# Warner/Chappell Music

# ROYALTY RATES MAINTENANCE USER'S MANUAL

World AMPS 3.0 Royalty System

January 2004

# **Royalty System**

# **ROYALTY RATES MAINTENANCE USER'S MANUAL**

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#### **BEFORE YOU BEGIN**

Welcome to the World AMPS 3.0 Royalty System – Royalty Rates Maintenance User's Manual. This manual contains step-by-step instructions on how to set up, amend or delete royalty rates in the Royalty system. It begins with how to access the Royalty system, verifying whether or not rates exist, and setting up the rates.

The information in this manual is presented in the same order the information is entered into the system, or step-by-step as the cursor moves through each screen.

Before you begin here are some general information and a few basic terms you will need to know.

- 1. Press the **Enter** key to perform a function or complete a screen.
- 2. Press F1 to access available options for a specific field. For example, when you press F1 key in the *client code* field all the available options will appear on screen.

In this manual an F1 indicator in the left-hand margin specify that the F1 function is available for that field.

- 3. Use the **Tab** key to move the cursor from field to field.
- 4. Press **F12** to cancel. Press **F3** to exit completely.

The following kinds of formatting in the text identify special information.

Keys or Formatting Convention	Type of Information
Boldtype	Words or characters you type. <u>Note</u> : The <b>bold</b> convention appears only in the manual. It does not appear on the actual monitor screen.
	Keys you press.
	For example, if the manual instructs you to type <b>ILOVE MUSIC</b> you type the letters "I LOVE MUSIC". If the manual instructs you to press <b>F1</b> you press the F1 key.
Italic type	Title of files, screens or programs in AS/400.
	Specialized terms.
	Default information on the screen.
	For example, <i>Rates Browse/Select (UFROY20-00)</i> is the screen <u>title</u> and <u>identification (ID) number</u> , respectively. For each screen, the ID number can be found in the upper left-hand corner and the title in the center of the top line.

## ROYALTY RATES Overview

The World AMPS Royalty System is extremely flexible in that royalty rates can be established on an overall client level, source level, song/source level or a sub-defined song level.

Rates are defined by income type codes by using either:

1. STANDARD RATES: DSR - Domestic Standard Rate,

CSR - Canadian Standard Rate, or FSR - Foreign Standard Rate, or

2. SOURCE RATES: BMI

WBR EMI, etc.

Every income source is set as either Local /domestic (L), Canada (C) or Foreign (F).

The royalty calculation program works on a default basis. The *source code* used in the batch of the income posting system determines what rate to match and apply to the calculation. For example, BMI is set at L for local income source. The program applies either the DSR (L) local or BMI source rate. WBE is set as F for foreign so the FSR rate would be applicable for WBE source code.

The default setting on the royalty system is based on the following hierarchy:

- 1. First, it looks for a *source rate* for rates set for the particular song.
- 2. Second, it looks for a *standard rate* set for the particular song.
- 3. Next, it looks for a rate set at the *client level* for a particular *source rate*.
- 4. Lastly, it looks for the *standard rate* for the *client*.

For the US system, if there is no CSR rate, the system defaults to the DSR rate. However, if a foreign rate is applicable, it will not default to the DSR rate. For the rest of the world, the system will default to the DSR rate in the absence of a FSR rate.

Extreme caution should always be used when adding or amending rates. Every client linked to a song must have client rate or song rate for the income type for which income is posted. Otherwise, the income will be held in the *Rate Errors Calculation Report* until the rates are corrected. If a client is to be paid on one type of income, but not on another type of income, you <u>must</u> enter a zero percentage (000.000%) rate in the applicable income type field for which the client is <u>not</u> to be paid. A blank field will result in a rate error.

More important, if a client that has client level rates already established, and is to be paid at a different rate, it is imperative that either a rate be added for the particular song or the Method A fraction be applied on the client/song link. Otherwise, the default process will take place resulting in either an overpayment or underpayment.

