Manager, or other member of the crew. (Note: this is one of the areas you can have automatically filled in via the Options menu.)

SHIPPED VIA – if you are having something shipped, you can list the shipping method here. (Note: you may change this heading to something else, via the Options menu.)

TAX ID # - this is where you'd list the Tax ID number for the vendor. (Note: you may change this heading to something else, via the Options menu.)

TERMS – this is where you can list the terms of payment. For instance, if you need to pay the vendor within 30 days, you could put 'Net 30'. If you need to pay immediately, you could list "C.O.D.". (Note: you may change this heading to something else, via the Options menu.)

Detail section

LINE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
------	-----	-------------	------------	-------

The detail section of the PO Form is where you input the various items you'll be receiving from the vendor.

LINE – it is important that you list a Line Number for each row you use on the PO Form. TrueBudget uses this when placing the data on the Purchase Order Log.

QTY – place the quantity of the items that you're receiving from the vendor.

DESCRIPTION – write a description of the item you're receiving from the vendor.

UNIT PRICE – place the price for each item you’re receiving from the vendor.

TOTAL – this will be automatically calculated, based on what you put in the QTY and UNIT PRICE columns.

The PO Form has 9 rows in the detail section by default, but you can add up to 11 more, for a total of 20. Use the ‘Add Rows’ button to do that. If you wish to delete some rows, use the ‘Delete Rows’ button.

If you wish to change the default number of rows that will appear on a newly created PO, you can change that in the Options menu of this sheet.

Sales Tax

If you need to input sales tax on the PO Form, there are two different ways you can do that. Look for the checkbox to the right of the Sales Tax cell, just below the Detail section. If you want to input the sales tax manually (the default choice), check this box. If you want the PO Form to automatically calculate the sales tax, uncheck this box.

To input sales tax manually, input the amount in the Sales Tax cell, which is right below the Subtotal cell. Once you do, you will see a box labeled ‘LINE’ appear to the left of the Sales Tax cell. Since the sales tax is a separate amount from the other totals on the PO Form, you must indicate which Line Number you want the sales tax amount to be coded to.

If you choose to have the PO Form automatically calculate the sales tax for you, click the ‘Show Sales Tax’ button at the top of the sheet. This will reveal the Sales Tax column. For each row on the detail section, you must indicate the sales tax percentage. Once you do, the PO Form will calculate the sales tax and place the amount in the Sales Tax cell. In this case, you will not see the box labeled ‘LINE’ to the left of the Sales Tax cell. Instead, the sales tax amount will be coded to the same Line Number that you enter in the detail section of that row.

Shipping

If you wish to use the Shipping cell (which is directly underneath the Sales Tax cell), you may do so. Once you type in an amount there, you will see a box labeled ‘LINE’ appear to the left of the Shipping cell. You must indicate which Line Number you want the shipping amount to be coded to.

Paid area

Near the top of the PO Form is a button labeled ‘Show Paid area’. If you click this, it will reveal an area where you can type in the Pay ID for the current PO. You would type the same thing here as you would in the Pay ID column of the Purchase Order Log. If you’ve already typed something in that column, it should appear here automatically.

Signature area

If you'd like to add a signature to your PO's, in order to show that they have been 'approved', you can do that. Check the checkbox labeled 'Show signature area'. This will reveal a button labeled 'Insert Signature Image' and a signature line. You'll need an image of your signature, and it's best if it has a transparent background. Place the image on the signature line, and then click the area labeled 'Click here when you are finished'.

Contact Line

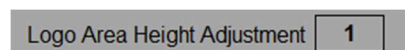
At the bottom of the PO Form is an area where you can enter your contact information. This way, your vendor will know how to get in touch with you. (Note: this is one of the areas you can have automatically filled in via the Options menu.)

Adding a logo

Just like on the Cost Summary sheet, you may add a logo to the PO Form. To do so, click the 'Insert Logo' button at the top of the sheet.

If you need to resize the image, click on it, and then click-and-drag the circles on the corners of the image.

If you need more room vertically on the page for your logo, you can use the Logo Height Adjustment.

A screenshot of a software interface element. It consists of a light gray rectangular box. Inside the box, on the left, is the text "Logo Area Height Adjustment" in a small, dark font. To the right of this text is a small white square box with a thin gray border, containing the number "1".

In the box, you may enter a number between 1 – 50. You can experiment to find the correct amount of room for your needs.

When you are finished placing your logo, be sure to click the area marked "Click here when you are finished with the logo".

If you need to resize your logo or delete it, click the 'Change Logo' button.

Deleting a PO

If you wish to delete a PO, click the button labeled 'Del' at the top of the sheet. This will delete the PO itself, as well as any rows on the Purchase Order Log that contain that PO number.

Voiding a PO

If you need to void a PO, click the button labeled 'VOID' at the top of the sheet. Once the PO is voided, TrueBudget will no longer track any changes you make to the PO Form for that PO. Any existing lines on the Purchase Order Log with that PO number will be

removed, and a new one will appear that says '** VOID **' in the Payee column. If you wish to make a PO no longer voided, click the button labeled 'Restore' at the top of the sheet.

Saving the PO

Once you finish inputting the information onto the PO Form, you'll need to save it in order for the data to be written to the Purchase Order Log. To do this, you have two options:

- 1) Click the button labeled 'Save' at the top of the sheet, or
- 2) Click one of the arrow buttons to the left of the 'Del' button

You will then see a window showing the save progress. Note: the more unique Line Numbers that are present on the PO Form, the longer it will take to save it.

Cancelling your changes

If you make changes to the PO Form but decide you don't wish to save them, press the 'Cancel' button at the top of the sheet. Any changes you made will be lost, and the PO Form sheet will be closed.

Options

The Options menu of this sheet has three tabs: General, Headers, and Pay ID Area.

'General' tab

☐ Close the PO Form when I click the SAVE button

If you'd like the PO Form to be closed whenever you click the 'Save' button, check this box.

☐ Make sure a Line Number has been entered for each Total line of a PO

When you save a PO, TrueBudget can check to make sure you've entered a Line Number in every place where you have a total amount. If you'd like it to do so, check this box.

