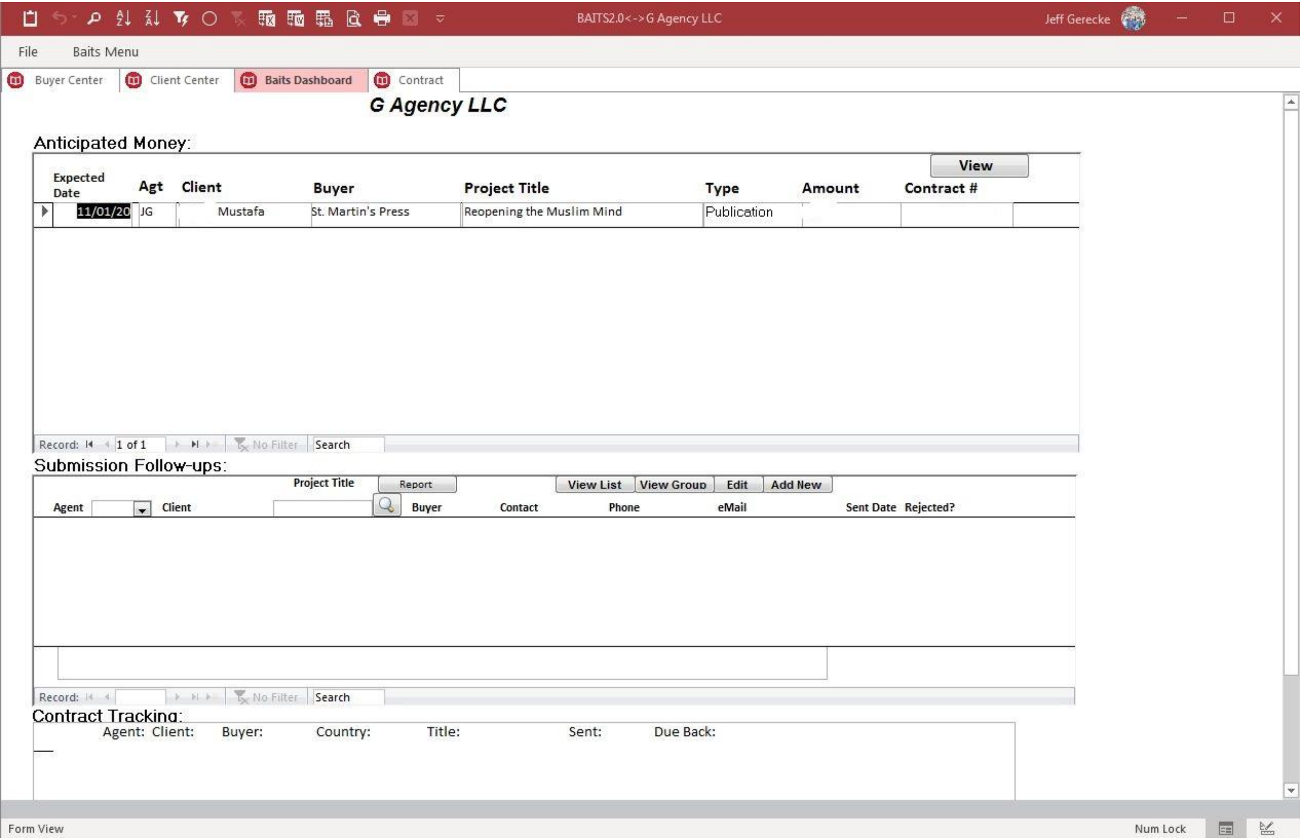
BAITS 2.0 Getting Started

- Basic BAITS Tour
- Information on New Features

On Opening



The **Baits Main Menu** is gone. The new interface will rely on tabs, enabling you to keep many parts of Baits open at the same time so you can keep a client record open while editing a contract on a different tab.

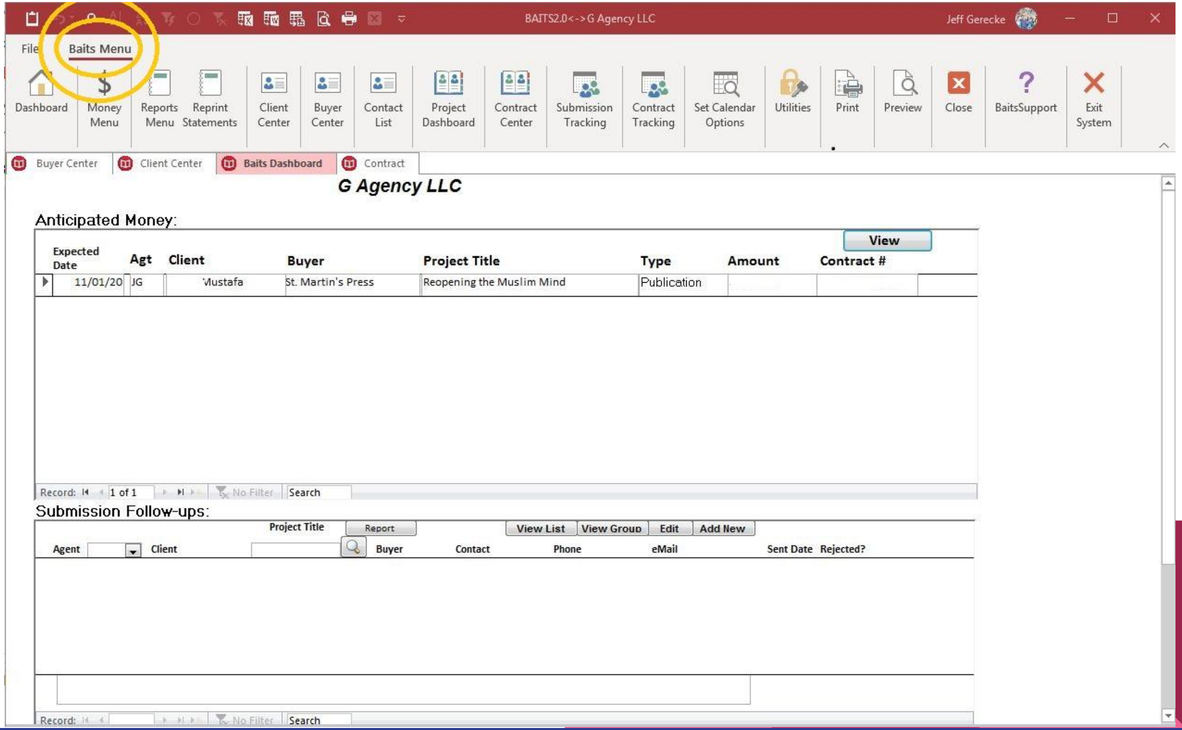
On open, Baits will display the **BAITS Dashboard** screen with reminders for money, submissions and contracts being tracked.

