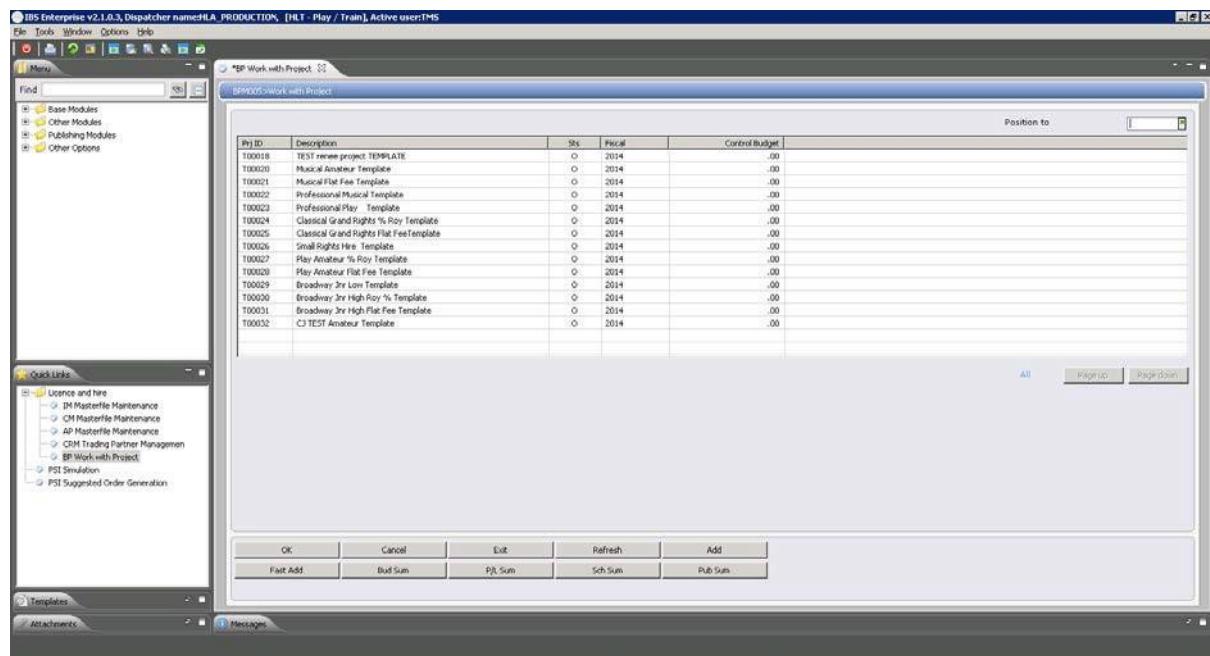


2. Create Project

Templates would be created in the IP1 system to hold project templates for each show that is created. This template would be the master that would be used in generating the project for each school. Thus it would involve picking the right template, example the Broadway Jnr low template. These templates have to be generated for each new play that is to be commercialized. From the example of the templates that are available select the record type 'T' for template and the templates would be viewable.



2.1 Create Master Job – IP1

Create a new job from the templates above. Copy the selected template and a new project would be generated. The template would hold the following:

The Project Details: Project type Licence and hire, project hierarchy.

Season Details: Single or multiple performance details, with season details and schedule as shown below. Information such as the Booking fee, capacity, number of performances, cost per show, and bond amount would be stored for the show. It was anticipated that there will be at most 2 deliveries of stock, i.e. the rehearsal and orchestral sets and the expected dates of these deliveries.

192.168.160.245 - Remote Desktop Connection

IIS Enterprise v2.1.0.3, Dispatcher name:HLA_PRODUCTION, [HLT - Play / Train], Active user:IMS

File Tools Window Help

Menu

Find

Base Modules Other Modules Publishing Modules Other Options

BP Work with Project

BPW005>Work with Book Specification/Change

Project	A00177	TEST PROJECT annie
Type	RNT	Performance
Performance	000511	SYDNEY PERFORMANCE
Description	SYDNEY PERFORMANCE	
Royalty item		
Venue address	0000014060	Queensland Performing Arts Cet
Capacity	100	
No of perform	4	
Avg Ticket	20.00	
Booking Fee	300	
Cost/Show	500.00	
Account set	100	RENTAL COSTS
Status	O	(O=Open, C=Close)
Major milestone	PRE	Pre production
Minor milestone	PND	Pending
Notes	general notes from BS screen	

OK Cancel Exit Supplier Long desc

Text

IIS Enterprise v2.1.0.3, Dispatcher name:HLA_PRODUCTION, [HLT - Play / Train], Active user:IMS

File Tools Window Help

Menu

Find

Base Modules Other Modules Publishing Modules Other Options

BP Work with Project

BPW005>Work with Book Specification/Change

Project	A00177	TEST PROJECT annie
Type	RNT	Performance
Performance	000511	SYDNEY PERFORMANCE
Description	SYDNEY PERFORMANCE	
Customer	00339	ST ANDREWS CATHEDRAL SCHOOL
Bond amount	300.00	
Debt Alloc #	G 00306297	
Promo Code		
Form Charge	CJANNIEC	ANNIE CHARGE INVOICE
Req date		
Form 1st div	B116	ANNIE REHEARSAL SET
Req date	01/08/14	
Form 2nd div	B106	ANNIE ORCHESTRAL SET
Req date	01/09/14	
Perform start	01/10/14	
end	30/10/14	
Exp Signature		

More Page up Page down

OK Cancel Exit Supplier Long desc

Text

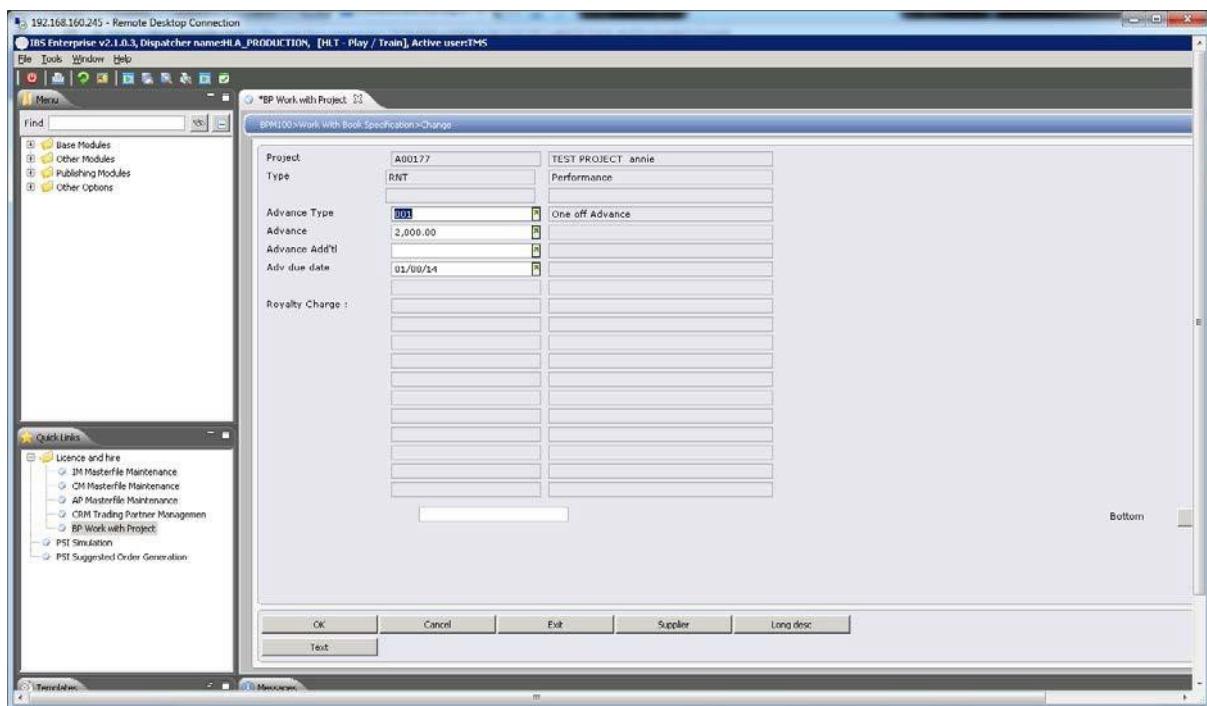
Templates

Attachments

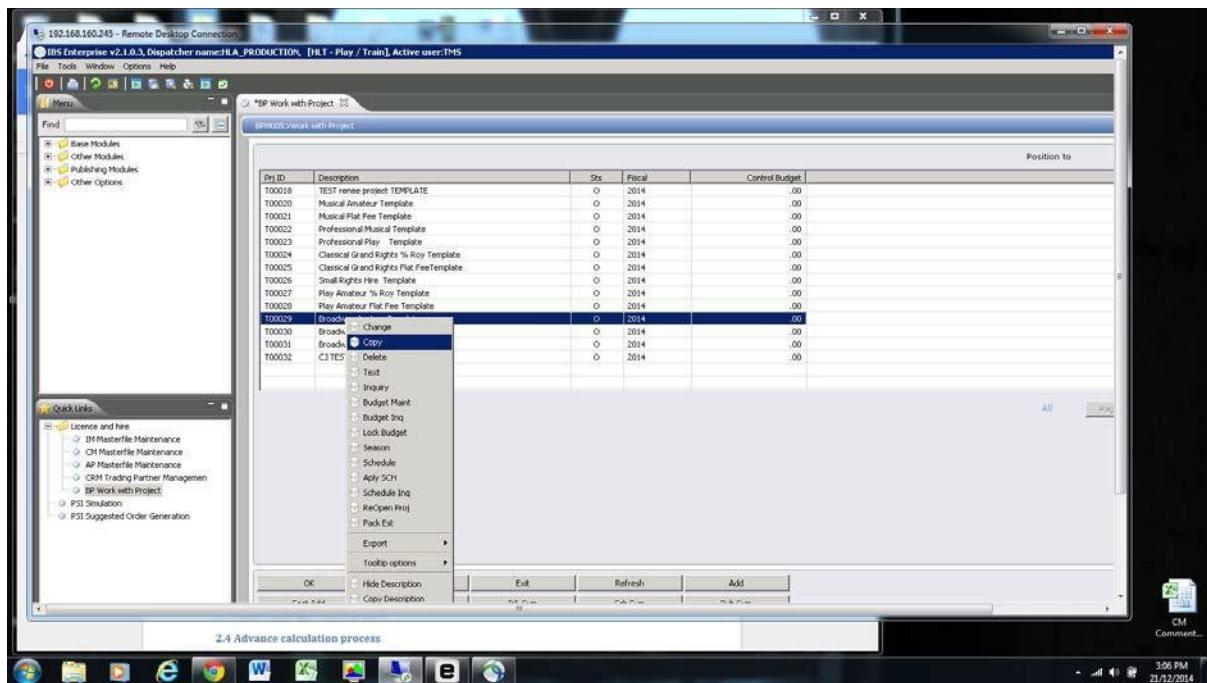
Messages

Press Enter to confirm.

Followed by the details of the performance dates, and delivery of the charge invoice, rehearsal and orchestral set. It is also holds the advance details. Once off or multiple advances.



Therefore all the above information could be allocated in a master template per play and then copied to a new project for a new school/institution and changed for the client.

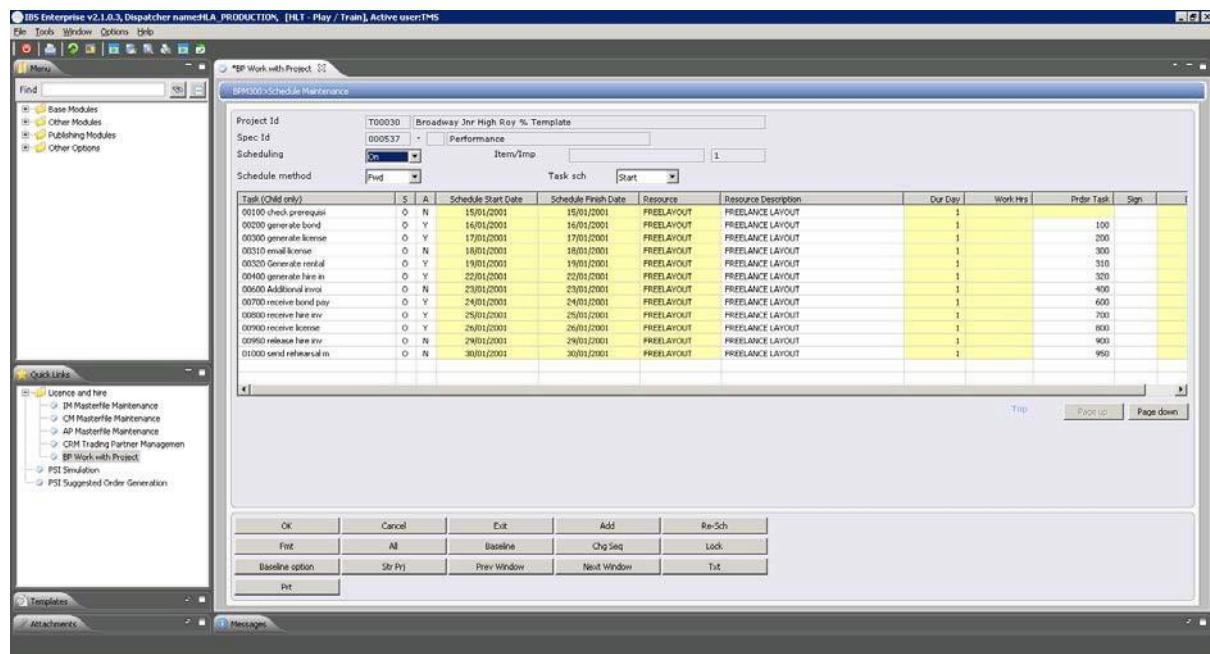


2.2 Allocate Template Schedule

The template projects have schedules allocated against the show. These schedules have the tasks and their respective predecessors. Against the tasks there are actions against some of them. Some of the actions are as follows.

Generate CRM Log followed by generation of the letter to the client. Generation of the rights contract. This would result in the creation of the rights contract for the client and so forth.

It is the application of the schedule that is linked to the project/season. Also the start date of the schedule would be based on the data provided at the time of copy. Thus all the activities and tasks against the template schedule would be applied to the new contract.



