

Implementation Overview

“Measure twice, cut once”

Phase 1. Implementation Planning

- 1.1 Download the software
- 1.2 Activate software with license key
- 1.3 Establish and test database backup procedures
- 1.4 Create sample royalty contracts. Test importing sales and generating statements so you can;
- 1.5 Plan system setup. Review with Easy Royalties technical support
- 1.6 Establish written project plan – “who does what when”

Phase 2. Import Authors, Titles, and Editions

- 2.1 Import authors
- 2.2 Import titles
- 2.3 Import editions

Phase 3. Royalty Contracts

- 3.1 Create template contracts (optional)
- 3.2 Create royalty contracts
- 3.3 Review and verify contracts

Phase 4. Opening balances

- 4.1 Import prior system life to date quantity and dollar royalty earnings.
- 4.2 Import royalty advance balances
- 4.3 Enter royalty advances from current period
- 4.3 Enter prior system open balances
- 4.4 Compare EasyRoyalties opening balance to prior system ending balance

Glossary

Title - A title is the name of an intellectual property. Each title has a unique title code.

Edition – An edition is a format of a specified title; i.e. paperback, hardcover, eBook, chapter, etc. Each edition has a unique ISBN. Each edition is linked to a single title. A title may be linked to many editions.

Title Code	Title	Edition	ISBN
AF	Aesop’s Fables	Aesop’s Fables (paper)	97812345678799
AF	Aesop’s Fables	Aesop’s Fables (cloth)	97812345670000