# New CMRRA Electronic Royalty Statement Format – CSV
## Implementation Date: March 2016

This document is intended for use by all of CMRRA's music publisher clients. Starting in March 2016, CMRRA will deliver most of its royalty statements in a new standard electronic royalty format. This document will serve as a user and technical guide to prepare you to receive and ingest these new electronic files from CMRRA. While this new format will be a standard that supports royalties from all streams of reporting, the initial launch will include royalties for lines of business which are being processed via our new LDS system: major labels, online music services and broadcasters. As the remaining areas of royalty processing are converted to LDS (independent label and private copying) these will ultimately be reported in this new format as well.

CMRRA's new electronic royalty statement format is a flat CSV (comma separated variable) file format that can be opened in Excel or any other spreadsheet software.  The field layout of this new format will allow for the consolidation of your royalty data across various payment sources each quarter, enabling CMRRA to provide you with a single file of royalty data for each area of licensing/royalty collection.  For example, where you have previously received mechanical royalty data in separate files related to each individual record label, we will be able to combine all of these details into one file that you can easily sort and filter as a spreadsheet, or import into your standard or custom software package for processing.

### File Access

The new royalty statement files will be accessible via the **CMRRA Direct** web portal ([www.cmrra.ca](www.cmrra.ca)) for each quarterly distribution starting in March 2016.  As a CMRRA client, you must register in order to gain access to your data through CMRRA Direct.

The **View Statements** option, when logged in to CMRRA Direct, will provide you with a list of available royalty statements and reports that you can view or download.  Each of these items is compiled through an on demand process when selected by the user.  As such, you can re-run these reports at any point in time to access the data. However, we strongly recommend that you download and save copies of the files for your own processing and record keeping.

CMRRA's new royalty statement files will not be accessible via any other means. If you are accustomed to receiving your files via FTP or email, please note that these processes will be discontinued shortly. As such, if you have not done so already, it is important that you register an account on CMRRA Direct to retrieve your royalty statement files going forward. This is part of CMRRA's efforts to offer more efficient "self-serve" services to our clients over the CMRRA Direct portal.

### File Options

Two royalty statement file options will be available to you based on the amount of data you wish to include in the resulting file:

1. The **Consolidated** file option summarizes the activity based on unique work numbers, thus rolling up all of the details to provide summary figures at a work level (see below for further detail on how this is determined).

2. The **Extended** file option contains all product level and transactional details.  This file will provide you with much more extensive data, as would typically be required for income tracking purposes.

### Data Grouping

For both file options above, you will be able to access/download individual royalty statement files for each **Payment Run and Payee Account**.  Within each file, the rows will be grouped together according to the following fields of data:

| 1st Level Grouping: | **Distribution Type and Pool** |
| --- | --- |
| | Note that the first grouping will be by Distribution Type and Pool, so that all records for a specific Pool within a Distribution Type will be grouped together (ex. within the Distribution Type "CMRRA Major Label", the first set of records would relate to the Pool "Sony", then the Pool "UMG", etc). |
| 2nd Level Grouping: | **Publisher Number** |
| | Then, for each Pool, the rows will be grouped together by Publisher Number. |
| 3rd Level Grouping: | **Source Proprietary Work Number** |
| | Within each Publisher grouping, all records with the same Source Proprietary Work Number will be grouped together. |
| | The Source Proprietary Work Number will be either the CMRRA work number or, in the case of Mechanical distributions, the Licensee's work number. |
| | Note 1: The Source Proprietary Work Number should always be the work number field used for balancing the Work totals against the Publisher and file totals. |
| | Note 2: There could be one or more Licensee work numbers that map to a single CMRRA work number, thus the **Consolidated** file could potentially return multiple rows for the same CMRRA work number. |

IMPORTANT: The above-noted method of grouping the Work records within each Pool and Publisher is essential for your Mechanical royalty statements to balance properly to your payment. As such, it is critical that any spreadsheet sorts or file ingestion process that you implement maintains this data grouping for the purpose of reconciliation. This concept has not changed from the way our previous royalty statement format presented the data, and as such, your process for balancing should remain unchanged for any Mechanical royalty distribution.

Publisher level totals will be outlined according to the above groupings within the corresponding new Income Summary Report by Publisher, to further assist you in balancing the files.

**Contact**

If you have any questions related to the new electronic format or other information contained in this document, or to obtain a sample file, please contact us at roydist@cmrra.ca.

**File Layout**

The new format includes a header row, with column names corresponding to the field names outlined below. This format offers a number of additional fields to provide increased data for greater processing flexibility.