BAITS Menu

You'll also see the Buyer and Client Centers which are the two primary screens you'll use for accessing information in Baits.

Selecting the "BAITS Menu" button at the top left will display the menu bar. Double-clicking "BAITS Menu" will let the bar stay up even if you click away to another window or program

All of the screens available in the program can be accessed from this toolbar. When the program opens you'll see the dashboard that includes reminders of things that are due within a 4 week window around today's date (2 weeks before & 2 after).

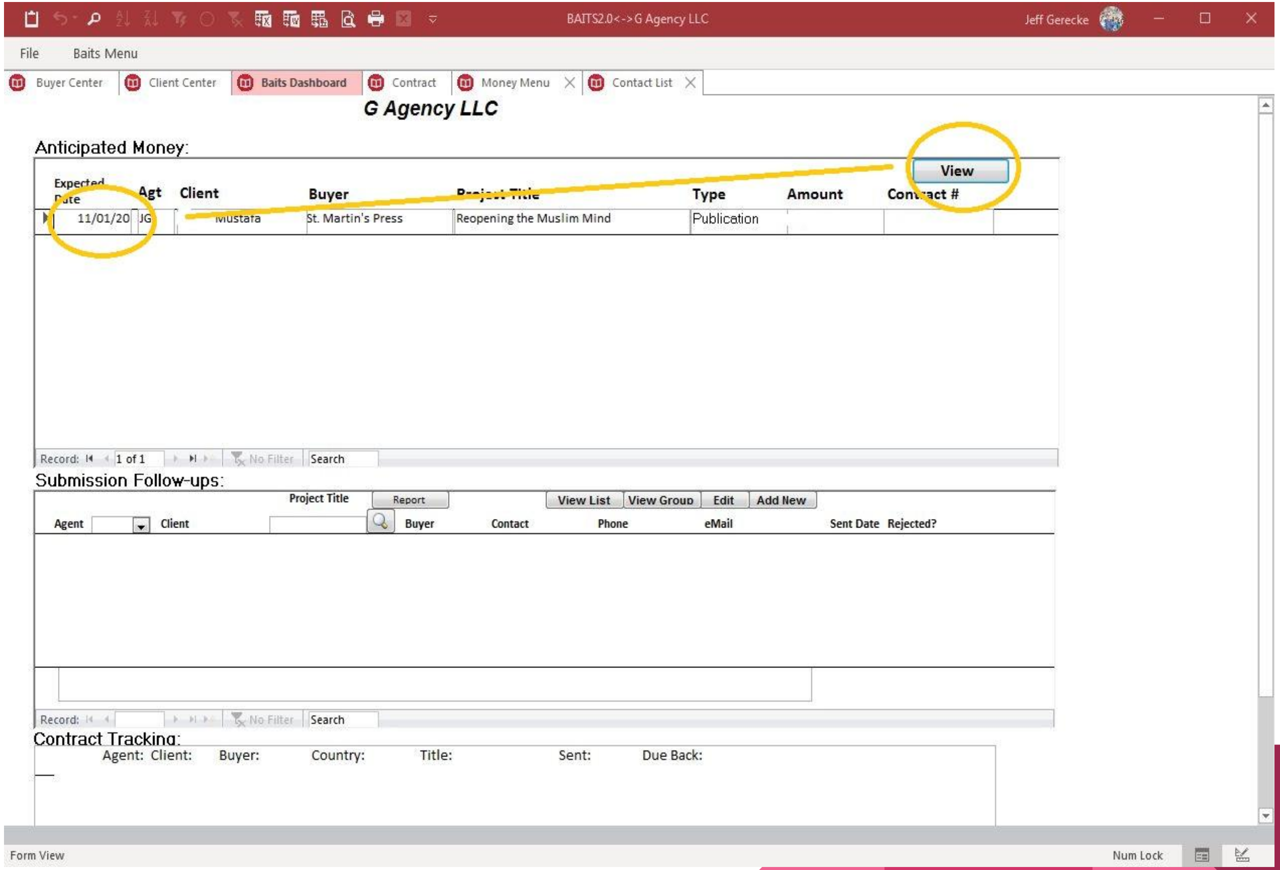


Dashboard

The first thing to check: if **Anticipated Money** is present, this is a reminder to follow up with the publisher.

If the expected date has changed, click “View” on the right-hand side to enter the revised date on the contract screen.

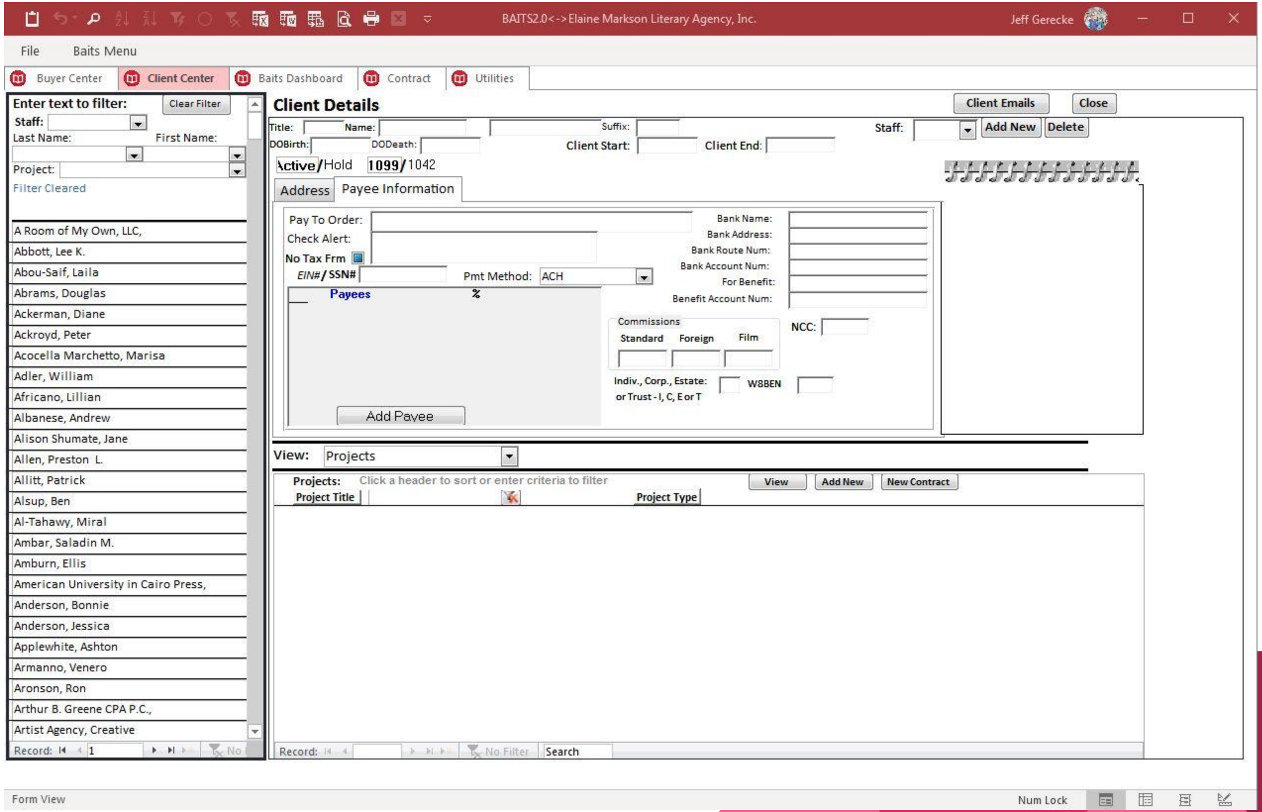
You can search for information in the grid from the search window



