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A. TRANSACTION FUNCTIONS

A1. WRITER(S) ENTRY
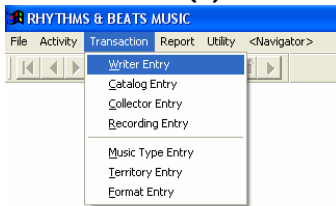
The Writer's Entry Database is a catalog of each writer, composer and author who has signed a publishing contract with Rhythm and Beats. It serves as a general profile of the writer with current contact info, royalties accrued, and contract info.

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
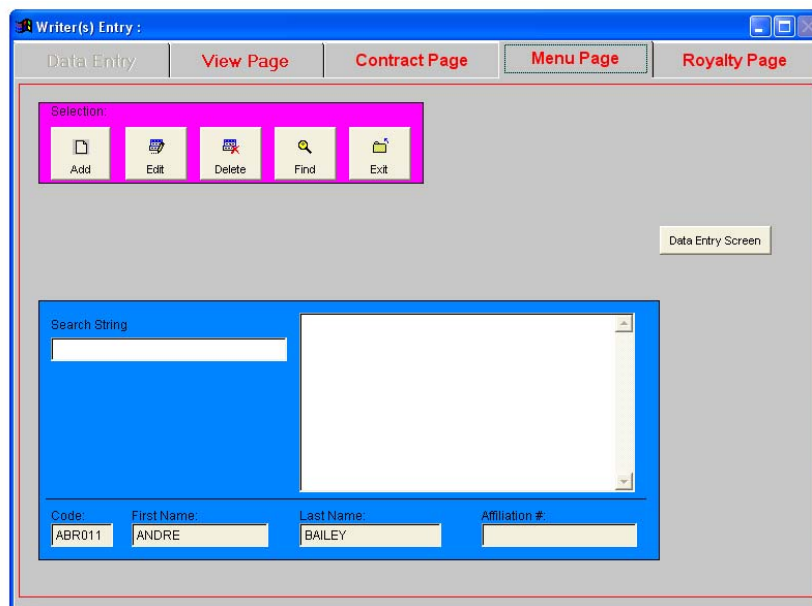
2. Type the name or partial name of the writer to view In the 'Search String' text box

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

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

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

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 SUISA
- 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

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

EXPLANATION OF TERMS ON CONTRACT PAGE (figure 1.6)
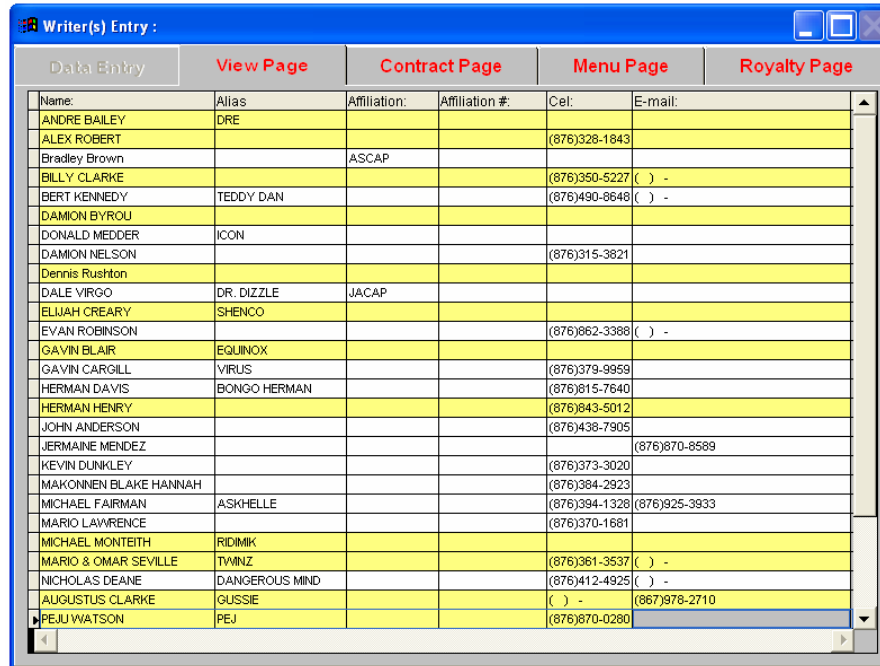
*   Start/End/Renewal: Start date of contract, end date of contract and is there an option to renew
*   Start/End Date grid: All contracts past and present

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				
EVAN 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
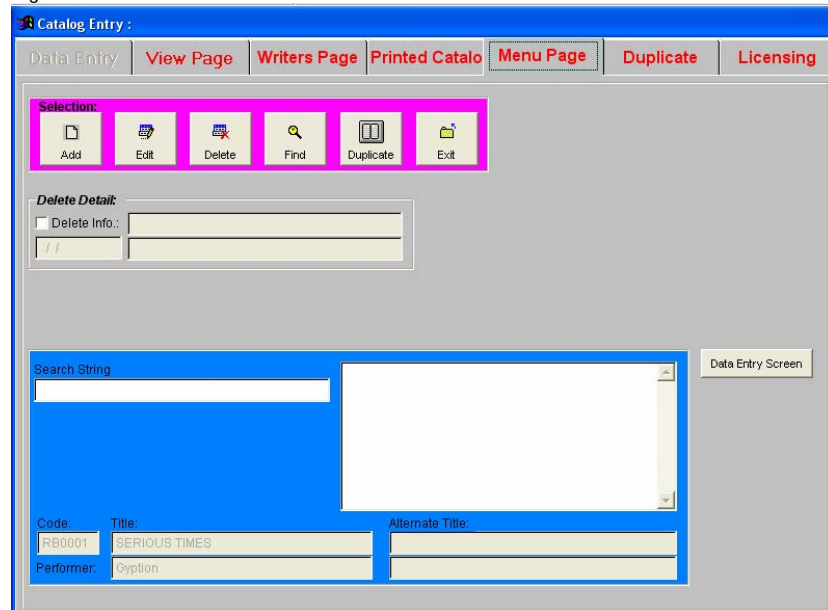
2. Type the name or partial name of the track you are seeking into the 'Search String' text box

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

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

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

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

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
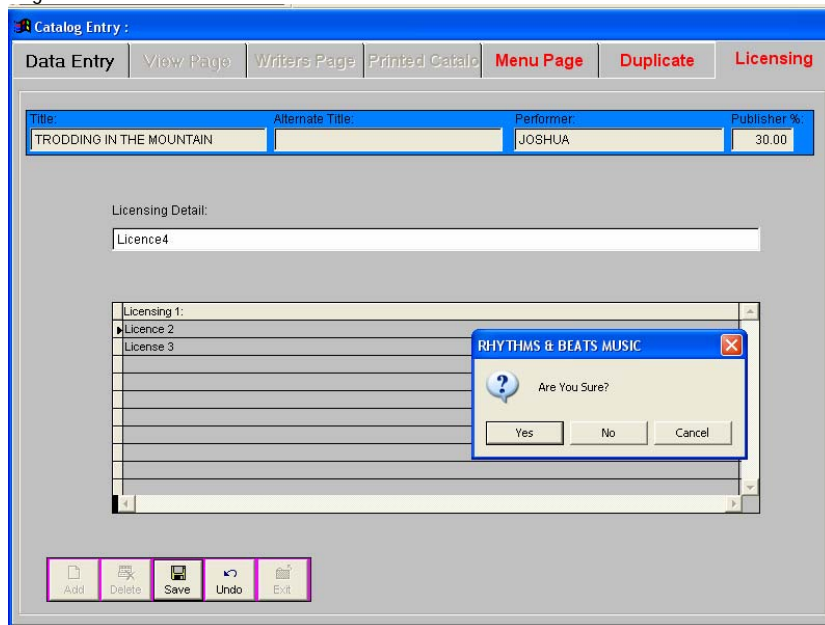
4. Click 'Yes' in the dialogue box

