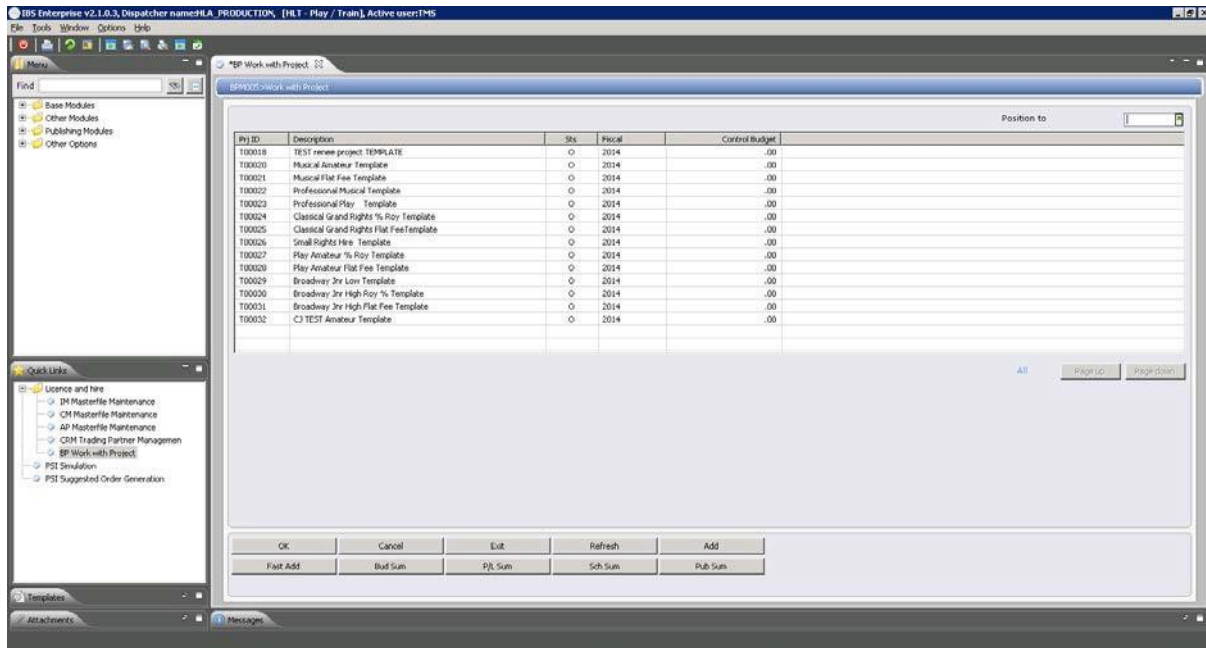


2. Create Project

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 generation 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

IBS 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

Quick Links

License and hire
IM Masterfile Maintenance
CM Masterfile Maintenance
AP Masterfile Maintenance
CRM Trading Partner Management
BP Work with Project
PST Simulation
PST Suggested Order Generation

*BP Work with Project: 33

BPM1000 Work With Book Specifications 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: 0 (O=Open, C=Close)
Major milestone: PRE Pre production
Minor milestone: PND Pending
Notes: general notes from BS screen
Top Pag

OK Cancel Exit Supplier Long desc

Text

IBS 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

Quick Links

License and hire
IM Masterfile Maintenance
CM Masterfile Maintenance
AP Masterfile Maintenance
CRM Trading Partner Management
BP Work with Project
PST Simulation
PST Suggested Order Generation

*BP Work with Project: 33

BPM1000 Work With Book Specifications Change

Project: A00177 TEST PROJECT annie
Type: RNT Performance
Performance: 000511 SYDNEY PERFORMANCE
Description: SYDNEY PERFORMANCE
Customer: 005285 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: 8116 ANNIE REHEARSAL SET
Req date: 01/08/14
Form 2nd div: 8106 ANNIE ORCHESTRAL SET
Req date: 01/09/14
Perform start end: 01/10/14
Exp Signature: 30/10/14
More Page up Page down

OK Cancel Exit Supplier Long desc

Text

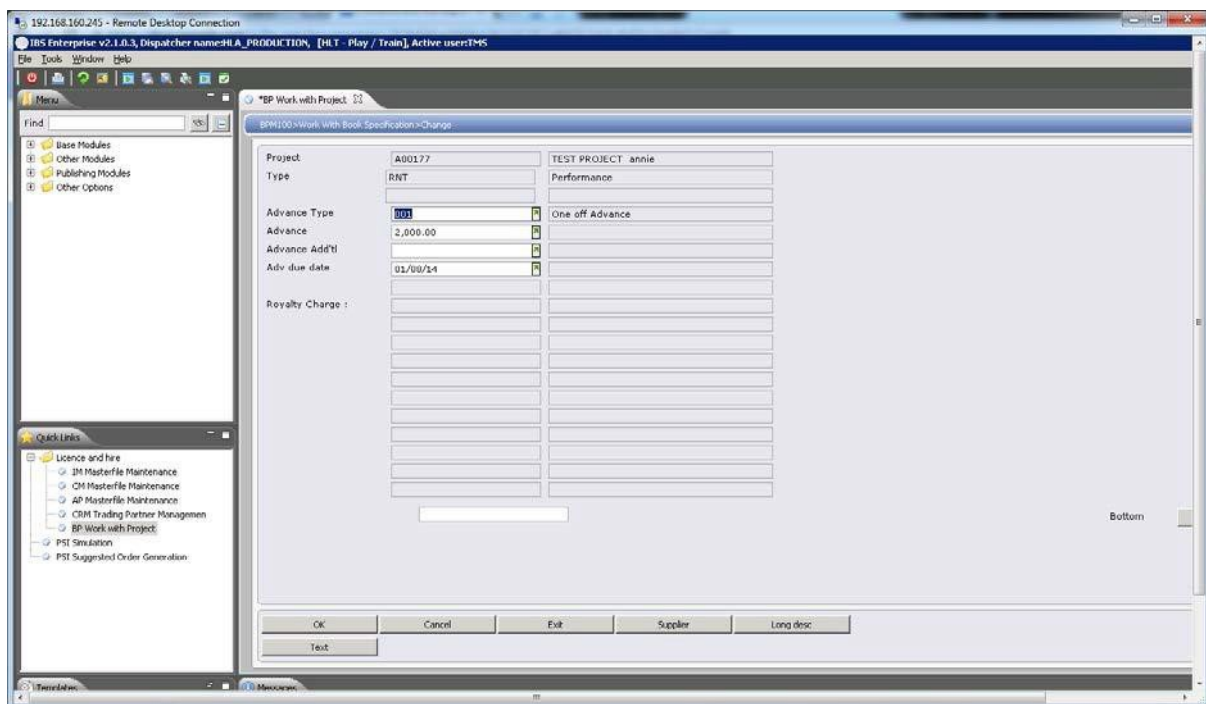
Templates

Attachments

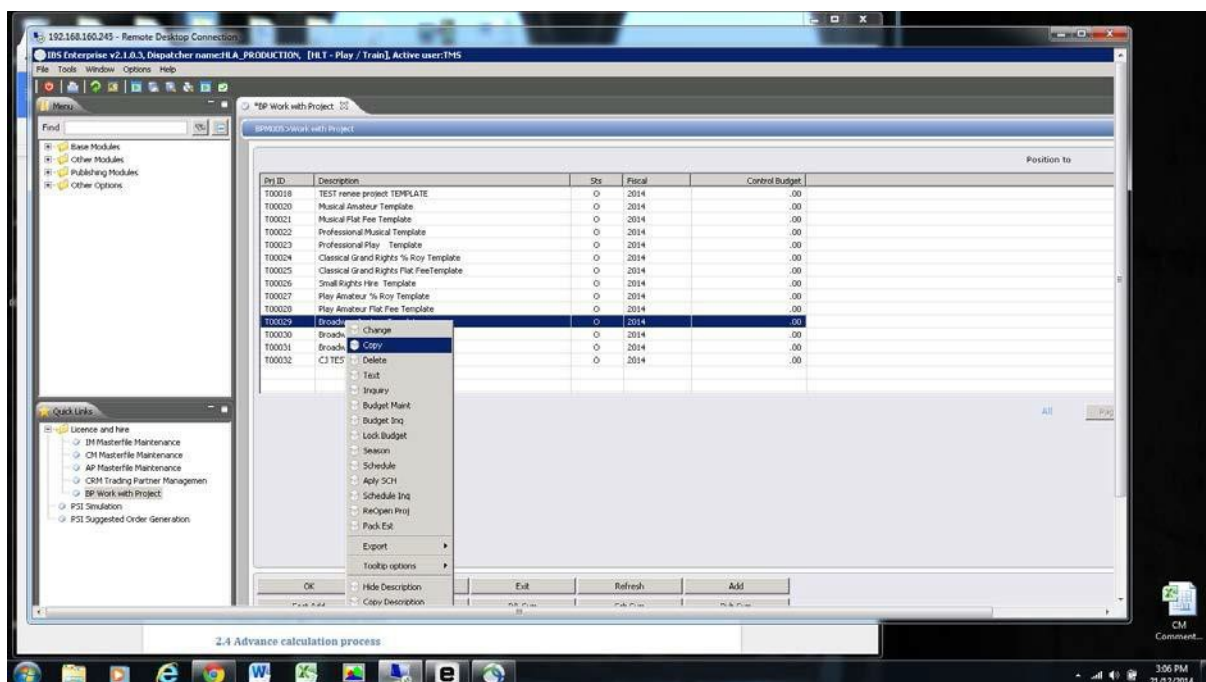
Messages

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.