Client Center Overview

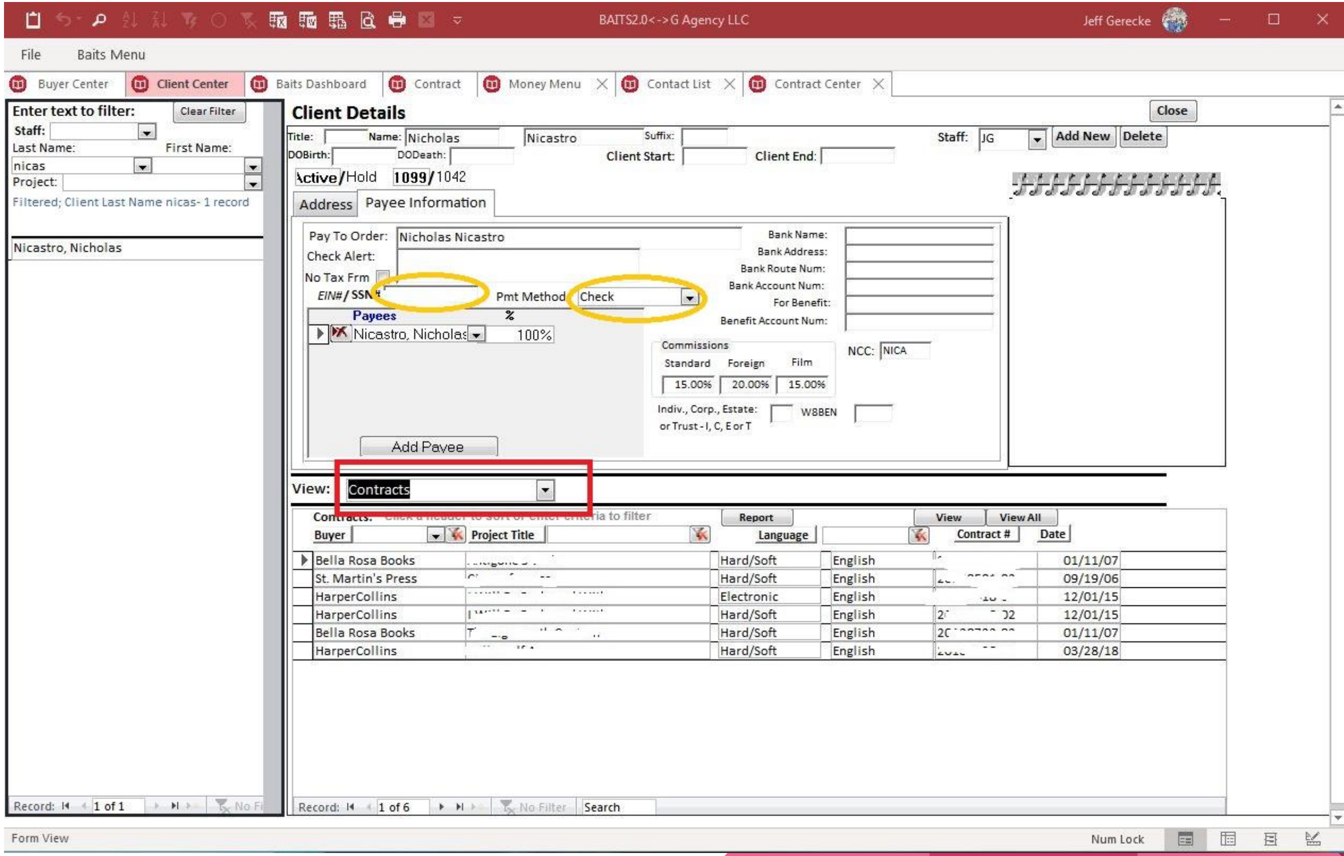
The **Client Center** enables the user to have a list of clients open while still looking at individual client information. Note the filter options at the top where you can search by client name.

It also includes a detail view at the bottom of all matters relating to a client - Projects, Contracts, Anticipated Money, Submissions etc, and from that menu you can open any of the relevant detail screens.



