



production
music

Rate Card Usage Report Guide

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Rate Card Usage Report Guide

Welcome to your Rate Card Usage Report Guide.

Your Rate Card usage report details any of your works that have been:

- Invoiced during this year, or
- Any usages invoiced prior to this year which have not yet been distributed to you.

The report will collate all usages throughout any given year and refresh each January, where any usages that have been distributed the previous year, will be removed.

Below you will find a guide further explaining the information displayed in each column.

Column F - Invoice Date - Date application was submitted via licence manager

Column G - Payment Matched Date - Customer would have received their licence on this date

Column K - Account Holder Name - Production Company and Licensee Name are also included in the report but column K details who made the application

Column U - Date Processed For Distribution - Once payment has been received and matched, (provided the work has been matched) we can process for distribution. Royalties will be paid out the month after this date, you will also see the usage in the following months' MCPS statement

Column V - Date Invoice Cancelled - Where we have had to cancel an invoice, a date will appear in this column making it easy for you to track which usages you will not be paid for. A reason for the invoice cancellation is also provided in Column W

Column X - Rate Card Tariff Description - Record of the usage details applicable to the licence

Column Y - Matched Work Title - Details any track that has been matched to registrations on ICE which should flow through to distribution following payment of an invoice

Column Z - Matched Work Net Amount - Details the royalty amount apportioned to your work within a license application prior to MCPS commissions

Column AF - Work Manually Matched Date - Any work details that previously appeared in the unmatched columns AG-AL will transfer over to columns Y-AE in your usage report once MCPS have been able to carry out the manual match. The date in column AF details when this took place.

Important - If you find any entries in Columns AG-AL of your usage report, these require your urgent attention

Column AG - Unmatched Work Title - Details a work title the customer entered manually after failing to find a match on the licence manager system

Column AH - Unmatched Work Net Amount - Details the royalty amount attached to the unmatched work

Column AJ - Unmatched Composers - Details the composer name the customer entered manually after failing to find a match on the licence manager system

Should you find any entries detailed in the columns detailed above please email - applications@prsformusic.com as soon as possible supplying the tune code and we will match the work manually which will enable us to distribute any paid royalties to you.