   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

    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

4. Click on the appropriate writer's name, highlighting it blue

5. Click the 'Save button' button

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

Figure 2.10

6. Click 'Yes' in the pop up window

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

Figure 2.11

7. Enter the relevant information into the remaining text boxes

8. 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

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

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

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
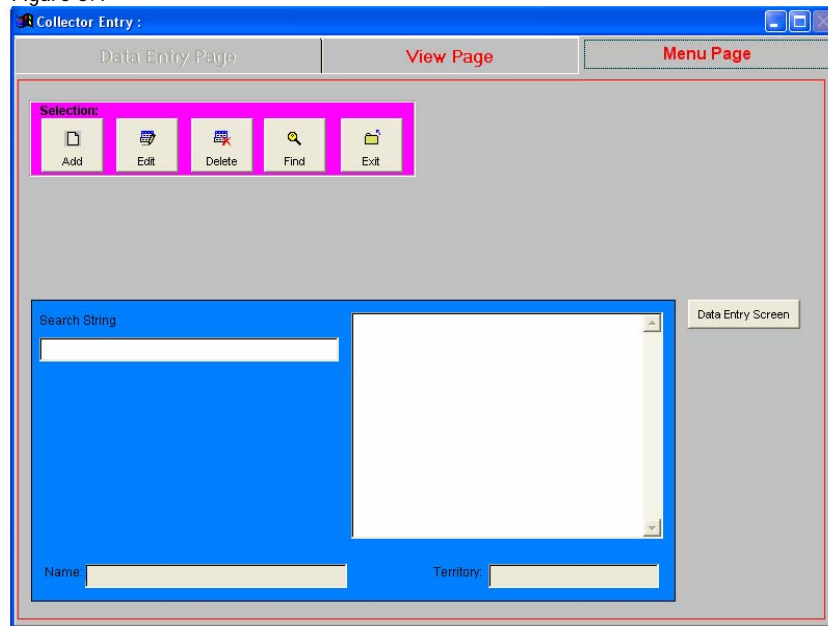
2. From the tabs at the top of the Menu Page, select the View Page tab

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

4. Click the 'Data Entry Screen' button

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

Figure 3.3

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

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
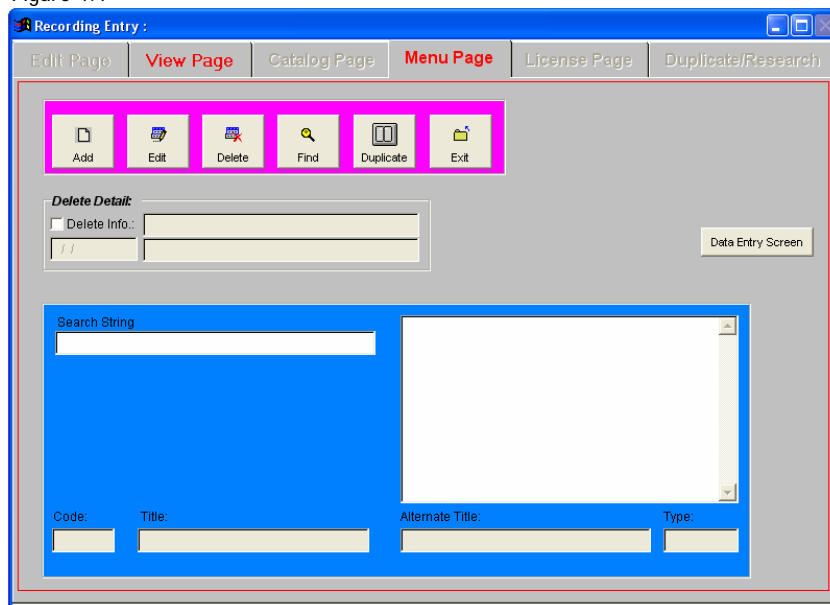
2. In the Search String text box, type the name or partial name of the recording album to view

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)

Figure 4.2

Recording Entry :

| Edit Page | View Page | Catalog Page | Menu Page | License Page | Duplicate/Research |

Code: RM0003

Title: Consuming Fire

Alternate Title:

Type: CD

Total Selection: 15

Selection: 15

Comments: ☑ Include Comments:

Release by VP Records (VPCD2341-2) December 2006

Song:	Performer:
A JUST SO THE WORLD A RUN	YVAD
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

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

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

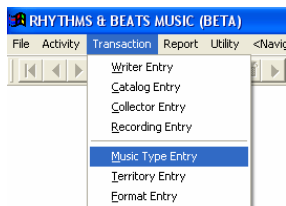   The results of your search will populate in the right hand results box

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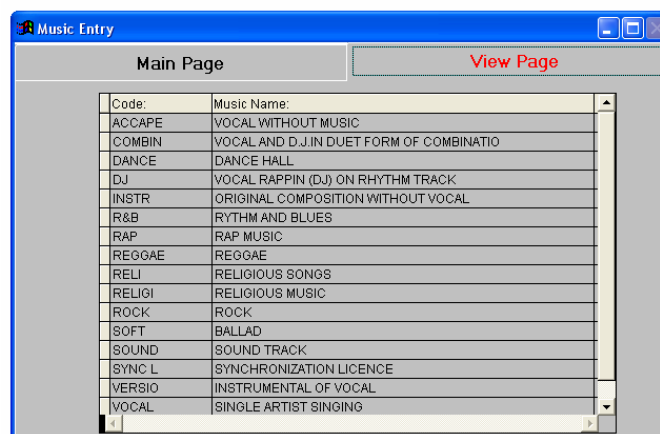
   The Music Entry Main Page will open (see figure 5.1)

Figure 5.1
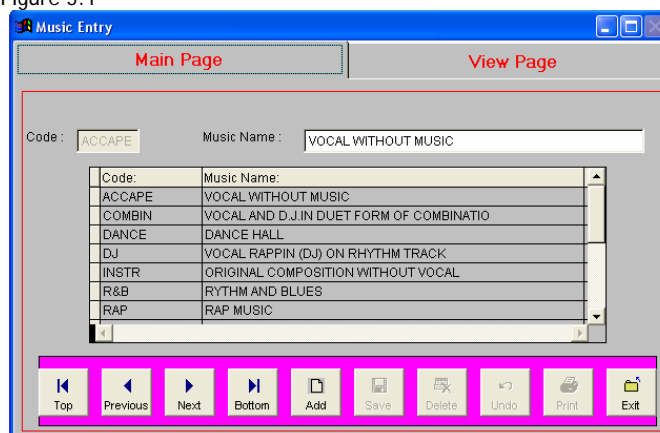
2. Click the 'View Page' tab

   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

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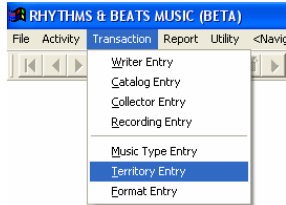
Territory refers to the geographic area (county, group of countries, continent, etc.) where a collector is responsible for collecting royalties. This categorization is used when creating Collector entries

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

2. Click the 'View Page' tab

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

Figure 6.2

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

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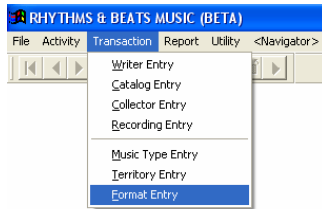
Format entries are used to describe the physical medium a recording exists on. This information is used when creating Recording Entries

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
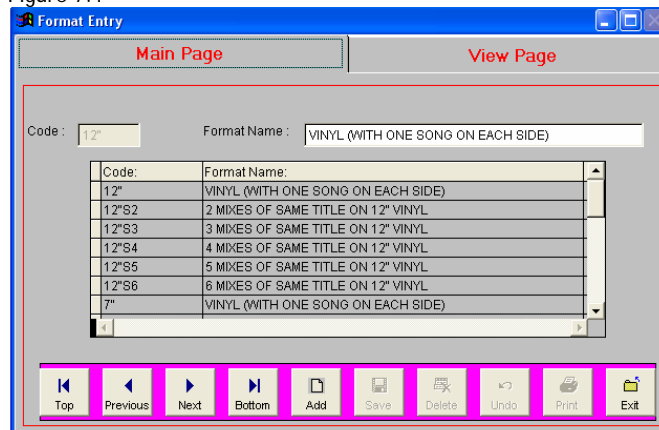
2. Click the 'View Page' tab

