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support@ep.com
Email is answered within 24 business hours. This is an excellent method to obtain support when the need is not immediate.

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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 inside the Site Search bar 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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BUDGETING 7



QUICK TIPS