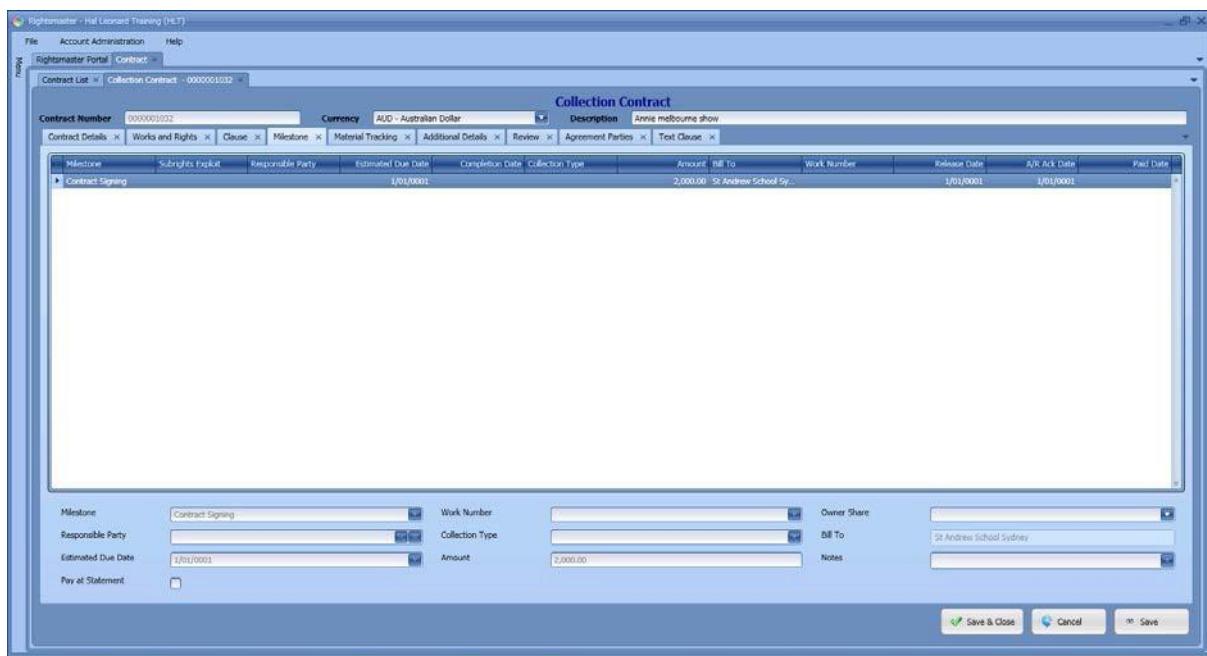
2.3 Enter Book Spec Data by Show

When the specification/season details are copied to the project, all the fields need to be reviewed, to ensure that the venue address, (generate this in CRM if it does not exist), expected capacity for the performance, number of performances, booking fee and the cost per show. This data would be used in determining the advances that have to be paid and finally, if there were extra performances that were performed, then determine the additional advance that should have been paid.

Also enter the dates that the charge invoice, rehearsal set and the orchestral set are expected to be sent.

The advance amounts expected and additional advances if any. Thus if any advances are expected, the system would request this when the shows are shown. If it is a once of advance it would be transferred to the collections contract and be expected to be receipted via the main invoice ('A' document). In this case it would be via the consolidated invoice. The collection contract would have it marked on the advance as a paid advance (this is just a notification on the collections contract). If it is one of the multi collection advance, then the total amount is transferred to the collections contract and it is expected that the various amounts to be receipted at the specific intervals. The user would have to update the various dates in the collections contract.

The following is an example of the advance payment being a once off payment. This is informational only and it is recorded in Rightsmaster as paid, since it would be handled within the 'A' document in IP1.



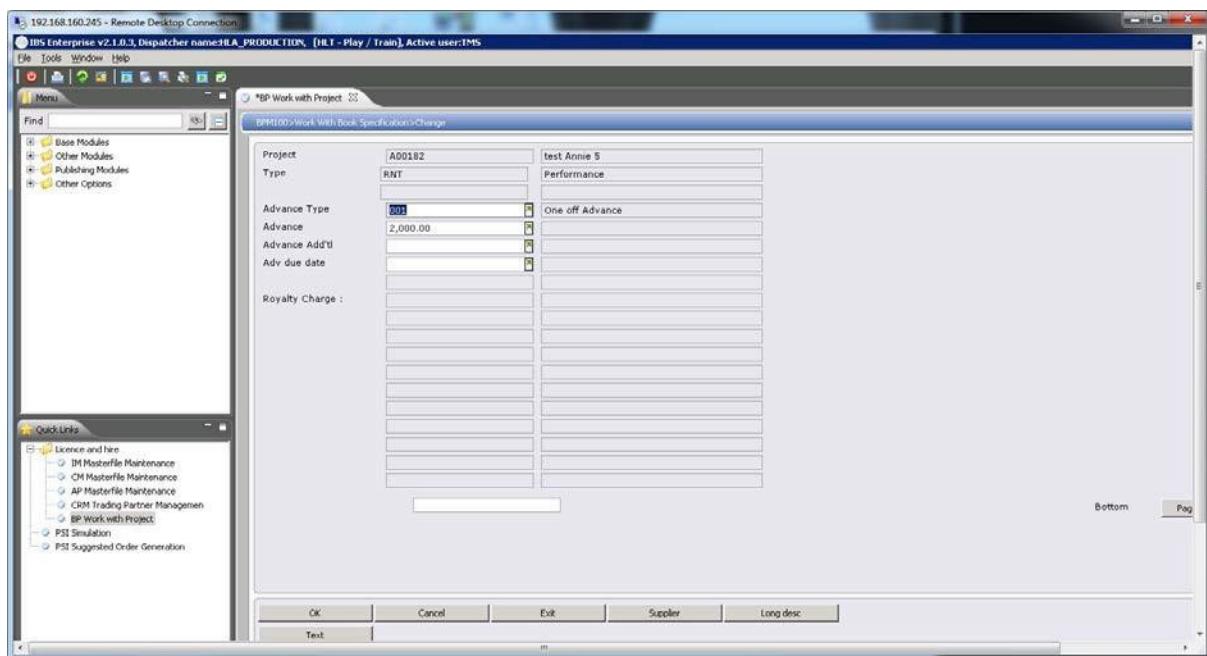
2.4 Advance Calculation Process

1 – Once off

The amount is initiated from the season information within the project/season details. This would be updated to rights system and the advance payable would appear in the invoice from rentals system refer to the 'A' document. The advance amount would appear in the collections contract as an information line with a A/R acknowledgement date updated to prevent a posting being triggered from the rights management system.

2 – Multiple

In the case of a multiple advance, the total amount would be specified in the season details would be transferred to the rights contract. This would in turn require the total amount to be split to multiple periods that the split amounts have to be paid. These split payments would be triggered for payments at the respective time frames from the RM. This is a process that needs **user update** of the respective dates, the advances amounts that is to be issued at the various periods.



Additional advance - Rightsmaster

This would be the amount of additional advance that is expected, if additional shows were presented and additional advances should have been expected from the school in addition to the advances received. This field has to be updated for the additional advances to be collected. At the very end the system would use this amount to determine the final payment due in the 'D' document. Thus additional amounts due for the additional advance would **always** be collected from the 'D' document. Thus this amount would be used when the finalization of the contract is performed.

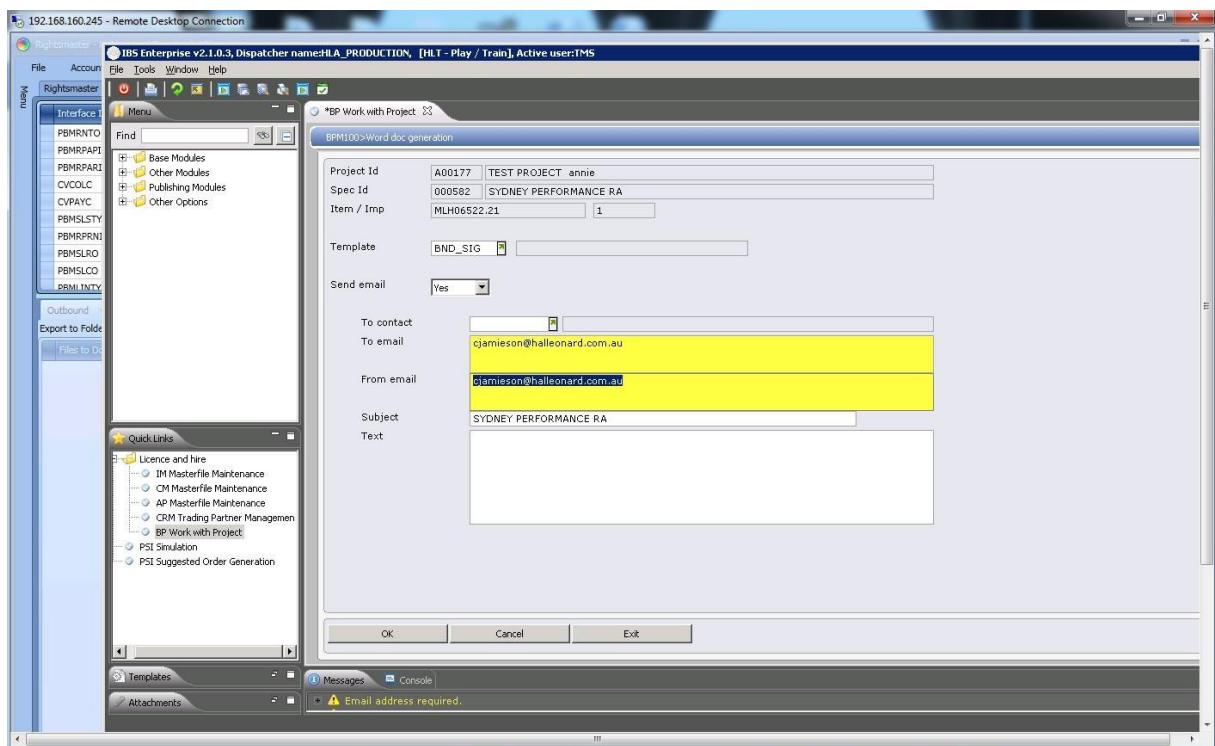
2.5 Generate Bond

The request for bond payment (Word template) would be generated from the scheduling system and sent to the customer as an attached e-mail. The link for this bond letter would be setup in the control file TMSBP/ACTDEF. The letter generating program being BPM100IS. This would result in the letter being generated using the mail merge process and filling up the variables in the letter to be generated.

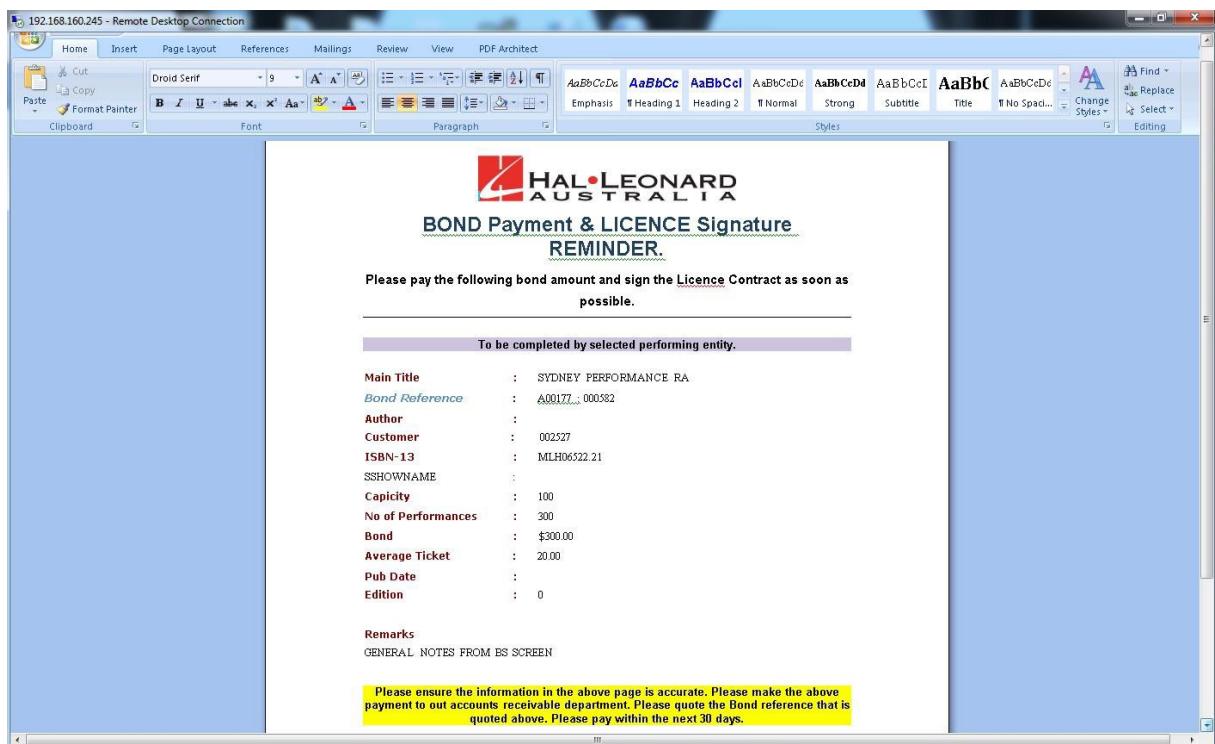
The following action RN000 would result in the letter being generated, and any action to log the incident would result in the log of the incident being recorded. The following schedule shows the task when activated, would activate the letter to be sent to the customer. The action against the task reveals the action RN000 that will be activated.

The action behind the task would cause the letter be generated when the task is started or completed.

When the generate bond letter options is activated, it will prompt the following inputs requesting the template for the letter, the contact to send the e-mail to as shown below. Once it is accepted the template would fire up.

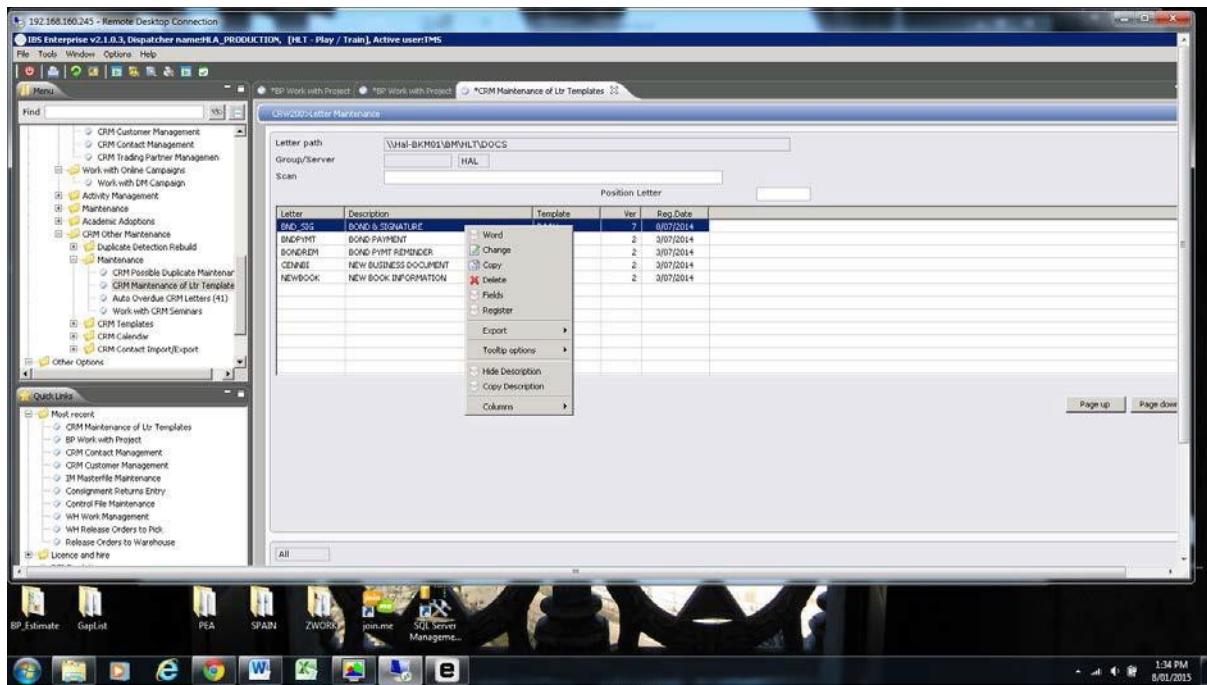


Based on the template selected. This would then be e-mailed to the client.



The templates are stored in the directory that is described in the CRM system as shown below.