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

   Figure 7.2
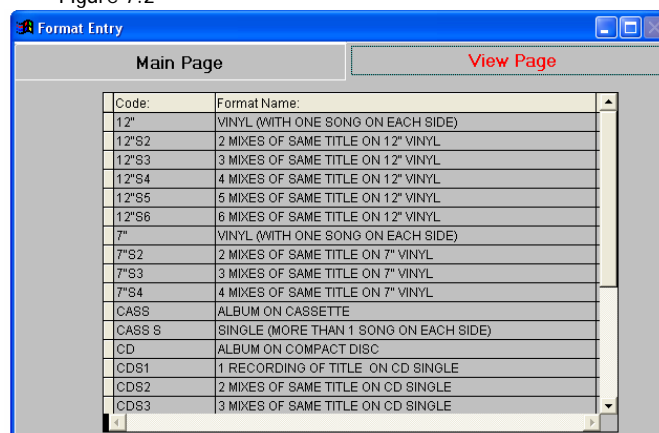
*A*DD A *F*ORMAT *T*YPE

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

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
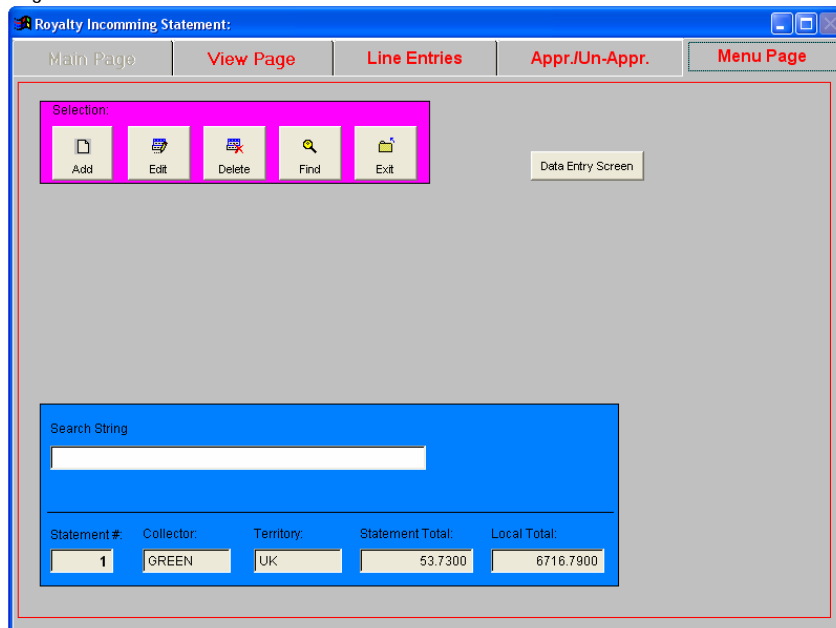
2. In the Search String text box, type the name or a partial name of a collector or the statement number to view

3. Press 'Enter' on your keyboard and a 'Search Result' spreadsheet will appear (see figure 1.2b)

Figure 1.2b

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

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

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

2. Click the 'Find' button

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

    Figure 1.6b

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

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

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

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

Figure: Search Result window showing song codes, names, alternate names, and writer's names including RB0024 DAWN OF MY LIFE, RB0027 FABULOUS, and others.

5. Click on the song title name and press 'Esc' on your keyboard

6. The song will populate in the Line Entries screen (see figure 1.13b)

Figure 1.13b

Figure: Royalty Incoming Statement window on the Line Entries tab showing fields for Period, Collector, Statement Total, Line Entries, Statement #, Exch. Rate, Territory (SWEDEN), and various rate/quantity/amount entry fields.

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

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)

Figure 1.6b

5. Press 'Esc' on your keyboard

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

Figure 1.7b

6. Click the 'Approved' button at the bottom left hand corner

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
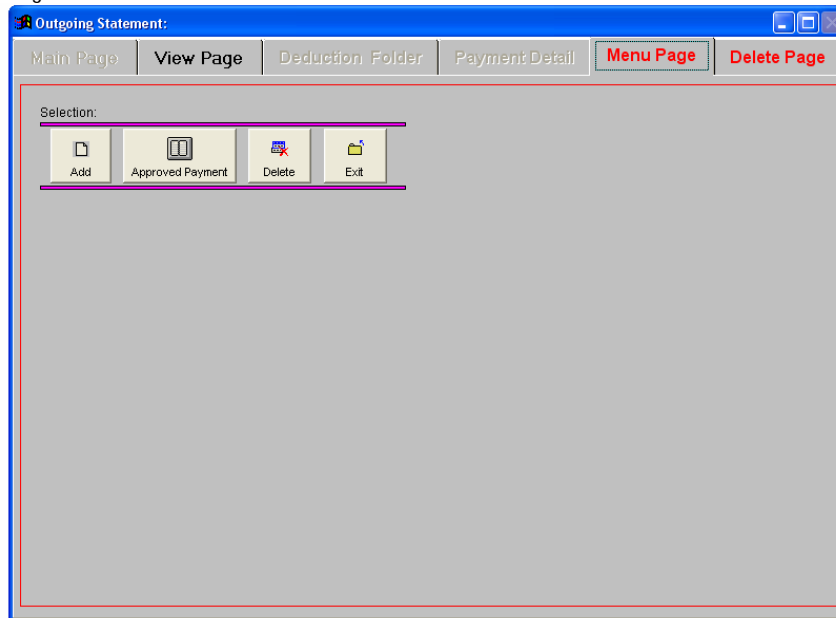
2. Click the 'View Page' tab

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

Figure 2.2b

Seq.#:	Name:	Date:	Gross:	Advance:	Adjustment:	NET:
1	HERMAN DAVIS	14/12/2007	15292.91	5000.00	0.00	10292.91
2	DALE VIRGO	14/12/2007	1132097.90	1064008.30	0.00	68089.60
3	DALE VIRGO	03/10/2008	186544.35	0.00	0.00	186544.35
4	Bradley Brown	17/04/2009	853849.86	358000.00	0.00	495849.86
5	GAVIN BLAIR	21/04/2009	91440.39	1199378.70	0.00	0.00
6	ANDRE BAILEY	21/04/2009	1108.04	260906.25	0.00	0.00
7	DALE VIRGO	21/04/2009	117963.73	0.00	0.00	117963.73
8	HERMAN DAVIS	21/04/2009	6092.76	11816.54	0.00	0.00
9	NICHOLAS DEANE	21/05/2009	1637.92	0.00	0.00	1637.92

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

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

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

EXPLANANTION 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)

*A*PPROVE AN *O*UTGOING 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

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)

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 left text box (figure 2.7b)

Figure 2.7b

7. Click the 'Save' button to approve the statement

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

7. Enter the payment details in the appropriate text boxes

8. Click the 'Save' button to save changes

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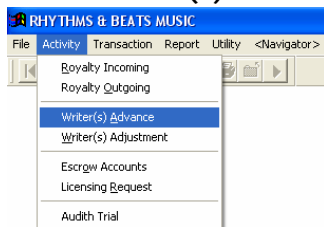
Advance payments or goods given to a writer in lieu of royalties owed

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
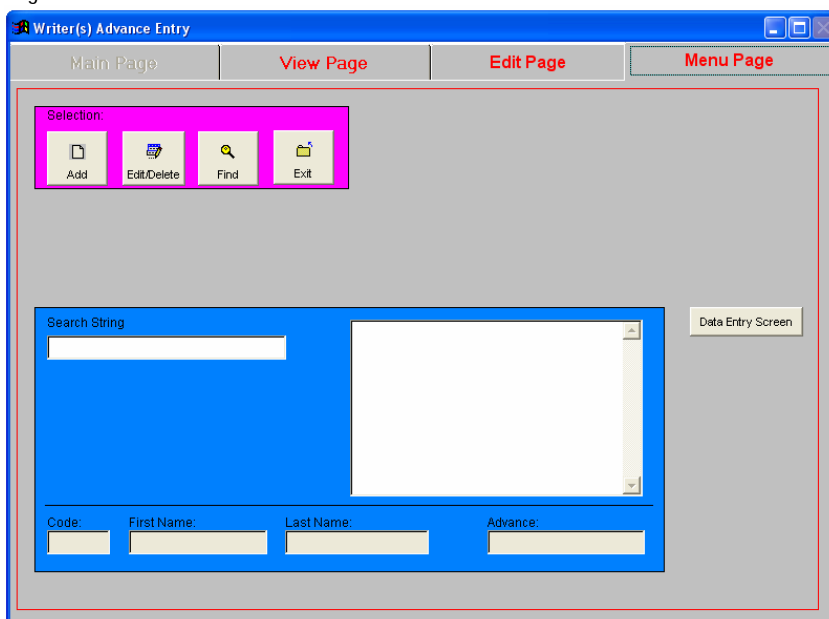
2. In the 'Search String' text box, type the name or partial name of the writer to view the advance statements

3. Click the 'Data Entry Screen' button

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

Figure 3.2b

Writer(s) Advance Entry

| Main Page | View Page | Edit Page | Menu Page |

First Name: GAVIN   Last Name: BLAIR   Advance-To-Date: 0.00

Sequence #: 18

Refference No: INV#150

Payment Date: 31/12/2006

Type: AUDIO EQUIPM

Advance: $ 331,200.00

Tax Rate: 0.00

Tax Amount: 0.00

Comments: DRUM MACHINE, MONITORS & WOOFERS

Save   Undo   Exit

Advance Date:	Refference Number:	Advance :
31/12/2006	INV#150	331200.0000
31/12/2006	LEGAL FEE	86250.0000
21/04/2009		
19/10/2007	AMPS INV. # 275	736012.5000
28/01/2009	AMPS INV. # 462	32603.7000
20/02/2009	AMPS INV. # 470	13312.5000
21/04/2009		-1199378.700

