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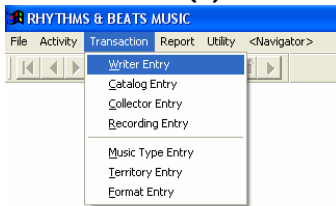
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## A. TRANSACTION FUNCTIONS

### A1. WRITER(S) ENTRY



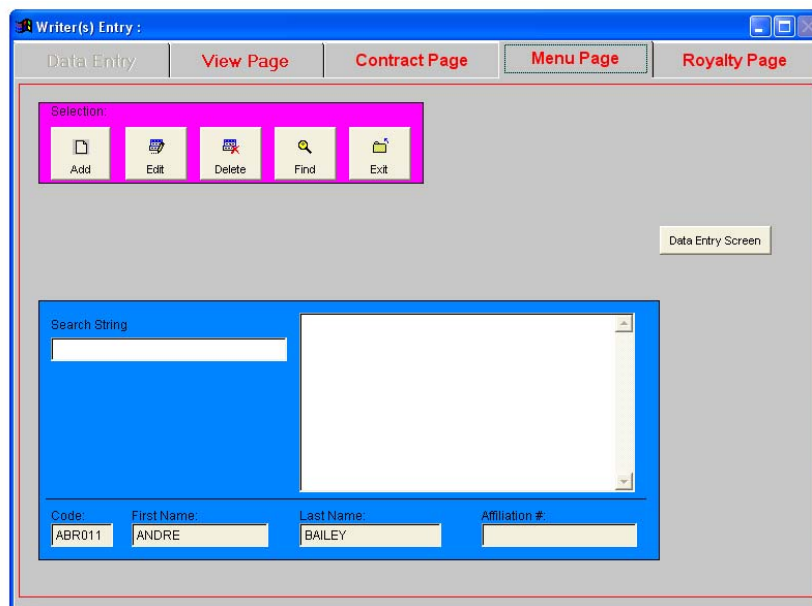
*The Writer's Entry Database is a catalog of each writer, composer and author who has signed a publishing contract with Rhythm and Beats. It serves as a general profile of the writer with current contact info, royalties accrued, and contract info.*

#### SEARCH WRITER(S) ENTRY

1. From the main navigation menu choose:  
Transaction → Writer Entry

The Writer's Entry dialogue box will open (see figure 1.1)

Figure 1.1



2. Type the name or partial name of the writer to view In the 'Search String' text box
3. Press "ENTER" on your keyboard

The results of your search will populate in the right hand results box, (see figure 1.2)

Figure 1.2

The screenshot shows a window titled 'Writer(s) Entry' with tabs for 'Data Entry', 'View Page', 'Contract Page', 'Menu Page', and 'Royalty Page'. The 'Data Entry' tab is active. At the top, there is a 'Selection' bar with icons for Add, Edit, Delete, Find, and Exit. Below this is a 'Data Entry Screen' button. The main area contains a 'Search String' text box with the letter 'd' entered. To the right of the text box is a list of names: MICHAEL MONTEITH, DONALD MEDDER, RICHARD GREEN, DAMION BYROU, JERMAINE MENDEZ, DALE VIRGO (highlighted in blue), ANDRE BAILEY, HERMAN DAVIS, BERT KENNEDY, and DAMION NELSON. At the bottom, there are fields for Code (DV0010), First Name (DALE), Last Name (VIRGO), and Affiliation #.

4. Click on the relevant writer's name, highlighting it blue (see figure 1.2)
5. Click the "DATA ENTRY SCREEN" button

The Data Entry screen for that particular writer will appear (see figure 1.3)

Figure 1.3

The screenshot shows the 'Data Entry' screen for writer DALE VIRGO. The window title is 'Writer(s) Entry' and the 'Data Entry' tab is selected. The form contains the following fields: Code (DV0010), First Name (DALE), Middle Name, Last Name (VIRGO), and DOB (11). Below these are fields for Alias (DR. DIZZLE), Address (3 HENDERSON DRIVE, INDEPENDENCE CITY, PORTMORE, ST. CATHERINE), Status (C (ACM)), Phone# ((876)408-0344), Fax #, Cel #, E-mail, and Tax Rate. There are also fields for Affiliation (JACAP), Affiliation #, and a checkbox for 'Reduce Rate Of Royalty'. At the bottom, there are sections for Mechanical (Writer: 50.00, Publisher: 50.00) and Performance (Writer: 50.00, Publisher: 50.00). A 'Contract Renewal' section includes checkboxes for Exclusive and Non-Exclusive, Start and End dates (23/06/2005 and 23/06/2010), and a Renewal field (11). A 'Comment' field is also present. At the very bottom, there are buttons for Save, Undo, Exit, Contract Renewal, and Display Royalties.

## CREATING A WRITER'S ENTRY

1. Click the "Add" button on the Menu Page screen of the Writer's Entry Dialogue Box (see figure 1.1)

A blank Data Entry screen will appear (see figure 1.4)

2. Enter the writer's information in the relevant text boxes
3. Click the 'Save' button to save changes

Figure 1.4

Writer(s) Entry :

**Data Entry** | View Page | Contract Page | Menu Page | Royalty Page

Code: 000036 | First Name: A | Middle Name: | Last Name: | DOB: //

Alias: | Address: | Status: (A/C/W)

Phone#: ( ) - | | Tax Rate: |

Fax #: ( ) - | |

Cell #: ( ) - | |

E-mail: |

Affiliation: | Affiliation #: |

CAE #: | ☐ Reduce Rate Of Royalty: Rate: |

Mechanical: Writer: | Publisher: | ☐ Exclusive ☒ Non-Exclusive | Start: // | End: // | Renewal: //

Performance: | | Comment: |

Save Undo Exit Contract Renewal Display Royalties

## EXPLANATION OF TERMS ON WRITER(S) ENTRY, DATA ENTRY PAGE (figure 1.4)

- Code: Automatically generated
- D.O.B: Writer's date of birth
- Alias: Writer's alias name
- Status (A/C/W): Designate the writer as an author, composer or writer
- Tax Rate: Local government tax rate applied to earnings
- Affiliation: Membership group that the writer is associated with (ex. JACAP, JAMMS)
- Affiliation#: Corresponding membership number
- CAE#: uniquely assigned number to the writer by SUIA
- Reduce Rate of Royalty/Rate: Determined by contract
- Mechanical - Writer/Publisher: Splits for mechanical sales
- Performance - Writer/Publisher: Splits for performances
- Exclusive/Non-Exclusive: Whether the writer's contract with Rhythms and Beats is non-exclusive or exclusive
- Start/End/Renewal: Dates relating to the contract

### *EDIT A WRITER(S) ENTRY*

1. After accessing the specific writer's Data Entry screen (figure 1.3), make changes in the relevant text boxes
2. Click the "Save" button to save changes

## VIEW A WRITER'S CURRENT ROYALTIES

To view the royalties paid to a particular writer during the current contract period:

1. Click the "Display Royalties" button on the specific writer's Data Entry page (figure 1.3)

The Royalty Page for the specific writer will be displayed (see figure 1.5)

Figure 1.5

Writer(s) Entry

Data Entry View Page Contract Page Menu Page **Royalty Page**

First Name: DALE Last Name: WRIGG

Royalty Details:

	Non-Escrow	Escrow
Total Earnings	1318642.25	
Paid-to-Date	1318642.25	0.00
Royalty Approved	0	
Unapproved	0	
Advance	0.00	
Adjustment	0.00	
Royalty Due	0.00	

Display

### EXPLANATION OF TERMS ON ROYALTY PAGE (figure 1.5)

- Total Earnings: Earnings accrued to date since contract start
- Paid-to-Date: Earnings paid to date
- Royalty Approved/Unapproved: Amount approved/unapproved to pay
- Advance: Advances (payment, equipment, services, etc.) given to the writer in lieu of royalty payments
- Adjustment: Payment against advances
- Royalty Due: Royalties to be paid at the next payment period



## VIEW/RENEW CONTRACT

*View all contracts that a writer has with Rhythm and Beats and/or renew an expiring contract:*

1. From the "Data Entry" page (figure 1.3) of a specific writer, click the "Contract Renewal" button

The Contract Page will be displayed (see figure 1.6)

Figure 1.6

Writer(s) Entry :

Data Entry View Page **Contract Page** Menu Page Royalty Page

First Name: DALE Last Name: VIRGO

**Contract Detail:**

Start: 23/06/2005 End: 23/06/2010 Renewal: 11

Comment:

Start	End Date
23/06/2005	23/06/2010

Add Save Delete Undo Exit

### EXPLANATION OF TERMS ON CONTRACT PAGE (figure 1.6)

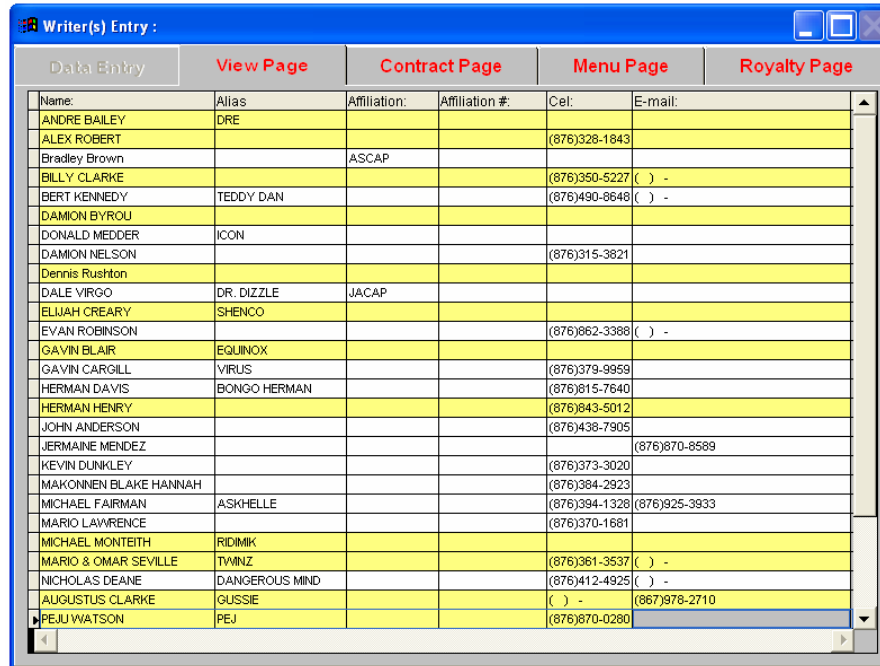
- Start/End/Renewal: Start date of contract, end date of contract and is there an option to renew
- Start/End Date grid: All contracts past and present

## VIEW ENTIRE DATABASE OF WRITERS

1. From the Writer(s) Entry Menu Page (figure 1.1), click the "View Page" tab

A complete listing of writers in the database will be displayed in a spreadsheet format (see figure 1.7)

Figure 1.7



Name	Alias	Affiliation	Affiliation #	Cel	E-mail
ANDRE BAILEY	DRE				
ALEX ROBERT				(876)328-1843	
Bradley Brown		ASCAP			
BILLY CLARKE				(876)350-5227	( ) -
BERT KENNEDY	TEDDY DAN			(876)490-8648	( ) -
DAMION BYROU					
DONALD MEDDER	ICON				
DAMION NELSON				(876)315-3821	
Dennis Rushton					
DALE VIRGO	DR. DIZZLE	JACAP			
ELIJAH CREARY	SHENCO				
EYAN ROBINSON				(876)862-3388	( ) -
GAVIN BLAIR	EQUINOX				
GAVIN CARGILL	VIRUS			(876)379-9959	
HERMAN DAVIS	BONGO HERMAN			(876)815-7640	
HERMAN HENRY				(876)843-5012	
JOHN ANDERSON				(876)438-7905	
JERMAINE MENDEZ					(876)870-8589
KEVIN DUNKLEY				(876)373-3020	
MAKONNEN BLAKE HANNAH				(876)384-2923	
MICHAEL FAIRMAN	ASKHELLE			(876)394-1328	(876)925-3933
MARIO LAWRENCE				(876)370-1681	
MICHAEL MONTEITH	RIDIMIK				
MARIO & OMAR SEVILLE	TWINZ			(876)361-3537	( ) -
NICHOLAS DEANE	DANGEROUS MIND			(876)412-4925	( ) -
AUGUSTUS CLARKE	GUSSIE			( ) -	(867)978-2710
PEJU WATSON	PEJ			(876)870-0280	

## A2. CATALOG ENTRY



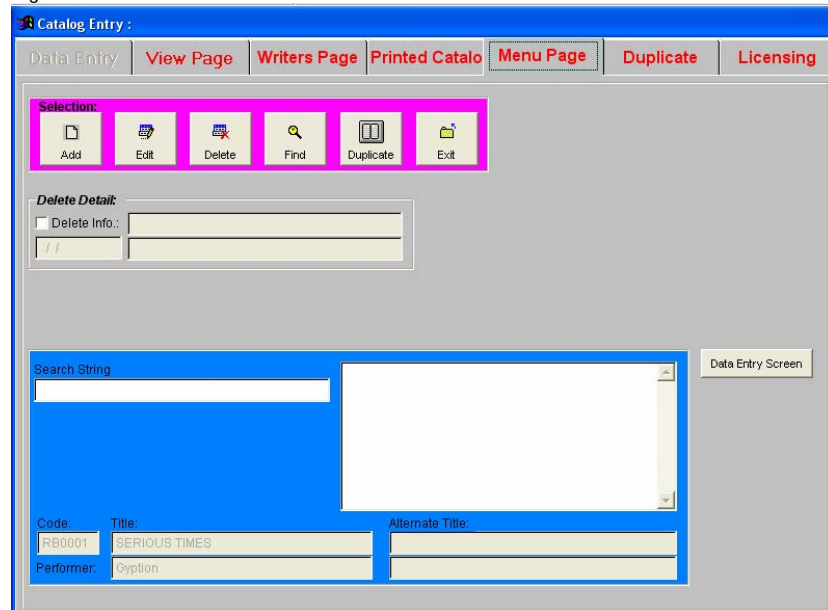
*The catalog entries are a database of tracks which Rhythms and Beats writers have an interest in. Keeping this database current and accurate allows easy recourse on royalties due and the rights of the writer relevant to the specific track.*

### SEARCH A CATALOG ENTRY

1. From the main navigation menu choose:  
Transaction → Catalog Entry

The Catalog Entry Menu Page will open (see figure 2.1)

Figure 2.1



2. Type the name or partial name of the track you are seeking into the 'Search String' text box
3. Press "ENTER" on your keyboard

The results of your search will populate in the search results box (see figure 2.2)

Figure 2.2

The screenshot shows the 'Catalog Entry' window with a blue header bar. Below the header is a navigation bar with buttons: 'Data Entry', 'View Page', 'Writers Page', 'Printed Catalog', 'Menu Page', 'Duplicate', and 'Licensing'. The 'Data Entry' button is highlighted. Below the navigation bar is a 'Selection' toolbar with icons for 'Add', 'Edit', 'Delete', 'Find', 'Duplicate', and 'Exit'. Below the toolbar is a 'Delete Detail' section with a checkbox 'Delete Info:' and a text field. Below that is a search results box with a 'Search String' field containing 's' and a list of search results. The first result, 'STEP OUT', is highlighted in blue. Below the search results box is a table with columns 'Code', 'Title', and 'Alternate Title'. The first row shows 'RB0002', 'STEP OUT', and 'WUK GAL'. Below the table is a 'Data Entry Screen' button.

4. Click on the track title in the search results box, highlighting it blue (figure 2.2)
5. Click the “Data Entry Screen” button

The Data Entry page for that specific track will appear (see figure 2.3)

Figure 2.3

The screenshot shows the 'Catalog Entry' window with a blue header bar. Below the header is a navigation bar with buttons: 'Data Entry', 'View Page', 'Writers Page', 'Printed Catalog', 'Menu Page', 'Duplicate', and 'Licensing'. The 'Data Entry' button is highlighted. Below the navigation bar is a 'Data Entry' form. The form has fields for 'Code' (RB0002), 'Title' (STEP OUT), 'Alternate Title' (WUK GAL), 'Performer' (BUSY SIGNAL), 'Alt Performer', 'Type' (REGGAE), 'Share' (40.00), 'Duration' (HH:MM:SS), and 'ISRC #'. Below these fields is a 'Copyright Detail' section with a 'Date' field (20/09/2005) and a 'Number' field. Below the 'Copyright Detail' section is a 'De-Activate' section with checkboxes for 'Catalog Printing' and 'Royalty Statements'. Below the 'De-Activate' section is a 'Licensing Detail' button. Below the 'Licensing Detail' button is a 'Writer(s) Entries' button. Below the 'Writer(s) Entries' button is a 'Printed Catalog' button. Below the 'Printed Catalog' button is a 'Comments' section with a checkbox 'Include Comments' and a text area containing the text 'Original Rhythm is "Equinox" by Gavin Blair & Ricky Marti'. Below the 'Comments' section is a 'Save' button, an 'Undo' button, and an 'Exit' button.

