



# RoyaltyShare™

Royalty Solutions for a Digital World

## RoyaltyShare User Guide

## Sales File Management Process

A step-by-step guide to uploading and processing sales files for digital aggregated output files and royalty runs.

Last Updated: February 4<sup>th</sup>, 2010

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## Introduction to the Sales File Management Process

Sales data in the digital age can be overwhelming. Online services selling your content provide their own specialized sales files, all in different formats, all on different schedules. You need your sales data consolidated for royalty processing, and you need to report sales on your own schedule.

RoyaltyShare's Digital Advantage platform makes processing digital sales easy. In a few simple steps, you can create a sales period with all the files you need to process – for the month, for the quarter, for the year – and close the sales to create versatile reports for your royalty purposes.

Closing a sales period also makes sales available for Digital Advantage's royalty processing applications. Once closed, sales will appear as part of your next artist, mechanical, or label royalty run. And for artist and mechanical royalties, you can include all of your physical sales as well.

Included in this update are some simple step-by-step instructions you can follow to create and close a sales period. We've included some helpful tips along the way, as well as our best suggested practices for a final review before you close your sales period.

If you have any additional questions, please feel free to contact us by emailing [support@royaltyshare.com](mailto:support@royaltyshare.com). We look forward to hearing from you!

~ The RoyaltyShare Support Team

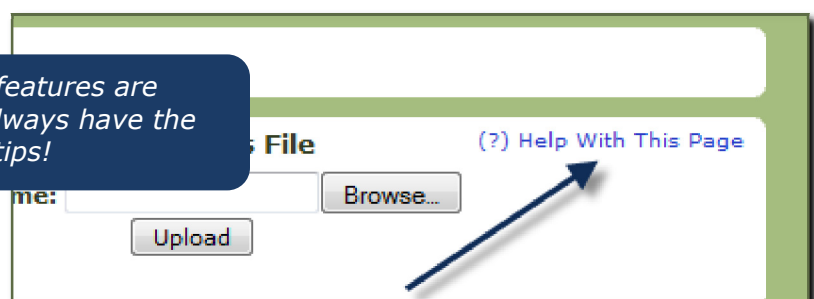
## Help Pages on your RoyaltyShare Website

Additional information about the Revenue tab and other areas related to sales file management can be found in your RoyaltyShare site in our help pages.

You can access help for any page by clicking on the "(?) Help With This Page" link located at top right of the page you are viewing.

In our help pages, you'll find detailed definitions and descriptions of page elements, along with more in depth descriptions of system functionality.

*Help pages are updated as new features are added to our system, so you'll always have the latest information at your fingertips!*

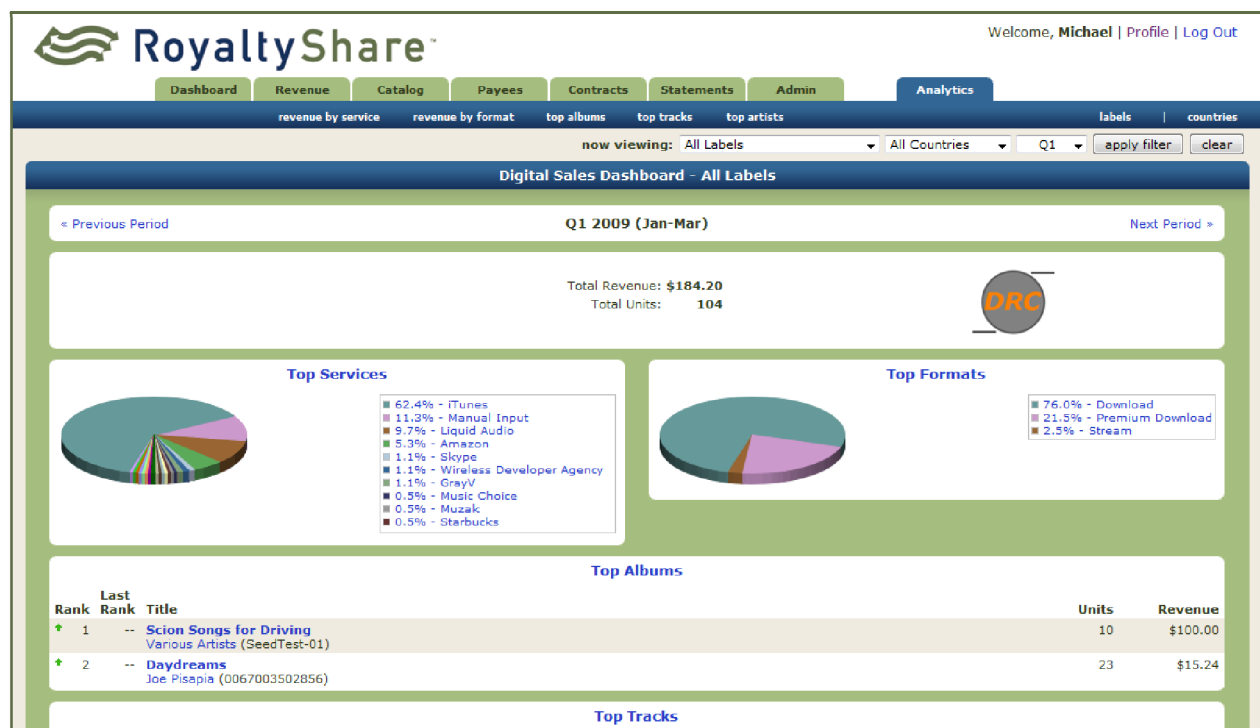


# 1. Add Sales Information

Uploading and processing digital and physical sales files is the first step to populating your sales period with the information you need to create a digital aggregated output file or a royalty run.

RoyaltyShare supports hundreds of sales files formats, allowing you to easily upload and process your sales. Our import system is based on the specifications of files as created by services and distributors, and does not allow for manual entry of additional fields. In addition, RoyaltyShare provides standard templates for importing digital and physical sales, available on request.

Digital Advantage also provides you with analytics information based on the sales you process. The Analytics tab in your RoyaltyShare website is updated every day with all sales information uploaded from the last 24 hour period.

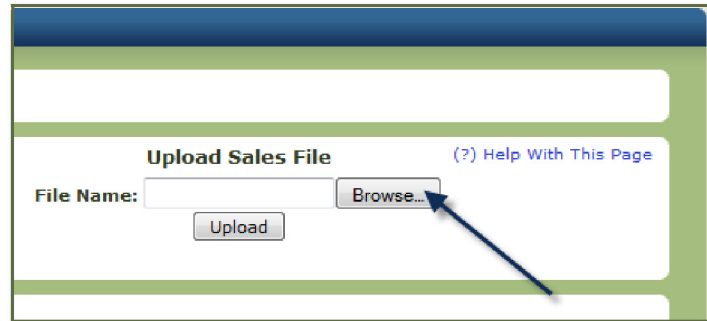


For these charts and graphs to display the most current information, and to ensure that you have time to review all sales files information before any deadlines, we encourage you to upload your sales files as soon as they are available.