The right hand box in a list of all the advances the writer has taken to date. If a negative sign appears before an advance amount, the entry is reflecting a payment against advances an adjustment)

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


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
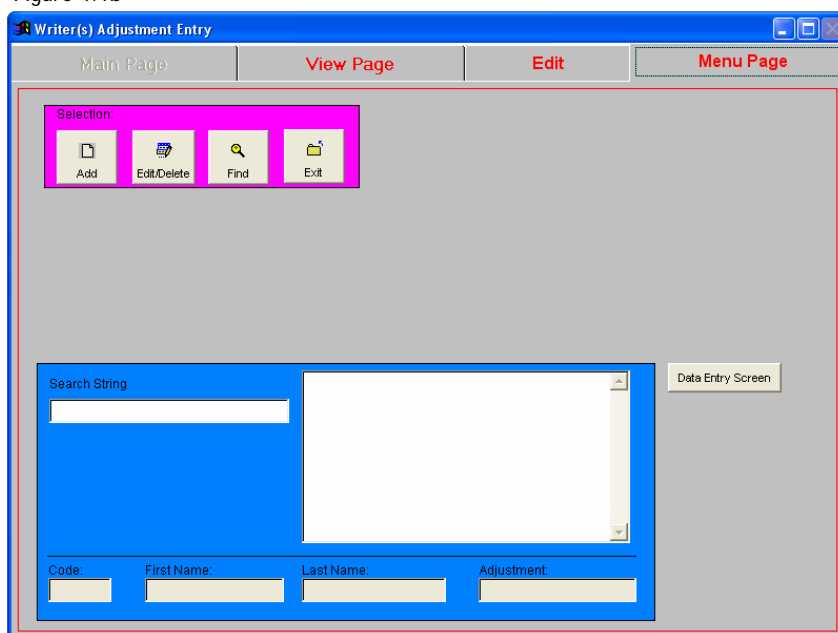- Tax Rate: local government tax

B4. WRITER(S) ADJUSTMENT
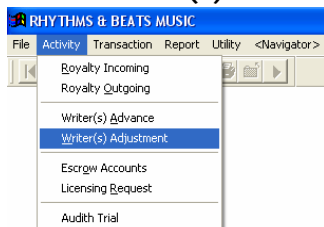
Adjustment payments against a writer's advance

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)

Figure 4.2b

In the right hand box, a list of all adjustments to date will appear

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

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.
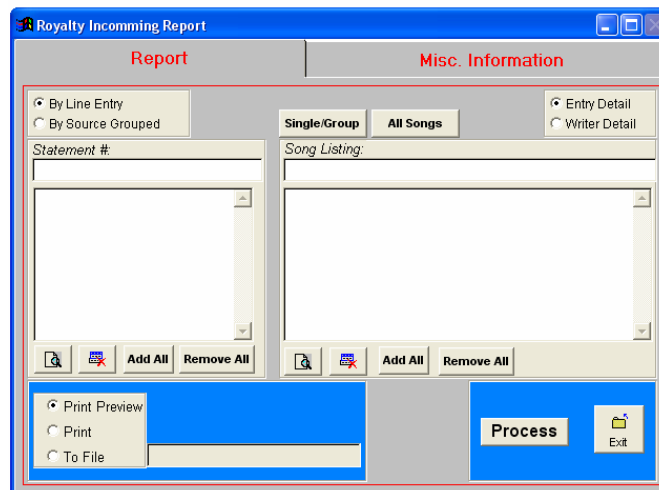
C. REPORT FUNCTIONS

C1. ROYALTY INCOMING
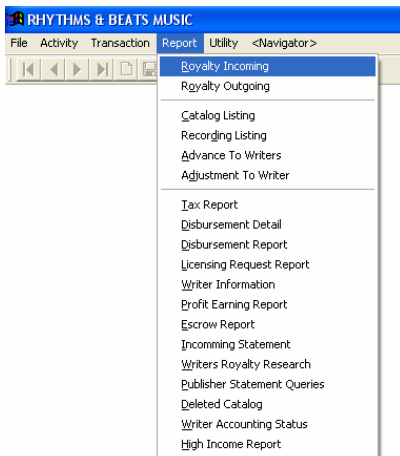
Reports generated by Royalty Incoming data

VIEW ROYALTY INCOMING REPORT

1. From the main navigation menu choose:
   Repot → 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

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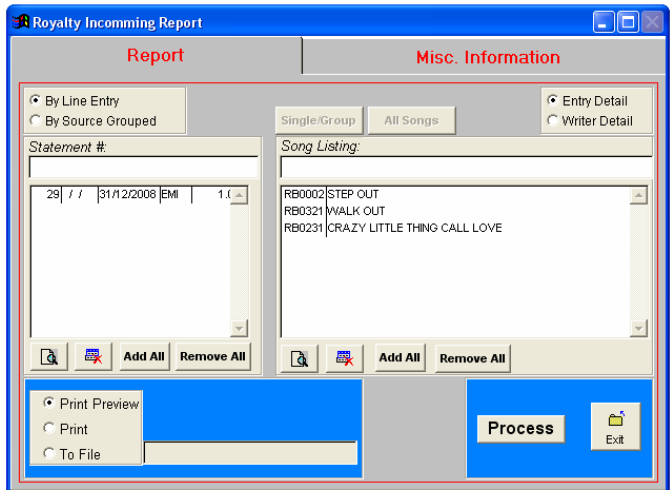
8. Click the 'Process' button to view the report

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
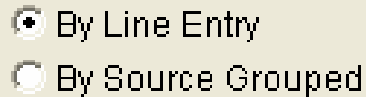

View incoming royalties for a specific song

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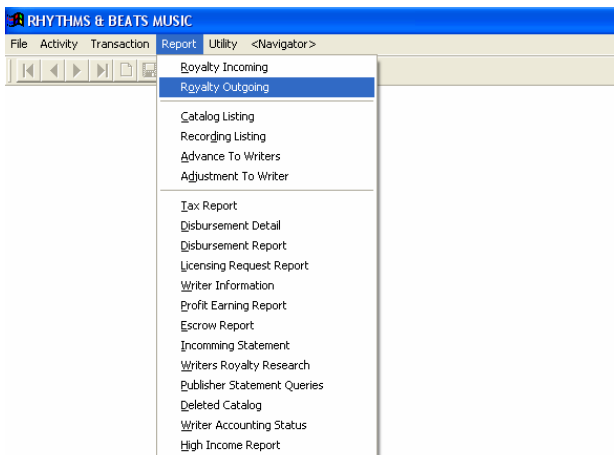
Generation of statements to writers that account for and relay royalties accrued

VIEW ROYALTY OUTGOING STATEMENT

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

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

   Figure 2.1c
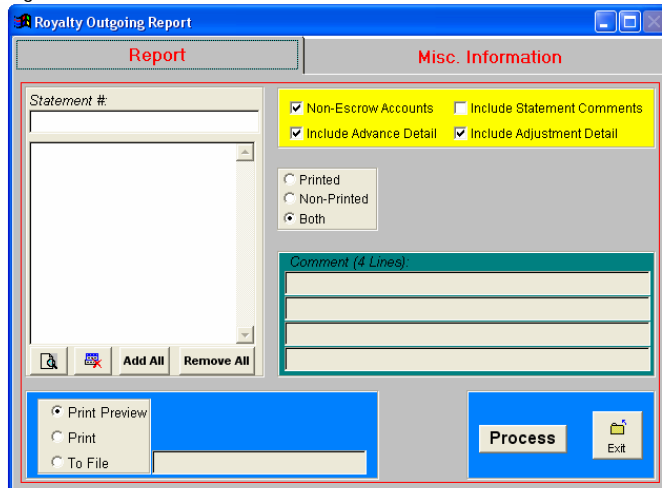
2. Type the statement number or writer's name in the 'Statement #' box

3. Press 'Enter' on your keyboard

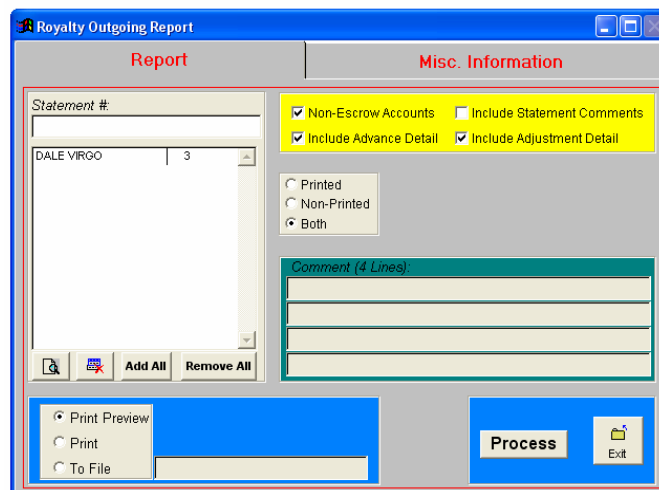   A spreadsheet listing of your search results will appear (see figure 2.2c)