## EDIT A CATALOG ENTRY

1. On the Data Entry page of a specific track (see figure 2.3), click in the text box you wish to edit and make your changes
2. Click "Save" on the bottom of the page to save your changes (see figure 2.4)

Figure 2.4

**Catalog Entry :**

**Data Entry** | View Page | Writers Page | Printed Catalog | **Menu Page** | Duplicate | Licensing

Code: RB0002 | Title: STEP OUT (AND WINE) | Alternate Title: WUK GAL

Performer: BUSY SIGNAL | Alt Performer:

Type: REGGAE | Share: 40.00 | Duration: | ISRC #: |

**Copyright Detail:**  
Date: 20/09/2005 | Number: |

**De-Activate:**  
☐ Catalog Printing:  
☐ Royalty Statements:

**Comments:** ☒ Include Comments:  
Original Rhythm is "Equinox" by Gavin Blair & Ricky Marti

**Licensing Detail:** | **Writer(s) Entries:** | **Printed Catalog:**

**Save** | **Undo** | **Exit**

## CREATE A CATALOG ENTRY

1. To create a Catalog Entry, click the “Add” button on the Catalog Entry Menu Page (see figure 2.1)

A blank Data Entry screen profile will be displayed (see figure 2.5)

Figure 2.5

2. Enter the track information in the relevant input boxes
3. Click “Save” in the bottom left hand corner of this box when completed

### EXPLANATION OF TERMS ON CATALOG ENTRY, DATA ENTRY PAGE (figure 2.5)

- Code: Automatically generated
- Title/Alternate Title: Track titles and alternate titles
- Performer/Alt. Performer: Performers of the track and alternate performers
- Type: Music genre
- Share: The percentage an Rand B writer owns in the track
- ISRC#: International Song Recording Code - universal code assigned to each song
- Copyright Detail (Number/Date): The copyright number assigned to the track and the copyright date
- De-Activate (Catalog Printing/Royalty Statements): If this option is chosen for Catalog Printing, the catalog entry will be excluded from the catalog printing for collectors. If the option is chosen for the Royalty Statements, the catalog entry will be excluded from the royalty statement printed for the writer. This occurs when a legal issue surrounds the particular track and until resolved, will warrant an exclusion from the royalty statement

## VIEW LICENSING DETAILS OF A TRACK

1. After accessing the Data Entry page of a particular track (figure 2.4), click the “Licensing Detail” button located at the bottom of the page

The Licensing page will appear (see figure 2.6)

Figure 2.6

Catalog Entry :

Data Entry View Page Writers Page Printed Catalog Menu Page Duplicate Licensing

Title: SERIOUS TIMES Alternate Title: Performer: Gypton Publisher %: 25.00

Licensing Detail:

Licensing 1:  
Licence 2  
Licence 3

Add Delete Save Undo Exit

### EXPLANATION OF TERMS ON LICENSE PAGE (figure 2.6)

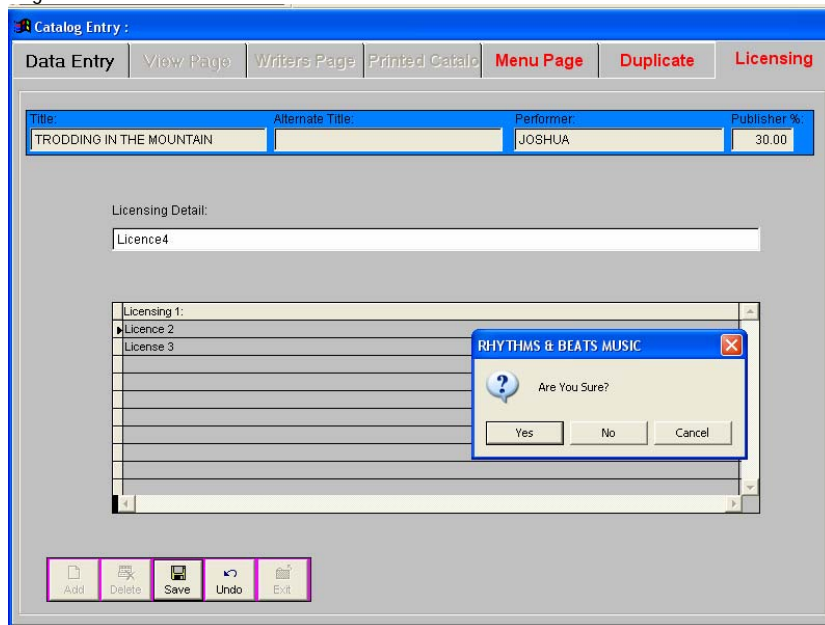
- Title/Alternate Title/Performer/Publisher %: This is data from the Catalog Entry database relating to the track and is automatically populated
- Licensing list box: Contains the details of the licenses for this track

## ***ADD A LICENSING DETAIL***

1. From the Licensing page of a specific track (figure 2.6), click the “Add” button
2. Enter the new licensing details into the “Licensing Detail” text box
3. Click the “Save” button to save changes

A dialog box will pop up (see figure 2.7)

Figure 2.7



4. Click ‘Yes’ in the dialogue box

The new license information will appear in the Licensing Detail list box



### VIEW WRITER'S ASSOCIATED WITH A CATALOG ENTRY

*A Rhythms and Beats writer must be associated with every catalog entry. To view the current writer entries associated with a catalog entry:*

1. While on the Data Entry screen of a specific track (fig 2.4), click the "Writer(s) Entries:" button

The Writers Page will appear (see figure 2.8)

Figure 2.8

[illegible]

Click on the writer's name to view their share in the track and other info relevant to the writer and the listing

## ADD A RHYTHMS AND BEATS WRITER TO A CATALOG ENTRY

1. From the Writer's Page (figure 2.8) Click the 'Add' button
2. Type the name of the Rhythms & Beats writer to add in the 'Search String 'box
3. Click the 'Search' button

A list of writer's matching the search will appear in the right hand results box (see figure 2.9)

Figure 2.9

[illegible]

- Click on the appropriate writer's name, highlighting it blue
- Click the 'Save button' button

A pop up window will ask you to confirm (see figure 2.10)

Figure 2.10

**Catalog Entry :**

Data Entry View Page **Writers Page** Printed Cata Menu Page Duplicate Licensing Un-Delete

Title: FISHERMAN Alternate Title: Performer: FRESHSTART Publisher %: 50.00

**Writer(s) Detail :**

Search String: gav Search

Writer: GAVIN BLAIR GBD009

Alias:

Publisher: RHYTHMS & BEATS MUSIC

Affiliation:

Status: Writer %: Publisher %: ☐ Reduce Rate Of Royalty: Rate:

CA 50.00

(ACM)

Author: DALE VIRGO WAYNE CLARKE GAVIN BLAIR

Share %: 50.00 50.00

Status: C A CA

Publisher: RHYTHMS & BEATS MUSIC UNKNOWN RHYTHMS & BEATS MUSIC

Notes:

Term:

Add Save Delete Undo Exit

- Click 'Yes' in the pop up window

The writer's information will appear in the writer box (see figure 2.11)

Figure 2.11

**Catalog Entry :**

Data Entry View Page **Writers Page** Printed Cata Menu Page Duplicate Licensing Un-Delete

Title: FISHERMAN Alternate Title: Performer: FRESHSTART Publisher %: 50.00

**Writer(s) Detail :**

Search String: gav Search

Writer: GAVIN BLAIR GBD009

Alias:

Publisher: RHYTHMS & BEATS MUSIC

Affiliation:

Status: Writer %: Publisher %: ☐ Reduce Rate Of Royalty: Rate:

CA 50.00

(ACM)

Author:	Share %:	Status:	Publisher:
DALE VIRGO	50.00	C	RHYTHMS & BEATS MUSIC
WAYNE CLARKE	50.00	A	UNKNOWN
GAVIN BLAIR	50.00	CA	RHYTHMS & BEATS MUSIC

Notes:

Term:

Add Save Delete Undo Exit

- Enter the relevant information into the remaining text boxes
- Click 'Save' to save your changes

Click on the writer's name to view their share in the track and other information relevant to the writer and the listing

## ADD A NON RHYTHMS AND BEATS WRITER TO A CATALOG ENTRY

1. From the Writer's Page (figure 2.8) Click the 'Add' button
2. Click 'ZZ writer'

The Writer Details text boxes will open for editing (see figure 2.12)

Figure 2.12

[illegible]

3. Input the Writer Details in the appropriate boxes
4. Click 'Save' to save changes

### EXPLANATION OF TERMS ON WRITERS PAGE (figure 2.9)

- Title, Alternate Title, Performer and Publisher %: Automatically generated from database
- Writer: Writer's name
- Alias: Writer's alias
- Publisher: The publisher the writer is signed to
- Affiliation: Membership group the writer is associated with (ex. JACAP, JAMMS)
- Status: Composer, writer or author
- Writer %: The writer's ownership in the track
- Publisher %: The publisher's ownership of the track
- Reduce Rate of Royalty: Agreement that reduces royalty owed to writer. Previously negotiated

## USING THE DUPLICATE FUNCTION

*This function was created to reduce the amount of time used to re-enter existing track info for a new catalog entry. For instance, all the tracks on an album can be accredited to the same writers and performer; the only distinguishing factor is the track title. The feature duplicates existing writer and performer information from an existing catalog entry for the creation of a new catalog entry*

1. To duplicate a catalog entry click the 'Duplicate' button on the Catalog Entry Menu Page (figure 2.1)

The Duplicate page will appear (see fig 2.13)

Figure 2.13

The screenshot shows a software window titled 'Catalog Entry'. The menu bar includes 'Data Entry', 'View Page', 'Writers Page', 'Printed Catalog', 'Menu Page', 'Duplicate', and 'Licensing'. The 'Duplicate' tab is selected. The main area is divided into two sections: 'Copy From:' and 'Copy To:'. The 'Copy From:' section includes a search box, a list box, and fields for Code, Title, Performer, Alternate Title, Type, Share, Duration, and ISRC #. The 'Copy To:' section includes fields for Code, Title, Performer, and Alternate Title. At the bottom are buttons for Add, Save, Undo, and Exit.

2. In the 'Copy from' box, type the name of the catalog entry/track you would like to copy
3. The right hand result box will display the catalog results which most closely match your request (see figure 2.14)

Figure 2.14

The screenshot shows a software window titled 'Catalog Entry'. At the top, there is a blue header bar with the title. Below the header, there is a navigation bar with several tabs: 'Data Entry', 'View Page', 'Writers Page', 'Printed Catalog', 'Menu Page', 'Duplicate', and 'Licensing'. The 'Data Entry' tab is currently selected. The main area of the window is divided into two main sections: 'Copy From' and 'Copy To'. The 'Copy From' section contains a list of tracks on the right, with 'STEP OUT' highlighted in blue. To the left of the list are input fields for 'Code' (RB0002), 'Title' (STEP OUT), 'Performer' (BUSY SIGNAL), 'Type' (REGGAE), 'Share' (40.00), 'Duration' ([HH:MM:SS]), and 'ISRC #'. The 'Copy To' section contains similar input fields for 'Code', 'Title' (STEP OUT), 'Performer' (BUSY SIGNAL), and 'Alternate Title' (WUK GAL). At the bottom of the window, there is a toolbar with four buttons: 'Add', 'Save', 'Undo', and 'Exit'.

4. Click on the track name of which the details you would like to duplicate, highlighting it blue (figure 2.14)
5. Use your mouse to click in the 'Copy To' Title text box  
This action will copy the chosen track info into the 'Copy To' section
6. Edit the 'Title' information
7. Click the 'Save' button to save changes

## A3. COLLECTOR ENTRY



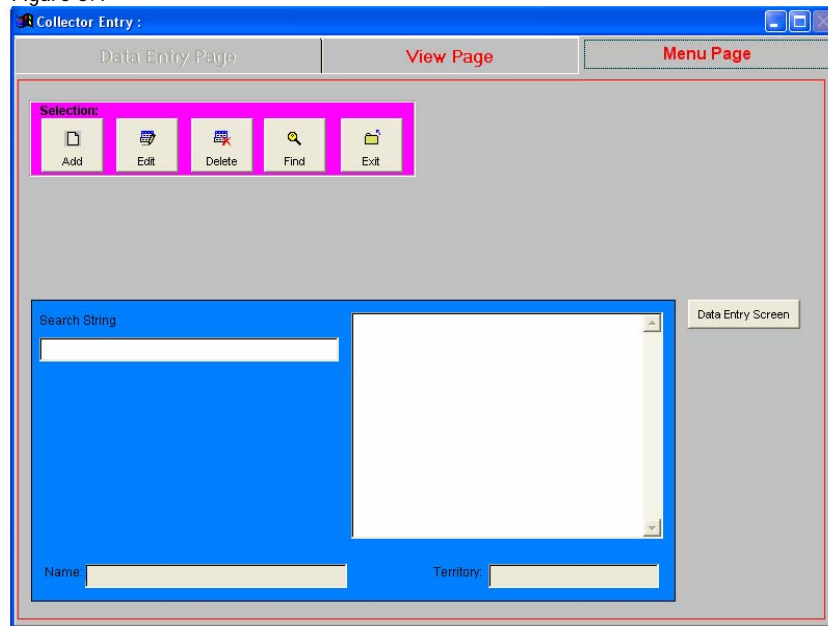
*Collectors are music publishers who collect royalties on behalf of another music publishing company. This database represents the publishers who collect royalties on behalf of Rhythms and Beat.*

### VIEW DATABASE OF COLLECTORS

1. From the main navigation menu choose:  
Transaction → Collector Entry

The Collector Entry Menu Page will open (see figure 3.1)

Figure 3.1



2. From the tabs at the top of the Menu Page, select the View Page tab
3. The database of collectors appears in alphabetical order

## VIEW A COLLECTOR'S DETAILS

1. From the Collector Entry Menu Page (figure 3.1), type the name or partial name of a collector in the 'Search String' text box
  2. Press 'Enter' on your keyboard
- Your results will populate in the right hand search results box
3. Click on the collector's name to view the details, highlighting it blue (see figure 3.2)

Figure 3.2

The screenshot shows the 'Collector Entry' window with three tabs: 'Data Entry Page', 'View Page', and 'Menu Page'. The 'Data Entry Page' is active. It features a 'Selection:' toolbar with icons for Add, Edit, Delete, Find, and Exit. Below this is a 'Search String' text box containing the letter 'r'. To the right of the text box is a list of search results, with 'GREENSLEEVES' highlighted in blue. Other results include HARRY FOX AGENCY, POW WOW RECORDS INC, MECHANICAL-COPYRIGHT PROTECTION SOCIETY, BMG TWO P(), JETERS MUSIC B.V., AIR MUSIC SCANDINAVIA AB, FRANTON MUSIC, s.r.l., ERYOLKSMUSIK, KENDAL MINTER ESQ, POLYGRAM PUBLISHING INC, CANADIAN MUSICAL REPRODUCTION RIGHTS ASSOCIATION, SONY MUSIC PUBLISHERS (BRAZIL), and LOWEY COMPANY. At the bottom of the search results area, there are text boxes for 'Name:' (containing 'GREENSLEEVES') and 'Territory:' (containing 'UK'). A 'Data Entry Screen' button is located to the right of the search results list.

4. Click the 'Data Entry Screen' button

The Data Entry Screen will open for that specific Collector (see figure 3.3)

Figure 3.3

The screenshot shows the 'Data Entry Screen' for the collector 'GREENSLEEVES'. The window has three tabs: 'Data Entry Page', 'View Page', and 'Menu Page'. The 'Data Entry Page' is active. It displays the following information:

- Code:** GREEN
- Name:** GREENSLEEVES
- Owner:** CHRIS SEDGWICK
- Address:** UNIT 14, METRO CENTRE, ST. JOHN'S ROAD, ISLEWORTH, MIDDLESEX, TW7 6NJ
- Phone#:** (081)75-0564
- Fax #:** (081)75-0811
- Contact:** CLARE RAM
- Territory:** UK
- Affiliation:** (empty)
- Affiliation #:** (empty)
- Ref #:** (empty)
- Comment:** (empty)
- Contract Type:** Exclusive (radio button), Non-Exclusive (radio button, selected)
- Royalty:** (empty)
- Advancements:** (empty)
- Adjustments:** (empty)
- Payments:** (empty)
- Tax-To-Date:** (empty)
- Balance:** (empty)
- Sub-Publisher Share:** (empty)
- Publisher:** (empty)

At the bottom of the screen, there are three buttons: Save, Undo, and Exit.



### *EDIT A COLLECTOR'S DETAILS*

1. From the Data Entry Page (figure 3.3), click in the text boxes to be edited and make the necessary changes
2. Click the 'Save' button to save changes

## ADD A COLLECTOR

1. From the Menu Page (fig 3.1) click the 'Add' button

A blank Collector Entry, Data Entry Page will open (see figure 3.4)

Figure 3.4

Collector Entry : [Minimize] [Maximize] [Close]

**Data Entry Page** | View Page | Menu Page

Code: [Text Box]      Name: [Text Box]  
Owner: [Text Box]

Address: [Text Box]  
[Text Box]  
[Text Box]

Phone#: [Text Box] ( ) - [Text Box]  
Fax #: [Text Box] ( ) - [Text Box]

Contact: [Text Box]      Territory: [Text Box]

Affiliation: [Text Box]      Ref #: [Text Box]

Affiliation #: [Text Box]

Comment: [Text Box]

Contract Type:  
☐ Exclusive  
☒ Non-Exclusive

Royalty: [Text Box]  
Advancements: [Text Box]  
Adjustments: [Text Box]  
Payments: [Text Box]  
Tax-To-Date: [Text Box]  
Balance: [Text Box]

Sub-Publisher Share: [Text Box]  
Publisher: [Text Box]

[Save] [Undo] [Exit]

2. Enter the appropriate information in the text boxes
3. Click the 'Save' button to save changes

### EXPLANATION OF TERMS ON COLLECTOR ENTRY DATA ENTRY PAGE (figure 3.4):

- Code: manually generated, non-sequential. Acceptable sequences include: alpha numeric, alpha only or numeric only. Must be unique to collector
- Name: publisher's name
- Owner: owner of the publishing company
- Territory: country or geographic area they collect on behalf of
- Reference #: supplied by collector
- Affiliation / Affiliation #: Other international agents the collector is associated with (ex. EMI, Sony, etc.) / Corresponding number

### ***DELETE A COLLECTOR***

1. From the Collector Entry Menu Page (figure 3.1), click the 'Delete' Button
2. In the Search String text box, type the name or partial name of a collector you wish to remove from the database

Your results will populate in the right hand search results box

3. Locate the Collector in the search results box and click on the name, highlighting it blue
4. Click the 'Confirm Delete' button

## A4. RECORDING ENTRY



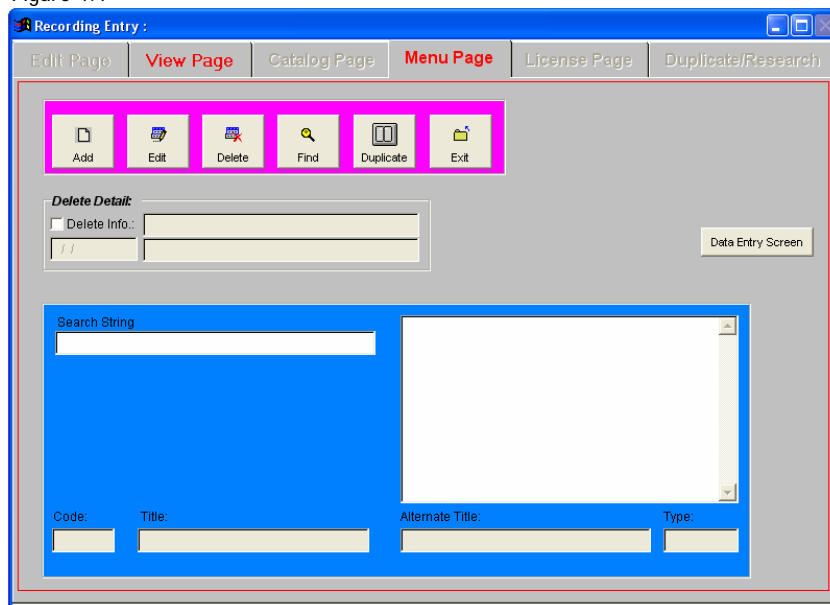
*Recording entry refers to the grouping of catalog entries (individual tracks) to represent a recording album.*

### VIEW A RECORDING ENTRY

1. From the main navigation menu choose:  
Transaction → Recording Entry

The Recording Entry Menu Page will open (see figure 4.1)

Figure 4.1



2. In the Search String text box, type the name or partial name of the recording album to view
3. Press 'Enter' on your keyboard and the results of your search will populate in the right hand results box
4. Click on the album name you wish to view, highlighting it in blue
5. Click the 'Data Entry Screen' button

The 'Edit Page' for that particular recording will open (see figure 4.2)

**Recording Entry :**

[Edit Page](#) | 
 [View Page](#) | 
 [Catalog Page](#) | 
 [Menu Page](#) | 
 [License Page](#) | 
 [Duplicate/Research](#)

---

<b>Code:</b>	<b>Title:</b>	<b>Alternate Title:</b>
RM0003	Consuming Fire	

<b>Type:</b>	<b>Total Selection:</b>	<b>Selection:</b>
CD	15	15

**Comments:**    ☒ **Include Comments:**

Release by VP Records (VPCD2341-2) December 2006

Song:	Performer:
A JUST SO THE WORLD A RUN	YYAD
BLOOD ON DEM NOZZLE	CHUCK FENDER
CARE FOR LIFE	NATTY KING
CHANTING	KATALYS CREW
DEM A THIEF AND LIARD	ANTHONY B
DO YOU	TAYNA STEPHENS
EXIT WOUNDS OF YOUR LOVE	FREDDIE MCGREGOR
PUT ALL MY TRUST IN JAH	SIZZLA
I'M ON FIRE	JC LODGE
MIGHTY GOD IS HE	LUCIANO
NOT GOOD AT ALL	LIL JOE
SOLUTIONS	BUNNY RUGS
SORRY	TURBULANCE
SPEAK OUT	HEATHER CUMMINGS
IN EXCHANGE FOR MY VOTE	SHANTIA

