



**APRA
AMCOS**

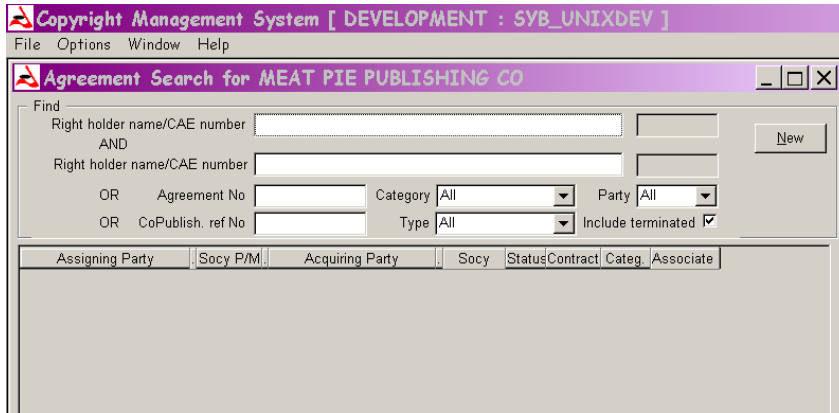
CMS
Agreements System

Welcome to the APRA CMS Agreements system.

If you have any queries, comments or suggestions, please contact publisher@apra.com.au

AGREEMENT SEARCH

The Agreement Search screen can be found by clicking on File → Application → Agreements.



There are several different ways of searching for a particular agreement.

Right Holder name/IPI number

Enter the IPI number or name of one or both publishers/writers that the agreement you seek pertains to.

Agreement No

The agreement identifier

CoPublish ref No

The identifier assigned to co-publishing agreements.

You can also refine your search:

Category

All
Sub Publishing
Local works OS sub publishing
Society

Party

All
Assigning
Acquiring

Type

All
Specific Works
Gen Cat (Publisher)

In general, however, we recommended that you leave these three boxes in their All default.

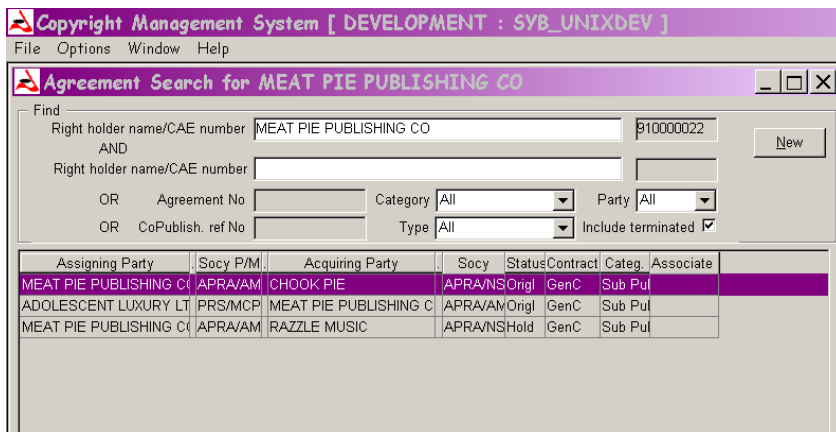
In all cases within the Agreements system, it is much quicker and easier to use IPI numbers rather than the name if possible. However, should you choose to use the name, an asterisk is not required such as in the works screen.

Type in either a IPI or a name and hit <Enter> to start the search.

If you have entered the IPI, it will bring up that party if it exists in Right Holders. If a box comes up telling you that the IPI is invalid it could mean that you have typed the IPI incorrectly or the IPI is not yet on Right Holders. Search Right Holders using the name and if you are unable to locate the party you require, check the IPI Enquiry file and if it is not there either, contact your Publisher Representative.

If you have entered a name, the Right Holders screen will come up and you can nominate the party you require by double clicking or arrowing to the relevant line and clicking on OK or hitting <Enter>.

Once you have chosen the required party, you will be taken back to the Agreements Search screen where you will be shown if there are existing agreements in the system for them.



Should there be many agreements to choose from, double click on or arrow to the required line and hit <Enter> to view the agreement details. To help you make your selection, some details are listed in the above screen:

- Assigning Party** The original publisher or writer
- Soc'y P/M** The Performing Right and Mechanical Right societies of the Assigning Party
- Acquiring Party** Overseas or local sub-publisher
- Soc'y P/M** The Performing Right and Mechanical Right societies of the Acquiring Party

Status Whether the agreement is the Original, an Extension, has been Amended, Terminated, Terminated with a Retention, in Dispute, on Hold or a Conversion.