## 1.1 Upload Sales Files

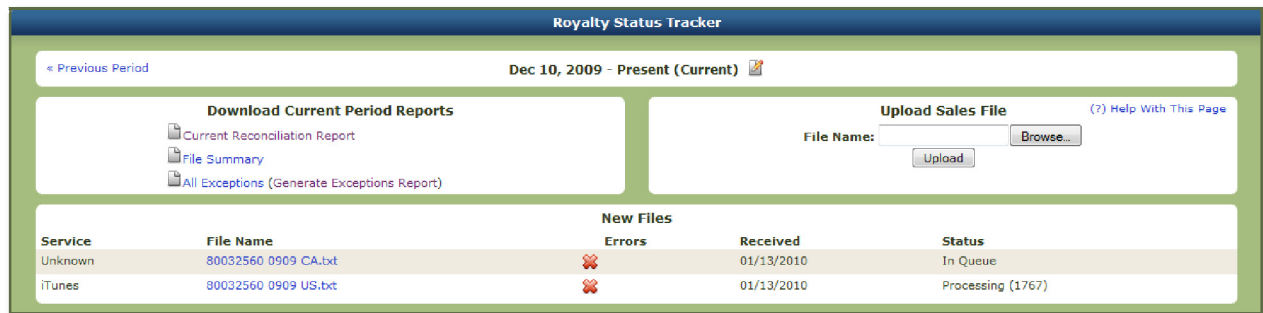
To upload sales files:

1. Go to the Revenue tab of your RoyaltyShare website.
2. The 'Upload Sales File' section appears at the top right. Click 'Browse' to locate the sales file you want to upload.



Sales files in text (.txt, .csv, .tsv) and Excel 97 – 2003 (.xls,) formats can be uploaded. Summary files of any kind as well as detailed sales files in PDF, Word, zipped folders, and Excel 2007 (.xlsx) files cannot be processed and are automatically rejected by the system.

3. Click "Upload" once the file is selected. The file will appear in the New Files section as in queue for processing.



4. Continue uploading additional sales files, or refresh the page to see the progress of the file. Once all records have processed, the file will move to the Open Files section, and its sales become eligible for closing in the current period.

| Open Files                                                               |                                                                      |       |            |        |                |             |         |         |      |        |
|--------------------------------------------------------------------------|----------------------------------------------------------------------|-------|------------|--------|----------------|-------------|---------|---------|------|--------|
| Now Viewing: Current Files with 25 files per page <a href="#">Update</a> |                                                                      |       |            |        |                |             |         |         |      |        |
| 25 files - Page 1 of 1                                                   |                                                                      |       |            |        |                |             |         |         |      |        |
| Service                                                                  | File Name                                                            | Notes | Received   | Units  | Dist. Fee      | Revenue     | Records | Initial | Left | Status |
| Amazon                                                                   | BEGI Summary Statement-July09 USA.xls                                | ✖     | 01/14/2010 | 13,252 |                | \$42,141.40 | 2,383   | 2,383   | 0    | Finish |
| eMusic                                                                   | 17252-L-Q407-D-US-DEMO Errors-a.xls                                  | ✖     | 09/04/2008 | 9,430  |                | \$2,745.62  | 289     | 8       | 0    | Finish |
| iTunes                                                                   | 80028268 1207 US - Demo Q4.xls                                       | ✖     | 09/04/2008 | 32,590 |                | \$22,813.00 | 293     | 0       | 0    | Finish |
| iTunes                                                                   | 80082671 0709 AU Demo.xls                                            | ✖     | 11/20/2009 | 69     | (\$109.31 AUD) | \$81.98     | 51      | 50      | 50   | Finish |
| Liquid Audio                                                             | CP DRC Non-Kiosk Financial statement for dates 10012007 12312007.xls | ✖     | 09/04/2008 | 607    |                | \$505.70    | 287     | 0       | 0    | Finish |
| MediaNet                                                                 | WW MNet DRC 2007-01-01 2007-12-31 Plays DemoQ4.xls                   | ✖     | 09/04/2008 | 1,538  |                | \$0.00      | 293     | 0       | 0    | Finish |
| MediaNet                                                                 | WW MNet DRC 2007-10-01 2007-12-31 Albums DemoQ4.xls                  | ✖     | 09/04/2008 | 153    |                | \$0.00      | 22      | 0       | 0    | Finish |
| MediaNet                                                                 | WW MNet DRC 2007-10-01 2007-12-31 PDL Demo.xls                       | ✖     | 09/04/2008 | 4,985  |                | \$3,005.00  | 293     | 0       | 0    | Finish |

## 1.2 Invalid Sales Files

| New Files |                            |                     |            |         |
|-----------|----------------------------|---------------------|------------|---------|
| Service   | File Name                  | Errors              | Received   | Status  |
| Unknown   | MuziPlay Sales Oct2009.xls | File not identified | 01/13/2010 | Invalid |

If your sales file appears as "Invalid" in the New Files section you have uploaded a sales file format that RoyaltyShare currently does not support, or a format that has recently changed.

1. First, check to see that you have uploaded the original sales file from the service or distributor, and you have not manually altered the file in anyway. Because RoyaltyShare creates the importing process for sales files based on specification directly from services and distributors, we cannot accept altered files.
2. If your file is still invalid, you can notify us by sending an inquiry to [support@royaltyshare.com](mailto:support@royaltyshare.com).

## 1.3 License Income (Artist Royalties Only)

The "License Income" section allows users to manually enter sales information for master use income by creating sales files that connect sales directly to contracts, albums, and tracks. This type of income can only be applied to artist royalties.

| License Income (Manual Entry) |                     |       |            |       |            |        | <a href="#">Add File</a> |  |
|-------------------------------|---------------------|-------|------------|-------|------------|--------|--------------------------|--|
| Type                          | File Name           | Notes | Date Added | Units | Revenue    | Status |                          |  |
| License Income                | Q209 License Income |       | 11/05/2009 | 100   | \$2,000.00 | Finish |                          |  |
| License Income                | Q309 License Income |       | 11/03/2009 | 20    | \$200.00   | Finish |                          |  |

[Finish Selected Files](#)

By clicking the "Add File" button in the "License Income" section of the Royalty Status tracker, the user is taken to the "Edit License Income" page where new manual sales transactions can be added.

Edit License Income

Enter license income information here. [\(?\) Help With This Page](#)

\*File Name:

| # | *Date      | Units | *Amount     | Album | Track | Contract         | *Income Type | Memo | Delete                   |
|---|------------|-------|-------------|-------|-------|------------------|--------------|------|--------------------------|
| 1 | 08/01/2009 | 100   | \$ 2,000.00 |       |       | (ct56422) Alexis | Film/TV      |      | <a href="#">Add Line</a> |

\*Required field

Update

Return to Revenue Tab

## 1.4 Verify Unit and Revenue Totals

We recommend that you review all unit and revenue totals for all files after they are uploaded. If you were given a summary statement, or if the service provided any other information to you about payment to process, review the totals to ensure you are processing the revenue and units you expected.