Number of detail rows to show on new PO's:

You can change the number of detail rows that appear on new PO's. The default number (and minimum) is 9, but you can set it to show as many as 20.

You can have certain information already filled in on each Purchase Order you generate. To do so, type it in below.

Requested By

Contact message at bottom

☐ Enter this information on all pre-existing PO's

As mentioned earlier in this section, there are two pieces of information that you can have automatically appear on all of your PO's. If you'd like to do so, type them into the above areas.

If you'd like that information to appear on PO's that you've already generated, check the box labeled 'Enter this information on all pre-existing PO's'.

'Headings' tab

There are four headings on the PO Form that you can change. To do so, type in what you'd like in the text box to the right of the one you'd like to change. If you want to return that heading to the default text, leave the text box empty.

'Pay ID area' tab

Pay ID Header – by default, the text that will appear in the top cell of the 'Paid area' is "PAID". However, you can change this if you wish. To do so, just type in what you'd like in the text box.

When outputting the PO's to a separate Excel file, you can choose when the Pay ID area will appear on each one.

When you export the PO's to a separate Excel file, you have a few different choices as far as when the Pay ID area will appear on each PO.

- Include Pay ID area only on PO's where I have selected it
- Include Pay ID area only on PO's that have a Pay ID value
- Include Pay ID area on all PO's
- Never include the Pay ID area on any PO's

Choose whichever best fits your needs.

3.3 Payroll Log

When paying your crew via timecards, enter the information for each timecard on the Payroll Log.

The Payroll Log has the following columns:

Line – this is where you input the Line Number associated with this timecard. In addition to the Line Numbers found on the detail budget pages, you may also choose to actualize to Lines 17, 18, 19, and 22 of the Cost Summary sheet. To do so, input “CS17”, “CS18”, “CS19”, and “CS22”, respectively. Please note that you must have this feature turned on in the main Options menu, on the ‘Actual’ tab. Refer to Chapter 5.6 for more information.

Note: some timecards may require more than one Line Number. When this is the case, simply use more than one row for that timecard.

Name – the employee’s name goes here


W/E – put the week ending date of the timecard here. (This column may be hidden via the Options menu of this sheet.)

PO – if you wish to assign a PO number to a ‘batch’ of timecards, you would list the PO number in this column. (This column may be hidden via the Options menu of this sheet.)

Fringe % – this is the payroll fringe percentage for each person.

PH&W % – this is the PH&W percentage for each person. (This column may be hidden via the main Options menu. See Chapter 5.3 for more information.)

PH&W Flat – this is where you would input the PH&W flat amounts. (These columns are hidden by default but may be made visible via the main Options menu. See Chapter 5.3 for more information.)

 Hourly Rate - by default, this column will be “locked”, as the hourly rate is normally generated by a formula. However, if you would like to input the hourly rate manually, you can do so by making a change in the Options menu, under the ‘OT Calculation’ tab. Refer to Chapter 5.4 for more information.

OT Base – this is the number of hours that are covered by the person’s Day Rate. For instance, if you are paying your Gaffer \$600 for up to 10 hours of work, you would put in 10 for their OT Base.

Days – this is the number of days that the person worked.

Day Rate – this is the rate you are paying the person per day.

Overtime –

1.5x – this is the number of hours based at time-and-a-half that the person is owed.

2x – this is the number of hours based at double-time that the person is owed.

3x – this is the number of hours based at triple-time that the person is owed.

Misc Taxable – there are certain additional payments that may be owed to an individual that is subject to tax. For instance, meal penalties. You would list those here.

Misc Non-Taxable – there are certain additional payments that may be owed to an individual that is not subject to tax. For instance, mileage. You would list those here.

Note: by default, you cannot type anything into these two columns. Instead, click the 'Details On' buttons above each one. These buttons will reveal additional columns where you can type in information. If you don't wish to use these additional columns but instead wish to type directly into the Misc Taxable and Misc Non-Taxable columns, you can make a change via the Options menu of this sheet. We'll cover that a bit later in this chapter.

Adding & Deleting Rows

If you need to add rows to the log, use the 'Add Rows' button at the top of the sheet. It will ask you how many rows you'd like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the 'Delete Rows' button.

Using the PO Total Finder

If you want to quickly see the total amount of payroll associated with one of the PO numbers you listed in the PO column, you can do that with the PO Total Finder. Press the 'Show PO Total Finder' button at the top of the sheet, and it will appear just below the log, under the PO column. In the PO cell, type in the PO number you want to see the total for, and it will appear in the cell to the right.

Importing Payroll Data

TrueBudget gives you the ability to import payroll data from a couple of different payroll companies: Entertainment Partners and CAPS. Their electronic timecard system should allow you to export a .CSV file of your payroll data. You can import that .CSV file into the Payroll Log by pressing the 'Import Data' button. If you want to delete any existing data from the Payroll Log before the import, be sure to check the checkbox labeled 'Delete any existing data from the Payroll Log'.

Exporting the Payroll Log

You may export the Payroll Log as a separate Excel document. To do this, press the 'Export Log' button at the top of the sheet.

Options

You can make several changes to the Payroll Log, via the Options menu. Press the 'Options' button at the top of the sheet to open the menu.

☐ Show Week Ending column

☐ Show PO column

You can choose to show the 'W/E' and 'PO' columns with these checkboxes.

☐ Include Fringe % on Misc Taxable amount

☐ Include Fringe % on Misc Non-Taxable amount

☐ Include PH&W % on Misc Taxable amount

☐ Include PH&W % on Misc Non-Taxable amount

You can choose if you want the Fringe % and PH&W % calculated on the amounts in the Misc Taxable and Misc Non-Taxable columns using the above checkboxes.

☐ Use Misc Taxable detail columns

☐ Use Misc Non-Taxable detail columns

By default, the above checkboxes will be checked, which means in order to use the Misc Taxable and Misc Non-Taxable columns, you will need to press the 'Details On' buttons above them and then input your amounts into the detail columns. If you would rather not use these detail columns, but you instead want to input your amounts directly into the Misc Taxable and Misc Non-Taxable columns, uncheck these checkboxes.