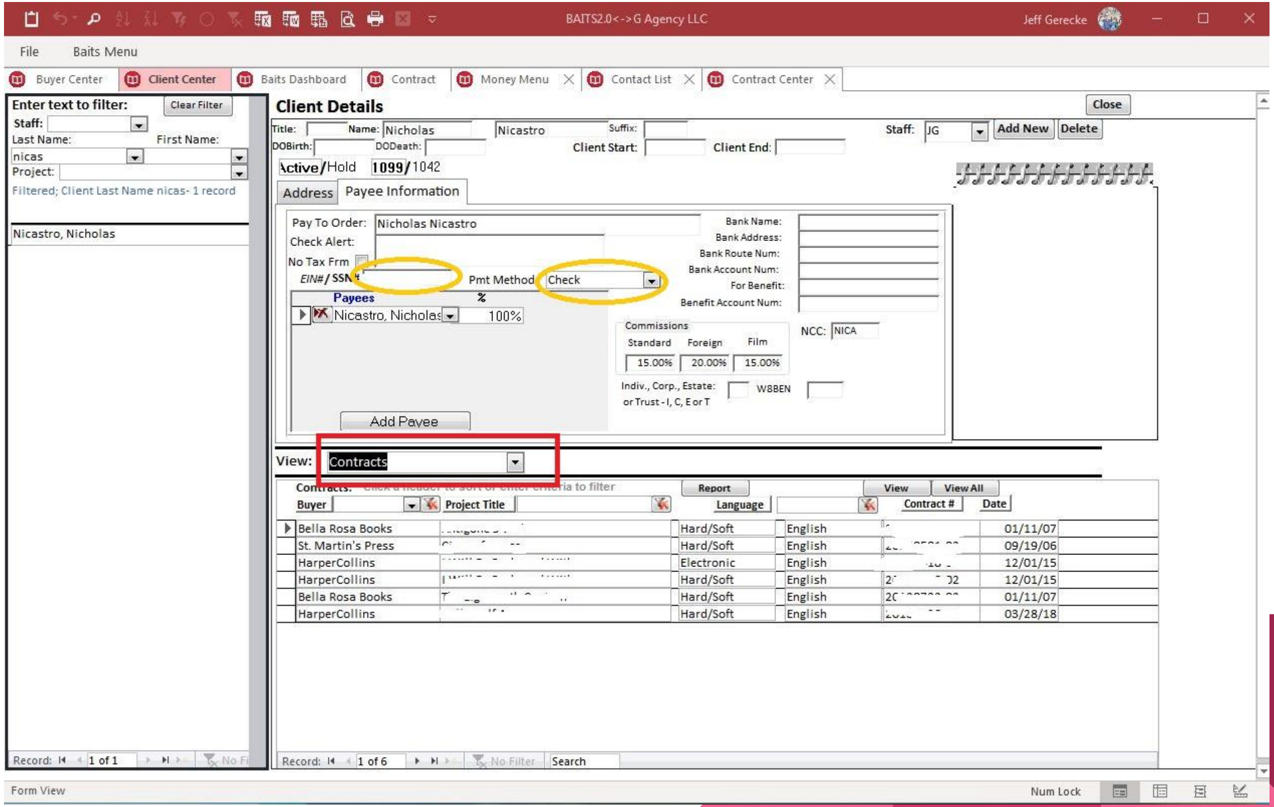
Client Center Detail

On the left side, there is a filter that allows for searching by first & last name, agent, and or the project title. Clients are anyone outside the agency being paid. Including the SSN or EIN number is essential so that Baits can be used for tax reporting. Also it's important to enter the payment method preferred by the client and any bank information if the payment will be electronic.



Client Center Detail 2

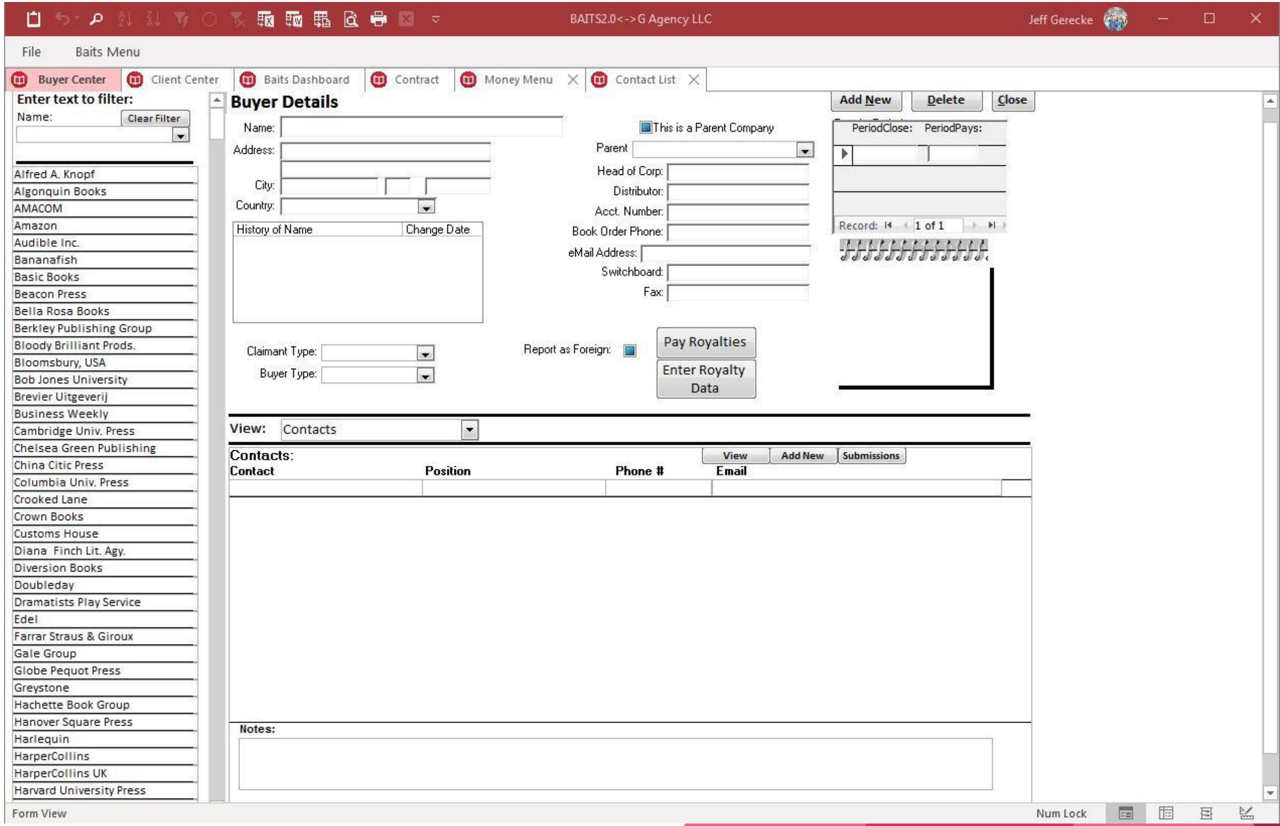
In the highlighted red box, you will see a drop-down menu that, once a client is selected through the left-hand search, will allow you to display and view Contracts (as seen here) or
Projects
Anticipated Money
Gross Revenue
Submissions
Recoverables



