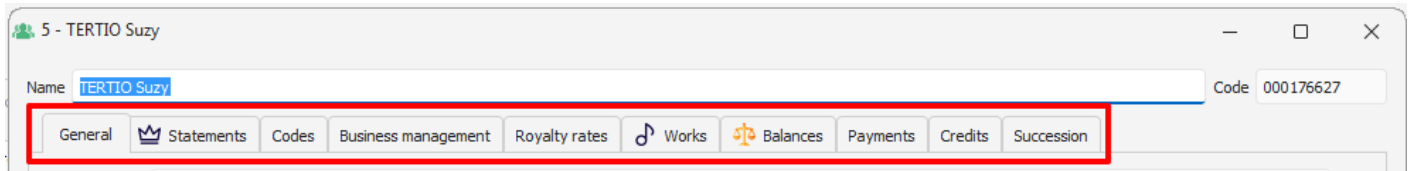


# Editing an actor

The actors form is composed of several tabs:



## General

The header with :

- the actor's **name** : first name and last name
- the favourite **code** : first code imported or chosen.

Generic information concerning the actor

- **Contact details** : address, telephone number, email, social security number. This information will be
- **Identity** : Last name, first name, nickname. Last name and First name can be filled in via the **catalogue fixing Workshop** if the name in the header is properly entered. [Groups - Catalogue fixing workshop](#)
- **Bank account ID**
- **Biography**

## Statements

You can define here through different options/settings which way the statements of this artist are **calculated** (frame1) and **edited** (frame2)

content

You can fill here informative fields to personalise the statements of this actor.

- **Client** : you can link here this actor with the client providing you the catalog. The client could be your own company. You can add new clients in « Settings » → « Clients ».

- **Calculations** :

- You must tick « No social insurance calculations (lives abroad) » if this artist is living abroad / in a foreign country.
- You must tick « Company » if this actor is a legal entity.

**NB** : Those two different options have the same result : the statement calculations will stop with the gross amount.

- If this actor is living abroad, the field « Withholding tax » has to be filled with the correct %. This % concerns all his rights.

• **Statement layout :**

- You must tick « Calculate statements » if you want this actor and his rights to be included in the statement calculation.
- You can tick « Statements in english » if you want it to be edited in english. The translation is automatic but you can still set it up in « Settings » → « Translations »
- You can also tick “View details” to make appear all the payout details about this actor (filled or imported) in his statement.
- If you tick “View summary by type of rights”, you will make appear a table for each work as a payout summary with each type of rights in the statements.
- The “View subtotal by source” box will allow you to see the payout details and subtotal by source in the statements.
- The “View subtotal by type of rights” box will allow you to see the payout details and subtotals by type of rights in the statements.
- The “compact mode”

**NB** : All those “View” options are changing the statement layout in the way of how payouts are edited/presented.

- “Don’t add automatic messages” box prevents all the LeSage preset messages to appear on the statements.
- “Always force a statement on this company” even if for this actor there is no rights you can decide to force the statements to be edited. In this way, you must indicate a company.
- “Force all statements on this company” allows you for a company to gather all the actor’s statements in one.
- “Can receive payments” to allow this actor to receive payments

## Misc(ellaneous)

content

- Citizenship : this field is purely informative
- **The publishing management** frame allows you to link an actor to a territory and to a PRO he is affiliated to.

- The perf society is the one paying to this actor the performing rights, choose it here
- The mech society is the one paying to this actor the mechanical rights, choose it here

**IMPORTANT :** Those two fields must be filled to export CWR to a PRO as a sub-publisher

- **IPI code =**
- Controlled : tick this box if you're in charge of representing this actor and you collect his rights. He will be automatically indicated as controlled in his works' copyright.
- Is a major company :
- Legal description : business number, postal adress, etc used to generate/create contracts
- **Business management**
- Can receive invoice
- VAT rate
- Notes : internal notes for your own use

## Codes

This tab shows you all the codes linked to the actor. Those codes could be attached to the actor automatically through importing catalogues but also manually.

content

You can see several informations here :

- code types : IPI, coad, etc...
- code itself
- the third party providing the code

An actor can have several code from the same type. If this actor has several IPI or Coad code, LeSage will export or fill your documents with the code that as been created in the first place (chronologically speaking). To avoid the wrong code to be chosen so used, **you must define it as "main"**.