Total PR from PO's

On the Purchase Order Log, you will probably want to list the PO(s) for your payroll company for paying your cast & crew. When you do this, instead of putting a Line Number in the Line column on the Purchase Order Log, you can instead type 'PR'. The total of any amounts on the Purchase Order Log with 'PR' in the Line column will appear in the 'Total PR from PO's' cell on the Payroll Log. This cell can be found near the bottom right of the log, under the 'Total Payroll' cell. This will help to make sure that the total of your Payroll Log matches exactly with the total of the invoices from your payroll company.

Eliminating any Variance on the Payroll Log

If you have a Variance amount on the Payroll Log, first make sure that the amount(s) listed on the Purchase Order Log for payroll (with 'PR' in the Line columns) is correct. Next, make sure all the data you've typed into the Payroll Log is correct. Once you've done those two things, you can then make slight adjustments to the numbers in the Fringe % column (and PH&W columns, if you're using them) to change your Payroll Log total until you've eliminated the Variance.

3.4 Petty Cash (Grid) Log

TrueBudget has two different Petty Cash Logs, but you may only use one of them at a time. The default version is called the 'Grid' version.



You can change which Petty Cash Log you use in the Options menu, on the 'General' tab. Refer to Chapter 5.1 for more information.

Note: This version of the Petty Cash Log is very similar to the one used in the software PointZero.

You can use this log in two different ways:

- 1) You can list the total of each Line Number from each envelope.
- 2) You can create Petty Cash Envelope cover sheets directly within TrueBudget and have that data automatically appear on the log. We'll cover that option in just a bit.

Inputting Data on the Log

The first thing you'll want to do is input the name of the crew member who has turned in the envelope. You do this in the cell directly below the envelope number you wish to use for that person.

Next, fill in the Line Numbers used on that envelope in the 'Line' column (the leftmost column). If you have more than one envelope on the log, some Line Numbers may already be present in that column. If they are, you don't need to list them again.

Next, in the column of the envelope number, input the total of each Line Number in the row that corresponds with that specific Line Number.

Lastly, in the Cash Received row, input how much Petty Cash was given to that crew member.

Opening a PC Envelope cover sheet

If you'd like to use the built-in Petty Cash Envelope cover sheets, select the cell that has the Envelope number that you wish to use. Then press the 'Open Envelope' button. We'll cover how to use the Petty Cash Envelope cover sheet later in this chapter.

Adding & Deleting Rows

If you need to add rows to the log, use the 'Add Rows' button at the top of the sheet. It will ask you how many rows you'd like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the 'Delete Rows' button.

Adding & Deleting Envelopes

By default, the log has columns for 6 envelopes. If you have more than 6 envelopes on your project, you can add more. Click the 'Add Envelope' button at the top of the sheet.

Note: the maximum number of envelope columns you can have is 30. If you have more than 30 envelopes on your project, you should use the Linear version of the Petty Cash Log.

If you don't need all of the envelope columns that are currently visible on the log, you can delete some of them. Select the cell that has the envelope number you want to delete, and then press the 'Delete Envelope' button at the top of the sheet. If the column you're deleting is not the rightmost envelope column, the numbers on the other columns will change so that the envelope numbering is always consecutive. Also, please note that the log must always have at least 6 envelope columns.

Repair Log

Sometimes some of the cells on the log might become "locked" when they should not be. In addition, the formatting of the cells might become different than what they should be. To fix these issues, you can click the 'Repair Log' button at the top of the sheet.

Exporting the Petty Cash Log

You may export the Petty Cash Log as a separate Excel document. To do this, click the 'Import / Export' button at the top of the sheet, and then select 'Export PC Log' from the drop-down menu.

Exporting a blank PC Envelope sheet

TrueBudget allows you to export a blank PC Envelope sheet in Excel format for sending to your crew. (You can then import them back into TrueBudget once they are filled out.)

To do this, click the 'Import / Export' button at the top of the sheet, and then select 'Export Blank PC Envelope sheet' from the drop-down menu.

On the exported sheet, you'll notice some instructions on the right. You can adjust these instructions however you wish. Note: it is important that you do not delete any rows from the sheet. If you do, when you attempt to import it back into TrueBudget, it won't import properly.

Importing PC Envelope sheets

Once your crew members have filled out their PC Envelope sheets, you can then import them into TrueBudget. To do so, click the 'Import / Export' button at the top of the sheet, and then select 'Import PC Envelope sheets' from the drop-down menu.

You will then be asked to select the files. You may import up to 5 PC Envelope sheets at the same time.

You will then see a menu where you must select which Envelope number you wish to import each envelope into. Use the drop-down menus next to each file name to select the Envelope number.

If you'd like the data from each envelope to automatically appear on the log after the import, check the checkbox at the bottom of the window. (If you don't check this, the envelope sheets will all be open once the import is complete, and you must press the 'Send To Log' button on each one in order for the data to appear on the log. We'll cover that in more detail in Chapter 3.6.)

Exporting your PC Envelope sheets

If you'd like to export all of your PC Envelope sheets to a separate Excel file, click the 'Import / Export' button at the top of the sheet, and then select 'Export all PC Envelope sheets' from the drop-down menu.

Printing your PC Envelope sheets

If you'd like to print all of your PC Envelope sheets, click the 'Import / Export' button at the top of the sheet, and then select 'Print all PC Envelope sheets' from the drop-down menu.

Creating PDF's of your PC Envelope sheets

If you'd like to create PDF files of all your PC Envelope sheets, click the 'Import / Export' button at the top of the sheet, and then select 'Create PDF of all PC Envelope sheets' from the drop-down menu.

Changing the Print Settings

Because this version of the Petty Cash Log can become very wide (depending on how many Envelope columns you have), TrueBudget allows you to decide how many Envelope columns to show on one page before beginning a new page. You may do the same as it relates to the number of rows. You may also choose to fit the entire log onto one page, regardless of how many columns and rows it has. Press the 'Print Settings' button at the top of the page to make these changes.

Options

Click the 'Options' button at the top of the sheet to open the Petty Cash Log Options menu.