Save	Undo	Exit

**Catalog Entries:**
**License Entries:**

### *EDIT A RECORDING ENTRY*

1. From the Edit page of a particular recording entry (figure 4.2), make your changes in the input boxes
2. Click the 'Save' button to save changes

## ADD A RECORDING ENTRY

1. From the Recording Entry Main Page (figure 4.1) click 'Add'

A blank Recording Entry Main Page will open (see figure 4.3)

Figure 4.3

[illegible]

2. Enter the relevant information into the input boxes
3. Click the 'Save' button to save
4. Click the 'Catalog Entries' button to begin attaching the corresponding catalog entries

A blank Catalog Page will open (see figure 4.4)

Figure 4.4

[illegible]

5. Click 'Add'

The input boxes will open for editing

6. In the 'Catalog(s) Detail' search box, type the name of the catalog entry to add

7. Press 'Enter' on your keyboard

The results of your search will populate in the right hand results box

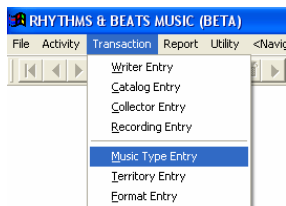
8. Click on the catalog entry name to add, highlighting it blue

9. Click the 'Save' button to add the catalog entry to the 'Songs' box

10. Repeat steps 5 through 9 to add all corresponding catalog entries to the recording entry



## A5. MUSIC TYPE ENTRY



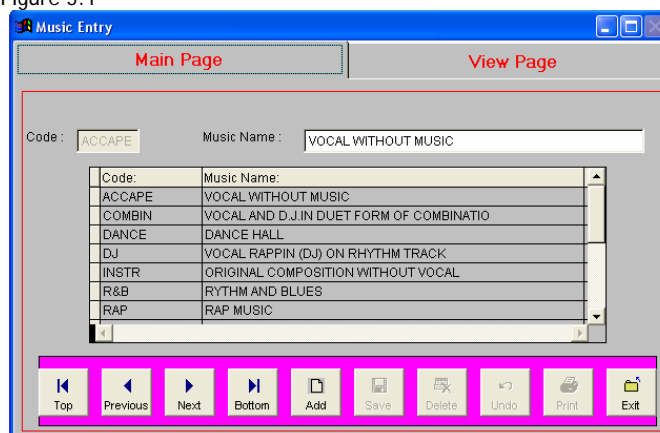
*Music Type refers to the categorization of the song type (ex. ballad, acappella, instrumental, etc. This categorization is used when creating Catalog entries.*

### VIEW DATABASE OF MUSIC TYPES

1. From the main navigation menu choose:  
Transaction → Music Type Entry

The Music Entry Main Page will open (see figure 5.1)

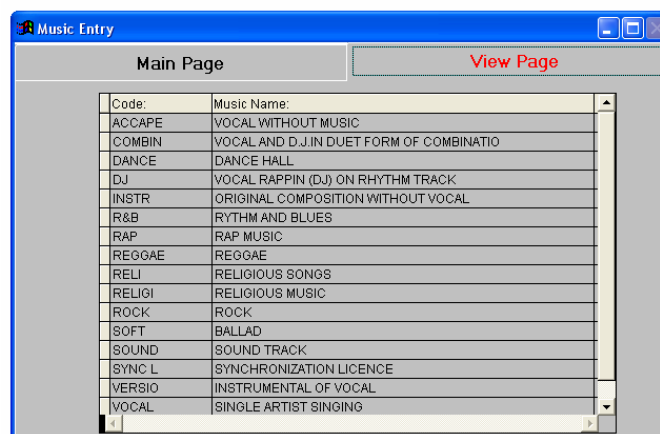
Figure 5.1



2. Click the 'View Page' tab

A list of all Music Types in the database will appear (see figure 5.2)

Figure 5.2



## *ADD A MUSIC TYPE*

1. From the Music Entry Main Page (figure 5.1) click the 'Add' button

The 'Code' and 'Music Name' boxes will open for editing (see figure 5.3)

Figure 5.3

The screenshot shows a window titled 'Music Entry' with a 'Main Page' tab. At the top, there are two tabs: 'Main Page' (selected) and 'View Page'. Below the tabs, there are two input fields: 'Code : ' and 'Music Name : '. Below these fields is a table with two columns: 'Code:' and 'Music Name:'. The table contains the following data:

Code:	Music Name:
ACCAPE	VOCAL WITHOUT MUSIC
COMBIN	VOCAL AND D.J. IN DUET FORM OF COMBINATIO
DANCE	DANCE HALL
DJ	VOCAL RAPPIN (DJ) ON RHYTHM TRACK
INSTR	ORIGINAL COMPOSITION WITHOUT VOCAL
R&B	RYTHM AND BLUES
RAP	RAP MUSIC

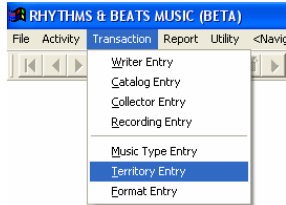
At the bottom of the window, there is a toolbar with the following buttons: Top, Previous, Next, Bottom, Add, Save, Delete, Undo, Print, and Exit.

2. Enter the relevant information
3. Click 'Save' to save changes

## EXPLANANTION OF TERMS MUSIC ENTRY MAIN PAGE (figure 5.1)

- Code: manually created; usually an abbreviation for the music type
- Music Name: Description of the music type (ex. Code - R&B; Music Name - Rhythms and Blues)

## A6. TERRITORY ENTRY



*Territory refers to the geographic area (county, group of countries, continent, etc.) where a collector is responsible for collecting royalties. This categorization is used when creating Collector entries*

### VIEW DATABASE OF TERRITORY ENTRIES

1. From the main navigation menu choose:  
Transaction → Territory Entry

The Territory Entry Main Page will open (see figure 6.1)

Figure 6.1

Name:	Currency:	Rate:
AUSTRIA		0.0000
AUSTRALIA		0.0000
BELGIUM		40.9400
CANADA		0.0000
FRANCE		0.0000

2. Click the 'View Page' tab

A list of all Territory Entries in the database will appear (see figure 6.2)

Figure 6.2

Name:	Currency:	Rate:
AUSTRIA		0.0000
AUSTRALIA		0.0000
BELGIUM		40.9400
CANADA		0.0000
FRANCE		0.0000
HOLLAND		0.0000
ISRAEL		0.0000
ITALY		40.9400
JAMAICA		0.0000
JAPAN		0.0000
KOREA		0.0000
NORDIC		0.0000
SOUTH AFRICA		0.0000
SPAIN	PESETA	0.0000
SWEDEN		0.0000
SWITZERLAND		40.9400

## *ADD A TERRITORY TYPE*

1. From the Territory Entry Main Page (figure 6.1) click the 'Add' button

The input boxes will open for editing (see figure 6.3)

Figure 6.3

The screenshot shows a software window titled "Territory Entry". It has two tabs: "Main Page" (active) and "View Page". The "Main Page" contains four input fields: "Code :", "Territory Name", "Currency :", and "Rate :". Below these fields is a table with three columns: "Name:", "Currency:", and "Rate:". The table lists five territories: AUSTRIA, AUSTRALIA, BELGIUM, CANADA, and FRANCE, each with a corresponding currency and rate. At the bottom of the window is a navigation bar with buttons: Top, Previous, Next, Bottom, Add, Save, Delete, Undo, Print, and Exit.

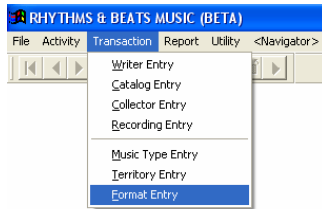
Name:	Currency:	Rate:
AUSTRIA		0.0000
AUSTRALIA		0.0000
BELGIUM		40.9400
CANADA		0.0000
FRANCE		0.0000

2. Enter the relevant information
3. Click 'Save' to save changes

## EXPLANANTION OF TERMS ON TERRITORY ENTRY MAIN PAGE (figure 6.1)

- Code: manually created; usually an abbreviation of the territory name
- Territory Name: Name of the country, group of countries, continent, etc.
- Currency: The name of the currency local to the territory (ex. pounds, yen, US dollar, etc.)
- Rate: The currency exchange rate

## A7. FORMAT ENTRY



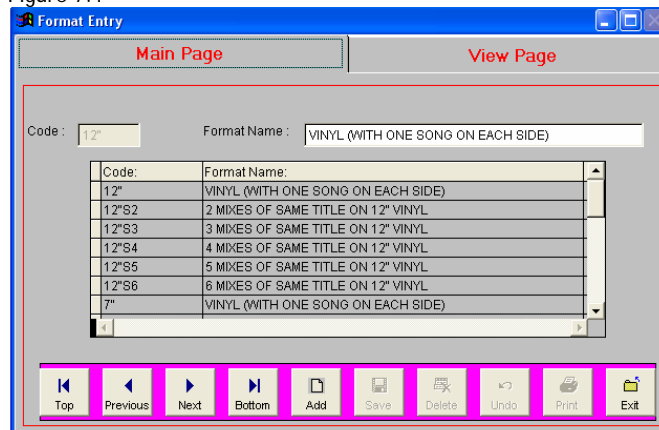
*Format entries are used to describe the physical medium a recording exists on. This information is used when creating Recording Entries*

### VIEW DATABASE OF FORMAT ENTRIES

1. From the main navigation menu choose:  
Transaction → Format Entry

The Format Entry Main Page will open (see figure 7.1)

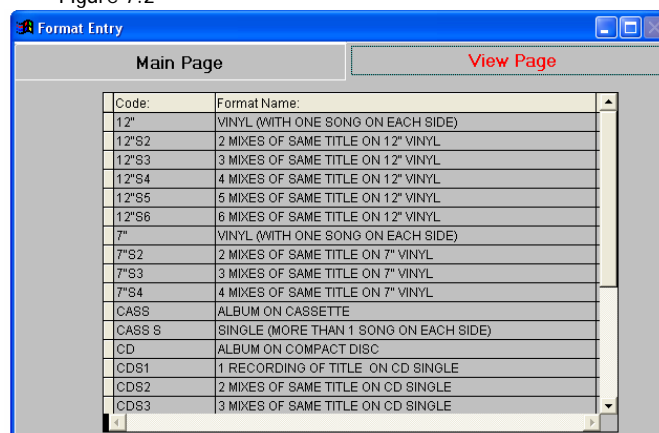
Figure 7.1



2. Click the 'View Page' tab

A list of all Territory Entries in the database will appear (see figure 7.2)

Figure 7.2



## *ADD A FORMAT TYPE*

1. From the Format Entry Main Page (figure 7.1) click the 'Add' button

The input boxes will open for editing (see figure 7.3)

Figure 7.3

The screenshot shows a software window titled "Format Entry" with two tabs: "Main Page" (active) and "View Page". Below the tabs are two input fields: "Code :" and "Format Name :". Below these is a table with two columns: "Code:" and "Format Name:". The table contains the following data:

Code:	Format Name:
12"	VINYL (WITH ONE SONG ON EACH SIDE)
12"S2	2 MIXES OF SAME TITLE ON 12" VINYL
12"S3	3 MIXES OF SAME TITLE ON 12" VINYL
12"S4	4 MIXES OF SAME TITLE ON 12" VINYL
12"S5	5 MIXES OF SAME TITLE ON 12" VINYL
12"S6	6 MIXES OF SAME TITLE ON 12" VINYL
7"	VINYL (WITH ONE SONG ON EACH SIDE)

At the bottom of the window is a toolbar with the following buttons: Top, Previous, Next, Bottom, Add, Save, Delete, Undo, Print, and Exit.

2. Enter the relevant information
3. Click 'Save' to save changes

## EXPLANANTION OF TERMS ON FORMAT ENTRY MAIN PAGE (figure 7.1)

- Code: manually created; usually an abbreviation of the format name
- Format Name: Description of the format (ex. vinyl, single, etc.)

## B. ACTIVITY FUNCTIONS

### B1. ROYALTY INCOMING



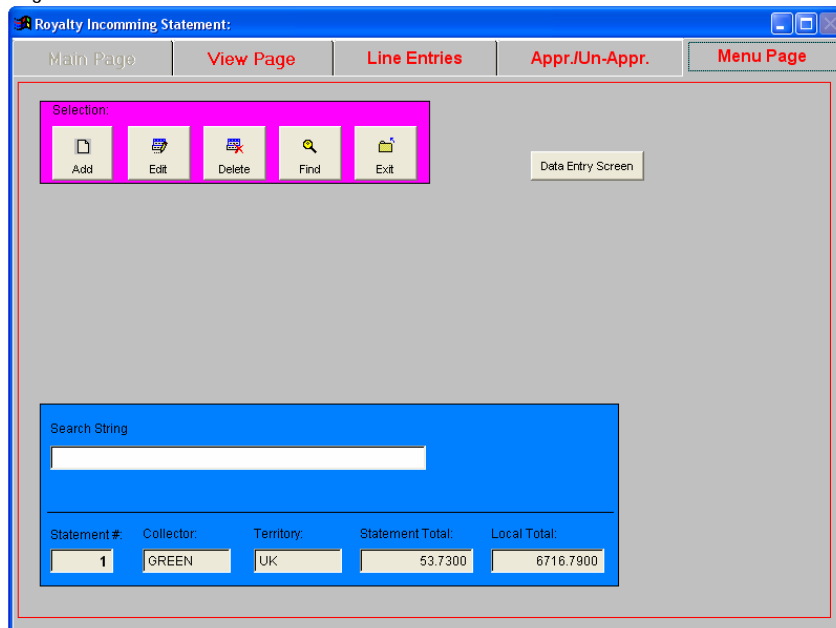
*This function is used to track the statements received by Rhythms and Beats collectors reflecting royalties collected on behalf of our writers. The figures entered are also used in royalty statements to our writers.*

#### VIEW A ROYALTY INCOMING STATEMENT

1. From the main navigation menu choose:  
Activity → Royalty Incoming

The Royalty Incoming Menu Page will open (see figure 1.1b)

Figure 1.1b



2. In the Search String text box, type the name or a partial name of a collector or the statement number to view
3. Press 'Enter' on your keyboard and a 'Search Result' spreadsheet will appear (see figure 1.2b)

Figure 1.2b

Stmt#	Period End	Collector	Local Amnt.	For. Amnt.
2	30/09/2006	GREEN	386502.1700	3091.7700
12	30/06/2007	GREEN	6683.7900	48.6200
20	31/12/2007	EVOL	47392.8800	469.1900
21	31/03/2008	SONY	183951.8900	267216.5700
22	30/06/2008	POLYGR	79902.3300	1180.5900
23	30/06/2008	EVOL	93950.7000	976.7200
24	31/03/2008	GREEN	19093.0800	147.3800
25	30/06/2008	EMI	38654.7600	408.4400
26	30/09/2008	SONY	31623.4900	41032.1700
27	31/07/2008	MCPS	6562.2200	49.1000
28	31/12/2008	POLYGR	1700483.3000	20500.1000
29	31/12/2008	EMI	1.0000	1.0000

4. Click on the statement number you wish to view, highlighting it in blue
5. Press 'ESC' on your keyboard and the statement information will populate on the Menu Page (see figure 1.3b)

Figure 1.3b

Royalty Incoming Statement: Main Page View Page Line Entries Appr./Un-Appr. Menu Page

Selection:

Add Edit Delete Find Exit

Data Entry Screen

Search String

2

Statement #	Collector	Territory	Statement Total	Local Total
29	EMI	FRANCE	1.0000	1.0000

6. From the Menu Page, click the 'Data Entry Screen' button

The Main Page for that statement will appear (see figure 1.4b)



Figure 1.4b

**Royalty Incoming Statement:**

[Main Page](#)
[View Page](#)
[Line Entries](#)
[Appr./Un-Appr.](#)
[Menu Page](#)

Statement #:	Collector:	EMI MUSIC PUBLISHING FRANCE S.A.	Period Beginning:	Period Ending:
29	EMI		30/06/2008	31/12/2008
Exchange Rate:	Territory:	FRANCE	Date Received:	
1.0000	FRANCE		28/04/2009	
Statement Total:	Reserve Release:	0.0000	Amount:	0.00
1.0000	Reserve With-Held:	0.0000	Amount:	0.00
Amount Received:	Admin Rate:		<b>Sub-Total:</b>	<b>1.00</b>
1.0000	With-Hold Tax Rate:		Admin Amount:	
Local Total:	Transfer Rate:		With-Hold Amount:	
1.0000			Transfer Amount:	
			<b>NET:</b>	<b>1.00</b>
			Approved:	
			<b>Line Entries:</b>	<b>NO</b>

[Save](#)
[Undo](#)
[Exit](#)

## VIEW LINE ENTRIES CORRESPONDING TO A ROYALTY INCOMING STATEMENT

1. From the Main Page for a specific incoming statement (fig 1.4b) click the 'Line Entries' button

The Line Entries page will appear (figure 1.5b)

Figure 1.5b

**Royalty Incoming Statement: Line Entries**

Main Page		View Page		Line Entries		Appr/Un-Appr		Menu Page	
Period:	30/06/2008 - 31/12/2008	Collector:	EMI MUSIC PUBLISHING FRANCE S.A.	Statement Total:	1.0000	Line Entries:	4.3700		
Statement #:	29	Exch. Rate:	1.0000	Territory:	FRANCE	Amount Received:	1.0000	Line Entries NET:	4.3700
Format:	SINGLE	Search String:		Rel. Rate:	0.00	Rel. QTY:	0	Rel. AMT:	0.00
	RB0002	STEP OUT		WH Rate:	0.00	WH QTY:		WH AMT:	0.00
Source:	SDR/SDRM			Admin Rate:	10.00			Admin AMT:	0.01
Territory:	FRANCE			W/Hold Rate:	10.00			W/Hold AMT:	0.01
Escrow:	<input type="checkbox"/>	Mech/Perf:	M	Quantity:	4	Value:	0.07	Transfer Rate:	0.00
								Transfer AMT:	0.00
								NET:	0.05

Buttons: Add, Edit, Save, Delete, Undo, Find, Exit. ☐ Delete All Entries:

2. Click the 'Find' button

A 'Search Line Entries' pop-up box will appear (figure 1.6b)

Figure 1.6b

**Royalty Incoming Statement: Line Entries**

**Search Line Entries**

Search String:

Find Find Next

OK Cancel

Code: RB0231 Song Title: CRAZY LITTLE THING CALL LOVE Territory: FRANCE

Quantity: 0 Source: SACEM/SOCIETE M/P: P Received Amt.: 1.03

3. Click on the name of a line entry/song, highlighting it blue
4. Click the 'OK' button

The song will appear on the Line Entries page

## CREATE A ROYALTY INCOMING STATEMENT

1. On the Menu Page click the 'Add' button

A blank Main Page will be displayed (see figure 1.8b)

Figure 1.8b

**Royalty Incoming Statement:**

Statement #: 30    Collector:    Period Beginning: 15/05/2009    Period Ending: 15/05/2009

Exchange Rate:    Territory:    Date Received: 15/05/2009

Statement Total:    Reserve Release: 0.0000    Amount: 0.00

Reserve With-Held: 0.0000    Amount: 0.00

Amount Received:    Admin Rate:    Admin Amount:

Local Total:    Withold Tax Rate:    Withold Amount:

Transfer Rate:    Transfer Amount:

**Sub-Total: 0.00**

**NET: 0.00**

Approved: NO

Line Entries:

Save    Undo    Exit

2. In the Collector text box, type a question mark
3. Press 'Enter' on your keyboard

A spreadsheet listing of the Collector database will appear (see figure 1.9b)

