

MOVIE MAGIC

BUDGETING 7



QUICK TIPS

MAC® KEYBOARD SHORTCUTS

Function (by menu)	MMB Shortcut Key	Classic MMB Shortcut Key
File Menu		
New Budget	CMD + N	CMD + N
Save	CMD + S	CMD + S
Save As	SHIFT + CMD + S	SHIFT + CMD + S
Print Setup	CMD + P	CMD + P
Print Preview	SHIFT + CMD + V	SHIFT + CMD + V
Print	SHIFT + CMD + P	SHIFT + CMD + P
Exit	CMD + Q	CMD + Q
Edit Menu		
Insert Row	CMD + I	CMD + I
Insert Subtotal	CMD + =	CMD + =
Delete Row	CMD + D	
Select All	CMD + A, SHIFT + F4	CMD + A, SHIFT + F4
Select Row	SHIFT + CTRL + `	CTRL + `
Replace	SHIFT + CMD + F	SHIFT + CMD + H
Tools Menu		
View/Apply Fringes	CMD + 1, F5, SHIFT + F1	CMD + 1, F1
View/Apply Groups	CMD + 2, F6, SHIFT + F2	CMD + 2, F2
Setup Menu		
Budget Preferences	CMD + 9	CMD + ,
Globals	CMD + G	CMD + G
Fringes	CMD + 3	CMD + 3
Groups	CMD + 4	CMD + 4
Locations	CMD + 5	CMD + 5
Currencies	CMD + 6	CMD + 6
Units	CMD + 7	CMD + 7
Sets	CMD + 8	CMD + 8
Data Menu		
Recalculate	CMD + F9	SHIFT + CMD + F9
Reset Session Totals	CMD + F11	F5
Show/Hide Orig. & Var. Columns	SHIFT + F5	SHIFT + F5
Make Fringe Range	CMD + R	CMD + R
Remove Fringe Range	SHIFT + CMD + R	SHIFT + CMD + R
Apply Note	SHIFT + CMD + [space bar]	SHIFT + CMD + [space bar]
Go To Menu		
Topsheet	CMD + T, ALT + 1	CMD + T, ALT + 1
Accounts	CMD + E, ALT + 2	SHIFT + CMD + E, ALT + F9
Details	CMD + K, ALT + 3	SHIFT + CMD + D, ALT + 3
Up from Selection	CMD + ↑, F7	CMD + ↑, F7
Down into Selection	CMD + ↓, F8	CMD + ↓, F8
Previous	CMD + ←	CMD + ←, CMD + F9
Next	CMD + →	CMD + →, CMD + F10
Jump to Account	CMD + J	CMD + J

NEW FEATURES

Apply a Credit

With the advent of production incentive programs around the world, it is becoming more and more necessary to identify any potential credits or rebates within the budget. Movie Magic Budgeting 7 (MMB 7) provides a powerful new tool to do just that. To get started, either right-click any line on the Topsheet and select **Apply a Credit** or press the **(CR)** button in the top toolbar. A new instance of an Applied Credit window will appear.

First, name the credit in the **Name** field. Next, add the overall credit cap if there is one. The **Applied Credit Cap** field is used to set a limit on the total amount of the credit available in a particular locale. The

Type	Name	Desc	Gross Total	Excl Fringes	Net Total	Cap Type	Cap	%	Credit Amt	Cap Var
1	Group Q Spend	Qualified S...	8,292,386	63,201	8,229,185	CR	1,000,000	20	1,000,000	645,837
2	Group Q Mat	Qualified M...	92,640	0	92,640	CR	250,000	50	46,320	303,680
3	Total		8,385,026	63,201	8,321,825				1,046,320	

Discount % field is used to apply a discount to the overall credit. For example, if the credit is being brokered and there is a broker's percentage fee, you can use this field to discount the entire credit by this percentage. You also can add an account number in the **Account Number** field that will appear on your Topsheet. Next, add a flat amount (labeled as "User") by clicking the **Include Amount** button. Or, if you have grouped qualified spend lines in your budget, click the **Include Group** button and select a group to be used as the basis for the credit calculation. Click **Exclude Fringes** to exclude any unqualified fringe benefits from the credit.

If there is no cap on the group total or line total, leave the cap type as **None** and leave the **Cap** field blank. Then just enter the percentage of the credit in the **Percentage** field. If there is a cap, determine whether the cap is based on qualified spend or on the total credit amount available. Use the drop-down menu and select **QS** for qualified spend cap or **CR** for credit cap.

