

Guidelines for Discovery Global Budget Template- using Movie Magic

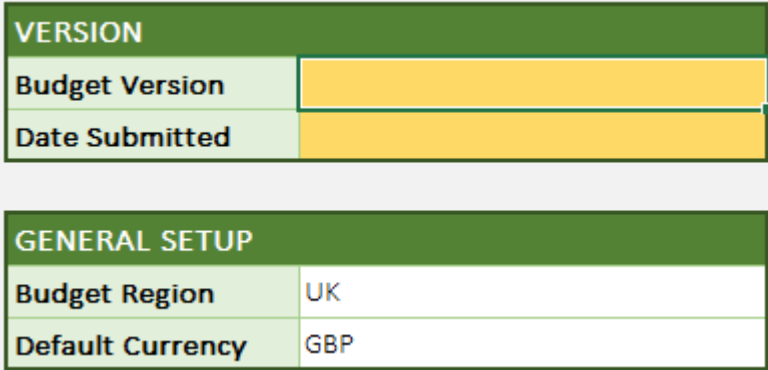
Below is a guide to get you through some of the new practices Discovery is rolling out. All budgets, schedules, and assumptions need to be submitted into Producer's Portal. Please follow instructions carefully to avoid delays. If you have questions or problems, please contact your Discovery Production Management Team.

Documents needed: Presently available in the zip file, but can also be found on Producer's Portal under Deals/Production Guide/Discovery Networks US/Contract Negotiation/Budget, Cash flow, Payment schedule):

- Movie Magic template
- Excel assumptions page
- Excel schedule
- Excel Chart of accounts

Movie Magic budget	
<p>Before you begin creating your budget, you will need to be sure you are using Movie Magic version 10.</p>	<p>Go to https://www.ep.com/home/managing-production/movie-magic-budgeting/ and subscribe to version 10, which is now cloud-based.</p>
<p>Use MM Discovery template as you would normally build your budget. Template is pre-built with all available cost categories and sub categories.</p>	<p><u>Some important rules to follow:</u></p> <p>You may not add codes or categories to your budget. If you have questions as to where to map your line item, please contact PMD.</p> <p>You may not alter from following units or spelling: hours, weeks, nights, days, months, episodes, fixed, flights, or allow.</p> <p>Currencies need to be following only: USD, CAD, EUR, GBP, BRL, DKK, NOK, SEK, AUD, INR, SDG, JPY, CNY.</p> <p>Budget top sheet needs to contain: project title, production company, number of episodes, draft version, and date of budget.</p> <p>Not all codes will be applicable to your specific show, use only those needed.</p>

Submitting your Budget	
Once budget is complete, save file as pdf with following naming convention:	show title_season_ep order_version_year_budget (EX FunkyMonkey_s8_6x60_v3_2019_budget)
Export mm budget into xml file and save on hard drive.	
To upload to Producers Portal, follow the instructions on page 4	Upload xml and pdf versions into “contract Exhibit-Production Budget (Movie Magic XML/Excel)

Assumptions	
<p>Access the budget assumptions in the excel file. First complete these two boxes on the Assumption tab.</p> <p>Please ensure your version numbering correlates to the Budget version.</p> <p>Select your budget region based on the location of the Originating Network you are producing for.</p> <p>Select your currency based on the main currency used in your budget.</p>	
<p>Complete the main information section. Any cells in yellow must be completed otherwise the assumptions will be rejected when you upload your budget to the Producer’s Portal.</p> <p>Not all fields of assumptions page will apply to your specific show, fill in all that are applicable and leave blank those that are not.</p>	
Submitting your Assumptions	
Once assumptions are complete, save file as xls with following naming convention:	show title_season_ep order_version_year_assumptions (EX FunkyMonkey_s8_6x60_v3_2019_assumptions)
To upload to Producers Portal, follow the instructions on page 4	Upload xml assumptions document under “contract Exhibit-Production Budget (Movie Magic XML/Excel)”

Schedule	
<p>Complete both tabs: Production Schedule and Viewing Schedule.</p> <p>Fill out schedule template with dates for entire duration of calendar, and complete the staffing schedule section highlighted in yellow.</p> <p>Complete the viewing schedule tab with anticipated dates for viewings and master delivery.</p> <p>An Example Schedule is available on the Producer Portal</p>	<p><u>Some important points to note:</u> You may add rows and columns to fit the needs of your production.</p> <p>For the staffing schedule, you are free to label the columns based on your staff set up.</p> <p>Use a 1 to indicate each full working week that staff member is budgeted for, or 0.5 etc to indicate if part time. This allows you to see the total number of weeks you need this staff member budgeted for.</p>
Submitting your schedule	
Once schedule is complete, save file as .xls with following naming convention:	show title_season_ep order_version_year_schedule (EX FunkyMonkey_s8_6x60_v3_2019_schedule).
To upload to Producers Portal, follow the instructions on page 4	Upload Schedule excel file to producer's portal under Production Schedule.

Contract Exhibit – Production Budget & Assumptions: Upload Process

Excel

- Complete budget & assumptions using Excel template provided with Discovery Chart of Accounts
- Save to your hard drive

Movie Magic & Excel

- Complete budget in Movie Magic using Discovery Chart of Accounts
- Complete Budget Assumptions using Discovery Excel template
- Export Movie Magic to XML file
- Save XML and Assumptions in Excel



- I. Locate your **Project** and click on **Document Deliverables** tab
- II. Locate the **Contract Exhibit – Production Budget (Movie Magic XML / Excel)** deliverable type

Project Details
Document Deliverables
 Media Deliverables
 Schedule

Training Project 2 - Deliverables

Deliverable Name: Show
 Deliverable Type: Select Deliverable Type...
 Search Clear Show

Upload Use the icon in the column headers below to filter the results.

Deliverable Name	Program - Episode Number
<input type="checkbox"/> Contract Exhibit - Production Schedule	All Episodes
<input type="checkbox"/> Contract Exhibit - Program Deliverables	All Episodes
<input checked="" type="checkbox"/> Contract Exhibit - Production Budget (Movie Magic XML/Excel)	All Episodes
<input type="checkbox"/> Cost Report	All Episodes
<input type="checkbox"/> Cost Report - Final	All Episodes

- III. Click the checkbox next to the Deliverable Name and click **Upload**
- IV. **Attach:**
 - **Excel** file (containing Assumptions and Budget Detail) **OR**
 - **Movie Magic XML** export and the **Excel** file (containing Assumptions)
- V. In the dialog box, scroll to the bottom, select the **Budget Type** (Series, Pilot, Overage, etc.), and click **Upload**

Upload

Contract Exhibit – Production Budget (Movie Magic XML/Excel)

File(s)
 Add File:
 Choose Files

Name	Size	Remove
<input type="checkbox"/> Training 2-Episode 6		
<input type="checkbox"/> Training 2-Episode 7		
<input type="checkbox"/> Training 2-Episode 8		
<input type="checkbox"/> Training 2-Episode 9		
<input type="checkbox"/> Training 2-Episode 10		

File upload limited to 100 files per upload. Additional files will be **Deliverable Info**

Deliverable Characteristics
 Production Budget Type:

Upload Cancel