Note: Any fields for which data is not available will appear in the file as blank fields.

| Field Name | Max Len / Precision | Type | Mandatory | Description |
| --- | --- | --- | --- | --- |
| Payment Run Qtr End Date | 8 | Numeric formatted as yyyymmdd | Yes | The quarter end date for the reporting period. |
| Total File Amount | 16,2 | Numeric formatted as +/-14(9).99 | Yes | The total of all payable royalties for all publishers. |

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| Total File Record Count | 9 | N | Yes | This is a count of all records in the file. |
| Distribution Type | 30 | Alphanumeric | Yes | The name of the type of distribution that is being paid out.<br>E.G. "CMRRA Broadcast Mechanical", "CMRRA Major Label", "CSI Major Label" |
| Distribution Number | 20 | Alphanumeric | Yes | This is the internal CMRRA identifier for the distribution. E.G. D15001 |
| Distribution Category | 50 | Alphanumeric | Yes | This identifies the distribution category. E.G. "Mechanical", "Broadcast Mechanical", "Online Music Services" |
| Royalty Source | 50 | Alphanumeric | Yes | This identifies the royalty source within each Distribution Category. Ex. "Commercial Radio", "Major Label", "Independent Label", "CSI Trust" etc. |
| Pool | 30 | Alphanumeric | Yes | The Pool identifies the Licensee in the case of Online and Mechanical distributions, and the source of the royalties in the case of Broadcast Mechanical distributions.<br>E.G. "Sony", "Apple" or "Commercial Radio" |
| Licensee Account Number | 20 | Alphanumeric | Yes | The CMRRA Account Number for the Licensee or Pool. |
| Publisher number | 6 | Alphanumeric | Yes | For Mechanical distributions this will be the Licensee's number for the publisher as provided in their statements. In all other cases this will be the CMRRA number for the publisher. This is the work share level publisher (as opposed to the Payee publisher). |
| Publisher name | 50 | Alphanumeric | Yes | Name of the publisher. This is the work share level publisher (as opposed to the Payee publisher). |
| CMRRA Publisher Number | 20 | Alphanumeric | Yes | CMRRA Number for the Publisher. This is the work share level publisher (as opposed to the Payee publisher). |
| Publisher Proprietary Publisher Number | 100 | Alphanumeric | Yes | Payee Publisher's proprietary ID for the Publisher, if available. |
| CMRRA Payee Publisher Number | 20 | Alphanumeric | Yes | CMRRA Number for the Payee Publisher |
| CMRRA Payee Publisher Name | 50 | Alphanumeric | Yes | Name of the Payee Publisher |

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| Total Publisher Amount | 18,9 | Numeric (Signed Decimal)<br><br>Formatted as +/-9(9).9(9) | Yes | Total amount for the work share level publisher within the distribution and pool that is being processed. E.G. If there are three Pools within a distribution and a publisher appears in all three, then there will be three Total Publisher Amount values for the publisher. |
| Source Proprietary Work Number | 40 | A | Conditional (Mandatory for "DET" record types only) | For Mechanical distributions this is the Licensee's work number.  For Broadcast Mechanical distributions, this is the work number for the source data, which is the SOCAN number. In all other cases this is the CMRRA work number. |
| CMRRA Work Number | 40 | A | No | CMRRA work number if it exists (for some mechanical distributions this will not be present). |
| Publisher Proprietary Work Number | 50 | A | No | Payee Publisher's proprietary ID for the work, if available. |
| Work Main Title | 50 | A | Conditional (as per Source Proprietary Work Number above) | This will be the CMRRA main work title or the licensee provided work title, if a CMRRA work title isn't available. |
| ISWC Code | 20 | A | No | ISWC code for the Work, if available |
| Writers | 512 | Alphanumeric<br><br>Each writer will be separated by either a '/' character or a ',' character | No | If CMRRA's Writer information is not available, this will be the licensee's provided writers. |
| Publisher Writers | 512 | A | No | List of writers linked to the publisher, where available. |
| Total Work Amount | 18,9 | N | Conditional (Mandatory for "DET" record types only)<br>+/-9(9).9(9) | Total amount for the work within the pool. Note for Mechanical distributions this will be zero if negative. |
| Record Type | 4 | A | Yes | Will be one of the following values:<br><br>"DET" regular detail. Corresponds to the equivalent of "DS" type records in the old format.<br><br>"PADJ" Publisher level adjustment. Corresponds to the "DP" type records in the old format. I.E. Includes publisher level adjustments and balance forwards. |