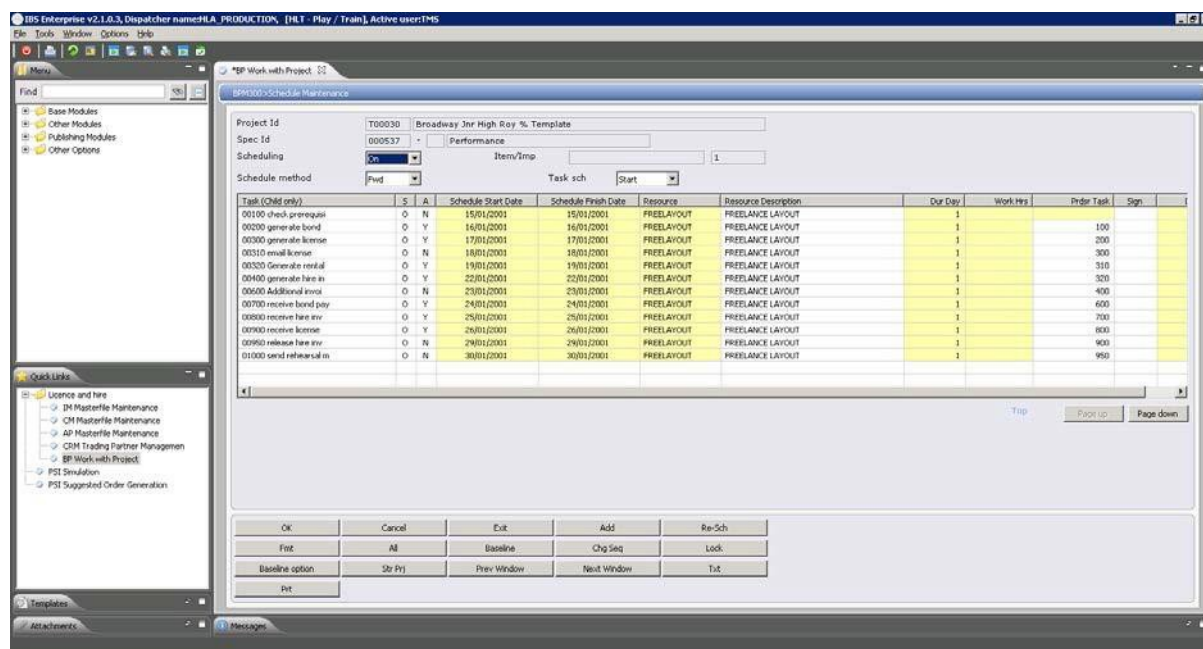


2.2 Allocate Template Schedule

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.

The screenshot displays the 'Rightsmaster - Hal Leonard Training (PLT)' application window. The main title bar indicates the user is logged in as 'Rightsmaster Portal'. The interface shows a 'Collection Contract' form for contract number '0000001032'. The currency is set to 'AUD - Australian Dollar' and the description is 'Annie Melbourne show'. The form includes a table with the following data:

Milestone	Subrights Exploit	Responsible Party	Estimated Due Date	Completion Date	Collection Type	Amount	Bill To	Work Number	Release Date	A/R Ack Date	Paid Date
Contract Signing			1/01/0001			2,000.00	St Andrew School Sy...		1/01/0001	1/01/0001	

Below the table, there are input fields for 'Milestone' (Contract Signing), 'Responsible Party', 'Estimated Due Date' (1/01/0001), 'Pay at Statement' (unchecked), 'Work Number', 'Collection Type', 'Amount' (2,000.00), 'Owner Share', 'Bill To' (St Andrew School Sydney), and 'Notes'. The bottom right corner features 'Save & Close', 'Cancel', and 'Save' buttons.

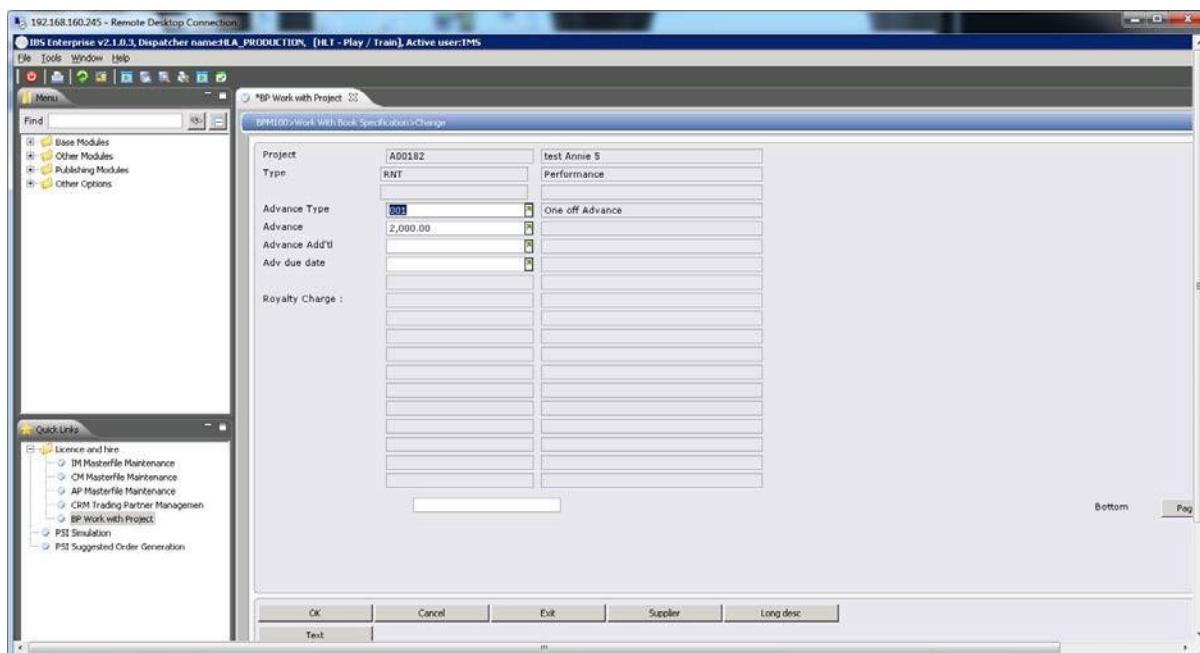
2.4 Advance Calculation Process

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.



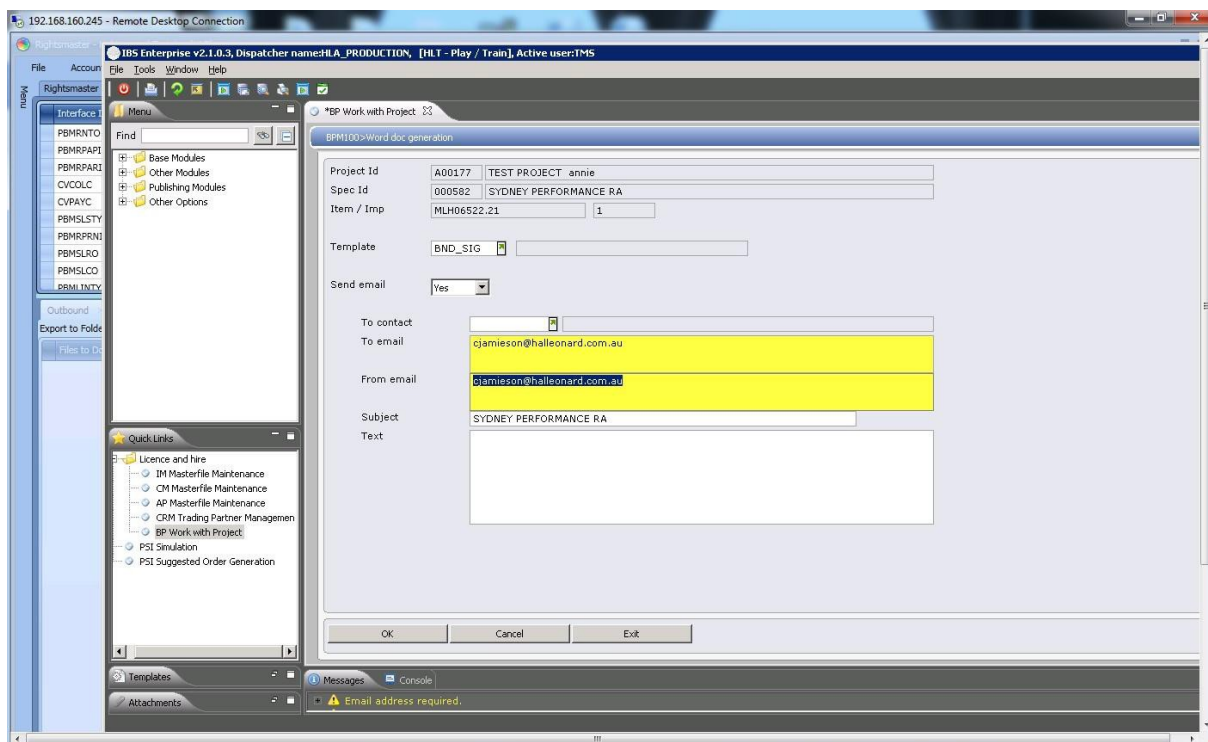
Additional advance - Rightsmaster

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.