Figure 1.9b

**Search Result:**

Code:	Collector Name:	Territory:
AIR	AIR CHRYSALIS SCANDINAVIA AB	SWEDEN
AIR M	AIR MUSIC SCANDINAVIA AB	SWEDEN
AUS	MUSHROOM MUSIC PTL LTD	AUSTR
BMG	BMG TWO P(())ETERS MUSIC B.V.	HOLL
BMGA	EDICIONES MUSICALES BMG ARIOLA, S.A.	SPAIN
CMRRA	CANADIAN MUSICAL REPRODUCTION RIGHTS AGN	CANADA
EMI	EMI MUSIC PUBLISHING FRANCE S.A.	FRANCE
ESQ	KENDAL MINTER ESQ	USA
EVOL	ERVOLKSMUSIK	W.GERM
F		
FRANT	FRANTON MUSIC, s.r.l.	ITALY
GREEN	GREENSLEEVES	UK
HFOX	HARRY FOX AGENCY	USA
JACAP	JACAP	JAM
K		
LOXG	LOXLEY GRANT	USA
MAD	MAD HOUSE PRODUCTIONS	WORLD
MCPS	MECHANICAL COPYRIGHT PROTECTION SOCIETY	UK
PETER	PETER MATORIN	USA
POLYG	POLYGRAM PUBLISHING INC	CANADA
POLYGR	POLYGRAM INT. PUBL. INC. (NEW)	USA
POW	POW WOW RECORDS INC	USA
SONIC	SONIC SOUNDS	JAM
SONY	SONY MUSIC PUBLISHING (JAPAN)	JAPAN
SONYB	SONY MUSIC PUBLISHERS (BRAZIL)	AUS
SONYUS	SONY MUSIC ENTERTAINMENT INC.	USA
UK	DAVE KELLY MUSIC	UK
WARNEI	WARNER CHAPPELL MUSIC ITALIANA	ITALY

4. Click on the appropriate collector's code or name
5. Press 'Esc' on your keyboard

The Collector and Territory information will populate on the Main Page (see figure 1.10b)

Figure 1.10b

6. Fill in the remaining text boxes
7. Click 'Save' button to save changes

#### EXPLANATION OF TERMS ON ROYALTY INCOMING MAIN PAGE (FIGURE 1.10B)

- Period Beginning: date in which the statement reflects accrual beginning for the period
- Period Ending: date in which the statement reflects accrual ending for the period
- Date Received: date in which Rhythms and Beats received the statement
- Reserve Release: percentage withheld of records sold. Adjusted at next payment period
- Reserve With-Held: Contractual amount with-held from the writer until next payment period
- Admin Rate: Administration costs determined by publisher
- W/Hold Tax Rate: Percentage tax charged by foreign governments (appears on statement)
- Admin Amount: dollar amount based on Admin Rate
- W/Hold Amount: dollar amount based on W/Hold Tax Rate
- Transfer Amount: dollar amount based on Transfer Rate

## ASSOCIATE CORRESPONDING LINE ENTRIES TO A ROYALTY INCOMING STATEMENT

Incoming royalty statements usually include the accounting of royalties for many different songs. You must create Line Entries for each statement entry in order to appropriately credit every song reflected on the statement thus, crediting the relevant writers.

1. After populating the Main Page information for a new statement, click the 'Line Entries' button

A Line Entry screen will appear (see figure 1.11b)

Figure 1.11b

Royalty Incoming Statement:

Main Page View Page **Line Entries** Appr./Un-Appr. Menu Page

Period: 18/05/2009 - 18/05/2009 Collector: Statement Total: Line Entries:

Statement #: 32 Exch. Rate: Territory: SWEDEN Amount Received: Line Entries NET:

Format: SINGLE Search String: Rel. Rate: 0.00 Rel. QTY: Rel. AMT:

WIH Rate: 0.00 WIH QTY: WIH AMT:

Source: Admin Rate: 0.00 Admin AMT:

Territory: WIH Hold Rate: 0.00 WIH Hold AMT:

Escrow: Mech/Perf: M Quantity: Value: Transfer Rate: 0.00 Transfer AMT:

**NET:** 0.00

Add Edit Save Delete Undo Find Exit ☐ Delete All Entries

2. In the 'Search String' box type the name which appears on the statement and which you want to create a line entry for
3. Press 'Enter' on your keyboard
4. A spreadsheet of song titles matching your search will be displayed (see figure 1.12b)

Figure 1.12b

Code:	Name:	Alternate Name:	Writer's Name:
RB0024	DAWN OF MY LIFE		DALE VIRGO,
RB0257	DEM A THIEF AND LIARD		KEITH ANTHONY BLAIR DALE VI
RB0206	DEW OF HERMAN		HERMAN DAVIS, .
RB0168	DRUMS OF SEX		HERMAN DAVIS,
RB0133	DUE OF HERMAN		HERMAN DAVIS,
RB0335	EVER BURNING FLAME		MARIO LAWRENCE, TORCH
RB0260	EXIT WOUNDS OF YOUR LOVE		DALE VIRGO, ANDRE BAILEY, HI
RB0027	FABULOUS		DALE VIRGO, ANDRE BAILEY,
RB0502	FATHER		DALE VIRGO, HORACE MASON
RB0439	FATHER ALL WE NEED IS		DALE VIRGO, DWAYNE MURPHY
RB0518	FEEL ALRIGHT		DALE VIRGO, JERMAINE COWAT
RB0096	FEEL THE BREEZE	FEEL THE BREZE	DALE VIRGO, HERMAN DAVIS, K
RB0510	FEELS SO NICE		DALE VIRGO, SIMONE MCDONAI
RB0189	FEMI FILLE		HERMAN DAVIS,
RB0169	FEYU VERSION		HERMAN DAVIS,
RB0576	FIREY		DAMION NELSON, UNKNOWN
RB0241	FIRM UP	FIRM UP YUH SELF	HERMAN DAVIS, DANIEL THOMP
RB0670	FIRST FRUIT SHALL RISE		MARIO LAWRENCE, DAVID SAM
RB0006	FISHERMAN		DALE VIRGO, WAYNE CLARKE
RB0109	FLUTES		DONALD MEDDER,
RB0401	FLY AWAY HOME		DALE VIRGO, DURRAINE ASHLEY
RB0110	FORGE		DONALD MEDDER,
RB0159	FORGIVE DEM PLEASE		DALE VIRGO, ANDRE BAILEY, W
RB0239	FRAME		HERMAN DAVIS, DANIEL THOMP
RB0086	FREE WATER WAY		DALE VIRGO, HERMAN DAVIS, K
RB0390	FREEDOM		DALE VIRGO, EWART BLAKE GI
RB0436	FREEDOM		DALE VIRGO, KASIM GRANT
RB0188	FREEDOM TIME		HERMAN DAVIS,

- Click on the song title name and press 'Esc' on your keyboard
- The song will populate in the Line Entries screen (see figure 1.13b)

Figure 1.13b

Royalty Incoming Statement:									
Main Page		View Page		Line Entries		Appr/Un-Appr.		Menu Page	
Period:	18/05/2009 - 18/05/2009	Collector:		Statement Total:		Line Entries:			
Statement #:	32	Exch. Rate:		Amount Received:		Line Entries NET:			
		Territory:	SWEDEN						
Format:	SINGLE	Search String:	f	Rel. Rate:	0.00	Rel. QTY:		Rel. AMT:	
				W/H Rate:	0.00	W/H QTY:		W/H AMT:	
		RB0027	FABULOUS						
Source:				Admin Rate:	0.00			Admin AMT:	
Territory:				W/Hold Rate:	0.00			W/Hold AMT:	
Escrow:		Mech/Perf:	M	Transfer Rate:	0.00			Transfer AMT:	
		Quantity:						NET:	0.00
		Value:							
<div> <div>Add</div> <div>Edit</div> <div>Save</div> <div>Delete</div> <div>Undo</div> <div>Find</div> <div>Exit</div> </div> <div><input type="checkbox"/> Delete All Entries:</div>									

#### EXPLANATION OF TERMS ON THE LINE ENTRIES PAGE (figure 1.13b)

- Source: the organization(s) who used the song
- Territory: the country in which the song was performed/sold in order to generate the royalty
- Mech/Perf: mechanical vs. performance. This designates whether the royalty was collected for a performance or the song or the mechanical sale of the song (physical media sale, digital sale)



### ***EDIT A ROYALTY INCOMING STATEMENT***

*Once a statement is approved and payments are issued against it, you cannot edit the statement. You can only edit statements that are unapproved and statements that have been approved and no payment has been issued against.*

Important note: you can only edit a statement if it has NOT been approved

1. From the Main Page, click in any of the white text boxes and make changes
2. Click the 'Save' button to save changes

### ***EDIT A LINE ENTRY***

1. From the Line Entries page (figure 1.5b) click the 'Edit' button
2. Make the necessary changes in the text boxes
3. Click 'Save' to save changes

## APPROVE/UN-APPROVE A STATEMENT

*This is a measure to ensure accuracy in the on screen statement entries by checking them against the physical statements. When the on screen statement is deemed accurate, it is approved, signaling it is ready for payout. Once a payment is approved it cannot be edited on the Royalty Incoming, Main Page.*

*In the event a discrepancy is found on an approved statement, the statement can be unapproved in order to be edited on the Royalty Incoming, Main Page.*

1. From the Menu Page (figure 1.3b) click the Appr./Un-Appr. Tab

A listing of all statements will appear in the right hand box (figure 1.5b)

Figure 1.5b

Statement #	Start	End	Collector	Approved	Stat. Total
1	01/04/2006	30/06/2006	GREEN	Yes	53.7300
2	01/07/2006	30/09/2006	GREEN	Yes	3091.7700
3	01/04/2006	30/09/2006	SONY	Yes	52665.3900
4	01/10/2006	31/12/2006	GREEN	Yes	3485.9100
5	01/07/2006	31/12/2006	POLYG	Yes	450.1200
6	01/07/2006	31/12/2006	MCPS	Yes	502.9800
7	01/01/2006	30/12/2006	EVOL	Yes	522.5600
8	01/10/2006	31/03/2007	SONY	Yes	12070.6200
9	01/01/2007	31/03/2007	GREEN	Yes	125.6200
10	01/01/2007	30/06/2007	POLYG	Yes	19606.2500
11	01/01/2007	30/06/2007	EVOL	Yes	589.0400
12	01/04/2007	30/06/2007	GREEN	Yes	48.6200
13	01/07/2007	30/09/2007	GREEN	Yes	58.8000
14	01/04/2007	30/06/2007	SONY	Yes	16210.5300
15	01/07/2007	31/12/2007	POLYGR	Yes	2582.1800
16	01/01/2007	30/06/2007	EMI	Yes	6.6000
17	01/07/2007	31/12/2007	EMI	Yes	234.2600
18	01/10/2007	31/12/2007	GREEN	Yes	241.3200
19	01/12/2007	31/12/2007	MCPS	Yes	79.9800
20	01/07/2007	31/12/2007	EVOL	Yes	469.1900
21	01/10/2007	31/03/2008	SONY	Yes	267216.5700

2. Click the 'Approved' button in the bottom left hand corner
3. Type the statement number to approve in the string box
4. Press 'Enter' on your keyboard

A spreadsheet displaying the statement number will appear (see figure 1.6b)

[illegible]

- The statement number will appear on the Appr./Un-Appr. page in the left hand text box (see figure 1.7b)

**Royalty Incomming Statement:**

Main Page
View Page
Line Entries
Appr./Un-Appr.
Menu Page

29EMI

Add All
Remove All

Statement #	Start	End	Collector	Approved	Stat. Total
1	01/04/2006	30/06/2006	GREEN	Yes	53 7300
2	01/07/2006	30/09/2006	GREEN	Yes	3091 7700
3	01/04/2006	30/09/2006	SONY	Yes	52685 3900
4	01/10/2006	31/12/2006	GREEN	Yes	3485 9100
5	01/07/2006	31/12/2006	POLYG	Yes	450 1200
6	01/07/2006	31/12/2006	MCPS	Yes	502 9800
7	01/01/2006	30/12/2006	EVOL	Yes	522 5600
8	01/10/2006	31/03/2007	SONY	Yes	12070 6200
9	01/01/2007	31/03/2007	GREEN	Yes	125 6200
10	01/01/2007	30/06/2007	POLYG	Yes	19606 2500
11	01/01/2007	30/06/2007	EVOL	Yes	589 0400
12	01/04/2007	30/06/2007	GREEN	Yes	48 6200
13	01/07/2007	30/09/2007	GREEN	Yes	58 8000
14	01/04/2007	30/06/2007	SONY	Yes	16210 5300
15	01/07/2007	31/12/2007	POLYGR	Yes	2582 1800
16	01/01/2007	30/06/2007	EMI	Yes	6 8000
17	01/07/2007	31/12/2007	EMI	Yes	234 2600
18	01/10/2007	31/12/2007	GREEN	Yes	241 3200
19	01/12/2007	31/12/2007	MCPS	Yes	79 9800
20	01/07/2007	31/12/2007	EVOL	Yes	469 1900
21	01/10/2007	31/03/2008	SONY	Yes	267216 5700

Not Determined

- ( 51 )

### ***APPROVE MULTIPLE STATEMENTS SIMULTANEOUSLY***

*Repeat steps 1 through 5 until all the statement numbers to approve appear in the left hand text box. Then click the Approve button*

### ***TO UN-APPROVE STATEMENTS***

*Repeat steps 1 through 6 using the Un-Approved button in place of the Approved button.*

## B2. ROYALTY OUTGOING



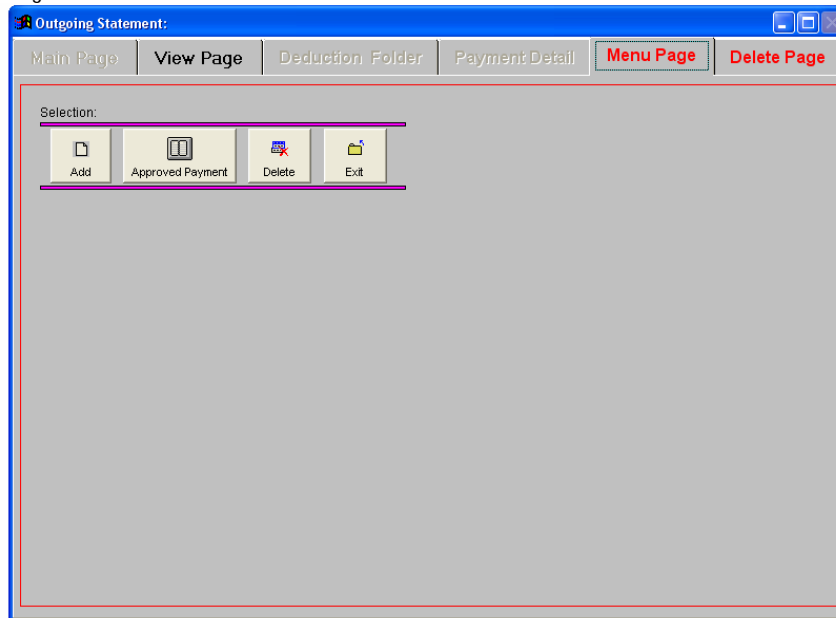
*Periodic statements prepared for in-house writers, which account royalties paid for the period, royalties owed, withholding amounts and other pertinent revenue figures relating to the contractual agreement.*

### **VIEW ALL OUTGOING ROYALTY STATEMENTS**

1. From the main navigation menu choose:  
Activity → Royalty Outgoing

The Royalty Outgoing Menu Page will open (see figure 2.1b)

Figure 2.1b



2. Click the 'View Page' tab

A spreadsheet listing of all outgoing statements will appear (see figure 2.2b)

[illegible]

## ADD A ROYALTY OUTGOING STATEMENT

1. From the Menu Page (figure 2.1b) click the 'Add' button

The Royalty Outgoing Main Page will open (see figure 2.3b)

Figure 2.3b

**Outgoing Statement:**

Main Page	View Page	Deduction Folder	Payment Detail	Menu Page	Delete Page
-----------	-----------	------------------	----------------	-----------	-------------

		Statement #:	9
First Name:	Last Name:	Advance:	Adjustment:

Date: 18/05/2009

Reference #:

Royalty Due:

Adjustment:

Advance:

Tax Rate:

Tax Amount:

Advance Rate: 0

Adjustment Transfer:

Non-Escrow A/C  
Escrow A/C

Mechanical  
Performance  
Both

Advance Detail:

Adjustment Detail:

Total Amount Due:

Add Next Save Delete Undo Exit

2. Click the 'Add Next' button on the Main Page to allow editing
3. In the search box at the top of the page, type the writer's name for which you are preparing the statement
4. Press 'Enter' on your keyboard

A spreadsheet of results matching your search will appear (see figure 2.4b)

Figure 2.4b

[illegible]



5. Click on the name on the appropriate writer's name
6. Press 'Enter' on your keyboard

The writer's details will appear on the Main Page

7. Fill in the remaining text boxes
8. Click the 'Save' button to save changes

#### EXPLANATION OF TERMS ON ROYALTY OUTGOING MAIN PAGE (figure 2.3b)

- Reference#: describes
- Tax Rate: Local tax rate applied to earnings
- Non-Escrow A/C, Escrow A/C: Escrow accounts refer to royalties owed that are not being paid usually due to a legal issue. A statement can include royalty accounts which are both non-escrow and escrow; the statement will be designated escrow once payment is made on a royalty account deemed escrow
- Mechanical, Performance, Both: describes what the royalty was collected for (performance, sale of physical media or digital song)

## APPROVE AN OUTGOING STATEMENT FOR PAYMENT

*This step acknowledges that a statement has been approved for payment*

1. From the Menu Page click the 'Approved Payment' button

The Payment Detail page will appear (fig 2.5b)

Figure 2.5b

Outgoing Statement: Payment Detail

Search Name:

Seq #  Full Name:

Gross:  NET:  Approved:

Date:

VIA:

Detail:

Comments:

2. Click the "Approved' button on the bottom of the page
3. In the search box at the top left, type the name of the writer in which you are to approve a payment
4. Press 'Enter' on your keyboard

A spreadsheet of writer statements matching your search will appear (see figure 2.6b)

[illegible]

- The Writer's name will populate in the 'Payment Detail' page in the left text box (figure 2.7b)

**Outgoing Statement:**

Main Page	<b>View Page</b>	Deduction Folder	<b>Payment Detail</b>	Menu Page	Delete Page
-----------	------------------	------------------	-----------------------	-----------	-------------

DV0010DALE VIRGO

Search Name:

---

Seq #:  Full Name:

Gross:  NET:  Approved:

Date:

VIA:

Detail:

Comments:

Add All Remove All

Approved
Un-Approved
Save
Edit
Undo
Exit

- ( 58 )

*TO APPROVE MULTIPLE STATEMENTS SIMULTANEOUSLY*

Repeat steps 3 through 6 then click 'Save' to approve all statements

## RECORDING THE DETAILS OF A PAYMENT

After approving a statement for payment the next step is to record the payment details

1. From the Menu Page, click 'Approved Payment'

The Payment Details Page will appear (see figure 2.5b)

2. Click the 'Edit' button
3. In the 'Search Name' box type the name of the writer in which you are to enter payment details
4. Press 'Enter' on your keyboard

A spreadsheet of writer statements matching your search will appear (see figure 2.6b)

5. Click on the appropriate writer's name
6. Press 'Esc' on your keyboard

The writer's name will populate in the 'Payment Detail' page in the right hand text boxes (figure 2.8b)

Figure 2.8b

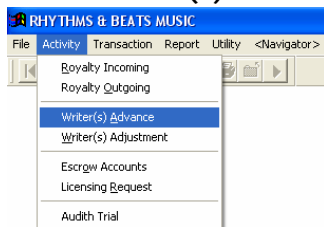
The screenshot shows a software window titled 'Outgoing Statement' with a blue title bar. It has a menu bar with 'Main Page', 'View Page', 'Deduction Folder', 'Payment Detail' (highlighted in red), 'Menu Page', and 'Delete Page'. The main area is divided into a large left pane and a right pane. The right pane contains a 'Search Name' field with 'DALE VIRGO' entered. Below it, a table shows 'Seq #' as 2, 'Full Name' as DALE VIRGO, 'Gross' as 1132097.90, 'NET' as 68089.60, and 'Approved' as YES. There are also fields for 'Date' (21/04/2009), 'VIA', 'Detail', and 'Comments' (FGB # 52). At the bottom of the right pane are 'Add All' and 'Remove All' buttons. The bottom of the window has a toolbar with icons for 'Approved', 'Un-Approved', 'Save', 'Edit', 'Undo', and 'Exit'.