For example, you may be shooting in a location that returns 15% on a maximum of \$500,000 of local qualified labor costs. To apply this **qualified spend cap**, include a group tagged with qualified labor, then enter 500,000 in the **Cap** field. Next select **QS** (Qualified Spend) as the cap type. Finally, enter 15 in the **Percentage** field. The system will calculate the 15% and stop once the qualified spend amount reaches 500,000. Any tagged lines totaling more than 500,000 will be displayed in green in the **Cap Variance** column.

The other cap type is a **credit cap**. For example, you may be shooting in a location that allows a 20% return on all expendable purchases with a limit of \$100,000 for the credit. To calculate this credit cap, include a group tagged with expendable purchases. Then enter 100,000 in the **Cap** field and select **CR** (Credit Cap) as the cap type. Finally, enter 20 in the **Percentage** field and the system will calculate 20% of that group until it reaches the limit of \$100,000.

In Summary:

Qualified Spend Cap = Net Total (up to the cap amount) X percentage

Credit Cap = Percentage X Net Total (up to the cap amount)

There may be multiple types of production spend that are eligible for a tax credit in a particular locale. For instance, local labor may qualify for a 25% credit, whereas distant labor may qualify for 20%. In the Applied Credit window, you can add as many lines as necessary to cover all the different qualified spend credits particular to that locale. Also note that you can add as many instances of credits as you like simply by creating a new Applied Credit for each credit or rebate scenario. Each instance of the Applied Credit will appear below the Grand Total on the Top-sheet.

Use the MMB 7 Default or Classic MMB Keyboard

Choose between the default MMB 7 keyboard navigation and the Classic MMB keyboard navigation. Go to **Options > Keyboard Navigation** and select the keyboard layout you are most comfortable with. Save and shut down MMB 7. Re-open any budget and begin working with the keyboard you have selected. Certain behaviors will change, such as the behavior of the **Enter** key as well as the right and left arrow keys. See elsewhere in this Quick Tips card for a list of the keyboard shortcuts.

Import Movie Magic Scheduling 5 Library Files

Now you can import all Categories and Elements from a Movie Magic Scheduling 5 (MMS 5) file into a Budgeting Library. To do this, first you'll need a library file that has been exported from MMS 5. Next, go to **Library > Show Library Manager**. Click the **Open** button at the bottom of the left panel. Select the MMS 5 library export file and click **Open**. The Library will appear in the list to the left, and when selected, the Categories will appear on the right. To add the Elements to your budget, go to a Detail Account and select the entire line where you want the Elements to be inserted. Then return to the Library Manager and select a Category in the right panel and click the **Insert** button at the bottom of the right panel. Close the Library Manager and you will see that all the Elements have been added to your budget.



Exporting Budgets to Classic MMB

Before you start, always remember to recalculate (**Data > Recalculate**) and save your budget. Go to **File > Export** and select **Classic MMB**. Click **OK**. Next, choose where you would like to save this MMB file; create a file name and click **Save**. To open this file, open Classic MMB and go to **File > Open** and locate where it was saved. Do a complete recalculation before proceeding.

NOTE: Certain features, such as Global Grouping, Additional Columns, and Applied Credits, will not export to Classic MMB.

WINDOWS® KEYBOARD SHORTCUTS

Function (by menu)	MMB Shortcut Key	Classic MMB Shortcut Key
File Menu		
New Budget	CTRL + N	CTRL + N
Save	CTRL + S	CTRL + S
Save As	SHIFT + CTRL + S	SHIFT + CTRL + S
Print Setup	SHIFT + CTRL + P	CTRL + P
Print	CTRL + P	SHIFT + CTRL + P
Exit	CTRL + Q	CTRL + Q
Edit Menu		
Insert Row	CTRL + I	CTRL + I
Insert Subtotal	CTRL + =	CTRL + =
Delete Row	CTRL + D	DELETE
Select All	CTRL + A, SHIFT + F4	CTRL + A, SHIFT + F4
Select Row	SHIFT + CTRL + `	CTRL + `
Replace	CTRL + H	CTRL + H
Tools Menu		
View/Apply Fringes	CTRL + 1, F5, SHIFT + F1	CTRL + 1, F1
View/Apply Groups	CTRL + 2, F6, SHIFT + F2	CTRL + 2, F2
Setup Menu		
Budget Preferences	CTRL + 9	SHIFT + CTRL + 9
Globals	CTRL + G	CTRL + G
Fringes	CTRL + 3	CTRL + 3
Groups	CTRL + 4	CTRL + 4
Locations	CTRL + 5	CTRL + 5
Currencies	CTRL + 6	CTRL + 6
Units	CTRL + 7	CTRL + 7
Sets	CTRL + 8	CTRL + 8
Data Menu		
Recalculate	F9	CTRL + F9
Reset Session Totals	F11	F5
Show/Hide Orig. & Var. Columns	SHIFT + F5	SHIFT + F5
Make Fringe Range	CTRL + R	CTRL + R
Remove Fringe Range	SHIFT + CTRL + R	SHIFT + CTRL + R
Note	CTRL + [space bar]	SHIFT+CTRL+[spacebar]
Go To Menu		
Topsheet	CTRL + T, ALT + 1	CTRL + T, ALT + 1
Accounts	CTRL + E, ALT + 2	SHIFT+CTRL+E,SHIFT+F9
Details	CTRL + K, ALT + 3	SHIFT + CTRL + D, ALT + 3
Up from Selection	CTRL + ↑, F7	CTRL + U, F7
Down into Selection	CTRL + ↓, F8	CTRL + D, F8
Previous	CTRL + ←	CTRL + ←, F9
Next	CTRL + →	CTRL + →, F10
Jump to Account	CTRL + J	CTRL + J