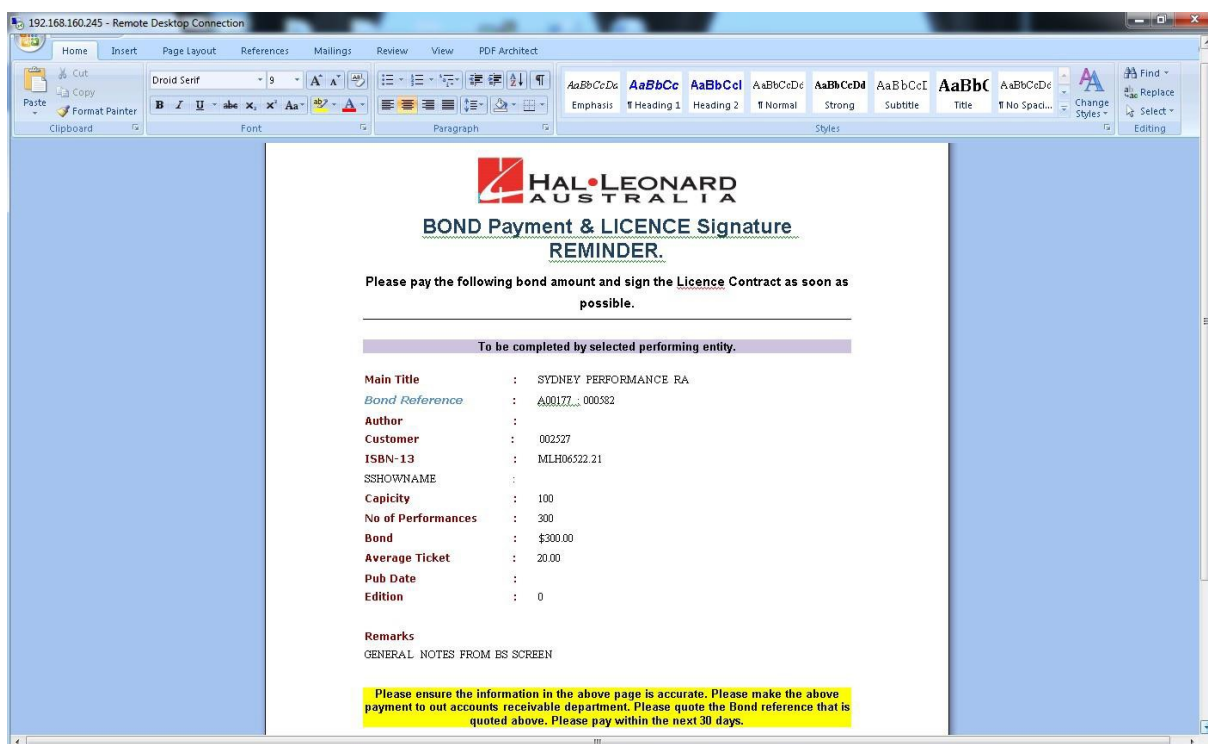
2.5 Generate Bond

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.

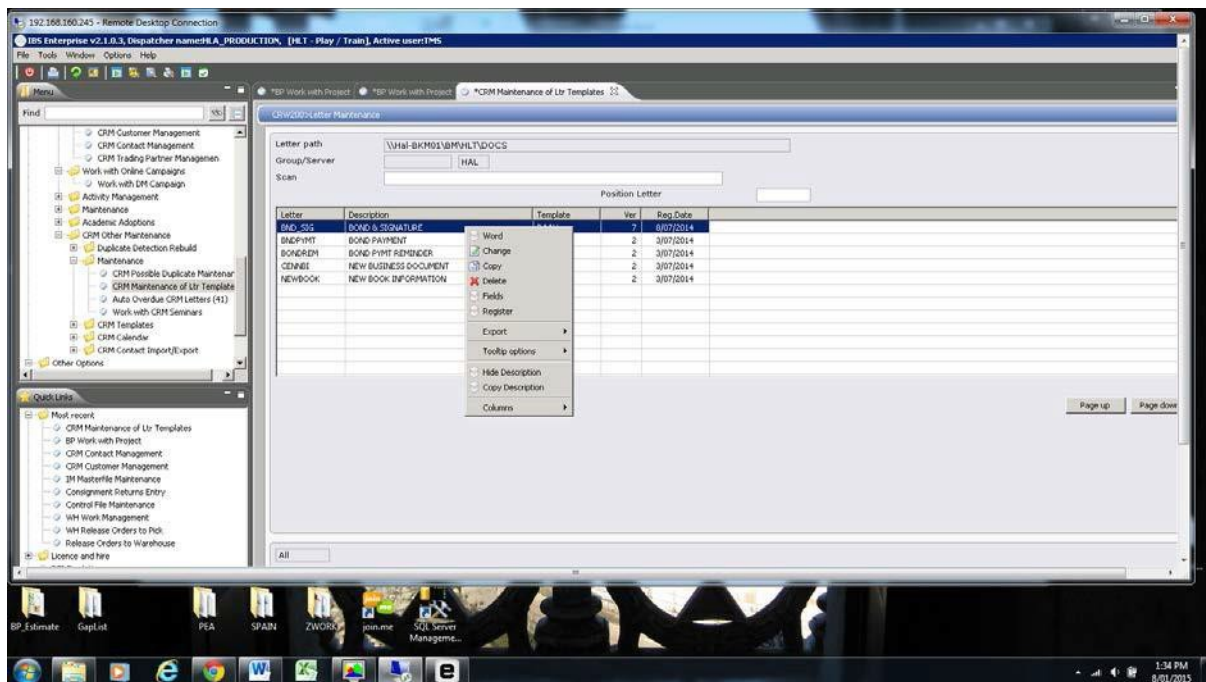


Based on the template selected. This would then be e-mailed to the client.



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.

IBS Enterprise v2.1.0.3, Dispatcher name: HA_PRODUCTION, [HLT - Play / Train], Active user: TMS

Menu: Find, Base Modules, Other Modules, Publishing Modules, Other Options

Quick Links: Licence and hire, JHM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PST Simulation, PST Suggested Order Generation

*BP Work with Project: 22

Doc131: Payment Entry

Batch no: 12300081, Period: 7/2014, Cur: AUD

Customer: 002527, Document date: 31/07/2014

Customer ref: A00177:000582

Company bank: 01 ANZ

Order total: 300.00, Qty: 1, Prepaid: .00

Supply total: 300.00, Qty: 1, Amt required: 300.00

Min required: 300.00, Total tendered: 300.00

Max allowed: 300.00, CASH change: .00

Amt tendered	Mth	Banking Reference	Curr	Curr
300.00	5		A	300.00

Top, Page up, Page down

OK, Cancel, Exit, Bank Ref, Confirm

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.

IBS Enterprise v2.1.0.3, Dispatcher name: HA_PRODUCTION, [HLT - Play / Train], Active user: TMS

Menu: Find, Base Modules, Other Modules, Publishing Modules, Other Options

Quick Links: Licence and hire, JHM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PST Simulation, PST Suggested Order Generation

*BP Work with Project: 22

BP100: Work with Book Specification: Change

Project: A00177, TEST PROJECT: annie

Type: RNT, Performance: Performance

Performance: 000592, SYDNEY PERFORMANCE RA

Description: SYDNEY PERFORMANCE RA

Customer: 002527, ST ANDREWS CATHEDRAL SCHOOL

Band amount: 300.00

Debt Alloc #: 2,000,000,000

Promo Code:

Form Change: C3ANNIEC, ANNIE CHARGE INVOICE

Req date: 8116, ANNIE REHEARSAL SET

Form 1st div: 10/01/15, ANNIE ORCHESTRAL SET

Form 2nd div: 8106, ANNIE ORCHESTRAL SET

Perform start: 20/01/15

end: 25/01/15

Exp Signature:

More, Page up, Page down

OK, Cancel, Exit, Supplier, Long desc

Test

Press Enter to confirm.

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.

IBS Enterprise v2.1.0.3, Dispatcher name: HLA_PRODUCTION, [H.L.T. - Play / Train], Active user: TM5

Menu: Find

Base Modules: Distribution, Order Processing & Billing, Debtors & Claims, Accounts Receivable, Entry, Batch Processing, Inquiries, Debtor Master Inquiry, Debtor Transaction Inquiry, Debtor DSO Inquiry, Debtor Draft / LC Inquiry, Debtor Credit Card Trans Inquiry, Debtor Print Pattern Analysis, Debtor Payment Inquiry, Other, Customer History, Debtors LOD, Debtors Factoring, Instalments

Quick Links: Licence and hire, IM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PST Simulation, PST Suggested Order Generation

*Debtor Transaction Inquiry

AP015>Debtor Transaction Inquiry

Billing: 002527 ST ANDREWS CATHEDRAL SCHOOL Status: ACTIVE Terms: 1 MONTH EOM Currency: AUD Position doc: [icon]

Original Date	Document Date	Document Type	Document Number	Reference	Amount	Balance	Due Date
30/04/2014	30/04/2014	CSH	00306305	A00186:000541	370.00		
	30/04/2014	RBO	00500700	A00186:000541	370.00		
	30/04/2014	CSH	00306306	A00186:000541	3,790.45		
	30/04/2014	ADJ	00500701	A00186:000541	.02		
	30/04/2014	INV	01009403	A00186:000541	3,790.43		
	30/04/2014	CSH	00306307	A00186:000541	145.35		
	30/04/2014	ADJ	00500702	A00186:000541	.01		
	30/04/2014	INV	01009406	A00186:000541	145.34		
	30/04/2014	RBO	00500705	A00186:000541	370.00		
	30/04/2014	INV	01009408	A00186:000541	3,975.18		
	30/04/2014	CSH	00306300	00021904	3,605.18	.00	30/04/2014
	30/04/2014	CSH	00306309	A00187:000543	750.00		
	30/04/2014	RBO	00500706	A00187:000543	750.00		

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.

