



## Warner Music Artist Royalties Portal Instructions for Opening Earnings Detail Files in Excel

1. Open Excel
2. From within Excel, select “File” from the Menu Bar at the top left of your screen. Then select “Open”. Then find the folder where you saved the Earnings Detail File.
3. Double-click on the Folder to see a list of files in that Folder.
4. Make sure the value that appears in the box on the bottom right of the screen is “All Files” instead of “All Excel Files”.
5. Find the Earnings Detail File in the list. You should see the words “Text Document” in the Type field for the file.
6. Double-click on the file to select and open it.
7. You should now see a “Text Import Wizard” box. Follow the three steps shown to select the necessary options. (You may find that the options were already selected by default.)

### Text Import Wizard - Step 1 of 3

- Choose the ‘Delimited’ option for the file type
- Click the box next to ‘My data has headers’
- Click Next

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers

### Text Import Wizard - Step 2 of 3

- In the Delimiters box, check the option next to ‘Tab’
- Click Next

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: "

### Text Import Wizard - Step 3 of 3

- Click Finish

That’s it! You can now save the file as an Excel Workbook file. If the file size is large (e.g. more than 10 MB), we recommend saving the file as an Excel Binary Workbook file so it uses less memory on your computer when you are working with it.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

General converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

| General | General  | General        | General      | General     |
|---------|----------|----------------|--------------|-------------|
| Recdate | Month ID | Catalog Number | Share Tracks | Share Total |
| 2016-03 | 2016-02  | 95483968329    | 1            | 60          |
| 2016-03 | 2016-02  | 95483968329    | 1            | 60          |
| 2016-01 | 2016-02  | 95483968329    | 1            | 60          |
| 2016-02 | 2016-01  | 95483968329    | 1            | 60          |

Cancel < Back Next > Finish



### Additional instructions for keeping the leading zeros at the start of UPCs (where applicable) when importing the Earnings Detail file into Excel

Some Product/UPC numbers start with leading zeros (e.g. 0075678667817). If you do not have a interest in keeping the leading zeros, you do not need to follow these instructions. If you do, here are the steps to follow so the leading zeros are maintained during the excel import process:

Go back and repeat the steps on the prior page, up to the 3rd step of the Text Import Wizard. Follow the instructions below for Step 3 of 3.

#### **Text Import Wizard - Step 3 of 3**

- Using the scroll bar under the sample data, scroll right to find the column for the catalog number
  - This may be named, Catalog Number or Catalog No
- Click on the column to select it
- In the *Column data format* section of the window, select the option for 'Text'
- Click Finish

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

| General          | General          | Text           | General      | General       |
|------------------|------------------|----------------|--------------|---------------|
| Recdate Month ID | Repdate Month ID | Catalog Number | Share Tracks | Share Total T |
| 2016-03          | 2016-02          | 95483968329    | 1            | 60            |
| 2016-03          | 2016-02          | 95483968329    | 1            | 60            |
| 2016-01          | 2015-02          | 95483968329    | 1            | 60            |
| 2016-02          | 2016-01          | 95483968329    | 1            | 60            |

Cancel < Back Next > Finish