Figure 2.2c

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

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

C3. CATALOG LISTING
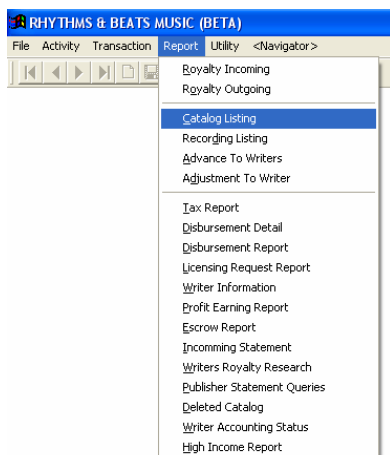
A report of catalog information including, contributing writer's, splits and the writer's publishing company

VIEW CATALOG LISTING REPORT

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

   The Catalog Listing Report page will open (see figure 3.1c)
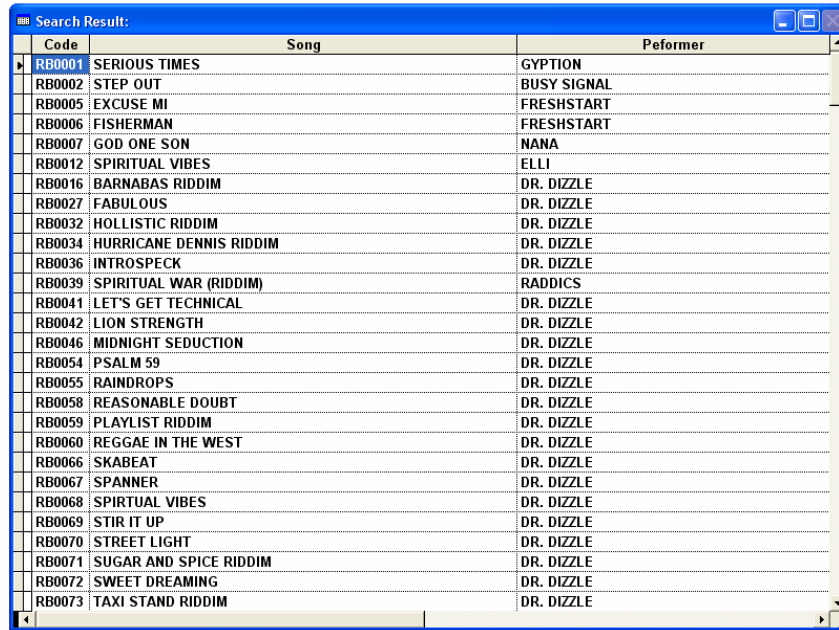
Figure 3.1c
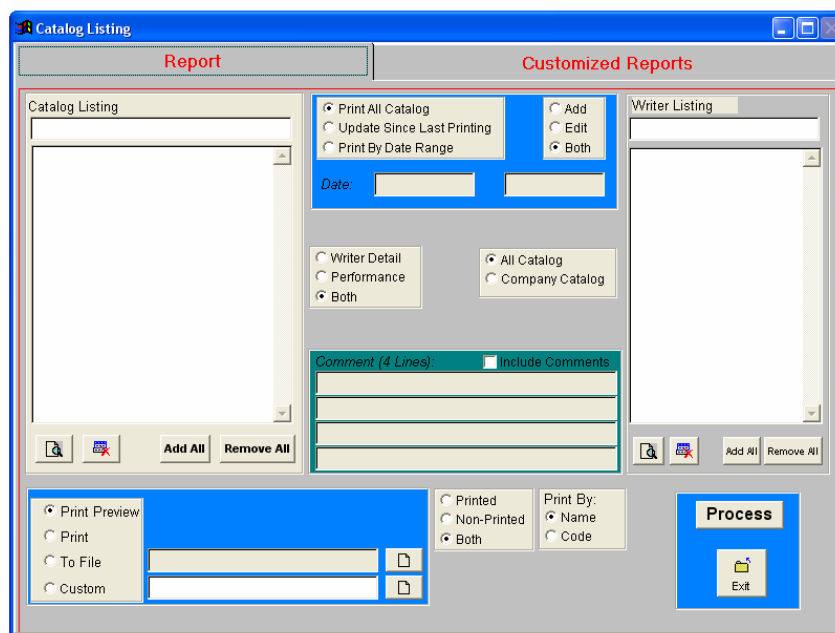
2. Type the catalog/track name into the 'Catalog Listing' box

3. Press 'Enter' on your keyboard

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

Figure 3.2c

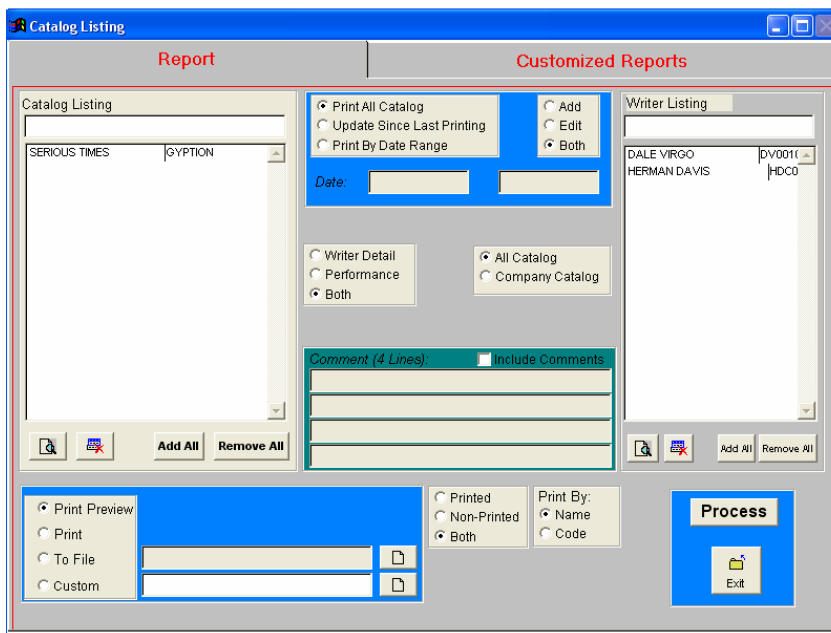4. Click the appropriate catalog listing

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)

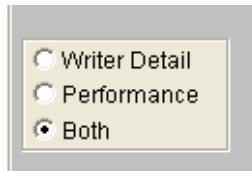Figure 3.3c

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

CATALOG LISTING REPORT OPTIONS

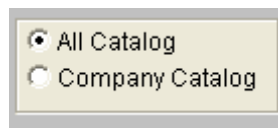You can create a report of catalog listings, which display:

- Writer Detail - writer splits, publisher information

- Performance - performers of the song

- Or both

You can create a report of catalog listings displaying:

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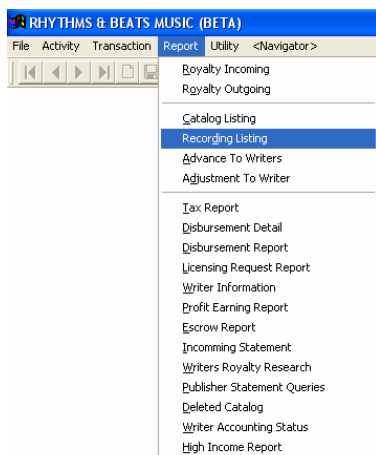
- All Catalog - all writers

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
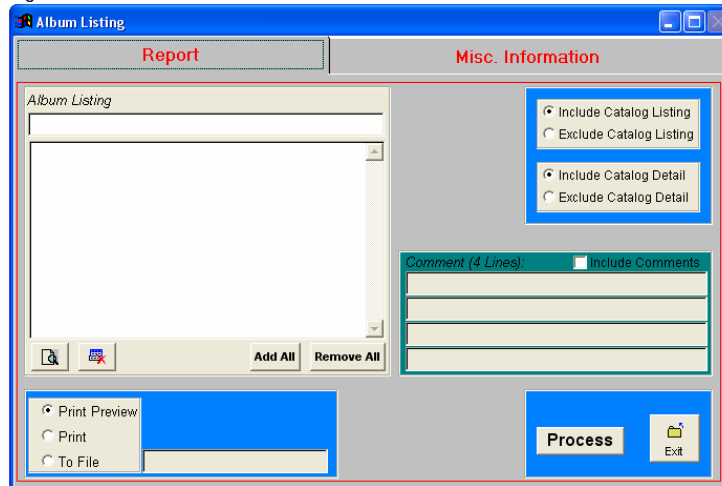
C4. RECORDING LISTING

