



Manual Label Accounting

for the REBEAT Music Enterprise Software



Note: It is important to read this manual in order to use the Label Accounting properly.

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Index

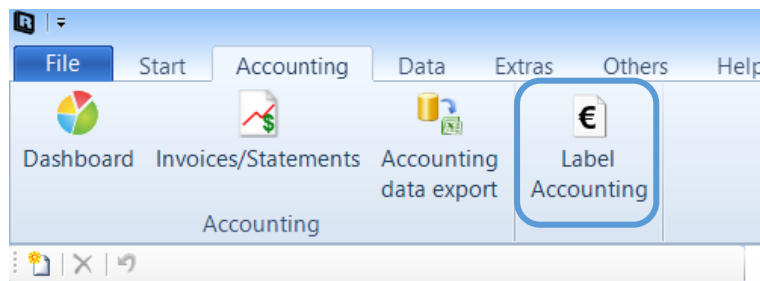
1	First Steps.....	4
1.1	Start the Label Accounting.....	4
1.2	Change settings.....	4
1.2.1	Template for contract partners	5
1.2.2	Template for Email	6
1.2.3	Settings for your email account.....	8
1.2.4	Calculation basis	10
1.2.5	Select Currency	11
1.2.6	Payment Threshold.....	12
1.2.7	Artist Dashboard.....	12
1.3	Create contracting partner	15
1.3.1	Create contracting partners individually	15
1.3.2	Import contracting partners	17
1.4	Create contracts	17
1.4.1	Contract Term.....	18
1.4.2	Assign contracting partners to a contract	19
1.4.3	Specify Contractual Conditions.....	20
1.4.4	Selecting the Tracks	22
1.5	Template for statements	23
2	Accounting	25
2.1	Start Accounting Preview	25
2.2	Check the Preview	26
2.3	Start the Accounting.....	26
2.4	Send Statements via Email	26
2.5	Rollback (delete a generated accounting)	27
3	Additional Module Subaccounting.....	28
3.1	Information about REBEAT Subaccounting	28
3.2	Generating new sub-labels and -artists	28
3.3	Contracts for new sub-labels and –artists	30
3.4	Accounting for Sub-labels and -artists.....	31
4	Statistics	33
4.1	About Label Accounting Statistics	33
4.2	Functionality	34
4.2.1	Main Menu	34
4.2.2	Navigation Panel.....	34
4.2.3	Quick Access Toolbar.....	36
4.2.4	Multi-function Toolbar	36
4.2.5	Data Chart.....	37
4.3	Contracting Statistics	38
4.4	Accounting Statistics.....	38
5	Additional Module Mechanical Royalties	39
5.1	Information about REBEAT Mechanical Royalties	39
5.2	Generating new publishers/authors.....	39
5.3	Assigning a publisher to a product	40

6	Additional Module Revenue Import	42
6.1	Information about REBEAT Revenue Import	42
6.2	Structure and organization	42
6.2.1	Licensing	42
6.2.2	Physical Media Products	46
6.3	Sales Import Wizard	56
6.4	Product Import Wizard	62
6.5	Sales Table	68
6.5.1	Entering new data	68
6.5.2	Changing and deleting entries	71
6.5.3	Save, Load	71
6.5.4	Filter data	72
6.5.5	Change display	73

1 First Steps

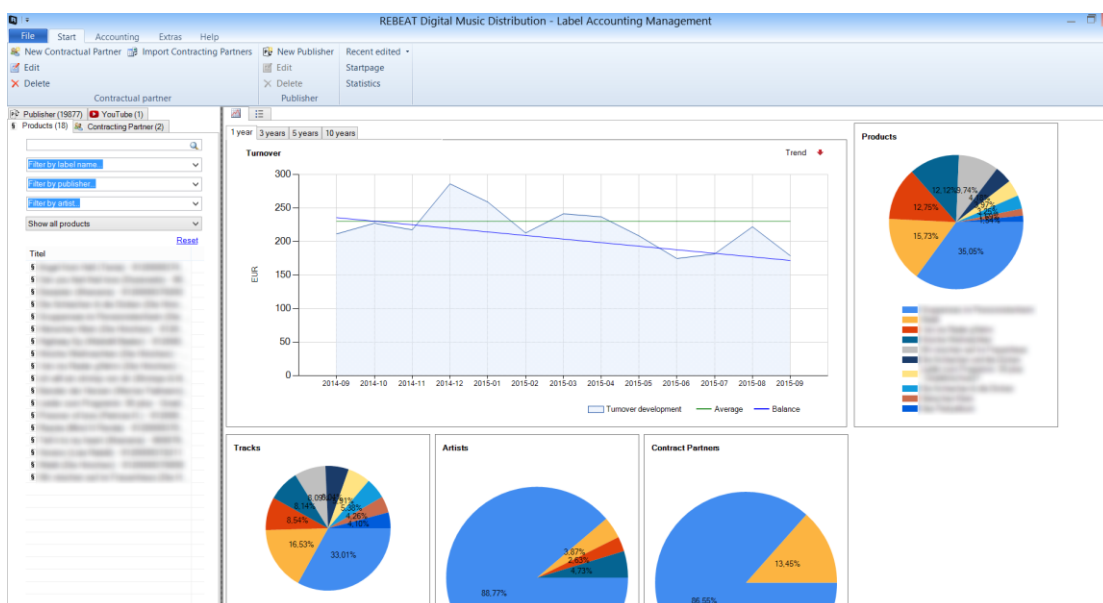
1.1 Start the Label Accounting

To start the Label Accounting in your REBEAT Music Enterprise Software please click the menu item “Accounting” and then select “Label Accounting”.



In the course of the start of the Label Accounting the software will check if you have uploaded any new products since you last session. If so, then the metadata of these products will be imported into the Label Accounting automatically.

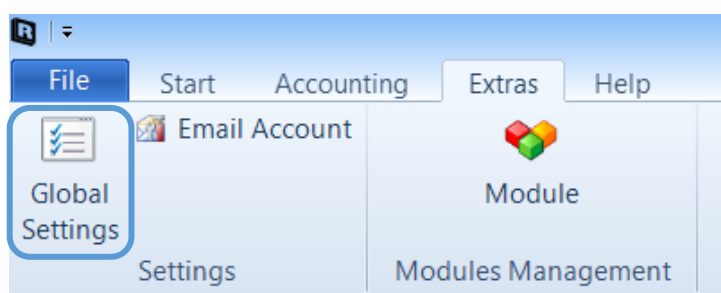
The first screen of the Label Accounting shows the Dashboard. This is where you can see your sales data and accounting history, as well as your contract partners and the products you have uploaded with REBEAT Digital so far.



The calculation basis of the top catalogue is the accounting data since the first sale has happened. This time period can't be changed.

1.2 Change settings

Before you can start to use the Label Accounting there are some settings you need to specify. To do so, please click on the menu item “Extras” and select “Global Settings”.



1.2.1 Template for contract partners

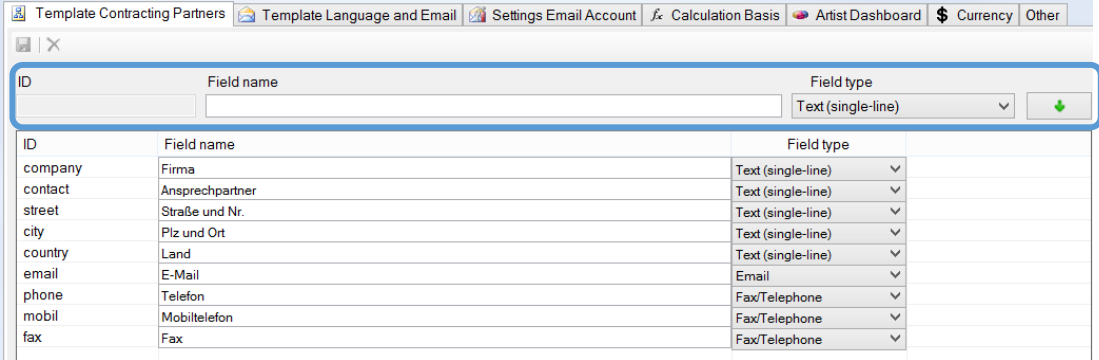
One of the first steps is to create your contracting partners, e.g. by importing them from a .csv file. In order to do this, you need to specify which information about your contracting partners you wish to select and use during the accounting process (e.g. first name, last name, date of birth, etc.)

Define additional fields

In case you wish to add additional fields, all you need to do is define a unique ID in the row “ID” and then key in the applicable definition in the corresponding row “Field Name”.

Note: IDs need to be unique, whereas one and the same definition can be used several times in the row “field name”.

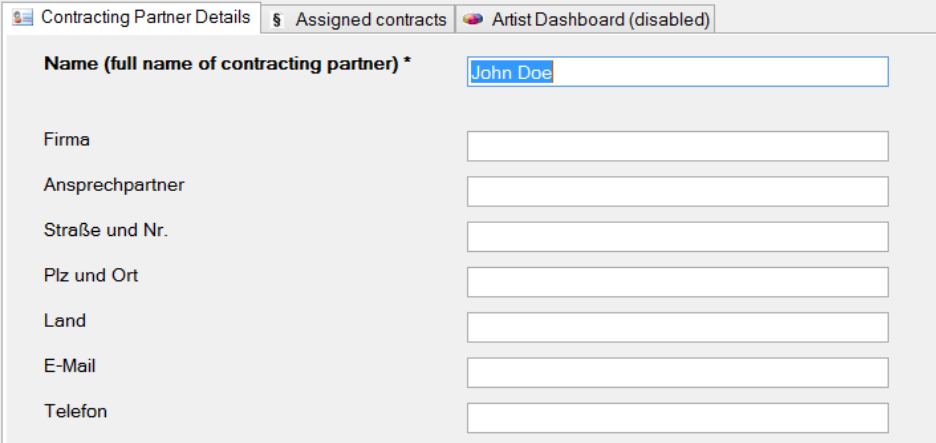
Finally, the third row “Field Type” enables you to specify the format of the entry (e.g. date, email address, single or multi-line text, phone number, etc.). Of course you can change or delete any of these fields at any time - even after you have saved contracting partners.



The screenshot shows a window titled "Template Contracting Partners" with a menu bar containing "Template Language and Email", "Settings Email Account", "Calculation Basis", "Artist Dashboard", "Currency", and "Other". Below the menu bar is a table with three columns: "ID", "Field name", and "Field type". The table contains the following rows:

ID	Field name	Field type
company	Firma	Text (single-line)
contact	Ansprechpartner	Text (single-line)
street	Straße und Nr.	Text (single-line)
city	Plz und Ort	Text (single-line)
country	Land	Text (single-line)
email	E-Mail	Email
phone	Telefon	Fax/Telephone
mobil	Mobiltelefon	Fax/Telephone
fax	Fax	Fax/Telephone

It is recommended to use a meaningful entry in the row “field name” as this will be of importance for the succeeding setup of contracting partners (see the following image):



The screenshot shows a window titled "Contracting Partner Details" with a menu bar containing "Assigned contracts" and "Artist Dashboard (disabled)". Below the menu bar is a form with the following fields:

Name (full name of contracting partner) *

Firma

Ansprechpartner

Straße und Nr.

Plz und Ort

Land

E-Mail

Telefon

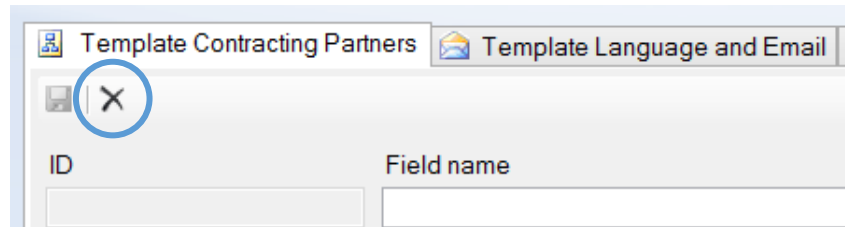
Rearrange

field order:

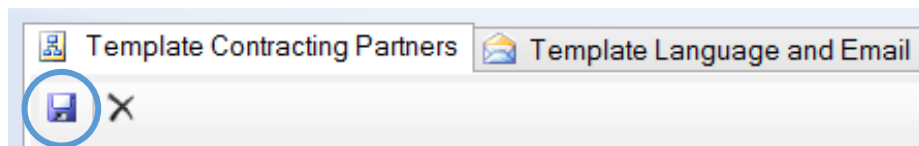
The order of the specified fields can easily be rearranged via Drag&Drop of the ID field. Simply click on the required ID field, hold down the mouse button, move the field to the desired position and then release the mouse button.

Delete fields:

To delete a field from the list, select the corresponding line and then hit the “Delete”-symbol (see the following image):

**Save settings:**

Once you have finished the setup of your template click on the floppy disk symbol to save your settings (see the following image):

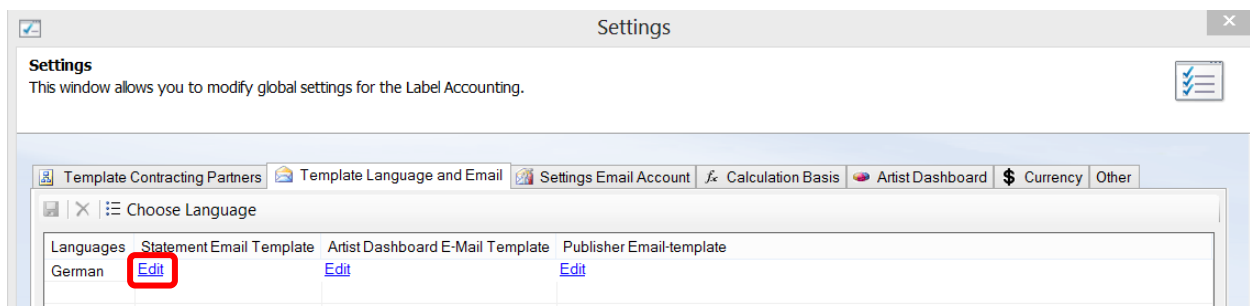


1.2.2 Template for Email

In one of the later steps (explained in detail in chapter 1.3) you will create contracting partners and select the language for correspondence with them. This language setup will in turn influence the sending of email statements at the end of the accounting process since the text in this email will be based on the language specified.

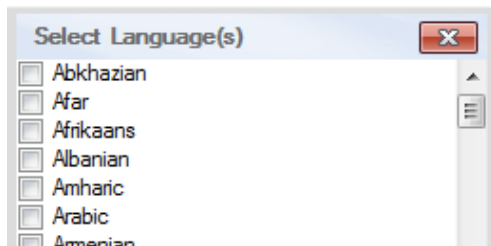
However, in order to enable all this future steps it is necessary to at first create an individual text template for every language. This chapter will describe in detail how to set up such a language template.

Please open the tabstrip “Template Language and Email”:



Add language

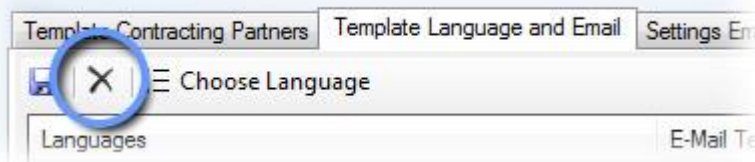
Click on the button „Choose language“ to include additional languages in your template. The languages you select here will later be available in the setup of your contracting partners.



Once you have selected all required languages please close the window „Choose Language“. Your selection will automatically be saved.

Delete language

To delete a previously activated language please select the language and hit the „Delete“ button displayed in the image below:

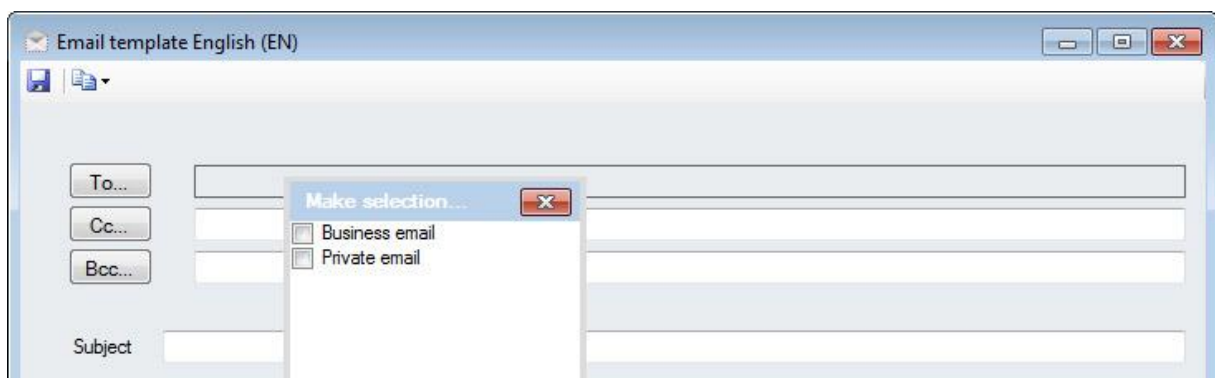


Text Template for Email

To create a text template for your emails please click on the option „Edit“ next to the language.

Languages	E-Mail Templates
English	Edit

Then, please click on the button „To“ and select the email address you wish to send future statements to.

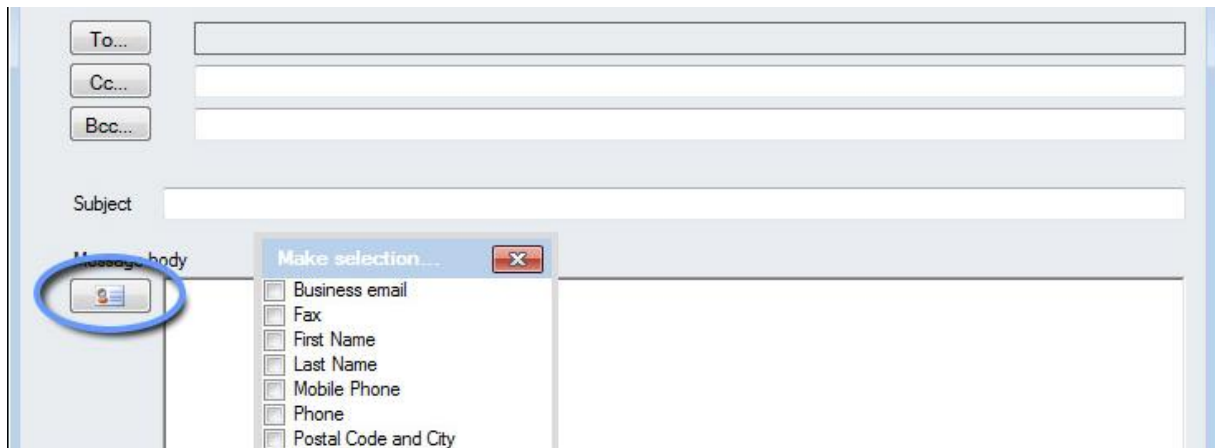


In case you have set up several fields of the field type „Email“ in the previous process “1.2.1 Template for contract partners” you will now be able to see these different email types (e.g. “Business email”, “Private email”, etc.)

You can type additional email address in the CC and/or BCC field, so that you can send the statements to your own email address too. But please keep in mind that you will get every statement that will be sent from the Label Accounting!

As a next step you can now key in both the subject line and the text of the email. Specifically for the text of the email you can now either type in a text on the fly or use the fields you have previously defined in chapter “1.2.1 Template for contract partners”. For example, you could use these fields as a place holder for the salutation of your contracting partner.

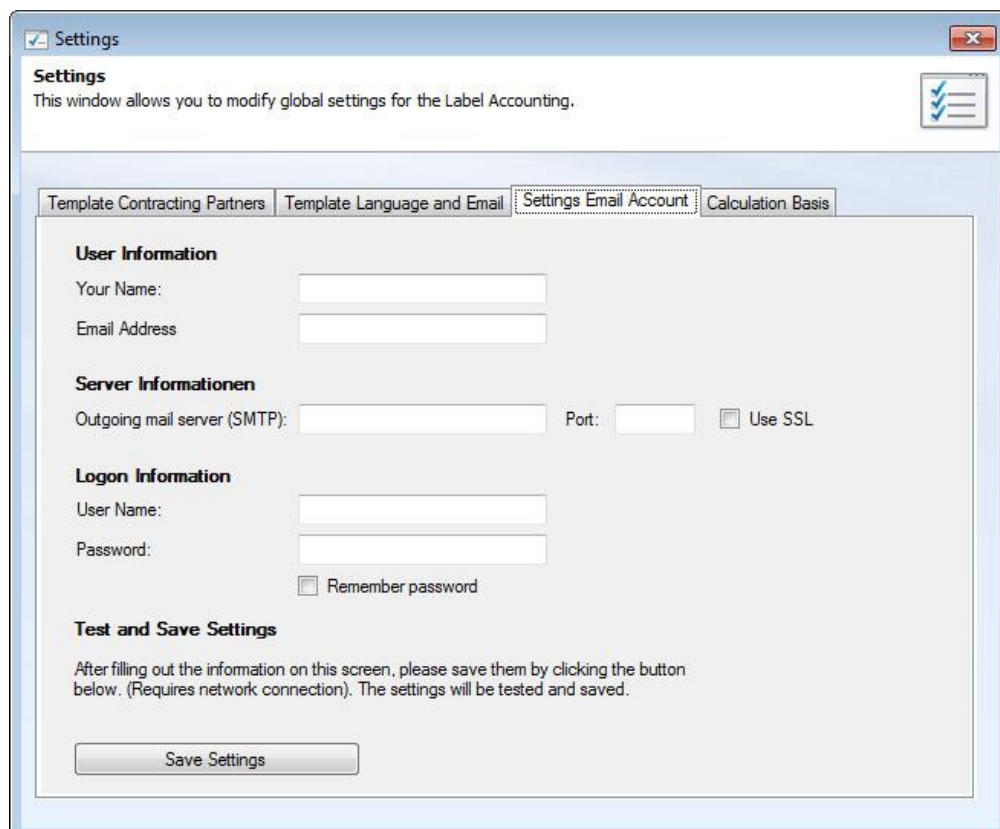
To do so simply click on the button underneath the word “Message body” and select the required field.



When you are finished with the setup of your email text click on the floppy disc symbol to save, then close the window.

1.2.3 Settings for your email account

Directly from the Label Accounting you can send out statements to your artists via your personal email address (e.g. Hotmail, Yahoo, gmx, etc.) To do so, please open the tabstrip named “Settings Email Account” and key in the required information. Once you are finished, click on the “Save Settings” button in order to test your email setup and save the email settings.



Note: information on the settings of most common email servers can be found on the Internet or directly on the websites of the respective mail services. Since these settings are different from provider to provider **our support team will not be able to help you here**. In case of questions we recommend to directly contact your system administrator or email provider. Thanks for your understanding.

1.2.4 Calculation basis

In this tab strip you can specify the payment type to serve as the calculation basis for your revenue accounting.