☐ Lock the columns that are associated with a PC Envelope sheet

If you have created any PC Envelope sheets, the data from those Envelopes will automatically appear on the log. You can 'lock' the columns associated with those Envelopes, so that you don't accidentally make changes to them. If you'd like to do that, check the box labeled 'Lock the columns that are associated with a PC Envelope sheet'.

Note: if you choose to not check this box, you will be able to make changes to any column on the log, even those associated with Envelope sheets. However, please note that changes you make on the log will not be reflected on the Envelope sheets themselves.

☐ Use a different color for the columns associated with a PC Envelope sheet

If you've created any Envelope sheets, you can have the associated columns on the log appear with a different background color. This way, it will be very easy for you to tell which Envelope sheets have been generated and which have not. Once you check this box, you will see a drop-down menu where you will need to select a color.

Total PC from PO's

On the Purchase Order Log, you may want to list the PO(s) assigned for Petty Cash. When you do this, instead of putting a Line Number in the Line column on the Purchase Order Log, you can instead type 'PC'. The total of any amounts on the Purchase Order Log with 'PC' in the Line column will appear in the 'Total PC from PO's' cell on the Petty Cash Log. This cell can be found near the bottom right of the log. This will help to show you how much cash you should have left over once you reconcile all of the Petty Cash Envelopes on your project.

3.5 Petty Cash (Linear) Log

This is an alternate version of the Petty Cash Log that you may use instead of the Grid version.



You can change which version of the Petty Cash Log you use in the Options menu, on the 'General' tab. Refer to Chapter 5.1 for more information.

The Linear version of the Petty Cash Log looks similar to the Purchase Order Log.

You can use this log in three different ways:

- 1) You can list every receipt from each envelope.
- 2) You can list the total of each Line Number from each envelope.
- 3) You can create Petty Cash Envelope cover sheets directly within TrueBudget and have that data automatically appear on the log. We'll cover that option in just a bit.

Inputting Data on the Log

This log has the following columns:

Line	Env #	Rec #	Name	Payee	AMOUNT	Line Description
------	-------	-------	------	-------	--------	------------------

Line – this is where you input the Line Number. In addition to the Line Numbers found on the detail budget pages, you may also choose to actualize to Lines 17, 18, 19, and 22 of the Cost Summary sheet. To do so, input “CS17”, “CS18”, “CS19”, and “CS22”, respectively. Please note that you must have this feature turned on in the main Options menu, on the 'Actual' tab. Refer to Chapter 5.6 for more information.

Env # – this is where you indicate the Petty Cash Envelope number for the Line Number you're entering.

Rec # – you would only use this column if you are inputting each receipt from an envelope directly onto the log. Otherwise, you can leave this column blank.

Name – this is for the name of the crew member who turned in the Petty Cash Envelope.

Payee – you would only use this column if you are inputting each receipt from an envelope directly onto the log. Otherwise, you can leave this column blank.

Amount – the dollar amount for the Line Number you're entering.

Line Description – this column will be automatically filled in, based on what you input in the Line column.

You may sort the log by any of these columns except Rec #. To do so, click the cell with the header name you want to sort by.

This Petty Cash Log also has a Notes column, but it is hidden by default. To make it visible, click the 'Show Notes' button at the top of the sheet.

Adding & Deleting Rows

If you need to add rows to the log, use the 'Add Rows' button at the top of the sheet. It will ask you how many rows you'd like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the 'Delete Rows' button.

Repair Log

Sometimes some of the cells on the log might become "locked" when they should not be. In addition, the formatting of the cells might become different than what they should be. To fix these issues, you can click the 'Repair Log' button at the top of the sheet.

Opening a PC Envelope cover sheet

If you'd like to use the built-in Petty Cash Envelope cover sheets, start by inputting a number in the 'Env #' column. (Note: the number must be between 1 – 30.) Then, with that same cell selected, press the 'Open Envelope' button. (We'll cover how to use the Petty Cash Envelope cover sheet in Chapter 3.6.)

Exporting the Petty Cash Log

You may export the Petty Cash Log as a separate Excel document. To do this, click the 'Import / Export' button at the top of the sheet, and then select 'Export PC Log' from the drop-down menu.

Exporting a blank PC Envelope sheet

TrueBudget allows you to export a blank PC Envelope sheet in Excel format for sending to your crew. (You can then import them back into TrueBudget once they are filled out.) To do this, click the 'Import / Export' button at the top of the sheet, and then select 'Export Blank PC Envelope sheet' from the drop-down menu.

On the exported sheet, you'll notice some instructions on the right. You can adjust these instructions however you wish. Note: it is important that you do not delete any rows from the sheet. If you do, when you attempt to import it back into TrueBudget, it won't import properly.

Importing PC Envelope sheets

Once your crew members have filled out their PC Envelope sheets, you can then import them into TrueBudget. To do so, click the 'Import / Export' button at the top of the sheet, and then select 'Import PC Envelope sheets' from the drop-down menu.

You will then be asked to select the files. You may import up to 5 PC Envelope sheets at the same time.

You will then see a menu where you must select which Envelope number you wish to import each envelope into. Use the drop-down menus next to each file name to select the Envelope number.

If you'd like the data from each envelope to automatically appear on the log after the import, check the checkbox at the bottom of the window. (If you don't check this, the envelope sheets will all be open once the import is complete, and you must press the 'Send To Log' button on each one in order for the data to appear on the log. We'll cover that in more detail in Chapter 3.6.)

Exporting your PC Envelope sheets

If you'd like to export all of your PC Envelope sheets to a separate Excel file, click the 'Import / Export' button at the top of the sheet, and then select 'Export all PC Envelope sheets' from the drop-down menu.

Printing your PC Envelope sheets

If you'd like to print all of your PC Envelope sheets, click the 'Import / Export' button at the top of the sheet, and then select 'Print all PC Envelope sheets' from the drop-down menu.

Creating PDF's of your PC Envelope sheets

If you'd like to create PDF files of all your PC Envelope sheets, click the 'Import / Export' button at the top of the sheet, and then select 'Create PDF of all PC Envelope sheets' from the drop-down menu.