Buyer Center Overview

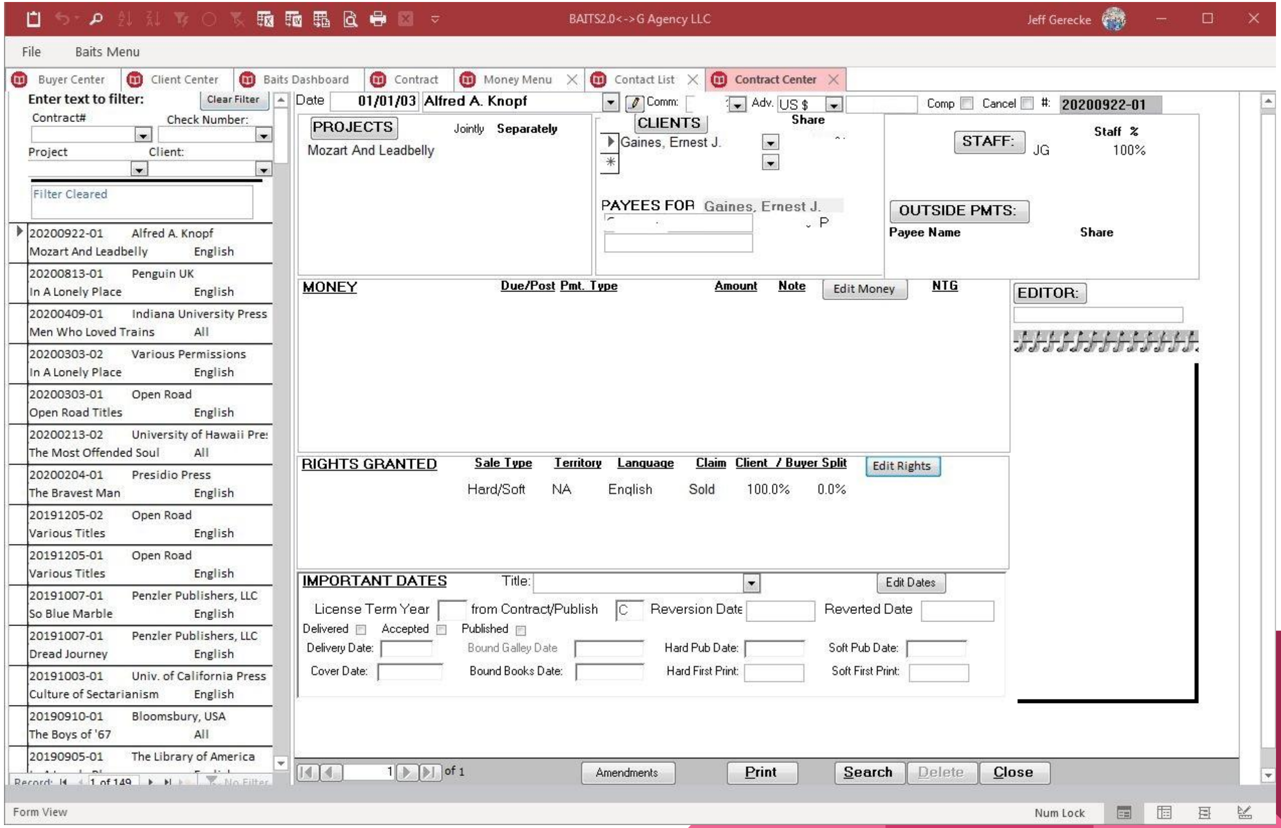
The **Buyer Center,** also accessed by clicking on BAITS menu, works like the **Client Center** but includes all the publishers & contacts you are working with on your clients' books.

From this screen you can view all contracts associated with this Buyer and also use the Pay Royalties button to enter details from royalty statement batches.



Contracts Center Overview

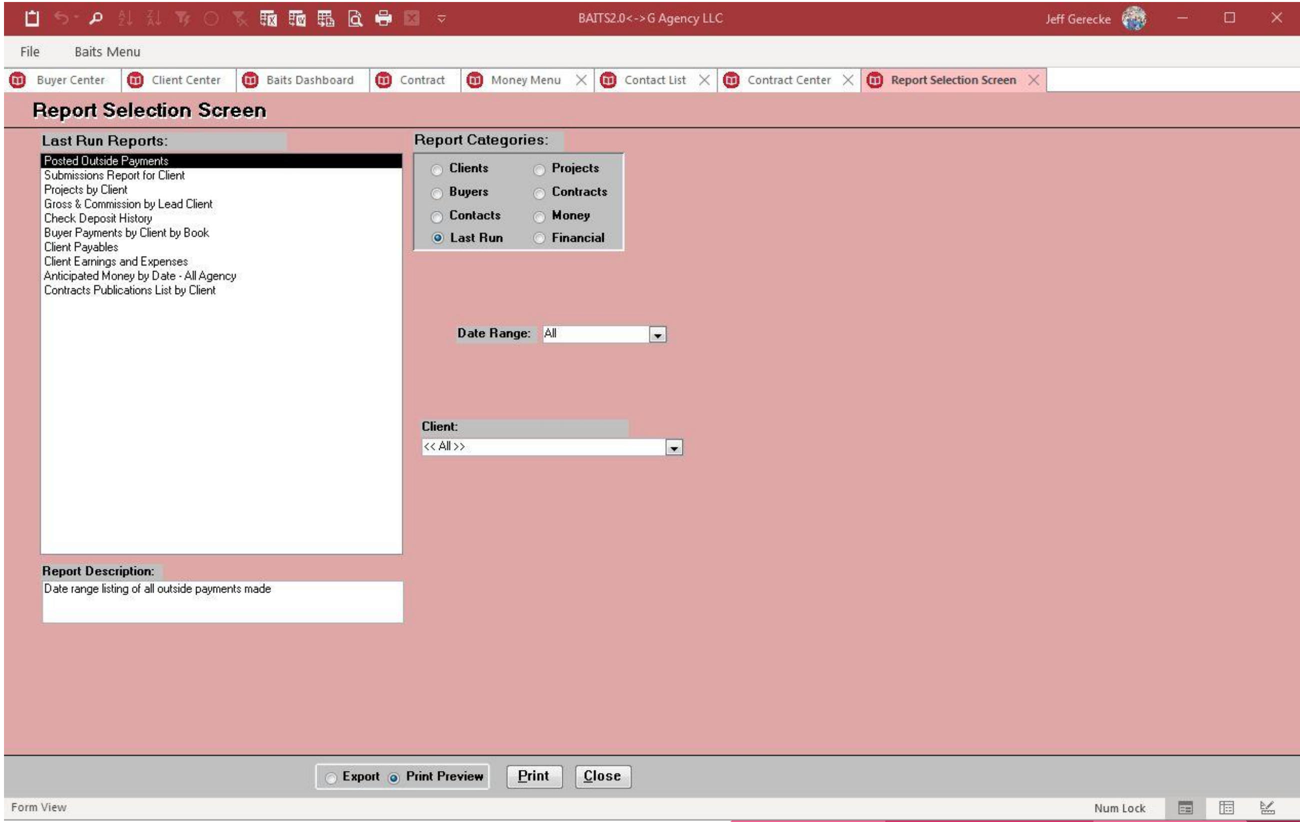
The **Contracts Center** is a single screen for viewing all contracts. You can filter by Contract #, Project, or Check Reference so you can see only a certain subset of contracts while going easily from one to another. The various sections of this screen will now pop out when you click on the title button so that you can see all the information from them at once rather than having to scroll down all the time.