IBS Enterprise v2.1.0.3, Dispatcher name: HLA_PRODUCTION, [H.L.T. - Play / Train], Active user: TM5

Menu: Find

Base Modules: Distribution, Order Processing & Billing, Debtors & Claims, Accounts Receivable, Entry, Batch Processing, Inquiries, Debtor Master Inquiry, Debtor Transaction Inquiry, Debtor DSO Inquiry, Debtor Draft / LC Inquiry, Debtor Credit Card Trans Inquiry, Debtor Print Pattern Analysis, Debtor Payment Inquiry, Other, Customer History, Debtors LOD, Debtors Factoring, Instalments

Quick Links: Licence and hire, IM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PST Simulation, PST Suggested Order Generation

*BP Work with Project

BPM300>Schedule Maintenance

Project Id: A00106 Annie test 8

Spec Id: 000541 melbourne performance 8 Active

Scheduling: On Item/Imp ANNIERBOXOFFICE1 1

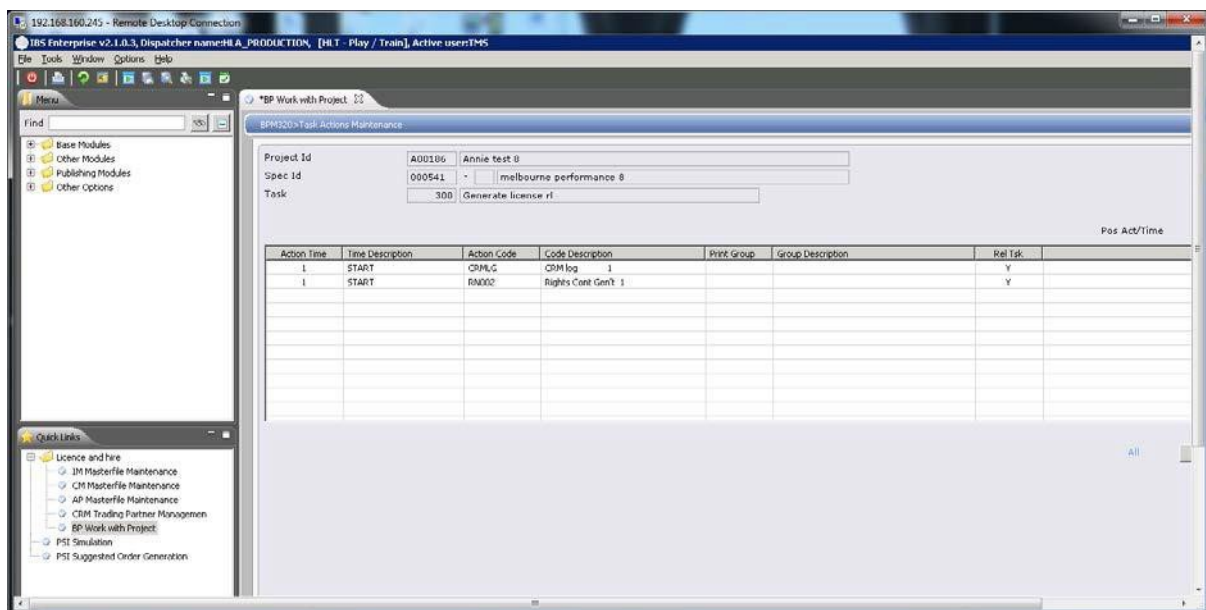
Schedule method: Full Task sch: Start

Task (Child only)	S	A	Schedule Start	Schedule Finish	Schedule Dur	Actual Start	Actual Finish	Actual Dur	Bid Dur	Resource
00100 check pre-requisi	O	N	19/09/2001	19/09/2001	1					FREELAYOUT
00200 generate bond	A	Y	20/09/2001	20/09/2001	1	9/07/2014				FREELAYOUT
00300 Generate license	A	Y	21/09/2001	21/09/2001	1	9/07/2014				FREELAYOUT
00310 email license	A	Y	24/09/2001	24/09/2001	1	14/07/2014				FREELAYOUT
00320 Generate rental	A	Y	25/09/2001	25/09/2001	1	9/07/2014				FREELAYOUT
00400 generate hire in	A	Y	26/09/2001	26/09/2001	1	9/07/2014				FREELAYOUT
00600 Additional invoi	O	N	27/09/2001	27/09/2001	1					FREELAYOUT
00700 receive bond pay	A	Y	20/09/2001	20/09/2001	1	9/07/2014				FREELAYOUT
00800 receive hire inv	A	Y	1/10/2001	1/10/2001	1	9/07/2014				FREELAYOUT
00900 receive license	A	Y	2/10/2001	2/10/2001	1	9/07/2014				FREELAYOUT
00950 email chase lett	A	Y	1/10/2014	1/10/2014	1	11/07/2014				FREELAYOUT
01000 send rehearsal m	O	N	3/10/2001	3/10/2001	1					FREELAYOUT

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.

Number	Name	Works Number	Reference #	Product Code	Status	Company	Template	Type	Sub Type	Contract Date	Next Review Date	Sls	Publisher	Business type	GL4	GL5	Last Access
0000001001	Collections template - Annie	Annie-1	A00177-000911	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/10/2014			Business	Publisher	BusinessType		21/12/2014 12:18:47 AM
0000001002	Annie sydney performance 4	Annie-1	A00181-000525	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/11/2014			Business	Publisher			24/09/2014 11:05:17 AM
0000001003	Collections template - Annie	Annie-1	A00183-000527	ANNESBOKOFFICE...	Active	Halleonard Test		Collection	SubRight	1/11/2014			Business	Publisher			15/07/2014 4:28:25 PM
0000001004	Collections template - Annie	Annie-1	A00184-000539	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/11/2014							22/10/2014 6:29:35 PM
0000001005	Annie melbourne show	Annie-1	A00186-000541	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/01/2014			Business	Publisher	BusinessType		22/12/2014 11:57:00 AM
0000001006	Performance test 10	Annie-1	A00187-000543	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/12/2014			Business	Publisher			13/07/2014 9:28:52 PM
0000001007	Season 12	Annie-1	A00190-000546	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/01/2015							15/07/2014 10:58:03 AM
0000001008	Season 1	Annie-1	A00189-000545	ANNESBOKOFFICE...	Pending	Halleonard Test		Collection	SubRight	1/01/2015							15/07/2014 3:47:01 PM
0000001009	Season 2	Annie-1	A00191-000547	ANNESBOKOFFICE...	Pending	Halleonard Test		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.

The screenshot shows the 'Contracts List' interface in the Rightsmaster portal. The table displays the following data:

Number	Name	Works Number	Reference	Product Code	Status	Company	Template	Type	Sub Type	Contract Date	Next Review Date	Site	Publisher	Business type	GL4	GL5
0000001000	Collections template - Annie	Annie-1	CJANNIEC	ANNIEROXOFFICE, A	Pending	Halleonard Test		Collection	SubRight	2/07/2014						
0000001021	Collections template - Annie	Annie-1	A00177:000511	ANNIEROXOFFICE, A	Pending	Halleonard Test		Collection	SubRight	1/10/2014						
0000001022	Annie sydney performance 4	Annie-1	A00181:000525	ANNIEROXOFFICE, A	Pending	Halleonard Test		Collection	SubRight	1/11/2014			Business	Publisher	BusinessType	
0000001023	Collections template - Annie	Annie-1	A00183:000527	ANNIEROXOFFICE, A	Active	Halleonard Test		Collection	SubRight	1/11/2014			Business	Publisher		
0000001031	Collections template - Annie	Annie-1	A00184:000539	ANNIEROXOFFICE, A	Pending	Halleonard Test		Collection	SubRight	1/11/2014						
0000001032	Annie Melbourne show	Annie-1	A00186:000541	ANNIEROXOFFICE, A	Pending	Halleonard Test		Collection	SubRight	1/01/2014			Business	Publisher	BusinessType	

2.8 Send Licence Contract Word Document – Rightsmaster

The screenshot shows the 'Contracts List' interface with a context menu open for the first row (Number: 0000001000). The menu options are:

- Open
- Copy
- Print Balance
- Generate / Update Document
 - Collection Template 1
 - Hal Leonard Collection
- View Document
- Delete Document
- Save Grid Layout
- Restore Default Grid Layout
- Help
- Export
- Filter

Below the table, there are two tasks listed:

- 2.14 Reserve stock PSI
- 2.15 Check CRM log updates

The system clock at the bottom right shows 2:59 PM on 22/12/2014.

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.

HAL LEONARD AUSTRALIA PTY. LTD.
 AmateurProductionLicence(GB0)

HalLeonardAustraliaPtyLtdAO
 13006333713
 LantaraCourtCheltenham, Victoria 3192, Australia
 Phone: +613 99851300
 Fax: +61 399850729
 Web: www.halleonard.com.au Email: aupp@halls @halleonard.com.au

Contract Form

Section: Licensee

Name	St Andrew School Sydney	ABN	<ABN>
Contact			
Contact Address			

Works Number	Annie-1
Description	Annie
IP Bundle Code	
IP Bundle Name	

Status	Type	Territory	Effective Date	Language	Working Period	Licence	Notes
Pending	Publish	Australia and New Zealand	10/2/2014	English		Exclusive	

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.