Contract A General Catalogue or Specific Works agreement

Categ Whether the agreement is a Writer, Sub Publishing, Local Works OS or Society (mechanicals only) agreement

Associate Associated catalogues that have the exact same agreement details.

Should there be no existing agreements for that publisher, a window will pop up advising you of such.

AGREEMENT DETAIL SCREEN

This screen displays the details of individual agreements. It is displayed when you select a specific agreement from the agreement search. If your agreement search returns only one candidate, the detail screen for that work will be displayed automatically. If you are one of the parties involved, you will see all details of the agreement. If not, the dates and percentages will be blanked out.

The screenshot shows the 'Agreement Details' window with the following data:

Agmt No: 00006129
Assign party: ADOLESCENT LUXURY LTD (920058856 PRS MCPS)
Acquir party: MEAT PIE PUBLISHING CO (910000022 APRA AMCOS)

Contract: General Cat.
Status: Original
Authorization: Authorized
 Perf Catalogue Transferred
 Mech Catalogue Transferred

Agmt category: Sub Publishing
Relationship: For Pub/Loc Pub
Copubl ref: [blank]

Dates:
Agmt date: 01/01/2001
Agreed start: 01/01/2001
Retrospective:
Agreed end: 01/01/2010
Extension: [blank]

Termination: [blank]
Collect period: [blank]
Retention: [blank]
Agmt changed: 05/04/2001

USA Representation: [blank]
Exclude: None
Exclusive: Unknown
Retention list: [blank]

Navigation tabs: 1. Right Types (selected), 2. Excluded Works, 3. Retained Works, 4. Comments, 5. Audit Trail, 6. Copublishing, 7. Associated

Right Type	Territory	Include Terr	Agmt Type	Ass %	Acq %	Avail. Pub %	Next Agmt
Performing	ANF	Yes	Original	0	100.00	50.00	00005791
Mechanical	ANF	Yes	Original	0	100.00	100.00	00005791

Buttons: CoPubl, Clone Agmt, Modify, Insert Line, Delete Line, Print, Page Cancel

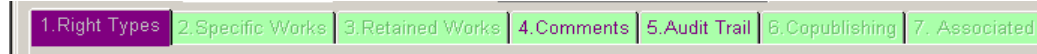
The window is divided into two halves. The upper part is the “Master” area and contains the main details of the work. This area is always displayed, while the lower half of the window displays one of 7 different details screens which, if available to you, are selected by clicking on the relevant tab.

MASTER AREA

Agmt No	The APRA assigned identifying number.
Assign Party	The original writer or publisher, their IPI, performing right society and mechanical right society.
Acquir Party	The overseas or local sub publisher, their IPI, performing right society and mechanical right society.
New	Click here to create a new agreement (see Registering a New Agreement pg ????)
Contract	General Catalogue, Specific Works or General Catalogue from Now agreement.
Status	Choose from Original, Extension, Amended, Terminated, Terminated with Retention, Dispute, Hold or Conversion.
Authorization	Authorized or Unauthorized (APRA only).
Perf Cat. Transferred	The Performing Right DOF's have been altered to reflect the agreement (APRA only).
Mech Cat Transferred	The Mechanical Right DOF's have been altered to reflect the agreement (APRA only).
Agmt Category	Whether it is a Sub Publishing or Writer agreement.
Relationship	Whether it is a Local Writer and Local Publisher or a Foreign Publisher and Local Sub Publisher etc.
Copubl ref	Reference number for a local writer co-publishing agreement.
Agmt date	Start date of the agreement.
Agreed start	The date of the agreed start. In many cases this will be the same as the Agmt date.
Retrospective	The box is ticked if the agreement is retrospective.
Agreed end	The date of conclusion of the agreement, Life/Copyright or Indefinite.
Extension	The date the agreement has been extended to when the Status box reads Extension.
Termination	The date of termination when the Status box reads Terminated.
Collect period	The date of the collection period when the Status box reads Terminated.
Retention	The date of retention when the Status box reads Term with Ret.
USA Representation	For local writer agreements only – the USA publisher allocated to collect royalties.
Exclusive	Whether the USA Representation is exclusive or not.
Exclude	None if there are no exclusions or one of the following if there are: Production, Jingles, Prod+Jing or Spec L + Com which means a Specific List + Computer (already on CMS).
Retention List	When the Status box has been changed to Terminated with Ret, you can choose from Online, Online + Manual or Manual List as to which works are retained.