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:
   Repot → 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)

Figure 4.2c

4. Click on the appropriate recording name

5. Press 'Esc' on your keyboard

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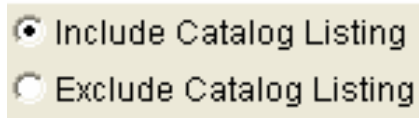
Figure 4.3c

6. Click the 'Process' button to view the report
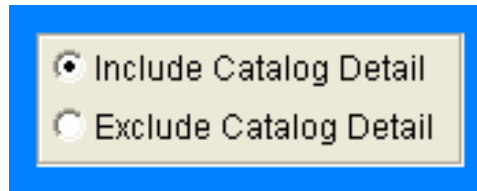
RECORDING LISTING REPORT OPTIONS

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

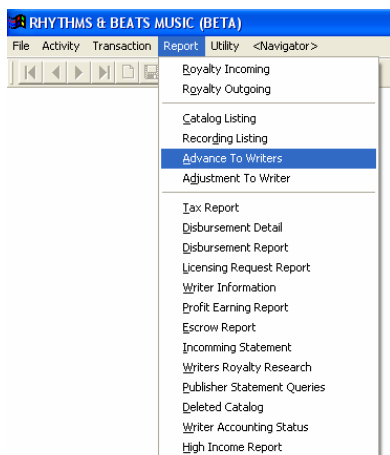- Exclude Catalog Listing – only the recording details will be included

- 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

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:
   Repot → Advance to Writers

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

Figure 5.1c

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)

Figure 5.2c

4. Click on the appropriate writer's name

5. Press 'Esc' on your keyboard

6. The writer's name will appear on the Report page in the 'Select Writer(s)' box

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

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
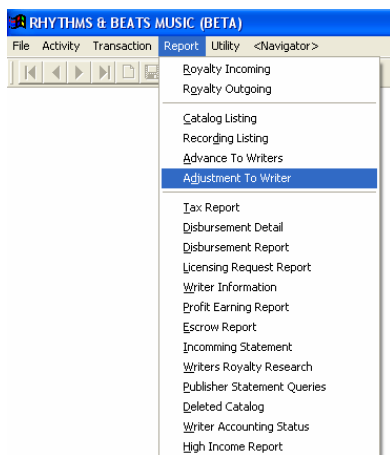
A report detailing all advance and adjustment details of a writer

VIEW WRITER'S ADJUSTMENT TO WRITERS REPORT

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

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

   Figure 6.1c

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)

Figure 6.2c


4. Click on the appropriate writer's name

5. Press 'Esc' on your keyboard

6. The writer's name will appear on the Report page in the 'Select Writer(s)' box

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

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:
    Repot → 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

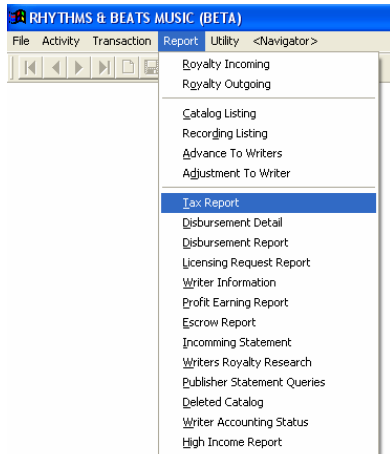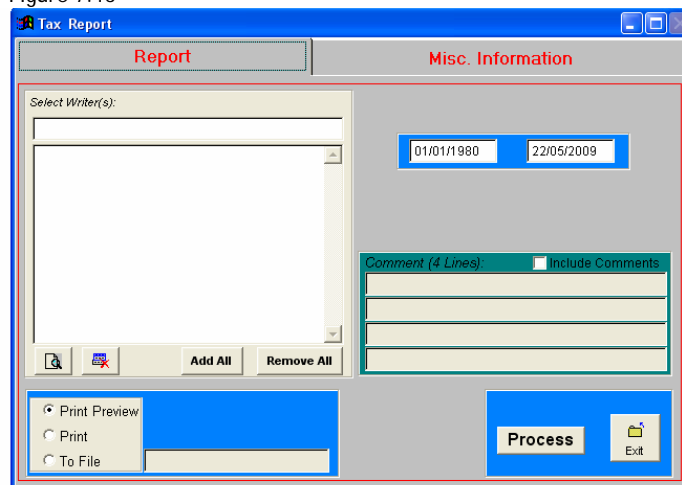   A spreadsheet listing of writers that match your search will appear (see figure 7.2c)

Figure 7.2c

4. Click on the appropriate writer's name

5. Press 'Esc' on your keyboard

6. The writer's name will appear on the Report page in the 'Select Writer(s)' box

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

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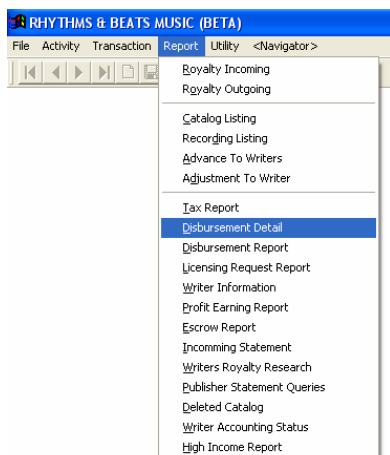
A report of all payments made to a writer including the royalty outgoing statement number, the date of payment, net amount and method of delivery

VIEW WRITER'S DISBURSEMENT DETAIL REPORT

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

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

Figure 8.1c

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)

Figure 8.2c

5. Click on the appropriate writer's name

6. Press 'Esc' on your keyboard

7. The writer's name will appear on the Report page in the 'Select Writer(s)' box
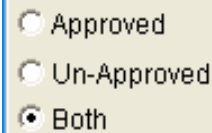
8. Click the 'Process' button to view the report

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
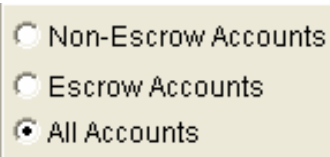
DISBURSEMENT DETAIL REPORT OPTIONS

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
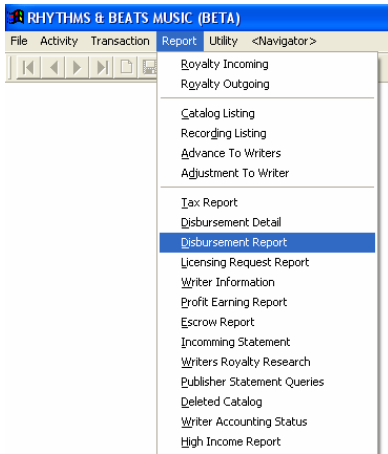
- Both – displays both

- 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

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:
   Repot → Disbursement Report

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

   Figure 9.1c

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)

Figure 9.2c

5. Click on the appropriate writer's name

6. Press 'Esc' on your keyboard

7. The writer's name will appear on the Report page in the 'Select Writer(s)' box

8. Click the 'Process' button to view the report
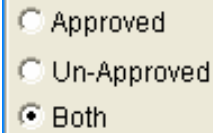
VIEW DISBURSEMENT REPORT INCLUSIVE OF ALL WRITERS

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

1. Click 'Add All in the 'Select Writer(s)' box

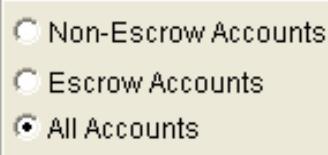2. Click the 'Process' button to view the report

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
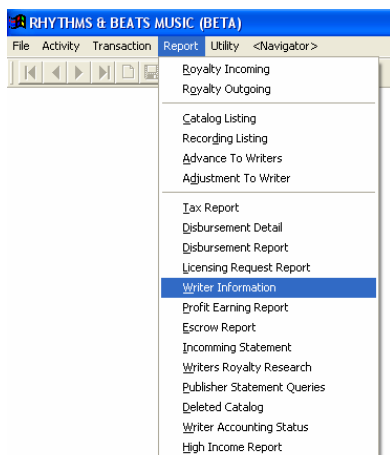
- Both – displays both

- Non-Escrow Accounts –only displays accounts not on hold

- Escrow Accounts – only displays accounts on hold for payment (usually a legal/contractual issue)