IBS Enterprise v2.1.0.3, Dispatcher named:RA_PRODUCTION, [HLT - Play / Train], Active user:TMS

Menu Find

BP Work with Project

BP Work with Project 22

BP Work with Book Specification Change

Project: A00102 test Annie S

Type: RNT Performance

Performance: 000526 melbourne performance S

Description: melbourne performance S

Customer: 000527 ST ANDREWS CATHEDRAL SCHOOL

Bond amount: 250.00

Debt Alloc #: G 00306302

Promo Code:

Form Charge: CJANNIEC ANNIE CHARGE INVOICE

Req date: 01/09/14

Form 1st div: 8116 ANNIE REHEARSAL SET

Req date: 01/09/14

Form 2nd div: 8106 ANNIE ORCHESTRAL SET

Req date: 01/10/14

Perform start end: 01/11/14

Exp Signature: 30/11/14

More

OK Cancel Exit Supplier Long desc

Text

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

IBS Enterprise v2.1.0.3, Dispatcher named:RA_PRODUCTION, [HLT - Play / Train], Active user:TMS

Menu Find

BP Work with Project

BP Work with Project 22

BP Work with Book Specification

Project id: A00102 test Annie S

Position spec id:

Spec Id	Version	Description	Editor	Major stp	Minor stp	Minor stp desc	Rev%	Cost%	Sequence	Prod
000526	0	melbourne perf	CJANNIEC	PRE	END	Perd	0.00	0.00		010

Context menu options:

- Estimate
- Season
- Extended
- Schedule
- Rental on
- Copy
- Appt Lst
- GP
- View
- Bud Maint
- Commit
- ISBN
- Item update
- PO Creation
- Export
- Delete
- Bud Inq
- Apply Sched
- Max Sch
- Del Schedule
- Gen RoyCtrl
- Word
- Where Used
- Pack/System
- Market
- Export
- Tooltip options

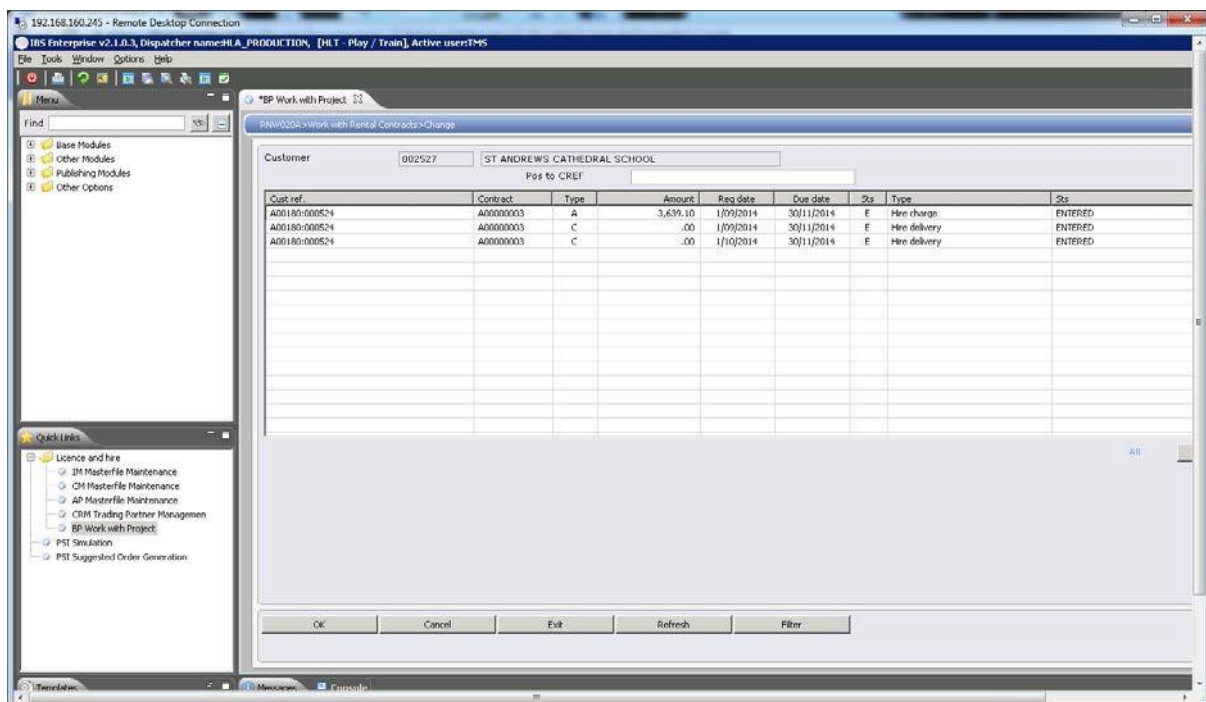
Total percentage:

OK Cancel

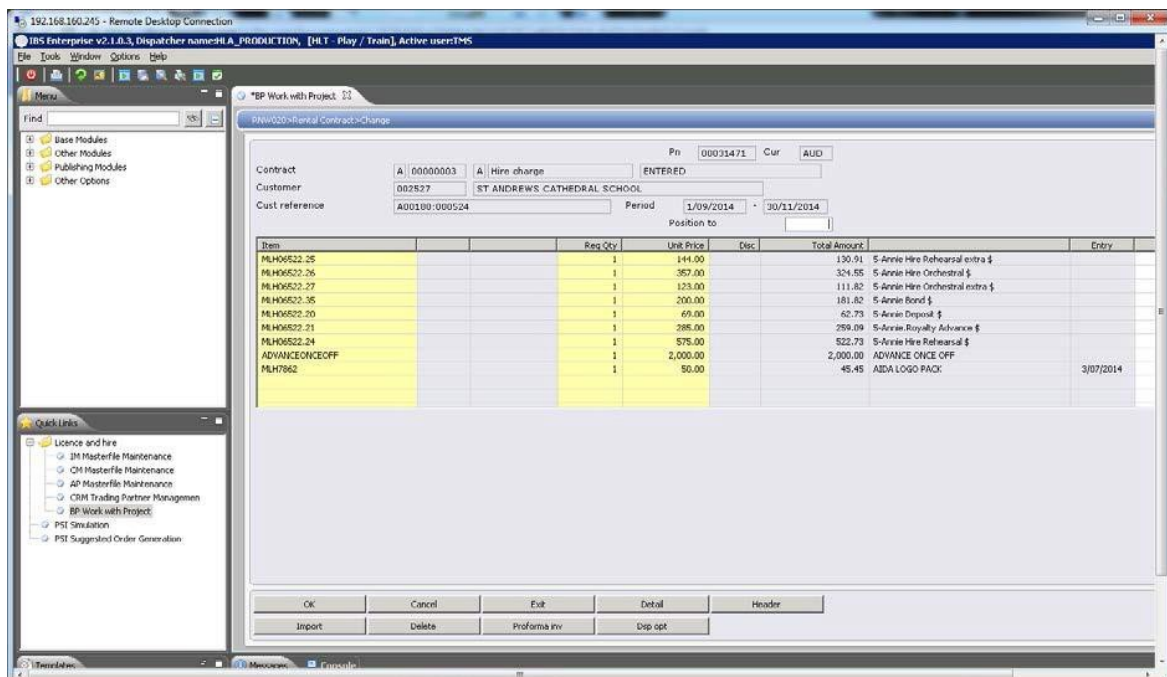
Sequence Import

Refresh Add

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.

Customer: 002527 ST ANDREWS CATHEDRAL SCHOOL
Pos to CREF

Cust ref.	Contract	Type	Amount	Req date	Due date	Sts	Type	Sts
A00177:000582	A00000013	A	3,593.65		25/01/2015	A	Hire charge	PROFORMA INVOICED
A00177:000582	A00000013	C	.00	10/01/2015	25/01/2015	R	Hire delivery	RESERVED
A00177:000582	A00000013	C	.00	20/01/2015	25/01/2015	R	Hire delivery	RESERVED

Contract: A 00000001 A Hire charge Pn 00031463 Cur AUD
Customer: 002527 ST ANDREWS CATHEDRAL SCHOOL
Cust reference: A00177:000515 Period: 30/10/2014
Position to: 1

Item	Req Qty	Unit Price	Disc	Total Amount	Entry
MJH06522:25	1	.00		.00	5 Annie Hire Rehearsal extra \$
MJH06522:26	1	.00		.00	5 Annie Hire Orchestral \$
MJH06522:27	1	.00		.00	5 Annie Hire Orchestral extra \$
MJH06522:35	1	.00		.00	5 Annie Band \$
MJH06522:20	1	.00		.00	5 Annie Deposit \$
MJH06522:21	1	.00		.00	5 Annie Royalty Advance \$
MJH06522:24	1	.00		.00	5 Annie Hire Rehearsal \$
ADVANCEONCEOFF	1	2,000.00		2,000.00	ADVANCE ONCE OFF

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.

Contract: A 00000001 A Hire charge Pn 00031463 Cur AUD PROFORMA INVOICED

Customer: 002527 ST ANDREWS CATHEDRAL SCHOOL

Cust reference: A00177:000515 Period: 30/10/2014 Position to:

Item	Req Qty	Unit Price	Disc	Total Amount	Entry
MJHM6522.25	1	141.00		128.18	S-Annie Hire Rehearsal extra \$
MJHM6522.26	1	200.00		181.82	S-Annie Hire Orchestral \$
MJHM6522.27	1	.00		.00	S-Annie Hire Orchestral extra \$
MJHM6522.35	1	100.00		90.91	S-Annie Bond \$
MJHM6522.20	1	60.00		54.55	S-Annie Deposit \$
MJHM6522.21	1	.00		.00	S-Annie Royalty Advance \$
MJHM6522.24	1	500.00		454.55	S-Annie Hire Rehearsal \$
ADVANCEANCEOFF	1	2,000.00		2,000.00	ADVANCE ONCE OFF

Buttons: OK, Cancel, Exit, Detail, Header, Import, Delete, Release, Disp opt

Process no: 00032112

Customer: 002527

Cust ref: A00177:000582

Auth. user:

Password:

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.