DETAIL AREA

The lower half of the screen provides detailed information about the work. The detail tabs that are available to you are written in white or bold (depending on your PC settings), while the tabs for APRA use only or not relevant to that particular agreement (eg. the Specific works tab in a General Catalogue agreement) are greyed out. Click on the appropriate tab to display the information. The



tabs are:

1 Right Type

Displays the Right Types, Territory, inclusion/exclusion of Territory, Agreement Type, the % being collected by the Assigning Party, % being collected by the Acquiring Party, the available Publisher share and the Next Agreement should the Acquiring Party have a sub publishing agreement with another publisher. There is one line for each right concerned in the agreement.

2 Specific Works or Excluded Works

This tab is either a listing of the works that pertain to a Specific Works Agreement or the works that are to be excluded from a General Catalogue Agreement.

3 Retained Works

A listing of the works retained when an agreement is terminated with retention.

4 Comments

The comments field is used for any extra information regarding the agreement. APRA staff also record administrative notes or actions.

5 Audit Trail

A record of when the agreement was created and any change made to the status of the agreement by the registering publisher.

6 Copublishing

A record of the co publishing of a local writer agreement.

7 Associated

This is a listing of any catalogues that are associated with the agreement you are looking at.

TREE SEARCH BY ASSIGNING PARTY

This method of searching enables you to see an overview of sub-publishing and publishing agreements between parties in a family tree format.

Starting in the Agreements Search screen, click on File → Tree Search by Assigning Party. You will see the following screen:

Enter the IPI or name of the Assigning Party you're looking for. If you enter a name, you will be taken to the Right Holder screen to select the correct party. Highlight the name by double clicking or arrowing to the relevant line and clicking on OK or hitting <Enter>. You will then see the "family

tree" associated with the party you searched for:

By clicking on the second branch, you will see the agreement between the first and second parties and similarly if you click on the third branch the agreement between the second and third parties.

Again, if you are one of the parties involved you will be able to see all details of these agreements. If not, the dates and percentages of the agreement/s will not be visible.

If you wish to refine your search, you may alter the fields after the Ass Party by choosing from drop down boxes that appear once the field is highlighted.

REGISTERING A NEW AGREEMENT

Starting from the Agreements Search window, click on “New” and you will be taken to a blank Agreement Details screen to fill in the fields with all your information. However, before registering a new foreign catalogue, please check that an agreement exists in the system between you and your overseas affiliate/sub publisher. This is essential for the chain of ownership ending with you and displayed in the Next Agmt field (see page 8).

The screenshot shows the 'Agreement Details' window with the following fields and sections:

- Agmt No**: []
- Assign Party**: []
- Acquir Party**: []
- Contract**: General Cat. []
- Status**: Original []
- Authorization**: Authorized []
- Perf Catalogue Transferred
- Mech Catalogue Transferred
- Agmt category**: []
- Relationship**: []
- Copubl ref**: []
- Dates**: Agmt date [], Agreed start [], Agreed end [], Extension []
- Retrospective
- Termination**: []
- Collect period**: []
- Retention**: []
- Agmt changed**: []
- USA Representation**: []
- Exclude**: None []
- Exclusive**: Unknown []
- Retention list**: []

Navigation tabs: 1. Right Types, 2. Excluded Works, 3. Retained Works, 4. Comments, 5. Audit Trail, 6. Copublishing, 7. Associated

Right Type	Territory	Include Terr	Agmt Type	Ass %	Acq %	Avail. Pub %	Next Agmt
Performing	ANF	Yes	Original				

Buttons: CoPubl, Clone Agmt, Modify, Insert Line, Delete Line, Print, Page Cancel, OK, Close, Save, Help

In the order the system takes you when you tab to each section, fill in the fields as follows:

MASTER AREA

Assign Party

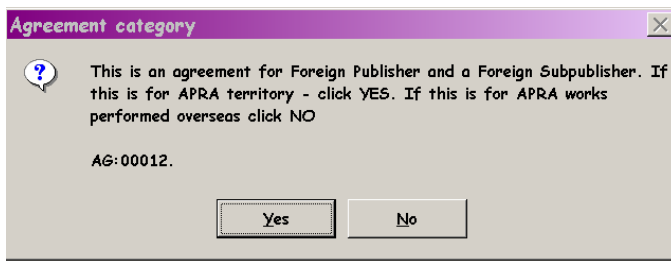
Enter the IPI or name of the original publisher (**ie. not the overseas sub-publisher**) or writer. If you enter the name, you will be taken to the Right Holders screen to select the correct party. If you are unable to find what you require in Right Holders, check Suisa.