In most cases, the client level rates represent the contractual rates. On split copyrights where WCM control more than one interest, either:

- 1. Fractions are used in the song/client link, or
- 2. Rates are input at the song level.

#### Fraction Method A

Using the *fraction method A*, the percentages inserted on the client links to the song will reduce the royalty payout by the percentage inserted multiplied by the default client rates. It is more efficient to use *method A* whenever possible as it requires less data entry (song level rates are not needed). However, there are three occasions where the *fraction method A* will <u>not</u> work for correct royalty calculations.

- 1. When the collection percentages are not consistent for the total territory controlled. For example, one interest is controlled for the *World* but the other interest is controlled for the *World excluding the US*. In other words, collection for the US is 50% and the rest of the world is 100%. Any combinations of variances prevent fractions from working correctly.
- 2. When the co-publisher clients are to be paid but their society affiliations are different. For example, one co-publisher client is BMI and the other co-publisher client is ASCAP.
- 3. When there are no client default rates. Many old songs were loaded electronically into our system from other databases and most of these rates are on a song level. Therefore, the clients do not have default rates to be applied against fractions.

#### **Standard Rates**

**DSR** Domestic (local) Standard Rate:

Applies to all sources set at L (local/domestic) on the income source file. It also applies to all income sources set at C (Canadian) when there is no CSR rate for the song or client. With exception to the US system, it also applies to sources set as F (Foreign) in the absence of a FSR rate for the song or client.

**CSR** Canadian Standard Rate:

Applies to all sources set at C (Canadian) on the income source file.

**FSR** Foreign Standard Rate:

Applies to all sources set at **F** (Foreign) on the income source file.

**SSR** Print Rate:

Applies to all domestic sales of print products through Warner Chappell Music's Print Divisions. It also applies to Canadian and Foreign sales in the absence of a CSR or FSR rate.

**SCR** Canadian Print Rate:

Applies to Canadian print sales only.

**SFR** Foreign Print Rate:

Applies to Foreign print sales only.

#### **ROYALTY RATES SYSTEM**

To access the *Royalty System* complete the following steps:

1. Enter 5 on the World AMPS Main Menu (MAIN) screen to access the Royalty System.

MAIN	Warner/Chappell Music Los Angeles *** World AMPS Main Menu ***
<ol> <li>A&amp;R system</li> <li>Contract system</li> <li>Copyright system</li> </ol>	15. Inquiries 16. Reports
4. Cue Sheet system  5. Royalty system	18. ISO systems inquiries
6. AR/Licensing system 7. Charge Back system 8. Cash Receipts system 9. Finance/Distribution 10. EISA system	20. POPPY/World AMPS 21. e-Licensing
11. e-Tracking system 12. APOLLO system 11. EAMDC/WBP HLS system	25. Operations Menu 80. System functions 90. Sign off 95. Exit Menu
USA WorldAMPS 3.0 SS LIV	WCMLA
===> <u>5</u> F6=Display messages F1	WAMPS/400 A3.0 = WRKSBMJOB F18=WRKSPLF
Tue, Oct 15, 2003 Worl 11:58:35am	Advanced Music Publishing System (WAMPS) USADMD (C) Warner/Chappell Music, Inc. 1991

2. Enter 1 on the World AMPS Royalty System (ROYMENU) screen to access the Royalty System.

```
ROYMENU
                       Warner/Chappell Music Los Angeles
                     *** World AMPS Royalty System ***
  1. Royalty system
                                       15. Royalty run inquiry and report
   2. Royalty data entry
                                      17. Royalty quarter end reconcile
   3. Royalty EDI system
                                       19. Royalty income allocation
                                       21. California Escheat
   4. Royalty recon. System
                                        24. Royalty run menu
                                        80. System functions
USA World AMPS system
Selection or command
                                                                WAMPS/400 A2.0
F3=Main Menu F6=Display messages F12=Previous menu F24=More keys
Mon, Oct 28, 2003
                   World Advanced Music Publishing System (WAMPS)
                                                                       USAW30S
02:21:14pm
                        (C) Warner/Chappell Music, Inc. 1991
                                                                   QPADEV000C
```

3. Enter 5 on the World AMPS Royalty System (RSMENUM) screen to access the Rate File or Rates Browse/Select (UFROY20-00).