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| Transaction Period Start Date | 8 | Numeric formatted as yyyymmdd | Conditional (Mandatory for "DET" record types only) | The start date of the period in which the transaction was originally loaded. |
| Transaction Period End Date | 8 | Numeric formatted as yyyymmdd | Conditional (Mandatory for "DET" record types only) | The end date of the period in which the transaction was originally loaded. |
| Invoice Period End Date | 8 | Numeric formatted as yyyymmdd | Conditional (Mandatory for "DET" record types only) | The end date of the period in which the transaction was invoiced. |
| Distribution method | 20 | Alphanumeric | Conditional (Mandatory for "DET" record types only) | Includes the deal types for Online type distributions, and the existing values such as "FREE" and "RTL" for Mechanical. For "Broadcast Mechanical will always be "BM". |
| Unit Count | 10 | Integer | Conditional (Mandatory for "DET" record types only) | Number of units associated with the line item. |
| Net Amount | 18,9 | Numeric Formatted as +/-9(9).9(9) | Mandatory | Amount associated with the line item. |
| **Note: the fields below will only be included if the Extended version of the file is selected** | | | | |
| Transaction Code | 2 | A | Conditional (Mandatory for "DET" record types only) | Identifies the type of transaction reported: <br><br>N - Normal (default) <br>NC - Normal Controlled <br>NB - Normal Budget <br>A - Adjustment Normal <br>AC - AdjustmentControlled <br>AB - Adjustment Budget <br>B - Balance Fwd Normal <br>BC - BalanceFwdControlled <br>BB - Balance Fwd Budget <br><br>Will be "N" for all non-Mechanical distributions. |
| Licence Number | 15 | A/N | Conditional (Mandatory for "DET" record types only) | CMRRA licence number will only be provided in Mechanical distributions where available. |
| Royalty Rate | 16 | Numeric <br><br>Formatted as 6(9).9(9) | Conditional (Mandatory for "DET" record types only) | The royalty rate payable for 100% of the work. |

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| Applicable Royalty Rate | 16 | Numeric<br><br>Formatted as 6(9).9(9) | Conditional (Mandatory for "DET" record types only) | Rate payable based on Publisher's share. |
| Percent Ownership | 8 | Numeric<br><br>Formatted as 999.9999 | | Publisher's share of the work. For Mechanical distributions the Percent Ownership is the value supplied by the Licensee in their royalty statement data, and therefore may not always be available. |
| Timing | 8 | Numeric, formatted as Hh:mm:ss | | Duration of the recording, if available |
| ISRC | 40 | Alphanumeric | No | ISRC for the recording, if available |
| Track Title | 150 | Alphanumeric | No | Title for the recording, if available |
| Licensee Specific Track ID | 40 | Alphanumeric | Conditional (Mandatory for "DET" record types only for Online reporting) | Licensee specific identifier for the track (Online only) |
| Album Title | 100 | Alphanumeric | No | Title of the Album, if available |
| Album Label | 100 | Alphanumeric | No | Label of the Album, if available |
| Artist | 200 | Alphanumeric | No | Artist, if available |
| Catalogue Number | 50 | Alphanumeric | Conditional (May be provided for "DET" record types only) | Catalogue number for the album, if available |
| UPC code | 50 | Alphanumeric | Conditional (May be provided for "DET" record types only) | UPC code for the Album, if available |
| Bundle ID | 50 | Alphanumeric | Conditional (May be provided for "DET" record types only) | Licensee specific identifier for the bundle, if available (Online only) |
| Bundle Code | 1 | Alphabetic - "T" for True or "F" for False | Conditional (May be provided for "DET" record types only) | Indicates if the item is part of a bundle or an individual track sale (Online only). True if part of a bundle, false if not. |
| Track Price | 10 | Numeric formatted as 999999.9999 | | The retail price of the track, if available and applicable (Online Only) |
| Bundle Price | 10 | Numeric formatted as 999999.9999 | | The retail price of the bundle, if available (Online Only) |

| Payable Works | 5 | Numeric formatted as 99999 | The number of works in the bundle that are payable (Online Only) |
|---|---|---|---|
| CMRRA Pub#1 | 6 | Alphanumeric | CMRRA internal publisher number for royalties transferred To/From another account. (Mechanical distributions only) |
| CMRRA Pub#2 | 6 | Alphanumeric | CMRRA internal publisher number for royalties transferred To/ From another account. (Mechanical distributions only) |
| Adjustment flag | 1 | Alphabetic - Will contain "T"," F" or blank | Transfer status: To ("T") or From ("F") (Mechanical distributions only) |