(Note: if you have searched for your Assigning Party and no agreement has been found, once you hit “New”, the details of the publisher you were searching for will be put straight into the Assign Party field).

Acquir Party

The IPI or name of the sub publisher.

When both the Assigning and Acquiring publishers are foreign, the following window will come up:



In most cases, you will click Yes but if you are the original publisher and you are being represented overseas by a sub publisher, you would click No.

Contract

The type of agreement by clicking on the arrow that appears when you are in this box and choosing from the drop-down selection.

Status

The Status of the agreement from the drop-down selection.

Agmt Date

Commencement date of the agreement. All dates should be entered in the format dd/mm/yyyy.

Agreed start

Start date of the agreement – in many cases this will be the same as the Agmt Date.

Retrospective

Tick the box if the agreement is retrospective.

Agreed End

The agreed end date or you may choose Life/Copyright or Indefinite from the drop-down selection.

Exclude

Choose None or another option from the drop-down selection.

USA Representation

For a local writer agreement, the sub publisher you wish to claim for the USA. You can enter the IPI or the name. If you enter the name, you'll be taken to Right Holders to identify the publisher.

Exclusive

Whether the USA Representation is exclusive or unknown.

DETAIL AREA



Right Types

Right Type - select the Right Type by clicking on the drop-down box or typing the first letter of the right. When you are registering both Performing and Mechanical rights, the Performing Right

should always be the first line and the Mechanical Right the second unless you are claiming for more than one territory (see next).

Territory – choose from the drop-down box or type in a society acronym.

Should you wish to claim for more than one territory, eg ANF plus Germany, the first line should be ANF and then a second Performing Right line should be created for GEMA before you move on to the Mechanical Right.

Include Terr – confirmation that the previous field is the territory you wish to claim or exclude. For example, if you were claiming a World agreement excluding Jasrac, on the first line you would have World in the Territory field with a Yes in this field and then on the second line you would put Jasrac in the Territory field and No in this field.

Agmt Type – choose Original, Extension or Retention from the drop down box.

Ass % - the percentage that the Assigning Party is to be allocated.

Acq % - the percentage that the Acquiring Party is to be allocated.

Avail Pub% - the percentage available to be allocated for that particular right.

You will notice that if you are completing the line for Performing Right this box will default to 50% and for the Mechanical Right it will default to 100%. However, if you are claiming 100% of the mechanicals for a European society publisher, the system will bring up a window warning that the society rules don't permit you to claim 100%. You will then be given the option to change the percentage or overwrite the default for extenuating circumstances. If you choose to overwrite the default, please provide an explanatory note in Comments to avoid unnecessary disputes.

Next Agmt – Should the Acquiring Party have a sub-publishing agreement with another publisher, the number of that agreement goes in this box. If you know the agreement number, you may type it straight in, otherwise type in an *, hit <Enter> and the system will search for any agreements in which the Acquiring party of your new agreement becomes an Assigning Party in a further agreement.

An example of this would be:

You are creating a new agreement between the original publisher and their BMI sub-publisher. The Next Agmt would then be the agreement between the BMI sub-publisher and you. The chain will always end with you.

Specific Works or Excluded Works (if relevant)

This tab changes according to what sort of agreement you have specified in the Master Area. You may enter either the GW number (preferred) or the title of the work in this field. If you enter the title, you will be taken to a Works Search screen where you can highlight the desired work and then click on "OK" or hit <Enter>. To add another work, use the tab key.

Retained works (if relevant)

As per above

Comments

Enter any further information that may prove helpful. For example, if you are taking over a particular catalogue, who controlled it previously.

When you have filled out all the fields, click on "OK" and if you have filled out everything correctly, your agreement will be saved and you will be told of the agreement number that has been allocated to it. Should you have missed something the system will notify you and take you to that field so that you can fix it before you can exit. It will also notify you if of any problems such as the agreement being a duplicate of or in dispute with an existing agreement.

TERMINATIONS, EXTENSIONS and AMENDMENTS

An agreement must first exist in the system before you can terminate, extend or amend it.

Find the agreement that you wish to alter, click on "Modify" and change the Status box to Terminated, Term with Ret or Amended.

If you are terminating, the Termination and Collect Period boxes will become available for you to complete. If you are terminating with retentions, the Retention and Retention List boxes will also be made available.

If you are extending, the Extension box will require completion.

With both extending and terminating with retentions, you will also need to change the Agmt Type box within the Right Type tab to reflect the changes you have made.