	. Music Los Angeles Royalty System ***
Maintenance 1. Company file 2. Client file 3. Heir file 4. Client/heir courtesy address 5. Rate file 6. Source of income 7. Folio/Sheet file 8. Album distribution 9. Uncontrolled song 10. Product rate  12. Maintenance - part 2	Inquiries 15. Song/Client/Contract 16. Song/Client/Contract (ISO/Print) 17. Heirs 18. Rates 19. Folio 20. Cash receipt 21. Client ledger 22. Archive statement Reports 24. Royalty reports part 1 25. Royalty reports part 2
13. Special maintenance  USA WorldAMPS 3.0 SS LIVE WCMLA  Selection or command  ===> 5 F3=Main Menu F6=Display messages F12  Mon, Oct 28, 2003 World Advanced Music 02:22:33pm (C) Warner/Chapp	

#### ROYALTY RATES FILE MAINTENANCE

Royalty rates can be *defined* or added on an overall client level or on a song level. The client level rates will apply to all songs linked to the client, unless there is a specific rate for a particular song.

```
UFROY20-00
                               Warner/Chappell Music, Inc. Los Angeles
                                                                                                              9/23/03
WCMT.A
                                        Rates Browse/Select
                                                                                                            12:51:35
USAJPR
Option: 1 (1/2/4) Client code: _
                                                                          Song code: US
Position to: __
                                                                                  ____Search by: N = (C/N/S/T)
                                                                          C:Client code S:Song code
                                                                              N:Client name T:Song title
Type option, press Enter.
  1=Define 2=Amend 4=Delete
     Co Client Heir Client name Song code
36 US 019008255 000 HAZEL R TALMADGE US 000000000 00
36 US 019007900 000 SISTERS OF HOLY CR US 000000000 00
36 US 019005184 000 * FLOYD WARRY
Opt Co Client
                                                                                     Song title
     36 US 019005184 000 * FLOYD HARRIS
                                                             US 000000000 00
     36 US 019006839 000 *ALFRED JOHN NEUMAN US 000000000 00 35 US 019009227 000 *BEAN BROOKE MUSIC US 000000000 00 35 US 019009205 000 *BEE KEEPER/BORZOI US 000000000 00
          US 019009222 000 *BETROE MUSIC INC US 000000000 00 US 019009229 000 *BGO MUSIC INC US 000000000 00
     35
     35
          US 019009220 000 *BLACK KEYS MUSIC US 000000000 00
     35
          US 019009220 000 *BLACK KEYS MUSIC US 000234802 00 LIVING INSIDE MYSELF
     35
     35 US 019009216 000 *BLUE GUM MUSIC US 000000000 00 35 US 019009216 000 *BLUE GUM MUSIC US 000226346 00 SAM
F3=Exit F12=Cancel
```

Rate are defined, amended or deleted through the Rates File Maintenance (UFROY20) program. The available

options are: 1= Define

2= Amend

4= Delete

UFROY20-00 Warner/Chappell Music, Inc. Los Angeles WCMLA Rates Browse/Select USAJPR	9/23/03 12:51:35
Option: 1 (1/2/4) Client code: Song code: US	
Position to:  Search by:  C:Client code S:S  Type option, press Enter.  N:Client name T:S  1=Define 2=Amend 4=Delete	_

If you know the *client code* and/or *song code* to be used, enter the code in the appropriate field.

UFROY20-00 WCMLA USAJPR	Warner/Chappell Music, Inc. Los Angeles 9/23/03 Rates Browse/Select 9/23/03 12:51:35
Option: $1 (1/2/4)$	Client code: 62660000 Song code: US 1089905
Position to:	Search by: <u>N</u> (C/N/S/T)
	C:Client code S:Song code
Type option, press E	· · · · · · · · · · · · · · · · · · ·
1=Define 2=Amend	4=Delete

Or you can press the F1 key in the client code field or song code field, type the client name or song title, respectively, select the line item desired and press Enter.