The screenshot shows a 'Settings' window titled 'Settings' with a close button (X) in the top right corner. Below the title bar, there is a sub-header 'Settings' and a description: 'This window allows you to modify global settings for the Label Accounting.' To the right of this description is a small icon of a document with a checkmark. Below the description is a tab strip with the following tabs: 'Other', 'Template Contracting Partners', 'Template Language and Email', 'Settings Email Account', 'Calculation Basis' (which is the active tab), 'Artist Dashboard', and 'Currency'. The 'Calculation Basis' tab contains four radio button options, each with a description:

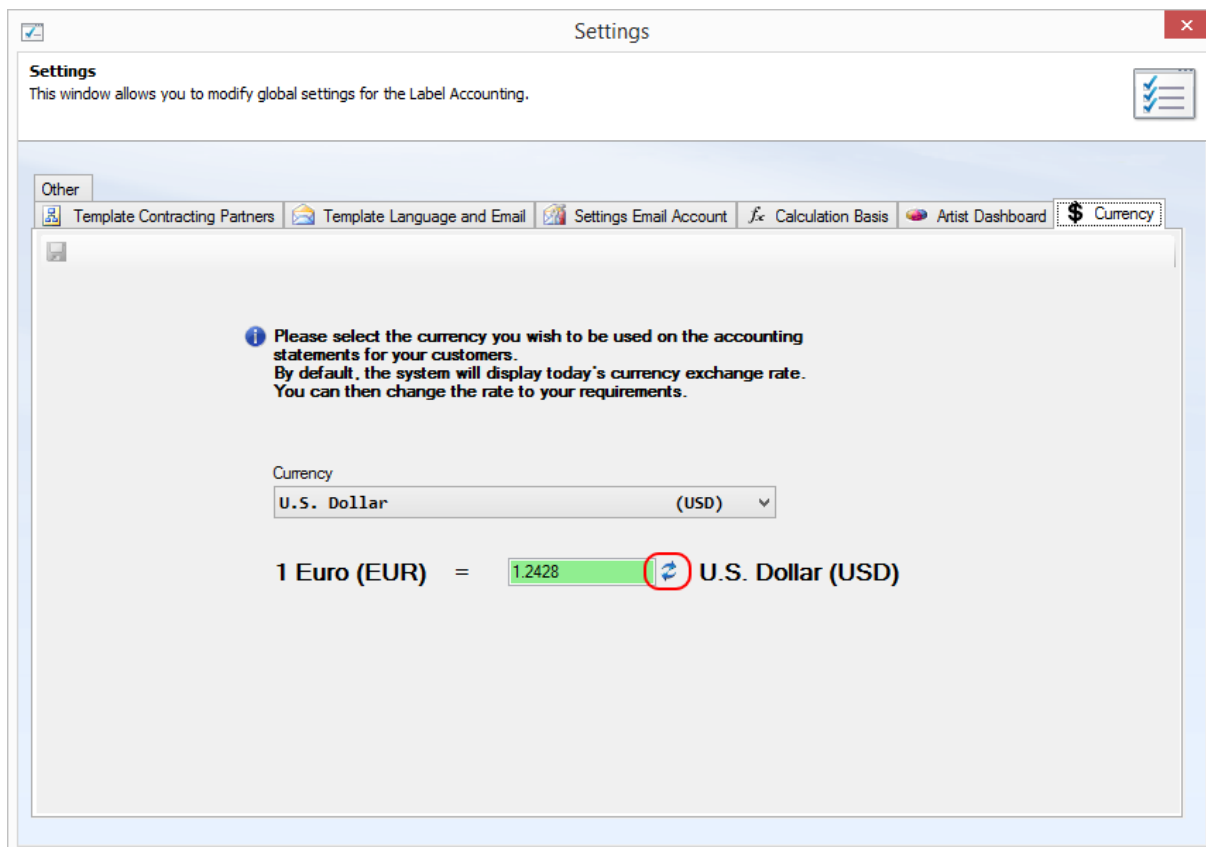
- ☐ **Payment from REBEAT Digital incl. Mechanical Royalties**
Choose this option to use the payment from REBEAT Digital including mechanical royalties as calculation basis for your Label Accounting.
- ☐ **Payment from REBEAT Digital excl. Mechanical Royalties**
Choose this option to use the payment from REBEAT Digital excludes mechanical royalties as calculation basis for your Label Accounting.
- ☒ **Payment from the stores excl. Mechanical Royalties**
Choose this option to use the payment from the stores excluding mechanical royalties as calculation basis for your Label Accounting.
- ☐ **Payment from the Stores incl. Mechanical Royalties**
Choose this option to use the payment from the stores includes mechanical royalties as calculation basis for your Label Accounting.

1.2.5 Select Currency

Here you can select the currency you want to be used on the accounting statements for your customers.

By default, the system will display today's currency exchange rate of the European Central Bank. You can change this value anytime. If you want to restore the day's exchange rate, click the "Refresh" button right next to the input field (for reference see figure below)

Please save every change made for the currency settings.



1.2.6 Payment Threshold

Here you can set a minimum limit that your contractual partner needs to reach before payout. The setting will be visible on the accounting PDF file and will be shown to your contractual partner with a balance calculation.

The minimum limit can be set for each contractual partner individually.

The screenshot shows a 'Settings' window with a title bar and a close button. The window contains a description of its purpose and a horizontal menu with several tabs. The 'Other' tab is active, displaying a 'Minimum limit' section with a text input field set to '80' and the unit 'USD'.

It is not necessary to save these entries, as they will be saved automatically.

1.2.7 Artist Dashboard

Here you find the settings that are visible for your contractual partner on the Artist Dashboard. The Artist Dashboard shows your contractual partner the Daily Sales in the web browser. Your contractual partner will only be shown the tracks that you have selected for their contract, see chapter 1.5.4 “Selecting the Tracks”.

The Artist Dashboard is accessible with the following link: <http://www.artist-dashboard.com>

In order to gain your contractual partner access to the Artist Dashboard, you need to generate and send the login data for the contractual partner.

Open the respective contractual partner and choose the tab strip „Artist Dashboard“. Afterwards you can activate the Artist Dashboard by ticking the box „Activate Artist Dashboard“.

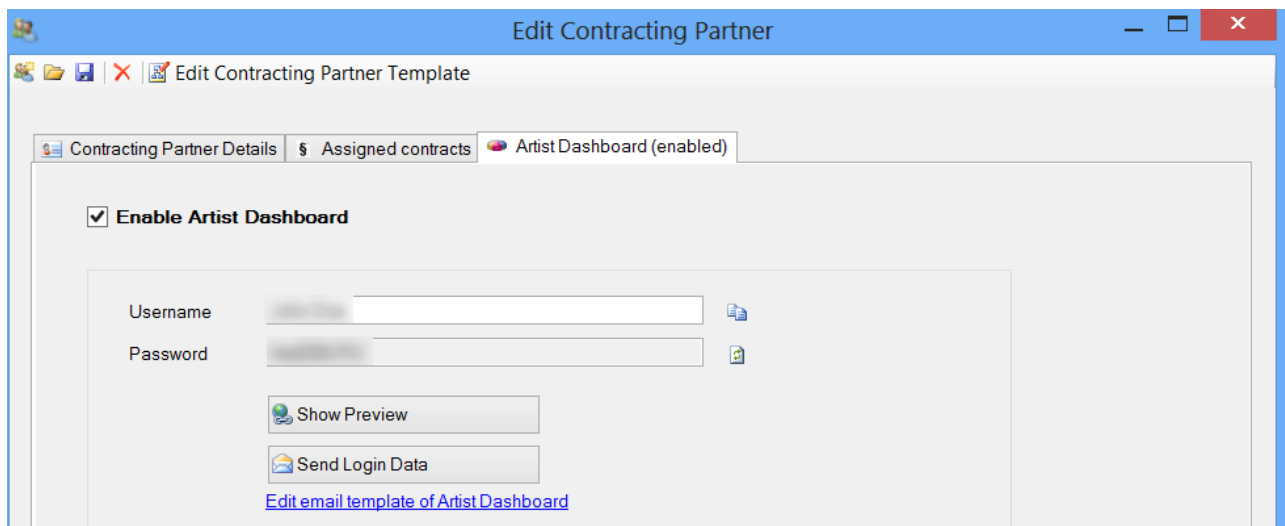
Now you can assign a username. You can choose a username of the already existing data by clicking the “Copy” button right next to the input field for username.

A password will be assigned automatically, but you can always generate a new one.

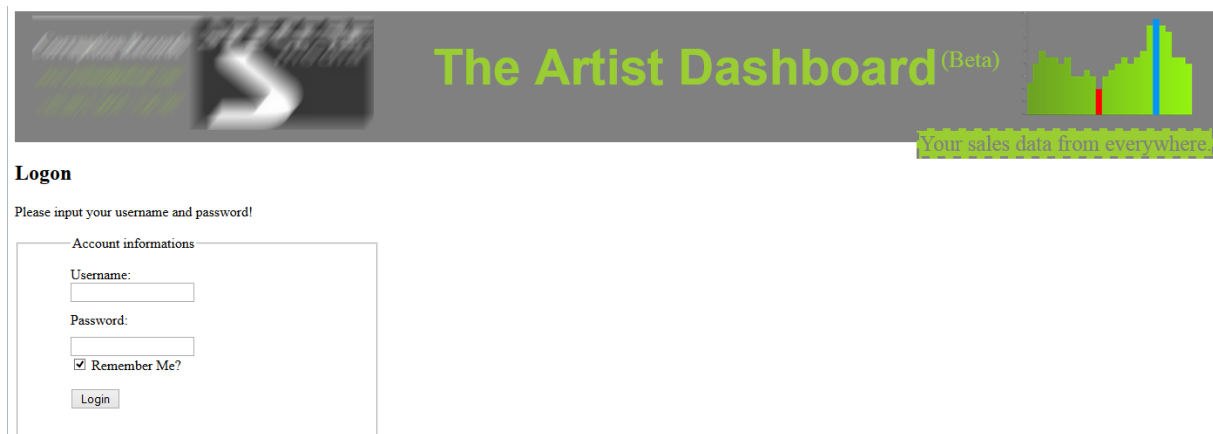
Afterward you can check the access by clicking „show preview“. Your standard web browser will open. You will be redirected to <http://www.artist-dashboard.com> automatically and will be logged in with the set login data.

After a successful login, you can send the login data to your contractual partner, if you have an email contact address.

You need appropriate settings for sending mails to your contractual partners. See chapter 1.3.2 “Template for Email” and chapter 1.3.3 “Settings for your email account”.

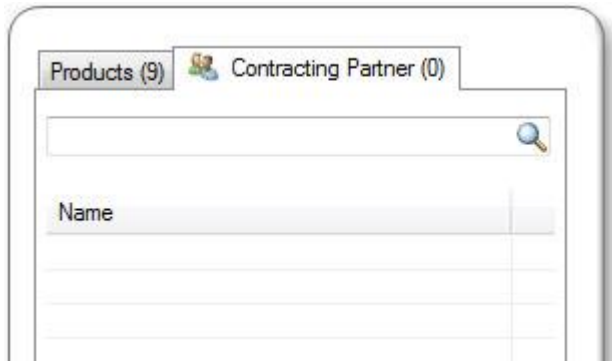


The Artist Dashboard shows no references to REBEAT Digital at all.
The Artist Dashboard is only available in English.



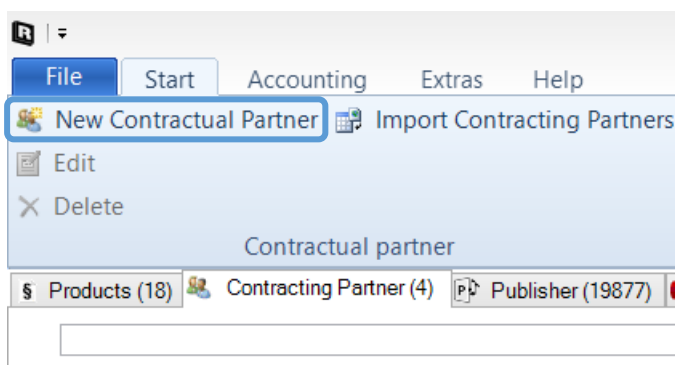
1.3 Create contracting partner

Up until now, your list of contracting parties is still empty. To create new contracting partners you can either set them up individually and one by one, or you can import contracting partners via a pre-existing .csv file. Both options are described in the following steps.



1.3.1 Create contracting partners individually

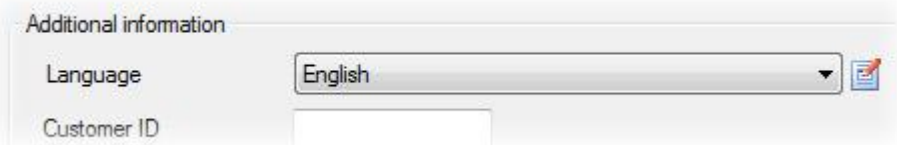
To create a new contracting partner please click on the button “New”.



In the following window you can key in all data required for this contracting partner. You can also add an image for easy identification. Note: this is where you use the very fields you have previously created in the setup of your “template for contracting partners” in chapter 1.2.1

A screenshot of a software window titled 'Edit Contracting Partner'. It has a toolbar with icons for a person, a document, and a close button, followed by the text 'Edit Template'. Below the toolbar are two tabs: 'Contracting Partner Details' (selected) and 'Assigned contracts'. The 'Contracting Partner Details' tab contains a form with the following fields: 'Name (full name of contracting partner)', 'Salutation', 'First Name', 'Last Name', 'Postal Code and City', and 'Street Name and Number'. Each field has a corresponding text input box.

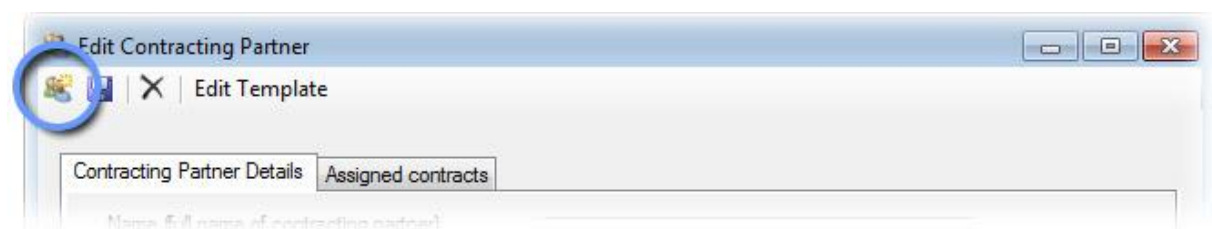
Depending on the language you select in the setup of each contracting partner, their email statement will contain the very text you have specified as an email template for the corresponding language in chapter 2.3.2



When you are done click on the floppy disc symbol to save your settings.

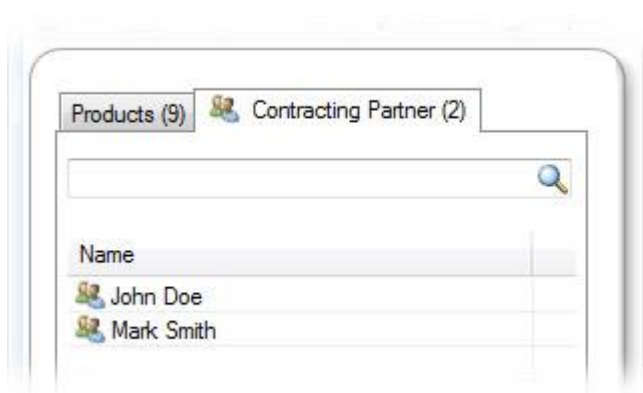


You can now create additional contracting partners by clicking on the „new partner“ button (see image below):



Please close the “Edit Contracting Partner” window once you are finished with creating your contracting partners.

In the “Contracting Partner” tabstrip you can now see an overview of all contracting partners you have created.

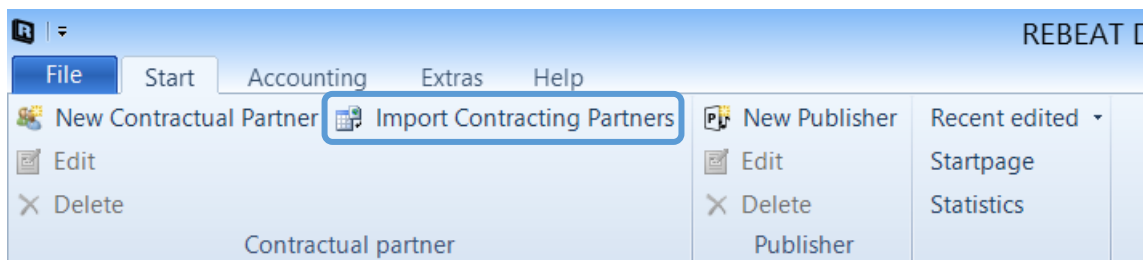


1.3.2 Import contracting partners

As an alternative to the manual creation of your contracting partners you can also import contracting partners from a pre-existing .csv (comma separated values) file. For example, you could export a list of contacts from your MS Outlook mail program into a .csv file, which you then import into the Label Accounting of the REBEAT Music Enterprise Software. Instructions on how to export contacts from programs like MS Outlook can be found in the respective program's help menu or on the internet.

Please note that **our support team cannot help you in the process of creating .csv files** in third-party applications. Thanks for your understanding.

To import your .csv file into the Label accounting please open the menu „Start“ and select the option „Import Contracting Partners“



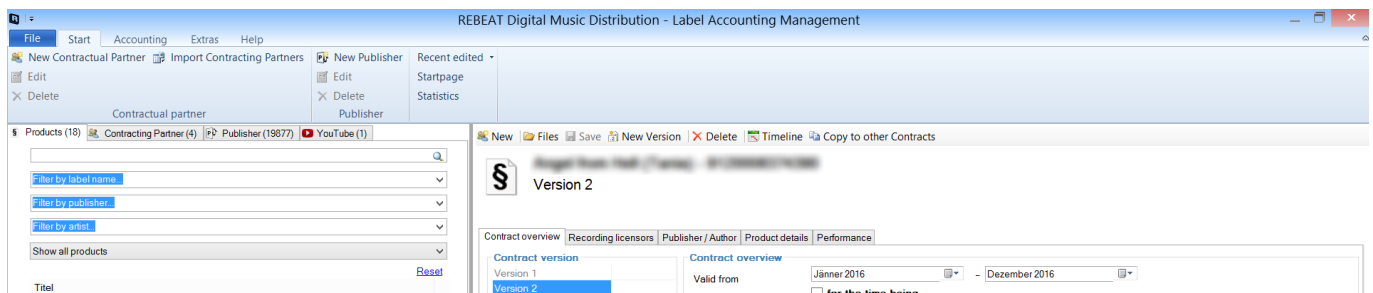
Please follow the instructions of the import wizard which will guide you through the process of importing your contract partners step by step.

1.4 Create contracts

At this point, you have now both successfully imported your REBEAT products into the Label Accounting and created your contracting partners.

In the next step you will create contracts for your individual products. Each contract will include all conditions and revenue shares you have agreed upon with the corresponding contracting partners, e.g. the contract term, the applicable revenue shares, etc.

To create a new contract for a product please select the product from the list in the „Products“ tabstrip. In the window to the right you can now set up the applicable contractual conditions for this product.



1.4.1 Contract Term

To specify the term of the contract please select the starting date of the contract term.

Contract overview | Recording licensors | Publisher / Author | Product details | Performance

Contract version

Version 1	
Version 2	

Contract overview

Valid from: Jänner 2016 - Dezember 2016

☒ for the time being

Advance EUR: 0

In case you do not want to specify an end date for the contract simply activate the check box “for the time being”

In case you wish to specify an end date for the contract please deactivate the check box “for the time being” and instead select an end date for the contract.

Contract overview | Recording licensors | Publisher / Author | Product details | Performance

Contract version

Version 1	
Version 2	

Contract overview

Valid from: Jänner 2016 - Dezember 2016

☐ for the time being

Advance EUR: 0

Then click on the floppy disk symbol to save your settings.

New | Files | **Save** | New Version | Delete | Timeline | Copy to other Contracts

Version 2

Contract overview | Recording licensors | Publisher / Author | Product details | Performance

Contract version

Version 1	
Version 2	

Contract overview

Valid from: Jänner 2016 - Juni 2016

☐ for the time being

Advance EUR: 0

If required, you can also key in additional information on this contract and even add files (e.g. a scan of the original contract document) by clicking on the “Files” button.

New | **Files** | Save | New Version | Delete | Timeline | Copy to other Contracts

Version 2

Contract overview | Recording licensors | Publisher / Author | Product details | Performance

Contract version

Version 1	
Version 2	

Contract overview

Valid from: Jänner 2016 - Juni 2016

☐ for the time being

Advance EUR: 0

Additional contract versions with a different contract term

At any time you can add an additional contract version with a different contract term. However, please note that the time frame of this new version must not overlap with the term specified in the previous version of the contract.

For example, if you have already created a contract with a term ranging from 01/2010 to 12/2010 you could add an additional contract version with a term ranging from 01/2011 to 12/2011.

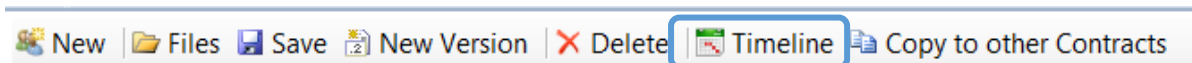
To do so please click on the button „New Version“.



Note: it is recommended to first finish all settings of the previous contract versions. Otherwise you will have to specify all conditions for each and every contract version, which could lead to mistakes.

Timeline

A graphic display of the contract terms will provide you with an overview on the different contract terms you have set up for the product. You can access this overview by clicking on the button “Timeline”.

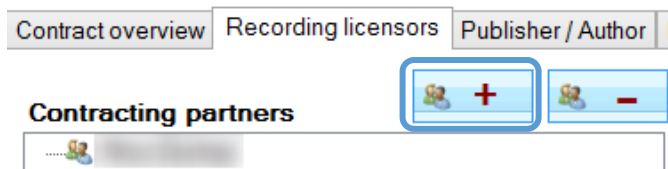


1.4.2 Assign contracting partners to a contract

Important note: Before you start the accounting process please ensure that each contract has at least one contracting partner assigned.

In case you have no contracting partner to assign to a contract because the whole turnover shall remain with you, then simply create a contracting partner under your own name. **Assign the contracting partner that represents yourself to the contract with a contractual condition of 0 %** for each track. Important: Do not set the revenue share to 100 %, because this would distort the calculation of your share

To assign different contracting partners to a contract please click on the “+” button highlighted in the image below:



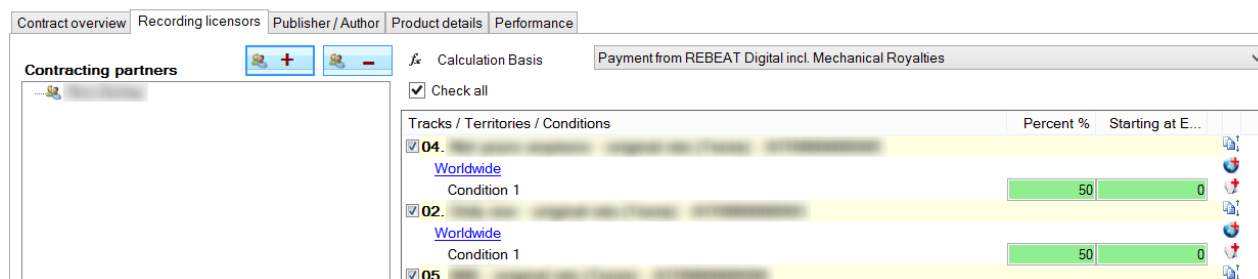
Then select the applicable contracting partners for this contract. You can select several contracting partners, all of which you have created in chapter 1.3 “Create contracting partner”.



Once you have selected all contracting partners for this contract please close the “Select Contracting Partners” window. The system will automatically save your selection.

1.4.3 Specify Contractual Conditions

For each and every track of the product you can now specify the royalty share that each contracting partner you have assigned shall receive. Simply click on the respective contracting partner and type in the revenue share percentage for each track.



Tracks / Territories / Conditions	Percent %	Starting at E...
04. Worldwide Condition 1	50	0
02. Worldwide Condition 1	50	0
05. Worldwide Condition 1	50	0

Grading

If required, you can specify a grading in revenue shares. This means that a contracting partner will only receive the selected share once the revenues for the track have reached a certain threshold.

Territory

In addition it is possible to specify the revenue share for your contracting partner for each and every territory individually. By default, the shares will be calculated on the basis of worldwide revenues. To change this setting, click on the “worldwide” button and select the required territory.

Additional contractual conditions for a track

Should you wish to add additional contractual conditions to a track all you have to do is create a new line by clicking on the button at the beginning of each line (see image below):



04. Worldwide Condition 1	50	0
--	----	---



04. Worldwide Condition 1	50	0
Condition 2	0	0

Now you can specify additional contractual conditions, e.g. a different revenue share in a specific country, additional thresholds, etc.



04. AFGHANISTAN Condition 1	50	0
ANDORRA; UNITED ARAB EMIRATES; ANTIGUA AND BARBUDA; ANGUILLA; ALBANI... Condition 1	0	0

Delete contractual conditions

In order to delete contractual conditions please click on the „delete“ button (see image below):



Copy contractual conditions to other tracks

With just a few mouse clicks you can copy the contractual conditions of an individual track to all other tracks of the respective product. To do so please click on the “copy” button as displayed in the image below:



Note: this action will delete all contractual conditions you have previously specified for these tracks.

Copy contractual conditions to other products

The button “Copy to other contracts” enables you to assign previously specified contracting partners and contractual conditions to other products in your list. To do so, please select the source product from which you want to copy the contracting partners and contractual conditions. Then click on the button “Copy to other Contracts” and follow the instructions of the assistant wizard.



Note: this action will only copy contracting partners and contractual conditions, but it will NOT copy the term of a contract. In other words, it is still necessary to set up the contract term for each and every contract individually (see chapter 1.4.1 “Contract Term” in this manual).

Important: Please take care that you have set up a contract, that you have assigned contract partners and that you have specified contractual conditions (revenue shares, territory, contract term, etc.) for each and every product. Otherwise it will not be possible to run the accounting process.

1.4.4 Selecting the Tracks

Select the relevant tracks for each contractual partner. Only the selected tracks will be considered for the accounting process. This selection also serves as activation for the Daily Sales in the Artist Dashboard.

