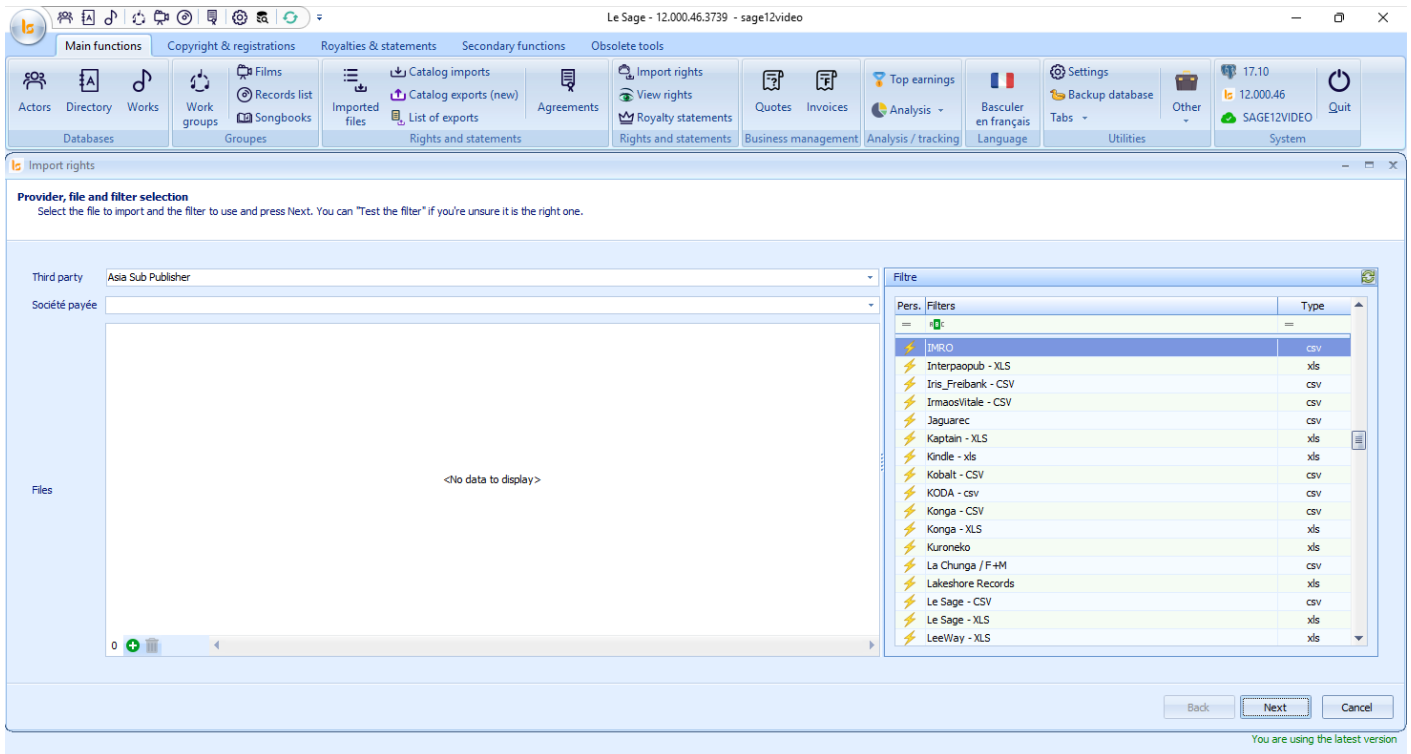


Rights import



"Import rights" Menu

The **Import rights** module allows you to import royalty statements and sales reports (such as CSV or Excel files) into Le Sage to calculate and distribute royalties.

Step-by-Step Instructions

1. Select the Provider & Payee

- **Third party:** Click the dropdown menu and select the entity or partner that sent you the rights/royalty report (e.g., *Asia Sub Publisher*). If it is a new provider you must go to Settings - Third Party and add a new one.
- **Paid Company:** Select the internal entity or sub-label in your system that has received the money.

2. Select the Data File(s)

- At the bottom-left of the main central panel, click the green **Plus (+)** icon.