To review unit and revenue totals for all files available in the Open Files section, download the Current Reconciliation Report from the Download Current Reports section of the tracker page.

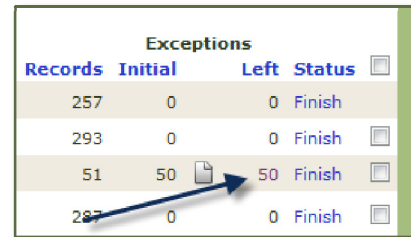


For a quick review of files that have not yet been finished for the first time, download the File Summary report from the Download Current Period Reports section.

## 2. Match Exceptions

When sales files are processed, your RoyaltyShare site automatically matches sales records to your catalog data based on the information provided by the service or distributor. Occasionally, the information provided by services differs slightly from catalog data due to misspelled words or altered identifiers. If this occurs, you will need to resolve these exceptions by viewing the sales record and choosing the best available product from your catalog data.

1. On the Revenue tab in the Open Files section, locate a sales file that shows a number greater than zero (0) in the "Exceptions / Left" column. This number shows the current exceptions for the file.
2. Click on this number link in the "Exceptions / Left" column to go to the Resolve Exceptions page for the file.
3. At the top of the Resolve Exceptions page, you will see information about the sales file, followed by a record of sales data that could not be automatically matched to your catalog.



| Exceptions |         |      |        |
|------------|---------|------|--------|
| Records    | Initial | Left | Status |
| 257        | 0       | 0    | Finish |
| 293        | 0       | 0    | Finish |
| 51         | 50      | 50   | Finish |
| 287        | 0       | 0    | Finish |

Resolve Exceptions

80082671\_0709\_AU\_Demo.xls

Service: iTunes

Records: 51

Exceptions (Left/Initial): 50/50

Line # 3

Go

(?) Help With This Page

| Type  | Artist | Album | Track                     | ISRC         | UPC | Track# | Client ID    | Vendor ID |
|-------|--------|-------|---------------------------|--------------|-----|--------|--------------|-----------|
| Track | Tiesto |       | 10 Seconds Before Sunrise | USHIX0700098 |     |        | USHIX0700098 | 320277988 |

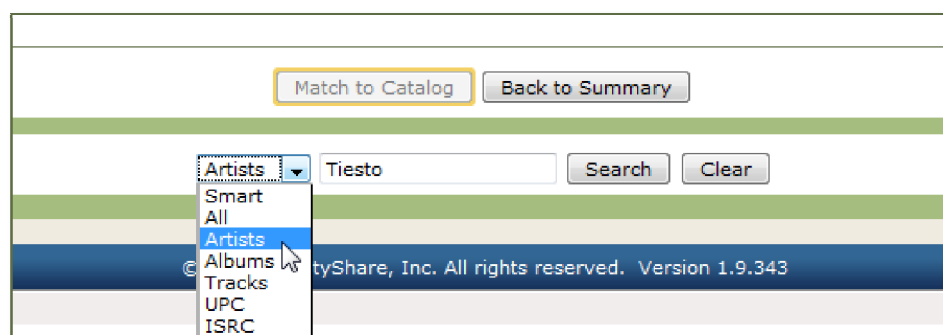
Suggested Track Matches

Next Exception »

Next »

| Choose                | Artist | Album            | Track                      | ISRC         | UPC          | Track# | Catalog | Client ID |
|-----------------------|--------|------------------|----------------------------|--------------|--------------|--------|---------|-----------|
| <input type="radio"/> | Tiesto | Elements of Life | Ten Seconds Before Sunrise | USHIX0700098 | 617465151521 | 2      | 1003-1  | 5522      |

4. Select a product from the 'Suggested Track Matches' section, or search your catalog data to find the best match. The search function at the bottom of the Resolve Exceptions page allows you to more deeply explore your catalog.



Artists

Smart  
All  
Artists  
Albums  
Tracks  
UPC  
ISRC

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Note that exceptions may also be an indication of missing catalog data in your RoyaltyShare website. Be sure to add any missing data through the Catalog tab.

- Once you've selected a product to match the sales record to, click the 'Match to Catalog' button.

The screenshot shows the 'Resolve Exceptions' window. At the top, it displays '80082671\_0709\_AU\_Demo.xls Service: iTunes Records: 51 Exceptions (Left/Initial): 50/50 Line # 3'. Below this is a table with columns: Type, Artist, Album, Track, ISRC, UPC, Track#, Client ID, and Vendor ID. The first row shows a track by Tiesto, '10 Seconds Before Sunrise'. Below this is a section titled 'Suggested Track Matches' with a sub-header '1 audio result found for 'Tiesto''. It contains a table with columns: Choose, Artist, Album, Track, ISRC, UPC, Track#, Catalog, and Client ID. The first row is selected, showing Tiesto's 'Elements of Life' track. At the bottom, there are buttons: 'Match to Catalog' (circled in blue), 'Back to Summary', 'Return To Suggestions', and a search bar with 'Tiesto' entered.

- Resolving an exception will move you forward to the next exception in the sales file, or you can skip to the next exception by clicking the 'Next Exception' link.

## Matching FAQs

**What is a "Smart" search?** A Smart search restricts the search to fields where the text appears in the sales line. For example, if the sales line contains the word "blue" in the artist and album field, a smart search for "blue" will show any record that contains "blue" in the artist field, the album field, or both.

The screenshot shows the 'Suggested Track Matches' section of the interface. It displays '3 audio results found for 'sunrise''. The table lists three results: Kurt Elling's 'Nightmoves', Tiesto's 'Elements of Life', and Tiesto's 'Hits of DRC'. At the bottom, there are buttons: 'Match to Catalog', 'Back to Summary', 'Return To Suggestions', and a search bar with 'Smart' selected and 'sunrise' entered. The 'Smart' dropdown is circled in blue.

### Why am I unable to find tracks or albums in catalog data available for matching?

Search for the album on the Catalog tab and check to see that the appropriate product has been created for the type of sale you are matching. If you are matching digital sales, you must have a digital product for that album in the system. If you are matching physical sales, you must have a physical product.