UFROY20-00 Warner/Chappell Music, Inc. Los Angeles WCMLA Rates Browse/Select USAJPR	9/23/03 12:51:35
Option: <u>1</u> (1/2/4) Client code: (Press F1)Song code: US	(Press F1)
C:Client cod	h by: <u>N</u> (C/N/S/T) ee S:Song code ee T:Song title

If you do not know the client code and/or song code you can do a search by client name (N), client code (C), song *title* (*T*), or song code (*S*) by setting the SEARCH BY field.

UFROY20-00 Warner/Chappell Music, Inc. Los An WCMLA Rates Browse/Select USAJPR	geles 9/23/03 12:51:35
Option: <u>1</u> (1/2/4) Client code:	Song code: US
Position to: SWEET ROSALYN	Search by: <u>T</u> (C/N/S/T) C:Client code S:Song code
Type option, press Enter. 1=Define 2=Amend 4=Delete	N:Client name T:Song title

On the next screen, view the selection, tab down to the line to be updated, enter 1 to add/define rates, 2 to amend already existing rates, or 4 to delete rates and press Enter.

UFRC WCML USAC		0	Warner/C		Music, Inc. Los Browse/Select	Angeles	9/23/03 12:51:35
Opti	ion:	<u>1</u> (1/2/4)	Client	code:	us	Song code: US _	
Posi	ition	to: <u>62660000</u>				Search by:	
m		:				C:Client code	
	_	ion, press Ente ine <b>2=Amen</b> o		10+0		N:Client name	T:Song title
_	-per	IIIe Z-Americ	1 4-06	stere			
Opt	Со	Client	Heir	Client	name	Song code	Song title
_	23	US 062660000	000	SHERYL	CROW	US 000000000 00	-
_	23	US 062660000	000	SHERYL	CROW	US 001086839 00	MAYBE ANGELS
_	23	US 062660000	000	SHERYL	CROW	US 001087549 00	HARD TO MAKE A
2	23	US 062660000	000	SHERYL	CROW	US 001089904 00	SWEET ROSALYN
_	23	US 062660000	000	SHERYL	CROW	US 001089905 00	SAD SAD WORLD
_	23	US 062660000	000	SHERYL	CROW	US 001096031 00	IN NEED
_	23	US 062660000	000	SHERYL	CROW	US 001098110 00	FREE MAN
_	23	US 062660000	000	SHERYL		US 001099308 00	CALIFORNIA
_	23	US 062660000	000	SHERYL	CROW	US 001099310 00	MERCY
_	23	US 062660000	000	SHERYL		US 00 001099311	WHO HAS THE LAS
_	23	US 062660000	000	SHERYL		US 00 001099547	TOMORROW NEVER
_	23	US 062660000	000	SHERYL	CROW	US 00 001101543	LULLABY +
F3=F	Exit	F12=Cancel					

This will bring you to the next screen, Select Rates File Maintenance (UFROY20-10) where you will see the client name and/or song number to be updated. Enter the line number for the income source code (I/S/C) or standard rate code (DSR, FSR etc.) desired.

```
UFROY20-10
                                                          Warner/Chappell Music, Inc. Los Angeles
                                                                                                                                                                                                                      9/23/03
WCMLA
                                                                Select Rates File Maintenance
                                                                                                                                                                                                                    12:51:35
USAJPR
                 Client: US 062660000 000
                     Name: SHERYL CROW

        Seq
        I/S/C
        Source name
        Co
        Song code
        Song title

        001 W US DSR
        DOMESTIC STANDA 23
        US 001089904 00
        SWEET ROSALYN

        002 W US FSR
        FOREIGN STANDAR 23
        US 001089904 00
        SWEET ROSALYN

        003 W CN CSR
        CANADIAN STANDA 23
        US 001089904 00
        SWEET ROSALYN

        004 W US SSR
        WARNER PUBLICAT 23
        US 001089904 00
        SWEET ROSALYN

Enter line # _1__
F3=Exit F21=Cancel
```

