

Hours+: How to Generate a Hot Cost Report

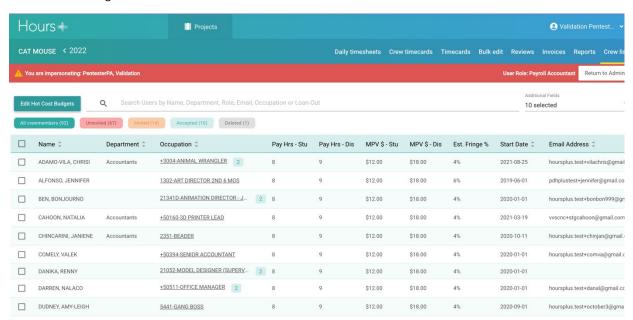
The Hot Cost Report allows you to use actual timecard data to see your show's estimated spending, day by day.

You can use the Hot Cost Report to:

- Check actuals against budgeted pay hours and labor
- Factor in estimated fringes
- See meal penalties and turnaround penalties
- Use Excel to pivot by episode or department

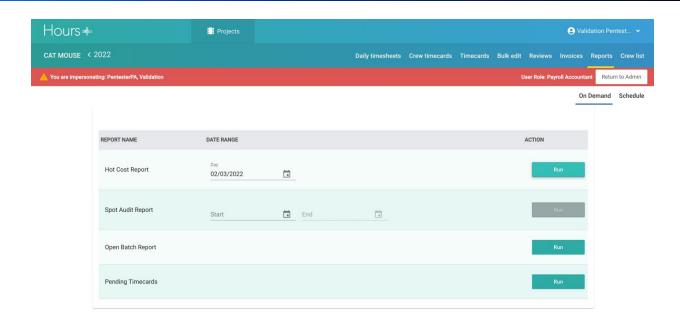
Follow the steps below to run a Hot Cost Report:

1. Click the Crew List tab to input the hot cost estimates, including pay hours, meal penalties, and fringe estimates.



- 2. Click the Daily Timesheets tab to fill out times and other required fields to populate your timecards before running your report.
- 3. Once all required fields have been added, click the **Reports** tab.
- 4. Next to "Hot Cost Report," select a day.
- 5. Click Run.





6. An Excel file will be exported to your device, complete with formulas and conditional formatting to help you change the values that are important to you.

Note: MS Excel might warn you that it found a problem with some of the content in the file. You can proceed through this warning. The file is safe.

Note: Pre-existing timecards may need to be re-saved before they show up in the Hot Costs Report.