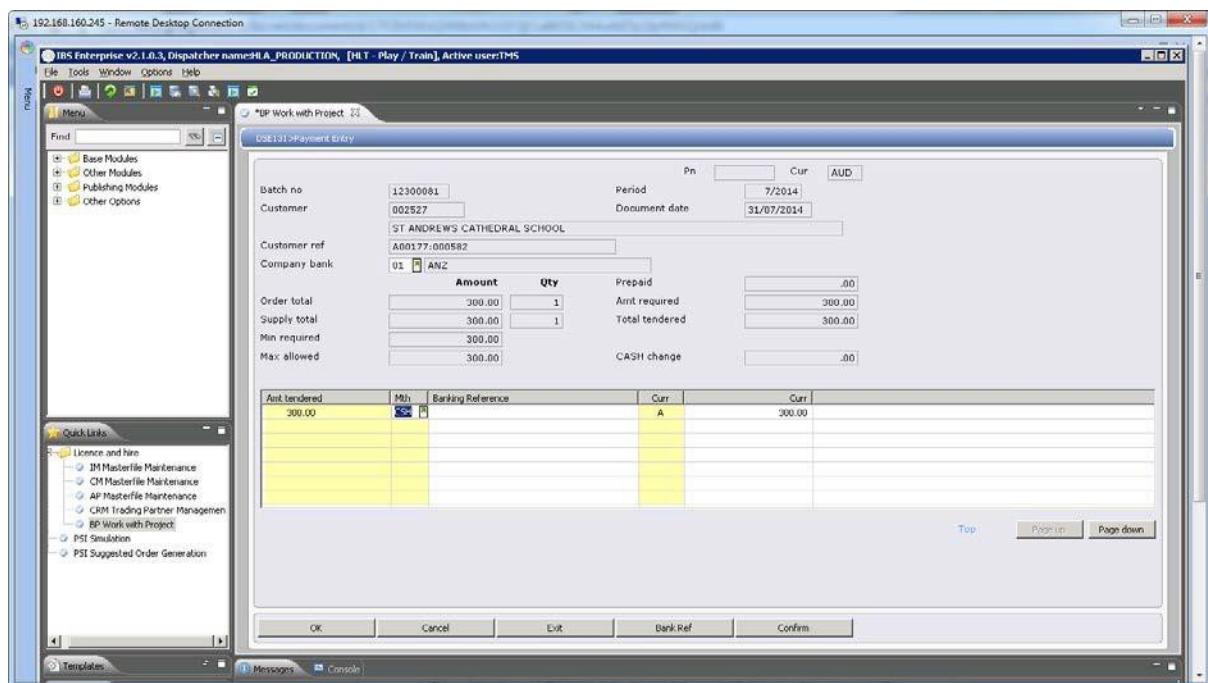
1. Go to CRM Other Maintenance > then CRM Maintenance of Letter Template and you will see the path and the documents that are already there. The Letter path at the top indicates where the templates are stored.



2. To maintain the template, take the Word option and it will allow maintenance of the document and the old copy of the template is maintained by the system in same directory ending in DOCS, while the templates in the directory ending in TEMPLATE.
3. As long as the templates to be used are in here, the system will be able to merge the fields and send these. The templates have to be registered via CRM to ensure that the fields necessary for the merge are picked up.

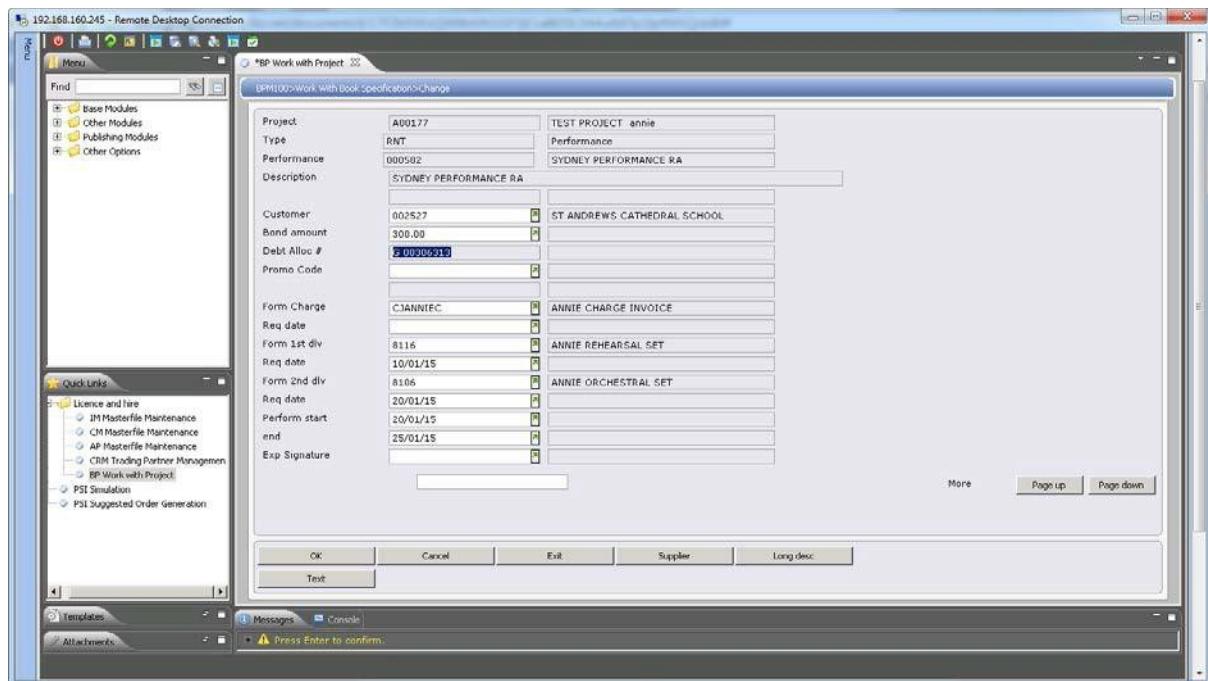
2.6 Receive Bond Payment

The bond payment is receipted via the scheduling system (or the todo list) and a journal will be created to reverse this amount, to prevent the funds collected being allocated to some other invoice. This amount would be kept to be used against a final charge invoice. The following is the task which prompts the payment receipt for the bond amount.

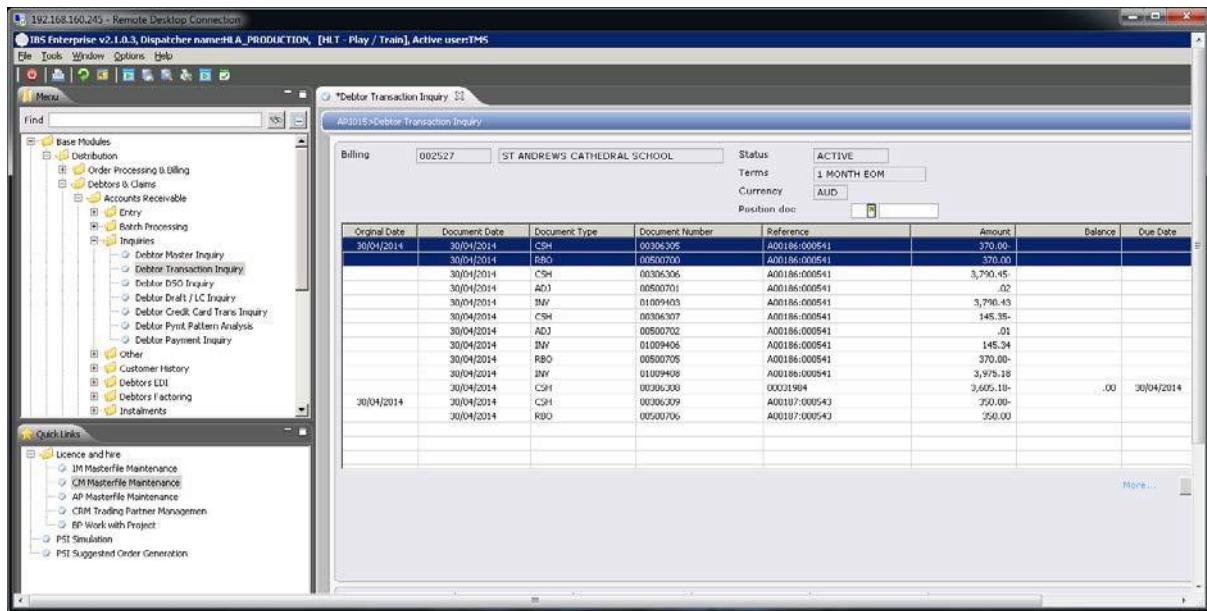


You then enter and confirm the entry (F10).

Once the entry for the cash is made the Debtors Allocation number is updated in the season details as shown below. This is one way of knowing if the bond payment has been made.

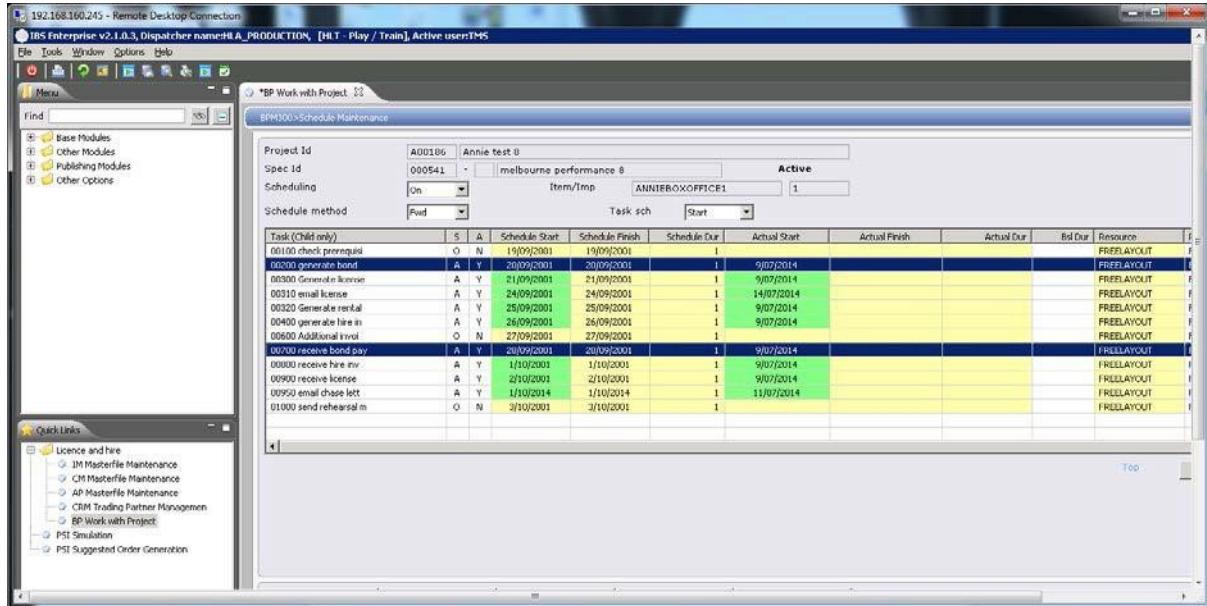


The bond payment would now be allocated to the rental contract. The highlighted 2 transactions indicate the cash collected and the reversal journal to ensure the cash is NOT allocated elsewhere.



The above screen (AR inquiry) shows the payment and the appropriate journal which reverses the cash entry to prevent the usage of the cash for allocation. The reference indicates the projectID:Season ID that the bond references.

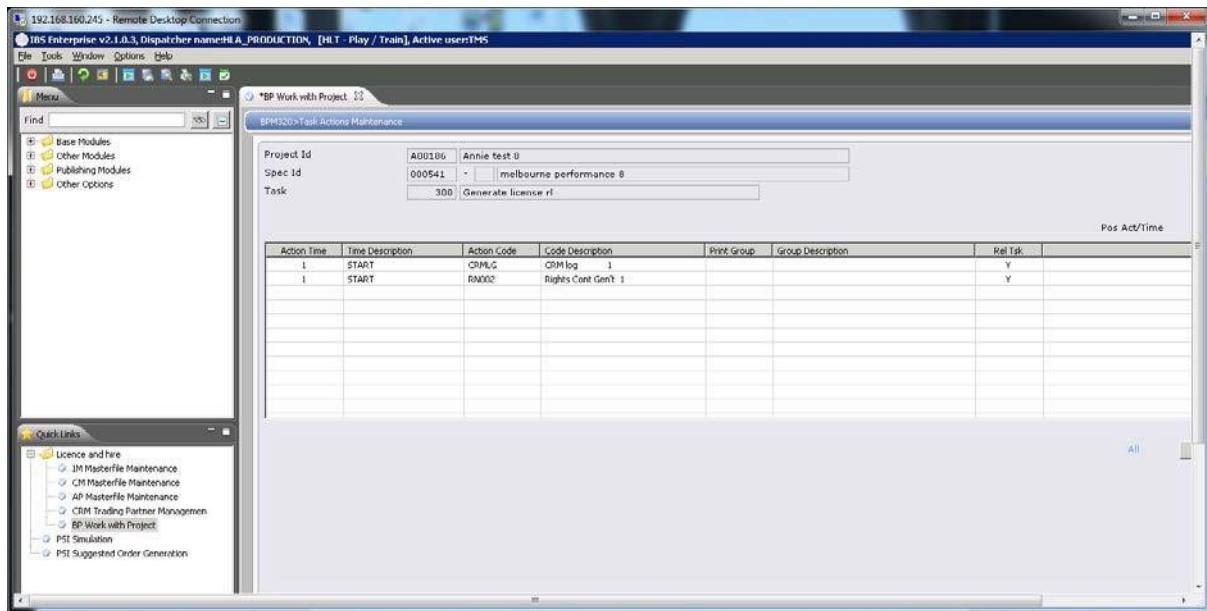
Thus the initiation of the bond document and the receipt of the payment is based on the following scheduled activities. Thus there are underlying programs that initiate the firing up of the bond document and processing the receipt of the payment. The following screen shows the corresponding two activities that will be triggered for the bond payment.



Summary: Once the payment is received the journal is generated to prevent the payment for being re-allocated to some other transaction for the customer.

2.7 Generate Licence Contract – link to Rightsmaster

The figure above shows the scheduled task for the generating the licence contract. When this task is activated, it would run the following program to generate the contract.



Thus it would pick up the appropriate template and create the contract that is relevant. Thus code RN002 would activate the program DIO910A in IP1, which would pick up the following to generate the rights contract.

Template, reference (ProjectID:SpecID), Customer, Effective Date, Expiry Date, Quantity, Price Advance Type, Advance Amount, Advance additional amount, Advance due date, Major and Minor status.

Thus the template is used to default the passed parameters into the new contract. The following is a sample of the contract that was generated. An indication of those contracts are the reference numbers that points to the initial project that was generated from. Thus the charge from ID is used to find the template in the Rightsmaster. The collections contract created in Rightsmaster with the contract reference would point to the project/season it came from.

Contracts List															
Number	Name	Works Number	Reference	Product Code	Status	Company	Template_Type	Sub-Type	Contract Date	Next Review Date	Site	Publisher	Business Type	GLS	Last Access
0000001021	Collections template - Annie	Annie-1	A00177-000511	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014					21/12/2014 12:18:47 AM
0000001022	Annie sydney performance 4	Annie-1	A00181-000525	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014					24/09/2014 11:05:17 AM
0000001023	Collections template - Annie	Annie-1	A00183-000527	ANNEBBOXOFFICE...	Active	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014					15/07/2014 4:25:25 PM
0000001031	Collections template - Annie	Annie-1	A00184-000539	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014					2/10/2014 6:29:35 PM
0000001032	Annie melbourne show	Annie-1	A00186-000541	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/01/2014					22/12/2014 11:57:00 AM
0000001033	Performance test 10	Annie-1	A00187-000543	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/12/2014					13/07/2014 9:28:39 PM
0000001040	Season 12	Annie-1	A00190-000546	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/01/2015					15/07/2014 10:03:03 AM
0000001041	Season 1	Annie-1	A00189-000545	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	SubRight	1/01/2015					15/07/2014 3:47:01 PM
0000001045	season2	Annie-1	A00191-000547	ANNEBBOXOFFICE...	Pending	Halleonard Test	<input type="checkbox"/>	Collection	Flat Fee	1/01/0001					16/07/2014 12:06:59 PM

Detail of the contract that was generated.

