

The statements

The "Royalty Statements" screen allows you to calculate and print the royalties statements. Before going to the "Royalty Statements" tab, you will need to go back to "Settings" to define one or more periods that you want to calculate.

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You can create as many periods as you want. Once your periods have been created, you can go to the "Royalties statements" menu.

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Choose the period and press "Calculate". You will be redirected to the estimate tab which shows you the actors for whom there are payments over the period.

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The columns

- N °: internal Le Sage number of the actor
- Name: actor name
- Group: indicates if this is a group of actors
- Last closing:
 - Date of last closing
 - Gross balance: if the last period was closed in gross, this sum will be carried over to this account.
 - Net balance: if the last period was closed net, a payment must have been entered to settle the amount due
 - Payments: payment that settles the Net balance of the previous period
- Gross
 - Weighted collected: total amount collected for the works of this actor (weighted by the royalty base in the royalties)
 - Rights of period : amount due for this period
 - Exceptional credits: sum of gross exceptional credits for the period. This can be amounts that you wish to pay him such as an advance for which you wish to recoup contributions to him.
- Net
 - Amount due: amount you owe him after deduction of advances and other deductions (withholding tax, social security contributions, etc.)

- Advances: amount indicated **net** in exceptional credits
- Deductions: amount of charges/taxes
- Currency: currency in which the statement is calculated
- Check mark: selection of the statement lines
- Banknote: Checking this box indicates the intention to pay the actor. This action is automatic when the amount to be paid is greater than the payment threshold. The net amount is calculated as soon as this box is checked. If it is not, the gross amount will be carry out to the next statement when you will proceed to closure.
- Amount paid: the amount is displayed once the banknote column is checked. The amount takes into account social contributions or specific taxes.
- Folder / Magnifier: Opens the actor's statement in PDF so you can check it.

The actions

- Print the estimate: prints the estimate page(s) : One excel sheet with the detail for all of your actors.
- Export estimate: exports the estimate in Excel format. One excel sheet with the detail for all of your actors.
- Pay: after having selected the statements to be paid, the button allows you to enter an effective date of payment of the statements. The payment are taken into account in the next statement.
- Export: exports the selected accounts according to the "**export options**" formats selected.
- Closure: closes the selected statements. The closing moves the balances forward. Allows the amounts to be carried over to the next statement.
- Export and close: exports and closes the selected accounts.

Closing and payment

The closing of the accounts moves the balances. This allows gross balances to be carried out to the next statement and transform into a net balance if necessary.

Two options: select the account (s) to close it (them) or to close it (them) by exporting it. If you do not close a statement, on the next statement, the unpaid gross balance will not carry out and you will lose visibility of the status of pending payments for the actor.

The payment will be automatically checked if the sum exceeds the payment threshold you have indicated for the company. The latter can also be forced. This checkbox shows the net balance payable on the statement that you send to your actors.

To enter the actual payment for the amount due, click on Pay:

- note the date of the actual payment (optional)
- the date in the period: this is the first date of the next statement period, so that this payment can be taken into account when calculating the statement for the next period. You will find this information in balances and payments in the actor file: Balances and Payments tabs.

To resume :

- if you have payed your actor you close the period in Net and you add the payment
- if you haven't payed your actor you close the period in Gross so that the amount is carried out in gross to the next period.

Verification

The verification's tab reports all works for which there are payment errors. This will enable you to analyse the rights paid and going back to the work to check the rules that apply.

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We have a work for which we have received money (1253 €) but for which the payment rule defined does not add up to 100% (Min rate 55% and Max rate at 55%). To understand why this work is not paid out correctly, you can start by clicking on see the detail

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We see that we have received rights, whose entitlement type is ETDEP for an amount of € 1,253 and for which there is 55% payed out. It is therefore a question of closing this verification and double clicking on the problematic work. By opening it we see that there is a contract attached to the work. But if we look closely, there is only 5% instead of 50% in the foreign performing splits.

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To modify the contract you can double click on the name of the contract attached, modify the split and save.

The work will disappear from the verification tab after recalculating the statements.

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