Contract: A 00000001 | Hire charge: | Pn: 00031463 | Cur: AUD | PROFORMA INVOICED

Customer/Div no: 002527

Div address: ST ANDREWS CATHEDRAL SCHOOL
474 KENT STREET
ATT: STEPHEN GOLDRICK
Sydney
NSW 2000 AU

Cust reference: A00177:000515

Carrier: TL TOLL IPEC LOCAL

Charge freight: Yes

Request: 30/10/2014

Promotion: 1.9

Special inst: 30/10/2014

Total Net/Gross: 2,910.01 | 3,030.91

Bond amount: 300.00 | O/S bal to pay: 3,030.91

Dbrt alloc. doc: G 00306299 | Licence no: 2/07/2014 10:01:54 TMS

Entered: 4/01/2015 9:00:46 TMS

Changed: 4/01/2015 9:00:46 TMS

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

Cust ref	Contract	Type	Amount	Req date	Due date	Srs	Type	Srs
A00177:000515	A00000001	A	2,910.01	30/10/2014	30/10/2014	R	Hire charge	PROFORMA INVOICED
A00177:000515	A00000001	C	.00	1/08/2014	30/10/2014	R	Hire delivery	RESERVED
A00177:000515	A00000001	C	.00	1/09/2014	30/10/2014	R	Hire delivery	RESERVED

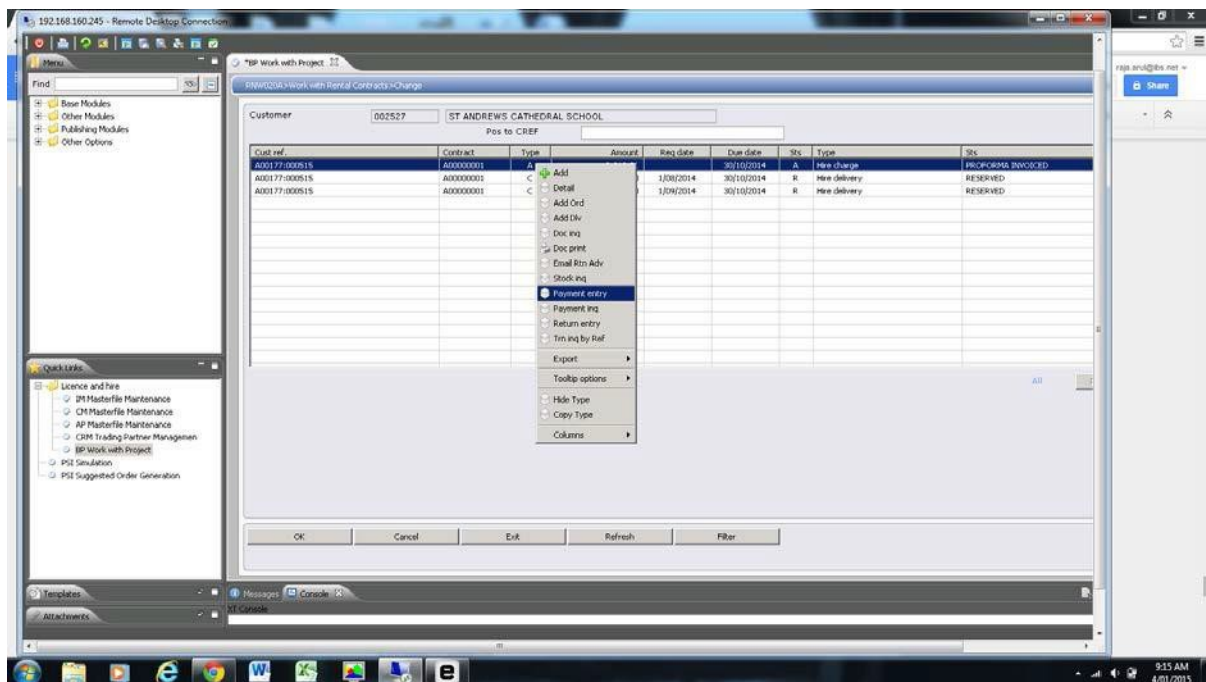
Thus the status of the 'A' document indicates Proforma Invoiced. This now activates the remaining 'C' type documents to Reserved, since it has been invoiced. This is now awaiting payment for the rest of the processes to continue. Proforma invoice would be sent to the spool file and may be printed when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

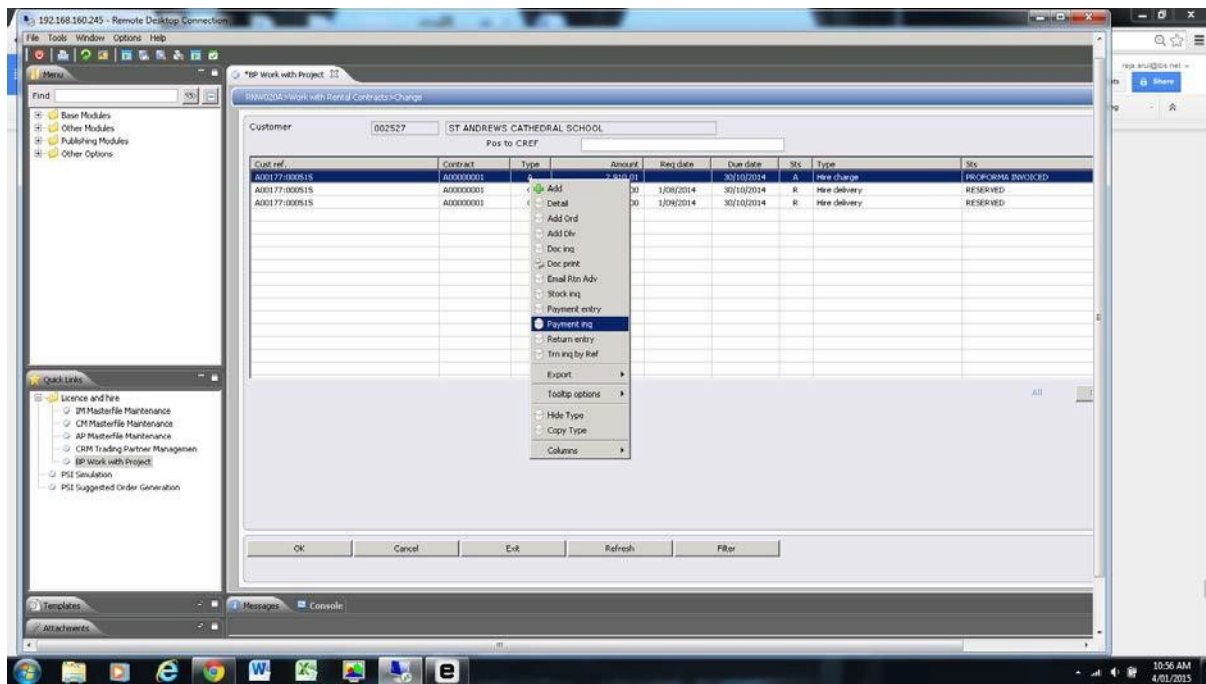
To release the document, the following is required. Thus Bond has to be paid, Hire invoice should be fully or partially paid and signed contract returned (field in RNTRNA00P)

2.12 Receive Hire Invoice Payment

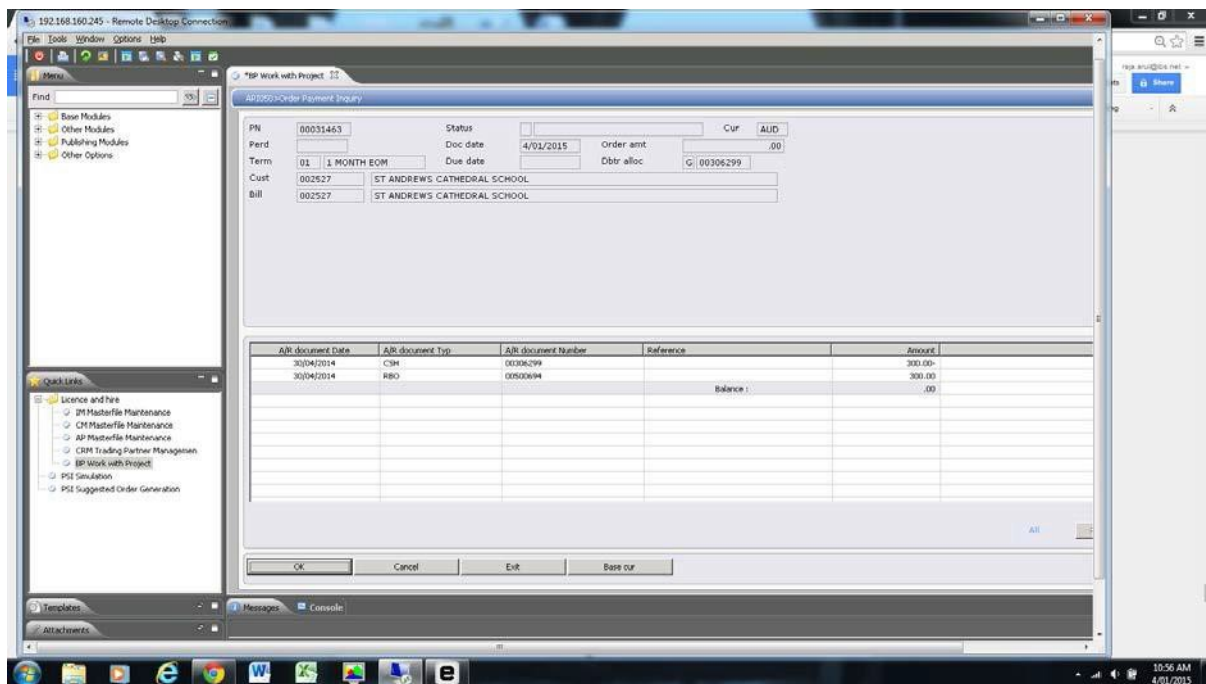
Now that the proforma invoice has been sent, a payment can be received. Thus it has to be invoiced before a payment can be received. Hence the status has to have progressed from an 'E' to 'A' status as indicated.



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.



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.