Thus these details initiate from the following specifications.

When the licence contract is generated from the **Form Charge**, it's used to search for the template to replicate. Hence CJANNIEC reference was used to determine the template and this was used to generate the contract with reference ID A00186:000541. The other details that are obtained from the contracts specification and some defaults from the collection template.

Customer > Customer Party

Contract Reference > Project ID + Season ID

Milestone > Advance Type and Advance Amount

The rest of the details would be from the collections template that was used.

Thus the following are examples of contracts that were created from master collections templates.

Thus the first line on the following screen shows the template. This has the nominated reference id of **CJANNIEC**. Hence it will always be used when contracts are to be created with that specific reference. The rest are collections contracts that have been generated using the template.

Number	Name	Works Number	Reference	Product Code	Status	Company	Template	Type	Sub Type	Contract Date	Next Review Date	Site	Publisher	Business type	GLS
0000001020	Collections template - Annie	Annie-1	CJANNIEC	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input checked="" type="checkbox"/>	Collection	SubRight	2/07/2014					
0000001021	Collections template - Annie	Annie-1	A00177:000511	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/10/2014					
0000001022	Annie sydney performance 4	Annie-1	A00181:000525	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001023	Collections template - Annie	Annie-1	A00183:000527	ANNIEBOXOFFICE, A	Active	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001031	Collections template - Annie	Annie-1	A00184:000539	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001032	Annie melbourne show	Annie-1	A00186:000541	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/01/2014		Business	Publisher	BusinessType	

2.8 Send Licence Contract Word Document – Rightsmaster

Number	Name	Works Number	Reference	Product Code	Status	Company	Template	Type	Sub Type	Contract Date	Next Review Date	Site	Publisher	Business type	GLS
0000001020	Collections template - Annie	Annie-1	CJANNIEC	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input checked="" type="checkbox"/>	Collection	SubRight	2/07/2014					
0000001021	Collections template - Annie	Annie-1	A00177:000511	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/10/2014					
0000001022	Annie sydney performance 4	Annie-1	A00181:000525	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001023	Collections template - Annie	Annie-1	A00183:000527	ANNIEBOXOFFICE, A	Active	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001031	Collections template - Annie	Annie-1	A00184:000539	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/11/2014		Business	Publisher	BusinessType	
0000001032	Annie melbourne show	Annie-1	A00186:000541	ANNIEBOXOFFICE, A	Pending	Hallenord Test	<input type="checkbox"/>	Collection	SubRight	1/01/2014		Business	Publisher	BusinessType	

Right click against the contract and select Generate/Update Document > Hal Lenord Collection. This would result in the fields from the contract being fed into the HAL Template Contract.



This document is created based on the template that is stored and used to generate the new contract. This would be reviewed, and updated before it is sent to the customer. After this process the scheduled task needs to be marked as complete, and the CRM Log updated to show that the contract has been sent out on that particular date.

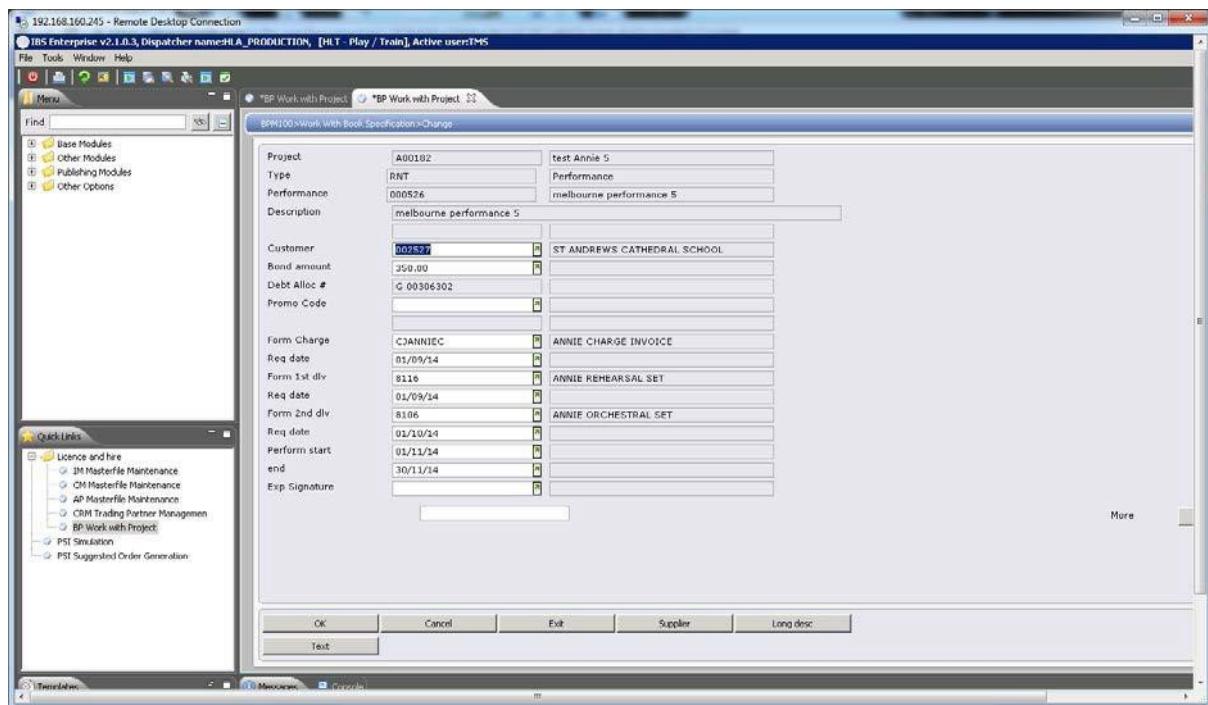
2.9 Receive Licence Signed

The contract would be returned after it is reviewed by the client. If there are discrepancies, the contract could be amended and a new copy re-sent for signature. This copy can be stored in a location and linked to the scanned location. If it is linked, and stored in a location users have access to, it can be viewed by clicking the 'play content' button. Once this has been activated, the generation of the rental contract can proceed. When the final finalised signed copy is received, update the task on the schedule as complete. *Flag on the rental contract file would be updated to license signed.* This is essential as the **following** steps that are dependent on the receipt of a signed contract, require this step to be completed. Hence the steps that require this step completed, as a prerequisite would be ok to continue.

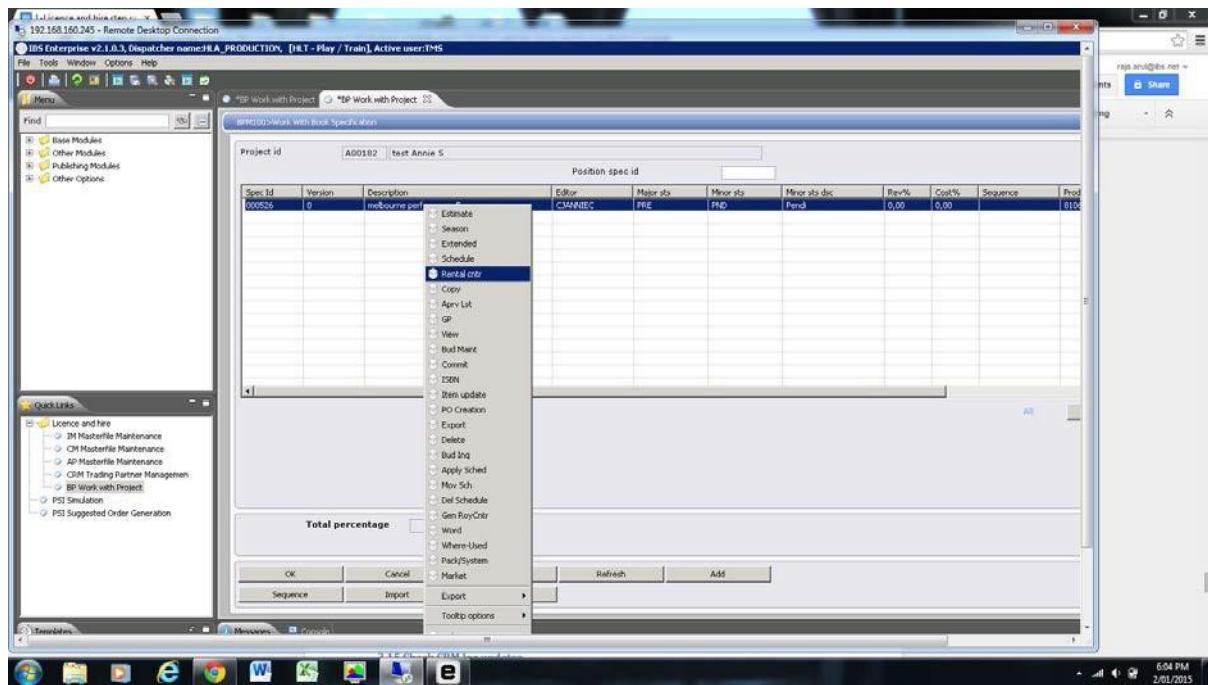
2.10 Generate Rental Contract – IP1

Activate the task in the schedule to generate the rental contract. When this task is started, the following are generated for the rental contract. The details are copied linked to the template would be copied. The rental contract would be a combination of the hire charge contract, followed by one or more delivery contracts. The hire charge would be for the hire of all the goods. (i.e. the items for the rehearsal and orchestral instruments). The 2 delivery contracts would be for the delivery of the items for the rehearsal and orchestral sessions. Additional charges if any, for the delivery would be included. Thus the other 2 contracts would be released during those dates the goods have to be picked, packed and dispatched to the school. The charge invoice has to be paid, prior to release of the rehearsal and orchestral sets.

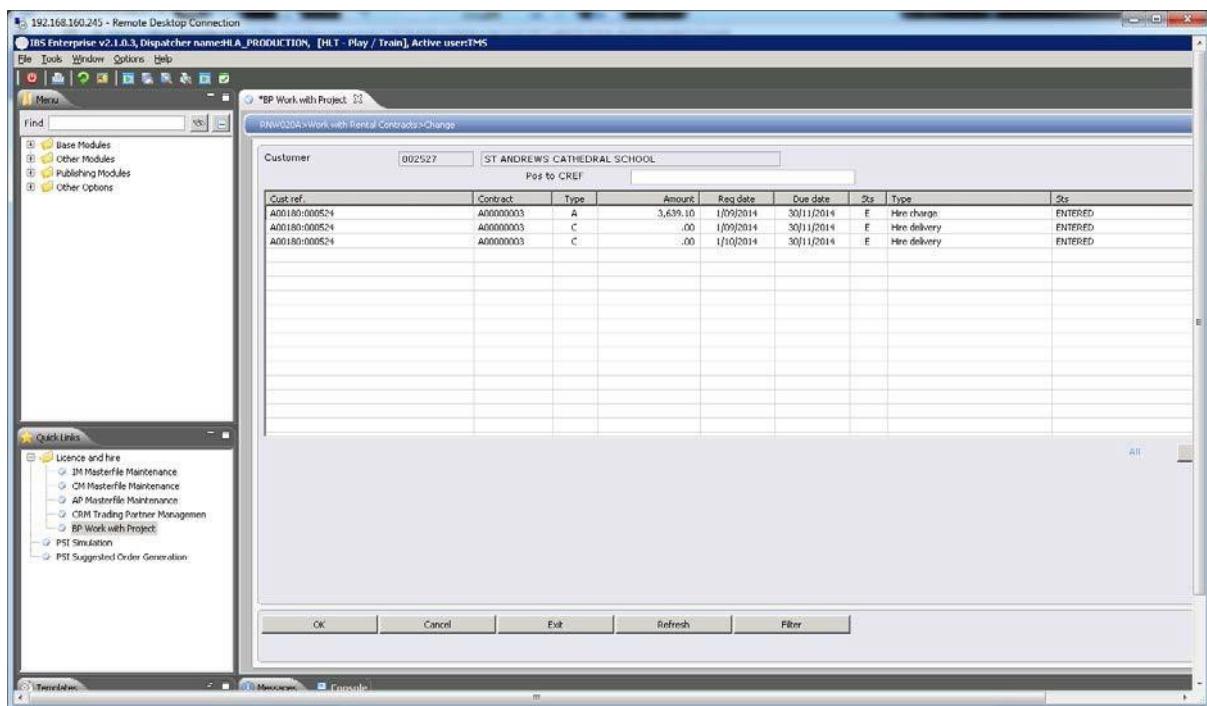
The specifications would hold the products that have to be released.



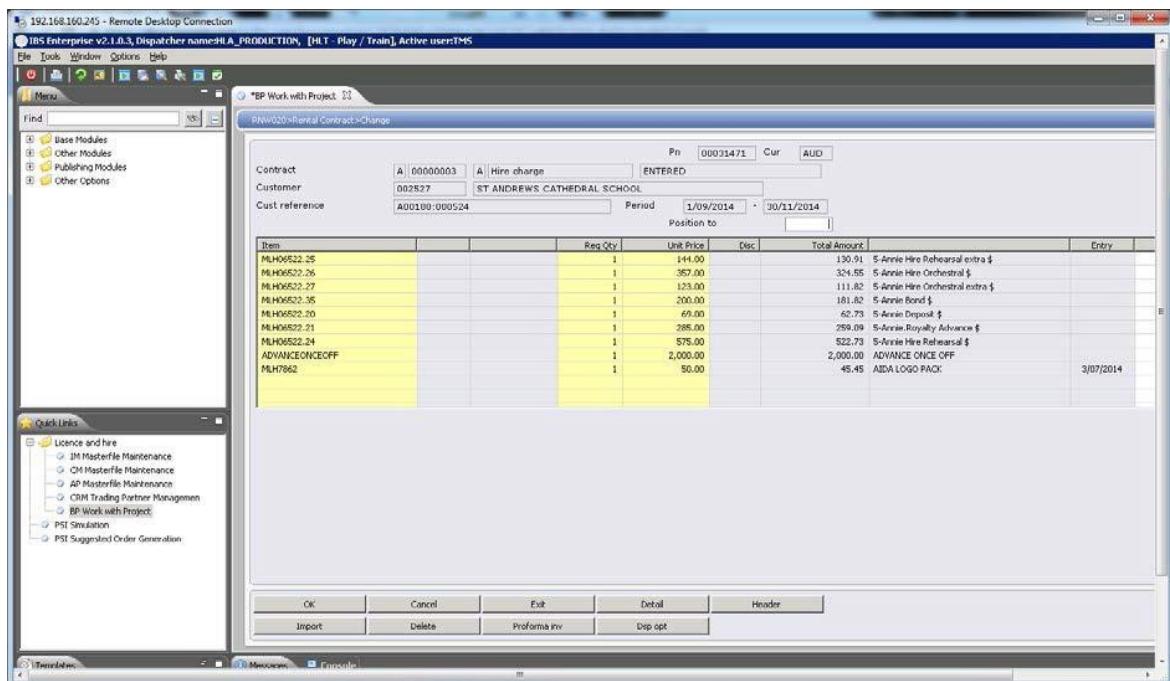
When looking at the rental contract details against the show the following options are available.