You can check or uncheck all tracks by ticking or unticking the box „Check all“ (see figure below). Tracks that have not been selected will be portrayed distinctively, in order to enable a quick overview.

fx Calculation Basis

Payment from REBEAT Digital incl. Mechanical Royalties

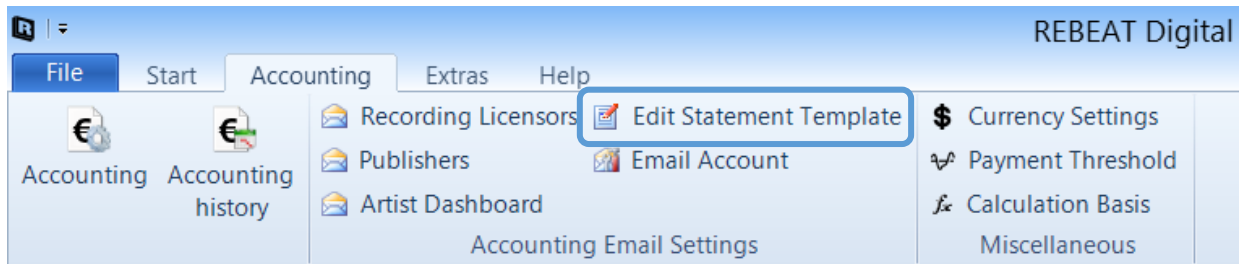
☒ Check all

Tracks / Territories / Conditions	Percent %	Starting at E...	
☒ 04. AFGHANISTAN			
Condition 1	50	0	
☒ 02. ANDORRA; UNITED ARAB EMIRATES; ANTIGUA AND BARBUDA; ANGUILLA; ALBANI...			
Condition 1	0	0	
☒ 05. Worldwide			
Condition 1	50	0	
☒ 06. Worldwide			
Condition 1	50	0	
☒ 01. Worldwide			
Condition 1	50	0	
☒ 03. Worldwide			
Condition 1	50	0	

1.5 Template for statements

At the end of the accounting process you can send statements to your contracting partners. The layout of such a statement can be modified to a large extend. For example, you can add your own logo.

In order to edit the statement template click on the menu “Accounting” and then “Edit Statement Template”.

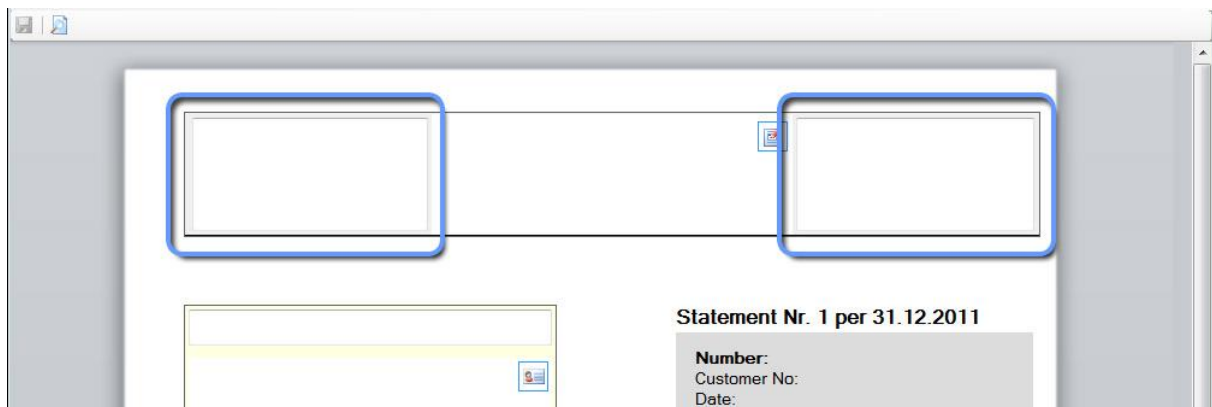


Note: There is only one statement template for all languages.

That means, no matter what language you have set for your contracting partners, they all get the same template. That is why all parts of the templates which you cannot edit (such as Customer No or Date) are in English.

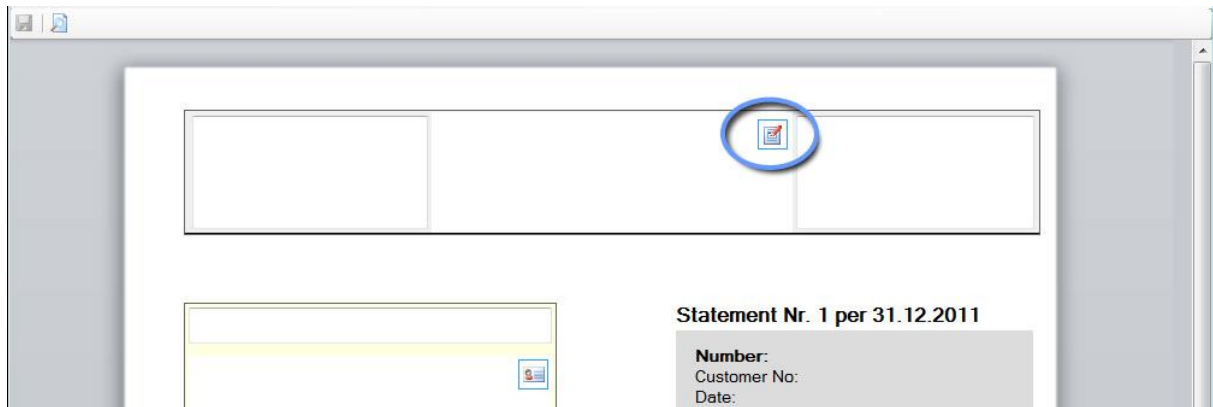
Header and footer

Use your own text in the header and footer. Click into the area where you would like to have the text placed and then enter the text.



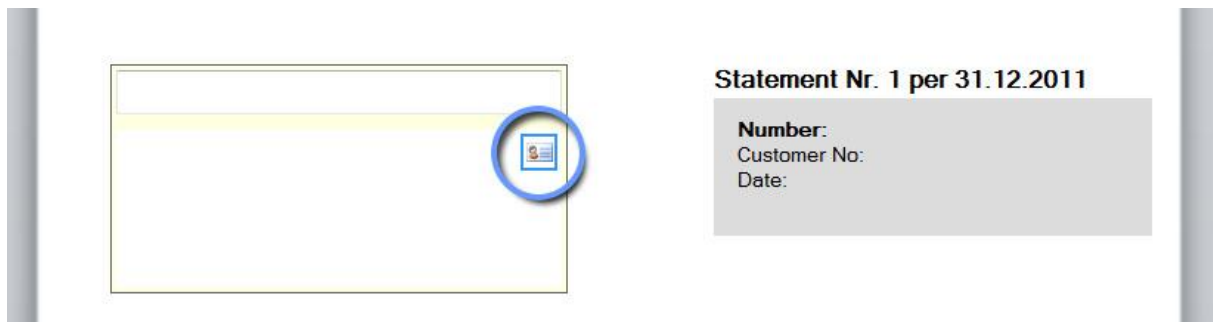
Your own logo

To add your own logo to the statement template just click at the icon in the header.



Recipient

Add all required fields for the recipient by clicking at the icon in the recipient area.



Then select the fields in the same order you would like to have them placed in the recipient area.



Preview

Click at the menu item „File“ and then „Preview“ to see how your statement will look like.

When you have finished editing the statement template click on Save and close the window.

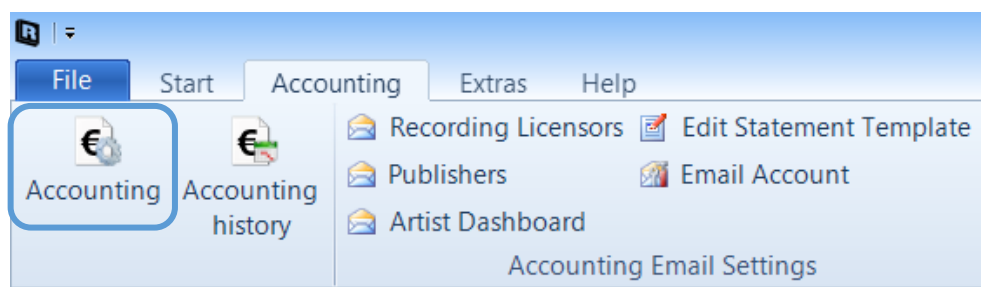
2 Accounting

Important note: Before you start the accounting process please ensure that each contract has at least one contracting partner assigned. Furthermore, please make sure that the contract term of each product covers the whole accounting period you are going to select. There must be no time gaps between the various contract versions. Otherwise it is not possible to start the accounting process!

Please note: Once you have finished the accounting process the affected contracts (contract term, contractual conditions, contracting partners) can't be edited anymore.

2.1 Start Accounting Preview

In order to start the accounting you have to start the preview. To do so please click at the menu item "Accounting" and then "Accounting".



Then define the end time of the accounting.



Note: You can't change the start time of the accounting! To avoid time gaps in the accounting it has to start right after the previous accounting. The very first accounting always starts with January 2010.

After you have specified the end time, click on "Generate Preview".

2.2 Check the Preview

You will see a preview of your accounting data for verification.

By clicking at the option 'Start Accounting' the accounting will be generated. See next chapter.

In case that the option 'Start Accounting' is not available, but the option 'Show Details of Unassigned Contracts' means that some contract details are missing.



Before you can start the accounting process keep in mind that each contract has to have at least one contracting partner assigned. Furthermore, please make sure that the contract term of each product covers the whole accounting period you are going to select. There must be no time gaps between the various contract versions.

To get a list of the products where some contract details are missing, click at the option 'Show Details of Unassigned Contracts'.

Then close the preview and check the details of the contract of the listed products. Once you have edited the contract details please start the preview again.

2.3 Start the Accounting

Once you have checked the data of the preview you can start the accounting by clicking at the option "Start Accounting".



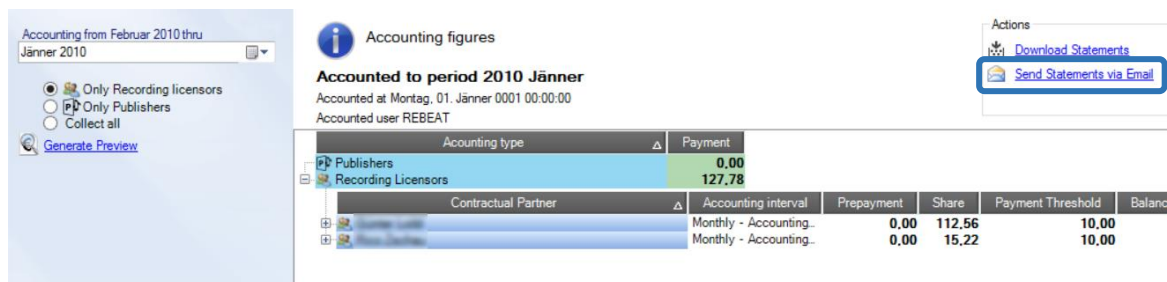
Choose the folder where you would like your exported statements (pdf file) and accounting details (csv file) to be saved.

Click 'Next' and check the data.

Then click 'Start Now'. The accounting for the chosen time period will be generated.

2.4 Send Statements via Email

Once the accounting has been generated, you can email the statements to your contracting partner directly from the Label Accounting. This option is only available if you have made the settings for your email account successfully (see chapter 1.2.3).

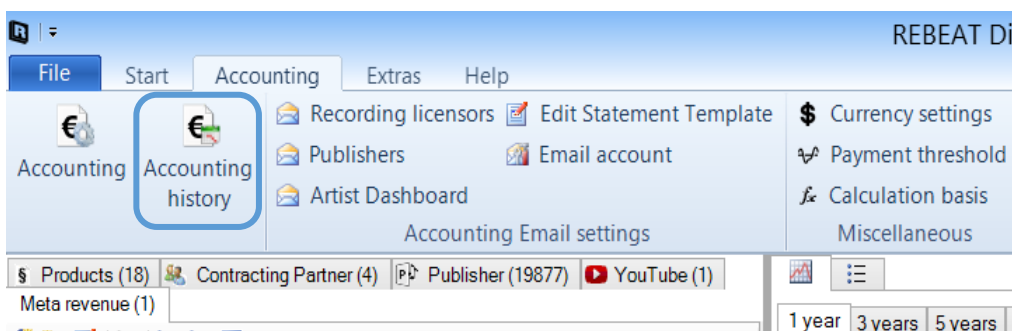


Of course you can send the statements with your own email program. You can find the statements in the folder you have chosen in the chapter before.

Close the accounting window when you have finished the accounting process.

2.5 Rollback (delete a generated accounting)

If you would like to undo (delete) an accounting, then go to the “Accounting” section of your Label Accounting and choose “Accounting History”.



In the Accounting history overview you can see the accounting processes which you have finished so far. You can undo any accounting by selecting the applicable accounting row and clicking the delete button.

For better traceability, all statements (pdf files) and accounting data (csv files) that have been created so far will not be deleted. Furthermore the numbering sequence of the statements will be continued. So despite the rollback, there will never be two statements with the same number for a contracting partner.

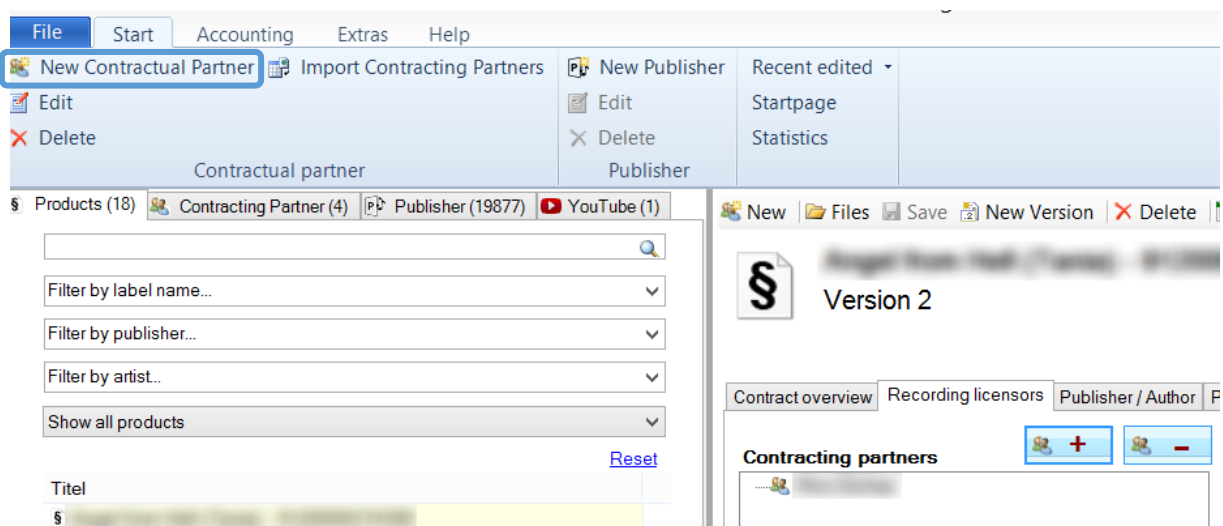
3 Additional Module Subaccounting

3.1 Information about REBEAT Subaccounting

Subaccounting is an optional, additional module for the REBEAT Digital Business Edition. This module enables REBEAT users to take over the individual accounting from third party labels for sales made through REBEAT Digital distribution. The accounting process proceeds fully automatic as normal and can be used for an infinite number of sub-labels and artists, on any number of levels. The ingenious thing about it: The sub-labels receive the accounting with a customized layout, directly from the REBEAT user, without any reference to REBEAT itself.

3.2 Generating new sub-labels and -artists

New **sub-labels and –artists** can be generated with the button „New“ (see chapter [1.4.1](#)):



In the subsequent window you can add all relevant data about this contracting partner.

Important: If the accounting statements of a sub-label have to be based on an independent layout, you need to create this layout now. Choose **“Invoice Layout Template”** from the dropdown menu and switch the standard option “Default” to the name of your newly created contract partner. Then click on the “Edit” icon on the right.

By clicking on the “Edit” Icon, you can create the statement layout for the chosen sub-label (see chapter [1.6](#)). Don’t forget to **save** the finished layout.

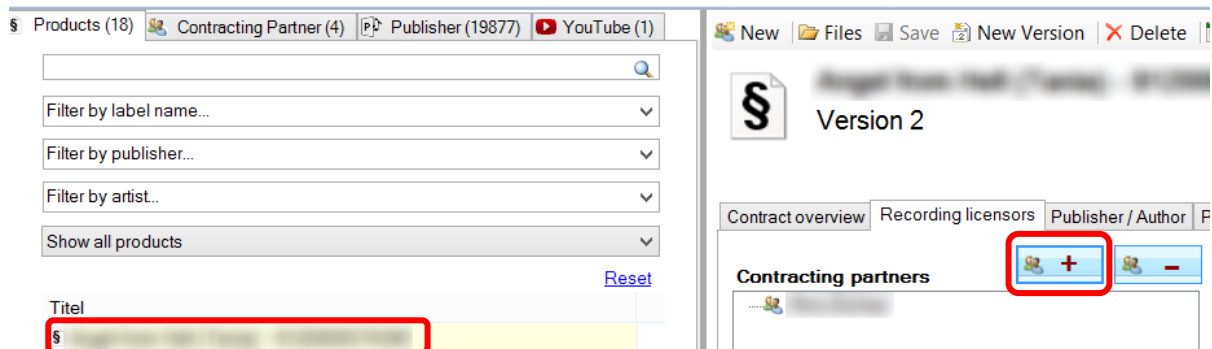
After you have entered all the data, click „save“, in order to save the newly created sub-label:

You can generate new artists in the same way, who can then be assigned to the sub-label that they should receive their accounting from.

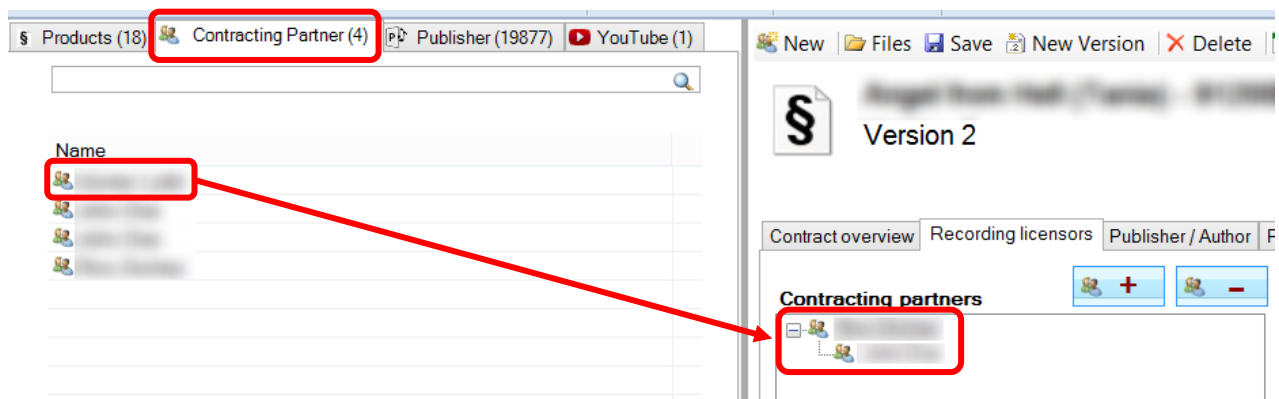
3.3 Contracts for new sub-labels and –artists

After you have generated your sub-labels and –artists, you need to assign them to the respective products and in doing that, generate new contracts.

First, the sub-labels need to be assigned to the contracts as new contracting partners (see chapter [1.5.2](#)). Choose a product from the product list on the right window frame and add it with the “+” button to a sub-label:

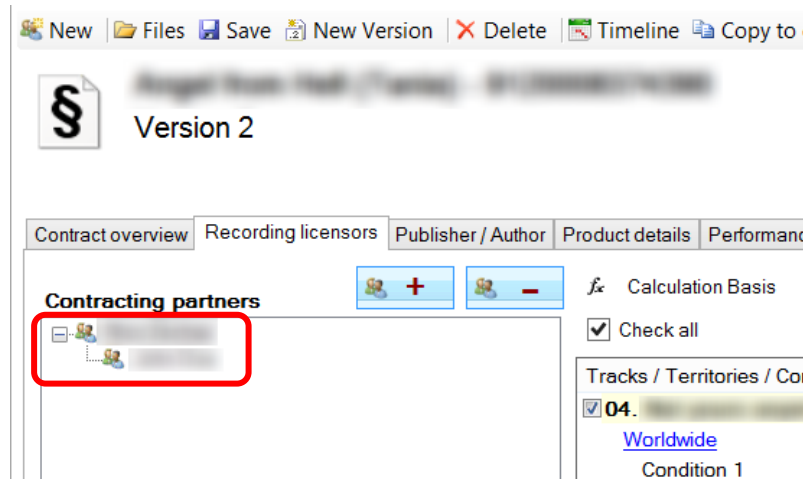


In order to add artists to this sub-label, go to the tabstrip “Contracting Partner” on the right, choose the respective artist and add it with the “+” button directly to the recently added sub-label. Then you can drag and drop the artist to the desired level:



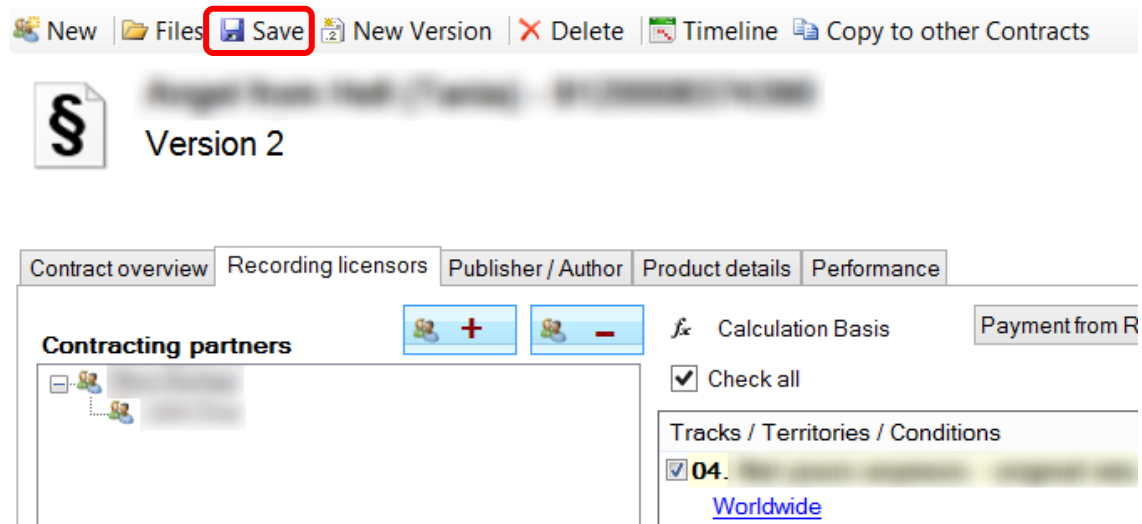
Repeat this process with as many artists as necessary, in order to map the desired contract conditions for this product. Subaccounting enables you to generate an infinite number of levels for sub-labels and artists.

The result will be a tree diagram, which depicts the assignment of artists to sub-labels for the chosen product:



Now you can define the percentage of the sales that each sub-label and its artists should receive per track individually. A detailed description of this procedure can be found in chapter [1.5.3](#).

Don't forget to save the finished contract version:



If created contract conditions with sub-labels and artists are valid for more than one product, they can be duplicated easily (see chapter [1.5.3](#)).

3.4 Accounting for Sub-labels and -artists

After you have generated the desired tree structure of sub-labels and artists for all products, and have assigned the contract conditions for each track individually, you can start the **accounting** process (see chapter [2](#)).

Click on the menu item "Accounting", then choose "Start Preview" and select the end date until which you want to conduct the accounting. After this selection click "Generate Preview".

As a result you will see the apportionment of payments you transfer to the sub-label and the ones that the sub-label in turn transfers to its artist. The view "Statements (PDF)" depicts all statements, exactly as they will be sent out to the artists after the finished accounting process. The templates for

these statements are the respective “Statement Invoice Templates”, which you previously generated for each sub-label and artist individually.

The screenshot shows the REBEAT Accounting software interface. On the left, there is a sidebar with a dropdown menu set to 'Accounting from January 2010 thru December 2011' and two buttons: 'Generate Preview' and 'Start Accounting'. The main area displays a message: 'The preview has been successfully generated. After you have verified the following data you can start the accounting.' Below this is a table titled 'Preview: Jan 2010 - Dec 2011' with a checkbox for 'Show 0,- EUR statements'. The table has columns for months from Jan '10 to May '11 and rows for 'Sub-Artist I (Sublabel Records)', 'Sub-Artist II (Sublabel Records)', and 'Sublabel Records'. Each cell in the table contains a value and a small icon. On the right, there is a 'View' dropdown menu with options: 'Details', 'Payment chart', and 'Statements (PDF)'. The 'Statements (PDF)' option is selected and highlighted with a red box.