LOCAL WRITER AGREEMENTS

Essentially the same as registering foreign agreements, there are certain aspects of local writer agreements that need to be given special attention. These are:

If you are claiming one split for ANF and another for ROW, you need to put these on two separate lines for each right.

Co-publishing

Co-publishing is only available on Specific Work Agreements. Once you have entered the writer and yourself in the Acquir and Assign fields and changed the Contract field to Spec Works, you will notice that the “CoPubl” button (next to “Clone Agmnt”) becomes available to you. Continue to fill in all your dates and then instead of filling in the Right Types tab, click on the “CoPubl” button. You will be taken into the Copublishing tab where you can detail the Co publishing split.

The screenshot shows the 'Agreement Details' window with the following data:

Agmt No: [] Writer: DOOBOV JUDY | 161188477 | APRA | NS
 Publisher: MEAT PIE PUBLISHING CO | 910000022 | APRA | AMCOS

Contract: Spec. Works
 Status: Original
 Authorization: Authorized
 Perf Catalogue Transferred
 Mech Catalogue Transferred

Agmt category: Writer
 Relationship: Loc Wri/Loc Pub
 Copubl ref: []

Dates:
 Agmt date: 04/05/2001
 Agreed start: 10/05/2001
 Retrospective
 Agreed end: Life/Copyright
 Extension: []

USA Representation: []
 Exclude: None
 Exclusive: Unknown
 Retention list: []

Navigation: 1. Right Types | 2. Specific Works | 3. Retained Works | 4. Comments | 5. Audit Trail | **6. Copublishing** | 7. Associated

Agmtkey	CAE	Writer/Publishers	Right Type	Territory	Incl Terr	Percentage
161188477		DOOBOV JUDY	Performing	WORLD	Yes	50.0000
000007080		CHOOK PIE	Performing	WORLD	Yes	20.0000
910000022		MEAT PIE PUBLISHING CO	Performing	WORLD	Yes	30.0000

Buttons: CoPubl | Clone Agmnt | Add Group | Modify | Insert Line | Delete Line | Print | Page Cancel
 Bottom: OK | Close | Save | Help

CLONING AN AGREEMENT

As in the works system, there is a facility in the agreements system to clone an agreement. This enables you to reproduce the sharer and information details from a newly created agreement thus reducing data entry for agreements which have common details.

To clone an agreement:

- Enter all the details of a new agreement as per normal and then click on “Clone Agmt” instead of clicking “OK”.
- Record the agreement identifier and click “OK”.

The screenshot shows a 'Copy Agreement' dialog box. It has a title bar with the text 'Copy Agreement' and a close button (X). The main area contains several input fields: 'Copy From' with a sub-label 'Agreement Number:' and the value '00005791'; 'Ass Party:' with the value '910000022' and the text 'MEAT PIE PUBLISHING CO'; 'Acq Party:' with the value '000007080' and the text 'CHOOK PIE'. Below these is a field for 'Copy To' Assigning Party:'. At the bottom, there is a section 'Select Item(s) to Copy' with a list of checkboxes: 'Performing RT', 'Mechanical RT', 'From work has no Synchronization RT', 'From agmt has no Print RT', 'From agmt has no Print RT', 'Comments', and 'From agmt has no Specific list'. 'OK' and 'Cancel' buttons are at the bottom right.

- Enter the IPI of the Assigning Parties you’re creating agreements for using the <tab> key after each entry. (It is possible to type in the name and then choose the party from Right Holders but we do recommend the use of the IPI in this instance.)
- “Select Item(s) to Copy” - tick the items you wish to copy from the original registration. At least one right is mandatory.
- Click “OK” and you will be taken to a new agreement screen for the first clone. If both parties are foreign it will firstly ask you if it is for APRA territory and once you’ve clicked on Yes or No, you will be in the new agreement where you can check the details.
- Click “OK” or “Save” to confirm all the details. If you have more than one clone and have clicked “OK”, the system will then tell you that you have X amount of clones outstanding and ask if you wish to discard these. Click “No” unless you don’t wish to proceed with cloning.
- You will then be given the identifier for that agreement and on clicking “OK” be taken to the next agreement to be cloned.

You may be asked by the system if you wish all the items you have just cloned to be Associated. This would mean that you can only make changes to the original agreement and the system would automatically update the details of all the clones. It can be useful to you in a band or other

situation where you are confident that when one agreement changes, they will all change. However, if you feel that you may need to change details individually on any of the clones, it is best not to associate them.

If you have any problems using the Agreements system, please contact your Publisher Representative or publisher@apra.com.au for assistance.