Options

Click the 'Options' button at the top of the sheet to open the Petty Cash Log Options menu.

☐ Lock the rows that are associated with a PC Envelope sheet

If you've created any PC Envelope sheets, the data from those Envelopes will automatically appear on the log. You can 'lock' the rows associated with those

Envelopes, so that you don't accidentally make changes to them. If you'd like to do that, check the box labeled 'Lock the rows that are associated with a PC Envelope sheet'.

Note: if you choose not to check this box, you will be able to make changes to any row on the log, even those associated with Envelope sheets. However, please note that changes you make on the log will not be reflected on the Envelope sheets themselves.

☐ Use a different color for the rows associated with a PC Envelope sheet

If you've created any Envelope sheets, you can have the associated rows on the log appear with a different background color. This way, it will be very easy for you to tell which Envelope sheets have been generated and which have not. Once you check this box, you will see a drop-down menu where you will need to select a color.

Total PC from PO's

On the Purchase Order Log, you may want to list the PO(s) assigned for Petty Cash. When you do this, instead of putting a Line Number in the Line column on the Purchase Order Log, you can instead type 'PC'. The total of any amounts on the Purchase Order Log with 'PC' in the Line column will appear in the 'Total PC from PO's' cell on the Petty Cash Log. This cell can be found near the bottom of the log. This will help to show you how much cash you should have left over once you reconcile all of the Petty Cash Envelopes on your project.

3.6 PC Envelope sheet

You can create PC Envelope sheets directly in TrueBudget, and the data you enter will automatically appear on the Petty Cash Log.

To open a PC Envelope sheet, refer to the instructions in the preceding chapters, depending on which version of the Petty Cash Log you are using.

Entering Data

Once you have the sheet open, start by inputting the crew member's name, their phone number (optional), and the Department they belong to (optional).

The Production Company name, Job Name, and Job # will automatically appear in the top right of the envelope, based on what you entered on the Cost Summary sheet.

In the body of the envelope, fill in the information for each receipt.

In the 'LINE' column, be sure to fill in a Line Number for each receipt. TrueBudget uses these Line Numbers when it places the data on the Petty Cash Log. As you enter values in the 'LINE' column, you will notice those Line Numbers appear on the right side of the

sheet. This is so you can easily see the total of each Line Number on the envelope, at the bottom of the sheet.

Near the bottom of the sheet, be sure to enter the amount of Petty Cash given to the crew member in the 'AMOUNT OF CASH RECEIVED' cell.

Adding Rows

A PC Envelope sheet can have up to 200 rows. If you would like to add rows, click the 'Add Rows' button at the top of the sheet. You will be asked how many rows you wish to add.

Deleting Rows

Unlike the logs in TrueBudget, deleting rows on a PC Envelope sheet works a little differently. To delete rows, you do not need to select them. Simply click the 'Delete Rows' button at the top of the sheet. You will be asked how many rows you wish to delete. One important thing to note is that the rows will be deleted from the bottom up. For instance, if you choose to delete 10 rows, the *last* 10 rows will be deleted. Be sure you do not have any data in those rows before you delete them.

Sending Data to the Petty Cash Log

Once you've entered all of your data onto the sheet, you can then send that data to the Petty Cash Log. To do so, press the 'Send To Log' button at the top of the sheet.

Printing

If you wish to print a PC Envelope sheet, simply press the 'Print' button at the top of the sheet.

Creating a PDF

If you wish to create a PDF of a PC Envelope sheet, simply press the 'PDF' button at the top of the sheet.

Importing a PC Envelope sheet

If you sent a blank PC Envelope sheet to one of your crew members and would like to import it, click the 'Import PC Envelope' button at the top of the sheet. You will then be prompted to select the file.

Moving a PC Envelope sheet

If you have an existing PC Envelope sheet and would like to move it to a different envelope number, click the 'Move PC Envelope' button at the top of the sheet. You will then be prompted to select the new sheet number you wish to move it to.

Clearing a PC Envelope sheet

If you wish to clear all data from the sheet, press the 'Clear PC Envelope' button at the top of the sheet.

Closing the PC Envelope sheet

If you want to close the sheet but not send the data to the Petty Cash Log, click the 'Close' button at the top of the sheet. Note: any data you have entered will remain on the sheet.

Options

The only option in the Options menu of the PC Envelope sheet is the following:

☐ Close the PC Envelope sheets when I click the 'Send To Log' button

If you check this box, then when you click the 'Send To Log' button, it will close the PC Envelope sheet.

CHAPTER 4: MENU SHEET

The Menu sheet in TrueBudget contains multiple buttons. Most of these buttons can also be found on the TrueBudget ribbon tab at the top of Excel.

Note: Unfortunately, Excel 2011 for Mac does not allow for custom ribbon tabs, so to access the buttons with that version of Excel, you must do so from the Menu sheet.

4.1 Globals

The 'Globals' button will allow you to input certain data on various sheets in TrueBudget.

You can input amounts for Fringe %, PH&W %, and OT Base, and then decide if you want to apply those to the Estimate, Working Budget, Payroll Log, or all three.

4.2 Replacing Values

TrueBudget allows you to easily replace certain values for Fringe %, PH&W %, and PH&W Flat \$ by using the 'Replace Values' button. Input the value you want to replace in the text box under Current Value. Then input the value you want replace it with in the text box for New Value.

You can press the 'Apply' button to the right to apply the changes. If you are changing more than one value at the same time, you can press the 'Apply All' button at the bottom of the window.

4.3 Locking & Unlocking the Estimate

Once you've finished creating your Estimate, if you'd like to "lock" it so no changes can be made to it, you can do that by clicking the 'Lock Estimate' button.

This will open a new window, with a checkbox labeled "Use password to lock estimate". Check this box if you wish to use a password when locking the Estimate. You'll then need to enter your password twice. Leave the box unchecked if you don't wish to use a password.

Note: it is important that you do not forget your password. TrueBudget does not have the ability to allow you to reset it.

If your Estimate is locked and you wish to unlock it, press the same button, although it will now be labeled 'Unlock Estimate'. If a password was used to lock it, you will be prompted to enter that password. If you do not know the password, you will not be able to unlock it.