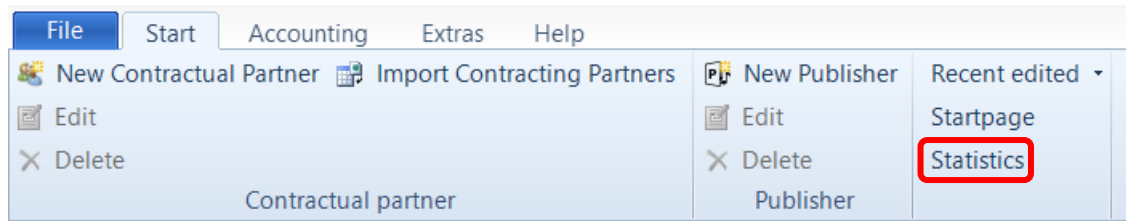
	Jan '10	Feb '10	Mar '10	Apr '10	May '10	Jun '10	Jul '10	Aug '10	Sep '10	Oct '10	Nov '10	Dec '10	Jan '11	Feb '11	Mar '11	Apr '11	May '11
Sub-Artist I (Sublabel Records)			X1 22.71			X2 21.56			X3 83.16			X4 71.19			X5 46.71		
Sub-Artist II (Sublabel Records)			X1 30.28			X2 28.74			X3 70.88			X4 94.92			X5 62.28		
Sublabel Records	X1 40.40	X2 68.13	X3 42.87	X4 48.56	X5 43.88	X6 51.27	X7 78.19	X8 161.96	X9 114.23	X10 73.28	X11 96.44	X12 304.88	X13 83.86	X14 67.14	X15 150.62	X16 108.53	

Check the preview, as described in chapter 2.2. Then proceed in administrating the steps “Start the Accounting” (chapter 2.3) and “Send Statements via Email” (chapter 2.4).

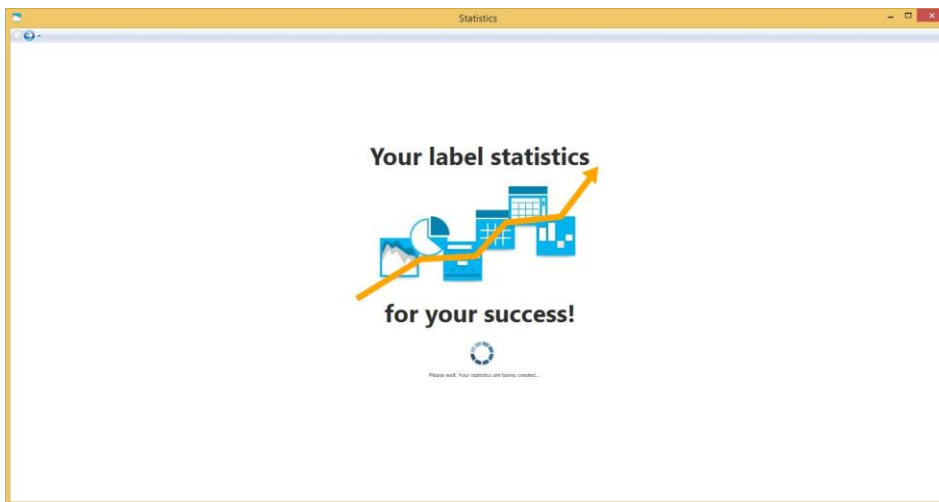
4 Statistics

4.1 About Label Accounting Statistics

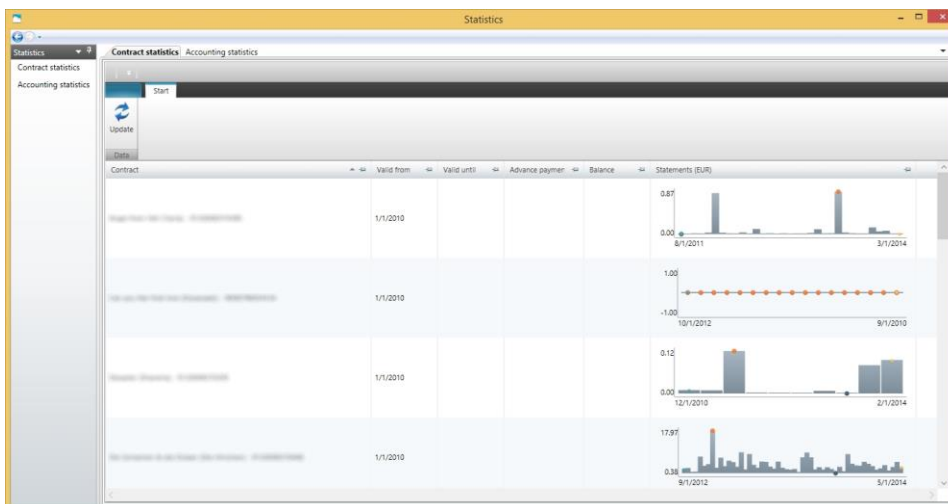
The Label Accounting Statistics show your accounting data in a tabular and graphic form. Open the statistics by clicking on the menu point “Start” and “Statistics” in the Label Accounting menu.



The “Welcome Page” will open in a new window and you will be asked to wait, while your data is processed.

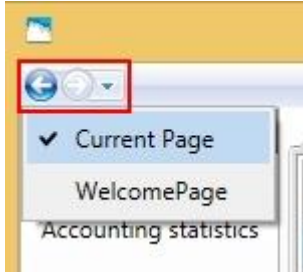


After the background tasks are finished, your contracting and accounting statistics will be available (see figure below). The tabstrip “Contract Statistics” will be activated by default.



4.2 Functionality

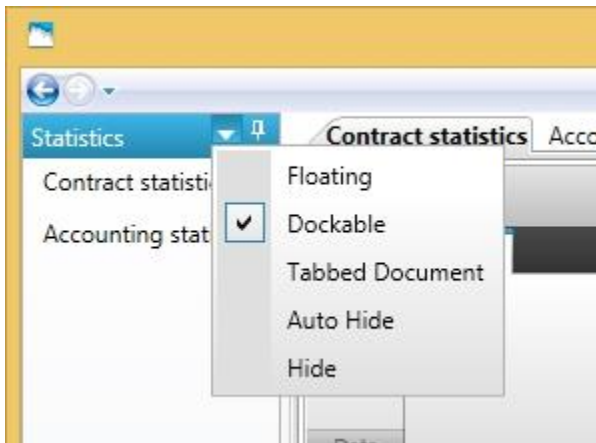
4.2.1 Main Menu



In the main menu you will find two navigation arrows and an element to expand the navigation menu in the top left corner.

By clicking on the active left arrow or the menu item “Welcome Page”, you will go back to the homepage. This is similar to opening the statistics and reloading the data. As a result you will be shown the refreshed “Contract Statistics”.

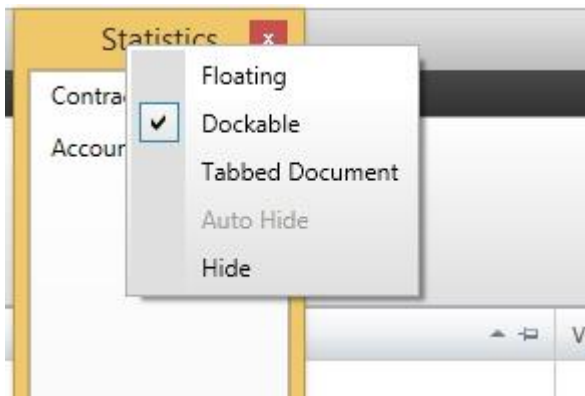
4.2.2 Navigation Panel



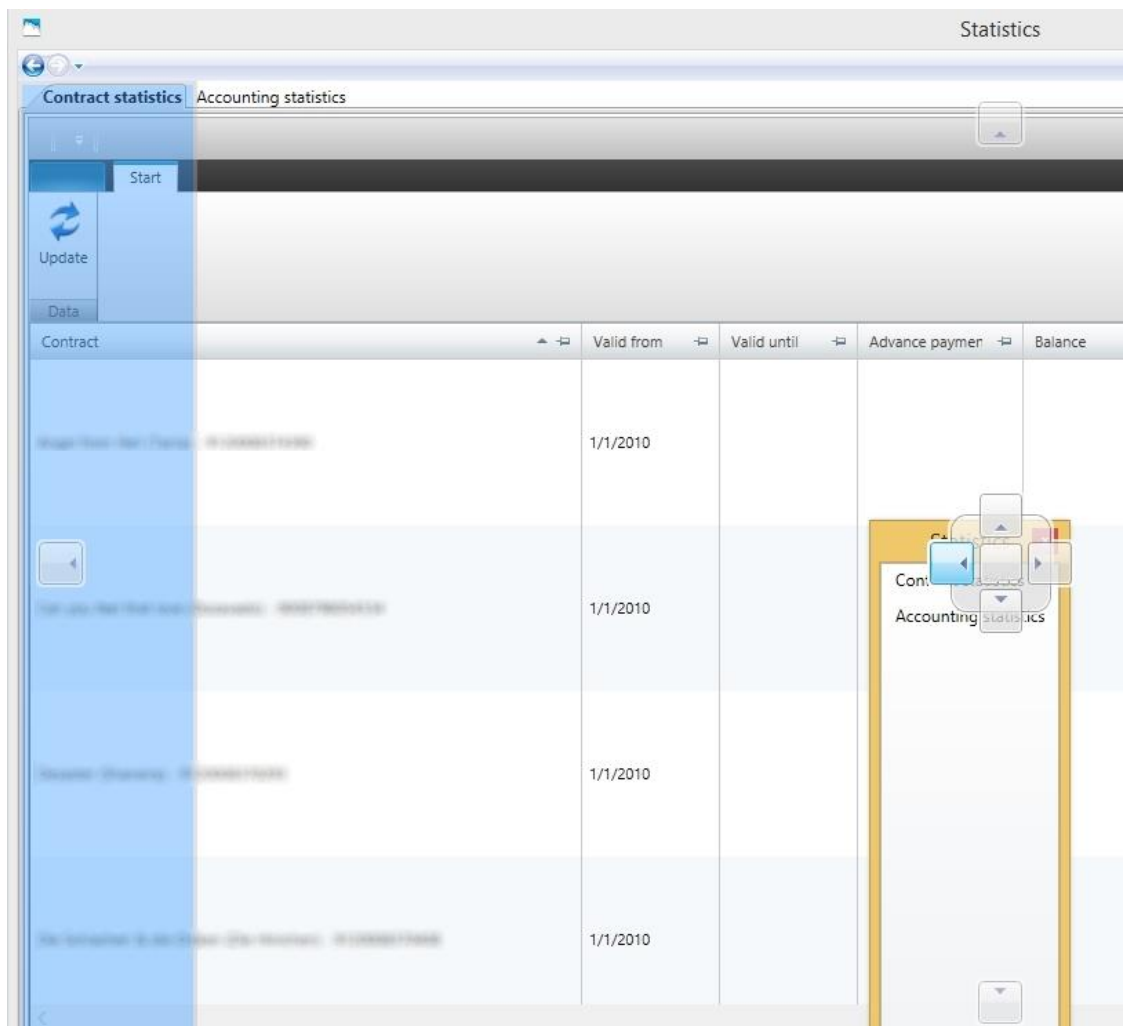
On the left side of the statistics window, you will find a navigation panel with the help of which the chosen statistics will be displayed in the main window.

You can re-position this panel on your desktop.

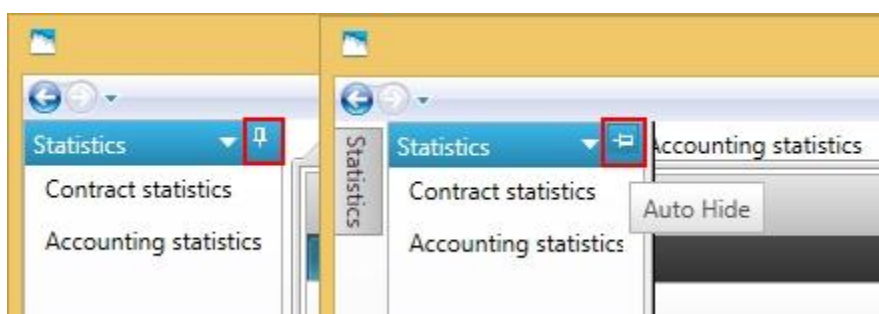
If you want to place the panel on its original position, you can do this by right-clicking on the title bar of the navigation panel and choosing “docking”.



By left-clicking on the navigation panel, you can drag and drop it onto the statistics window. Then you will see a positioning marker which will help you position the navigation panel (see figure below).



You can also automatically hide the navigation panel by clicking on the push pin.

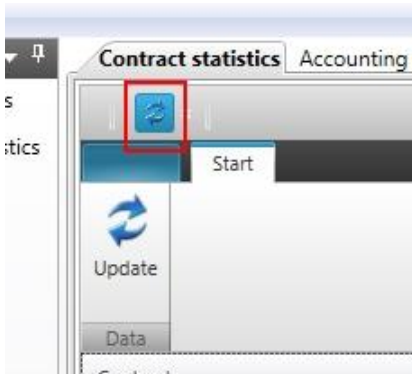


Then the navigation panel will only be visible, if you move the cursor over the tabstrip "Statistics" on the left margin of the window.

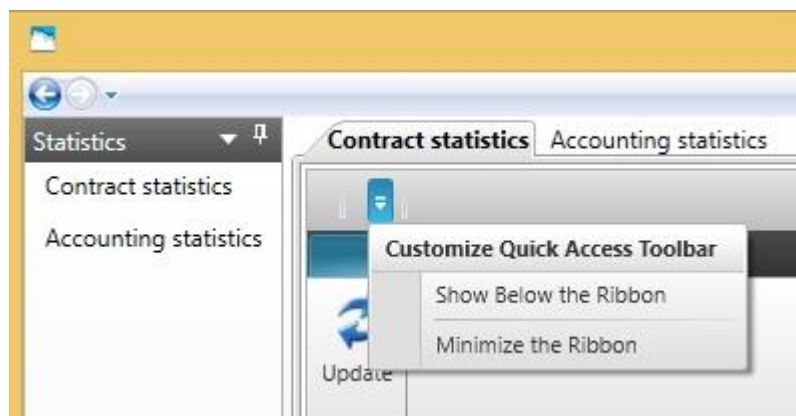
4.2.3 Quick Access Toolbar

The main windows of the respective statistics come with a quick access toolbar. You can position symbols of the multi-function toolbar there for quick access. This version however only provides nonpermanent settings, which means that the new positioning won't be available after re-starting.

The figure on the left shows the "refresh" symbol in the quick access toolbar. By right-clicking on this symbol, you can remove it by choosing "remove from quick access toolbar".



By clicking on the arrow symbol, you will be shown a context menu which enables you to change the quick access toolbar and minimize the multi-function toolbar below.



4.2.4 Multi-function Toolbar



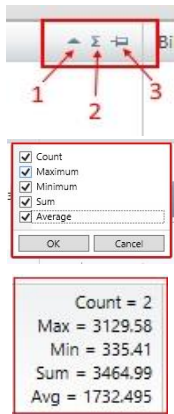
The multi-function toolbar shows functions in the form of symbols. In the current version, you will only find the function „refresh“ here.



By clicking on this symbol, the statistics data will be refreshed and the updated data will be shown in the main window. Meanwhile you will be asked to wait.

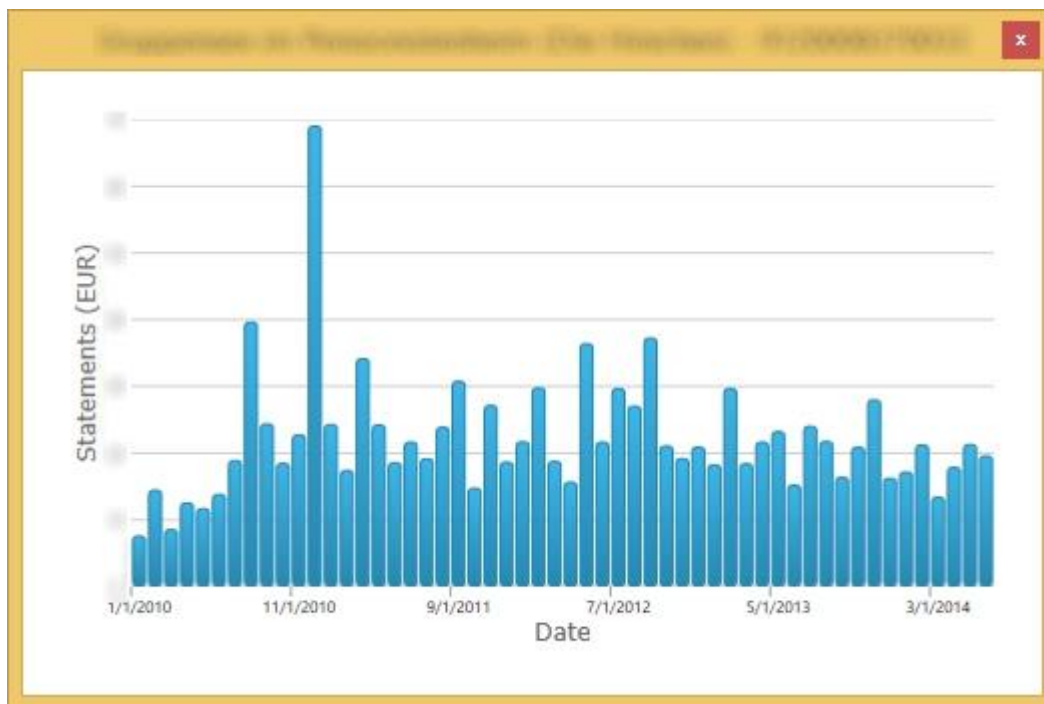
4.2.5 Data Chart

The data chart shows the respective data. The column headers offer different functions.



1. Sort in ascending/descending order: The data of this column will be sorted alphabetically or numerally in ascending/descending order. The datacontext will be preserved.
2. Column statistics: By clicking on the “sum” symbol, you will be shown a submenu where you can choose the display for the column statistics. These statistics will be shown in the footer of the respective column.
3. Fixing columns: By clicking the push pin symbol, you can fix the respective column, which will move to the left window frame. This column will be excluded from scrolling horizontally. All additional columns will be fixed this way and will be moved to the left window frame in the right order.

If you click into the row, a separate window will open and show the detailed chart for this row. The title bar shows the contract name.



If you move the cursor on top of the bars, you will be shown the x,y-values. You can open several new windows to compare the charts, if necessary. If you do not close the window manually, all windows will be closed when you close or refresh the statistics.

4.3 Contracting Statistics

The contracting statistics show your accounting data for each contract in tabular form.

- The 1st column – “*Contract*” - refers to the product title of the tabstrip “*Products*” from Label Accounting.
- The 2nd column – “*Valid from*” - shows the date from which the contract is valid.
- The 3rd column – “*Valid until*” - if the contract has been cancelled, this column shows the date until which the contract was valid.
- The 4th column – “*Advance payment*” - shows the value of the contractually agreed advance payment, if such an agreement has been made.
- The 5th column – “*Balance*” - shows the actual balance concerning the advance payment of column 4.
- The 6th column “*Statements (currency)*” shows an overview chart of all accounting data of the respective contract in this row.

If you move the cursor over the bar, you will see 4 static values,:

- “*First value*” = the value of the first accounting
- “*Last value*” = the value of the last accounting
- “*High value*” = the value of the highest accounting
- “*Low value*” = the value of the lowest accounting

All values, which correspond with the label, are displayed in the standardized currency.

4.4 Accounting Statistics

The accounting statistics show the accounting data of each contracting partner in tabular form.

- The 1st column - “*Contracting partner*” - shows the contracting party whose accounting is depicted by the bar.
- The 2nd column - “*Billing interval*” - shows the accounting interval.
- The 3rd column - “*Total sum in (currency) since (beginning of the contract)*” - shows the total amount of all accounting runs since the beginning of the contract.
- The 4th column - “*Statements*” - shows an overview of all accounting runs of the contracting party of this row. If you move the cursor over the bar element, you will see 4 static values:
 - “*First value*” = the value of the first accounting
 - “*Last value*” = the value of the last accounting
 - “*High value*” = the value of the highest accounting
 - “*Low value*” = the value of the lowest accounting

All values, which correspond with the label, are displayed in the standardized currency.

5 Additional Module Mechanical Royalties

5.1 Information about REBEAT Mechanical Royalties

Mechanical Royalties is another optional, additional module for the REBEAT Music Enterprise Software. This module enables REBEAT users to process the mechanical royalties accounting in the US for download sales made through REBEAT digital distribution.

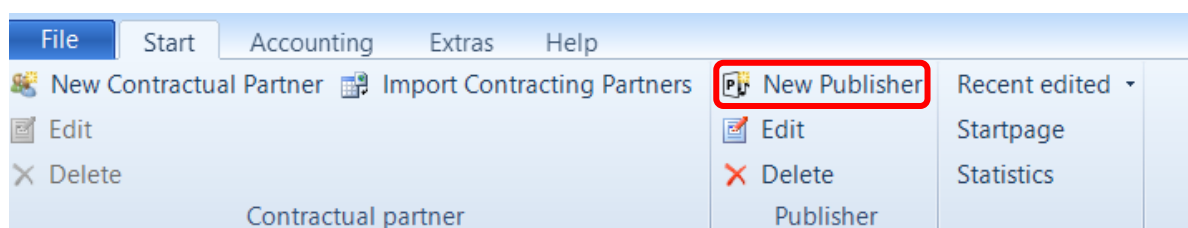
As with label accounting, publishers can be set up easily with just a few mouse clicks, if the according publisher cannot be found in the provided publisher database with more than 20.000 entries.

Likewise, the royalty accounting process runs on a fully automated basis and the accounting statements can be sent out automatically.

5.2 Generating new publishers/authors

Before creating a new publisher, you might want to take a look at the publisher database (tabstrip publisher – see figure below) and see if there is an entry for this publisher/author already.

If the publisher/author is not in the database, you can generate a new entry with the button “New” and “New Publisher”.



In the subsequent window you can add all relevant data about this publisher/author.

After you have entered all the data, click „save“, in order to save the newly created publisher/author.

5.3 Assigning a publisher to a product

After you have generated your publishers/authors, you need to assign them to the respective products.

Choose a product from the product list on the left, which will then open on the right side of the window. Click on the tabstrip “publisher/author”. Add a publisher/author to this product with the “+” button and fill in the appropriate percentage on the right side.

Repeat this process as many times as necessary in order to add the respective publishers/authors to the product.

Note: The sum of the entered percentage always needs to add up to **100 (or 99,9)**. If you're adding more than one publisher to a product, you need to split the percentage accordingly (that means if you add for example 3 publishers, you need to fill in 33,3% for each one).

If you want to remove a publisher again, you can do that by clicking on the “-“ button.

Don't forget to save the finished version.

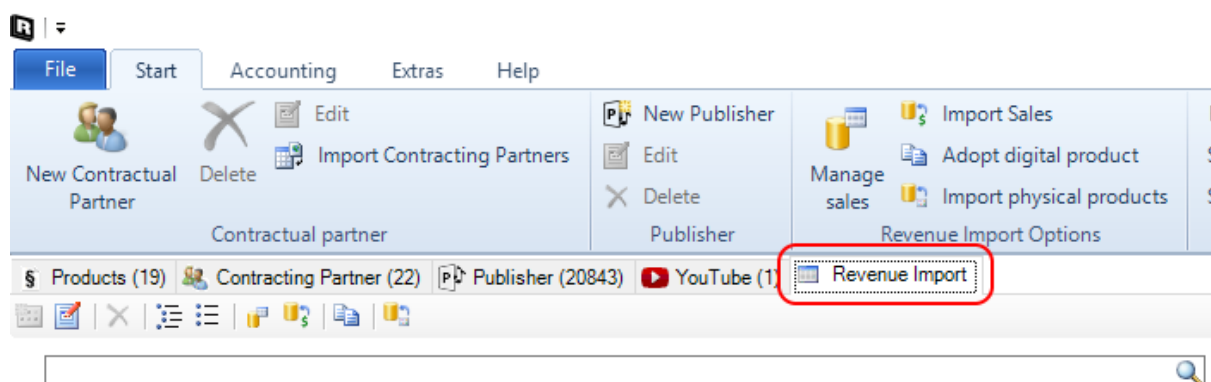
After you have generated and assigned the publishers/authors for all products, you can start the accounting process (see chapter [2](#)).