Rental Contract details includes all contracts that have been generated. The contracts are for the hire change, hire delivery (potentially 1 or more). These contracts would show all items that the invoice is made up of.

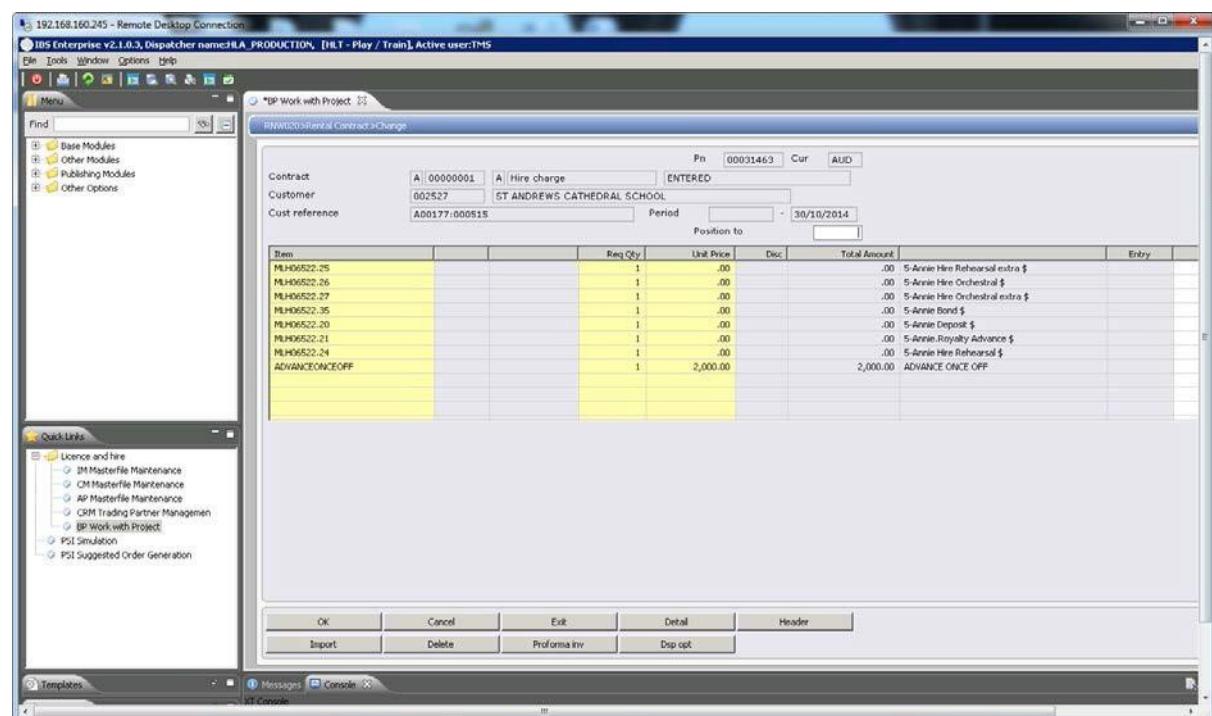
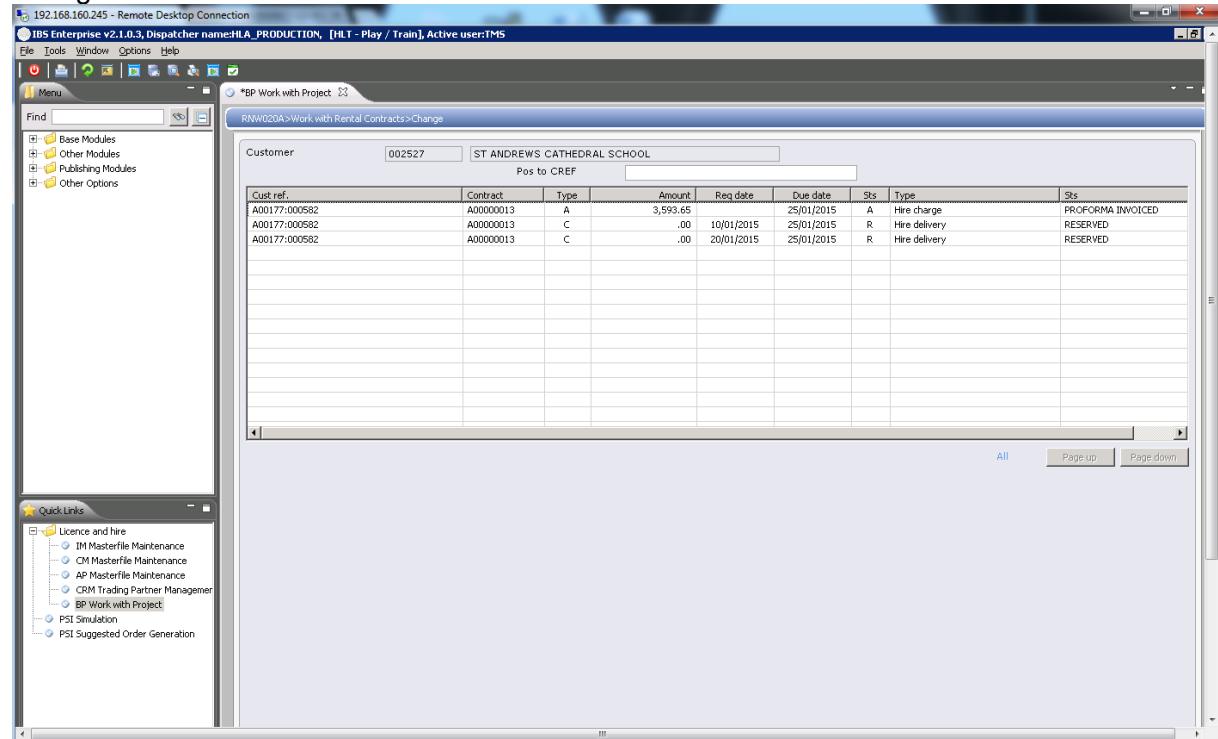


The contract comprises of the following. The **hire charge** consists of the charge for the items that would be delivered. It also includes any once off advance that would be charged. In this case the rights contract would have the advance marked as paid, since it would be collected via this invoice rather than via Rightsmaster. The unit prices are based on the price for the customer based on the price master. The prices and the quantities can be overridden. The invoice would be generated from IP1 later. It would also have the details of the subsequent hire delivery documents.



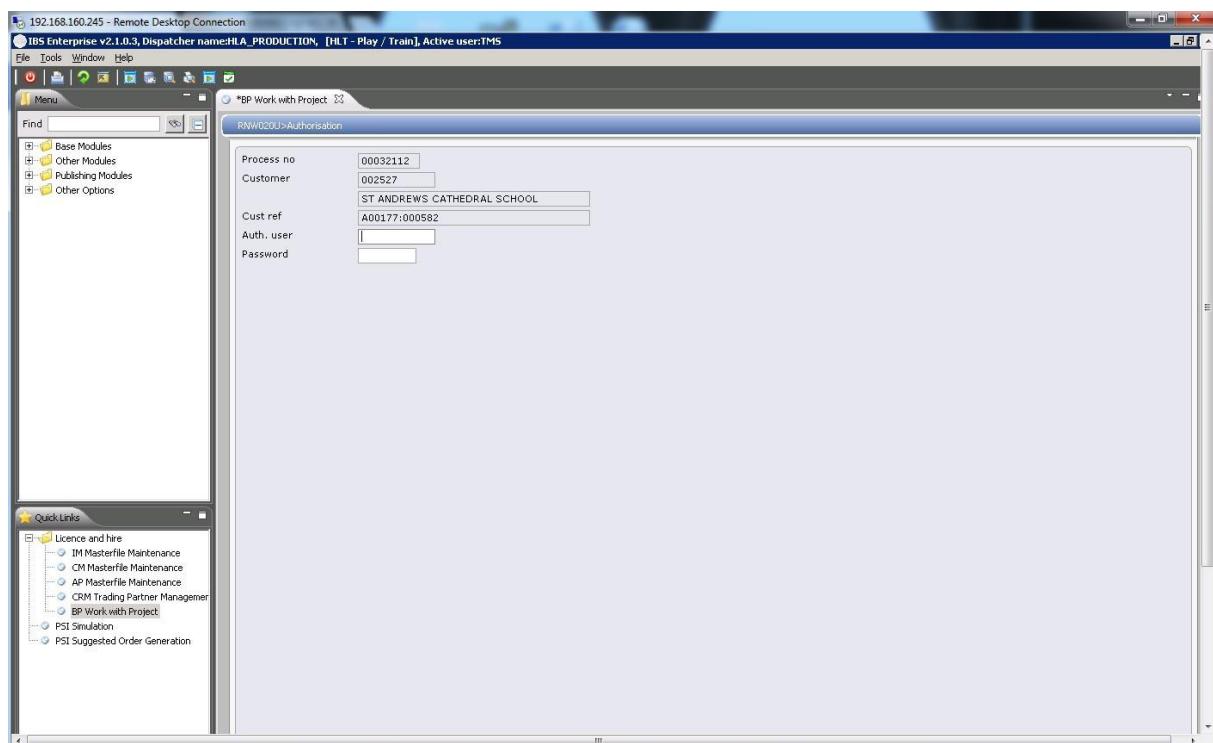
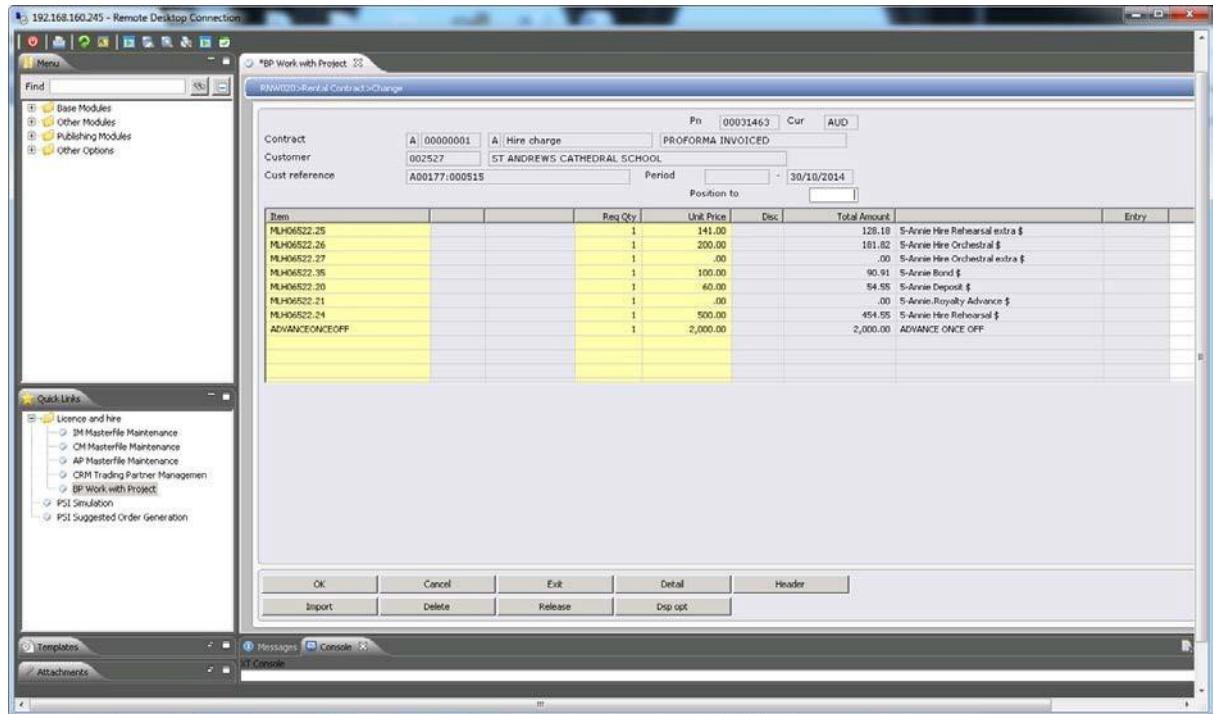
2.11 Generate Hire Invoice – IP1

Generation of the hire invoice would be a manual task. The 'Proforma Inv' tab allows for the Proforma Invoice to be generated for the customer. The status would change from 'E' to 'A' and the document would be available in the output queue. The Hire Delivery documents are now changed to 'Reserved' status.



The import option allows for the selection of other order forms to import other products from.

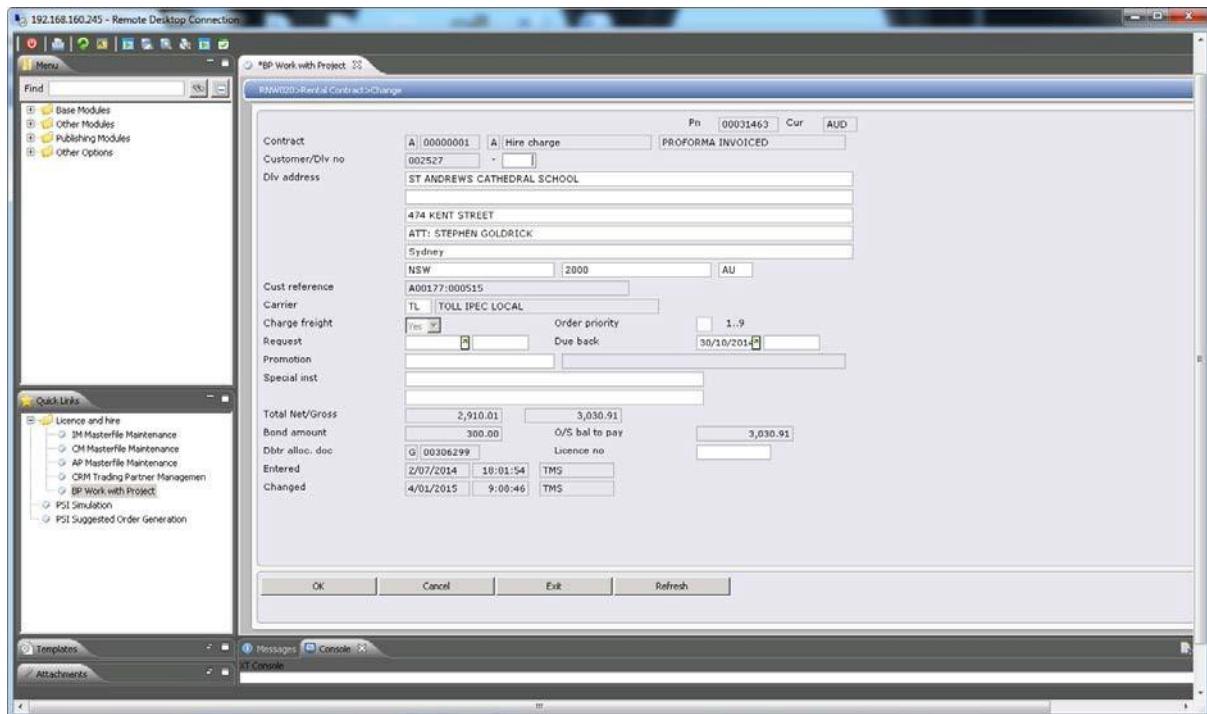
Once the proforma invoice is taken, a confirm proforma is requested. On completion the status changes and the option now allows for release of invoice. The reservation should now be inclusive in the PSI system. Refer to 2.14 Reserve stock PSI.