4.4 Copy the Estimate to the Working Budget

When you're ready to begin pre-production on your project, you'll most likely want to move over to your Working Budget. The best way to start is to make your Working Budget match your Estimate, and then make changes from there.

You can easily make your Working Budget match your Estimate by pressing the 'Copy Estimate to Working' button. A new window will appear; all you need to do then is press the 'START' button. Note: if you're using the Travel Budget on your project, be sure to check the box to include it before you press 'START'.

4.5 Overtime Report

If you'd like to see how much overtime is currently in your budget, press the 'Overtime Report' button. It will show you how much overtime you have in each labor section of the Estimate. If you want see how much overtime is in the Working Budget, press the 'Switch to Working' button.

4.6 OT Calc (Full)

If you'd like to do a calculation on how much overtime you might incur on your project, TrueBudget has two different Overtime Calculators. The more robust version is called the 'OT Calc – Full' sheet. To open it, press the 'OT Calc (Full)' button.

The sheet includes all of the Line Numbers for the labor sections of the budget. Fill in the amount of overtime hours for each Line Number you want included in your calculation. The total of each section can be found at the bottom of the section. The total of all sections can be seen at the top of the sheet, next to GRAND TOTAL.

Note: inputting data into the 'OT Calc – Full' sheet will not make any changes to the budget itself.

Hiding Sections

If you do not need a particular section, you may hide it with the buttons at the top of the sheet. Once a section is hidden, any total in that section will be ignored by the GRAND TOTAL.

Options

Press the 'Options' button at the top of the sheet to open the Options menu. You'll see you have five options to choose from.

First, you need to decide which area of the budget you want it to pull the hourly rates from; either the Estimate or Working.

Next, you need to decide if you want to include Fringe, PH&W, Production Fee, and Insurance at the bottom of the sections.

4.7 OT Calc (Basic)

If you only need to calculate overtime for a few crew members, it may be easier for you to use the 'OT Calc – Basic' sheet. It works similarly to the 'OT Calc – Full' sheet, with only a slight difference.

Instead of having all of the Line Numbers and Line Descriptions already visible on the sheet, you will need to type in each Line Number that you want to include. You should do this in the LINE column. The Line Description and Hourly Rate will then automatically fill in. Then, input the number of overtime hours, just as you would on the 'OT Calc – Full' sheet.

Adding & Deleting Rows

If you need to add rows to the log, use the 'Add Rows' button at the top of the sheet. It will ask you how many rows you'd like to add.

If you need to delete rows, first highlight a cell in all of the rows you wish to delete. (Note: the rows you choose must be consecutive.) Then press the 'Delete Rows' button.

Options

Press the 'Options' button at the top of the sheet to open the Options menu. You'll see you have five options to choose from.

First, you need to decide which area of the budget you want it to pull the hourly rates from; either the Estimate or Working.

Next, you need to decide if you want it to include Fringe, PH&W, Production Fee, and Insurance at the bottom of the sheet.

Printing

If you wish to print the sheet, press the 'Print' button at the top of the sheet.

Creating a PDF

If you wish to create a PDF of the sheet, press the 'PDF' button at the top of the sheet.

4.8 Hourly Rate Calculator

If you need to quickly determine a crew member's hourly rate, you can use the Hourly Rate Calculator. Enter the Day Rate, OT Base, select the overtime calculation method, and then press 'CALCULATE'. The hourly rate will appear at the bottom of the window.

The choices for the overtime calculation method are:

Day Rate divided by OT Base – this will take the Day Rate and divide it by the OT Base. For instance, if you enter 600 for the Day Rate and 10 for the OT Base, the hourly rate will be 60.

1.5x after 8 hrs forever – this will calculate the hourly rate based on paying the person straight time for the first 8 hours, and then time-and-a-half for all hours after the 8th hour. For instance, if you enter 600 for the Day Rate and 10 for the OT Base, the hourly rate will be 54.5455. The math works out this way:

$$\begin{array}{rcl}
 54.5455 \times 8 \text{ hours} \times 1 & = & 436.364 \\
 54.5455 \times 2 \text{ hours} \times 1.5 & = & 163.6365 \\
 \hline
 \text{TOTAL} & & 600.0005
 \end{array}$$

1.5x after 8 hrs; 2x after 12 hrs – this will calculate the hourly rate based on paying the person straight time for the first 8 hours, time-and-a-half for hours 9-12, and double-time after the 12th hour.

Note: There will be no difference in the hourly rate calculation between these last two options *unless* the OT Base is greater than 12.

For instance, if you enter 600 for the Day Rate and 14 for the OT Base, the hourly rate will be 33.3333. The math works out this way:

$$\begin{array}{rcl}
 33.3333 \times 8 \text{ hours} \times 1 & = & 266.6664 \\
 33.3333 \times 4 \text{ hours} \times 1.5 & = & 199.9998 \\
 33.3333 \times 2 \text{ hours} \times 2 & = & 133.3332 \\
 \hline
 \text{TOTAL} & & 599.9994
 \end{array}$$

4.9 Repair Formatting

If you paste data from another Excel file into TrueBudget, it can sometimes change the formatting of the cells in ways that you may not want. If this were to happen, you can press the 'Repair Formatting' button. Then select which sheet(s) you wish to repair, and press 'START'.

4.10 Clearing Data

If you want to clear all data from some/all sheets in TrueBudget, you can press the 'Clear Data' button. Check the boxes indicating the areas of the file you wish to clear, and then press 'OK'.

4.11 Importing a Budget

TrueBudget gives you the ability to import three types of budget files: Hot Budget, PointZero, and another TrueBudget file.

If you wish to import a budget, the first thing you should do is open the file. (If it asks you to Enable Macros when opening the file, you should say yes.) Then, press the 'Import Budget' button.

Next, choose the name of the file under the first drop-down menu. Then, choose the type of file you are importing in the next drop-down menu. Press 'OK'.

If you are importing another TrueBudget file, it will ask you which areas of the file you wish to import. Depending on the version of TrueBudget you are importing from, your choices may be somewhat different.