6 Additional Module Revenue Import

6.1 Information about REBEAT Revenue Import

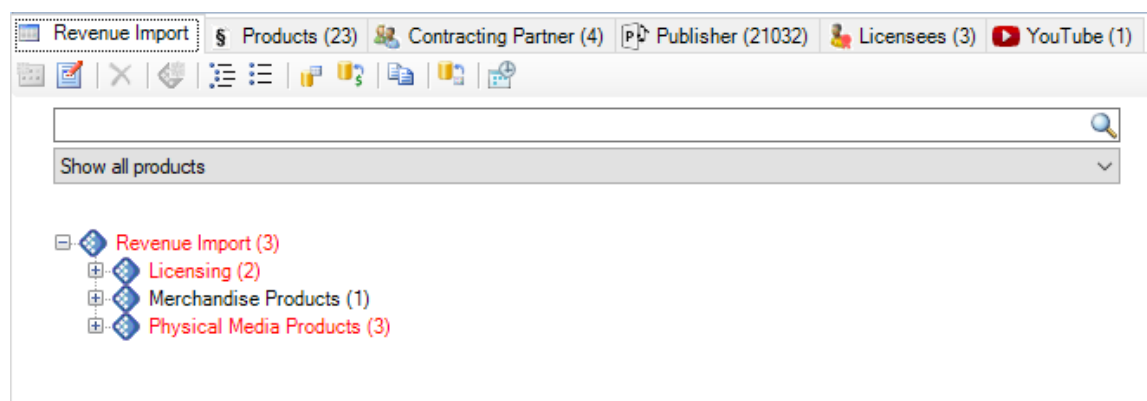
The module Revenue Import is another, optional module for the REBEAT Music Enterprise Software. This module enables you to add different revenues to the Label Accounting and process all revenues together with the digital sales accounting. For this, different input and import functions are available, which you will be guided through step-by-step.

To open the module, please click “Revenue Import” (see figure below).



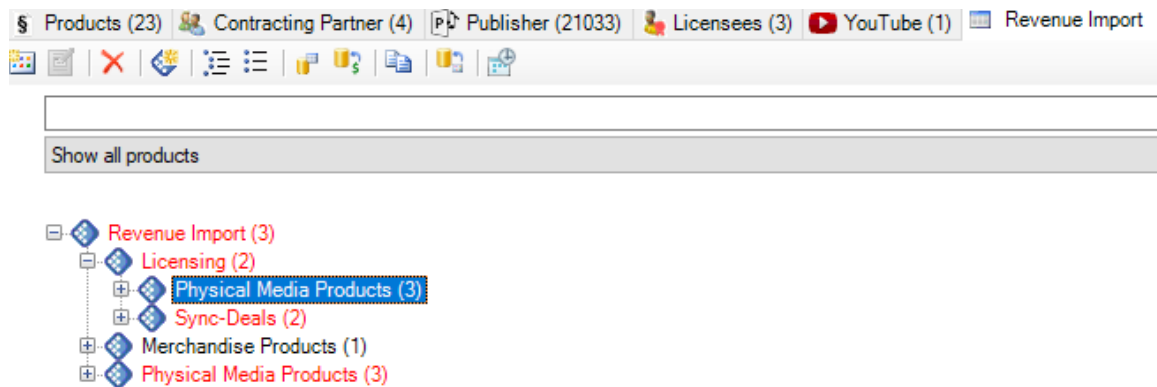
6.2 Structure and organization

The Revenue Import module is constructed in the form of a tree structure. The root node at the top shows the module name. As can be seen in the figure below, the second level contains the income source (licensing and physical media products).



6.2.1 Licensing

The figure below shows the income source “Licensing” with two licensing sub categories (sync-deals and licenses for physical media products).

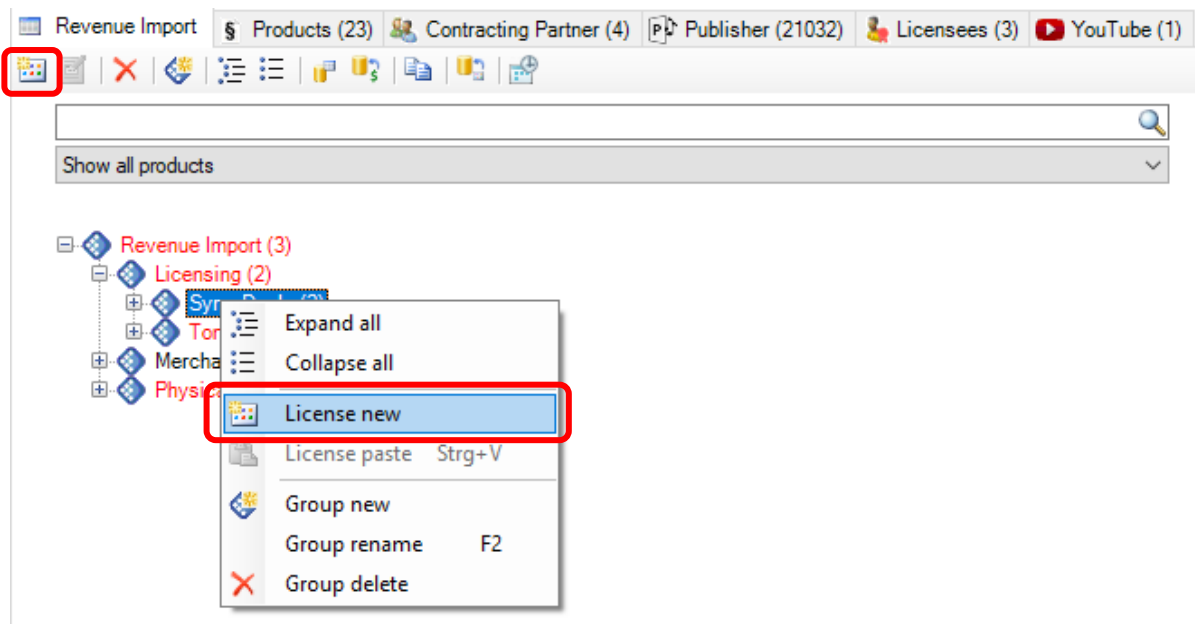


Here you can create nested structures for your individual licensing model. You can rename the respective groups, shift them (by drag & drop), copy and delete them.

Note: you can only delete groups that do not contain already accounted licenses.

6.2.1.1 Create a new license

You can create a new license by right-clicking on the selected group and selecting “license new”, or by clicking on the same icon in the revenue menu bar (see figure below).



The license editor will open.

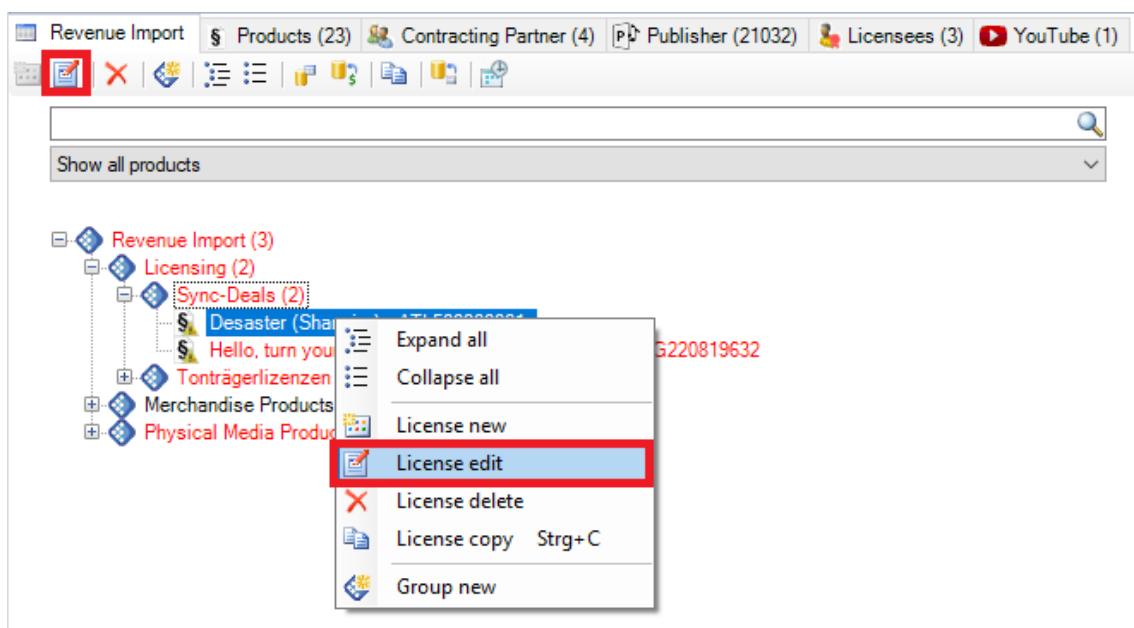
The License Editor window has a title bar with a close button. Below the title bar is a toolbar with icons for a palette, a save icon, and a close icon. The main area contains five fields:

- GUID: 39df6ba3-df68-4f61-3cfa-6e3f1d5a767e
- Track titel: (empty field with a red 'x' icon to its left)
- Artist: (empty field with a red 'x' icon to its left)
- ISRC: (empty field with a red 'x' icon to its left)
- License group: ...\\Licensing\\Sync-Deals (dropdown menu)

Enter the necessary data in the license editor and save it afterwards. The newly created license shows up in the tree structure immediately, underneath the chosen license group.

6.2.1.2 Edit license

You can edit a license by right-clicking on the product and choosing “edit license”, or by clicking on the same icon in the revenue menu bar (see figure).



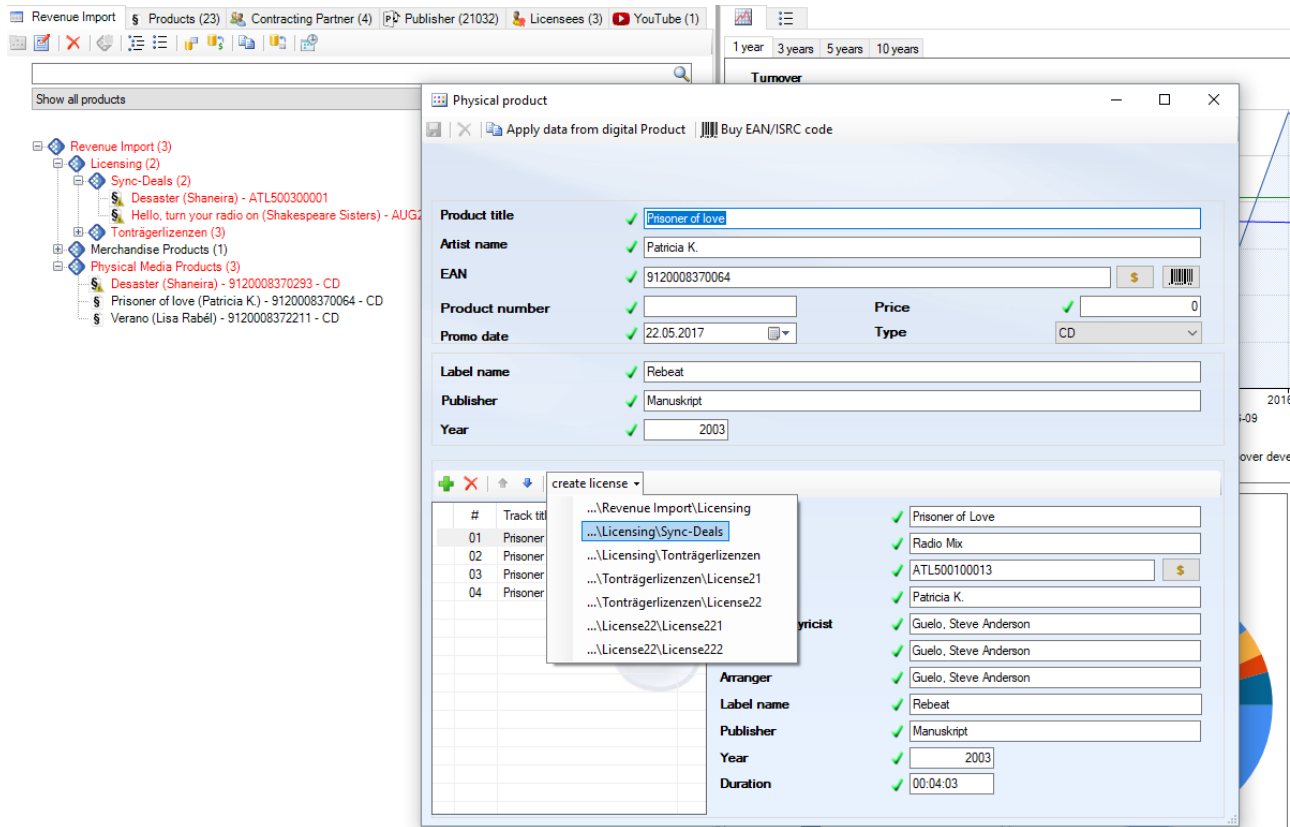
The license editor will open up. Here you can edit the track titel or artist.

The License Editor window shows the updated license details:

- GUID: 39df65bd-2143-314d-b507f72bae3ba4ec
- Track titel: Desaster (with a green checkmark icon to its left)
- Artist: Shaneira (with a green checkmark icon to its left)
- ISRC: ATL500300001 (with a green checkmark icon to its left)
- License group: ...\\Licensing\\Sync-Deals (dropdown menu)

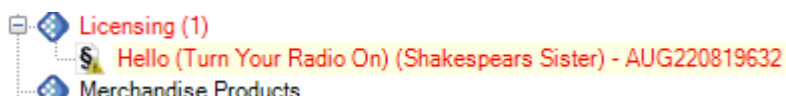
6.2.1.3 Creating a license of a physical product

By editing a product, you can easily create a licensing contract for an already existing physical product (see [6.2.2.1](#)). The editor for the physical product will open up (see figure below). The table in the bottom left corner lists all tracks of the product. Select one of them and click on the drop-down menu “create license”. By selecting the desired folder structure, the license will be created there.



6.2.1.4 Edit licensing contract

Please double-click on the license on the left side, for which you would like to edit the contract. The licensing contract will then open on the right side.



Here you can determine the contractual conditions for recording licensors and licensees. More information about assigning contractual partners can be found in chapter [1.4.2](#).

The assignment of licensees is done in the same way as assigning recording licensors. Please click on the tabstrip “licensee” (see figure below).

Please click the button  in order to add one or more licensees. A window with the licensees will open. In case you have not created any licensees yet, please click on the symbol .

Fill in the name of the licensee and all other relevant data in the licensee editor and save it afterwards.

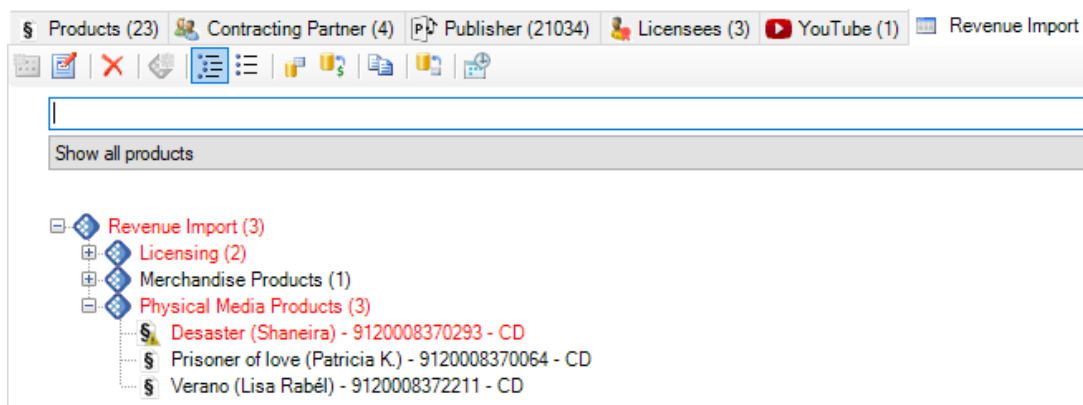
The licensee then automatically appears on the licensing contract. On the right side of the licensee list you can define the products for which you have issued licenses. Normally these are CD releases, but it is also possible to represent sync deals this way.

Click on the plus button  on the right margin, in order to assign one or more products to the chosen licensee. For each product a separate block will appear, where you need to fill in the product information.

Please enter the product information and save the contract. The product information will appear on the PDF statements and detailed CSV files after the accounting run. This is why it is necessary to add all the product information here. The figure below shows an example of what this information could look like.

6.2.2 Physical Media Products

The figure below shows the income source “Physical Media Products” and the respective products of this category, which comprises physical products, such as CD, DVD, Blue-Ray, etc.

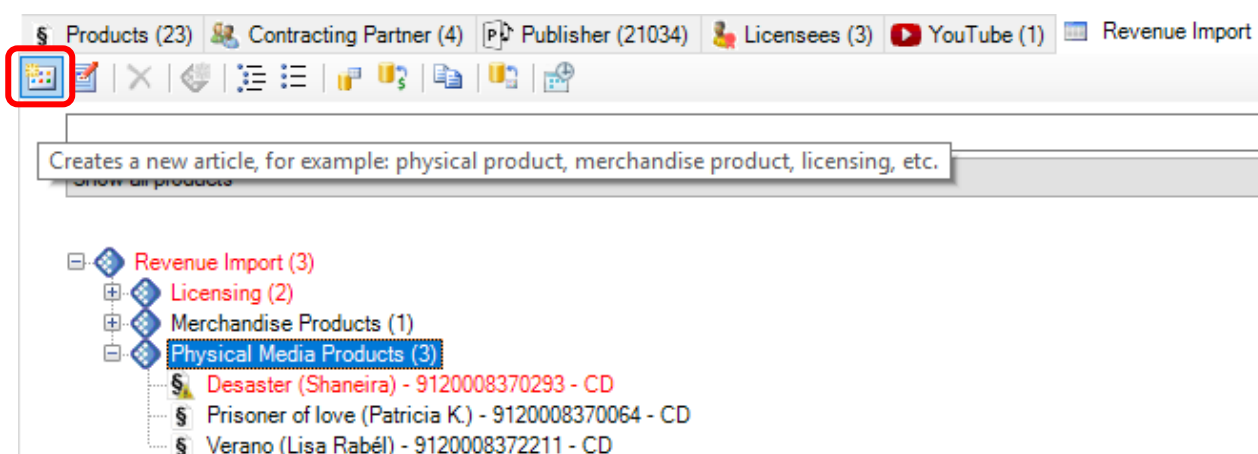


You can add products manually or with an Import Wizard. Furthermore, you can copy and add products and their related contracts from the digital sector. You also have a filter option for products and articles. These functions will be explained in greater detail below.

Each node has its own context menu, which can be opened by right-clicking on the respective node.

6.2.2.1 Creating, editing and deleting products and articles

For adding products manually, please click on the distribution type “Physical Media Products” and “New article” (see figure below).



A new window with the product editor will open (see figure below).

The product editor offers the possibility to adopt the metadata from an already existing, digital product. Select the proper product from the drop-down menu and click “Adopt” (see figure below).

The screenshot shows the 'Physical product' editor window. At the top, there is a tab labeled 'Apply data from digital Product' which is highlighted with a red box. To its right is a 'Buy EAN/ISRC code' button. Below the tabs, there is a 'Digital products' dropdown menu. To the right of this menu is an 'Adopt' button, also highlighted with a red box. The main area of the window is divided into two sections. The left section contains a list of metadata fields with status indicators (red 'x' for missing, green checkmark for present): Product title (x), Artist name (x), EAN (x), Product number (checkmark), Promo date (checkmark), Label name (x), Publisher (x), and Year (checkmark). The right section contains input fields for the same metadata: Product title, Artist name, EAN (with a currency symbol), Product number (with a checkmark and a value of 0), Promo date, Label name, Publisher, and Year. Below these sections is a 'create license' button. At the bottom, there is a table with columns '#', 'Track title', 'Track title', 'Version', 'ISRC', 'Artist name', 'Songwriter/Lyricist', 'Composer', 'Arranger', 'Label name', 'Publisher', 'Year', and 'Duration'. The 'Track title' column is highlighted with a blue box.

Once you’ve done that, all fields will be filled in, using the data from the digital product.

First you will be asked, whether the contract belonging to the digital product should be adopted as well. If you click “yes”, the digital contract and its contractual partners will be copied.

The screenshot shows a dialog box titled 'Copy contract...'. It contains a question mark icon and the text 'Do you want to copy the associated contract as well?'. At the bottom, there are two buttons: 'Ja' (Yes) and 'Nein' (No). The 'Ja' button is highlighted with a blue box.

Please check the metadata in the product editor and change or add data if needed. The editor also offers the possibility to add further tracks that are not included on the digital product, such as bonus tracks, etc.

If all data is correct and valid, click “save” and close the editor.

Physical product

Apply data from digital Product | Buy EAN/ISRC code

Product title ✓ Prisoner of love

Artist name ✓ Patricia K.

EAN ✓ 9120008370064 \$

Product number ✓ Price ✓ 0

Promo date ✓ 22.05.2017 **Type** CD

Label name ✓ Rebeat

Publisher ✓ Manuscript

Year ✓ 2003

+ X | create license ▼

#	Track title
01	Prisoner of Love
02	Prisoner of Love
03	Prisoner of Love
04	Prisoner of Love

Track title ✓ Prisoner of Love

Version ✓ Radio Mix

ISRC ✓ ATL500100013 \$

Artist name ✓ Patricia K.

Songwriter/Lyricist ✓ Guelo, Steve Anderson

Composer ✓ Guelo, Steve Anderson

Arranger ✓ Guelo, Steve Anderson

Label name ✓ Rebeat

Publisher ✓ Manuscript

Year ✓ 2003

Duration ✓ 00:04:03

Once it has been saved, the new physical product will appear in the tree structure underneath the distribution type “Physical Media Products”.

Label Accounting Management - Music Enterprise Software - REBEAT Digital

File Start Accounting Extras Help

New Contractual Partner Delete Import Contracting Partners Contractual Partner Explorer New licensee Delete New Publisher Edit Manage sales Licensing Reminder Service Revenue Import Options Import Sales Adopt digital product Import physical products Recent edited Startpage Statistics

Products (23) Contracting Partner (4) Publisher (21034) Licensees (3) YouTube (1) Revenue Import

Show all products

- Revenue Import (3)
- Licensing (2)
- Merchandise Products (1)
- Physical Media Products (2)
 - Desaster (Shaneira) - 9120008370293 - CD
 - Prisoner of love (Patricia K.) - 9120008370064 - CD
 - Verano (Lisa Robell) - 9120008372211 - CD

Desaster (Shaneira) - 9120008370293 - CD
Version 1

Contract overview Recording licensors Publisher / Author Product details

Contracting partners

Robert Kembas

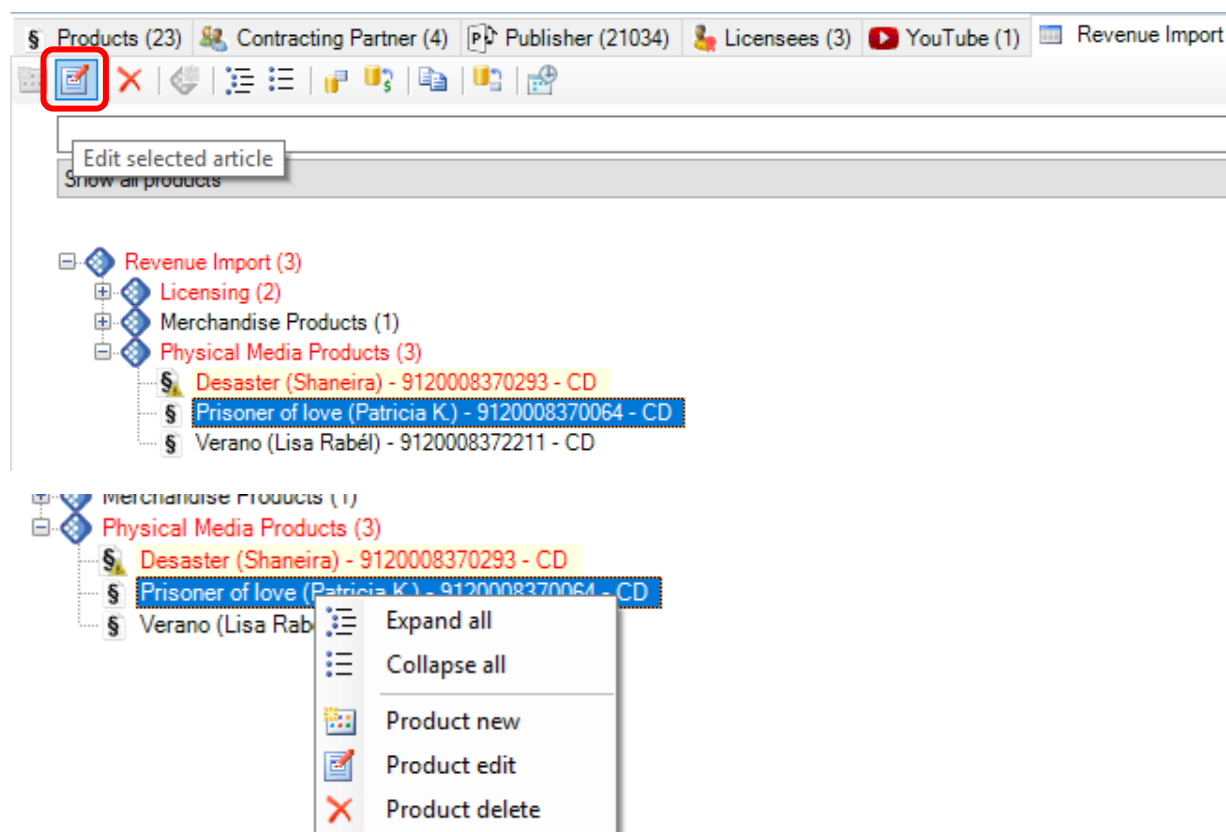
Calculation Basis Check all Payment from the stores excl. Mechanical Royalties

Tracks / Territories / Conditions	Percent %	Starting at USD
01. Desaster - dance4 edit (Shaneira) - ATL500300001	60	0
02. Desaster - DJ BBS Remix (Shaneira) - ATL500300004	60	0
03. Desaster - Radio edit (Shaneira) - ATL500300003	60	0
04. Desaster - minus voice edit (Shaneira) - ATL500300005	60	0
05. Desaster - Original Mix (Shaneira) - ATL500300002	60	0

Products that are colored red in the structure do not have contractual partners and conditions yet. Add contractual partners (recording licensors) by double-clicking on the product.