- Browse your computer to locate and upload the raw statement/report file(s) provided by the third party.

3. Select the Matching Filter

- In the **Filter** panel on the right side:
 - Browse or search for the matching parser filter corresponding to the report format you are importing (e.g., matching the third-party name, such as *IMRO*, *Kobalt*, *KODA*, etc.).
 - Pay close attention to the file format column (**Type:** `csv`, `xls`, etc.) to ensure it matches your source file format.

This filter will be automatically selected if you add in the settings of the Third Party - in Settings - the filter.

4. Proceed

- Click **Next** at the bottom-right corner to process the file mapping and proceed to the next stage of the import process.

The screenshot shows the 'Le Sage' software interface. The main window has a menu bar with 'Main functions', 'Copyright & registrations', 'Royalties & statements', 'Secondary functions', and 'Obsolete tools'. Below the menu bar is a toolbar with various icons. The 'Import rights' window is open, showing a 'Please choose import options' dialog. The dialog has several input fields: 'Rights date' (a dropdown menu), 'Currency' (a text box with 'EUR' entered), 'Share to keep' (a text box with '100,00 %' entered), 'Counter value' (a text box), 'Filter on a condition' (a dropdown menu), and 'Force a rights tag' (a dropdown menu). At the bottom of the dialog is a 'Debug' section with a checkbox and a text box for 'Max nb. lines' (set to 0). The bottom of the window has 'Back', 'Next', and 'Cancel' buttons. A status bar at the very bottom says 'You are using the latest version'.

Step 2: Options

This screen allows you to configure specific parameters, exchange rates, and filters before processing the rights data.

Step-by-Step Instructions

1. Configure the Rights & Financial Settings

- **Rights date:** Select or enter the effective period/date for the statement you are importing (e.g., the statement period or accounting date).
- **Currency:** Specify the original currency of the incoming file (e.g., , ,). By default it will be the one entered in Settings.

If the file has a currency information, the filter should add the information directly in the rights

- **Share to keep:** Set the percentage of income/royalties retained by default (preset to). Adjust this if a specific commission or share rule applies globally to this import batch.
- **Counter value:** Enter the total converted value if you are converting foreign currency amounts into your base accounting currency.

2. Apply Optional Import Filters & Tags

- **Filter on a condition:** Select a predefined condition from the dropdown to filter out specific lines from the file during import (e.g., importing only specific territory codes or work types).
- **Force a rights tag:** Apply a global tag to all imported lines in this batch for paying out particularly, easier tracking, reporting, or grouping later.

3. Debug Section (*Optional / Advanced*) - *For improvize team exclusively*

- Expand the **Debug** panel at the bottom only if you are testing a new import filter or troubleshooting file errors.
- Check the **Debug** box and specify a **Max nb. lines** value (e.g.,) to process only a sample of the file instead of the entire dataset.

4. Proceed

- Click **Next** in the bottom-right corner to run the file parsing and move to the final validation step.

Import rights - Le Sage - 12.000.46.3739 - sage12video

Main functions

Copyright & registrations

Royalties & statements

Secondary functions

Obsolete tools

Actors

Directory

Works

Work groups

Films

Records list

Songbooks

Imported files

Catalog imports

Catalog exports (new)

List of exports

Agreements

Import rights

View rights

Royalty statements

Quotes

Invoices

Top earnings

Analysis

Basculer en français

Settings

Backup database

Other

17.10

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Quit

Import rights

Compte rendu

Double-click on a row to see the detail of selected file/tab. Click on "Next" to commit the import.

idfile	File name	Message	Nb lines	Amount	Amount in currency	Active zones	File numb
1	C:\LeSage12\Exemples\SimpleSage5.xls	Headers not found	3	1 507,56	1 507,56		0

Name	Last error	Amount	Active zones	File numb
Feuil1	1507,56 SimpleSage3et4et5			0
Help	Headers not found	0		0

1507,56

1507,56

Logs

Back

Next

Cancel

Step 3: Import Summary

This screen displays the pre-import results, summary metrics, and any warnings or errors detected in your input file before final database insertion.

