



Infor System21 Bonded Warehousing

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Bonded Warehousing Module.

Intended audience

The guide is intended for any users of the BW Bonded Warehousing business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Introduction

The Bonded Warehousing application provides the wine, spirit and beer producers and distributors with a method of controlling stocks within a Duty Suspended (Bonded) environment.

One of the key benefits is that you can link Distribution and Production functions with UK HM Revenue and [Customs](#) (HMRC) [Customs](#) and [Excise](#) reporting requirements, ensuring that the HMRC procedures are followed for both [Customs](#) Warehousing and [Excise](#) Warehousing.

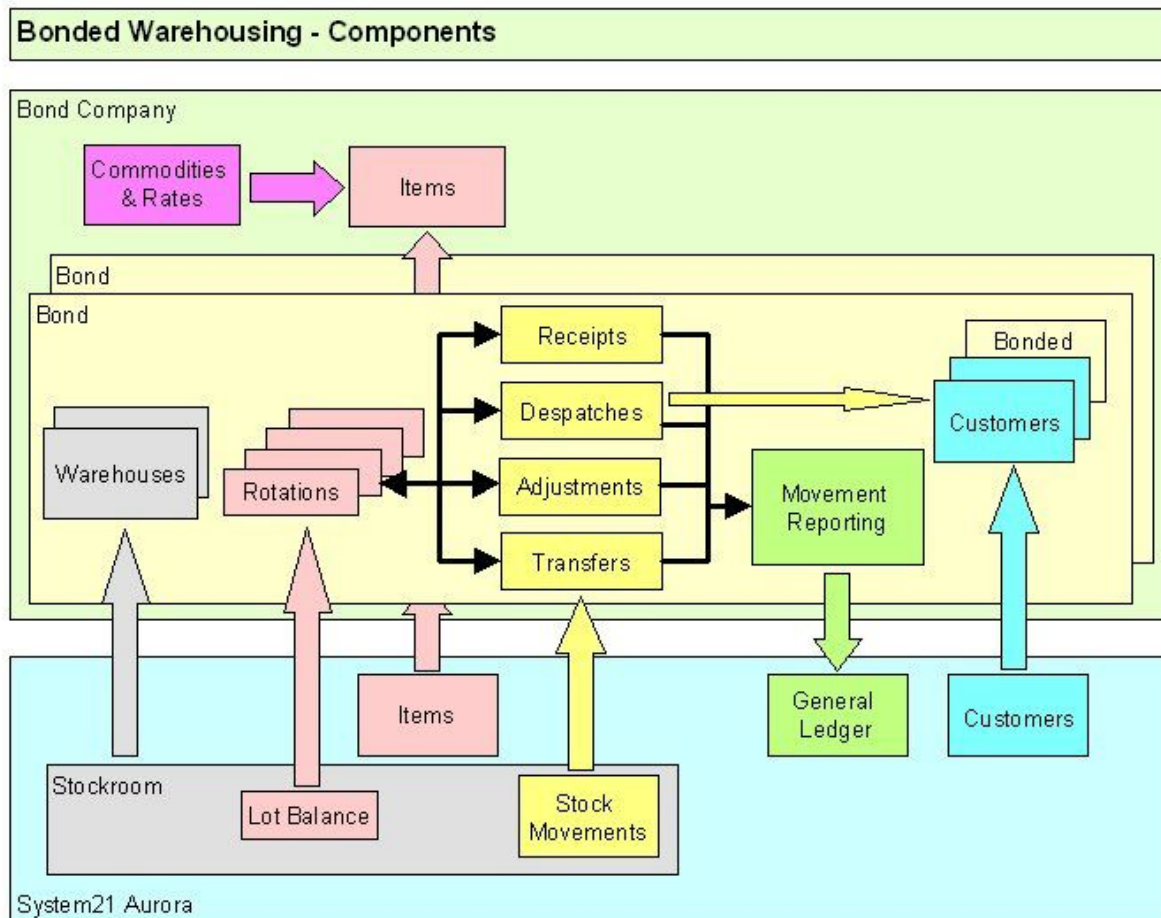
The application is primarily concerned with applying strict controls over the receipt into, and removal from, [stockrooms](#) nominated as [Excise Warehouses](#), so that accurate records can be kept and reports produced.

Warehousing Components

The diagram that follows shows the main components of Bonded Warehousing and their relationship to their counterparts in System21.

- Companies
- Bonds and Warehouses
- Commodities and Rates
- Items and Rotations
- Customers
- Processing: Receipts, Despatches, Adjustments, Transfers
- Movement Reporting

Each of these is described in the sections that follow.



Companies

A company in the Bonded Warehousing application corresponds directly to a System21 Inventory Management company with the same company code. In turn that means the Sales [Order](#), Purchase [Order](#) and Distribution [Order](#) Processing companies and a Production company are also all equivalent.