COMMON FAQs

Where are the toggle buttons for the Set, Currencies, Locations, etc., columns?

These now appear only in the window when the Details Level is open because that is the only area where they apply.

Can I hide the Net Total once I have Credits applied to the Topsheet?

Yes, there are two ways to hide the Net Total. The first way is to right-click the green header bar of the Topsheet. Select **Hide Net Total** and the Net Total will be hidden. The second way is to select **Data > Hide Net Total** in the menu bar.

What is the new Active Total column in the Groups Setup window?

The Active Total column was added to reflect more accurately what is active in the budget. The Total column shows the total amount of money for each line tagged in the budget by that group. The Active Total column shows what is actually active in the budget based on your Include/Exclude settings in the Groups Setup window.

How do I set up the Topsheet header?

Go to **File > Print Setup**. Click the **Edit Header/Footer** button atop the Print Setup window and choose **Topsheet Only**. Next, enter the text for the Center, Right, and Left Margins (a limit of 11 lines, including spaces). Select additional text to include, such as Date, Time, Budget #, by clicking on the **Insert Text** button and choosing from the drop-down menu.

Where are the session totals that were previously at the bottom of the screen?

Those have been moved to the top of the Budgeting window to be more at eye level.

How do I link cells from the 4th Level to a Detail Account?

You can link the sum of any cell in the 4th Level worksheet to one or more cells in any Detail Account. Once you've created your 4th Level worksheet, go to the account and identify the link by entering = (equal sign) in the destination cell. Click back to the 4th Level in the cell you want to link to and press **Enter**. You will be brought back to the Details Account. Notice the sum of the 4th Level cell is now contained in that Detail field. Change the 4th Level worksheet, and the Detail Account will be dynamically updated.

When copying and pasting between two or more budgets, do my Fringes and Globals copy/paste automatically?

Only those Fringes, Globals, Groups, etc., associated with that Account(s) will be copied into the destination budget. **NOTE:** In the event you are pasting into a budget that contains Globals of the same name, the calculation value of the destination budget's Globals will prevail.

How do I use the Find/Replace feature?

Use this feature to make changes quickly and easily across the entire budget. Go to **Edit > Replace**. Enter the text/value you want to substitute in the **Find What** field, and enter the new text/value in the **Replace With** field. Click **OK** to proceed, and select **Replace All** if you want to replace the text/value across the entire budget.

How do I use the Notes feature?

You can apply a Note to any level of the budget and later print a report containing all of your Notes. Go to **Data > Note** and the Note box will appear. Use this feature as a reminder to research or add certain cost items to your budget, or use it as a means for keeping an audit trail of changes made among budget versions. You can print your Notes by selecting the **Include in Print Report** option.

How do I lock my budget so I can view any changes made during this session?

Go to the Topsheet or Accounts Level, right-click on the green account description bar and select **Update Original Column Totals**, then right-click again and select **Show Original & Variance Column**. Next, go to **Setup > Budget Preferences** and check the **Lock Original Totals for Comparison** box. Any changes made from that point on will appear in the Variance column.

REMEMBER

A free PDF download of the MMB 7 User Manual is available in the Support section of our website at www.movie-magic.com. Click the green Support button on the right-hand side of the page and search for **MM User Manual**. The page will reload with your search results. Click the **Movie Magic Budgeting 7 User Manual** link under **Documents** to download the PDF.

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