

Film, A.I.C.P. Commercial & Music Video  
Production Budget Forms

# BUDGET FORMS PRO™

A MICROSOFT EXCEL® TEMPLATE

7 Page Budget Forms Complete With Top Sheet  
3 Different Production Budgets



See complete list of forms on back

PC & MAC

# USER GUIDE

**Budget Forms Pro™**  
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## **Getting Started**

Budget Forms Pro for Excel is designed to work with the Microsoft Excel program. You will need to have a copy of Excel installed on your computer in order to open, enter and save information onto the Budget Forms Pro forms.

If you are not familiar with the Microsoft Excel program or the version of Excel that you will be using, then we recommend that you visit the Microsoft Excel website to download information on the Excel program you will be using.

This user guide assumes that you already have a fundamental understanding and working knowledge of the Excel Program.

BE FOR YOU BEGIN - ALWAYS start with an unused copy of the Budget Forms Pro template. This is to ensure that you have the complete Budget Forms Program with out any missing formulas or information. A non-functional cell will cause a miscalculation.

## **Register Your Software**

To register your copy of Budget Forms Pro, log onto our website ([www.movieforms.com](http://www.movieforms.com)) and register your software. Registered users are entitled to technical support, special offers, and discounts.

## **Budget Forms Pro For Excel - Introduction**

Budget Forms Pro For Excel contains three different professional budgeting templates that work with the Microsoft Excel software program.

All of the Budget Forms Pro budget forms have been updated to reflect current production practices and categories. Each set of Budget Forms Pro budgeting forms includes a Top Sheet with all relevant production information including the complete budget breakdown and total.

Each Budget Forms Pro budget template have been programmed to calculate all costs and enter the amount into the estimation column and place the totals amounts onto the Budget Forms Pro top sheet.

The Film, Documentary, Video, Digital Video, Hi Def & New Media Budget Template is a complete 7 page set of professional budgeting forms for all areas of productions including pre production, post production & distribution.

The Commercial Budget Template is a complete 7page set of professional budgeting forms for all areas commercial productions include pre & post-production. This is the standard budgeting form used throughout the commercial industry. This Commercial budget form is based on the Association of Independent Commercial Producer (A.I.C.P.) budget form.

The Music Video Budget Template is a complete 7page set of professional budgeting forms for all areas music video productions includes prep & post-production. This is the standard Music Video budgeting form.

## **Working With Budget Forms Pro**

On the Budget Forms Pro CD Rom there are two types of budgeting templates for each of the Budget Forms Pro Commercial, Music Video & Film budgets.

Template one is designed and programmed with a “0” (zero) amount in each of the active cells on the budget pages. Replace the “0” with your new budget amount. The new amount will be entered as a number not as a dollars amount. If there is no new amount to be entered into the cell then, leave the zero amounts in the cell. DO NOT ease the “0” or it could cause a miscalculation.

This budget can also serve as a reference guide. Each “0” amount shows where each of the active cells are and which cell are active.

Template two is designed and programmed with a dollar amount (\$) displayed in all appropriate cells. Template two cells that contain \$ 00.00 are programmed to display the amount entered as a dollar amount. DO NOT ease the “\$ 00.00” or it will cause a miscalculation. When any amount is entered into the cells on this template it will be displayed as a dollar amount.

These Budget Forms Pro templates will print out best for clients and producers who want to see the budget and totals displayed in dollar.

### **Entering Information Onto The Budget Forms Pro Template.**

Enter information onto the Budget Form Pro template by clicking onto the cell and entering the information into the cell or on the formula bar.

NOTE - Excel will only recognizes two types of cell entries, text (label) and number (or value). Numeric cell entries are those that consist solely of numbers or calculable formulas. Text entries are those that consist of all letters or a combination of letters, numbers, and punctuation.

Excel gives you a choice between entering information in the cell or on the formula bar. Entering information right in the cell is usually the most efficient, but, when dealing with long text entries, enter the information in the formula bar. Excel will expand the formula bar to as many rows as necessary to display the entire cell contents.

Any of the cells with a “0” or “00.00” will be a cell containing a formula. Many cells are part of a formula; if the contents of the cell are lost it may cause a miscalculation.

### **Budget Forms Pro Presets**

There are cells on the Budget Forms Pro form where entering an amount will be calculated as a percentage on the budget form. These cells have been preset with a percentage amount most common on production budgets.

To change any of the percentage amounts simply click onto the cell and enter a new percentage amount into the cell or on the formula bar.