**RoyaltyShare** Welcome, Michael | Profile | Log Out

Dashboard Revenue **Catalog** Payees Contracts Statements Admin Analytics

Add New: Album Go Search: Albums/Tracks

#### View Album

**Album**

**Title:** Elements of Life **Catalog #:** 1003-1  
**Artist:** Tiesto **Label:** DRC Incorporated  
**Genre:** Electronica/Dance **Album Status:** Active  
**Advisory:** N/A **Album Data:** Distribution Ready  
**(C) Line:** 2007 DRC Incorporated **Cleared for Distribution:** Yes  
**(P) Line:** 2007 DRC Incorporated  
**Product Type:** CD,DA  
**Client Album ID:** 5522

Last Modified: 09/21/2009 4:26:57 PM by Tim Lofink [Edit Album](#)

Main **Contracts (12)** **CA Licenses (1)** **US Licenses (18)** **Distribution (1)**

#### Tracks

| Track | Name                       | Length | Artist | Parental Advisory | Media Type | Actions              |
|-------|----------------------------|--------|--------|-------------------|------------|----------------------|
| 01    | Everything                 | 07:01  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 02    | Ten Seconds Before Sunrise | 07:31  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 03    | Do You Feel Me             | 06:03  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 04    | Carpe Noctum               | 07:03  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 05    | Driving To Heaven          | 04:42  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 06    | Sweet Things               | 05:42  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 07    | Bright Morningstar         | 08:19  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 08    | Break My Fall              | 07:14  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 09    | In The Dark                | 04:36  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 10    | Dance4Life                 | 05:18  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |
| 11    | Elements Of Life           | 08:25  | Tiesto | N/A               | Audio      | <a href="#">Edit</a> |

[Edit Tracks](#) [Add Track](#)

#### Products

| Type | Product ID | UPC          | Release Date | Status | Actions              |
|------|------------|--------------|--------------|--------|----------------------|
| CD   | 2003       | 617465151521 | 04/10/2005   | Active | <a href="#">Edit</a> |
| DA   | 2003       | 617465151521 | 04/10/2006   | Active | <a href="#">Edit</a> |

[Add Product](#)

[Back to Albums](#)

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If you already have the needed digital or physical product type created for the album, click into the product to make sure all relevant tracks are included. You cannot match to a track that is not included on a product.

**Product Entry**

**Album**

| Title            | Catalog # | Artist | Label            | Status |
|------------------|-----------|--------|------------------|--------|
| Elements of Life | 1003-1    | Tiesto | DRC Incorporated | Active |

**Product**

Enter product information here.

\*Type: DA Release Date: 04/10/2006  
 Product ID: 2003 Status: Active  
 \*UPC: 617465151521

\*Required field

**Prices**

Enter price information here.

Full: Choose... Album download: Choose...  
 Mid: Choose... Track download: Choose...  
 Budget: Choose...  
 Promo: Choose...  
 Default: Full

**Tracks**

| Status       | Available for Purchase Only | Track | Name                       | Length | Media Type | *Disc # | *Disc Track |
|--------------|-----------------------------|-------|----------------------------|--------|------------|---------|-------------|
| Not Included | No                          | 02    | Ten Seconds Before Sunrise | 07:31  | Audio      | 1       | 1           |
| Included     | No                          | 01    | Everything                 | 07:01  | Audio      | 1       | 2           |
| Bonus        | No                          | 03    | Do You Feel Me             | 06:03  | Audio      | 1       | 3           |
| Not Included | No                          | 04    | Carpe Noctum               | 07:03  | Audio      | 1       | 4           |
| Included     | No                          | 05    | Driving To Heaven          | 04:42  | Audio      | 1       | 5           |
| Included     | No                          | 06    | Sweet Things               | 05:42  | Audio      | 1       | 6           |
| Included     | No                          | 07    | Bright Morningstar         | 08:19  | Audio      | 1       | 7           |
| Included     | No                          | 08    | Break My Fall              | 07:14  | Audio      | 1       | 8           |
| Included     | No                          | 09    | In The Dark                | 04:36  | Audio      | 1       | 9           |
| Included     | No                          | 10    | Dance4Life                 | 05:18  | Audio      | 1       | 10          |
| Included     | No                          | 11    | Elements Of Life           | 08:25  | Audio      | 1       | 11          |

\*Required field

Update Return to Product

Also, be sure you have the correct media type for the track in the system. Video sales can only match to video results, and audio sales can only match to audio results.

Media type can be adjusted on the Edit Tracks page, accessible through the edit links next to individual tracks on the main album page, or by clicking the Edit Tracks button.

**Edit Tracks**

Enter track information here.

| *Track # | *Name                      | Length | Artist | Parental Advisory | Media Type | ISRC         |
|----------|----------------------------|--------|--------|-------------------|------------|--------------|
| 1        | Everything                 | 07:01  | Tiesto | None              | Audio      | USHIX0700099 |
| 2        | Ten Seconds Before Sunrise | 07:31  | Tiesto | None              | Audio      | USHIX0700098 |
| 3        | Do You Feel Me             | 06:03  | Tiesto | None              | Audio      | USHIX0700100 |
| 4        | Carpe Noctum               | 07:03  | Tiesto | None              | Audio      | USHIX0700101 |
| 5        | Driving To Heaven          | 04:42  | Tiesto | None              | Audio      | USHIX0700102 |

**Can I undo a match?** Yes. Click the 'previous' link to go back to the matched record you would like to undo. At the bottom of the page, you will see a message that says "This sale has been matched" and a button that says Undo Match. Click this button to undo your work.

The screenshot shows the 'Resolve Exceptions' interface. At the top, it displays '80082671\_0709\_AU\_Demo.xls', 'Service: iTunes', 'Records: 51', 'Exceptions (Left/Initial): 49/50', and 'Line # 7'. Below this is a table with columns: Type, Artist, Album, Track, ISRC, UPC, Track#, Client ID, and Vendor ID. The first row shows a match for 'Marc Carroll' with the track 'You Saved My Life (Again Last Night)'. Below this is a section titled 'Current Match' with columns: Artist, Album, Track, ISRC, UPC, Track#, Catalog, and Client ID. The first row shows a match for 'Tiesto' with the album 'Elements of Life' and track 'Elements Of Life'. At the bottom of the interface, a message states 'This sale has been matched.' and there is a button labeled 'Undo Match' which is circled in blue. Other buttons include 'Back to Summary' and 'Next Exception'.

Note that only manual matches can be undone, and they can only be undone on the day they were originally matched.

**What are remembered matches?** Once a sales line is manually matched, the association made between the combination of sales information and catalog data is remembered by the RoyaltyShare system. All other sales lines with that exact information will be automatically matched to the catalog when new files are imported moving forward.

Remembered matches are at the service level, meaning, for example, that matches made for iTunes do not affect matches made for Napster. Each service has a unique reporting format, and to ensure accuracy, similar matches may have to be made against multiple services.

Remembered matches are automatically applied to all files currently uploaded to the Royalty Status Tracker, usually reducing the overall number of exceptions during a nightly process.

**Why are my matches not remembered?** Matches are remembered as long as the sales transaction shows a minimum amount of information. For digital track matches to be remembered, services must report a track title with an artist name or ISRC. For digital albums, services must report an album title and artist name or UPC for the match to be remembered. Most services operating today report this information and more.

In addition to requiring an album title and artist name or UPC, matches for physical products require that the album title and UPC (if present) contain similar information for the match to be remembered. For example, matching a physical sale for the album "The Lonely River" to an album in your catalog data called "Lonely River" would be remembered, but matching a sale for the album "The Lonely River" to "The Longest Time" would not.

Should a sales line not contain enough information to be remembered, the match will have to be made again each time the service or distributor reports. However, revisions to

reporting may be improved by the service over time and lead to more accurate and remembered matches at a later date.