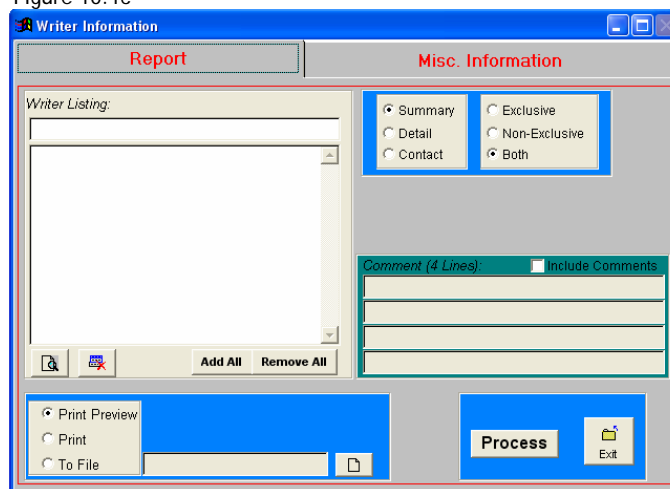- All Accounts – displays both

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)

Figure 10.2c

5. Click on the appropriate writer's name

6. Press 'Esc' on your keyboard

7. The writer's name will appear on the Report page in the 'Writer Listing' box

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

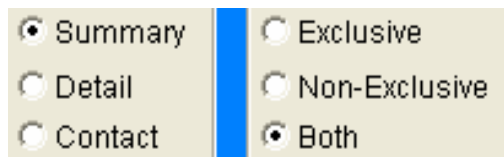## VIEW WRITER INFORMATION REPORT INCLUSIVE OF ALL WRITERS

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

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

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
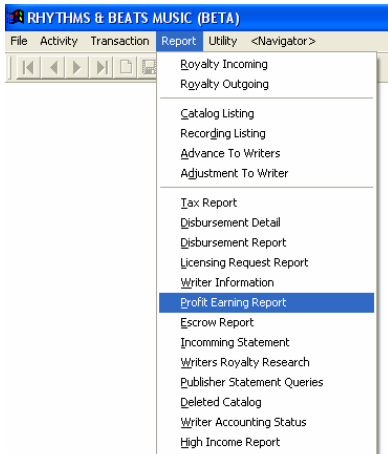

- Exclusive –only displays writers with exclusive contract with Rhythms and Beats

- 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:
   Repot → Profit Earning Report

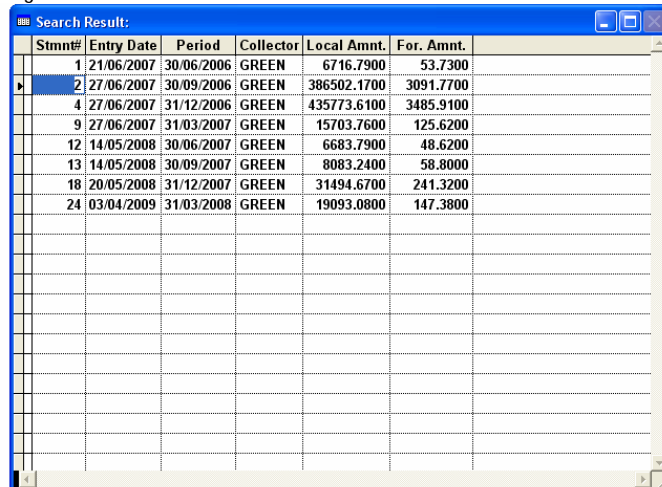   The Profit Earning Report page will open (see figure 11.1c)

Figure 11.1c
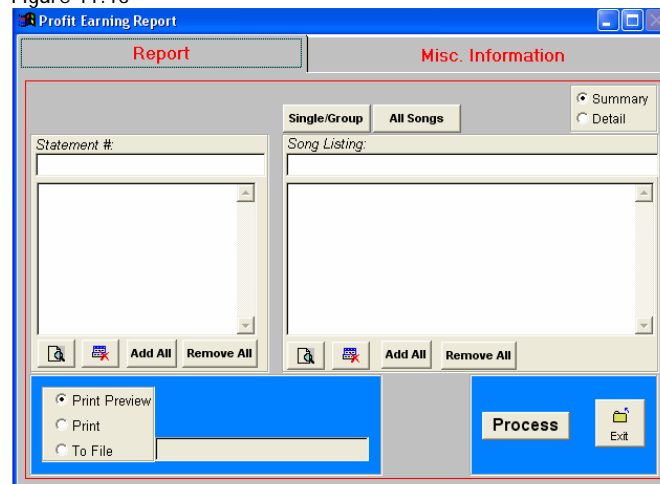
2. In the 'Statement # ' box, type the statement number or collector code to search statements

3. Press 'Enter' on your keyboard

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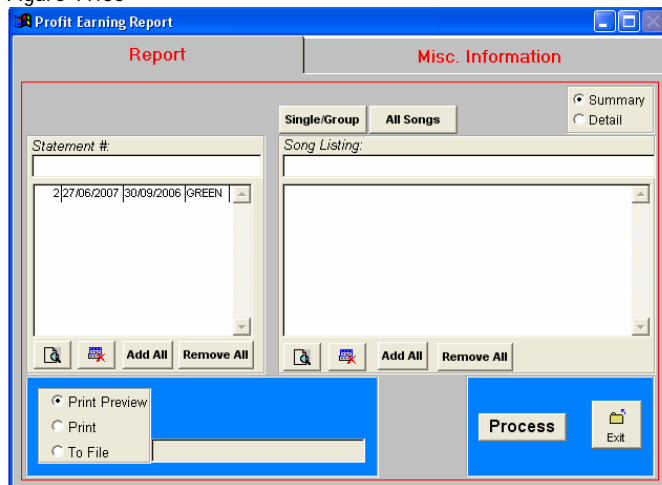
Figure 11.2c

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

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

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
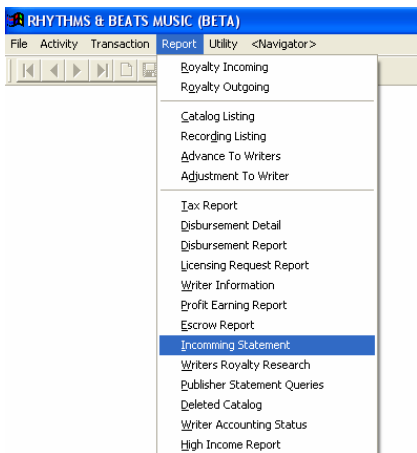
A report which summarizes the information from Royalty Incoming Statements

VIEW INCOMING STATEMENT REPORT FOR A SPECIFIC ROYALTY INCOMING STATEMENT

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

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

   Figure 12.1c

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 12.2c)

Figure 12.2c

4. Click on the appropriate statement number

5. Press 'Esc' on your keyboard

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

Figure 12.3c

6. Click the 'Process' button to view report

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
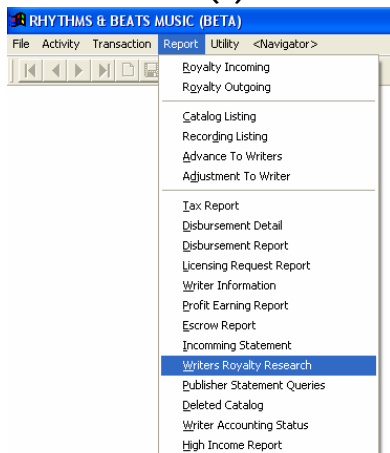
You can view an Incoming Statement Report which displays:

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

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:
    Repot → Writers Royalty Research

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

Figure 13.1c
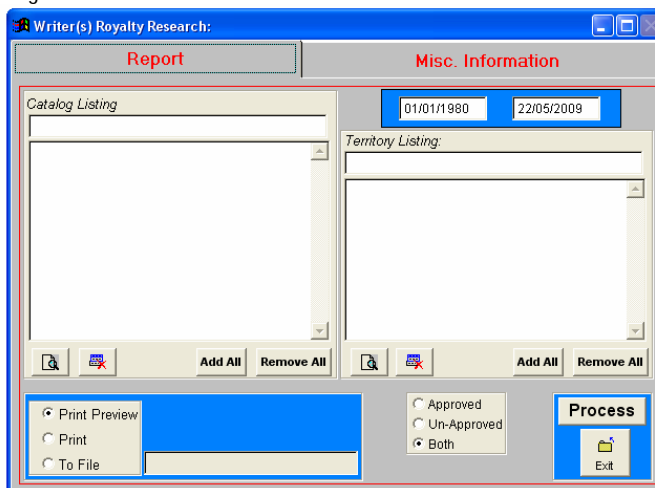
2. In the 'Catalog Listing' box, type the name if the song to search