The next screen, Amend Rates File Maintenance – Income Groups (UFROY20-30), will display the seven main income groups: Mechanical, Cover Mechanical, Performance, Synch, Other, TPP and Print.

```
UFROY20-30
                       Warner/Chappell Music, Inc. Los Angeles
                                                                                   9/23/03
WCMLA
               Amend Rates File Maintenance - Income Groups
                                                                                  12:51:35
USAJPR
      Client: US 062660000 000
        Name: SHERYL CROW
      Song: US 001089904 00 - SWEET ROSALYN
Source: DSR US - DOMESTIC STANDARD RATES
   Income groups
                       @ Source (Y/N)
  01 Mechanical 042.308 N
  02 Cover mech. 042.308 N
 05 Performance 000.000 N
 15 Synch
                 042.308 N
 19 Other
                 042.308 N
 10 TPP
                 042.308 N
 13 Print
F3=Exit F5=Refresh F12=Cancel
```

By using the income group screen, Amend Rates File Maintenance - Income Groups (UFROY20-30), you only have to enter rates for the seven income group "leaders". The associated income types will automatically be populated with the same rates as their leaders. For example, entering a rate of 25% for income group leader Sync Fees (15) will automatically populated Cover Sync (16), Commercial Sync (17), Video Sync (18) with the same rate.

See *Group* list on page 13.

The next screen, Amend Rates File Maintenance – Income <u>Types</u> (UFROY20-40), will display the 25 current income types for which rates can be established.

UFROY20-40 WCMLA USAJPR		er/Chappell Music, es File Mainter		_	pes		/23/03 :51:35
Client: Name: Song: Source:		0 000 4 00 - SWEET FOR STANDARI					
Income Types	Rates @	Income Types	Rates @	@	Income Types	Rate	@
01 Mechanical 02 Cover Mech 03 Mech Perf 04 Video Mech	042.308 <u>N</u> 042.308 <u>N</u>	10 Sheet TPP 11 Folio TPP 12 Lyrics 13 Sheet Sale	042.308 N	N 20 N 21	Other Cover Other Small Rights Grand Rights	042.308 042.308	<u>N</u> <u>N</u> N
05 Performanc 06 Cover Perf 07 Film Perf 08 Live Perf 09 Comm'l Perf		14 Folio Sales 15 Sync 16 Cover Sync 17 Comm'l Sync 18 Video Sync	042.308 M 042.308 M 042.308 M	N 23	Hire Fee Internet	042.308 042.308 042.308	<u>n</u> <u>n</u> <u>n</u>
F3=Exit F5=Re	eset F12=Car	ncel					

The 25 income types are divided into the seven groups, with the "group leader" highlighted below in bold letters. For example, the Mechanical group (group 01) includes Mechanical (01), Mechanical Performance (03) and Mechanical Video (04). Please refer to the following list for the groupings.

01	Mechanical (Group Leader)	13	<b>Sheet Sales (Group Leader)</b>
03	Mechanical Performance	14	Folio Sales
04	Mechanical Video		
		15	Sync Fees (Group Leader)
02	Cover Mechanical	16	Cover Sync
		17	Commercial Sync
05	Performance (Group Leader)	18	Video Sync
06	Cover Performance		
07	Film Performance	19	Other (Group Leader)
08	Live Performance	20	Cover Other
09	Commercial Performance	21	Small Rights
		22	Grand rights
10	<b>Sheet Music Third Party Print (Group Leader)</b>	23	Hire Fees
11	Folio Third Party Print	24	Internet
12	Lyrics Third Party	25	New Media

The Define or Amend Rates File Maintenance – Income Types (UFROY20-40/50) screen displays the rates for all 25 income types. From this screen it is possible to define or amend any of the income types, which may vary from their leaders.