You can define as many companies as you wish in Bonded Warehousing, as long as they are first established in the dependent core applications.

A Bonded Warehousing company requires a company profile to be built and at some stage activated to allow bond movement processing.

Parameter and Description Codes

There are a number of system and user codes that need to be defined for the company, codes that are used throughout the maintenance and transaction processing to identify certain conditions or choices, or to control particular actions.

The following must be established in the Generic Systems application, L1, in the System [Descriptions file](#). They can be added automatically by running the Install Example Codes task from the Utilities menu:

- **Stock Return Number** - This identifies the stock return sections.
- **Alcoholic Types** - This identifies goods category alcoholic type options.
- **EU Member** - This identifies EU membership options.
- **Stock Source** - This identifies the source of stock receipts.
- **Adjustment Sign** - This identifies adjustment sign options.

The following must be established in the Bonded Warehousing application:

- **Duty Reports** - This identifies which external reports are required.
- **Goods Categories** - These are codes that represent a set of commodities that need to be reported as a Goods Category on the duty reports.
- **Countries** - These are country codes used to identify the source of goods.
- **Receipt Types** - These are codes that represent the different sources of stock, and are crucial in determining what data needs to be captured on recording the receipt and the section of the stock return on which the goods are reported.
- **Delivery Types** - These are codes to represent a type or destination of a delivery, and are crucial in determining whether duty needs to be calculated, to control the duty report on which the despatch is recorded, and the section of the stock return on which the goods are reported.
- **Adjustment Types** - These are codes that represent the different kinds of stock adjustment, and are crucial in identifying whether duty is liable, and the section of the stock return on which the goods are reported.

There are also a few codes that need to be established in the Inventory [Descriptions file](#):

- **BWPT - Ports** - This is the port of entry record on a receipt.
- **BWHR - Rotation Held Reason** - This is the reason a rotation has been placed on hold.
- **BWTI - Tariff Rate Identifier** - This is a fixed set of codes that control the way in which VAT is calculated:
 - F - Full Rate No Acquisition VAT
 - G - GSP Rate No Acquisition VAT
 - M - IFC No Acquisition VAT
 - MA - IFC with Acquisition VAT
- **BWCA - Delivery Exception Clearance Action** - These are codes used when clearing delivery exceptions.

Bonds and Warehouses

Bonds

Within each company, you can manage any number of separate bonds and their [warehouses](#).

A bond represents one or more [stockrooms](#) that have been designated and registered for storage of goods with their [Excise](#), and optionally [Customs](#) import, duty suspended. The bond is known by its registration and is the level at which all bond reporting is conducted.

As well as the bonds operated by the company as the proprietor or [warehouse](#) keeper, you also need to define any 'target' bonds to which your despatched goods are to be received under bond with duty and tax still suspended or deferred. This would include bonds for your UK or EU bonded customers, and a bond to represent goods sold under bond to Export customers.

Bonded Warehouses

Within a bond you identify one or more [stockrooms](#) that are managed and reported under that bond. These [bonded warehouses](#) can be any Inventory [stockroom](#), including location-controlled and [warehouse](#)-controlled [stockrooms](#), but they must also be identified as a sales [depot](#). Each [bonded warehouse](#) can only be associated with one bond.

You can operate both Duty Paid and Duty Suspended (Bonded) [stockrooms](#) within the same Inventory company, the other duty paid [stockrooms](#) in the company not being related in any way to the bonds.

Bonded Stockroom Restricted Access

Because the movement of goods through a [bonded warehouse](#) needs to be tightly controlled, a number of System21 transactions that affect [stockroom balances](#) are restricted to nominated users when posting to a [stockroom](#) that is a [bonded warehouse](#). This security is maintained using the User [Warehouse](#) Security Maintenance task.

Users are also constrained to a limited set of System21 transactions that can affect [stockroom balances](#). Refer to the Processing section of this chapter for the full list of available transactions.

The following tasks within Inventory Management are **not** available for bonded stockrooms:

- Customer Order Issue
- Miscellaneous Issue (Physical)
- Miscellaneous Issue (Available)
- Miscellaneous Issue Frozen
- Adjust Physical Stock
- Adjust Allocated Stock
- Record Transfer Out
- Single Step Transfer
- Single Step Transfer Frozen
- Item Transformation

To prevent access to these transactions, the Transaction Allowed indicators for the company stockroom are forced to be **off** for bonded stockrooms.

The following tasks within other applications are **not** available for bonded stockrooms:

- Inventory Stock Counting automatic adjustments
- Inventory Lot Transformation
- SOP Transcriptional Order Entry

- SOP Conversational Order Entry
- SOP Proof of Delivery Adjustments
- SOP Miscellaneous Invoices and Credits with stock updates for bonded customers
- AO Advanced Order Entry
- DRP Order Entry
- Customer Returns
- PM Receipts or Location Transfers to Goods In or Inspection
- PM Returns and Adjustments
- Vendor Scheduling Contract Maintenance
- Production: Material Issues; Backflush; Subcontractors
- TS Order Taking

Warehouse Keeper

The application supports a few different models of [warehouse](#) keeping.