If you are importing a Hot Budget or PointZero file, you will be shown a disclaimer that we highly recommend you read before proceeding. Because Hot Budget and PointZero were not built exactly the same way as TrueBudget, certain items cannot be imported, and certain settings may need to be changed in your source file before proceeding. **Please read the information in this window before you continue with the import.**

Check the boxes indicating which sections of the file you wish to import; then press 'OK'.

4.12 Change the Zoom Level

You can change the zoom level on all of the sheets at the same time by pressing the 'Change Zoom' button.

CHAPTER 5: OPTIONS MENU

TrueBudget allows you to customize your file in several ways, via the Options menu. Start by pressing the 'Options' button, which can be found on the Menu sheet and in the TrueBudget ribbon tab at the top of Excel.

5.1 General tab

Name to use for "In Production" budget section

By default, this will be set to "Working", but you have two other choices: "Shooting" and "Running".

Name to use for PC Cover sheets

By default, this will be set to "Envelope". However, you may change it to "Summary".

Petty Cash Log format to use

TrueBudget has two different Petty Cash Logs that you can choose from: the Linear version and the Grid version. You may use whichever one you prefer, but you cannot use both simultaneously. If you switch, whatever information you have on your current log should automatically be transferred over to the format you are changing to.

Allow me to change the Line Numbers on the budget pages

If you want to use Line Numbers other than 1 - 329, you may change then by checking this box. You will then be allowed to change the Line Numbers on each budget page. Once you've made the changes, we recommend you uncheck this box again.

Hide unused rows on the budget pages

If you wish to hide any rows on the budget pages that do not have a total, you can check this box.

Show Prod Fee at the bottom of each section of the Estimate

By default, TrueBudget will show the Production Fee percentage and dollar amount at the bottom of each section of the Estimate. If you would like to hide this, uncheck this box.

Show Insurance at the bottom of each section of the Estimate

By default, TrueBudget will show the Insurance percentage and dollar amount at the bottom of each section of the Estimate. If you would like to hide this, uncheck this box.

Show number of person-days at the bottom of Sections A, B, & G

If you would like to see a sum of the person-days at the bottom of these sections, check this box. Please note that this will show not only the sum of the 'Days' column, but will also take into account any values you have in the 'No' column.

Show Date & Time on the bottom right of all pages when printing / creating PDF's

This feature is turned on by default. If you don't wish for the date & time to appear on the sheets when you print / create a PDF, uncheck this box.

Automatically save this file whenever I close it

If you would like the TrueBudget file to automatically be saved when you close it, check this box.

Activate the TrueBudget ribbon whenever I open this file

This feature is turned on by default. If you do not wish for the TrueBudget ribbon tab to be the selected tab when you open the file, uncheck this box. (Note: if you are using Excel 2011 for Mac, you will not have this option.)

5.2 Section Names tab

If you would like to change the names of any of the sections of the budget, you may do so here. To return to the default section names, check the checkbox on the right side of the window.

5.3 PH&W tab

TrueBudget allows you to turn on or off the various PH&W columns on the Estimate section, Working section, and Payroll Log.

The PH&W columns are broken down into two distinct parts. The first part is the PH&W % column. If you wish for this to be visible, check the box next to "Show PH&W % column", and then underneath, select which areas you wish it to be visible in: Estimate, Working, and/or Payroll Log.

The second part is the PH&W Flat columns. If you wish for these to be visible, check the box next to "Show PH&W Flat columns", and then underneath, select which areas you wish it to be visible in: Estimate, Working, and/or Payroll Log.

Note: to learn how to use the PH&W Flat columns, please refer to the tutorial video on our website.

5.4 OT Calculation tab

You can choose how the Hourly Rate is determined for calculating overtime. You can set it independently on the following areas of the file: Estimate, Working, and Payroll Log.

For each area, you have the following choices:

Day Rate divided by OT Base – this will take the Day Rate and divide it by the OT Base. For instance, if you enter 600 for the Day Rate and 10 for the OT Base, the hourly rate will be 60.

1.5x after 8 hours forever – this will calculate the hourly rate based on paying the person straight time for the first 8 hours, and then time-and-a-half for all hours after the 8th hour. For instance, if you enter 600 for the Day Rate and 10 for the OT Base, the hourly rate will be 54.5455. The math works out this way:

$$\begin{array}{rcl}
 54.5455 \times 8 \text{ hours} \times 1 & = & 436.364 \\
 54.5455 \times 2 \text{ hours} \times 1.5 & = & 163.6365 \\
 \hline
 \text{TOTAL} & & 600.0005
 \end{array}$$

1.5x after 8 hours; 2x after 12 hours – this will calculate the hourly rate based on paying the person straight time for the first 8 hours, time-and-a-half for hours 9-12, and double-time after the 12th hour.

Note: There will be no difference in the hourly rate calculation between these last two options *unless* the OT Base is greater than 12.

For instance, if you enter 600 for the Day Rate and 14 for the OT Base, the hourly rate will be 33.3333. The math works out this way:

$$\begin{array}{rcl}
 33.3333 \times 8 \text{ hours} \times 1 & = & 266.6664 \\
 33.3333 \times 4 \text{ hours} \times 1.5 & = & 199.9998 \\
 33.3333 \times 2 \text{ hours} \times 2 & = & 133.3332 \\
 \hline
 \text{TOTAL} & & 599.9994
 \end{array}$$

I will enter the hourly rates manually – choosing this option will “unlock” the Hourly Rate column in that particular area, and you will now need to type in an amount manually. If you don’t, overtime will not be calculated when you enter data in the Overtime columns.

5.5 ‘No’ Columns tab

Each of the detail budget pages of TrueBudget has a ‘No’ (short for Number) column. If you do not wish to have this column on a particular page, you may hide it by unchecking the box next to the particular page.

5.6 Actual tab

Actualizing to the Cost Summary sheet

In addition to actualizing to the various Line Numbers on the detail budget pages, TrueBudget also allows you to actualize to certain Line Numbers on the Cost Summary sheet; specifically to Lines 17, 18, 19, and 22. These will all be turned on by default. If you no longer want to be able to actualize to one of those Line Numbers, uncheck the box for the corresponding Line Number.