**Where can I find reports on my outstanding exceptions?** Reports for exceptions can be found on the Royalty Status Tracker. You can download an Excel file of all exceptions for a given file by clicking on the page icon in the "Exceptions" field.

| Open Files                                               |                                                                      |       |            |        |                |             |         |                    |      |        |
|----------------------------------------------------------|----------------------------------------------------------------------|-------|------------|--------|----------------|-------------|---------|--------------------|------|--------|
| Now Viewing: Current Files with 25 files per page Update |                                                                      |       |            |        |                |             |         |                    |      |        |
| 25 files - Page 1 of 1                                   |                                                                      |       |            |        |                |             |         |                    |      |        |
| Service                                                  | File Name                                                            | Notes | Received   | Units  | Dist. Fee      | Revenue     | Records | Exceptions Initial | Left | Status |
| Amazon                                                   | BEGI Summary Statement-July09 USA.xls                                |       | 01/14/2010 | 13,252 |                | \$42,141.40 | 2,383   | 2,383              | 0    | Finish |
| eMusic                                                   | 17252-L-Q407-D-US-DEMO Errors-a.xls                                  |       | 09/04/2008 | 9,430  |                | \$2,745.62  | 289     | 8                  | 0    | Finish |
| iTunes                                                   | 80028268 1207 US - Demo Q4.xls                                       |       | 09/04/2008 | 32,590 |                | \$22,813.00 | 293     | 0                  | 0    | Finish |
| iTunes                                                   | 80082671 0709 AU Demo.xls                                            |       | 11/20/2009 | 69     | (\$109.31 AUD) | \$81.98     | 51      | 50                 | 50   | Finish |
| Liquid Audio                                             | CP DRC Non-Kiosk Financial statement for dates 10012007 12312007.xls |       | 09/04/2008 | 607    |                | \$505.70    | 287     | 0                  | 0    | Finish |
| MediaNet                                                 | WW MNet DRC 2007-01-01 2007-12-31 Plays DemoQ4.xls                   |       | 09/04/2008 | 1,538  |                | \$0.00      | 293     | 0                  | 0    | Finish |
| MediaNet                                                 | WW MNet DRC 2007-10-01 2007-12-31 Albums DemoQ4.xls                  |       | 09/04/2008 | 153    |                | \$0.00      | 22      | 0                  | 0    | Finish |
| MediaNet                                                 | WW MNet DRC 2007-10-01 2007-12-31 PDL Demo.xls                       |       | 09/04/2008 | 4,985  |                | \$3,005.00  | 293     | 0                  | 0    | Finish |

A complete report of all exceptions on the Royalty Status Tracker can be generated from the "Download Current Reports" section of the Royalty Status Tracker.

Royalty

« Previous Period

Dec 10, 2009 -

Download Current Period Reports

Current Reconciliation Report

File Summary

All Exceptions (Generate Exceptions Report)

Service

File Name

Unknown

MuziPlay Sales Oct2009.xls

Download Current Period Reports

Current Reconciliation Report

File Summary

File generating... (Generate Exceptions Report)

X2

0.7425

|    | M                  | N                                 | O                    | P          | Q         | R     | S        | T        | U          | V       | W        | X             |
|----|--------------------|-----------------------------------|----------------------|------------|-----------|-------|----------|----------|------------|---------|----------|---------------|
| 1  | artist_name        | album_name                        | track_name           | label_name | track_num | units | price    | currency | conversion | country | line_num | usd_ext_price |
| 2  | Tiesto             | 10 Seconds Before Sunrise         | DRC Incorporated     |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 3        | 0.7425        |
| 3  | White Light Parade | Burn It Down                      | Split Records        |            | 2         |       | 0.99 AUD |          | 0.75 AU    |         | 4        | 1.485         |
| 4  | Marc Carroll       | Crashpad Number                   | High Noon Recordings |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 5        | 0.7425        |
| 5  | White Light Parade | Wake Up                           | Split Records        |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 6        | 0.7425        |
| 6  | Marc Carroll       | You Saved My Life (Again)         | High Noon Recordings |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 7        | 0.7425        |
| 7  | DJ Bang            | The B.E.A.T. (Brian Heath's B)    | Perspex Recordings   |            | 1         |       | 0.99 AUD |          | 0.75 NZ    |         | 8        | 0.7425        |
| 8  | Mujava             | Township Funk (Boy 8 Bit)         | Re This Is Music     |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 9        | 0.7425        |
| 9  | We Have Band       | You Came Out                      | Kill Em All          |            | 4         |       | 0.99 AUD |          | 0.75 AU    |         | 10       | 2.97          |
| 10 | We Have Band       | You Came Out (Stereogamus)        | Kill Em All          |            | 1         |       | 0.99 AUD |          | 0.75 AU    |         | 11       | 0.7425        |
| 11 | Dogs               | Tall Stories from Under the Table | Weekender Records    |            | 1         |       | 3.99 AUD |          | 0.75 AU    |         | 12       | 2.9925        |
| 12 | The Hours          | Big Black Hole                    | LeCood Ltd           |            | 1         |       | 0.99 AUD |          | 0.75 NZ    |         | 12       | 0.7425        |

Before downloading, click the "Generate Exceptions Report" link to ensure the report is up-to-date and excludes any recent matching activity.

Once downloaded, you can use the report to better understand your exceptions. You can analyze unmatched data by service, artist, album, or even by revenue pending for each exception, allowing you organize exceptions from highest revenue to lowest.

 RoyaltyShare

### 3. Update Revenue Information

To accurately reflect revenue received from services, you may need to update the revenue information for sales files uploaded to your RoyaltyShare site. Below are the options available to users to enter or update revenue information for sales files on the revenue tab.

#### 3.1 Enter a Revenue Total

Certain digital services produce sales files that detail only unit information by product, providing a separate summary of information showing lump sum payments by file. This most commonly occurs with streaming sales, where a label can be paid not by individual stream or play, but by their percentage of overall activity for a service.

When a sales file does not contain revenue information in the detail, you will be required to enter a revenue amount for the file before it can be finished.

1. Locate the sales file in the Open Files section of the Royalty Status Tracker. If no revenue is present in the detail of the sales file, the Revenue field will appear as a link for "\$0.00."

**Open Files**

▼ with 25 ▼ files per page

files - Page 1 of 1

| Received   | Units | Dist. Fee | Revenue ▲              | Records | Initial | Exception |
|------------|-------|-----------|------------------------|---------|---------|-----------|
| 09/04/2008 | 1,538 |           | <a href="#">\$0.00</a> | 253     | 0       |           |
| 09/04/2008 | 153   |           | <a href="#">\$0.00</a> | 22      | 0       |           |
| 01/14/2010 | 239   |           | <a href="#">\$0.00</a> | 5       | 5       |           |

**Input Revenue**

File Name: **WW\_MNet\_DRC\_2007-01-01\_2007-12-31\_Plays\_DemoQ4.xls**  
 Service: **MediaNet**  
 Sales Period: **01/01/2007 - 12/31/2007**  
 Received: **09/04/2008**  
 Units: **1,538**

Revenue in USD:

By selecting the link you will be taken to the "Input Revenue" page. You will see details from the sales file displayed, including file name, service, and the number of units in the file. At the bottom of the page, you will see a field to enter revenue in the base currency of your site.