7. Enter the payment details in the appropriate text boxes
8. Click the 'Save' button to save changes

EXPLANATION OF TERMS ON THE ROYALTY OUTGOING, PAYMENT DETAIL PAGE (figure 2.8b)

- Date: Date of the payment
- VIA: method of cheque delivery (ex. hand delivered, mail, courier etc.)
- Detail: cheque number, bank name, courier tracking number, etc.

## B3. WRITER(S) ADVANCE



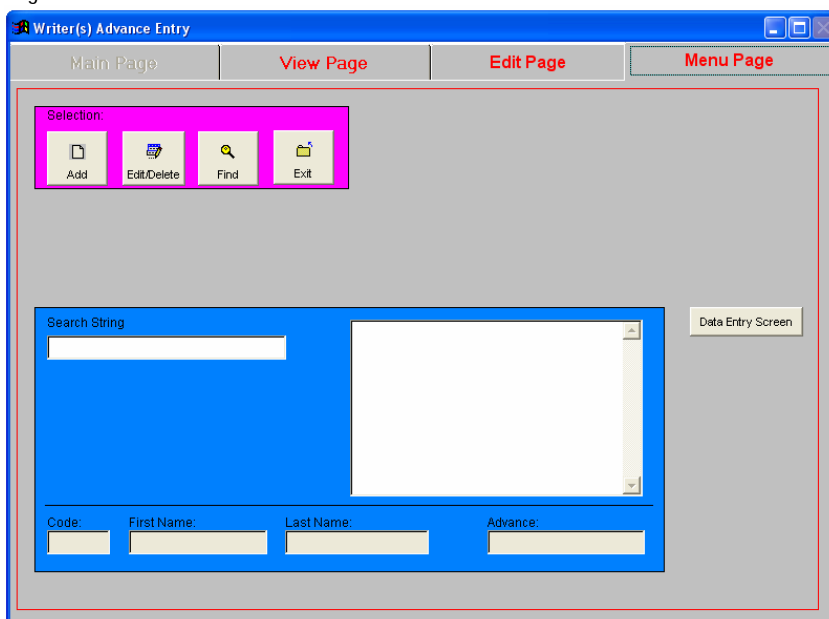
*Advance payments or goods given to a writer in lieu of royalties owed*

### **VIEW WRITER'S ADVANCE STATEMENT**

1. From the main navigation menu choose:  
Activity → Writer(s) Advance

The Writer(s) Advance Menu Page will open (see figure 3.1b)

Figure 3.1b



2. In the 'Search String' text box, type the name or partial name of the writer to view the advance statements
3. Click the 'Data Entry Screen' button

The Writer(s) Advance Entry screen for the writer will open (figure 3.2b)

[illegible]

Click on an advance entry to view the details

### ***ADD A WRITER'S ADVANCE STATEMENT***

1. From the Menu Page, in the 'Search String' box, type the name of the writer in which to add an advance entry
2. Press 'Enter' on your keyboard
3. Locate the writer's name in the search results box and click on the name, highlighting it blue
4. Click the 'Add' button
5. Click the 'Data Entry Screen' button

The Writer's Advance Main Page will open with the name of the writer already populated (figure 3.3b)

Figure 3.3b

The screenshot shows a software window titled "Writer(s) Advance Entry". It has four tabs: "Main Page" (selected), "View Page", "Edit Page", and "Menu Page". The "Main Page" contains several input fields and buttons. At the top, there are three fields: "First Name:" with the value "GAVIN", "Last Name:" with the value "BLAIR", and "Advance-To-Date:" with the value "0.00". Below these are "Sequence #:" (65), "Reference No:" (empty), "Payment Date:" (18/05/2009), "Type:" (empty), "Advance:" (empty), "Tax Rate:" (0.00), "Tax Amount:" (empty), and "Comments:" (three empty lines). At the bottom left, there are four buttons: "Add Next", "Save", "Undo", and "Exit".

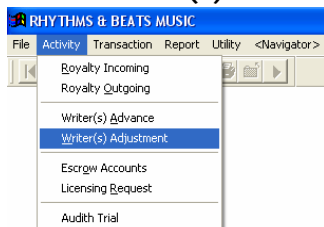
6. Enter the relevant details
7. Click the 'Save' button to save changes

### **EXPLANATION OF TERMS ON THE WRITER'S ADVANCE MAIN PAGE (figure 3.3b)**

- Sequence #: Automatically generated
- Reference No: cheque number relevant to advance, equipment serial numbers
- Type: categorizes the advance as equipment, money, studio time, other services, etc.
- Advance: amount/value of advance
- Tax Rate: local government tax



## B4. WRITER(S) ADJUSTMENT



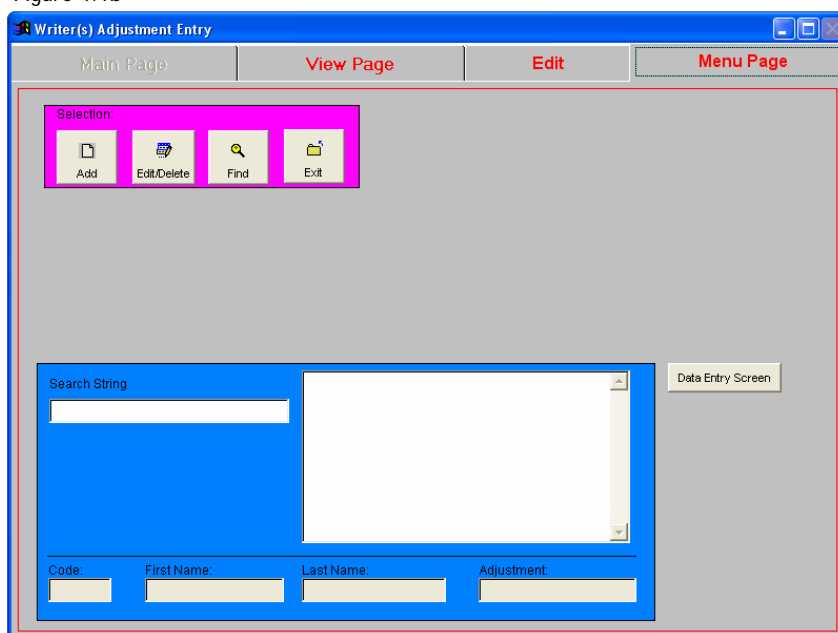
*Adjustment payments against a writer's advance*

### **VIEW WRITER'S ADJUSTMENT STATEMENT**

1. From the main navigation menu choose:  
Activity → Writer(s) Adjustment

The Writer(s) Adjustment Entry Menu Page will open (see figure 4.1b)

Figure 4.1b



2. In the 'Search String' text box, type the name or partial name of the writer you wish to enter an adjustment for
3. Click the 'Data Entry Screen' button

The Writer(s) Adjustment Entry screen for the writer will open (figure 4.2b)

[illegible]

Click on an adjustment entry to see the details

### ***ADD A WRITER'S ADJUSTMENT ENTRY***

1. From the Menu Page, in the 'Search String' box, type the name of the writer in which to add an adjustment entry
2. Press 'Enter' on your keyboard
3. Locate the writer's name in the search results box and click on the name, highlighting it blue
4. Click the 'Add' button
5. Click the 'Data Entry Screen' button

The Writer's Adjustment Main Page will open with the name of the writer already populated (figure 4.3b)

Figure 4.3b

Writer(s) Adjustment Entry

Main Page View Page Edit Menu Page

First Name: GAVIN Last Name: BLAIR Adjustment-To-Date: -1107938.31

Sequence #: 1

Reference No:

Payment Date: 18/05/2009

Type:

Adjustment:

Comments:

Save Undo Exit

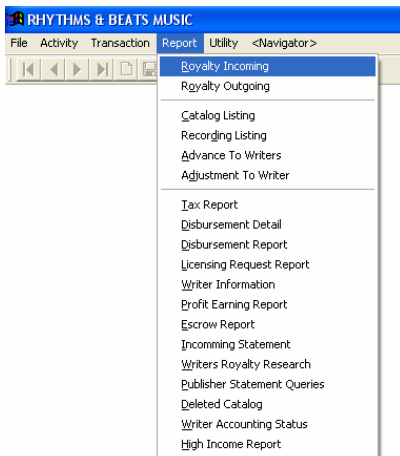
6. Enter the relevant details
7. Click the 'Save' button to save changes

### EXPLANATION OF TERMS ON THE WRITER'S ADJUSTMENT MAIN PAGE (figure 4.3b)

- Sequence #: Automatically generated
- Reference No: cheque number used to pay, statement number, etc.
- Type: categorizes the adjustment as equipment, money, other services, etc.

## C. REPORT FUNCTIONS

### C1. ROYALTY INCOMING



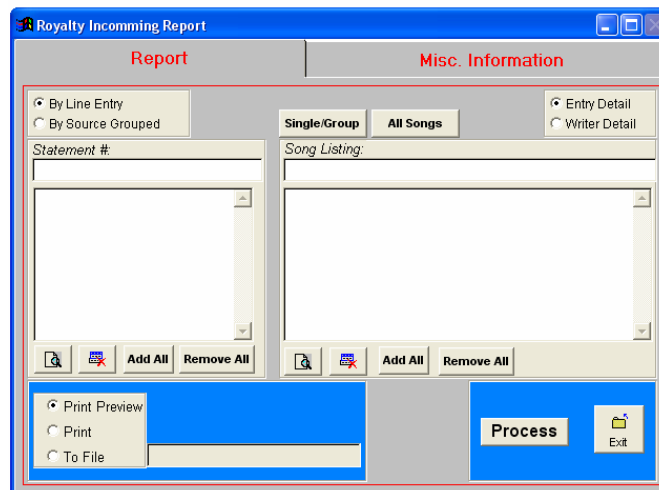
*Reports generated by Royalty Incoming data*

#### **VIEW ROYALTY INCOMING REPORT**

1. From the main navigation menu choose:  
Report → Royalty Incoming

The Royalty Incoming Report Page will open (see figure 1.1c)

Figure 1.1c



2. Type the statement number into the 'Statement #' box or the name of the collector to view
3. Press 'Enter' on your keyboard
4. A spreadsheet listing of the statements will appear (see figure 1.2c)

Figure 1.2c

Stmt#	Entry Date	Period	Collector	Local Amnt.	For. Amnt.
16	14/05/2008	30/06/2007	EMI	606.3600	6.8000
17	14/05/2008	31/12/2007	EMI	24117.0700	234.2600
25	03/04/2009	30/06/2008	EMI	38654.7600	408.4400
29	/ /	31/12/2008	EMI	1.0000	1.0000

5. Click on the statement number in the spreadsheet
6. Press 'Esc' on your keyboard

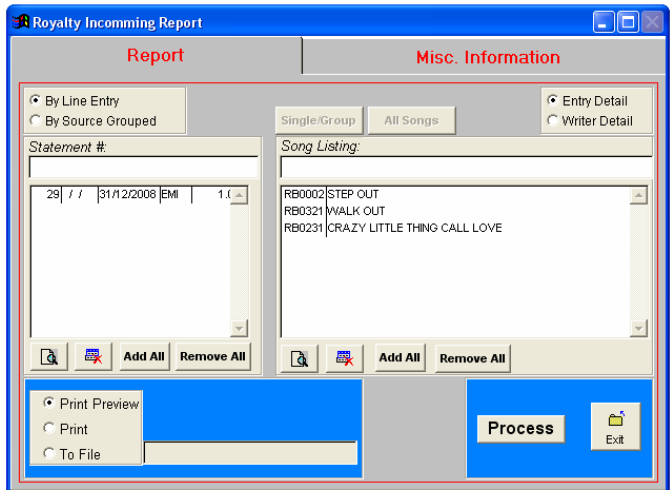
The statement will appear on the Report page in the left hand box (figure 1.3c)

Figure 1.3c

7. Click the 'Add All' button on the right side of the page to view all songs on the specified statement

A list of the songs accounted for on the specified royalty statement will appear in the right hand box (see figure 1.4c)

Figure 1.4c



8. Click the 'Process' button to view the report

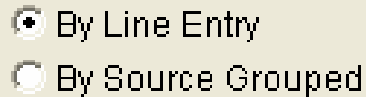
***CREATE ROYALTY INCOMING REPORT WITH MULTIPLE STATEMENT NUMBERS***

Repeat steps 2 through 6 until all the statement numbers appear on the Report page in the left hand text box

## ***ROYALTY INCOMING REPORT OPTIONS***

You can view a Royalty Incoming report grouped by:

- By Line Entry - grouping based on song/line entry
- By Source Grouped - grouping based on source



### **View incoming royalties for a specific song**

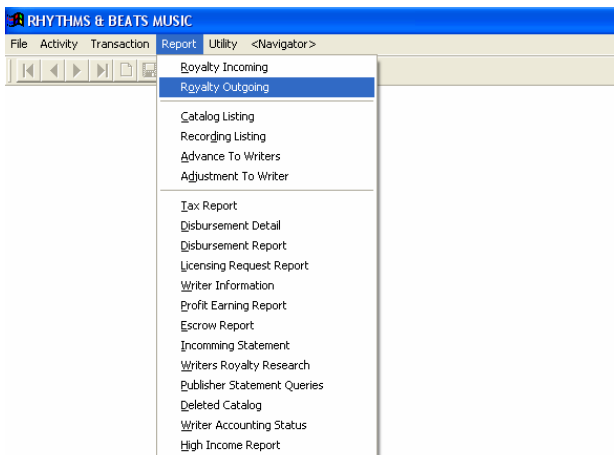
1. Choose 'Add All' in the statement box
2. Click the 'Single/Group' button
3. Specify a song title by typing it in the 'Song Listing' box
4. Press 'Enter' on your keyboard
5. Click on the song title from the spreadsheet of song results
6. Press 'Esc' on your keyboard
7. The song title will appear in the 'Song Listing' box
8. Click 'Process'

### **View incoming royalties from a specific Collector**

1. In the 'Statement #' box type the name of the collector
2. Press 'Enter' on your keyboard
3. Click on the statement which applies to the collector
4. Press 'Esc' on your keyboard
5. The statement will appear in the 'Statement #' box
6. Repeat steps 1 through 4 until all statements from the collector appear in the 'Statement #' box
7. Click the 'Add All' button on the right side of the page
8. Click 'Process'



## C2. ROYALTY OUTGOING



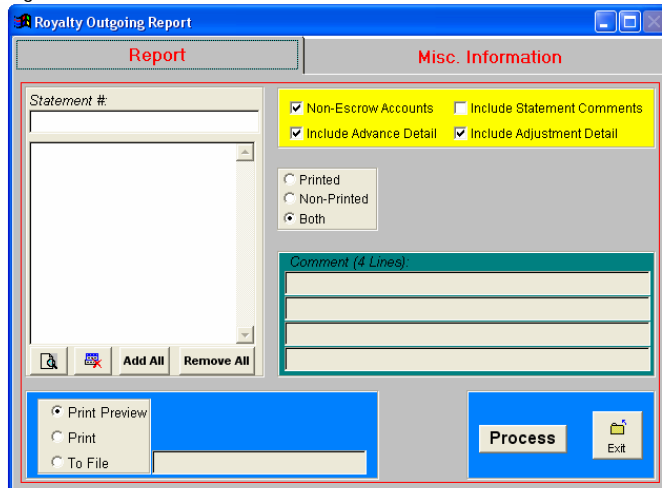
*Generation of statements to writers that account for and relay royalties accrued*

### **VIEW ROYALTY OUTGOING STATEMENT**

1. From the main navigation menu choose:  
Report → Royalty Outgoing

The Royalty Outgoing Report Page will open (see figure 2.1c)


Figure 2.1c



2. Type the statement number or writer's name in the 'Statement #' box
3. Press 'Enter' on your keyboard

A spreadsheet listing of your search results will appear (see figure 2.2c)

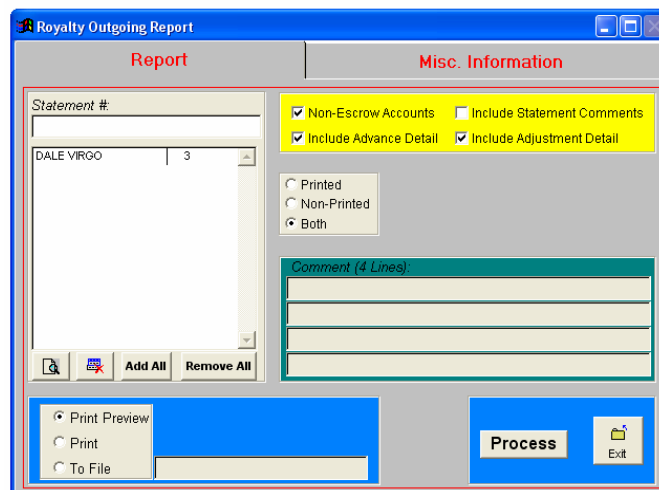
Figure 2.2c



Stmt#	Acc.#	Code	Name
1	1	HDC012	HERMAN DAVIS
2	1	DV0010	DALE VIRGO
3	2	DV0010	DALE VIRGO
4	1	BBW035	Bradley Brown
5	1	GBD009	GAVIN BLAIR
6	1	ABR011	ANDRE BAILEY
7	3	DV0010	DALE VIRGO
8	2	HDC012	HERMAN DAVIS

4. Click the appropriate name of the writer or the statement number
5. Press 'Esc' on your keyboard
6. The writer's name will appear in the 'Statement #' box (see figure 2.3c)

Figure 2.3c



**Royalty Outgoing Report**

**Report** | **Misc. Information**

Statement #  
DALE VIRGO | 3

☒ Non-Escrow Accounts ☐ Include Statement Comments  
☒ Include Advance Detail ☒ Include Adjustment Detail

☐ Printed  
☐ Non-Printed  
☒ Both

Comment (4 Lines):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☒ Print Preview  
☐ Print  
☐ To File

**Process** **Exit**

7. Click the appropriate options
8. Click the 'Process' button to view the report

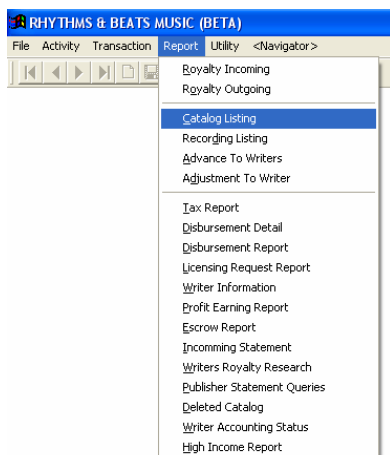
## *ROYALTY OUTGOING STATEMENT REPORT OPTIONS*