Reports Menu

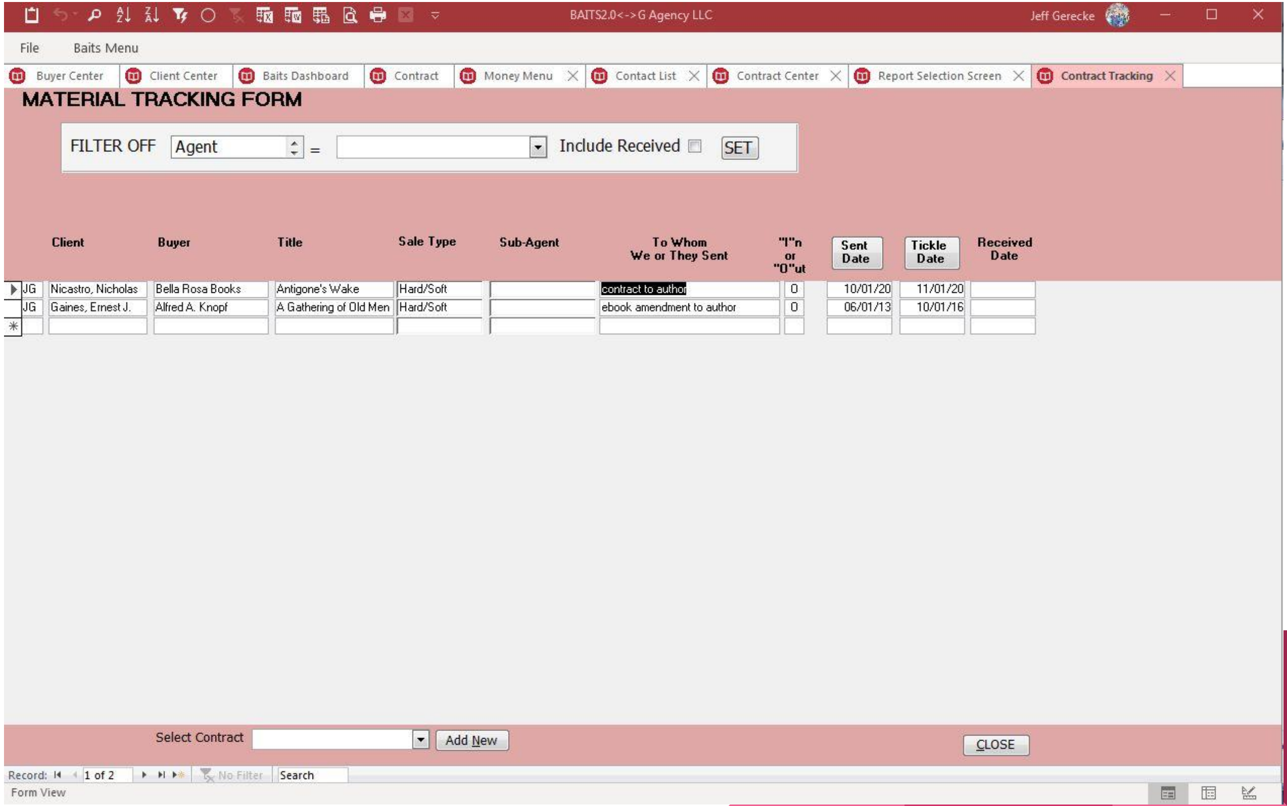
On the **Reports Menu,** third from the left on the Baits Menu tab, you can pull up reports on all of the data in the program including client info, contracts, and money both anticipated and already received..

The **Date Range** and **Client drop-downs** will also help narrow down what report info you want to print or download.



Contract Tracking

On the **Reports Menu**, also on the Baits Menu tab, you will be able to access the so-called **Tickle reports** reminding you about the status of contracts sent out that have not been returned and might warrant further action or reminding.