To actualize to these lines on the various logs, enter 'CS', followed by the number. For instance, to actualize to Line 17 of the Cost Summary sheet, enter 'CS17'.

Pop-up box showing a breakdown of actualized costs

Also included on this tab is the ability to turn on or off the pop-up box that will appear when you select a cell in the Actual column on the budget pages. This pop-up box will show you a breakdown of all actualized costs included in the Line you have currently selected. This will be turned on by default, but if you no longer wish for this pop-up box to appear, uncheck the box next to 'Show a breakdown of costs when I select a cell in the Actual column of the budget pages'.

5.7 Buttons tab

By default, the buttons on the detail budget pages are "locked together", meaning if you press a certain button on one page, it is like you're pressing it on all pages. However, if you'd like to "unlock" a button so this does not happen, uncheck the box next to the name of the button.

5.8 Sheets tab

You can hide most of the sheets in TrueBudget. To hide a sheet, uncheck the box next to the name of that sheet.

5.9 Status Bar tab

The Status Bar can be found in the bottom left corner of the Excel window. TrueBudget allows you to have certain information appear there. You may choose to show the Estimate Total, Working Total, Working Variance, Actual Total, and Actual Variance. You may also hide each of these. To show one, check the box next to its name. To hide one, uncheck the box next to its name.

5.10 Tab Colors tab

TrueBudget allows you to change the colors of the tabs for most of the sheets in the file. To change the color of a tab, use the drop-down menu next to the sheet name and choose the color you would like. If you'd like to use a color not in the list of choices, choose 'Custom'. You'll then need to type in the Red, Green, and Blue values for that color.

5.11 Protection tab

You may partially change the protection on most sheets in TrueBudget so that you can change the text in certain cells, as well as change the formatting (font size & color, background color, bold, italics, etc) of all cells. Please note: this will *not* fully unprotect the sheets. We have chosen not to allow the sheets to be fully unprotected, so that no one accidentally deletes a formula. Deleting formulas will cause TrueBudget to not function correctly.

If you wish to be able to change the formatting on a sheet, uncheck the box next to the sheet name. Once you have made the changes to that sheet, we recommend you re-check the box, so it is once again fully protected.

CHAPTER 6: CHART OF ACCOUNTS

TrueBudget allows you to assign your own account numbers to each Line Number, for easier importing of the actualized data into your own accounting software.

To open the Chart of Accounts sheet, click the 'Options' button on the Menu sheet or TrueBudget ribbon tab. Then select the 'Sheets' tab. Check the box next to 'Chart of Accounts'. The Chart of Accounts tab should appear in the bottom of the Excel window, to the left of the Cost Summary tab.

Inputting Account Numbers

On the Chart of Accounts sheet you will see each section of the budget, with every Line Number included. Next to the Line Description is a column labeled 'ACCT #'. Place the custom account number in this column for all Line Numbers of the budget. For the labor sections of the budget, you will also see columns for 'FRINGE ACCT #' and 'PH&W ACCT #'. Be sure to place account numbers in these columns, as well.

Note: you may use the same account number multiple times on the sheet.

Exporting the Chart of Accounts sheet

You may export the Chart of Accounts sheet as a separate Excel file. This way, you will have it if you ever need to import it into another TrueBudget file. To export the sheet, press the 'Export' button at the top of the sheet.

Importing the Chart of Accounts sheet

If you've previously exported the Chart of Accounts sheet, you can import it into any TrueBudget file. To do so, press the 'Import' button at the top of the sheet.

Exporting a Chart of Accounts Report

The Chart of Accounts sheet allows you to export a Chart of Accounts Report in Excel format. This report lists each Acct # and the dollar amount linked to that Acct #, based on how you filled out the Chart of Accounts sheet. To export this report, click the 'Export Report' button at the top of the sheet.

Options

To open the Chart of Accounts sheet Options menu, press the 'Options' button at the top of the sheet.

☐ Show the Total columns

The Chart of Accounts sheet can display the total for each Line Number, including the Fringes total and PH&W total. If you'd like to display this, check the box shown above.

☐ I will enter an Acct # for the Production Fee

If you'd like to enter an Account Number for the Production Fee amount, check the box shown above. A new row will appear near the bottom of the sheet, in the Cost Summary section, where you will be able to enter it.

☐ I will enter an Acct # for the Insurance

If you'd like to enter an Account Number for the Insurance amount, check the box shown above. A new row will appear near the bottom of the sheet, in the Cost Summary section, where you will be able to enter it.

☐ On the Report, include Acct #'s that have a total of zero

By default, TrueBudget will not include Account Numbers on the Chart of Accounts Report that do not have a dollar amount associated with it. However, if you would like those Account Numbers to appear on the Report, check the box shown above.

☐ Before creating Report, confirm I have entered Acct #'s for all Line Numbers with a non-zero total

Before you export the Chart of Accounts Report, TrueBudget can alert you to any Line Numbers with a dollar amount associated with it that does not have an Account Number assigned to it. If you would like it to do this, check the box shown above.

Select your choice for the Line Descriptions on this page:

☒ I want to use the Line Descriptions from the budget pages

☐ I will enter my own Line Descriptions on this sheet

On the Chart of Accounts sheet, you may choose to use the Line Descriptions as they appear on the budget pages, or you may choose to enter your own Line Descriptions.

If you'd like to use the Line Descriptions as they appear on the budget pages, select 'I want to use the Line Descriptions from the budget pages'.

If you'd like to enter your own Line Descriptions, select 'I will enter my own Line Descriptions on this sheet'. If you choose this option, you'll then see the following checkbox.

☐ Use the Line Descriptions I enter here on the budget

If you check this box, the Line Descriptions on the budget pages will be replaced with whatever you enter on this sheet. In addition, the Line Description columns on the budget pages will become "locked", and you will not be able to change them. The only way to change the Line Descriptions at that point will be on the Chart of Accounts sheet.

If you uncheck the box, the Line Descriptions that were previously on the budget pages will again appear there, and those columns will once again be "unlocked".