You can create royalty statements, which display:

- Non-Escrow Accounts -accounts currently being paid
- Include Statement Comments - statement comments included in report
- Include Advance Detail - advance balance
- Include Adjustment Detail - adjustments recouped

<input checked="" type="checkbox"/> Non-Escrow Accounts	<input type="checkbox"/> Include Statement Comments
<input checked="" type="checkbox"/> Include Advance Detail	<input checked="" type="checkbox"/> Include Adjustment Detail

### C3. CATALOG LISTING



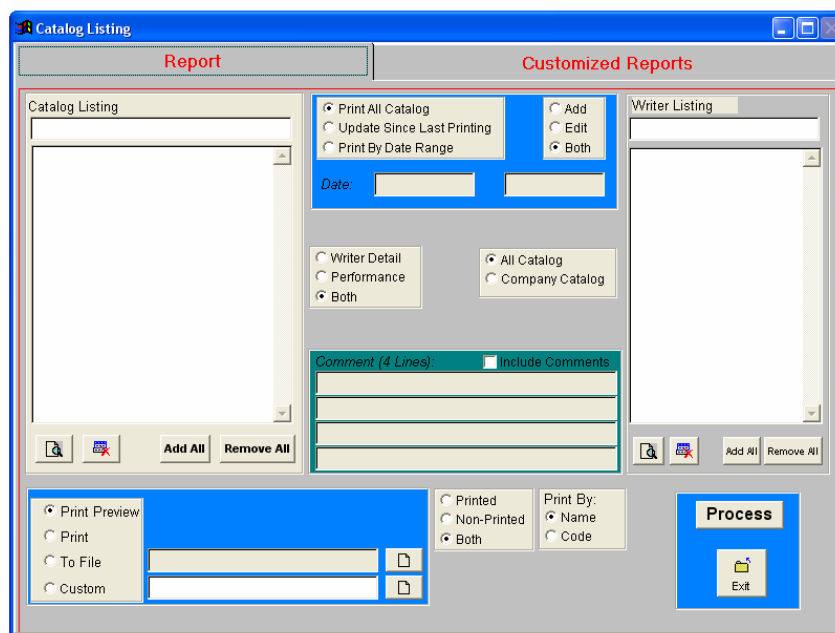
*A report of catalog information including, contributing writer's, splits and the writer's publishing company*

#### VIEW CATALOG LISTING REPORT

1. From the main navigation menu choose:  
Report → Catalog Listing

The Catalog Listing Report page will open (see figure 3.1c)

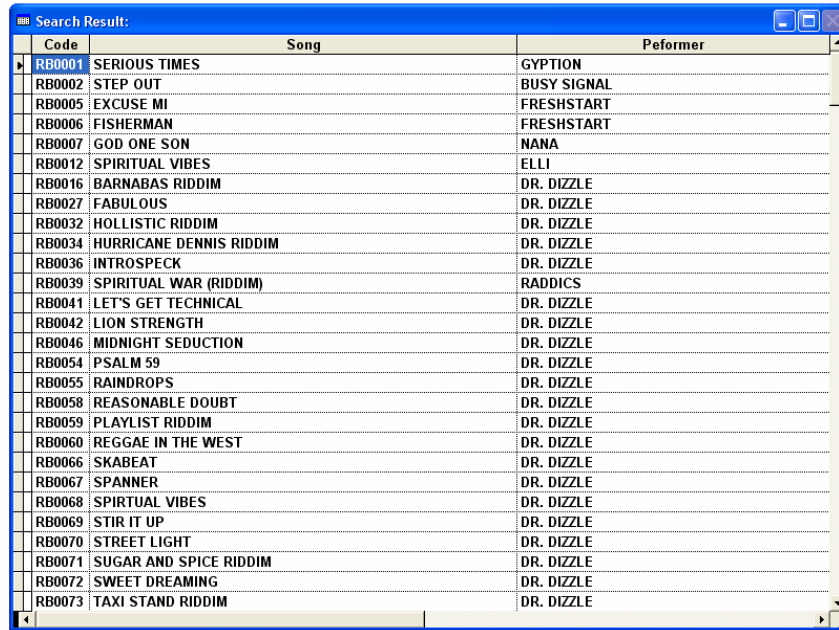
Figure 3.1c



2. Type the catalog/track name into the 'Catalog Listing' box
3. Press 'Enter' on your keyboard

A spreadsheet listing of your search results will appear (see figure 3.2c)

Figure 3.2c



Code	Song	Performer
RB0001	SERIOUS TIMES	GYPTION
RB0002	STEP OUT	BUSY SIGNAL
RB0005	EXCUSE MI	FRESHSTART
RB0006	FISHERMAN	FRESHSTART
RB0007	GOD ONE SON	NANA
RB0012	SPIRITUAL VIBES	ELLI
RB0016	BARNABAS RIDDIM	DR. DIZZLE
RB0027	FABULOUS	DR. DIZZLE
RB0032	HOLLISTIC RIDDIM	DR. DIZZLE
RB0034	HURRICANE DENNIS RIDDIM	DR. DIZZLE
RB0036	INTROSPECK	DR. DIZZLE
RB0039	SPIRITUAL WAR (RIDDIM)	RADDICS
RB0041	LET'S GET TECHNICAL	DR. DIZZLE
RB0042	LION STRENGTH	DR. DIZZLE
RB0046	MIDNIGHT SEDUCTION	DR. DIZZLE
RB0054	PSALM 59	DR. DIZZLE
RB0055	RAINDROPS	DR. DIZZLE
RB0058	REASONABLE DOUBT	DR. DIZZLE
RB0059	PLAYLIST RIDDIM	DR. DIZZLE
RB0060	REGGAE IN THE WEST	DR. DIZZLE
RB0066	SKABEAT	DR. DIZZLE
RB0067	SPANNER	DR. DIZZLE
RB0068	SPIRITUAL VIBES	DR. DIZZLE
RB0069	STIR IT UP	DR. DIZZLE
RB0070	STREET LIGHT	DR. DIZZLE
RB0071	SUGAR AND SPICE RIDDIM	DR. DIZZLE
RB0072	SWEET DREAMING	DR. DIZZLE
RB0073	TAXI STAND RIDDIM	DR. DIZZLE

4. Click the appropriate catalog listing

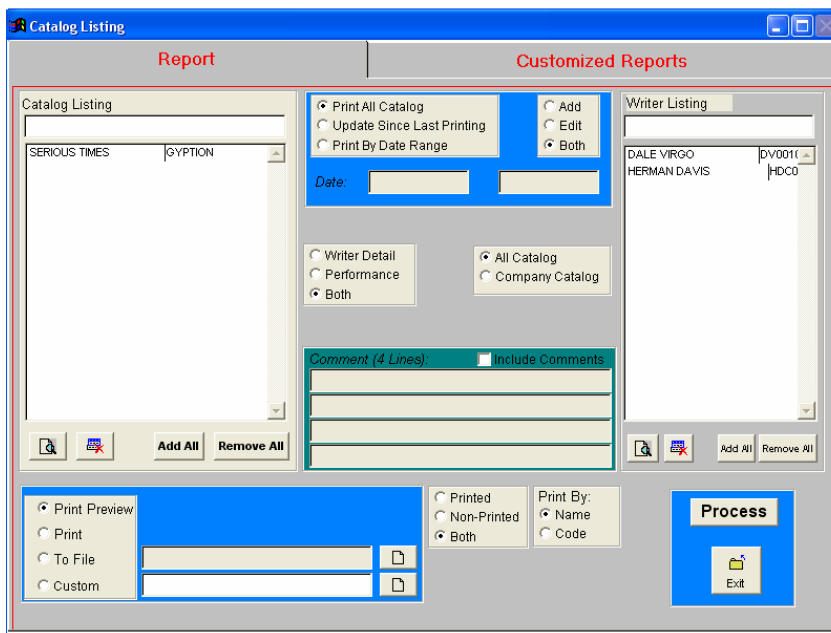
5. Press 'Esc' on your keyboard

The catalog listing will appear in the 'Catalog Listing' box

6. Click 'Add All' in the 'Writer Listing' box

The writers associated with the catalog listing specified will appear in the 'Writer Listing' box (see figure 3.3c)

Figure 3.3c



**Catalog Listing**

**Report**

**Customized Reports**

**Catalog Listing**

SERIOUS TIMES | GYPTION

☒ Print All Catalog  
☐ Update Since Last Printing  
☐ Print By Date Range

Date:

☐ Writer Detail  
☐ Performance  
☒ Both

☒ All Catalog  
☐ Company Catalog

Comment (4 Lines): ☐ Include Comments

☒ Print Preview  
☐ Print  
☐ To File  
☐ Custom

☐ Printed  
☐ Non-Printed  
☒ Both

Print By:  
☒ Name  
☐ Code

**Writer Listing**

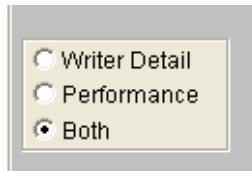
DALE VIRGO | DV001  
HERMAN DAVIS | HDC0

7. Click the 'Process' button to view the report'

## *CATALOG LISTING REPORT OPTIONS*

You can create a report of catalog listings, which display:

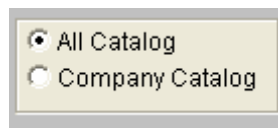
- Writer Detail - writer splits, publisher information
- Performance - performers of the song
- Or both



A screenshot of a small window with a light gray border. Inside, there is a yellow rectangular area containing three radio buttons. The first two are 'Writer Detail' and 'Performance', both with unselected radio buttons. The third is 'Both', with a selected radio button (a black dot in the center).

You can create a report of catalog listings displaying:

- Company Catalog - Rhythms and Beats writers only
- All Catalog - all writers



A screenshot of a small window with a light gray border. Inside, there is a yellow rectangular area containing two radio buttons. The first is 'All Catalog', with a selected radio button (a black dot in the center). The second is 'Company Catalog', with an unselected radio button.

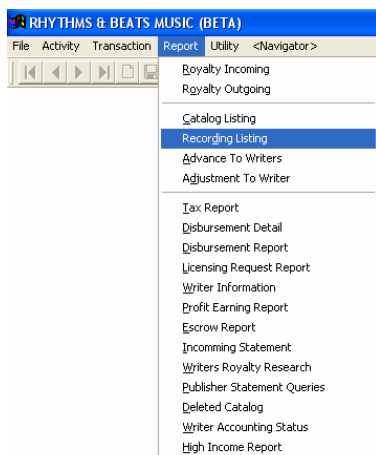
You can choose to view a catalog report, which displays:

- Print All Catalog - entire catalog
- Update Since Last Printing - prints only updates to the catalog since the last printing
- Print By Date Range - prints catalogs added within a specific date range



A screenshot of a form with a blue background. On the left, there is a yellow rectangular area containing three radio buttons: 'Print All Catalog', 'Update Since Last Printing', and 'Print By Date Range'. The 'Print By Date Range' button is selected. To the right of this area is another yellow rectangular area containing three radio buttons: 'Add', 'Edit', and 'Both'. The 'Both' button is selected. Below these areas, there is a 'Date:' label followed by two text input fields. The first field contains '16/04/2009' and the second field contains '22/05/2009'.

## C4. RECORDING LISTING



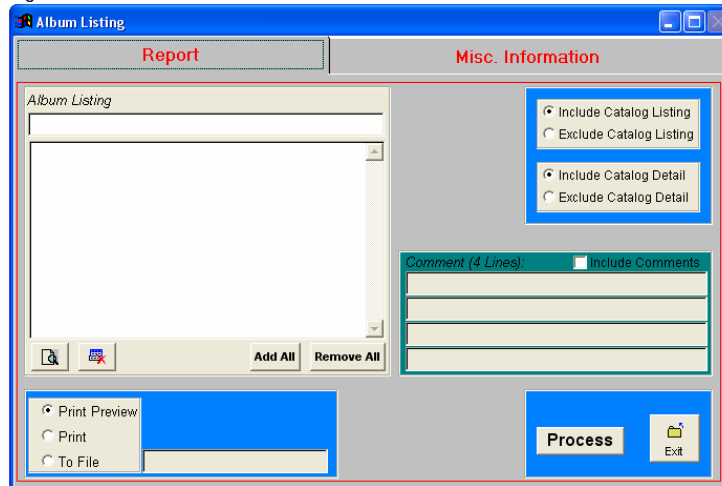
*A report of recording information including, catalog entries, contributing writer's, splits, writer's publishing company and the performer*

### VIEW CATALOG LISTING REPORT

1. From the main navigation menu choose:  
Report → Recording Listing

The Album Listing Report page will open (see figure 4.1c)

Figure 4.1c



2. In the 'Album Listing' search box, type the name of the album to search
3. Press 'Enter' on your keyboard

A spreadsheet listing of the albums matching your search will appear (see figure 4.2c)

[illegible]

- The recording will appear in the 'Album Listing' box (see figure 4.3c)

Album Listing

Report Misc. Information

Album Listing

RM0003|CD| Consuming Fire

Find Add/Remove Add All Remove All

Include Catalog Listing  
Exclude Catalog Listing

Include Catalog Detail  
Exclude Catalog Detail

Comment (4 Lines): Include Comments

Print Preview  
Print  
To File

Process Exit

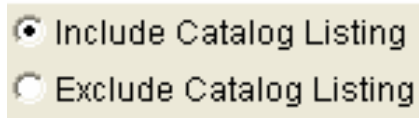
- ( 79 )



## *RECORDING LISTING REPORT OPTIONS*

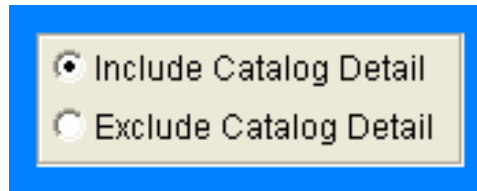
You can choose the following option when creating your recording listing report:

- Include Catalog Listing - all songs/catalog entries associated with the recording will be included on the report
- Exclude Catalog Listing - only the recording details will be included



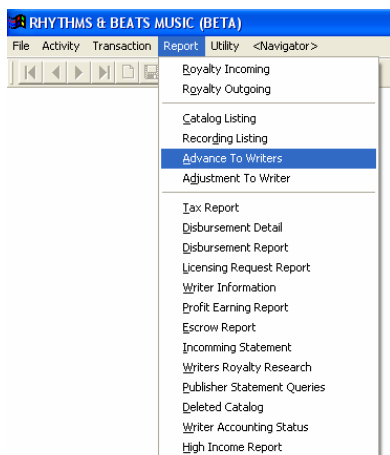
A screenshot of a form with two radio button options. The first option, 'Include Catalog Listing', is selected with a black dot. The second option, 'Exclude Catalog Listing', is unselected with a white dot. The options are displayed on a light beige background.

- Include Catalog Detail - recording name, corresponding song titles, performers, writers, writer splits and publishers will be displayed
- Exclude Catalog Detail - only recording name, corresponding song titles and performers will be displayed



A screenshot of a form with two radio button options. The first option, 'Include Catalog Detail', is selected with a black dot. The second option, 'Exclude Catalog Detail', is unselected with a white dot. The options are displayed on a light beige background, which is enclosed in a blue rectangular border.

## C5. ADVANCE TO WRITERS



*A report of all writers advances, the details of the advance and payments recouped*

### **VIEW WRITER'S ADVANCE TO WRITERS REPORT**

1. From the main navigation menu choose:  
Report → Advance to Writers

The Advance to Writers Report page will open (see figure 5.1c)

Figure 5.1c

A screenshot of the 'Advance Report' window. The window has two tabs: 'Report' and 'Misc. Information'. The 'Report' tab is active, showing a 'Select Writer(s):' text box, a list box, and buttons for 'Add All' and 'Remove All'. The 'Misc. Information' tab is also visible, showing radio buttons for 'Specific Advance', 'Non Specific Advance', and 'Both', date fields for '01/01/1980' and '21/05/2009', a 'Comment (4 Lines)' text area, and an 'Include Comments' checkbox. At the bottom, there are radio buttons for 'Print Preview', 'Print', and 'To File', and a 'Process' button with an 'Exit' button next to it.

2. Type the name of the writer to view his advance report, in the 'Select Writer(s)' box
3. Press 'Enter' on your keyboard

A spreadsheet listing of writers that match your search will appear (see figure 5.2c)

[illegible]

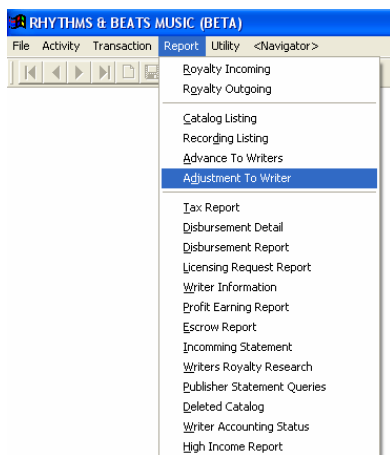
- ( 82 )

## ***VIEW ADVANCE REPORT INCLUSIVE OF ALL WRITERS***

From the Advance Report page (figure 5.1c)

1. Click 'Add All' in the 'Select Writer(s)' box
2. Click the 'Process' button to view the report

## C6. ADJUSTMENT TO WRITER



*A report detailing all advance and adjustment details of a writer*

### **VIEW WRITER'S ADJUSTMENT TO WRITERS REPORT**

1. From the main navigation menu choose:  
Report → Adjustment to Writer

The Adjustment to Writer Report page will open (see figure 6.1c)

Figure 6.1c

A screenshot of the 'Adjustment Report' window. The window has two tabs: 'Report' and 'Misc. Information'. The 'Report' tab is active, showing a 'Select Writer(s):' text box, a list of writers, and buttons for 'Add All' and 'Remove All'. The 'Misc. Information' tab is also visible, showing radio buttons for 'Specific Adjustment', 'Non Specific Adjustment', and 'Both', date fields for '01/01/1980' and '21/05/2009', a 'Comment (4 Lines):' text area, and an 'Include Comments' checkbox. At the bottom, there are radio buttons for 'Print Preview', 'Print', and 'To File', and a 'Process' button.