2. Enter the total revenue amount in your base currency for the file. The revenue amount entered will be allocated evenly across all payable sales in the file (i.e., those not categorized by the service as "free", such as free streams), based on the units associated with each record.
3. After you have entered the total revenue for the file, click the "Update Revenue" button to save and return to the Royalty Status Tracker.

## 3.2 Conversion Rates

The base currency of our RoyaltyShare website is based on the currency you operate in for paying royalties. Statements appear in this currency, as well as aggregated output files and reconciliation reports.

Certain digital services may operate and report in a currency different from your base currency, causing them to appear without a final revenue amount on the Royalty Status Tracker when uploaded. These files require you to enter a conversion rate to fully process the sales.

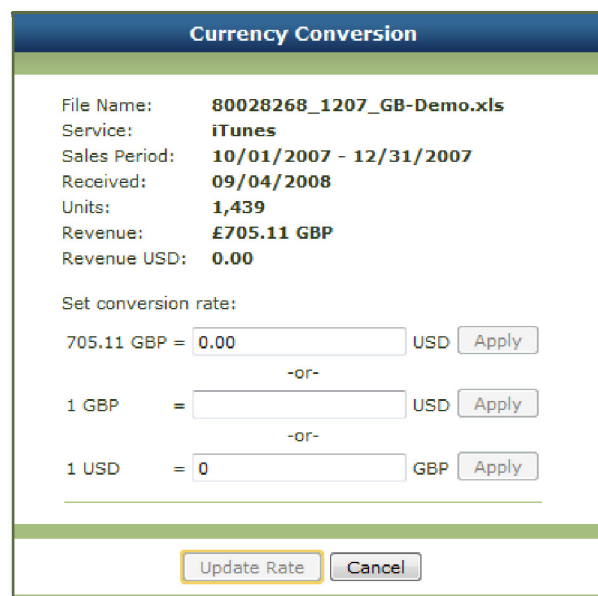
1. Locate the file you need to update in the Open Files section of the Royalty Status Tracker. If a conversion rate is needed, the foreign revenue amount will appear in parentheses in the Revenue field, next to a link for a base currency amount of "\$0.00."



| Received   | Units  | Dist. Fee | Revenue                                | Records | Initial |
|------------|--------|-----------|----------------------------------------|---------|---------|
| 09/04/2008 | 9,430  |           | \$27,421.52                            | 289     | 8       |
| 09/04/2008 | 692    |           | \$1,061.04                             | 273     | 0       |
| 09/04/2008 | 1,439  |           | (£705.11 GBP) <a href="#">\$0.00</a>   | 257     | 0       |
| 09/04/2008 | 32,590 |           | \$22,813.00                            | 293     | 0       |
| 11/20/2009 | 69     |           | (\$109.31 AUD) <a href="#">\$81.98</a> | 51      | 50      |

2. By selecting the link you will be taken to the "Currency Conversion" page. You will see details from the sales file displayed, including file name, service, and the number of units in the file. At the bottom of the page, you will see a section called "Set conversion rate."
3. Choose from one of three methods to set the conversion rate for the file:

- a. Enter the total payment received for the sales file in the base currency of the site.
- b. Enter a conversion rate for the currency in the sales file to the currency of the site.
- c. Enter a conversion rate for the base currency of the site to the currency in the sales file.



**Currency Conversion**

File Name: **80028268\_1207\_GB-Demo.xls**  
 Service: **iTunes**  
 Sales Period: **10/01/2007 - 12/31/2007**  
 Received: **09/04/2008**  
 Units: **1,439**  
 Revenue: **£705.11 GBP**  
 Revenue USD: **0.00**

Set conversion rate:

705.11 GBP =  USD

-or-

1 GBP =  USD

-or-

1 USD =  GBP

4. Once an entry has been made in one of the three available conversion fields, the "Apply" button will be available. Click "Apply" for the system to derive the value of the unpopulated fields.
5. Once a rate has been applied to all three fields, the "Update Rate" button will be available. Click this button to save changes and return to the Royalty Status Tracker.

**Currency Conversion**

File Name: 80028268\_1207\_GB-Demo.xls  
 Service: iTunes  
 Sales Period: 10/01/2007 - 12/31/2007  
 Received: 09/04/2008  
 Units: 1,439  
 Revenue: £705.11 GBP  
 Revenue USD: 0.00

Set conversion rate:

705.11 GBP = 1,124.65 USD

-or-

1 GBP = 1.5950 USD

-or-

1 USD = 0.62695925 GBP

### 3.3 Distribution Fees

Fees for digital distribution are often taken as a percentage of sales, and most digital distributors operating today clearly show this information in the detail of the sales files they produce. However, you may be working with a distributor who takes fees as a lump sum off your final payment, or have historical sales files that did not include the appropriate revenue deductions.

Having the appropriate percentage deducted from sales information can be crucial to avoid overpayment, and RoyaltyShare provides a solution for managing these additional fees through Royalty Status Tracker.

1. Locate the file you need to update with a distribution fee in the Open Files section of the Royalty Status Tracker. If the service is a recognized distributor, a link will be available in the "Dist. Fee" field, initially appearing as the word "none."
2. By selecting the link you will be taken to the "Distribution Fee Entry" page. You will see details from the sales file displayed, including file name, service, and the number of units in the file.

**Open Files**

with 25 files per page

25 files - Page 1 of 1

| Received   | Units | Dist. Fee     | Revenue     |
|------------|-------|---------------|-------------|
| 01/14/2010 | 239   |               | \$0.00      |
| 05/26/2009 | 2,825 | none          | \$18,887.43 |
| 09/04/2008 | 1,439 | (£705.11 GBP) | \$0.00      |
| 01/14/2010 | 259   | (€177.15 EUR) | \$0.00      |



**Distribution Fee Entry**

File Name: **Fontana\_Digital\_Albums-11\_30\_08.xls**  
Service: **FontanaDigital**  
Sales Period: **11/01/2008 - 11/30/2008**  
Received: **05/26/2009**  
Units: **2,825**

**Format: Download**

Distribution Fee (%) : 0.00

**Update Distribution Fee** **Cancel**

3. If only one sales format appears in the file, you will see the format noted, and below it, a field for entering a distribution fee as a percentage (%). Enter the percentage of revenue that needs to be taken from the revenue total.
4. If multiple sales formats appear in the file, below the sales file details, you will see a section called "Apply distribution fee to," with two options for applying fees:
  - a. To apply the same distribution fee percentage to all formats, select "All Formats." Once selected, a distribution fee can be entered in the space provided for all formats.