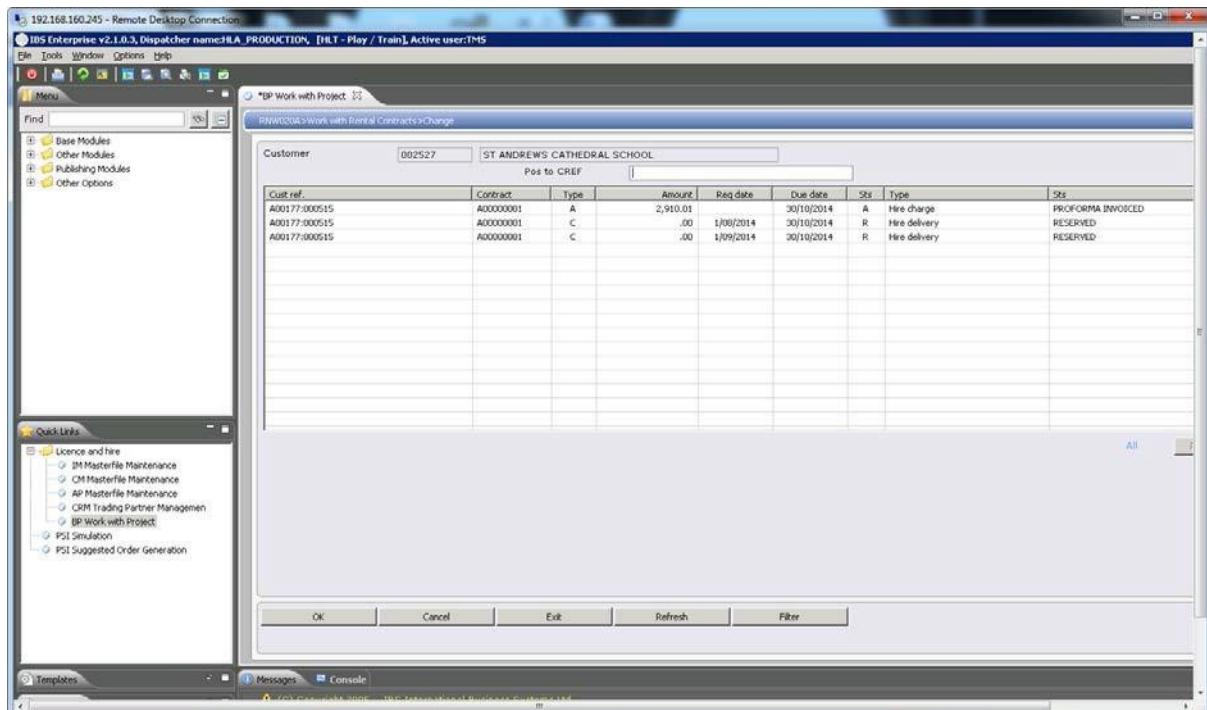
On some occasions the following screen would appear. Authorised manager is required for approval, if conditions of release are incomplete.

If any of the following conditions are not met, (i.e. bond has to not been paid, hire invoice has not been fully or partially paid and signed contract not returned.) an authorised manager and password has to be entered.

The header details indicates the total amount payable.



After the invoice generation, the system would have the following statuses for the documents.



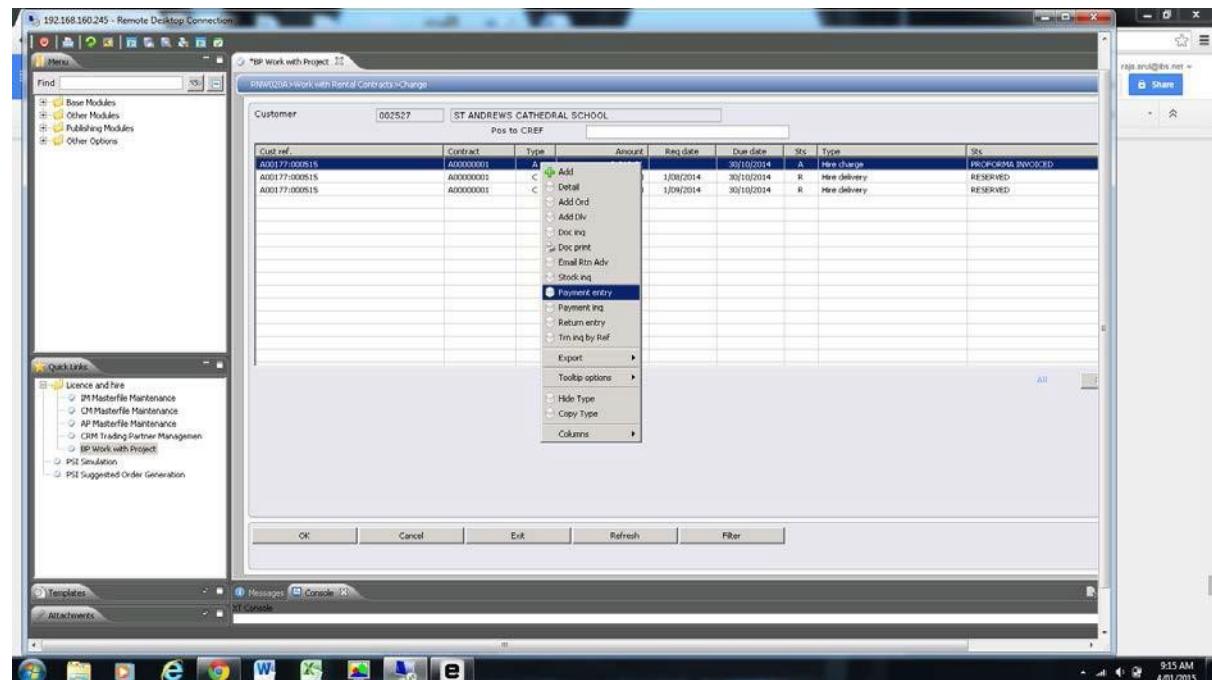
Thus the status of the 'A' document indicates Proforma Invoiced. This now activates the remaining 'C' type documents to Reserved, since it has been invoiced. This is now awaiting payment for the rest of the processes to continue. Proforma invoice would be sent to the spool file and may be printed when spool file is released or sent as an e-mail. This would depend on

the settings. The document inquiry against the 'A' document would show the details of the Proforma Invoice.

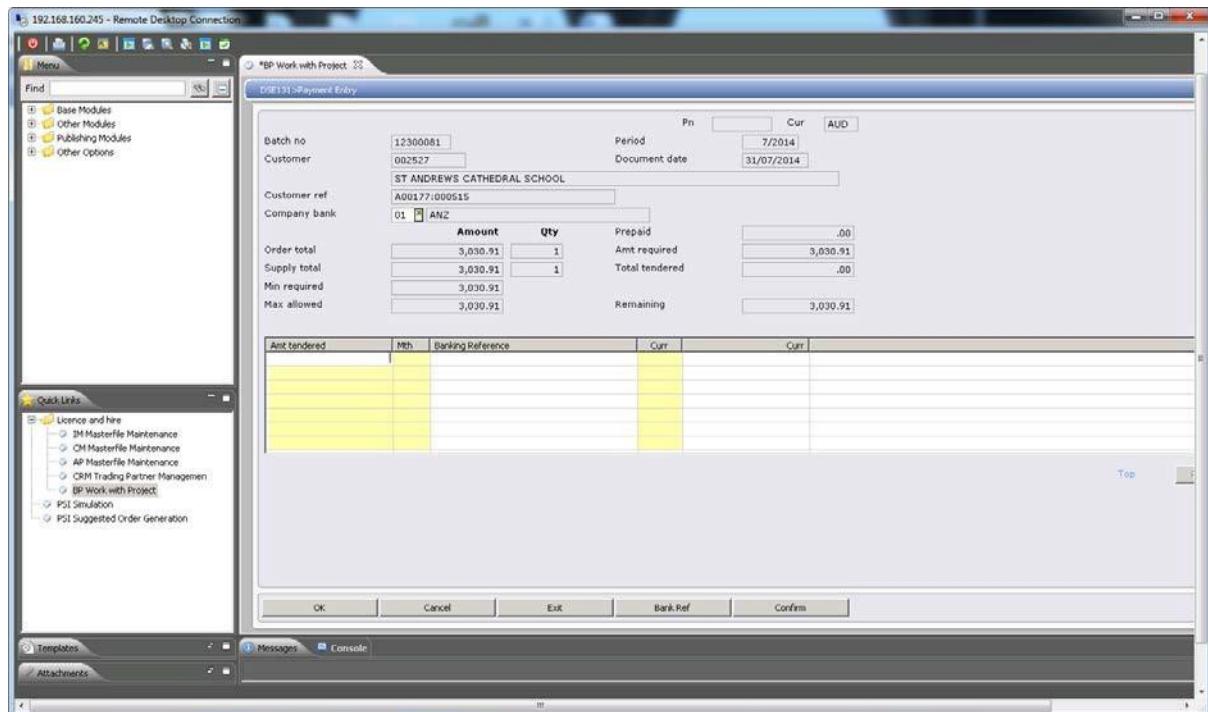
To release the document, the following is required. Thus Bond has to be paid, Hire invoice should be fully or partially paid and signed contract returned (field in RNTRNA00P)

2.12 Receive Hire Invoice Payment

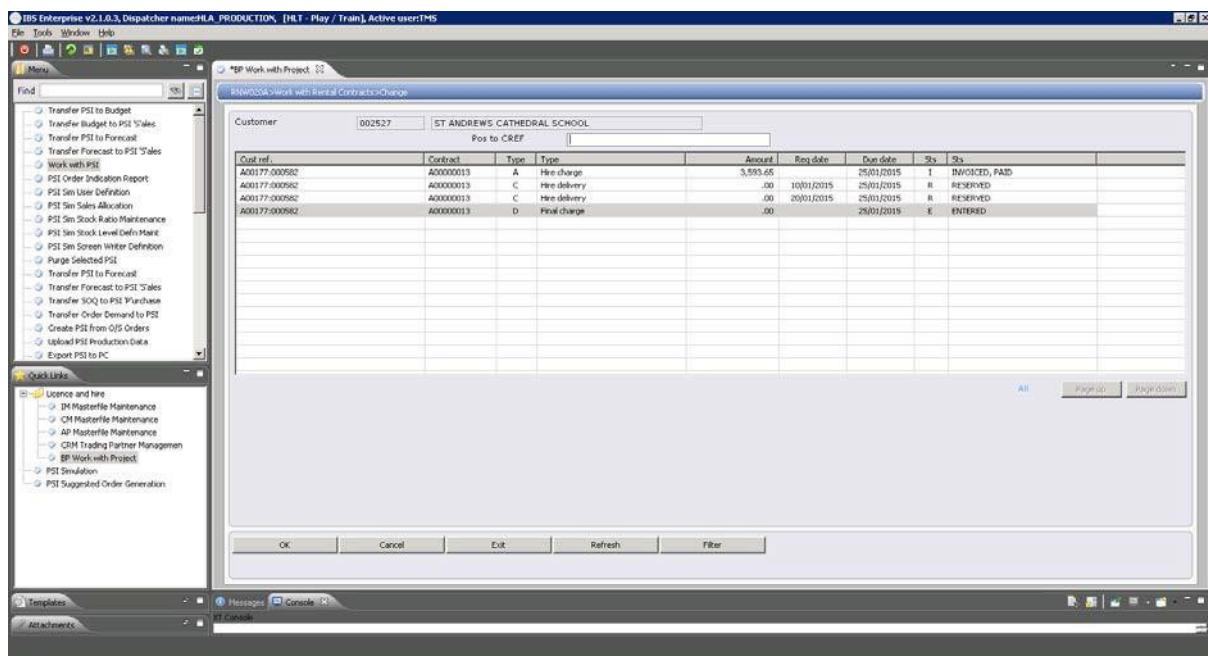
Now that the proforma invoice has been sent, a payment can be received. Thus it has to be invoiced before a payment can be received. Hence the status has to have progressed from an 'E' to 'A' status as indicated.



The Payment entry option would allow the payment to be received. It would default all the necessary fields to indicate the payment expected for this invoice.

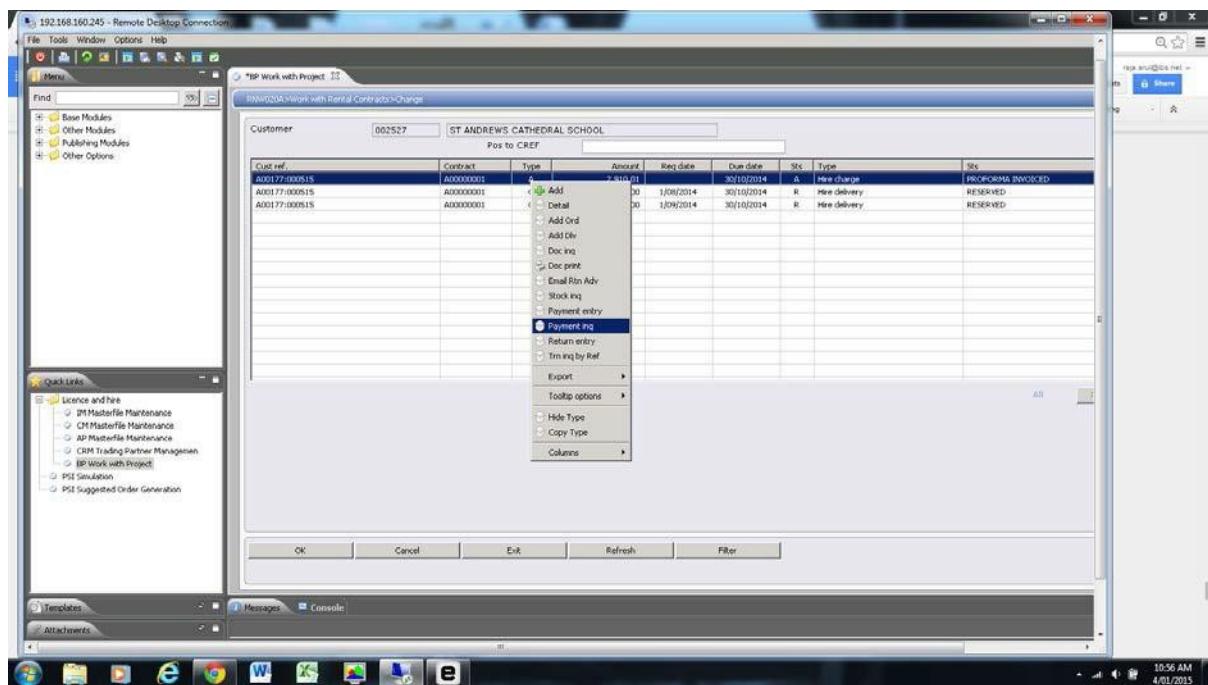


The details of the payment can be made against the amount expected. This option can be taken via the schedule as well. Once the payment is made F21 was taken to release the order. The status of the document would change to indicate the payment. (ie change from 'A' to 'I'). Once the payment is made, the document for type 'D' (in case there are miscellaneous charges) is created. It would be empty ready to hold any transactions for final process.