2. Type the name of the writer to view his adjustment report, in the 'Select Writer(s)' box
3. Press 'Enter' on your keyboard

A spreadsheet listing of writers that match your search will appear (see figure 6.2c)

[illegible]

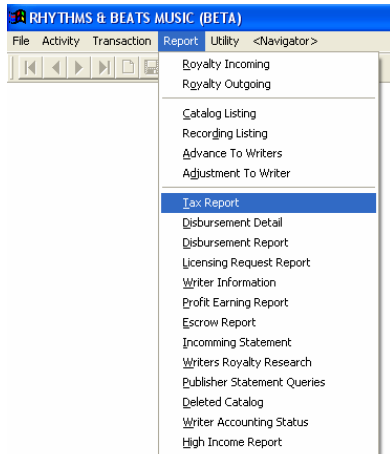
- ( 85 )

## ***VIEW ADJUSTMENT TO WRITERS REPORT INCLUSIVE OF ALL WRITERS***

From the Adjustment Report page (figure 6.1c):

1. Click 'Add All' in the 'Select Writer(s)' box
2. Click the 'Process' button to view the report

## C7. TAX REPORT



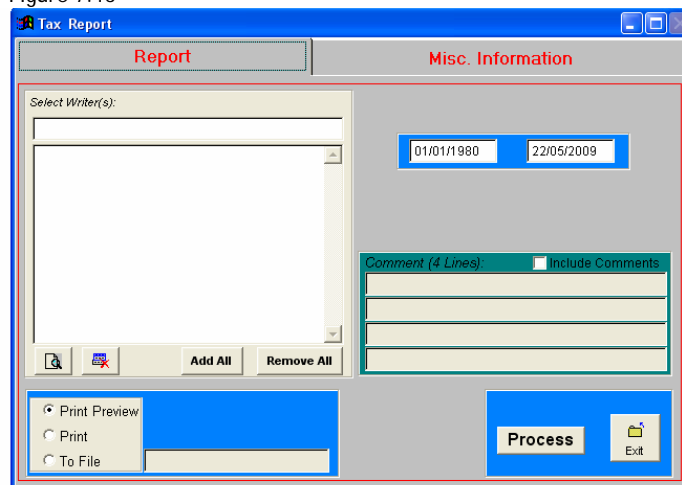
*An accounting of all local government taxes levied on income (royalty outgoing statements)*

### VIEW WRITER'S TAX REPORT

1. From the main navigation menu choose:  
Report → Tax Report

The Tax Report page will open (see figure 7.1c)

Figure 7.1c



2. Type the name of the writer to view his tax report, in the 'Select Writer(s)' box
3. Press 'Enter' on your keyboard

A spreadsheet listing of writers that match your search will appear (see figure 7.2c)



[illegible]

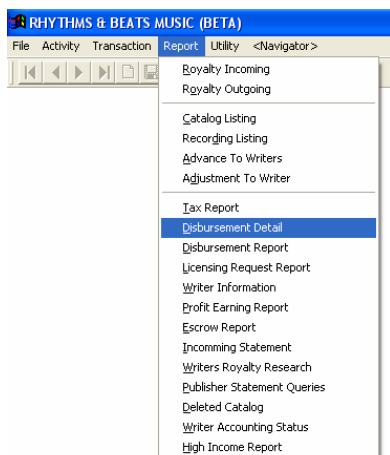
- ( 88 )

## *VIEW TAX REPORT INCLUSIVE OF ALL WRITERS*

From the Tax Report Page (figure 7.1c):

1. Click 'Add All' in the 'Select Writer(s)' box
2. Click the 'Process' button to view the report

## C8. DISBURSEMENT DETAIL



*A report of all payments made to a writer including the royalty outgoing statement number, the date of payment, net amount and method of delivery*

### **VIEW WRITER'S DISBURSEMENT DETAIL REPORT**

1. From the main navigation menu choose:  
Report → Disbursement Detail

The Disbursement Detail report page will open (see figure 8.1c)

Figure 8.1c

A screenshot of the 'Disbursement Detail' report form. The form has two tabs: 'Report' and 'Misc. Information'. The 'Report' tab is active, showing a 'Writer Listing' box. The 'Misc. Information' tab contains filters for 'Approved', 'Un-Approved', 'Both', 'Non-Escrow Accounts', 'Escrow Accounts', and 'All Accounts'. There are also date fields for '01/01/1980' and '22/05/2009', a 'Comment (4 Lines)' section, and a 'Process' button.

2. Type the name of the writer to view his disbursement detail report, in the 'Select Writer(s)' box
3. Press 'Enter' on your keyboard
4. A spreadsheet listing of writers that match your search will appear (see figure 8.2c)

[illegible]

- ( 91 )

## ***VIEW DISBURSEMENT DETAIL REPORT INCLUSIVE OF ALL WRITERS***

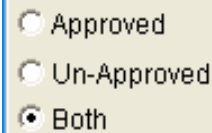
From the Disbursement Detail Report Page (figure 8.1c):

1. Click 'Add All' in the 'Select Writer(s)' box
2. Click the 'Process' button to view the report

## *DISBURSEMENT DETAIL REPORT OPTIONS*

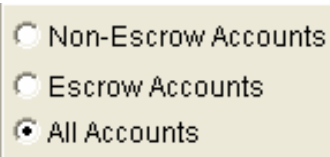
You can view a disbursement detail report for a specific writer, which displays:

- Approved - only displays payments that have been approved
- Un-Approved - only displays pending payments that have not been approved
- Both - displays both



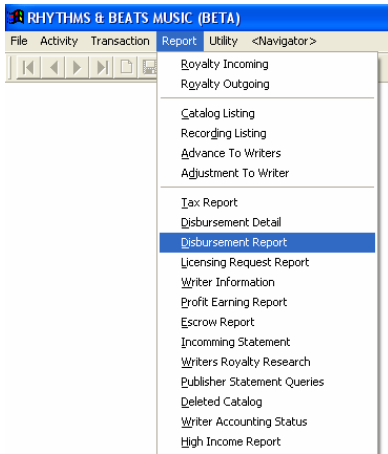
A screenshot of a radio button selection menu. The menu is a light beige rectangle with a thin blue vertical bar on the left. It contains three options, each with a radio button to its left: 'Approved', 'Un-Approved', and 'Both'. The 'Both' option is selected, indicated by a black dot in the center of its radio button.

- Non-Escrow Accounts -only displays accounts not on hold
- Escrow Accounts - only displays accounts on hold for payment (usually a legal/contractual issue)
- All Accounts - displays both



A screenshot of a radio button selection menu. The menu is a light beige rectangle with a thin blue vertical bar on the left. It contains three options, each with a radio button to its left: 'Non-Escrow Accounts', 'Escrow Accounts', and 'All Accounts'. The 'All Accounts' option is selected, indicated by a black dot in the center of its radio button.

## C9. DISBURSEMENT REPORT



*Similar to the Disbursement Detail report however this report includes more information such as: gross/net/tax amounts, adjustment/advance amounts, paid status, print status, escrow status, etc.*

### VIEW WRITER'S DISBURSEMENT REPORT

1. From the main navigation menu choose:  
Report → Disbursement Report

The Disbursement Report page will open (see figure 9.1c)

Figure 9.1c

A screenshot of the 'Disbursement Report' application window. The window has a blue title bar and two tabs: 'Report' and 'Misc. Information'. The 'Report' tab is active. On the left, there is a 'Writer Listing' section with a large empty box for the list. To the right of the list are radio buttons for 'Approved', 'Un-Approved', and 'Both' (selected), and another set for 'Non-Escrow Accounts', 'Escrow Accounts', and 'All Accounts' (selected). Below these are date pickers for '01/01/1980' and '22/05/2009'. At the bottom left are buttons for 'Add All' and 'Remove All'. At the bottom right are buttons for 'Print Preview', 'Print', 'To File', 'Process', and 'Exit'.

2. Type the name of the writer to view his disbursement report, in the 'Select Writer(s)' box
3. Press 'Enter' on your keyboard
4. A spreadsheet listing of writers that match your search will appear (see figure 9.2c)

[illegible]

- ( 95 )



## ***VIEW DISBURSEMENT REPORT INCLUSIVE OF ALL WRITERS***

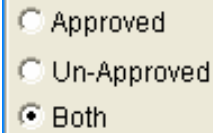
From the Disbursement Detail Report Page (figure 9.1c):

1. Click 'Add All' in the 'Select Writer(s)' box
2. Click the 'Process' button to view the report

## *DISBURSEMENT REPORT OPTIONS*

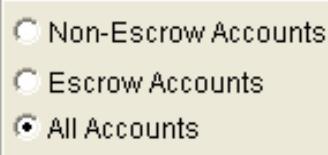
You can view a disbursement report for a specific writer, which displays:

- Approved - only displays payments that have been approved
- Un-Approved - only displays pending payments that have not been approved
- Both - displays both



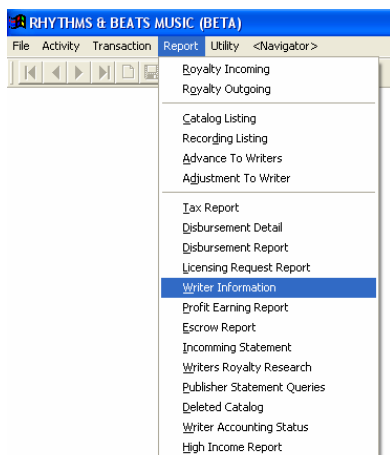
A screenshot of a radio button selection menu. The menu is a light beige rectangle with a thin blue vertical line on the left. It contains three options, each with a radio button to its left: 'Approved', 'Un-Approved', and 'Both'. The 'Both' option is selected, indicated by a black dot in the center of its radio button.

- Non-Escrow Accounts -only displays accounts not on hold
- Escrow Accounts - only displays accounts on hold for payment (usually a legal/contractual issue)
- All Accounts - displays both



A screenshot of a radio button selection menu. The menu is a light beige rectangle with a thin blue vertical line on the left. It contains three options, each with a radio button to its left: 'Non-Escrow Accounts', 'Escrow Accounts', and 'All Accounts'. The 'All Accounts' option is selected, indicated by a black dot in the center of its radio button.

## C10. WRITER INFORMATION



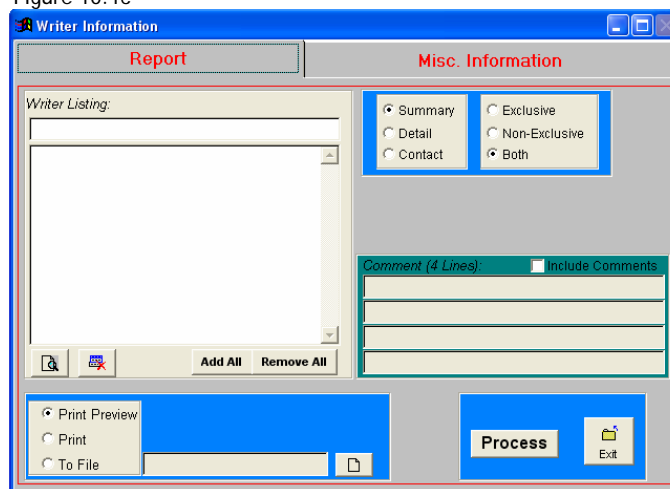
*A report, which displays writer information gathered from the writer's entry and the writer's contractual details*

### **VIEW WRITER'S INFORMATION REPORT**

1. From the main navigation menu choose:  
Repot → Writer Information

The Writer Information Report page will open (see figure 10.1c)

Figure 10.1c



2. Type the name of the writer to view his information report, in the 'Writer Listing' box
3. Press 'Enter' on your keyboard
4. A spreadsheet listing of writers that match your search will appear (see figure 10.2c)

[illegible]

- ( 99 )

## ***VIEW WRITER INFORMATION REPORT INCLUSIVE OF ALL WRITERS***

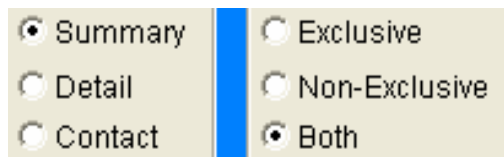
From the Writer Information Report Page (figure 10.1c):

1. Click 'Add All'
2. Click the 'Process' button to view the report

## *WRITER INFORMATION REPORT OPTIONS*

You can view a writer information report, which displays:

- Summary - displays the writer's name, R&B code, alias, agreement, contact term, affiliation, mechanical and performance splits
- Detail - displays all the above and: address, middle name, DOB, affiliation #, publisher's splits, etc.
- Contact - displays writer's name, R&B code, address, phone contact, alias and writer/author/composer status

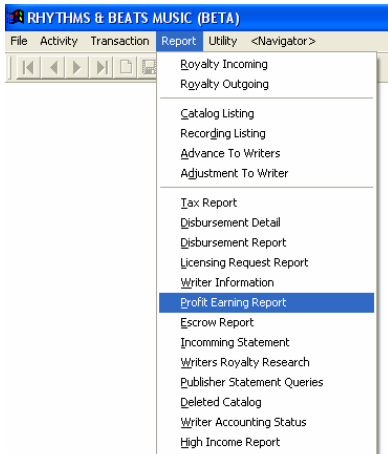


A selection interface with two columns of radio buttons. The left column contains 'Summary' (selected), 'Detail', and 'Contact'. The right column contains 'Exclusive', 'Non-Exclusive', and 'Both' (selected). A vertical blue bar is positioned between the two columns.

<input checked="" type="radio"/> Summary	<input type="radio"/> Exclusive
<input type="radio"/> Detail	<input type="radio"/> Non-Exclusive
<input type="radio"/> Contact	<input checked="" type="radio"/> Both

- Exclusive -only displays writers with exclusive contract with Rhythms and Beats
- Non-Exclusive - Only displays writers with non-exclusive contacts with Rhythms and Beats
- Both - displays both

## C11. PROFIT EARNING



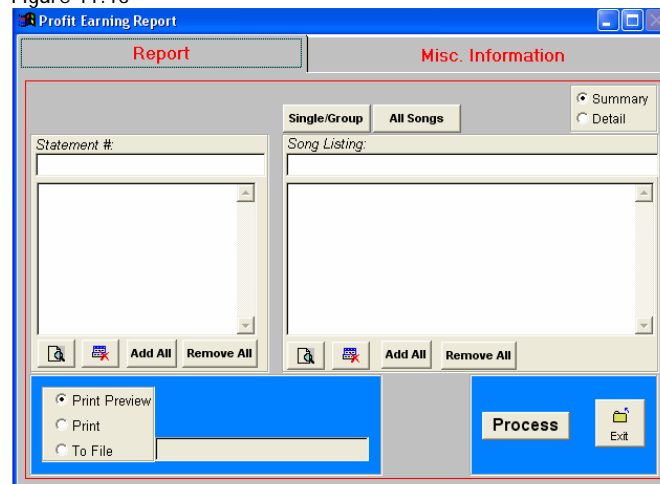
*A report that displays the profit earned from each royalty incoming statement, for each item on a statement or particular writer information gathered from the writer's entry and the writer's contractual details*

### **VIEW PROFIT EARNING REPORT FOR A SPECIFIC ROYALTY INCOMING STATEMENT**

1. From the main navigation menu choose:  
Report → Profit Earning Report

The Profit Earning Report page will open (see figure 11.1c)

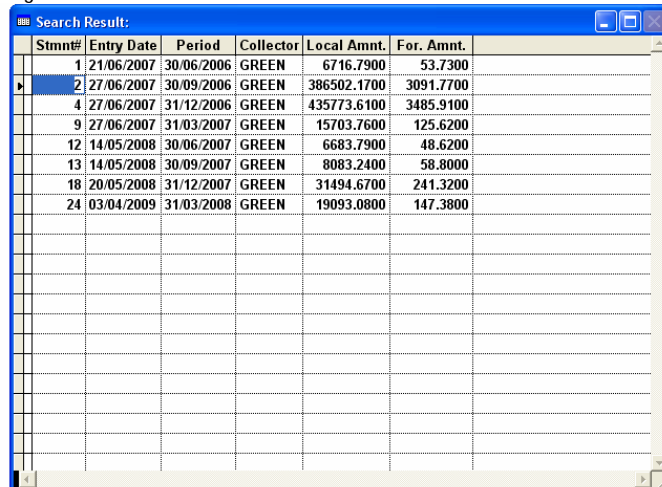
Figure 11.1c



2. In the 'Statement #' box, type the statement number or collector code to search statements
3. Press 'Enter' on your keyboard

A spreadsheet listing of your results will appear (see figure 11.2c)

Figure 11.2c



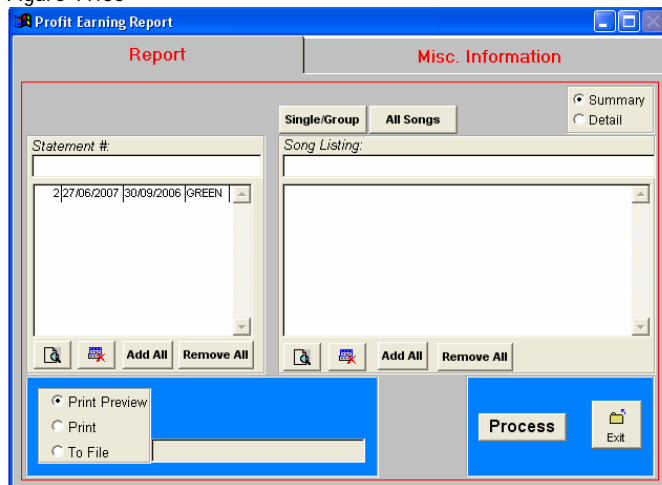
Search Result:

Stmnt#	Entry Date	Period	Collector	Local Amnt.	For. Amnt.
1	21/06/2007	30/06/2006	GREEN	6716.7900	53.7300
2	27/06/2007	30/09/2006	GREEN	386502.1700	3091.7700
4	27/06/2007	31/12/2006	GREEN	435773.6100	3485.9100
9	27/06/2007	31/03/2007	GREEN	15703.7600	125.6200
12	14/05/2008	30/06/2007	GREEN	6683.7900	48.6200
13	14/05/2008	30/09/2007	GREEN	8083.2400	58.8000
18	20/05/2008	31/12/2007	GREEN	31494.6700	241.3200
24	03/04/2009	31/03/2008	GREEN	19093.0800	147.3800

4. Click on the appropriate statement number
5. Press 'Esc' on your keyboard

The statement will appear in the 'Statement #' box on the Report page (see figure 11.3c)

Figure 11.3c



Profit Earning Report

Report      Misc. Information

Single/Group      All Songs      ☒ Summary  
☐ Detail

Statement #  
 2 | 27/06/2007 | 30/09/2006 | GREEN

Song Listing:

☒ Print Preview  
☐ Print  
☐ To File

6. Click 'Add All' on the right hand side of the page

All line entries associated with the specified statement will populate in the 'Song Listing' box (see figure 11.4c)



Figure 11.4c

The screenshot shows a software window titled "Profit Earning Report" with two tabs: "Report" (selected) and "Misc. Information".

**Report Tab:**

- Statement #:** A list box containing the text "2|27/06/2007|30/09/2006|GREEN".
- Song Listing:** A list box containing the following items:
  - RB0241 FIRM UP
  - RB0246 CANT YOU SEE
  - RB0231 CRAZY LITTLE THING CALL LOVE
  - RB0244 CRYING
  - RB0240 EVERYTHING
  - RB0235 HOW DO YOU FEEL
  - RB0243 IF THE TABLE TURN
  - RB0247 LET IT BE KNOWN
  - RB0228 MA MA
- Buttons:** Below each list box are icons for search and a red 'X', followed by "Add All" and "Remove All" buttons.
- Print Options:** Radio buttons for "Print Preview" (selected), "Print", and "To File".
- Process Button:** A large blue button labeled "Process" with an "Exit" icon to its right.