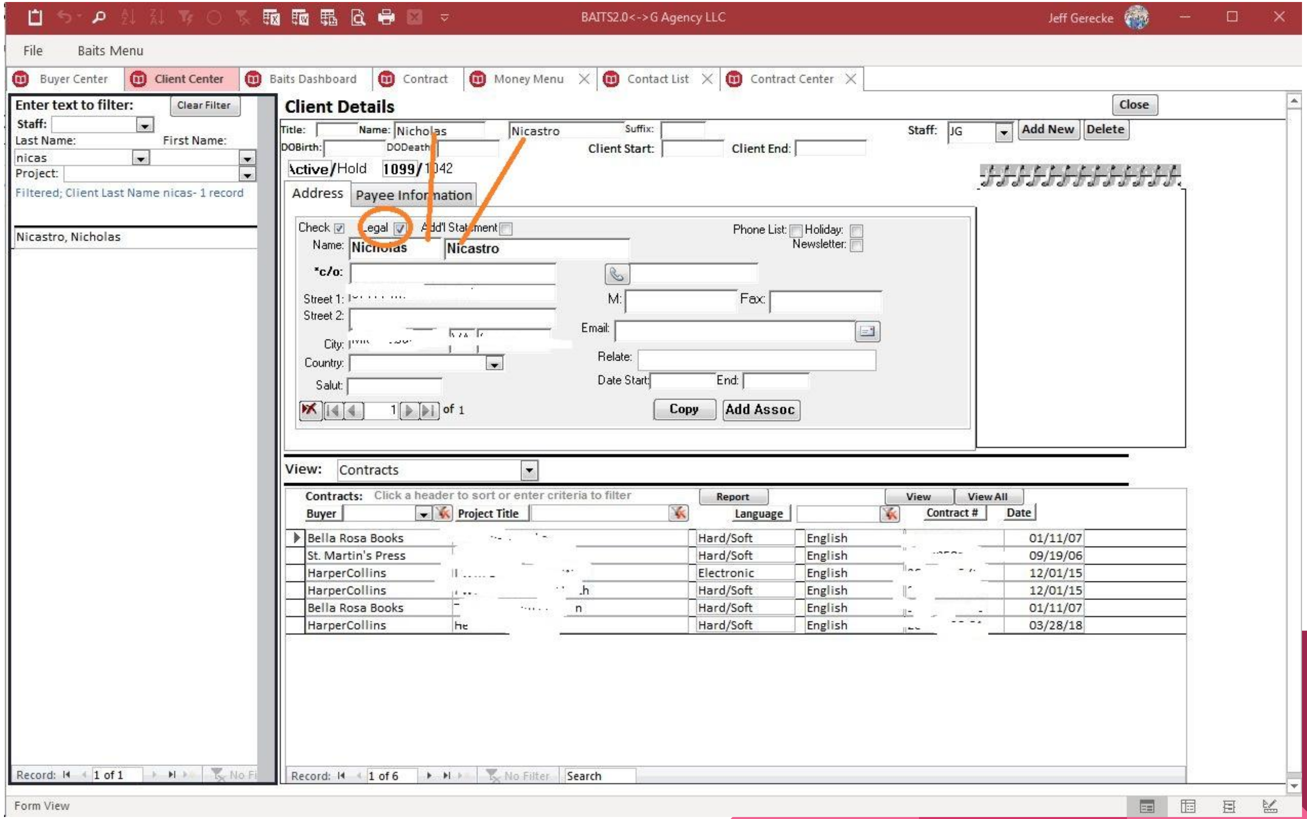
Instructions for Client Records

Client Payment Data

Clicking the "Address" tab, next to the "Payee Information" tab on the Client Details will get you to a screen like this. The "Pay to the Order of" and "Legal Last Name" fields should be **IDENTICAL.**

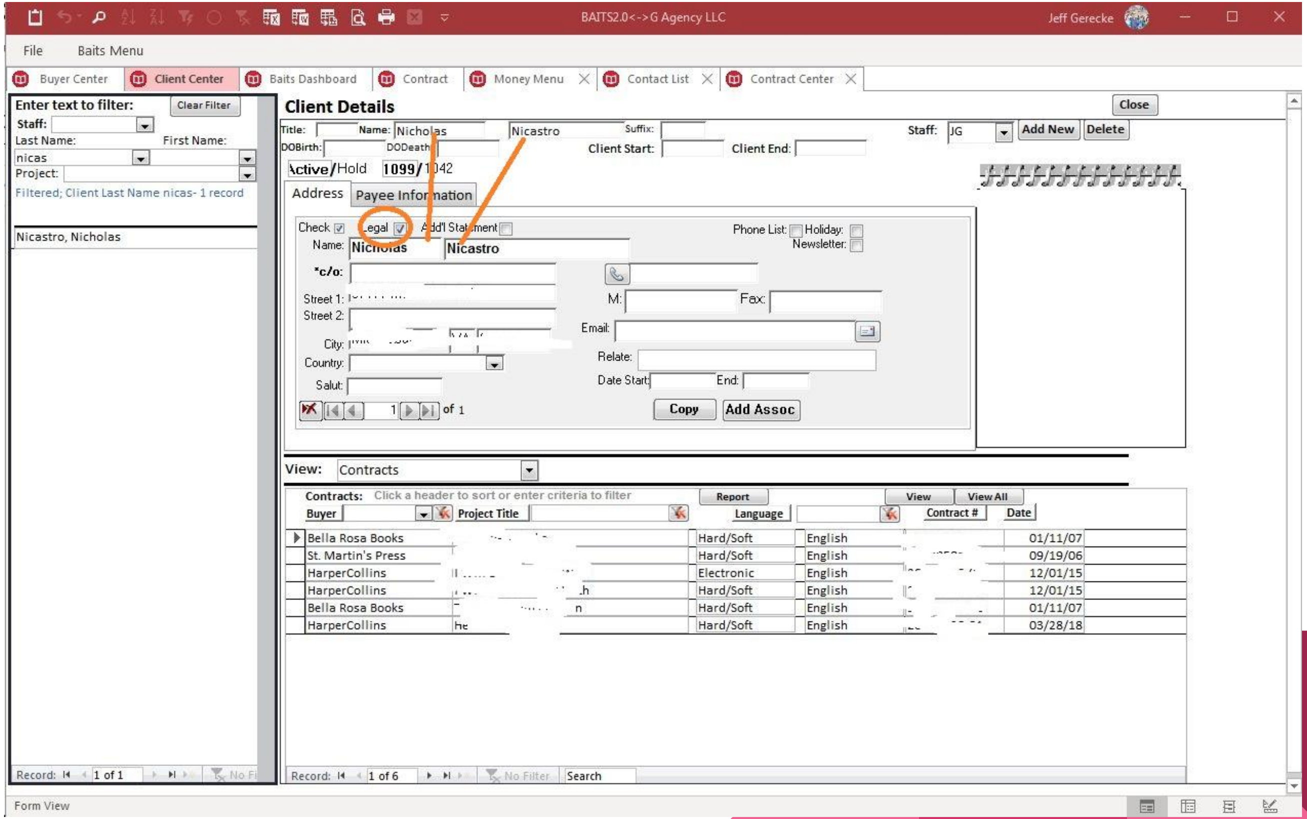
Note the **Legal last Name** field is the **Last Name** field in the address window for the record that is checked in the **Legal box** (circled).

You can have multiple addresses for one client but only one can have the **Legal box checked.** That address is the one that will be reported to the IRS so it should match what is on the client's W9, regardless of where the check is being sent.



Client Payment Data 2

The **two exceptions** to the rule about having all three client names be the same on each record are: **a)** if the check is going directly to a bank and needs to have specific info about the bank account include, or **b)** if a client gets married and now has a married name then it is okay to change the **Pay To The Order Of** and **Legal Last Name** fields to match her current status.