Note: For a successful accounting run, all contracts need to be complete and valid.

If you want to edit a product, please select the product and then click on the editing symbol (see figure below).



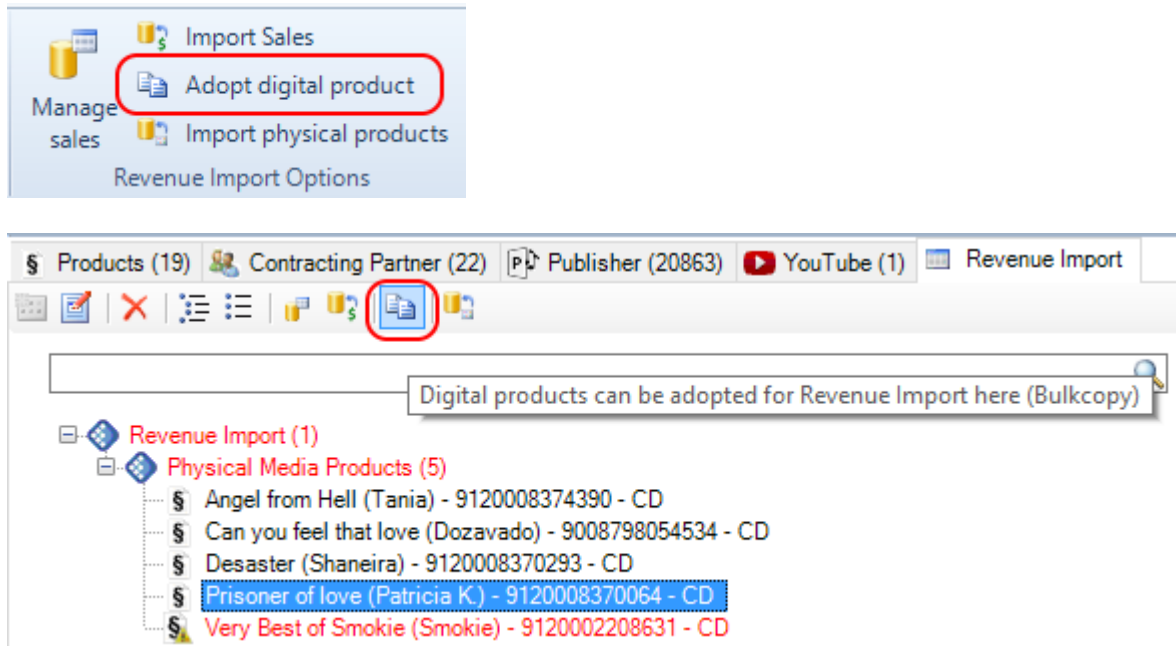
If you want to delete a product and its contract, select the product and click on the delete symbol (see figure below).



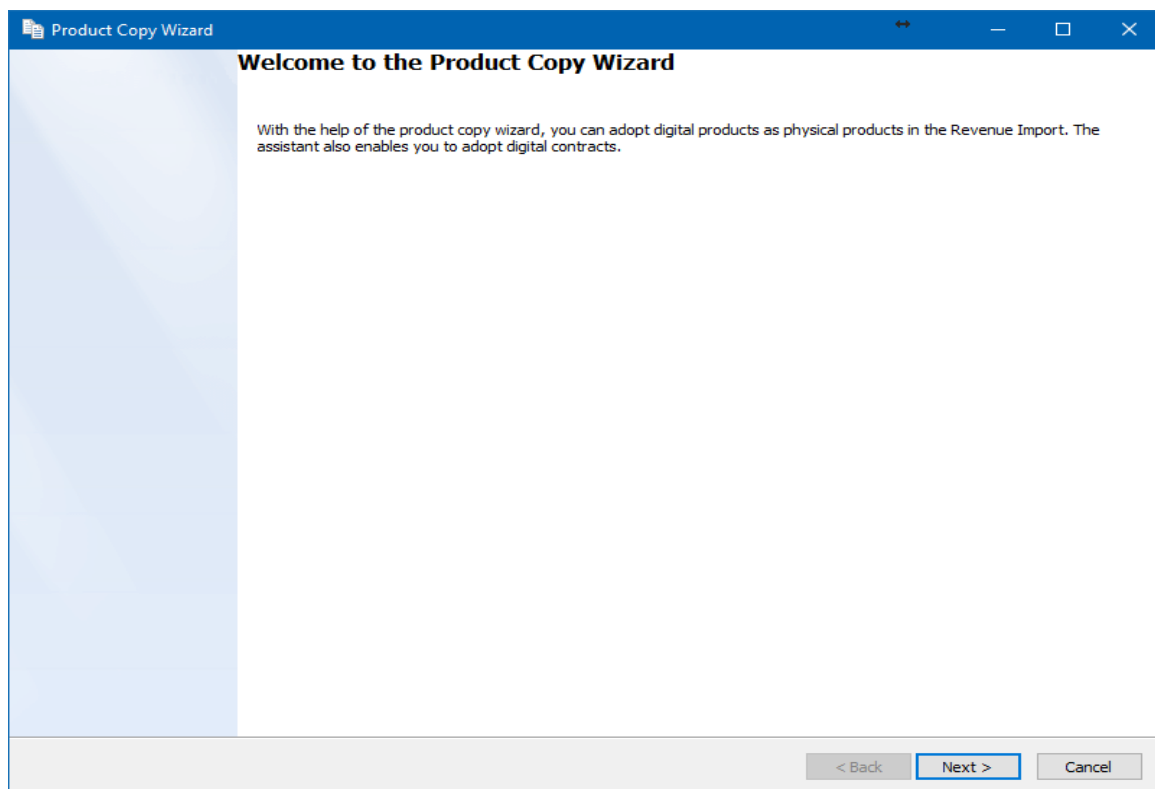
6.2.2.2 Product Copy Wizard

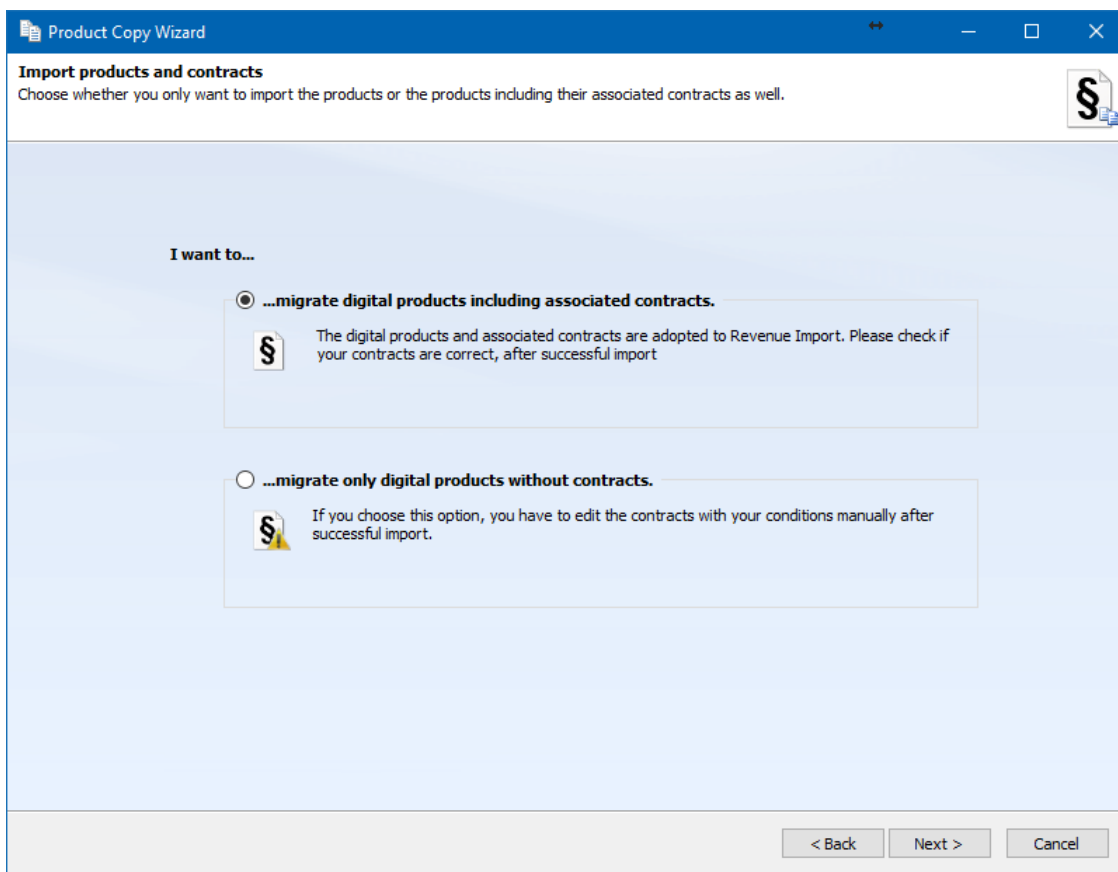
The Product Copy Wizard enables you to adopt your products and their contracts from the digital sector into Revenue Import with only a few mouse clicks. Thus, the manual effort is reduced to a minimum. The Product Copy Wizard is an assistant that guides you through the whole copy process step-by-step.

Start the Product Copy Wizard by clicking on the -symbol in the Revenue Import menu bar or by clicking on “Adopt digital product” in the main menu bar in “Revenue Import Options”.



Then the welcome page of the assistant will open.





Product Copy Wizard

Import products and contracts
Choose whether you only want to import the products or the products including their associated contracts as well.

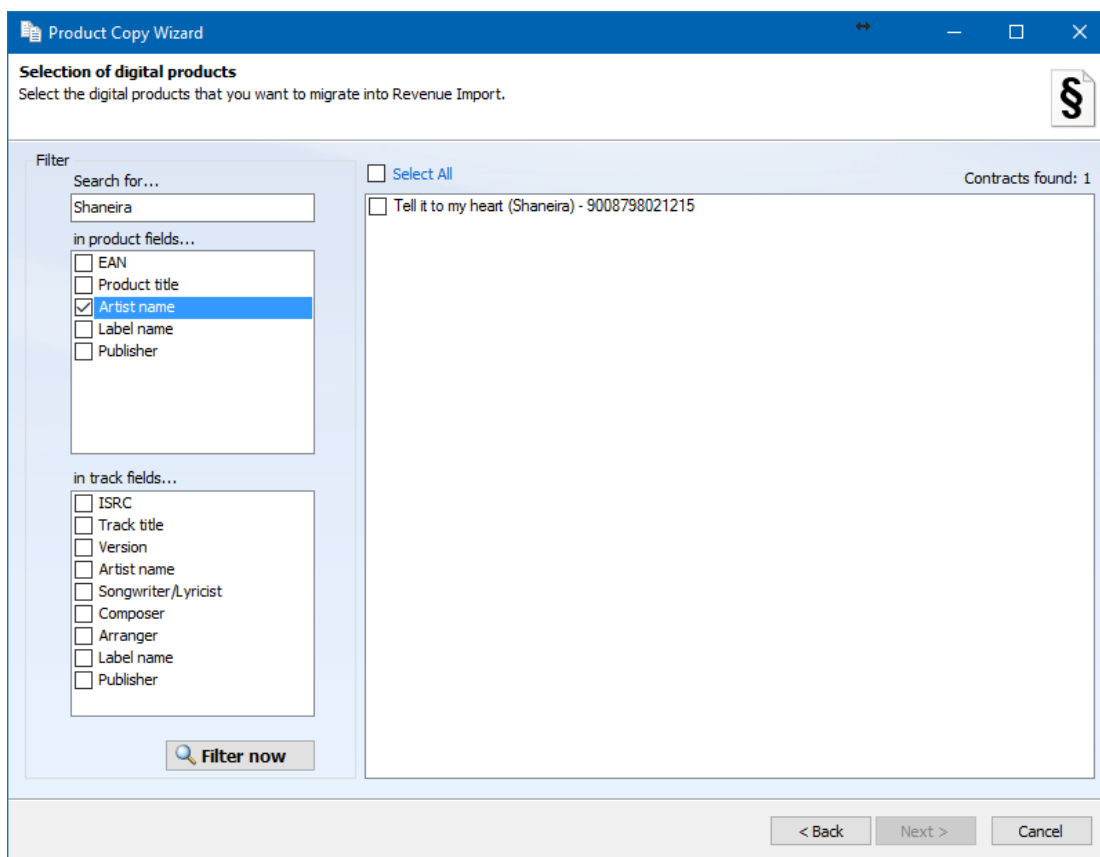
I want to...

☒ **...migrate digital products including associated contracts.**
 The digital products and associated contracts are adopted to Revenue Import. Please check if your contracts are correct, after successful import

☐ **...migrate only digital products without contracts.**
 If you choose this option, you have to edit the contracts with your conditions manually after successful import.

< Back Next > Cancel

On this page you need to decide whether you want to adopt the digital products including their contracts or only the product data without contracts.
Once you've made a selection, click „Next“.



Product Copy Wizard

Selection of digital products
Select the digital products that you want to migrate into Revenue Import.

Filter

Search for...
Shaneira

in product fields...

- ☐ EAN
- ☐ Product title
- ☒ Artist name
- ☐ Label name
- ☐ Publisher

in track fields...

- ☐ ISRC
- ☐ Track title
- ☐ Version
- ☐ Artist name
- ☐ Songwriter/Lyricist
- ☐ Composer
- ☐ Arranger
- ☐ Label name
- ☐ Publisher

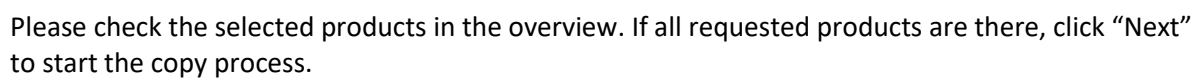
 Filter now

☐ Select All Contracts found: 1

☐ Tell it to my heart (Shaneira) - 9008798021215

< Back Next > Cancel

After you've made your selection, you can move on to the next page of the assistant by clicking "Next".

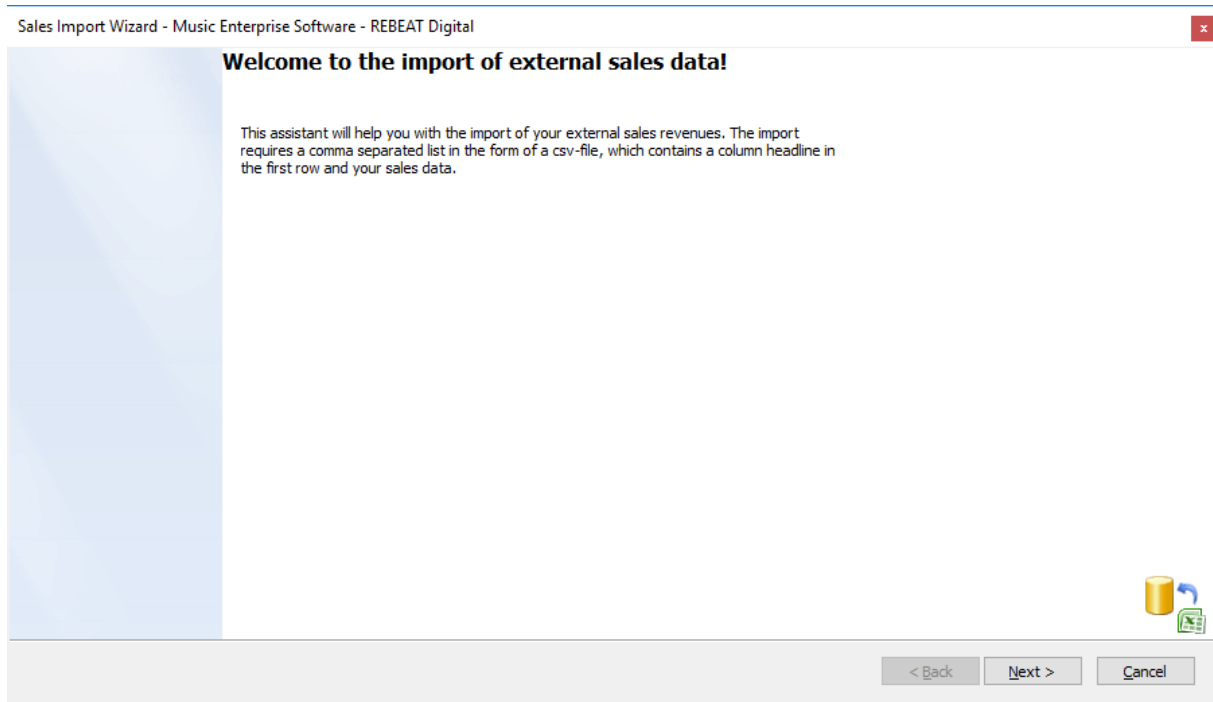


6.3 Sales Import Wizard

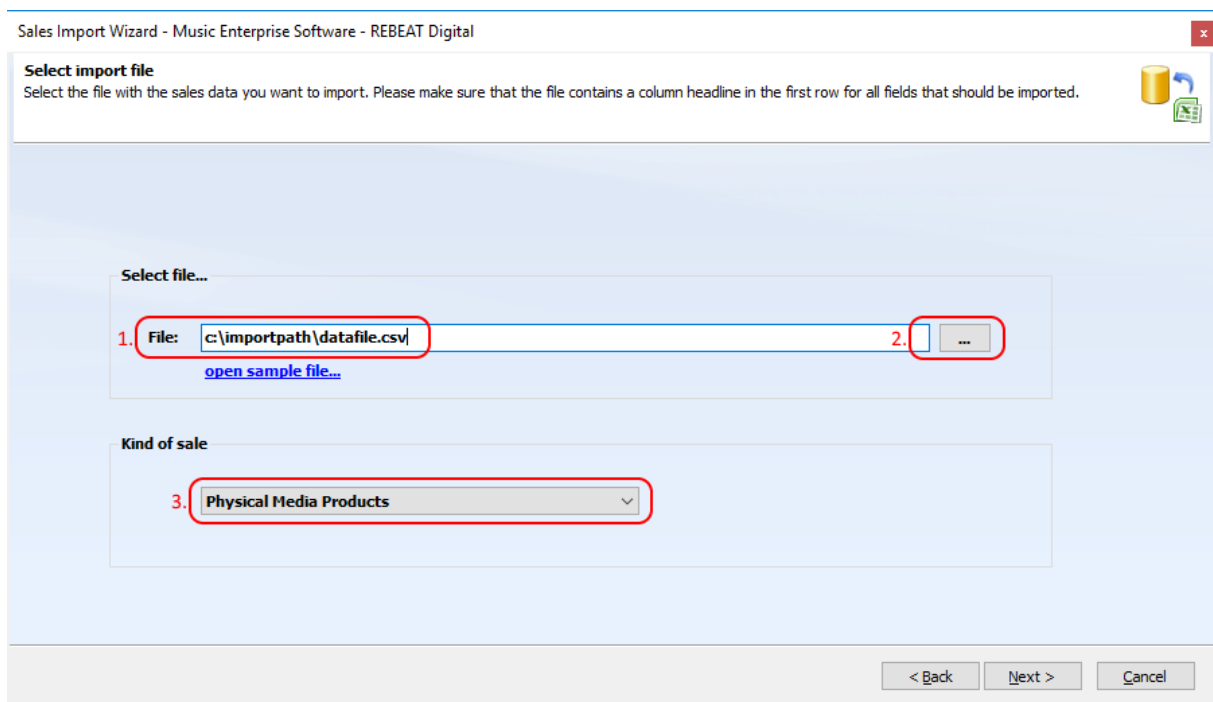
The Sales Import Wizard enables you to import external sales figures from a comma-separated values file (e.g. csv-file). Before you start the import process, please make sure that the first row of this file has a column heading and you have **at least** read-only access.

The Revenue Import Wizard is an assistant that will guide you step by step through the import process. These steps are explained in detail on the next pages.

Open the Sales Import Wizard by clicking on the -symbol in the Revenue Import menu bar. Then the welcome page of the assistant will open.



Click "Next" to move on to the next page of the assistant.



On this page you need to choose your importfile. If you know the complete path with file names, you can enter it in the field “file” (see 1. in the figure above) or you can use the file-assistant for selecting your file by clicking on the “...” button (see 2. in the figure above).

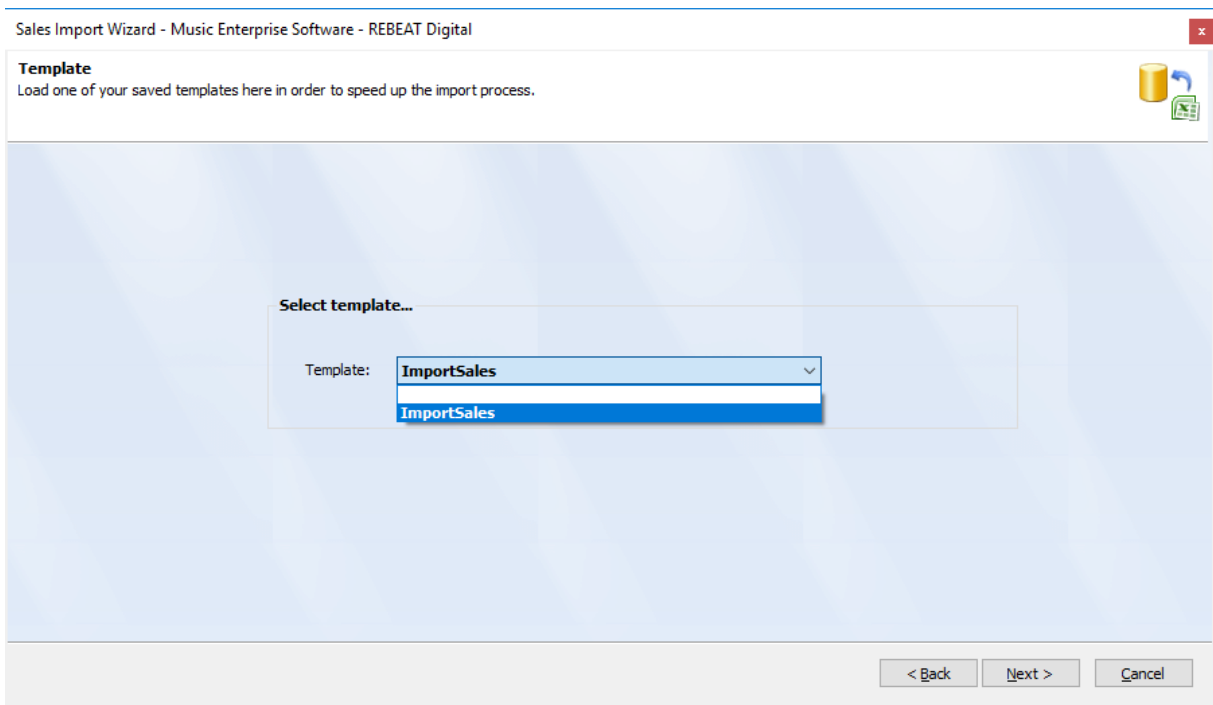
Once you’ve made your selection, the button “Next” will be activated.

Note: By clicking on „open sample file“ you can take a look at a sample file, save it locally and do a test run.

In the section “Kind of sale”, you choose the type (see 3. in the figure above) to which the sales data will be added.

Example: If the file you want to import contains physical products sales data, choose “Physical Media Products” (see 3. in the figure above). The data will then be added automatically to the existing products of this type. In this case the assignment will be based on the EAN code.

Once you’ve finished, click “Next”.



If you have already created a template during previous import processes, you can select it here. A template offers you the possibility to skip several set-up steps for recurring import processes and therefore saves a lot of time. How to generate a template will be explained in a later step of the assistant. Once you’ve made a selection, click “Next”.