Understanding the Summary View

- **Overview Table:**
 - **File name:** Path to the imported file (e.g., C:\LeSage12\Exemples\SimpleSage5.xls).
 - **Message / Last error:** Highlights issues found during parsing (e.g., "Headers not found").
 - **Nb lines:** Total number of parsed data rows (e.g., 3).
 - **Amount / Amount in currency:** Calculates the sum total of royalties parsed from the file (1 507,56).
- **Detailed Sheet Breakdown:**
 - Expanding the row reveals individual sheets (e.g., Feuill1, Help).
 - In your example, sheet Feuill1 processed successfully with an amount of 1 507,56 , while the sheet named Help produced the error "**Headers not found**" because it contains instructions rather than structured rights data.

Step-by-Step Instructions

1. Inspect File Details or Errors

- **Double-click on a row** to open a detailed breakdown of the selected file or worksheet.
- Click the **Logs** button at the bottom-right to open a full system log file for granular error tracking. - exclusively for Improvize Team.

2. Address Warnings (e.g., "Headers not found")

- **If the error is on a secondary sheet (like `Help`):** You can often click **Next** to proceed, as the main data sheet (`Feuil1`) was parsed correctly.
- **If the error affects your main data:** Click **Back**, fix the Excel column headers to match the expected filter format, or choose a different filter.

3 . Finalize the Import

- Verify that the total **Amount** (`1 507,56`) matches the expected balance from your partner's statement.
- Click **Next** to commit the imported rights into the Le Sage database.

Or you could want to see more details before completing the import.

Double click on the line

Import preview
All matches have been found, click "Next" to validate the import

Drag a column header here to group by that column																
idri	sacem_nc	idthirdparty	typeofrights_text	familyofrights_text	date_paid	title	authors	code	codetype	amountpaid	amountpaidi	sharecollect	qty	code2	debuginfo	linenum
10E		4	mech	TV		Just a song	Paul Lennon / John Mac Carthey	A123456789	internal	1234,56	1234,56	100	1234		4	4
10E		4	Karaoke			Le DVD du Karaoke				150	150		10		5	5
10E		4	songbook	Songbooks						123	123		100		10	5

Summary: 1507,56 | 1507,56 | 1254

Buttons: Back, Finish, Cancel

This screen provides a granular, line-by-line preview of all parsed royalty records before they are officially saved to the database.

Understanding the Preview Data Grid

The table displays every individual line item processed from your source file. Key columns include:

- **typeofrights_text / familyofrights_text:** The categorization of rights (e.g., *mech, Karaoké, songbook, TV, Songbooks*).
- **title & authors:** The work information mapped from the file (e.g., *Just a song by Paul Lennon / John Mac Cartney, Le DVD du Karaoké*).
- **code & codetype:** The identifier mapped for catalog matching (e.g., *A123456789, internal*).
- **amountpaid / amountpaidin:** Financial amounts mapped to each line item.
- **qty:** Quantities or units reported for each line item.
- etc.