Apply distribution fee to:

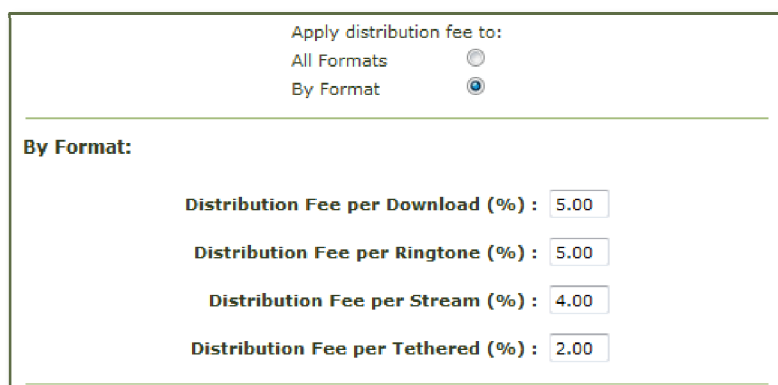
All Formats ☒

By Format ☐

**All Formats:**

Distribution Fee (%) : 4.178

- b. To apply different distribution fees to each format appearing in the file, select "By Format." This will expand the entries available for applying a distribution fee to all formats found in the file. Individual distribution fee percentages can then be applied to every recognized format in the sales file.



Apply distribution fee to:

All Formats ☐

By Format ☒

**By Format:**

Distribution Fee per Download (%) : 5.00

Distribution Fee per Ringtone (%) : 5.00

Distribution Fee per Stream (%) : 4.00

Distribution Fee per Tethered (%) : 2.00

5. After you have entered the appropriate distribution fee(s) for the file, click the "Update Distribution Fee" button to save and return to the Royalty Status Tracker.

The distribution fee will show in the Open Files section under the "Dist. Fee" column, and a flyover text will appear when you hover over the fee, showing the formats the fee was applied to and the adjusted revenue for the file.

Open Files

nt Files with 25 files per page Update

25 files - Page 1 of 1

| Notes                                                                             | Received   | Units  | Dist. Fee                                                                                                                                                                                           | Revenue     | Records  | Initial | Exceptions                                                                          | Left | Status |
|-----------------------------------------------------------------------------------|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|---------|-------------------------------------------------------------------------------------|------|--------|
|  | 05/26/2009 | 2,825  | 10.00%                                                                                                                                                                                              | \$18,887.43 | 248      | 248     |  | 248  | Force  |
|  | 08/28/2009 | 2,207  | 5.00%...                                                                                                                                                                                            | \$133.42    | 413      | 413     |  | 413  | Force  |
|  | 09/04/2008 | 692    | <div>5.00% Distribution Fee for Download<br/>5.00% Distribution Fee for Ringtone<br/>4.00% Distribution Fee for Stream<br/>2.00% Distribution Fee for Tethered<br/>Adjusted Revenue: \$127.85</div> |             |          | 0       |                                                                                     | 0    | Finish |
|  | 09/04/2008 | 9,430  |                                                                                                                                                                                                     |             |          | 8       |                                                                                     | 0    | Finish |
|  | 09/04/2008 | 1,439  |                                                                                                                                                                                                     |             |          | 0       |                                                                                     | 0    | Finish |
|  | 09/04/2008 | 32,590 |                                                                                                                                                                                                     |             |          | 0       |                                                                                     | 0    | Finish |
|  | 09/04/2008 | 607    |                                                                                                                                                                                                     |             | \$505.70 | 287     | 0                                                                                   |      | 0      |

## 4. Finish Sales Files and Close

Sales files have to be finished in order to be associated with a closed sales period, and additionally, you cannot close the current period until at least one file has been finished.

## 4.1 Finish Sales Files

Follow these steps to successfully finish all files needed for your aggregated digital output file and your next royalty run:

1. Resolve all exceptions for your sales files (recommended). Files can be split if exceptions remain, but resolving exceptions before finishing a file helps to avoid building up a backlog of sales in suspense.
2. Check the "Now Viewing" filter at the top of the Open Files section to ensure that you are viewing the files you want to finish.

**Open Files**

**Now Viewing:**

All Files



with

25



files per page

Update

Current Files

Suspense Files

\$0.00 Revenue Files

All Files

Page 1 of 1

Selecting "All Files" will show all available files. If you have a large number of files on the tracker page, you may need to adjust the number of files you view per page. If you have multiple pages of files, you will need to navigate to each separate page in order to finish all files.

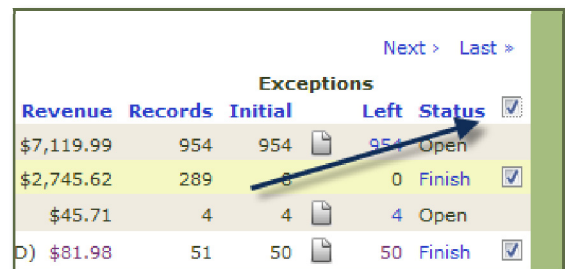
3. Finish the files you want to close for the sales period. There are two ways to finish sales files:
  - a. Finish each file individually. In the "Status" column in the Open Files section, click the "Finish" link. You will be able to review a summary of the file before you finish importing the file.
  - b. Finish all files, or a selection of files, at once. A checkbox in the far right column of the Open Files section allows you to select multiple files to finish, or check the top box to finish all files viewable on the screen. The 'Finish Selected Files' button will be available at the bottom of the 'Open Files' section once files have been selected.

Remember, you can only close files that you are viewing, so if you have multiple pages of files, be sure to navigate to each individual page to finish all files.



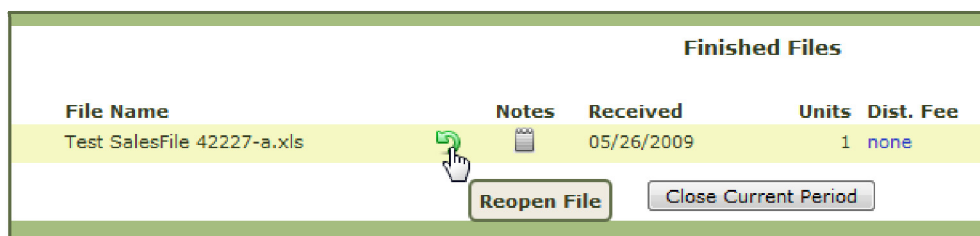
|     |   |   |        |                          |
|-----|---|---|--------|--------------------------|
| 21  | 0 | 0 | Finish | <input type="checkbox"/> |
| 287 | 0 | 0 | Finish | <input type="checkbox"/> |
| 293 | 0 | 0 | Finish | <input type="checkbox"/> |
| 22  | 0 | 0 | Finish | <input type="checkbox"/> |
| 293 | 0 | 0 | Finish | <input type="checkbox"/> |

4. Once you finish a file, all matched records will move to the Finished Files section of the Royalty Status Tracker. If there are still unmatched records in a sales file when it is finished, split files will be created. Matched records will move to the Finish Files section in a "-a" section of the file, while a "-b" section of the file remains in the Open Files section.



| Revenue    | Records | Initial | Left | Status |
|------------|---------|---------|------|--------|
| \$7,119.99 | 954     | 954     | 954  | Open   |
| \$2,745.62 | 289     | 0       | 0    | Finish |
| \$45.71    | 4       | 4       | 4    | Open   |
| D) \$81.98 | 51      | 50      | 50   | Finish |

5. If you did not intend to finish a file, you can reopen it in the Finished Files section by clicking on the green arrow next to the file name. Note, however, that if the file was split, you will see both the "-a" and "-b" portions of the file in the Open Files section.