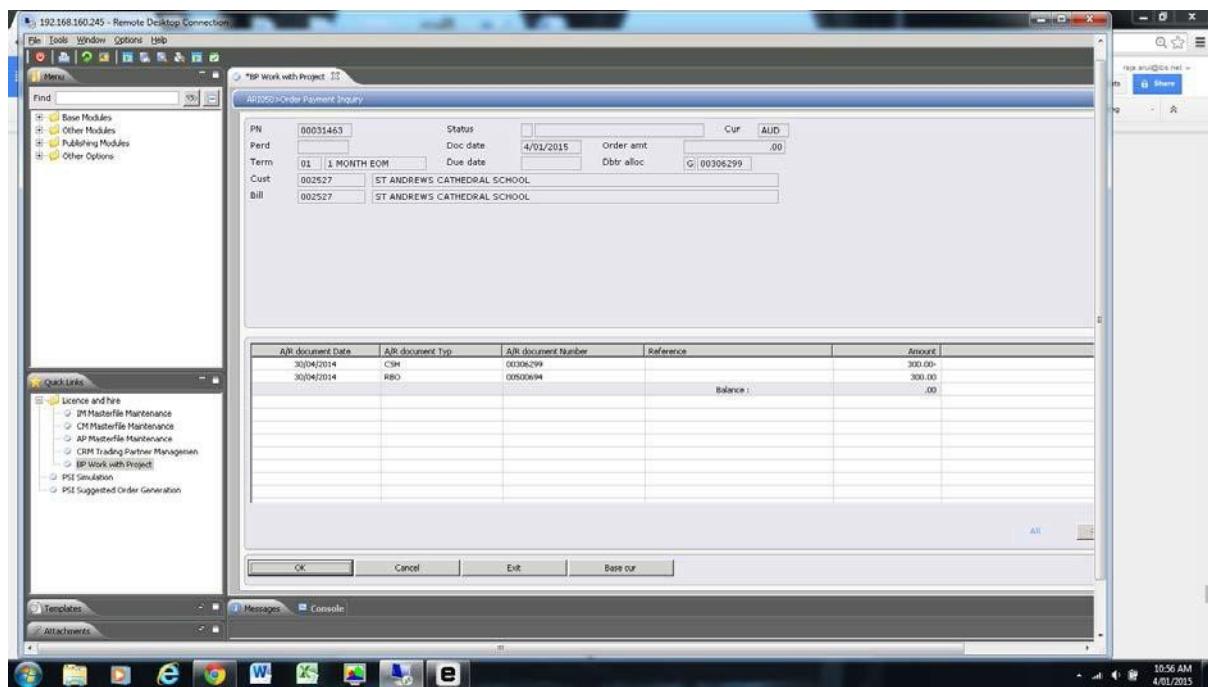


2.13 Check Payment Inquiry

Before the payment is made, an inquiry would show the following..

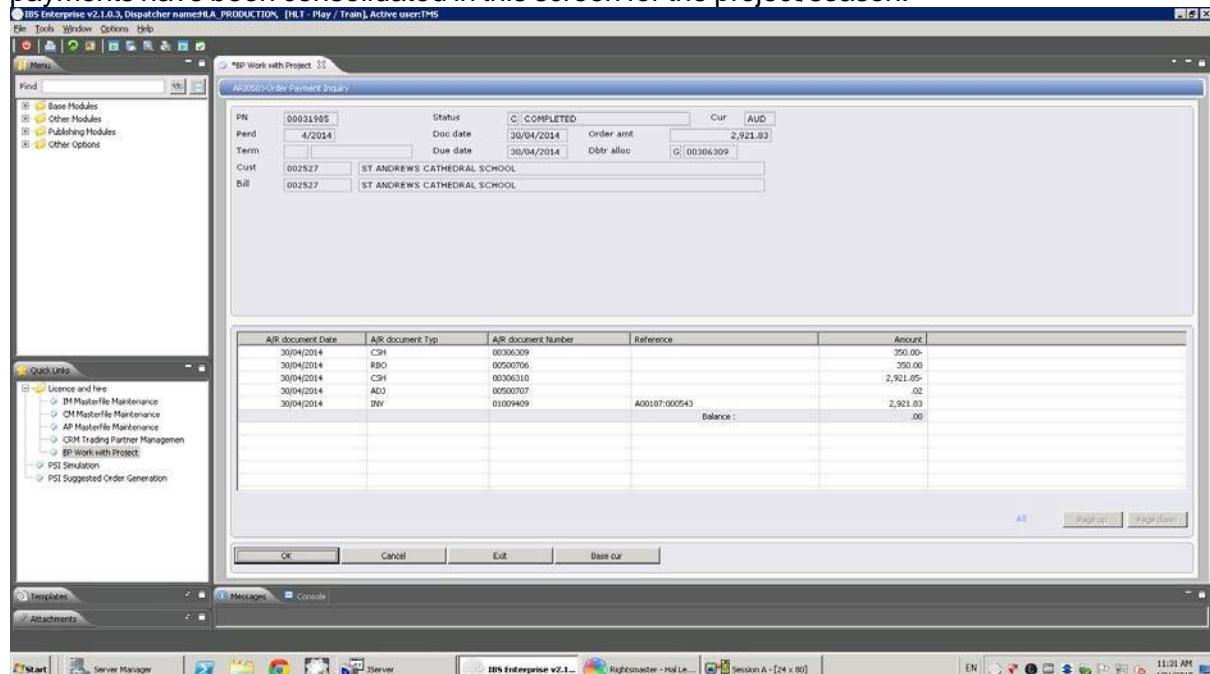


Now the option allows for payment inquiry showing the bond payment that has been made.

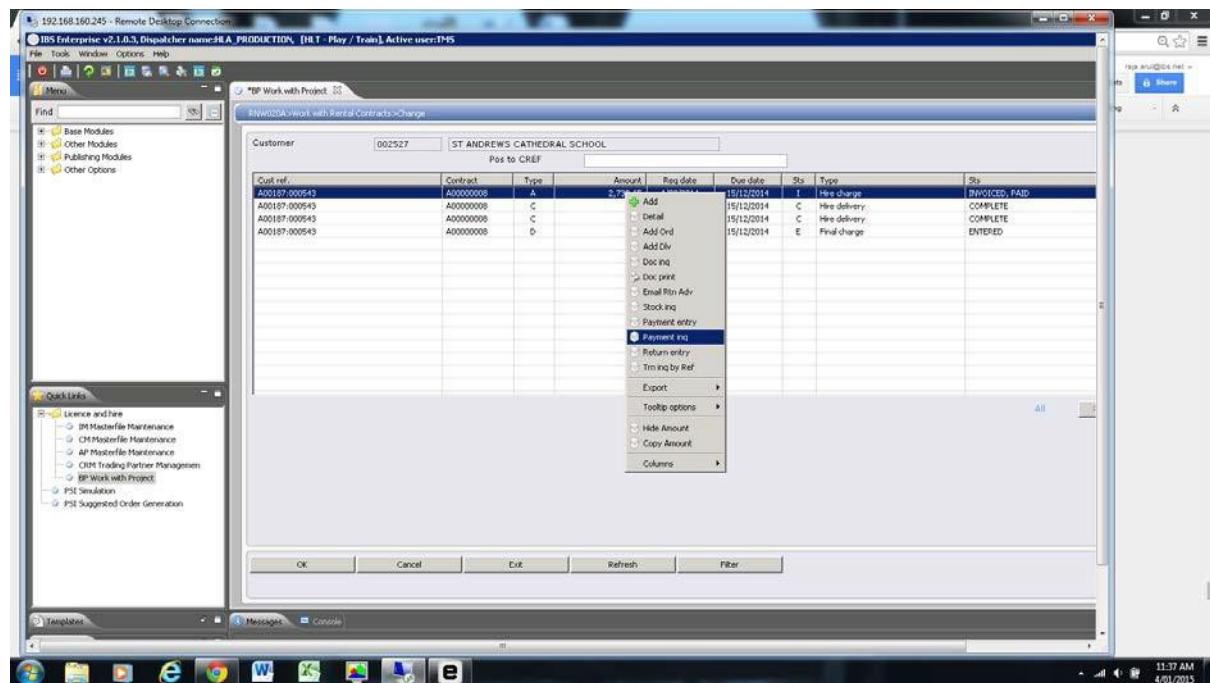


Once the payment for the proforma invoice is complete, the payment inquiry screen would appear as follows indicating that the bond and proforma invoice have been paid. Hence all

payments have been consolidated in this screen for the project/season.



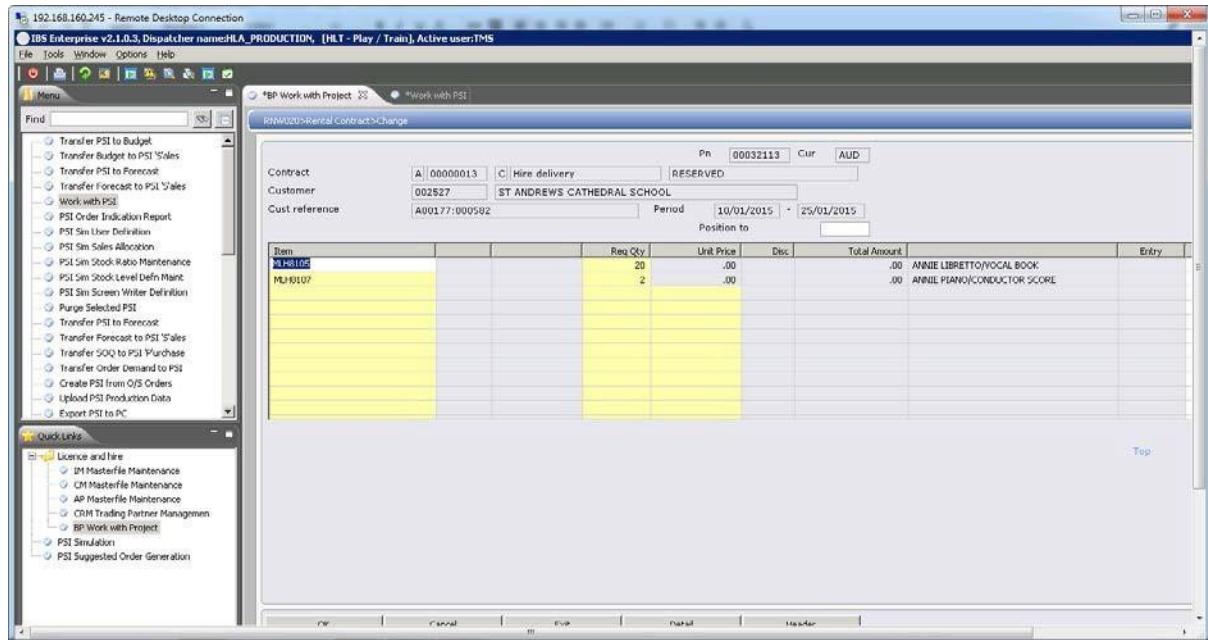
The payment inquiry option and the payment entry option can only be executed against the 'A' document (Hire charge).



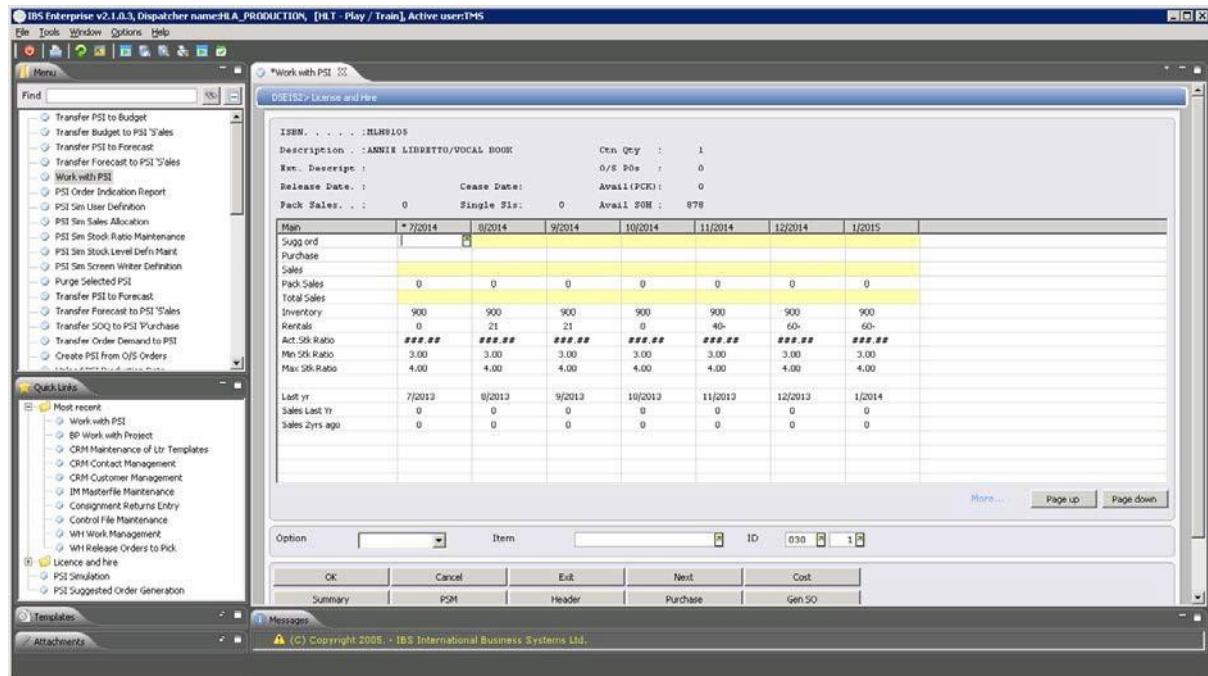
2.14 Reserve Stock PSI

When either full or partial payments are made the option to reserve stock would be available. Only type 'C' documents can be reserved to pending. This can now be reviewed in the PSI system, using the reference number as the project ID:season ID.

Also this 'C' documents will be changed to 'R' for reserved. The following stock that needs to be reserved for this rental.



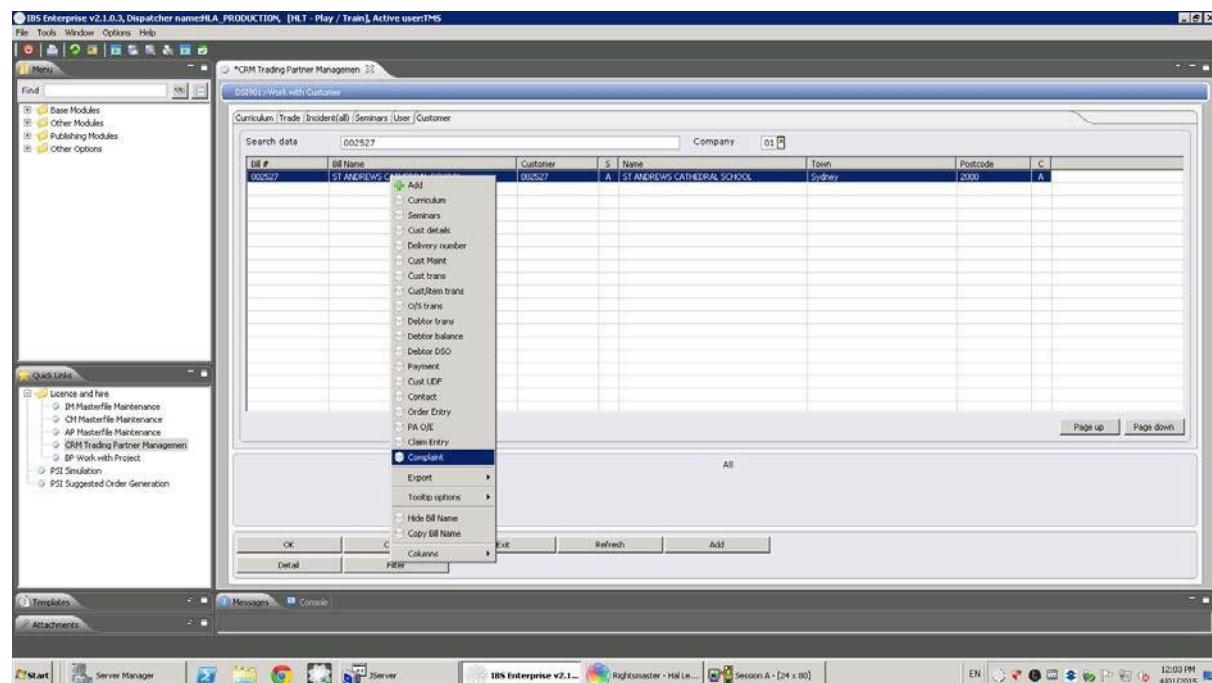
When viewing the PSI screens, a new line has been added to indicate the stock that is being reserved for rentals and the return of these eventually. Thus you would see the stock in the consignment warehouse that are being transferred in and out.