Sales Import Wizard - Music Enterprise Software - REBEAT Digital

Currency
Select the currency, which represents the sales data you want to import.

You can change the suggested exchange rate here.

Currency
Euro (EUR)

1 U.S. Dollar (USD)
= 0.889838049474996 Euro (EUR)

< Back Next > Cancel

Here you can choose the currency that represents the sales data in your file with today's currency exchange rate. In the green box you find today's currency exchange rate. This rate can also be changed manually.

Depending on whether or not you have selected a template on the previous page, the assistant will lead you to different pages.

If you did not select a template, the following page appears:

Sales Import Wizard - Music Enterprise Software - REBEAT Digital

Separator
This dialog field enables you to determine the separator.

Data preview

Separator

☒ Comma (,)

☐ Colon (:)

☒ Semicolon (;)

☐ Point (.)

☐ Tab (\t)

☐ Space ()

different separator:

☒ 1. Row contains column headlines

Auto Detect

Date and currency format

Date:

Decimal separator: ☐ Point ☐ Comma

EAN/UPC/Item No/ISRC	Title	Sales date	Sales units	Sales price	Sales territory	Sales store	Accounting peri
9120002208636	Desaster	03.03.2016	20	9,99	Austria	Saturn	01.06.2016
9120002208637	Crazy Frog	22.02.2016	12	14,49	Germany	Saturn	01.06.2016
9120002208638	Can you feel that love	26.02.2016	34	4,99	Germany	Media Markt	01.06.2016
9120002208639	Angel from Hell	01.03.2016	80	16,2	Germany	Saturn	01.06.2016
9120002208640	Tell it to my heart	22.02.2016	344	0,000004	Austria	Saturn	01.06.2016

< >

< Back Next > Cancel

On this page you will choose the import settings, which are very important for form and content.

A background process has analysed your selected file in terms of separators and headers and shows you the result of the first 6 rows in the table preview. The identified separator will be shown in green

letters (see 1. in figure above). If your file does not include a column heading in the first row, you need to uncheck the box “1. Row contains column headlines” (see 2. in figure above). The data preview will refresh immediately. If the result of the preview does not meet your expectations, you can try out different separators, until you reach the expected result. With the button “Auto Detect” (see 3. in figure above), the separators used in your file will be identified automatically.

In the section „Date and currency format“, you need to specify which date format is used in your file. It is very important to define whether the format is day.month.year or day/month/year, for example, and which separator is used.

You can either choose a format from the drop-down list, or define your own:

Date and currency format

Date:

Decimal separator: ☒ Point ☐ Comma

Formats in dropdown:

- dd.MM.yyyy
- dd.MM.yyyy HH:mm:ss
- dd/MM/yyyy
- MM/dd/yyyy
- yyyy/MM/dd
- dd-MM-yyyy
- MM-dd-yyyy
- yyyy-MM-dd

Date and currency format

Date:

Decimal separator: ☒ Point ☐ Comma

Selecting the used separator is very important for the correct accounting of external sales. Once you’ve made your selection, you can click “Next”.

Note: The settings for separators, column headings, date and currency format, etc. can be saved in a template!

Now you need to assign the columns of your file to the columns of the required schema (see figure below).

Sales Import Wizard - Music Enterprise Software - REBEAT Digital

Assignment of columns

Assign the fields you want to import (left) to the fields of the schema (right) by drag_dropping a field from the left list to the right. You can save all settings in a template, so you only need to select this template for any further imports.

from import file:		to schema:			
Field	Sample value	Field	Data type	Assignment	Delete
EAN/UPC/Item No./ISRC	1234567890123	Article No./EAN/ISRC	[String]	EAN/UPC/Item No./ISRC	Delete
Title	Rebeat	Title	[String]	Title	Delete
Sales date	01.06.2016	Sales date	[DateTime]	Sales date	Delete
Sales units	10	Units	[Int32]	Sales units	Delete
Sales price	1.00	Sales price	[Double]	Sales price	Delete
Sales territory	Rebeat	Sales territory	[String]	Sales territory	Delete
Sales store	Rebeat	Shop	[String]	Sales store	Delete
Accounting period	01.06.2016	Accounting period	[DateTime]	Accounting period	Delete

[Delete assignment](#)

[< Back](#) [Next >](#) [Cancel](#)

The assignment of columns can easily be carried out by drag and drop. Click on a field of your file, hold the left mouse button and drag the field to the proper row on the right. It is very important that the source data type is the same as the target data type. In the figure above, you see the finished assignment.

Note: The assignment can be saved in a template.

If you click “delete assignment”, the assignment will be deleted and it won’t be possible to go to the next page of the assistant.

Only once you’ve assigned all fields, you can click “Next” and move on to the template page.

Sales Import Wizard - Music Enterprise Software - REBEAT Digital

Template
Here you can save previous settings in a template for re-use.

Save template

Template name:

Save

< Back Next > Cancel

As mentioned before, you have the possibility to save all settings in a template. You can select this template for a new import process and don’t have to set it all up again. Just enter a template name and click “Save”.

Saving a template is optional, so you can proceed by clicking “Next” if you don’t want to save a template.

Sales Import Wizard - Music Enterprise Software - REBEAT Digital

Preview
Please review your data in this preview. If the data is correct, click Import.

Article No./EAN/ISRC	Title	Sales date	Units	Sales price	Sales territory	Shop	Accounting period
612000122086106	Desaster	03.03.2016	20	9,99	Austria	Saturn	01.06.2016
612000122086107	Crash Pring	22.02.2016	12	14,49	Germany	Saturn	01.06.2016
612000122086108	Can you feel that love	26.02.2016	34	4,99	Germany	Media Markt	01.06.2016
612000122086109	Angel from hell	01.03.2016	80	16,2	Germany	Saturn	01.06.2016
612000122086140	Tell it to my heart	22.02.2016	344	0,000004	Austria	Saturn	01.06.2016

< Back Import Cancel

The following preview page shows the data of the first 100 rows, according to your settings. If they are correct, you can click "Import". If not, you can go back to the part that needs to be corrected.

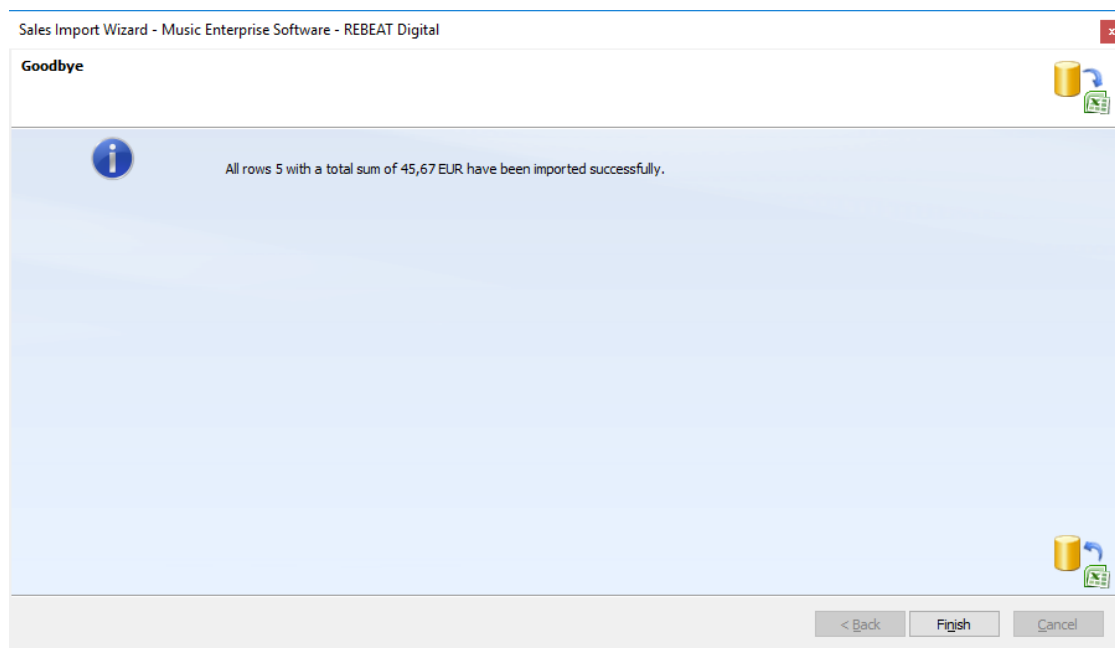
Only files that comprise all data in all rows will be imported successfully.

If any data is missing, a list with all faulty rows will appear. If that is the case, you need to check the content of the file and start the import process anew. If you have saved a template, the new import attempt will be processed a lot faster.

If the import was successful, you will see the import result. We advise you to check it with your internal accounting data.

- Is the number of rows correct?
- Is the total sum correct?
- Is the currency correct?

If the data is not correct, you have the possibility to revoke the import process. You can find more information about this in section 6.4 *The sales table*.

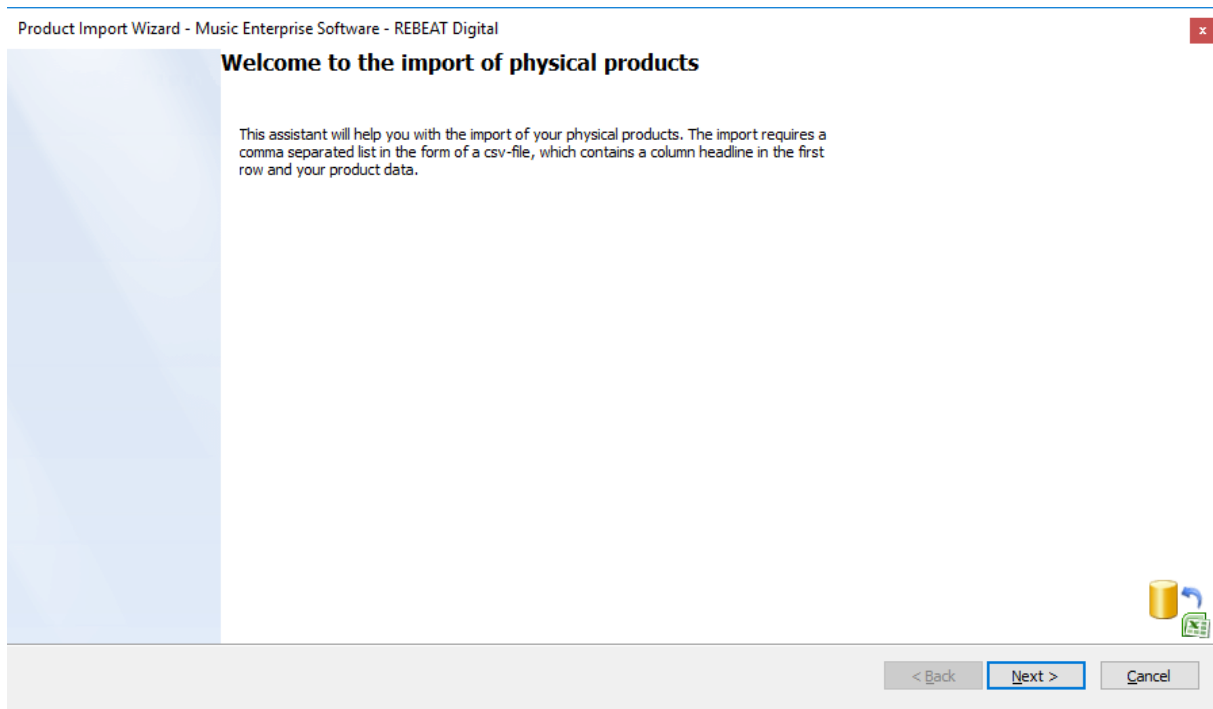


6.4 Product Import Wizard

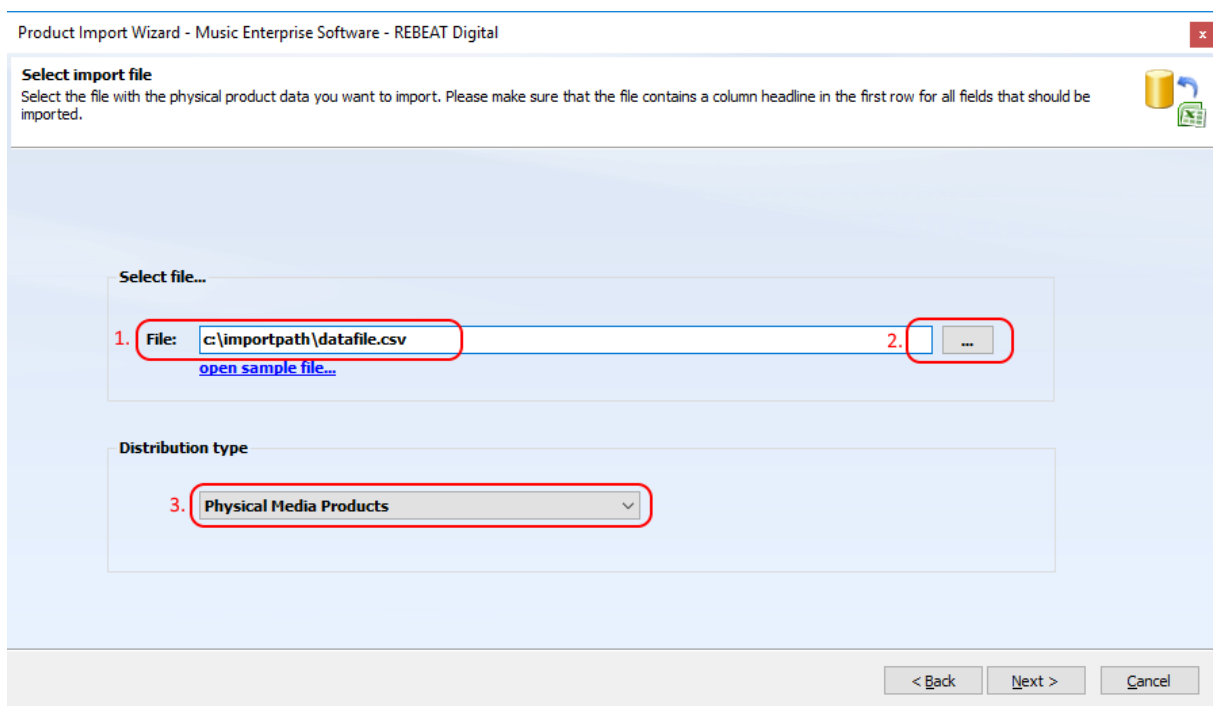
The Product Import Wizard enables you to import physical products from a comma separated file (e.g. csv file). Before the import process, please make sure that the first row of the file has a column heading and you have **at least** read-only access.

The Product Import Wizard is an assistant that will guide you through the import process step-by-step.

Open the Product Import Wizard by clicking on the -symbol in the Revenue Import menu bar. Then the welcome page of the assistant will open.



Click “Next” to move on to the next page of the assistant.



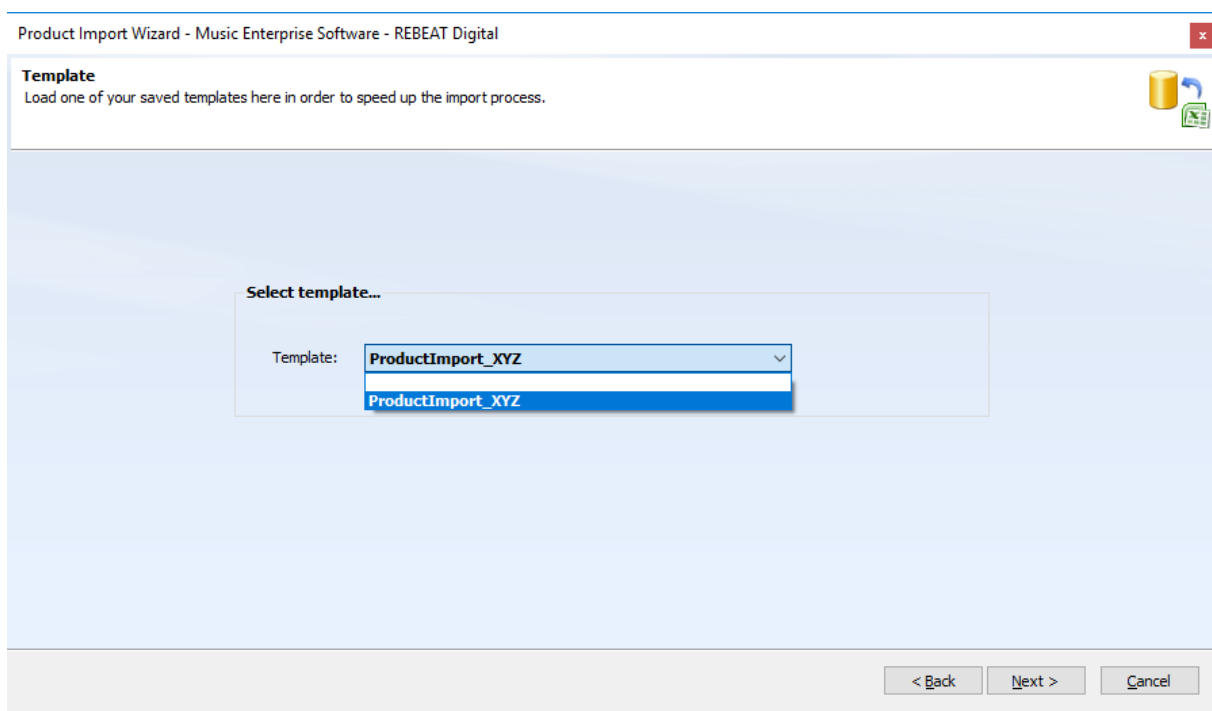
On this page you need to choose your importfile. If you know the complete path with file names, you can enter it in the field “file” (see 1. in the figure above) or you can use the file-assistant for selecting your file by clicking on the “...” button (see 2. in the figure above). Once you’ve made your selection, the button “Next” will be activated.

Note: By clicking on „open sample file“ you can take a look at a sample file, save it locally and do a test run.

In the section “Distribution type”, you choose the product type (see 3. in the figure above).

Example: If the file you want to import contains physical product data such as CDs, DVDs, Blue Rays, etc., choose “Physical Media Products” (see 3. in the figure above). The data will then be added automatically to the existing products of this type.

Once you’ve finished, click “Next”.



If you have already created a template during previous import processes, you can select it here. A template offers you the possibility to skip several set-up steps for recurring import processes and therefore save a lot of time. How to generate a template will be explained in a later step of the assistant.

Once you’ve made a selection, click “Next”.

Depending on whether or not you have selected a template on the previous page, the assistant will lead you to different pages.

The following page appears, if you did not select a template:

Product Import Wizard - Music Enterprise Software - REBEAT Digital

Separator
This dialog field enables you to determine the separator.

Data preview

Separator

☒ comma (,)

☐ Colon (:)

☒ Semicolon (;)

☐ Point (.)

☐ Tab (\t)

☐ Space ()

different separator:

☒ 1. Row contains column headlines

Auto Detect

Date and currency format

Date:

Decimal separator: ☐ Point ☐ Comma

product_title	product_artist	product_ean_upc	product_number	product_retailprice	product_releasedate	product_type
Best of Double	Double	PL200012286010	2200	29.9	11.09.2016	CD
Best of Double	Double	PL200012286010	2200	29.9	11.09.2016	CD
Best of Double	Double	PL200012286010	2200	29.9	11.09.2016	CD
Best of Double	Double	PL200012286010	2200	29.9	11.09.2016	CD
Best of Double	Double	PL200012286010	2200	29.9	11.09.2016	CD

< Back Next > Cancel

On this page you will choose the import settings, which are very important for form and content.

A background process has analysed your selected file in terms of separators and headers and shows you the result of the first 6 rows in the table preview. The identified separator will be shown in green letters (see 1. in figure above). If your file does not include a column heading in the first row, you need to uncheck the box "1. Row contains column headlines" (see 2. in figure above). The data preview will refresh immediately. If the result of the preview does not meet your expectations, you can try out different separators, until you reach the expected result. With the button "Auto Detect" (see 3. in figure above), the separators used in your file will be identified automatically.

In the section "Date and currency format", you need to specify which date format is used in your file. It is very important to define whether the format is day.month.year or day/month/year, for example, and which separator is used.

You can either choose a format from the drop-down list, or define your own:

Date and currency format

Date:

Decimal separator: ☐ Point ☐ Comma

DD.MM.YYYY
DD.MM.YYYY HH:mm:ss
dd/MM/yyyy
MM/dd/yyyy
yyyy/MM/dd
dd-MM-yyyy
MM-dd-yyyy
yyyy-MM-dd

01.06.2016

Date and currency format

Date:

Decimal separator: ☐ Point ☐ Comma

yy.MM.dd

Selecting the used separator is very important for the correct identification of prices. Once you've made your selection, you can click "Next".

Note: The settings for separators, column headings, date and currency format, etc. can be saved in a template!

Now you need to assign the column of your file to the columns of the required schema (see figure below).

Product Import Wizard - Music Enterprise Software - REBEAT Digital

Assignment of columns
Assign the fields you want to import (left) to the fields of the schema (right) by drag_dropping a field from the left list to the right. You can save all settings in a template, so you only need to select this template for any further imports.

from import file:

Field	Sample value
product_title	Best of Smokie
product_artist	Smokie
product_ean_upc	9120002208631
product_number	2208
product_retailprice	19,9
product_releasedate	11.09.2016
product_type	CD
product_labelname	Rebeat
product_publisher	Manuskript
product_year	1982
track_sequence	1
track_title	Wild Wild Angels
track_version	Album-Version
track_isrc	ATL220819631

to schema:

Field	Data type	Assignment	Delete
Product Title	[String]	product_title	Delete
Product Artist	[String]	product_artist	Delete
Product EAN/UPC	[String]	product_ean...	Delete
Product Number	[String]	product_num...	Delete
Product Recommended Retail Price	[Double]	product_retai...	Delete
Product phys. Release Date	[DateTime]	product_rele...	Delete
Product Type	[String]	product_type	Delete
Product Labelname	[String]	product_label...	Delete
Product Publisher	[String]	product_publi...	Delete
Produkt Year	[Int32]	product_year	Delete
Track Sequence	[Int32]	track_sequen...	Delete
Track Title	[String]		
Track Version	[String]		
Track ISRC	[String]		

Delete assignment

< Back

Next >

Cancel

The assignment of columns can easily be carried out by drag and drop. Click on a field of your file, hold the left mouse button and drag the field to the proper row on the right. It is very important that the source data type is the same as the target data type. In the figure above, you see the finished assignment.

If you click on “Delete assignment”, assignments will be deleted.

Note: The assignment can be saved in a template.

Once you’ve assigned all fields, you can click “Next” and move on to the template page.

Product Import Wizard - Music Enterprise Software - REBEAT Digital

Template
Here you can save previous settings in a template for re-use.

Save template

Template name:

Saving successful!

As mentioned before, you have the possibility to save all settings in a template. You can select this template for a new import process and don't have to set it all up again. Just enter a template name and click "Save".

Saving a template is optional, so you can proceed by clicking "Next" if you don't want to save a template.

Produkt Import Wizard - Music Enterprise Software - REBEAT Digital

Vorschau
Bitte überprüfen sie Ihre Daten in dieser Vorschau. Wenn die Daten stimmen, klicken sie auf Import.