The following areas have been preset with a percentage amount:

#### **1. Top Sheet**

Insurance is set at 4%

Production Fee is set at 20%

Contingency is set at 10%

#### **2. Page 1**

A: Pre-Pro/Wrap

PT/P&W is set at 20%

B: Shoot

PT/P&W is set at 20%

#### **3. Page 3**

G. Set Construction

PT/P&W is set at 20%

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#### 4. Page 5

M. Talent

266. Payroll / P&W is set at 20%

269. Agent Fee is set at 10%

270. Payroll Service is set at 10%

### **Customizing Your Budget**

The Budget Forms Pro budget templates contain programming information that is “unlocked” and can be changed to fit your production needs.

#### **Changing Cell Names**

Changing the line item cell names allows you to add line items that are unique to your own production.

Click on the cell that has the line item you want to change.

Example: 203. Helicopter

The cell should be highlighted and appear in the formula bar.

Next, go to the formula bar and highlight “Helicopter”.

DO NOT highlight the number 203. Delete “Helicopter” and type in the name of the new line item.

Example: Boat

Hit Enter or Return and the cell should now read “203. Boat”.

### **Printing A Budget Forms Pro Form**

Before Printing a Budget Forms Pro form review the Budget Forms Pro form in the Print Preview mode. Checking the Budget Forms Pro budget pages in Print Preview will insure that the Budget Forms Pro form will print out correctly. In Print Preview you will be able to check the margins setting and adjust the page breaks.

By adjusting the budget form print settings, each pages can be centered and adjusted to fit onto the printed page with no information overlapping onto the next page.

### **Adjusting Page Breaks**

Print Preview or Page Break Preview will show where the page breaks occur. Page Break Preview does this by drawing lines between columns and rows in the budget form that indicate the limits of each page. You can then manipulate the page breaks by dragging these lines to new columns and rows.

Adjust the column width by setting the mouse pointer on the line right after the column letter or letters. The mouse pointer will turn into a line with two arrows coming out from each side. Press the mouse button down and drag left to make the column narrower. Releasing the mouse button will execute the change in width. By making the column widths smaller the budget form will adjust to fit onto the page. Choose columns that have extra space so that the adjustment to the column won't affect the value entered into the cell.

Adjusting The Columns Width will correct the budget form from the problem of overshooting the page when printed. By adjusting the column width the budget form will be able to fit in the margin setting of the page.

Adjusting the Print Margins setting should also fit the budget form onto the page.

Centered the budget form page will also help to size the budget form onto the page for a better fit.

### **Setting The Print Margins & Centering The Budget Forms Pro Page With The Excel Page Setup Box.**

Open the Excel Page Setup box, found under the File drop down menu and click onto the margin tab.



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Begin resetting the margins by checking off the Horizontal and Vertical boxes in the Center On Page area.

Next, if the budget pages are not fitting onto the whole page in Print Preview. Then, the top, left, right, bottom margins will need to be reset as well as the header and footer. This is trial and error since each printer has its own default settings.

Begin by setting all values to zero then adjust the settings by entering a new number or scroll through the Margin presets to find the setting that will print out the whole page.

After resetting the Margins click onto the Print Preview to view the new settings. If it is still not fitting on to the whole page then, go back to Page Setup and readjust the settings.

If the right and left side of the page is still a problem then adjusting the column width will allow the budget form to fit onto the page.

### **Resizing Budget Forms To Print**

If the top and bottom are overshooting the page after resetting the margins and centering the page then, click onto the option button in the margin setting. This will open the your printers page setup window. There you can reduce the size of the page from 100% to 90% or whatever size will allow you to print the entire page.

### **Printing**

To print, select the “Print” command through the “File” menu.

### **Excel Defaults**

Excel has a number of default print settings that it automatically puts into effect when you first print a spreadsheet.

print settings include portrait rather than landscape orientation

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Printing at 100% of normal size

Print quality medium (on printers that support different print quality modes)

Letter (8.5 x 11 in.) paper size

Top and bottom margins of 1 inch

Left and right margins of 0.75 inch

Header and footer margins of 0.5 inch (with no header or footer defined)

No printing of the column and row gridlines that define the cells in the worksheet

No printing of the column letters and row numbers associated with the cells within the Print Area in the worksheet

No printing of the comments attached to cells included in the Print Area

Paging order down the rows of the Print Area and then across the columns

Printing a single copy of all the pages generated from a Print Area that includes all the data in the Budget Forms Pro form.

## **Customer Service/Technical Support**

B & G Designs provides customer service and technical support for all of its products. Our staff is available to help you with any problems Monday through Friday from 9 A.M. to 5 P.M. Pacific Standard Time. (323) 656 3202 or email us at [info@movieformspro.com](mailto:info@movieformspro.com)

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