ARSD Order Payment Inquiry

PN: 00031905 Status: C: COMPLETED Cur: AUD
 Perid: 4/2014 Doc date: 30/04/2014 Order amt: 2,921.83
 Term: Due date: 30/04/2014 Dbitr alloc: G: 00306309
 Cust: 002527 ST ANDREWS CATHEDRAL SCHOOL
 Bill: 002527 ST ANDREWS CATHEDRAL SCHOOL

A/R document Date	A/R document Type	A/R document Number	Reference	Amount
30/04/2014	CSH	00306309		350.00
30/04/2014	RBO	00500706		350.00
30/04/2014	CSH	00306310		2,921.85
30/04/2014	ADJ	00500707		.02
30/04/2014	INV	01009409	A00187:000543	2,921.83
Balance :				.00

Buttons: OK, Cancel, Exit, Base cur, Page up, Page down

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

Payment Inquiry

Customer: 002527 ST ANDREWS CATHEDRAL SCHOOL
 Post to CREF

Cust ref.	Contract	Type	Amount	Req date	Due date	Sts	Type	Sts
A00187:000543	A0000000	A	2,921.83	15/12/2014	15/12/2014	I	Hire charge	INVOICED, PAID
A00187:000543	A0000000	C		15/12/2014	15/12/2014	C	Hire delivery	COMPLETE
A00187:000543	A0000000	C		15/12/2014	15/12/2014	C	Hire delivery	COMPLETE
A00187:000543	A0000000	D		15/12/2014	15/12/2014	E	Final charge	ENTERED

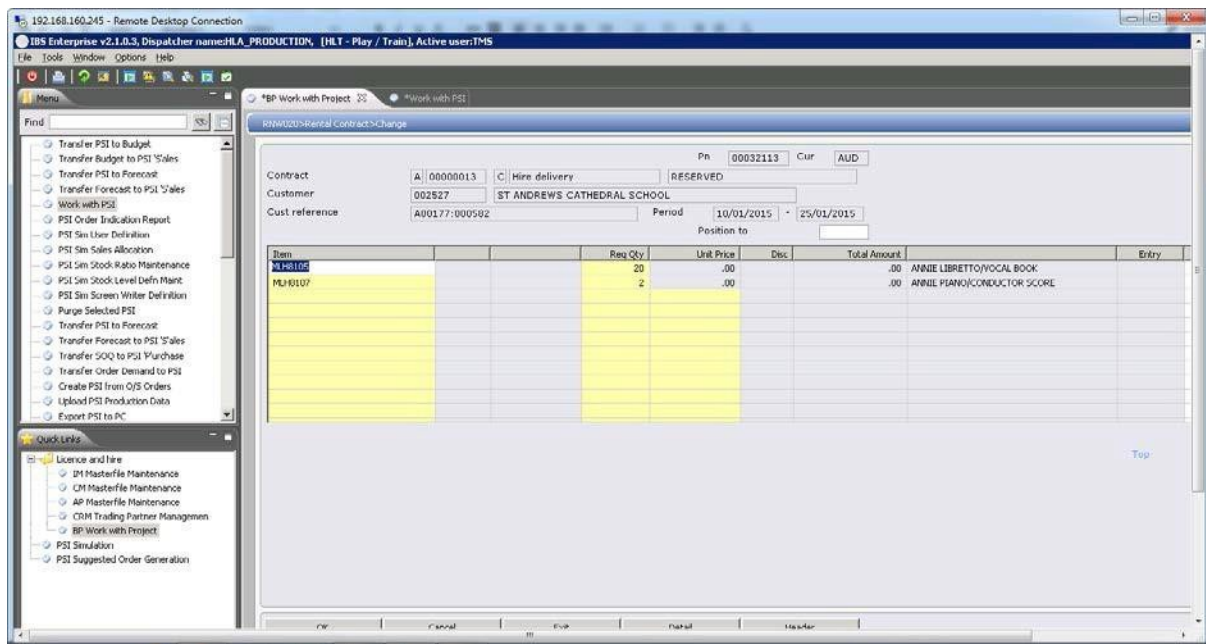
Context Menu Options: Add, Detail, Add Ord, Add Clv, Doc Inq, Doc print, Email Rtn Adv, Stock Inq, Payment entry, **Payment Inq**, Return entry, Trn Inq by Ref, Export, Tooltip options, Hide Amount, Copy Amount, Columns

Buttons: OK, Cancel, Exit, Refresh, Filter

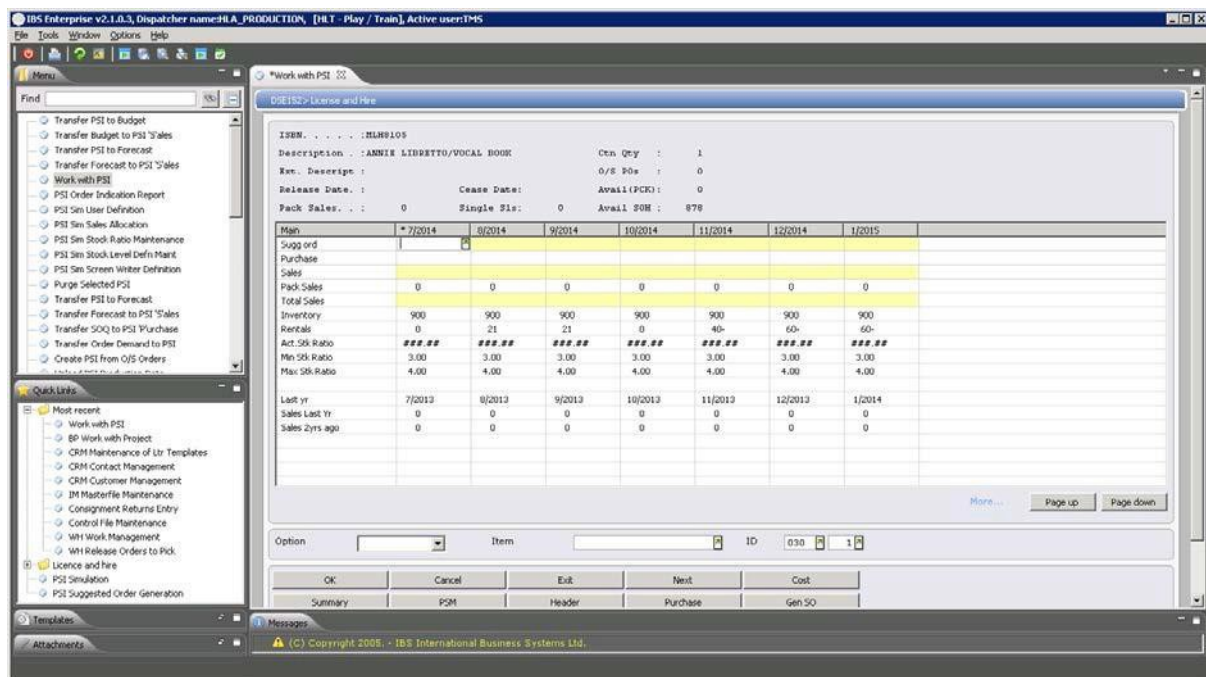
2.14 Reserve Stock PSI

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.



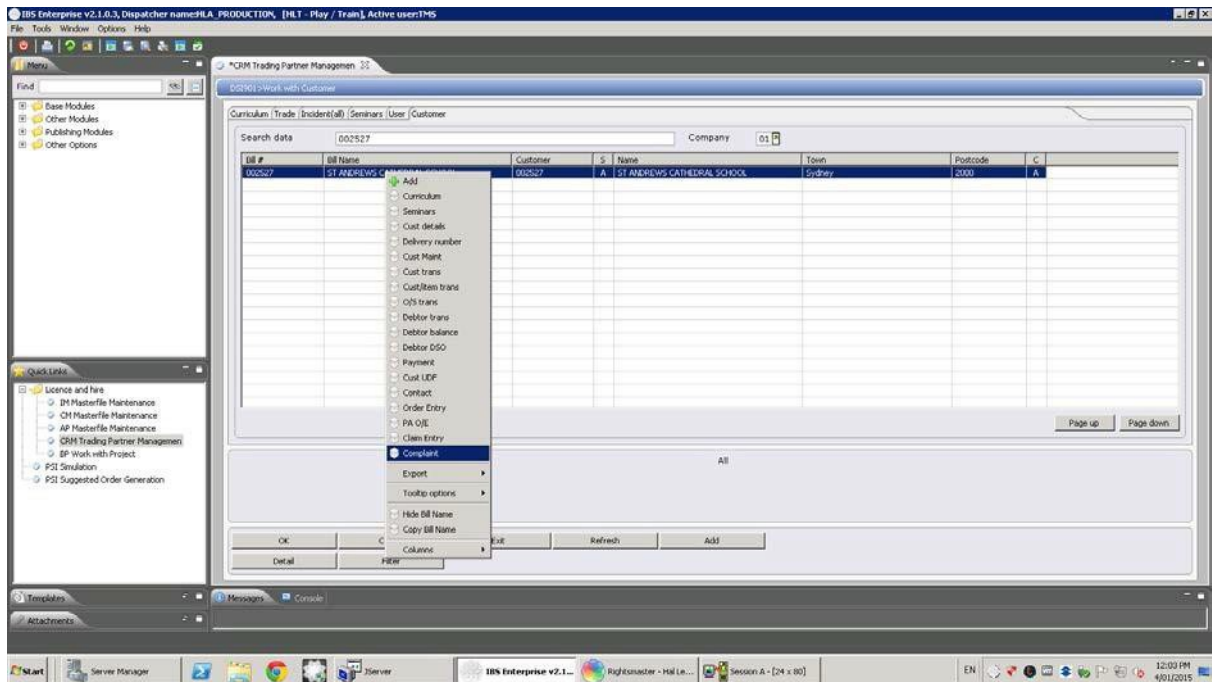
When viewing the PSI screens, a new line has been added to indicate the stock that is being reserved for rentals and the return of these eventually. Thus you would see the stock in the consignment warehouse that are being transferred in and out.