Produkttitel	Interpret	EAN	Produk...	Preise...	phys. VÖ-Datum	Typ	Produkt Labelname	Produkt Verlag	Produkt Jahr	Tracknr.	Trac
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	1	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	2	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	3	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	4	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	5	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	6	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	7	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	8	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	9	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	10	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	11	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	12	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	13	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	14	1982
Very Best of ...	Smokie	9120000...	22000	19,90	11.09.2016	CD	Fullbeat	Harusdingt	1982	15	1982
Harusdingt	Die Har...	9120000...	12200	2,99	01.09.2016	CD	Fullbeat	Harusdingt	2010	1	1982

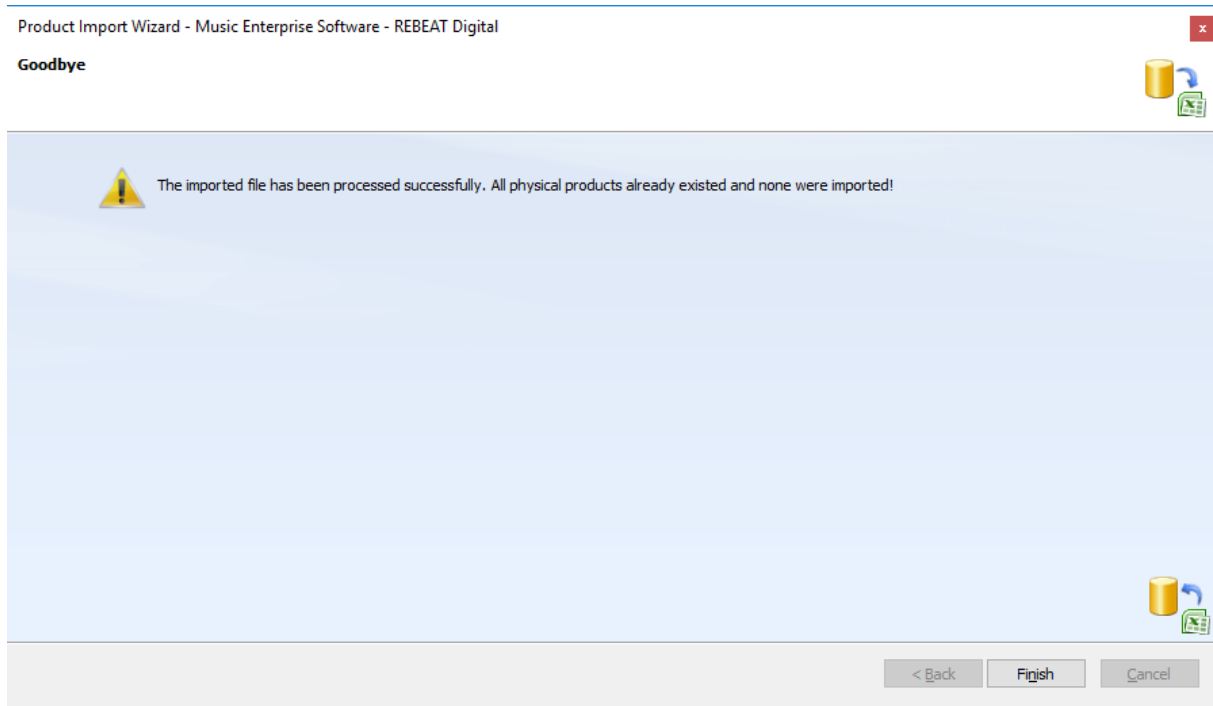
The following preview page shows the data of the first 100 rows, according to your settings. If they are correct, you can click "Import". If not, you can go back to the part that needs to be corrected.

Only files that comprise all data in all rows will be imported successfully.

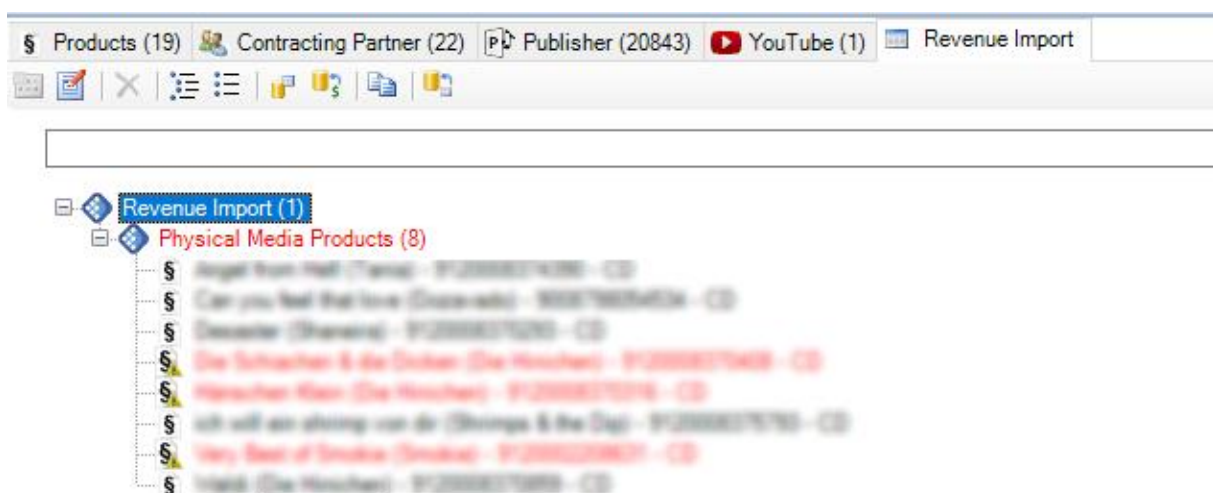
If any data is missing, a list with all faulty rows will appear. If that is the case, you need to check the content of the file and start the import process anew. If you have saved a template, the new import attempt will be processed a lot faster.

If the import was successful, you will see the import result.

Note! If you import a valid file a second time, the products will not be created a second time. However, you will receive a success message with a relevant note (see figure below).

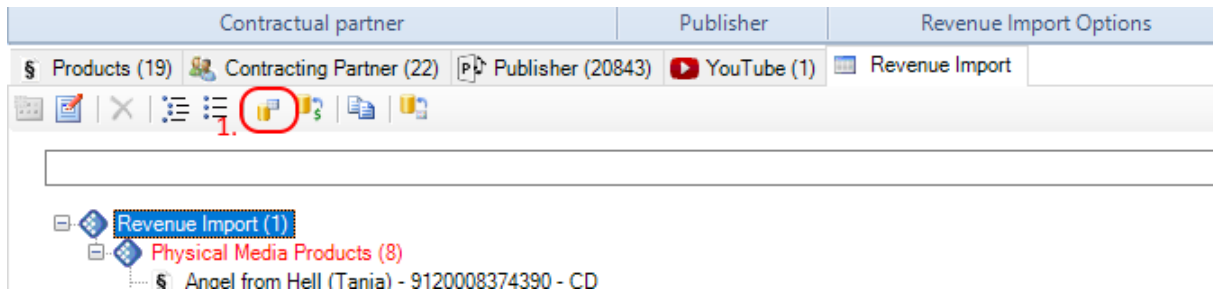


After the successful import process, the imported products will be displayed in the following “Revenue Import” structure:



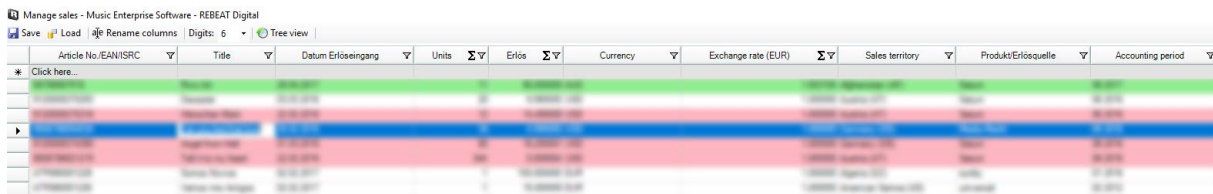
6.5 Sales Table

The sales table enables you to manage your external revenues that derive from licensing, physical products, etc. Open the sales table by clicking on the  - symbol in the “Revenue Import” menu bar (see 1 in the figure below).



The table opens on the right side in the label accounting and shows you all sales figures in table form. If you have imported the data with the Sales Import Wizard (see section 6.2), the data will appear here.

You can add data rows manually, change existing entries and delete them. How these actions are executed will be described on the next pages.



6.5.1 Entering new data

The first row of the sales table is the data input row (see figure above). This row is marked with an * at the beginning and has a gray background. You will find the note “Click here...” at the beginning of the line. To create a new entry for the table, please click on this line. The line then changes thus:

The line marker changes to a red exclamation mark and thus indicates one or more errors in the line. At this point this is normal, as the row is still empty and does not represent a complete data set.

Each column with a red exclamation mark means that data needs to be entered. As soon as a valid value has been entered, the exclamation mark disappears. If you have entered the data in each column, the red marker will disappear. This means the row is accurate and can be adopted.

The background of the row is blue, which indicates that this row is currently processed.

External sales											
Article No./EAN1		Title	Sales date	Units	Sales price	Currency	Exchange rate (EU)	Sales territory	Shop	Accounting perio	distribution type
91		Angel Room N.	24.12.2019	10	100.000000 EUR		1.000000	Australia	Litex	12.2019	Physical Media Products
91		Desiree	12.12.2019	20	5.000000 EUR		0.000000	Australia	Detum	06.2019	Physical Media Products
91		Crazy Frog	22.12.2019	12	14.400000 EUR		0.000000	Germany	Detum	06.2019	Physical Media Products
91		Calvin the Seal	26.12.2019	34	4.000000 EUR		0.000000	Germany	Media Markt	06.2019	Physical Media Products
91		Angel Room N.	31.12.2019	80	16.000000 EUR		0.000000	Germany	Detum	06.2019	Physical Media Products
91		Tell it to my N.	22.12.2019	344	0.000000 EUR		0.000000	Australia	Detum	06.2019	Physical Media Products

While you move from column to column to enter your data, drop-down lists will make it easier for you. No column can remain empty. Here is a detailed function description of each column:

- Article No. / EAN / ISRC:

	Article No./EAN/I	
▶ !		!
91		
91		
91		
91		
91		
91		
	9008798054534	Ca

In this column you will find a drop-down list which lists all article numbers, EAN and ISRC codes that you have imported from external products. Here you can choose the appropriate entry. You can also add a new, unknown value for a product that has not been imported yet (see column "Title").

- Title:

The column “Title” is a text column, which updates automatically, after you selected an entry in the column „Article No./EAN/ISRC. The product title will be added automatically, based on the selection. If you entered a new, unknown value in the column “Article No./EAN/ISRC“, you need to enter a product title manually. Once a product title is entered, the exclamation mark disappears when clicking into the next column.

- Sales date:

September 2016

Mo	Di	Mi	Do	Fr	Sa	So
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Heute: 23.09.2016

This column is a drop-down list where you can select the sales date. You also have the possibility to enter the date manually. Once you've made your selection, the exclamation mark will disappear.

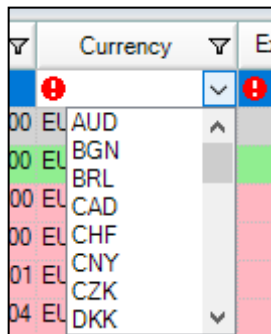
- Units:

The column “Units” only accepts numerical entries. Please enter the sold units of a product here. Once you’ve made the entry, the exclamation mark will disappear when clicking into the next column.

- Sales price:

This column only accepts numerical entries. Please enter the total sum of product sales here. This price will not be multiplied by units!

- Currency:



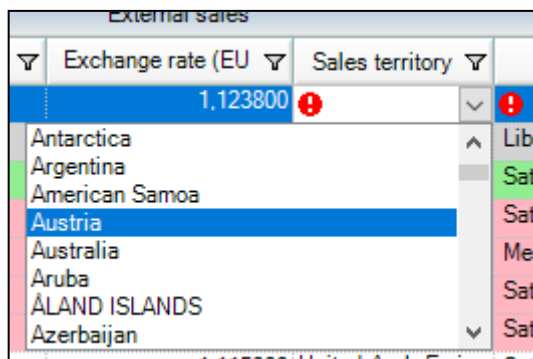
In this column you will find a drop-down list, where you can select the currency which represents your sales data. Depending on the selection in this column, the column "Exchange rate (EUR)" will update automatically.

- Exchange rate (EUR):

External sales			
	Currency	Exchange rate (EU	
	USD	1,123800	
0	EUR	1,000000	Aus

The column "Exchange Rate (EUR)" only accepts numerical entries. After you have selected the currency, this column automatically displays today's currency exchange rate to EURO. You can also overwrite this value manually.

- Sales territory:

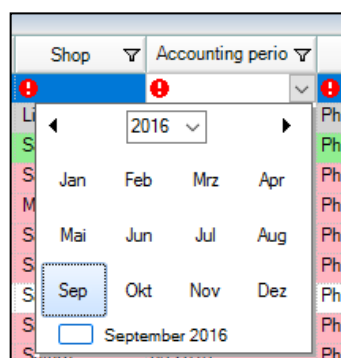


In this column you will find a drop-down list from which you can choose the country in which the sales occurred.

- Shop:

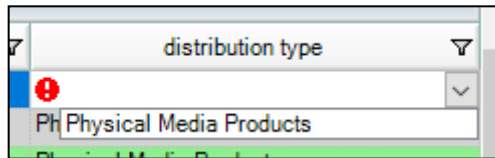
In this column you can enter the shop in which the sales occurred.

- Accounting period:



In this column you will find a drop-down list that displays all months of this year. Please select the month for which you want to process the accounting of the sales.

- Distribution type:



In this column you will find a drop-down list where you can choose the distribution type of your product.

If you have entered data into all columns of the new row, all exclamation marks and error marks will disappear. See figure below:

Manage sales - Music Enterprise Software - REBEAT Digital

Save Load Rename columns Digits: 6 Tree view

	Article No./EAN/ISRC	Title	Datum Erlöseingang	Units	Σ	Erlös	Σ	Currency	Exchange rate (EUR)	Σ	Sales territory	Produkt/Erlösquelle	Accounting period
* Click here...													
▶	58758587578	Rico Art	28.04.2017	11		90.000000	AUD		1.503100		Afghanistan (AF)	Saturn	06 2017
	9120008370293	Desaster	03.03.2016	20		9.990000	USD		1.000000		Austria (AT)	Saturn	06 2016
	9120008370316	Hänschen Klein	22.02.2016	12		14.490000	USD		1.000000		Austria (AT)	Saturn	06 2016
	9008798054534	Can you feel that love	26.02.2016	34		4.990000	USD		1.000000		Germany (DE)	Media Markt	06 2016
	9120008374390	Angel from Hell	01.03.2016	80		16.200001	USD		1.000000		Germany (DE)	Saturn	06 2016
	9008798021215	Tell it to my heart	22.02.2016	344		0.000004	USD		1.000000		Austria (AT)	Saturn	06 2016

Leave the row by clicking or scroll to the top to add a new row. All new rows are highlighted in green. This means that they have been newly created and not been saved yet. Only once you click “Save”, the row will be adopted.

Manage sales - Music Enterprise Software - REBEAT Digital

Save Load Rename columns Digits: 6 Tree view

	Article No./EAN/ISRC	Title	Datum Erlöseingang	Units	Σ	Erlös	Σ	Currency	Exchange rate (EUR)	Σ	Sales territory	Produkt/Erlösquelle	Accounting period
* Click here...													
▶	58758587578	Rico Art	28.04.2017	11		90.000000	AUD		1.503100		Afghanistan (AF)	Saturn	06 2017
	9120008370293	Desaster	03.03.2016	20		9.990000	USD		1.000000		Austria (AT)	Saturn	06 2016
	9120008370316	Hänschen Klein	22.02.2016	12		14.490000	USD		1.000000		Austria (AT)	Saturn	06 2016
▶	9008798054534	Can you feel that love	26.02.2016	34		4.990000	USD		1.000000		Germany (DE)	Media Markt	06 2016
	9120008374390	Angel from Hell	01.03.2016	80		16.200001	USD		1.000000		Germany (DE)	Saturn	06 2016

After saving, data lines can have different colors:

- **White background:** The product for this revenue is identified. The accounting process is carried out according to the chosen accounting period. The data can be changed until the final accounting process.
- **Red background:** The product for this revenue is unidentified. A correspondent product needs to be created manually or with the Product Import Wizard. The accounting process will then be carried out according to the chosen accounting period, once the product has been added. The data can be changed until the final accounting process.
- **Gray background:** The revenues of this data row have already been accounted and cannot be changed anymore.

6.5.2 Changing and deleting entries

You can change and delete all entries of the table **that do not have a gray background**. Changes and deletion are only valid once you click on “Save”.

6.5.3 Save, Load

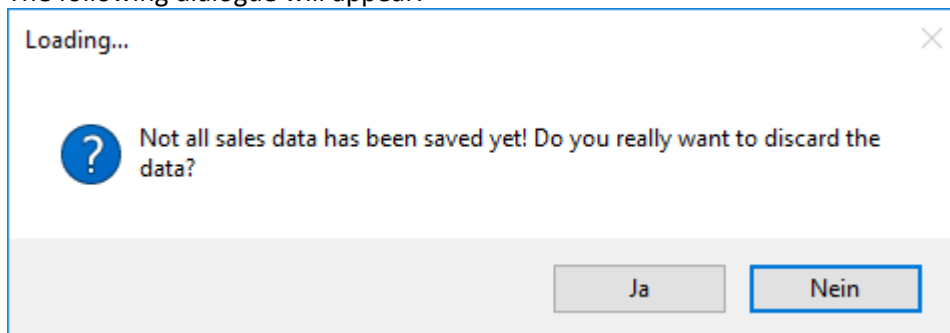


If you have created new entries in the sales table, you need to save them. If a row has not been saved yet, it has a green background. You can add several new rows and save them all at once, or you can save each row separately.

Click “Save” to save your changes. The button is only activated once there have been changes in the table.

If you want to undo your entry, click “Load”. This is only possible if the entry has not been saved yet.

The following dialogue will appear:

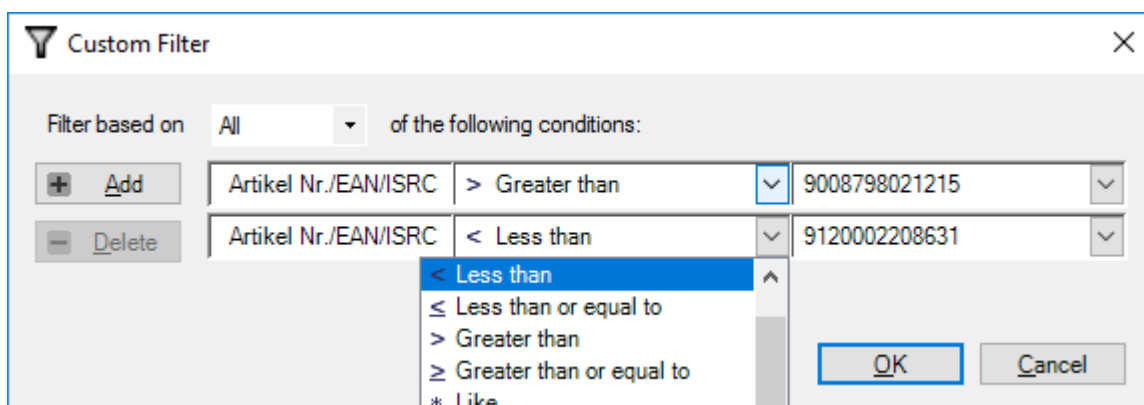


If you click “Yes”, all changes that have been made after you saved the last time will be discarded and the table will reload.

6.5.4 Filter data

In order to separate certain table entries, you can filter the data. You will find a filter symbol on every column head for this purpose. If you click on this symbol, a drop-down list with the column specific selection will open. The first four rows of this selection are always the same:

- ALL - Shows all data rows (no filter).
- Custom - A custom-filter dialogue window will open, which enables you to select specific filter options (see figure below).

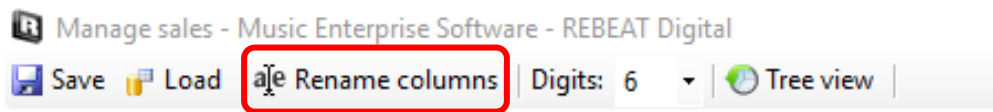


- Blanks - Shows all rows without entries. Since all columns have to be filled in, this filter won't show any rows.
- No Blanks - Shows all rows with entries. Since all columns have to be filled in, this filter will show all rows.
- Concrete column value - Shows all rows that conform to the filter value.

6.5.5 Change display

6.5.5.1 Rename columns

By clicking „rename columns” you can assign different names to the columns (see figure below).



In the window that opens up, you can make changes or reset to default.

Rename columns	
Save	Reset to defaults
orig. column name	new column name
Article No./EAN/ISRC	Article No./EAN/ISRC
Title	Title
Sales date	Datum Erlöseingang
Units	Units
Sales price	Erlös
Sales territory	Sales territory
Shop/Licensee	Produkt/Erlösquelle
Currency	Currency
Exchange rate (EUR)	Exchange rate (EUR)
Accounting period	Accounting period
Revenue type	Erlösart

6.5.5.2 Digits

In the menu of the table you can select the number of digits displayed after the decimal point from a dropdown list.

Article No./EAN/ISRC	Title	Datum Erlöseingang	Units	Erlös	Currency	Exchange rate (EUR)	Sales territory
58758587578	Rico Art	28.04.2017	11	90.000000 AUD		1.503100	Afghanistan (AF)
9120008370293	Desaster	03.03.2016	20	3.350000 USD		1.000000	Austria (AT)
9120008370316	Hänschen Klein	22.02.2016	12	14.490000 USD		1.000000	Austria (AT)
9008798054534	Can you feel that love	26.02.2016	34	4.990000 USD		1.000000	Germany (DE)
9120008374390	Angel from Hell	01.03.2016	80	16.200001 USD		1.000000	Germany (DE)
9008798021215	Tell it to my heart	22.02.2016	344	0.000004 USD		1.000000	Austria (AT)
ATR980001228	Somos Novios	02.02.2017	1	100.000000 EUR		1.000000	Algeria (DZ)
ATR980001226	Vamos mis Amigos	02.02.2017	1	15.000000 EUR		1.000000	American Samoa (AS)

6.5.5.3 Tree structure

Manage sales - Music Enterprise Software - REBEAT Digital

Save Load Rename columns Digits: 6

Tree view

 Template save as:

Accounted /

Import date

Sales period

Datum Erlöseingang

Accounted : False (3 items)

Import date : 24.05.2017 (1 item)

Sales period : 2017-04 (1 item)

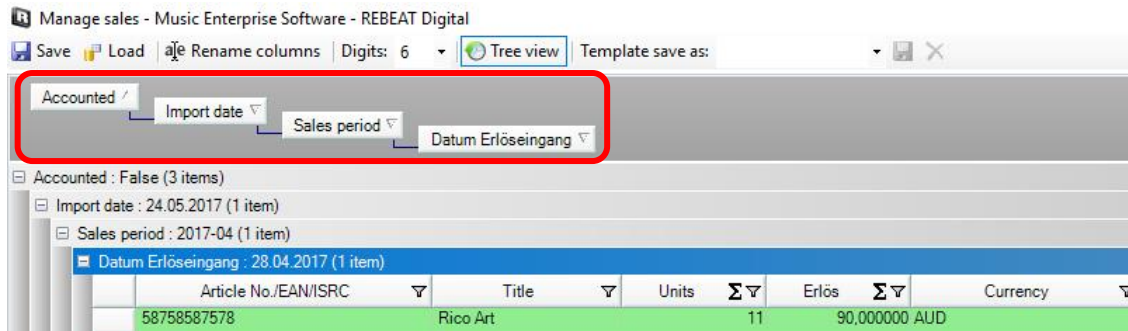
Datum Erlöseingang : 28.04.2017 (1 item)

Article No./EAN/ISRC	Title	Units	Σ	Erlös	Σ	Currency
58758587578	Rico Art	11		90.000000		AUD

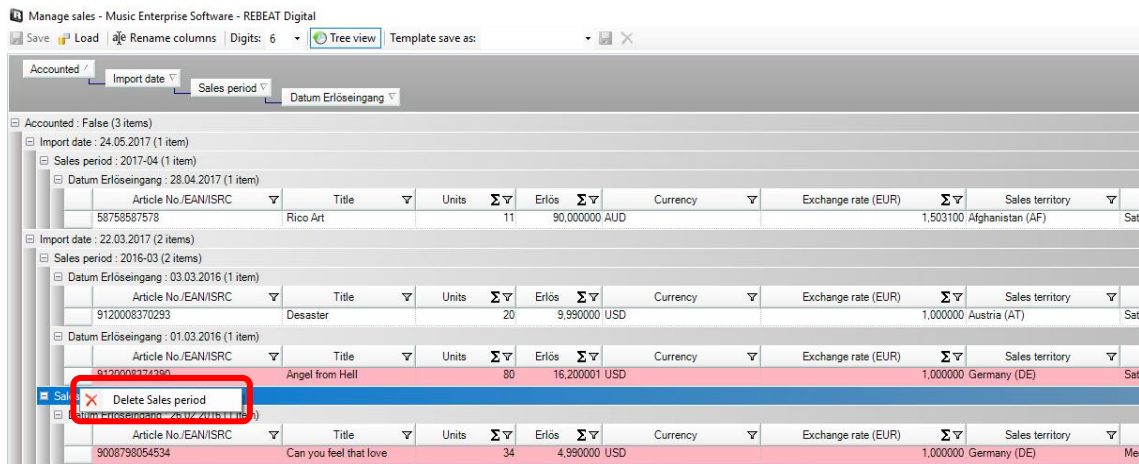
The sales history gives you an overview of your sales data grouped into accounted and not accounted, sales date and import group.

An import group consists of all data that has been imported from a file with the Sales Import Wizard.

By shifting the groups (see figure below), you can adapt the tree structure and save it as a template, in order to be able to come back to this view later.



The sales history serves to display your data in a structured, clear way, but it also enables you to delete whole data groups (such as import group or sales date) with one mouse click. If you want to delete certain rows or data groups, just right-click on the row or group element and choose “Delete” (see figure below).



By clicking on the button “tree structure” this view can be switched on and off.