7. Click the 'Process' button to view the report

## ***PROFIT EARNING REPORT OPTIONS***

### **View Profit Earning Report for all Royalty Incoming Statements**

1. From the Profit Earning Report page (figure 11.1c) click 'Add All' on the left side  
All incoming royalty statements will appear in the 'Statement #' box
2. Click 'Add All' on the right hand side of the page  
All line entries/songs associated with the statements will appear in the 'Song Listing' box
3. Click the 'Process' button to view report

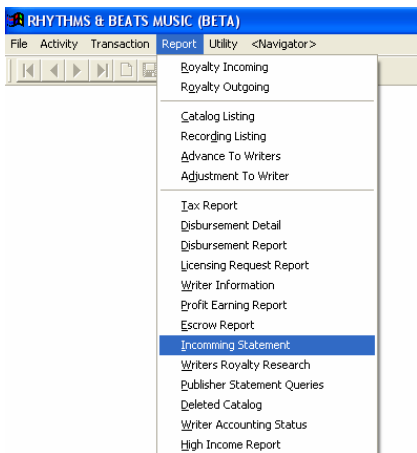
### **View Profit Earning Report for a particular song or group of songs**

4. From the Profit Earning Report page (figure 11.1c) click 'Add All' on the left side  
All incoming royalty statements will appear in the 'Statement #' box
5. Click 'Add All' on the right hand side of the page  
All line entries/songs associated with the statements will appear in the 'Song Listing' box
6. Remove songs from the 'Song Listing' box, leaving only the song(s) in which to view the profit earning report
7. Click the 'Process' button to view report

### **View Profit Earning Report for a particular Collector**

1. From the Profit Earning Report page (figure 11.1c) type the collector's code in the 'Statement #' text box
2. Press 'Enter' on your keyboard  
A spreadsheet listing of all incoming royalty statements from the collector will appear
3. Click on the first statement number
4. Press 'Esc' on your keyboard  
The statement will appear on the Report page in the 'Statement #' box  
Repeat steps 1 through 4 until all statements from the collector appear in the 'Statement #' box
5. Click 'Add All' on the right hand side of the page  
All line entries associated with the specified statements will appear in the 'Song Listing' box
6. Click the 'Process' button to view report

## C12. INCOMING STATEMENT



*A report which summarizes the information from Royalty Incoming Statements*

### ***VIEW INCOMING STATEMENT REPORT FOR A SPECIFIC ROYALTY INCOMING STATEMENT***

1. From the main navigation menu choose:  
Report → Incoming Statement

The Incoming Statement Report page will open (see figure 12.1c)

Figure 12.1c

A screenshot of the 'Incoming Statement Report' window. The window has two tabs: 'Report' and 'Misc. Information'. The 'Report' tab is active. It contains a 'Statement #' text box with a search icon. Below it are 'Add All' and 'Remove All' buttons. To the right, there are radio buttons for 'Approved', 'Un-Approved', and 'Both', with 'Both' selected. Below these are date pickers for '01/01/1980' and '22/05/2009'. Further down is a 'Comment (4 Lines)' section with a checkbox for 'Include Comments'. At the bottom left, there are radio buttons for 'Print Preview', 'Print', and 'To File', with 'Print Preview' selected. At the bottom right, there are 'Process' and 'Exit' buttons.

2. In the 'Statement #' box, type the statement number or collector code to search statements
3. Press 'Enter' on your keyboard

A spreadsheet listing of your results will appear (see figure 12.2c)

[illegible]

- The statement will appear on the report page in the 'Statement #' box (see figure 12.3c)

The screenshot displays the 'Incomming Statement Report' application window. The window is divided into two main sections: 'Report' and 'Misc. Information'.

**Report Section:**

- Statement #:** A text input field.
- Table:** A table with 4 columns and 1 row. The columns are labeled '25/03/04/2009', '30/06/2008', 'EMI', and '3€'. The first column is highlighted in blue.
- Buttons:** 'Add All' and 'Remove All'.

**Misc. Information Section:**

- Approval Options:** Radio buttons for 'Approved', 'Un-Approved', and 'Both'.
- Dates:** Two date input fields showing '01/01/1980' and '22/05/2009'.
- Comment (4 Lines):** A text area with 4 lines. A checkbox labeled 'Include Comments' is next to it.
- Buttons:** 'Print Preview', 'Print', 'To File', 'Process', and 'Exit'.

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## ***VIEW INCOMING STATEMENT REPORT FOR ALL ROYALTY INCOMING STATEMENTS***

From the Incoming Statement Report Page (figure 12.1c):

1. Click 'Add All'
2. Click the 'Process' button to view the report

### *INCOMING STATEMENT REPORT OPTIONS*

You can view an Incoming Statement Report which displays:

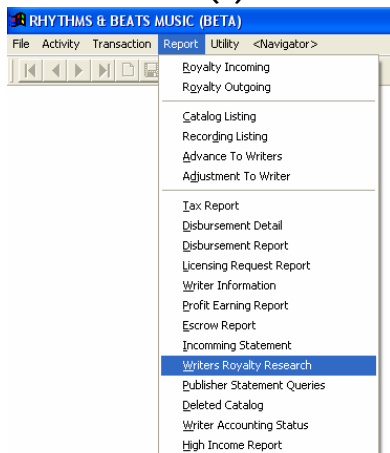
- Approved - displays only approved statements
- Un-Approved - displays not approved statements
- Both - displays both



A screenshot of a software interface showing three radio button options. The options are 'Approved', 'Un-Approved', and 'Both'. The 'Both' option is selected, indicated by a filled circle next to the text.

<input type="radio"/> Approved
<input type="radio"/> Un-Approved
<input checked="" type="radio"/> Both

## C13. WRITER(S) ROYALTY RESEARCH



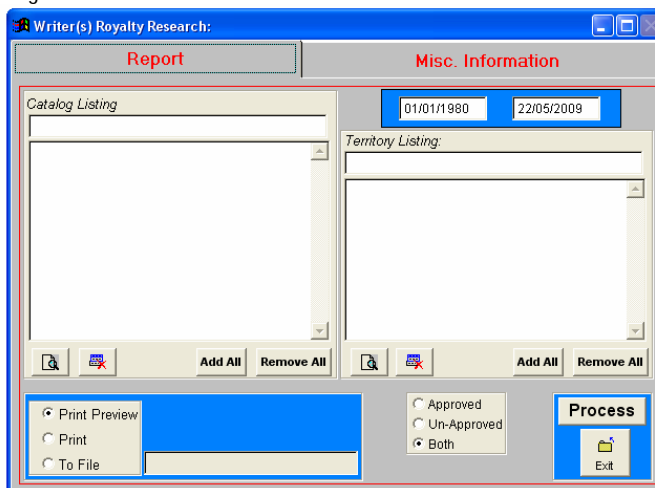
*A report which displays the details of royalties earned from a catalog entry by territory. The report includes; writer splits, source of royalty generation, period of collection, format of units sold, number of units sold, amount received, amount paid, etc.*

### **VIEW WRITER ROYALTY RESEARCH REPORT FOR CATALOG LISTING**

1. From the main navigation menu choose:  
Report → Writers Royalty Research

The Writers Royalty Research page will open (see figure 13.1c)

Figure 13.1c



2. In the 'Catalog Listing' box, type the name if the song to search
3. Press 'Enter' on your keyboard

A spreadsheet listing of your results will appear (see figure 13.2c)

Figure 13.2c



Code	Song	Performer
RB0003	ALL NOW	TIN I COOL
RB0006	FISHERMAN	FRESHSTART
RB0008	MAN A WARRIOR	KIRK PARTRICK
RB0009	NAH ENGAGE	TIN I COOL
RB0012	SPIRITUAL VIBES	ELLI
RB0014	TRODDING IN THE MOUNTAIN	JOSHUA
RB0015	ACTIVATE RIDDIM	DR. DIZZLE
RB0016	BARNABAS RIDDIM	DR. DIZZLE
RB0017	BIG BAD BIRD RIDDIM	DR. DIZZLE
RB0018	BLACK MAGIC	DR. DIZZLE
RB0019	BLACK MAGIC	DR. DRIZZLE
RB0020	BORN AGAIN	DR. DIZZLE
RB0021	CRAZIE RIDDIM	DR. DIZZLE
RB0022	CREATION	DR. DIZZLE
RB0024	DAWN OF MY LIFE	DR. DIZZLE
RB0027	FABULOUS	DR. DIZZLE
RB0028	HALF LIFE RIDDIM	DR. DIZZLE
RB0029	HEADPHONE	DR. DIZZLE
RB0031	FRIDAY EVENING	DR. DIZZLE
RB0033	HOLY DAYZ RIDDIM	DR. DIZZLE
RB0034	HURRICANE DENNIS RIDDIM	DR. DIZZLE

4. Click on the appropriate song name

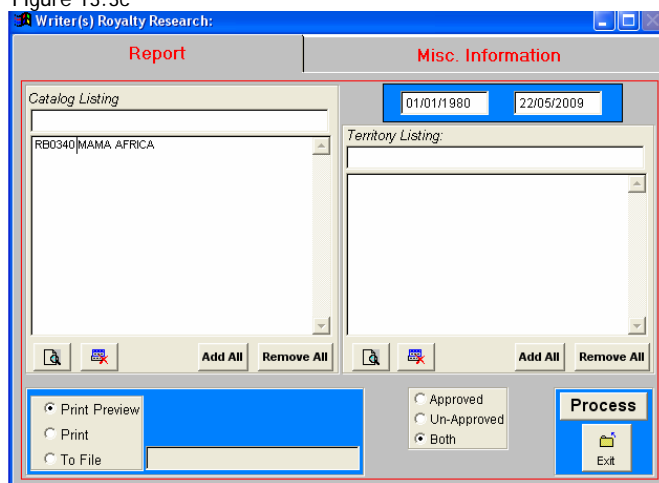
5. Press 'Esc' on your keyboard

The song name will appear in the Catalog Listing' box

You can add more than song by repeating steps 2 through 5

6. Type the name of the territory in the 'Territory Listing' text box (see figure 13.3c)

Figure 13.3c



Writer(s) Royalty Research: Report Misc. Information

01/01/1980 22/05/2009

**Catalog Listing**

RB0340|MAMA AFRICA

**Territory Listing:**

Add All Remove All Add All Remove All

Print Preview Print To File Approved Un-Approved Both Process Exit

7. Press 'Enter' on your keyboard

A spreadsheet listing of territories matching your search will appear (see figure 13.4c)



Figure 13.4c



Code	Territory
USA	UNITED STATES OF AMERICA
UK	GREAT BRITAIN
JAPAN	JAPAN
JAM	JAMAICA
SWITZ	SWITZERLAND
W.GERM	WEST GERMANY
HOLL	HOLLAND
ISRAEL	ISRAEL
AUS	AUSTRIA
AUSTR	AUSTRALIA
ITALY	ITALY
FRANCE	FRANCE
VIRG	VIRGIN ISLAND
S.AFRI	SOUTH AFRICA
KOREA	KOREA
CANADA	CANADA
SPAIN	SPAIN

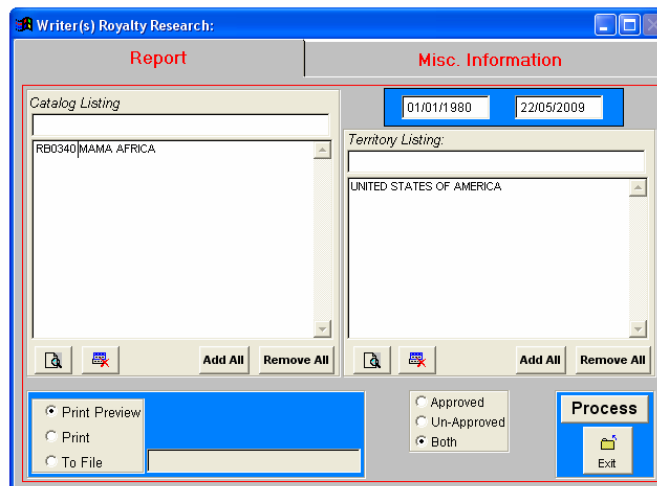
8. Click on the appropriate territory

9. Press 'Esc' on your keyboard

The territory will appear in the 'Territory Listing' box (see figure 13.5c)

You can add more than one territory by repeating steps 6 through 9

Figure 13.5c



**Writer(s) Royalty Research:**

**Report** | **Misc. Information**

**Catalog Listing**

RB0340 | MAMA AFRICA

**Territory Listing**

UNITED STATES OF AMERICA

01/01/1980 22/05/2009

Add All Remove All Add All Remove All

Print Preview Print To File

Approved Un-Approved Both

**Process** Exit

10. Click the 'Process' button to view report

## *WRITER ROYALTY RESEARCH REPORT OPTIONS*

You can view a Writer Royalty Research Report, which displays:

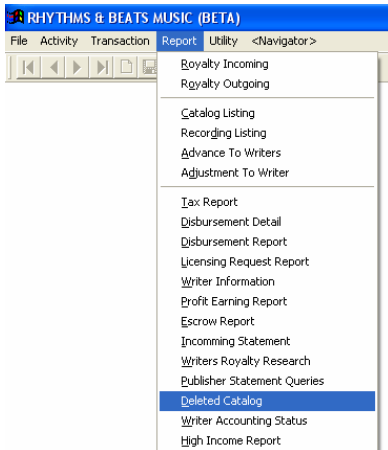
- Approved - displays only approved statements
- Un-Approved - displays not approved statements
- Both - displays both



A screenshot of a web interface showing three radio button options. The options are 'Approved', 'Un-Approved', and 'Both'. The 'Both' option is selected, indicated by a filled circle next to it. The interface has a light beige background and a thin border.

<input type="radio"/> Approved
<input type="radio"/> Un-Approved
<input checked="" type="radio"/> Both

## C14. DELETED CATALOG



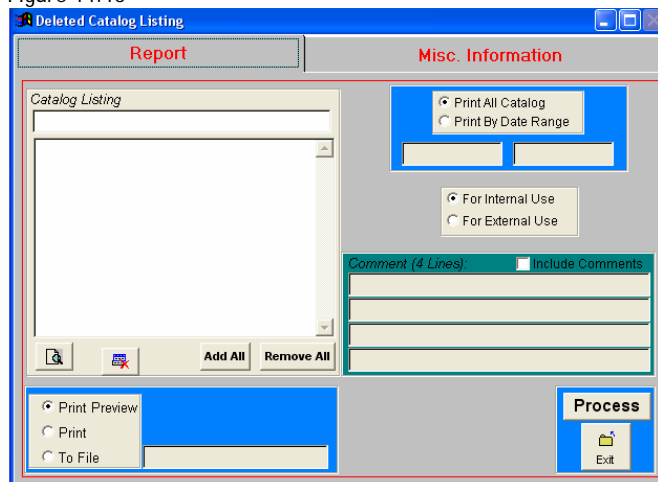
*A report which displays previously deleted catalogs. These catalogs can be restored to the database at a later date*

### VIEW DELETED CATALOG

1. From the main navigation menu choose:  
Report → Deleted Catalog

The Deleted Catalog Listing page will open (see figure 14.1c)

Figure 14.1c



2. Type the name of the deleted catalog listing in the 'Catalog Listing' text box
3. Press 'Enter' on your keyboard

A spreadsheet listing of deleted catalog entries matching your search will appear (see figure 14.2c)

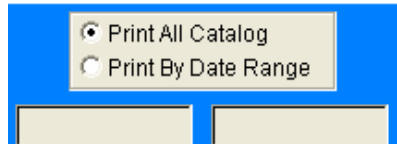
[illegible]

- The catalog name will appear in the 'Catalog Listing' box

## *DELETED CATALOG REPORT OPTIONS*

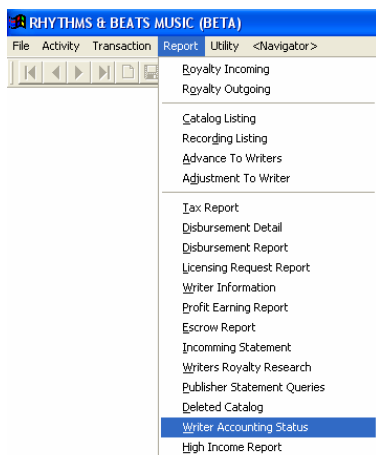
You can view a Deleted Catalog Report, which displays:

- Print All Catalog - displays all deleted catalog items based on deleted catalogs listed
- Print By Date Range - only displays deleted catalog items that fall within the dates specified and based on deleted catalogs listed



The image shows a screenshot of a software interface for the 'Deleted Catalog Report Options'. It features a blue header bar. Below the header, there is a light beige rectangular box containing two radio button options: 'Print All Catalog' (which is selected) and 'Print By Date Range'. Below this box, there are two empty beige rectangular input fields, one on the left and one on the right, separated by a vertical blue line.

## C15. WRITER ACCOUNTING STATUS



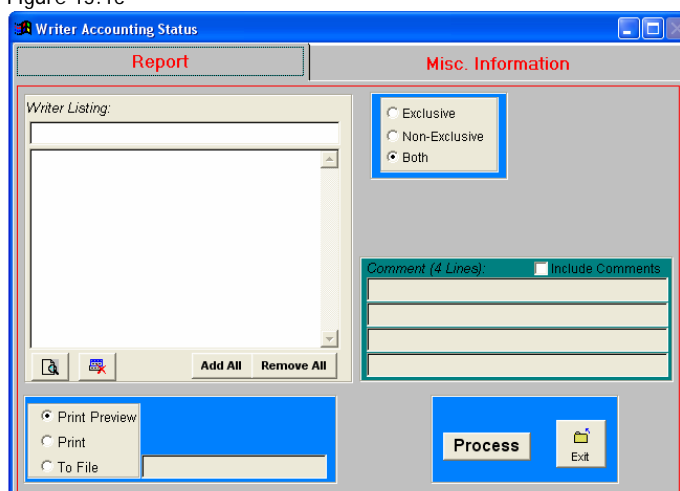
*A report which summarizes a writer's earnings, advances, adjustments, amount due approval status account information;*

### VIEW WRITER'S ACCOUNTING STATUS

1. From the main navigation menu choose:  
Report → Writer Accounting Status

The Writer Accounting Status Report page will open (see figure 15.1c)

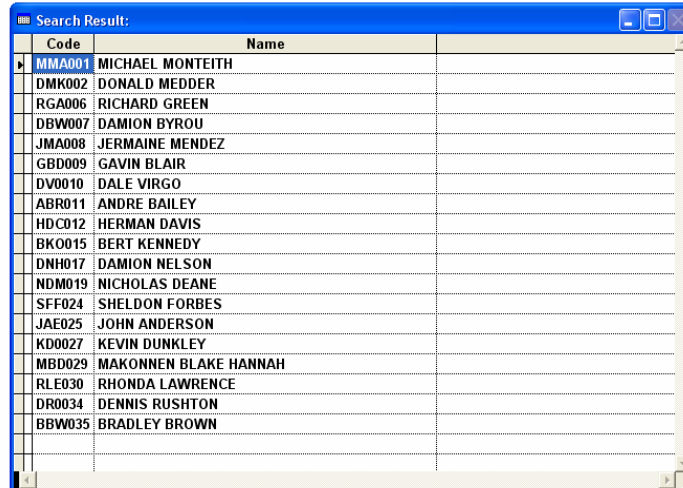
Figure 15.1c



2. In the 'Writer Listing ' box, type the writer's name to search
3. Press 'Enter' on your keyboard

A spreadsheet listing of your results will appear (see figure 15.2c)

Figure 15.2c



Code	Name
MMA001	MICHAEL MONTEITH
DMK002	DONALD MEDDER
RGA006	RICHARD GREEN
DBW007	DAMION BYROU
JMA008	JERMAINE MENDEZ
GBD009	GAVIN BLAIR
DV0010	DALE VIRGO
ABR011	ANDRE BAILEY
HDC012	HERMAN DAVIS
BK0015	BERT KENNEDY
DNH017	DAMION NELSON
NDM019	NICHOLAS DEANE
SFF024	SHELDON FORBES
JAE025	JOHN ANDERSON
KD0027	KEVIN DUNKLEY
MBD029	MAKONNEN BLAKE HANNAH
RLE030	RHONDA LAWRENCE
DR0034	DENNIS RUSHTON
BBW035	BRADLEY BROWN

4. Click on the appropriate writer's name
5. Press 'Esc' on your keyboard  
The writer's name will appear in the 'Writer Listing' box
6. Click the 'Process' button to view report

## ***VIEW WRITER ACCOUNTING STATUS FOR ALL WRITERS***

From the Writer Accounting Status Report Page (figure 15.1c):

1. Click 'Add All'
2. Click the 'Process' button to view the report