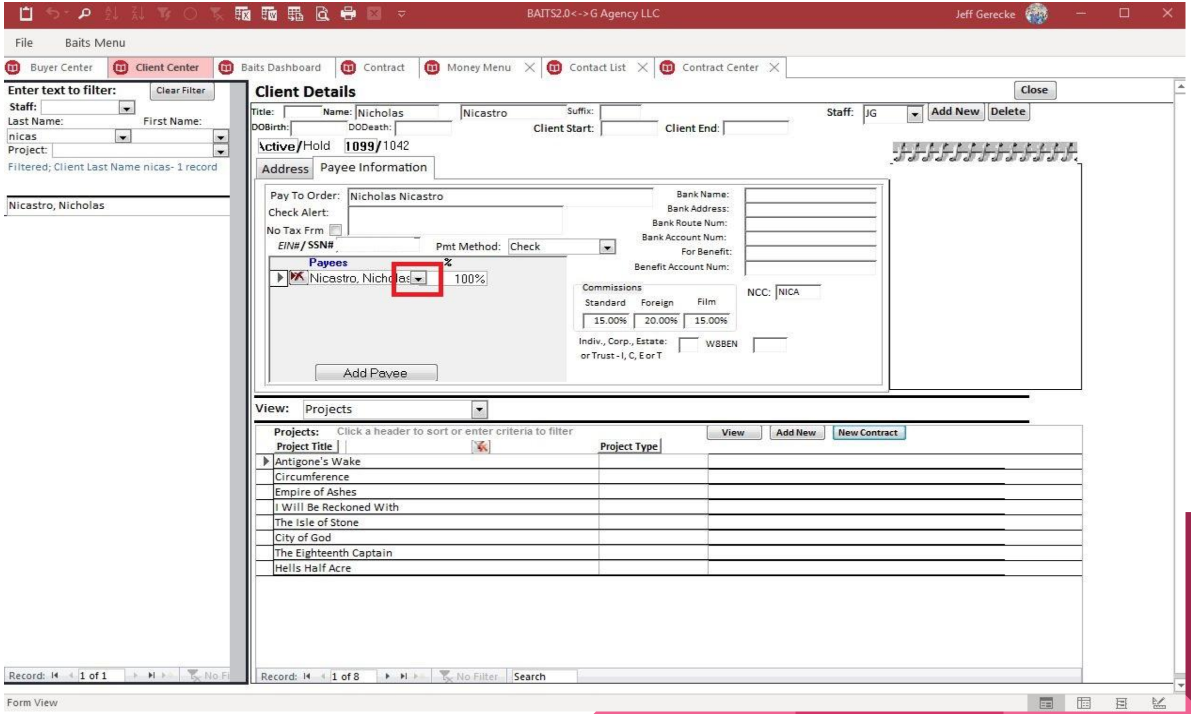


Client Payee Corporations

When entering info for the corporation don't forget to click on the label that says EIN (Employer Identification Number) which indicates the different formatting necessary for those numbers.

If a Client has a corporation to be paid, it should have its own, separate record, accessible through the drop-down button under the Payee Information tab.

This is important because the corporation will have a separate tax ID from the client's personal one and income for that entity will be separate from any money received by the client. If the client eliminates the corp. later then you can switch the Payee back to the Client record.



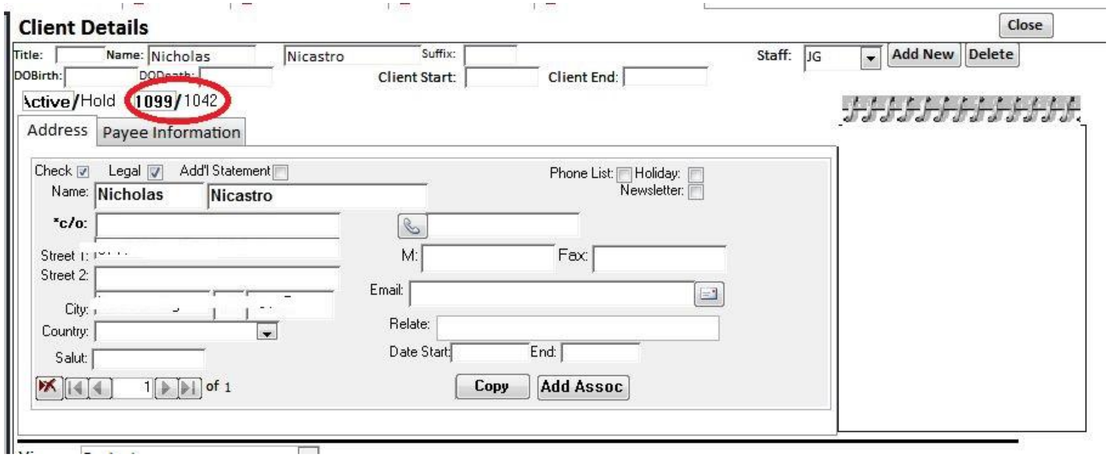
Client Tax ID - A Quick Note

NEVER CHANGE the SSN. If there is a new payee entity with a new SS#, then a new client record should be created. I've put a warning message on the field now so that if someone tries to change it, they will be discouraged.

EINs are used for corporations.

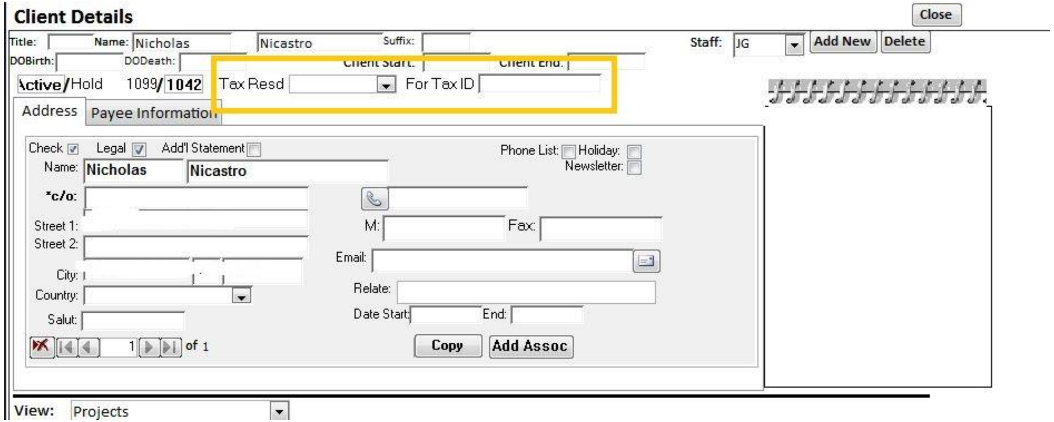
Foreign Clients

If a client is from a foreign country, ie. does not pay taxes in the US, then they should be marked as a 1042 by clicking on that label at the top center of the client screen. If that is the case then they should provide you with a W8-BEN in lieu of the normal W-9. They must provide you with a tax ID # whether it is in the form of a US ITIN or a foreign #.



Foreign Clients 2

You must enter the country of foreign residence in the dropdown at the top right of the client screen and below it is a field for a foreign tax ID # if they provide one. Note that when you click on the 1042 label the section above the Payee dropdown at the bottom right will change and open up a field where you must indicate what kind of entity the foreign payee is: I for individual, C for corporation, E for Estate, and T for Trust.



If the foreign client is represented by a literary agency, then make sure the literary agency has its own client record and is indicated as the payee on the foreign client's record.

Foreign Clients 3

When making contracts for foreign clients, please note that the client/payee section of the Contracts screen has a box filled with a P that must be changed to a C. This indicates that the tax liability on this contract is associated with the client and not with the agency. This is only true of foreign clients. Domestic clients repped by another agency will still have a P as their tax liability goes to the agency.