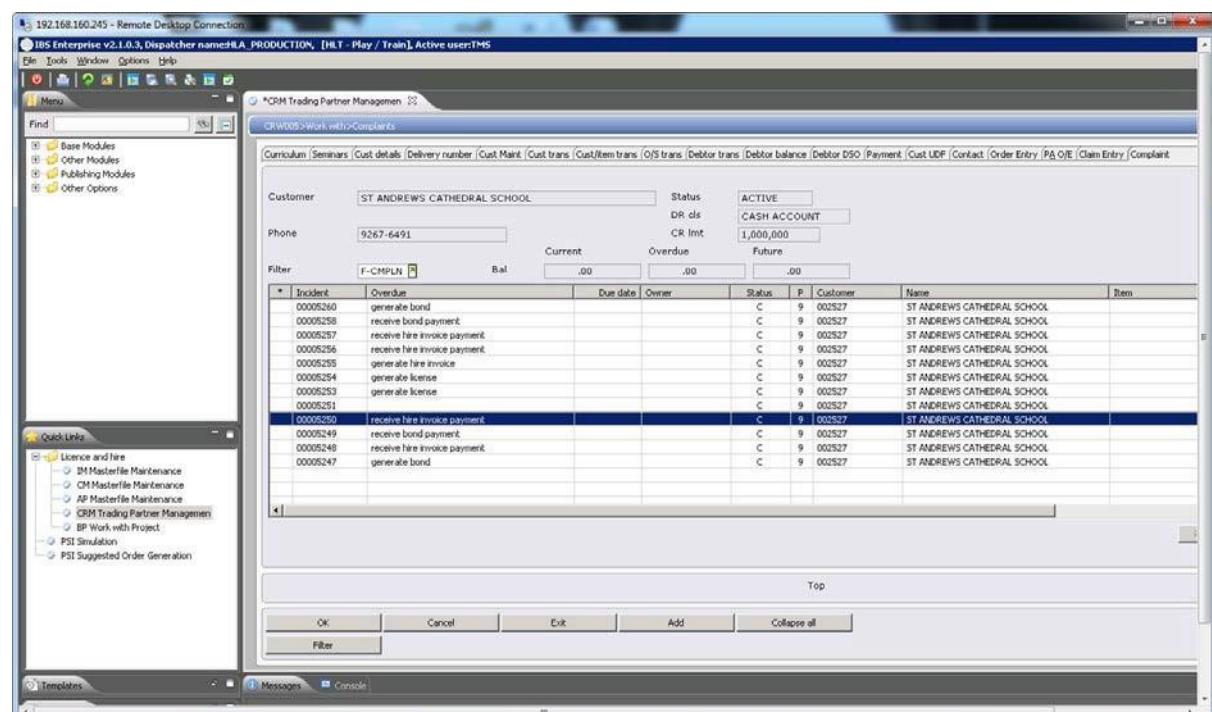
The screens have been changed to show the **Rentals line** below the inventory line. The requirements and would be shown in this line.

2.15 Check CRM Log Updates

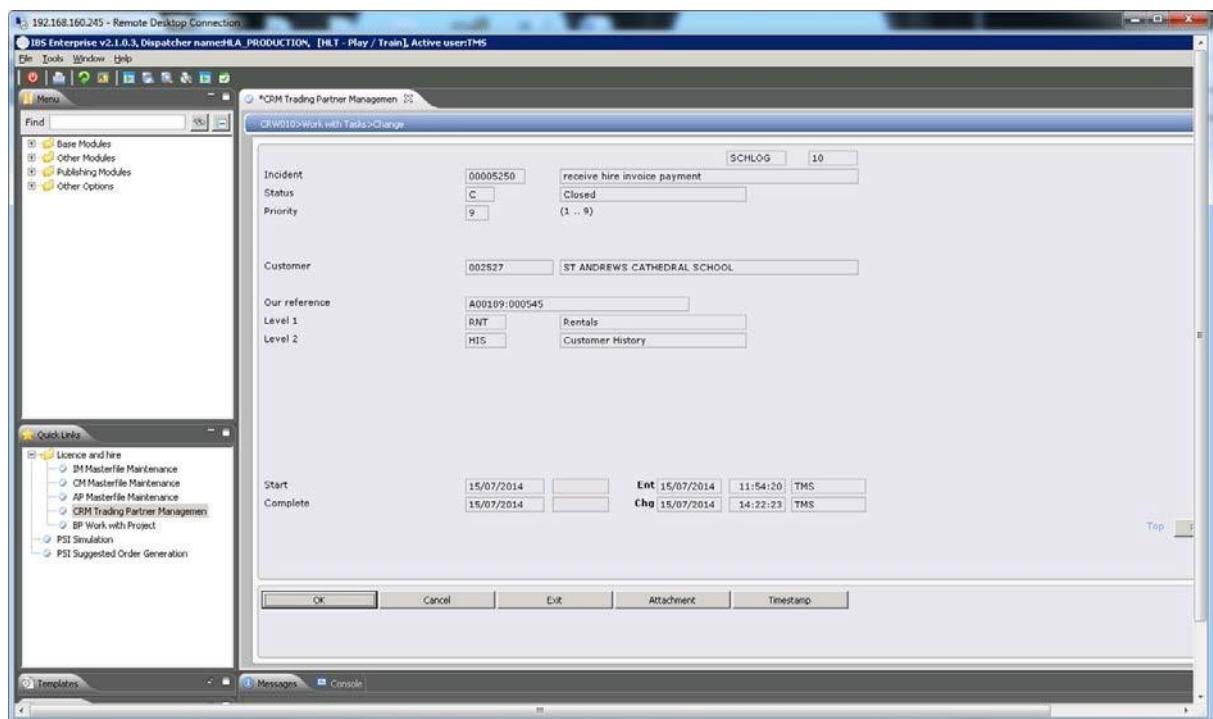
Once the CRM Log updates are setup for whichever transaction that is actioned. The CRM system would allow the access of the associated logs. To view those logs, select the following option.



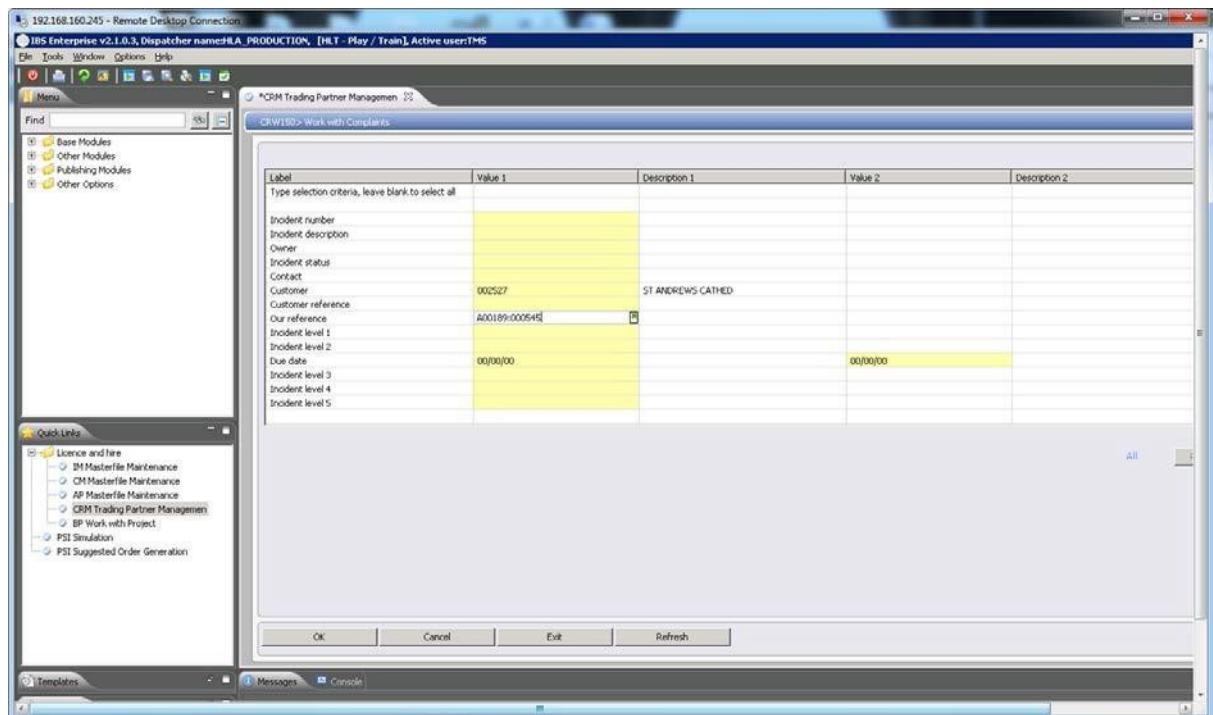
The option would show the incidents that were logged.



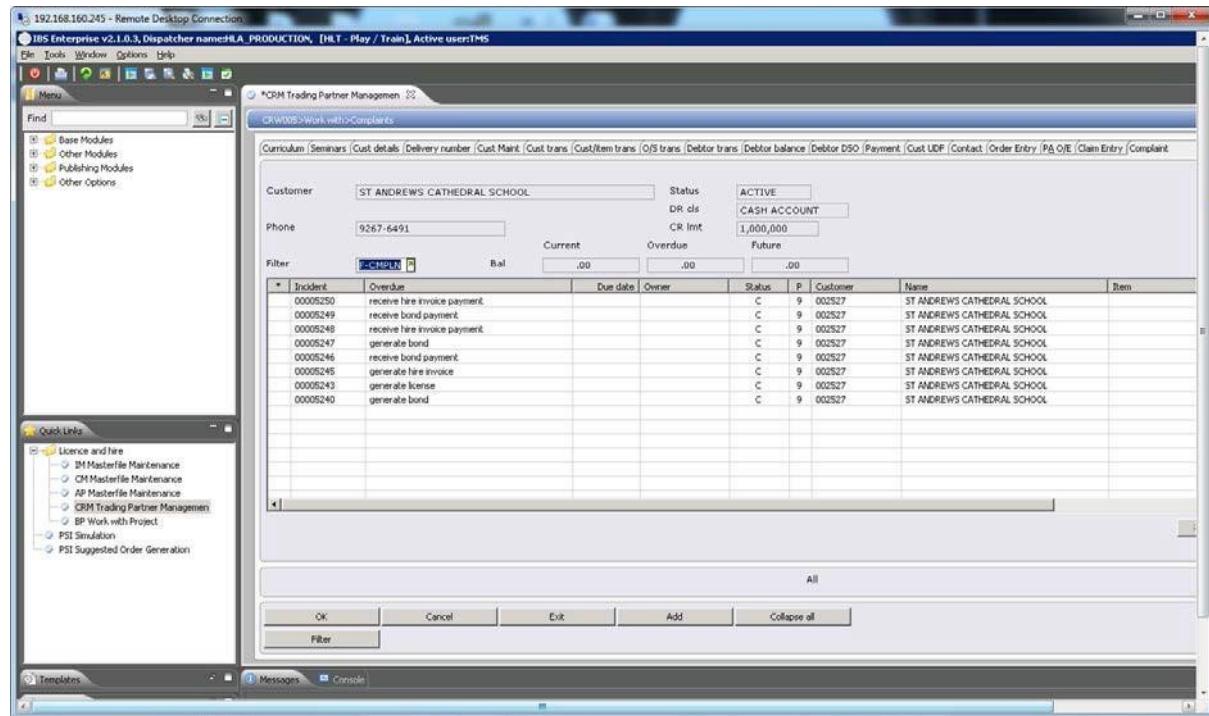
Details against each log would show the following i.e. the hierarchy levels and our reference would hold the project/session.



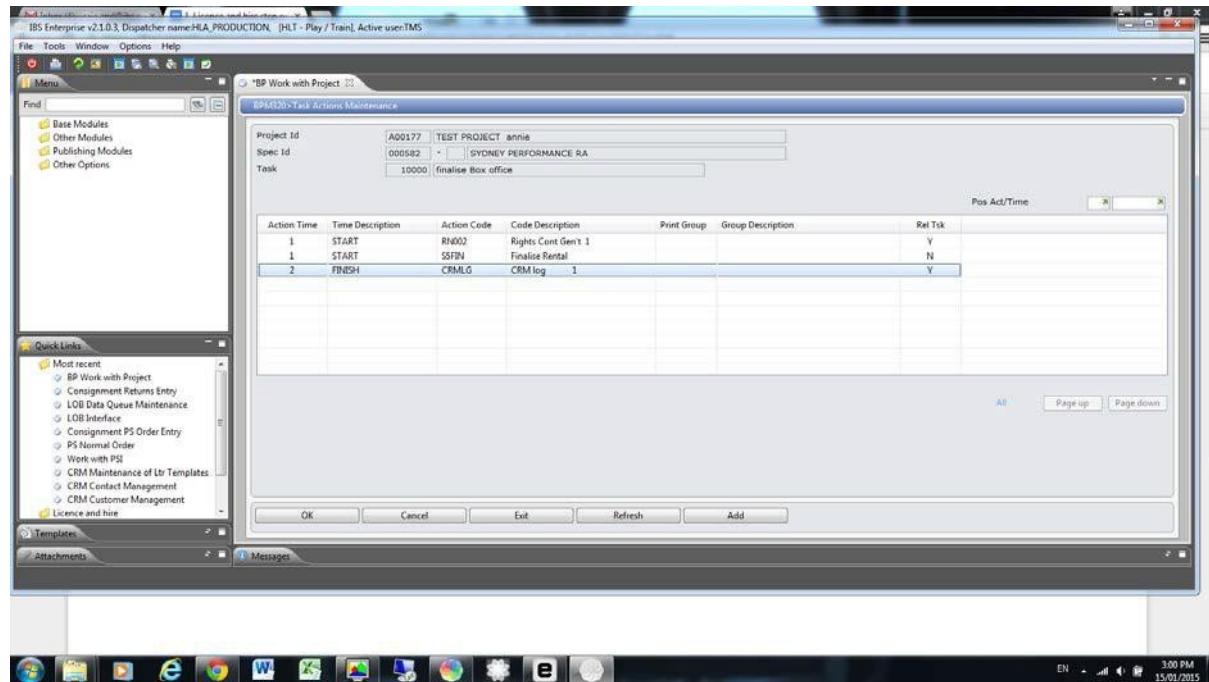
If you wish to view all CRM logs relating to the specific project/session, then enter it under our reference field in the filter. This would then filter all the CRM Logs for that particular project.



Resulting in the following associated details.



Thus the CRM log update is useful for tracking **incidents** against a customer. Hence if you wish to see the completed actions against an institution, you would be see these activities as well. To ensure the tracking of the incidents, add the following action to whatever action you want logging to occur.



Thus adding the action **CRMLog** to the list of actions causes the logging of this task together with the **task description** in the log file.