3. Press 'Enter' on your keyboard

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

Figure 13.2c

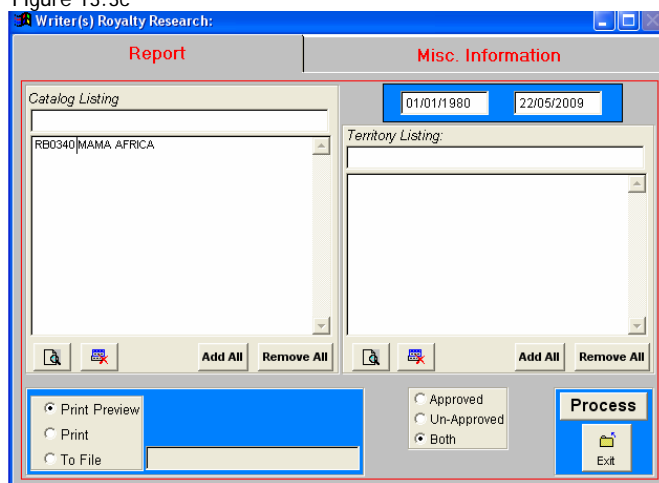4. Click on the appropriate song name

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

7. Press 'Enter on your keyboard

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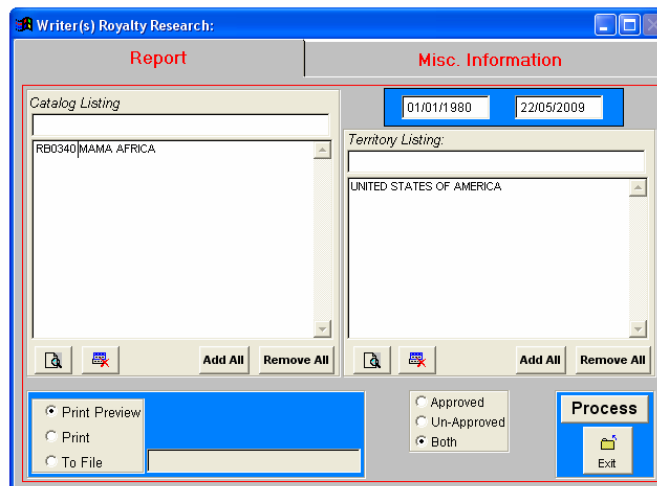
Figure 13.4c

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

10. Click the 'Process' button to view report

WRITER ROYALTY RESEARCH REPORT OPTIONS

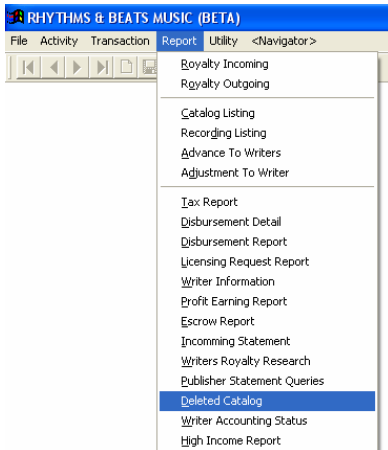You can view a Writer Royalty Research Report, which displays:

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

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:
    Repot → Deleted Catalog

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

Figure 14.1c
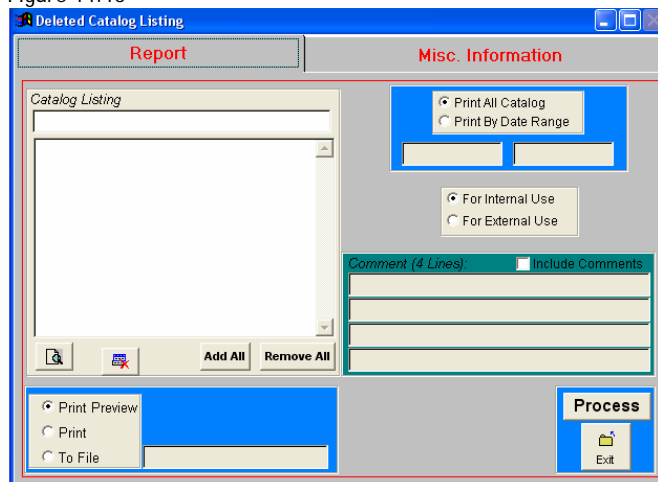
2. Type the name of the deleted catalog listing in the 'Catalog Listing' text box

3. Press 'Enter' on your keyboard

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

Figure 14.2c

4. Click on the appropriate catalog name

5. Press 'Esc' on your keyboard
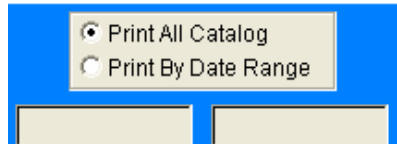
   The catalog name will appear in the 'Catalog Listing' box

6. Click the 'Process' button to view report

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

C15. WRITER ACCOUNTING STATUS
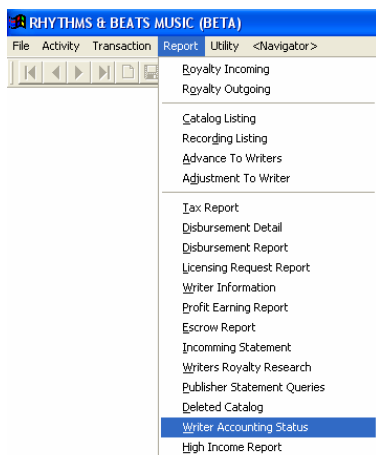
A report which summarizes a writer's earnings, advances, adjustments, amount due approval status account information;

VIEW WRITER'S ACCOUNTING STATUS

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

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

   Figure 15.1c
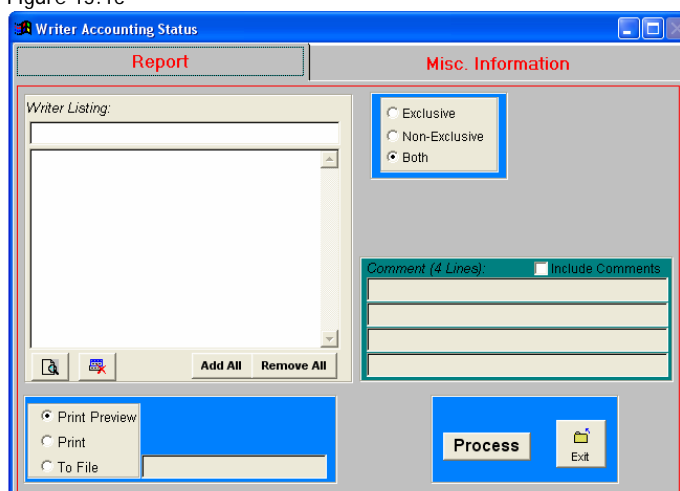
2. In the 'Writer Listing ' box, type the writer's name to search

3. Press 'Enter' on your keyboard

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

Figure 15.2c

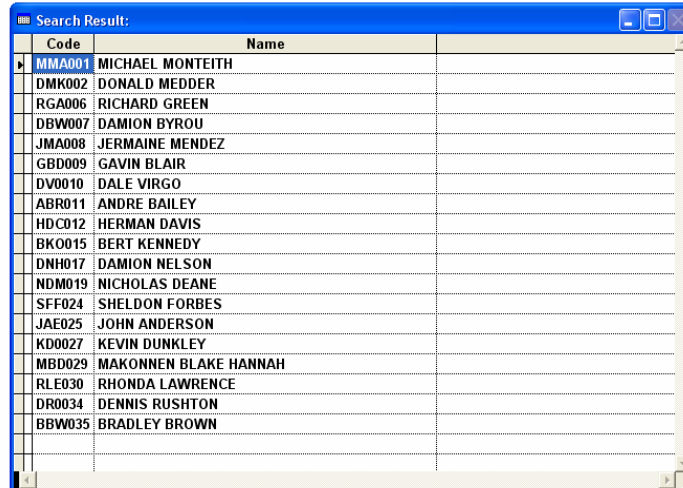| Code	Name	
MMA001	MICHAEL MONTEITH	
DMK002	DONALD MEDDER	
RGA006	RICHARD GREEN	
DBW007	DAMION BYROU	
JMA008	JERMAINE MENDEZ	
GBD009	GAVIN BLAIR	
DV0010	DALE VIRGO	
ABR011	ANDRE BAILEY	
HDC012	HERMAN DAVIS	
BKO015	BERT KENNEDY	
DNH017	DAMION NELSON	
NDM019	NICHOLAS DEANE	
SFF024	SHELDON FORBES	
JAE025	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