## Royalties

The fields of this tab will allow LeSage to fill automatically a work royalties when this actor is linked to this work. Those fields still remain manually editable.

content

**Special share** : this part is only dedicated to create [special actors](#).

# Works

Here are listed all the works linked to this actor no matter the role he is having. The header frame provides you informations about :

content

At the bottom left, you find a tool bar allowing you to :

- **Open and modify** with the pencil
- **Refresh** the tab to see the modifications
- **Create a temporary group** with all the selected works ( cf [workgroups](#))
- **Save the column settings**
- **Maximize the column size** for a better view

content

In the **Copyright** section, you can see **the role of this actor** in each work.

In the **Royalties** section, you can see every works on which this actor received rights and so payouts. You can double-click on a work to see more details.

The amount generated column indicates the collected publisher share.

content

In the **Contracts section**, you see the list of every contracts this actors is involved/part of.

content

# Balances

This tab shows the actors account payouts statement.

content

In the frame n° 1 you can see :

- the company who has paid or will pay
- the closure date
- the gross total master being postponed to the next statement/payout
- the net balance paid or to be paid

In the frame n°2 :

- **Previous balance** : summary of the previous balance. If showing 0, meaning the actor was paid. If the payout was postponed to the next statement, the amount will be indicated
- **Calculation date** : date when the statement was calculated
- **Statement subtitle** : period name of the statement
- **Closure date** : indicated date on the statement for the previous period which is also considered for the next statement calculation.
- **Date on statement** : actual date present on the statement
- **Period date min & max** of the selected period (Settings -- > Periods)
- **Rights** : gross total amount of the rights
- **Special credits** : shows the advance payments or special payouts
- **Gross total (masters rights)** : previous gross rights amount being postponed
- **Net balance (obsolete)** : just forget about it, to be canceled
- **Net balance** : net total amount to be paid through the next statement
- **Email sent** : if the statement was sent by mail directly from LeSage. Not active yet !
- **Notes** : informations for your personal own use
- **Statement number** : not active yet !
- **Amount earned elsewhere** :

## Payments

Here is the list of the rights, advance and others payouts already paid to this actor.

content

Payments are done through :

- [statements](#)
- **adding payments manually here !\ THIS INDICATED AMOUNT IS NET !\**

**IMPORTANT** : If you want a manual payment to be postponed/integrated to the next statement calculation you must date it from the 1st day of the next statements calculation period

## Credits

Here are the amounts positive or negative (but not rights) you would like to make appear on the statement.

content

**IMPORTANT :** To integrate those special credits the date (in period) must be the 1st day of the next statement calculation period.

## Succession

In case of a dead actor, you must fill the beneficiary heir detailed information here :

4 - DEPLAT FABIEN

Name: DEPLAT FABIEN Code: 000869454

General Statements Codes Business management Royalty rates Works Balances Payments Credits **Succession**

Actor is deceased  1

Heirs	Share (%)	He
DEPLAT Fils 1	100	<input checked="" type="checkbox"/>

3

100,00

+ [ ] [ ] [ ] [ ] [ ]

2 Save without dosing Cancel Save

1. Tick the "Actor is deceased" box
2. Save
3. Create and add the actor(s) being the heir and new beneficiary of this actor's rights

The Share (%) representing the part being paid to the heir as new beneficiary in case of several heirs for one deceased actor.

**IMPORTANT :** The deceased actor will still have a statement on his behalf and his heir(s) will have a different one with their share(s).

## Aggregate

Grouping or gathering actors allows you to calculate and edit aggregated statements. Concerning mostly the sub-publishers to edit and calculate specific statements for each catalog but also a global or aggregate one.

content

To define a grouping of actors :

1. Create a new basic standard actor
2. Go to this tab
3. Tick here the "This is an aggregating actor : statements produced under this name will aggregate the rights of all its members" box
4. The right hand list is filling up automatically with all the actors and you choose the one you want to put in this gathering

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