Step-by-Step Instructions

1. Review & Audit Lines

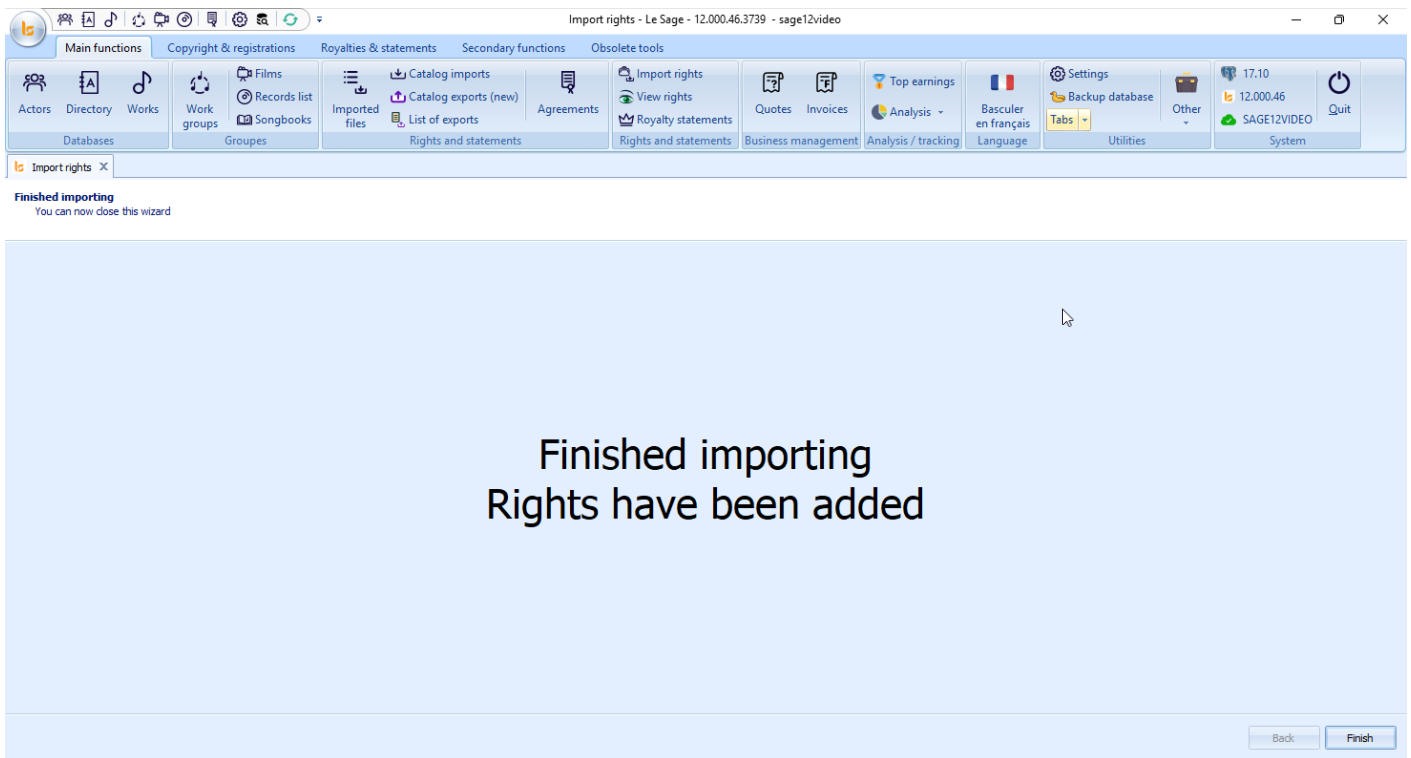
- Scroll horizontally to verify that all column data aligns with the correct fields.
- Check the bottom totals row to confirm that the aggregate amounts (1 507,56) and unit totals (1254) match your expectations.

2. Grouping & Sorting Data (*Optional*)

- You can **drag a column header into the light blue banner** above the table (labeled "*Drag a column header here to group by that column*") to temporarily group records by categories such as typeofrights_text or familyofrights_text for easier auditing.

3. Complete the Import

- Look for the notification message at the top left: "**All matches have been found, click 'Next' to validate the import**" (or the **Finish** button at the bottom right).
- Click **Finish** (or **Next**) to execute the final commit. Once clicked, the records will be permanently inserted into the Le Sage database under your selected third party.



Step 5: Confirmation & Completion

This final screen confirms that the data processing is complete and that all parsed records have been successfully added to your database.

Step-by-Step Instructions

1. Confirm Success Message

- The screen displays the confirmation message: **"Finished importing / Rights have been added"**.
- This indicates that all line items from the preview screen have been successfully written to the system database under the specified Third Party.

2. Close

- Click the **Finish** button in the bottom-right corner (or close the **Import rights X** tab at the top left) to exit the wizard.

Recommended Next Steps

Once closed, you can:

- **Verify Imported Records:** Go to **View rights** under the **Rights and statements** tab in the main ribbon to inspect the newly imported entries.
- **Start the matching process going to Imports List.**

Revision #2

Created 2026-07-21 09:14:09 UTC by Emily

Updated 2026-07-21 10:01:37 UTC by Emily