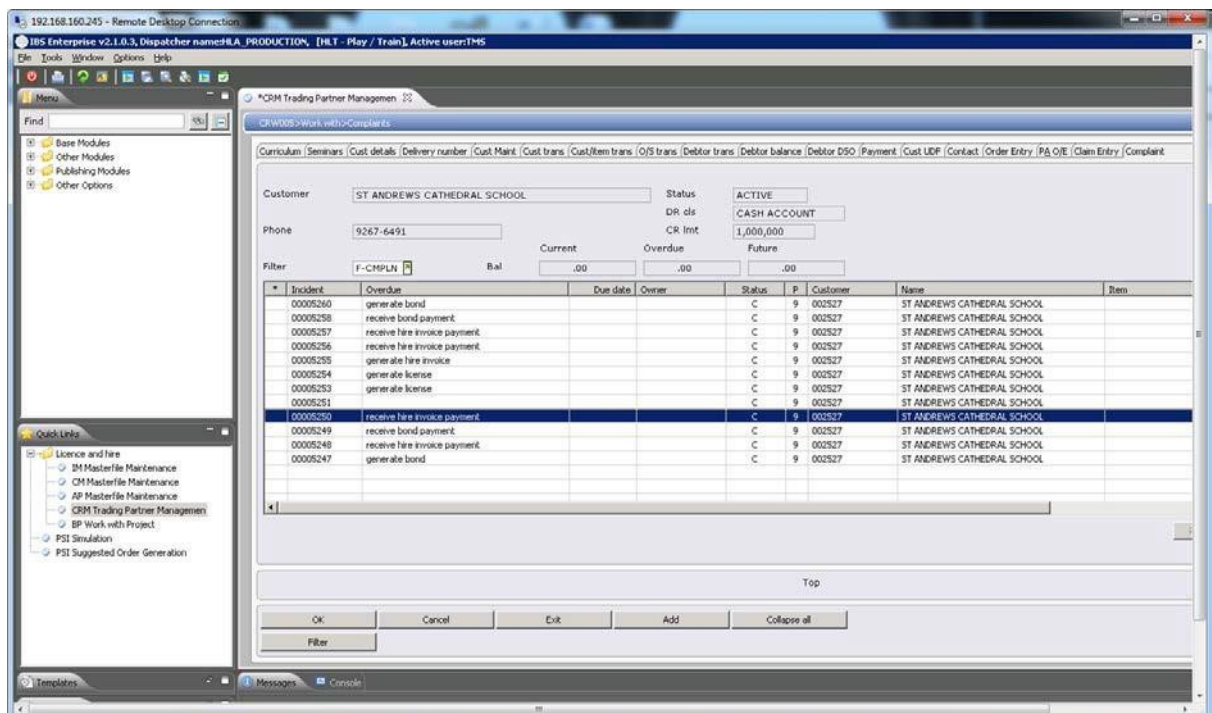
The screens have been changed to show the **Rentals line** below the inventory line. The requirements and would be shown in this line.

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.

IBS Enterprise v2.1.0.3, Dispatcher named:RA, PRODUCTION, [HLT - Play / Train], Active user:TMS

Menu: Find, Base Modules, Other Modules, Publishing Modules, Other Options

Quick Links: Licence and fire, IM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PSI Simulation, PSI Suggested Order Generation

CRM Trading Partner Management: CRW010>Work with Tasks>Change

SCHLOG: 10

Incident: 00005250, receive hire invoice payment

Status: C, Closed

Priority: 9, (1 .. 9)

Customer: 002527, ST ANDREWS CATHEDRAL SCHOOL

Our reference: A00189-000545

Level 1: RNT, Rentals

Level 2: HTS, Customer History

Start: 15/07/2014, Ent: 15/07/2014, 11:54:20, TMS

Complete: 15/07/2014, Chg: 15/07/2014, 14:22:23, TMS

Buttons: OK, Cancel, Exit, Attachment, Timestamp

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.

IBS Enterprise v2.1.0.3, Dispatcher named:RA, PRODUCTION, [HLT - Play / Train], Active user:TMS

Menu: Find, Base Modules, Other Modules, Publishing Modules, Other Options

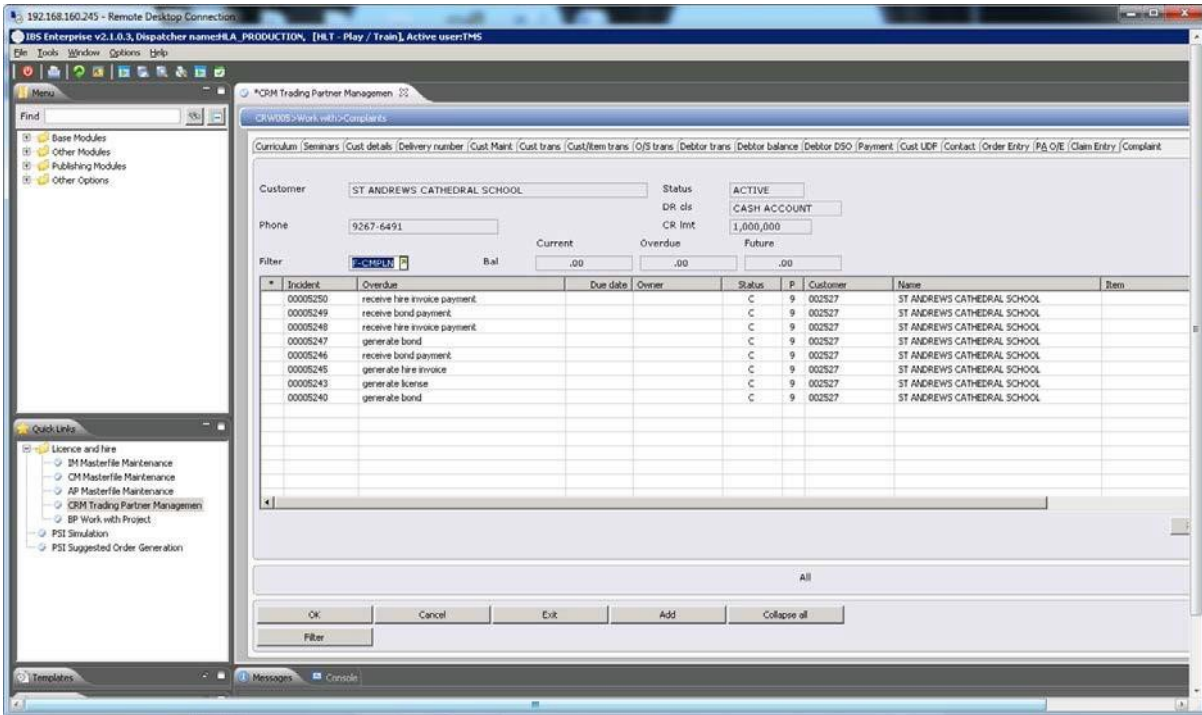
Quick Links: Licence and fire, IM Masterfile Maintenance, CM Masterfile Maintenance, AP Masterfile Maintenance, CRM Trading Partner Management, BP Work with Project, PSI Simulation, PSI Suggested Order Generation

CRM Trading Partner Management: CRW150>Work with Complaints

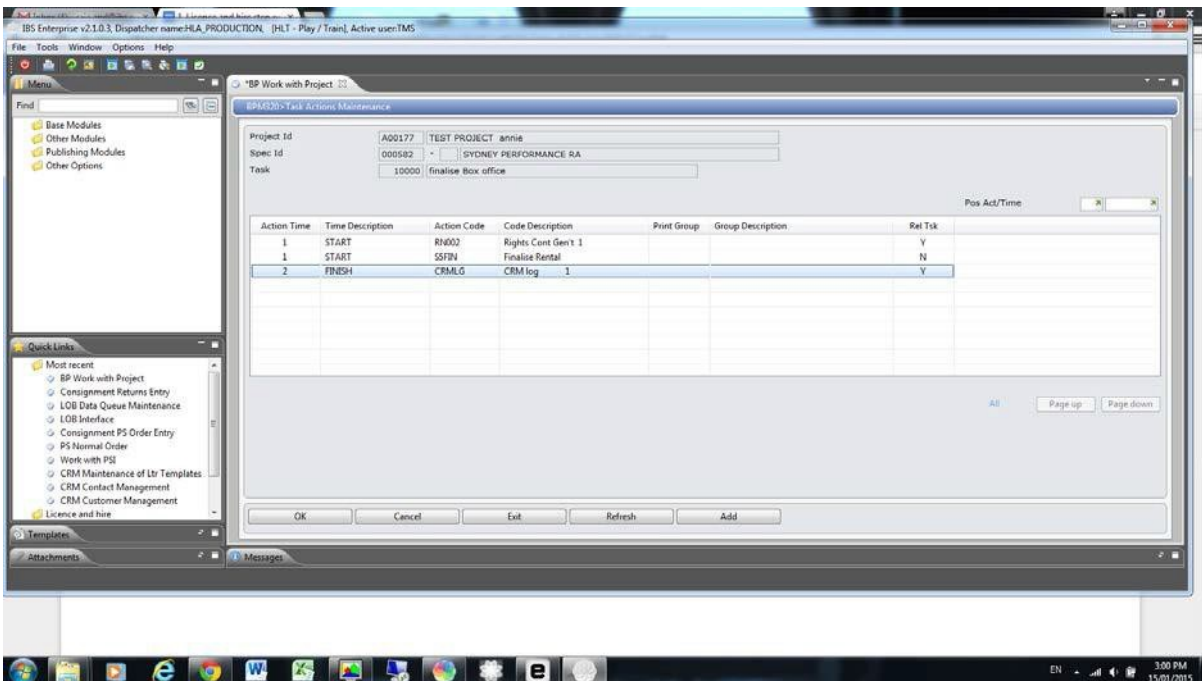
Label	Value 1	Description 1	Value 2	Description 2
Type selection criteria, leave blank to select all				
Incident number				
Incident description				
Owner				
Incident status				
Contact				
Customer	002527	ST ANDREWS CATHEDRAL SCHOOL		
Customer reference	A00189-000545			
Our reference				
Incident level 1				
Incident level 2				
Due date	00/00/00		00/00/00	
Incident level 3				
Incident level 4				
Incident level 5				

Buttons: OK, Cancel, Exit, Refresh

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.