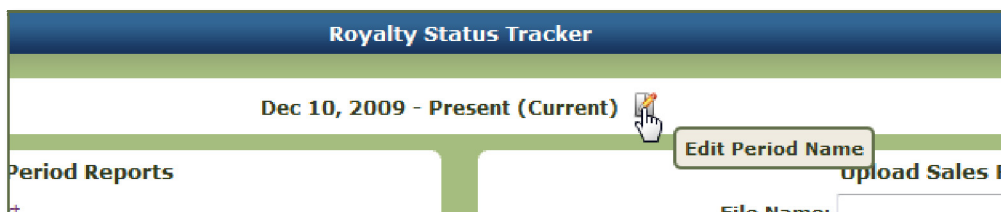


| File Name                  | Notes | Received   | Units | Dist. Fee |
|----------------------------|-------|------------|-------|-----------|
| Test SalesFile 42227-a.xls |       | 05/26/2009 | 1     | none      |

Reopen File Close Current Period

## 4.2 Rename the Current Sales Period

If you have not already done so, rename the sales period (recommended). The default name of the sales period is the date range from when the last sales period was closed to present, but you may want to rename it so the associated reports reflect a more meaningful title. For example, if you are only finishing sales files from the third quarter of 2009, you may want to rename the period to "Q3 2009."

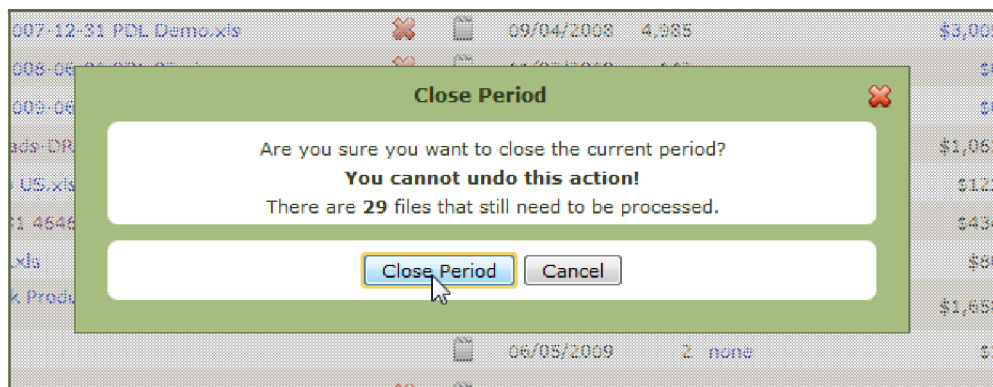


## 4.3 Close the Current Sales Period

The final step in a reporting cycle is to close the current sales period. Be sure that you have finished all files that you would like to have included in the closed period before proceeding with this process.

Remember, **you cannot undo this action!**

1. Go to the 'Finished Files' section at the bottom of the Royalty Status Tracker page. Be sure that the files in this section are only those you intend to be part of the closed period. Only close sales files in a period if you intend to pay royalties on them in your next run. Once a file has been closed in a period, royalties will be paid out on those sales.
2. Click the 'Close Current Period' button. You will be asked to confirm your choice to close the period, and will be notified of files that have not been finished.



3. Confirm the period close by clicking the 'Close Period' button in the dialogue window.

Once the sales period has been closed, you can kick off new royalty runs to include the closed sales in your statements to artists, publishers, or distributed labels.

Also, your aggregated digital output files will begin generating, along with a reconciliation report for the closed period. These reports will appear in the 'Download Reports' section of the closed period page when they are ready.

Royalty Status Tracker

« Previous Period

Q2 2007

Next Period »

Download Reports

(?) Help With This Page

Royalty Output File (Excel)

Royalty Output File (Tab)

Reconciliation

Finished Files

| Service/Type | File Name                                                            | Notes | Received   | Units  | Dist. Fee | Revenue                        | Records | Exceptions |      |            |
|--------------|----------------------------------------------------------------------|-------|------------|--------|-----------|--------------------------------|---------|------------|------|------------|
|              |                                                                      |       |            |        |           |                                |         | Initial    | Left | Closed     |
| eMusic       | 17252-L-Q207-D-US-DEMO.xls                                           |       | 09/03/2008 | 6,981  |           | \$2,032.58                     | 293     | 0          | 0    | 09/04/2008 |
| iTunes       | 80028268 0607 CA - Demo.xls                                          |       | 09/03/2008 | 3,608  |           | (\$2,525.60 CAD)<br>\$2,364.35 | 288     | 0          | 0    | 09/04/2008 |
| iTunes       | 80028268 0607 GB-Demo.xls                                            |       | 09/03/2008 | 1,317  |           | (£645.33 GBP)<br>\$1,141.37    | 257     | 0          | 0    | 09/04/2008 |
| iTunes       | 80028268 0607 US - Demo Q2.xls                                       |       | 09/03/2008 | 33,086 |           | \$23,160.20                    | 293     | 0          | 0    | 09/04/2008 |
| Jamster      | Jamster Report DRC Demo 2007 Q2.xls                                  |       | 09/03/2008 | 724    |           | \$472.42                       | 21      | 0          | 0    | 09/04/2008 |
| Liquid Audio | CP DRC Non-Kiosk Financial statement for dates 04012007 06302007.xls |       | 09/03/2008 | 626    |           | \$523.90                       | 287     | 0          | 0    | 09/04/2008 |
| MediaNet     | WW MNet DRC 2007-01-01 2007-06-30 Plays DemoQ2.xls                   |       | 09/03/2008 | 1,570  |           | \$198.23                       | 293     | 0          | 0    | 09/04/2008 |
| MediaNet     | WW MNet DRC 2007-04-01 2007-06-30 Albums DemoQ2.xls                  |       | 09/03/2008 | 163    |           | \$530.25                       | 22      | 0          | 0    | 09/04/2008 |

## Sales File Management Checklist

Once you are familiar with the sales files processing functions of your RoyaltyShare site, this simple checklist can be used as a one-sheet reference when managing your sales files.

### 1. Add Sales Information

- ☐ 1.1. Upload all sales files to the Royalty Status Tracker on the Revenue Tab.
- ☐ 1.2 Report any invalid sales files to [support@royaltyshare.com](mailto:support@royaltyshare.com).
- ☐ 1.3 Manually add license income sales (artist royalties only)
- ☐ 1.4 Verify unit and revenue totals being processed for all sales files.

### 2. Match Exceptions

- ☐ Note: Add missing catalog, as needed, to resolve additional exceptions

### 3. Update Revenue Information

- ☐ 3.1 Enter a revenue total for any sales files missing revenue information.
- ☐ 3.2 Enter conversion rates for sales not reported in your base currency.
- ☐ 3.3 Enter distribution fees for files where deductions are not in the sales detail.

### 4. Finish and Close

- ☐ 4.1 Finish sales files for your aggregated digital output file and/or royalty run.
- ☐ 4.2 Rename the current sales period.
- ☐ 4.3 Close the current period.