Amending rates is currently different from adding/defining rates. If you amend the group leader income types, this will only amend that particular income type. For example, if you amend Mechanical (01) on Amend Rates File Maintenance - Income Groups (UFROY20-30) then only Mechanical (01) will change. Income types Mechanical Performance (03) and Mechanical Video (04) will need to be amended on the second screen. It may be easier, which equates to fewer keystrokes, to delete the old rates and re-enter the new rates. If you need to change many rates for a client, it is simpler to delete all rates on the Delete Rates File Maintenance - Income Types(URFOY20-40) screen and then enter the new rates.

To delete rates, make your selection of the client and/or song. Enter 4 to delete. Sight Verify and enter Y if correct or N if not correct.

Depending on whether Method A or Method B is used in the song/client link program, make certain that song rates are combined with method A fractions for the correct results. If Method A is used with fractions, less than 100%, the fractions will factor down the rates set at the song level. For more information about Method A and B, see the Song/Client Link section.

#### Rates

Rates are entered as percentages, with three spaces the right of the decimal and three spaces to the left. For example, 50% should be entered as 050.000 and 16 2/3% should be added as 016.667. You do not have to enter zeroes. For example, when you enter 50, it will set at 050.000 or when you enter .75, it will set at 000.750.

UFROY20-40 WCMLA USAJPR	Warner/Chappell Music, Inc. Los Angeles 9/23/03 Amend Rates File Maintenance - Income Types 12:51:35
Client: Name: Song: Source: Income Types	US 062660000 000 SHERYL CROW US 001089904 00 - SWEET ROSALYN DSR US - DOMESTIC STANDARD RATES
01 Mechanical 02 Cover Mech 03 Mech Perf 04 Video Mech	

#### @ or At

Rate @ field is used for clients who are paid at the source. To pay at the source, enter  $\mathbf{Y}$  (yes) in the field. Otherwise, N (no) will default. If you leave the field blank, it will automatically default to N (no).

UFROY20-40 WCMLA USAJPR	Warner/Chappell Music, Inc. Los Angeles 9/23/03 Amend Rates File Maintenance - Income Types 12:51:35	
Client: Name: Song: Source: Income Types	SHERYL CROW  US 001089904 00 - SWEET ROSALYN  DSR US - DOMESTIC STANDARD RATES	
01 Mechanical 02 Cover Mech 03 Mech Perf 04 Video Mech	042.308         N         10         Sheet TPP         042.308         N         19         Other         042.308         N           042.308         N         11         Folio TPP         042.308         N         20         Cover Other         042.308         N           042.308         N         12         Lyrics         042.308         N         21         Small Rights         042.308         N           042.308         N         13         Sheet Sales         N         22         Grand Rights         042.308         N	

#### Sight Verify

Upon completion of these screens the system will ask you to sight verify or validate the information entered before is permanently added. Press the Y (yes) key to accept the information or the N (no) key to make changes.

IMPORTANT: You will lose all information entered on this screen if you do not choose Y.

#### Remember! Blank fields will result in rate errors.

UFROY20-40 WCMLA USAJPR	Warner/Chappell Music, Inc. Los Angeles 9/23/03 Amend Rates File Maintenance - Income Types 12:51:35			
Name: Song:	SHERYL CROW US 001089904 00 - SWEET ROSALYN			
Income Types	Rates @ Income Types Rates @ Income Types Rate @			
01 Mechanical 02 Cover Mech 03 Mech Perf 04 Video Mech 05 Performance 06 Cover Perf 07 Film Perf 08 Live Perf 09 Comm'l Perf	042.308         N         13         Sheet Sales         N         22         Grand Rights         042.308         N           000.000         N         14         Folio Sales         N         23         Hire Fee         042.308         N           000.000         N         15         Sync         042.308         N         24         Internet         042.308         N           000.000         N         16         Cover Sync         042.308         N         25         New Media         042.308         N			
Sight verify - correct: $\underline{Y}$ (Y/N)				
F3=Exit F5=Reset F12=Cancel				

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