- If you are the proprietor of the goods and the warehouse keeper, the System21 applications, including Bonded Warehousing, are used both to manage your inventory and to handle your duty reporting.
- If you are not the proprietor of the goods but are the warehouse keeper for that proprietor's goods, you can identify and restrict access to those customer's items, then report duty liability against their Deferment accounts.
- If you are the proprietor of the goods but someone else is the warehouse keeper, there is a special bond type of Third Party. This allows you to process your inventory and sales order fulfilment within System21 and merely identify that it is being processed through a bonded warehouse. The third party warehouse keeper performs the actual duty reporting.

Bond Types

A bond for managing alcoholic goods, essentially cases, bottles or kegs of wine, spirits or beer, is nominated as a [Customs](#) and [Excise](#) bond type. This bond will hold stocks with suspended [Excise](#) duties, but you can choose to identify stock as also having suspended import [Customs](#) duty.

A second type is an End Point Duty ([EPD](#)) bond, which offers limited support for managing an [EPD](#) bond.

There is a third type, a Third Party bond, where the company owns the goods but does not manage the [bonded warehouse](#). The third party manages the bonded inventory and is responsible for identifying duties payable and producing [Customs](#) and [Excise](#) reports.

Calendars

To maintain independence from other application time periods, each bond has its own set of calendars. These calendars hold dates relevant to the production of [Customs](#) and [Excise](#) reports and period end processing.

- The Customs calendar is applicable to a Customs and Excise warehouse where there are stocks held with suspended import Customs duty. The calendar identifies the customs period for the C88 reports.

- The Excise calendar is applicable to a Customs and Excise warehouse. It specifies how often the W5 reports are printed, either automatically as part of each Duty Run, or the specific dates if it is to be reported twice monthly.
- The Stock Return calendar is applicable to a Customs and Excise warehouse to control the dates on which the Excise Stock Return report (W1) is due and the period to which each stock movement is assigned.
- The EPD calendar is only applicable to an EPD bond, and this is the only calendar needed for an EPD bond. It specifies when the period end occurs, and the point after that on which the EX46 Beer Return is produced.

Location-controlled and Warehouse-controlled Stockrooms

There is no restriction on using either the Location Control function of Inventory Management (IN), or warehousing control in Warehousing (WH).

Commodities and Rates

Commodity Codes

Within System21, and similarly within the Bonded Warehousing application, products, goods and [items](#) are identified by an internal [item](#) code, but externally these [items](#) are known by their standard [commodity code](#). Within the EU these [commodity codes](#) conform to the Harmonised System (HS) codes structure, but the EU and the UK have their own specific [commodity codes](#) within standard nomenclature.

The [commodity codes](#) that need to be established within Bonded Warehousing are just those needed to cover the [items](#) managed within the [bonded warehouses](#). Each [item](#) will be given its associated [commodity code](#) to ensure that the stock records and subsequent reporting correctly identify the [item](#) by its external [commodity code](#) reference.

Duty Rates

Both Import [Customs](#) Duty and [Excise](#) Duty are calculated using duty rates associated with [commodity codes](#), these rates being taken from the tariff published by the local country's tax body. In the UK, these rates are found on the Integrated Tariff of the United Kingdom.

This system is only concerned with duty applicable to goods being taken out of bond, so for example an installation of Bonded Warehousing in a UK company is only concerned with the duty applicable in the UK. You do not need to establish any duties for other countries.

For [Excise](#) Duty, the duty rates are those that apply to the goods on the date on which they are removed from bond.

For [Customs](#) Duty, the duty payable is the [Customs](#) import duty which was deferred when the goods were received as Duty Suspended. When the goods are taken out of bond, that duty becomes payable. The system supports the calculation of a number of possible [Customs](#) duties based on the date on which they are removed from bond:

- Customs Standard Duty
- Customs Preferential Country Duty

- Customs Preferential Group Duty
- Customs Quota Duty

Refer to the [Duty Reporting](#) section for examples on the way in which duty is calculated.

Items and Rotations

Items

[Items](#) are initially defined in Inventory Management and associated with the inventory [stockroom](#) (the [bonded warehouse](#)), in the same way as any Inventory [item](#).

Units of Measure

The Bonded Warehousing application currently operates in integer values of, primarily, the stock unit, for example whole numbers of cases of wine. This stems from a traditional constraint in UK [Excise warehouses](#) that insists on all movements being transacted in whole cases or similar wholesale traded units.

To ensure that all movements through a bonded warehouse operate in this manner, the system ensure that the Sales Unit indicator in the Inventory Item Master file is either set to **0**, or operates as if it is set to **0**, so that the item cannot be sold in issue units, only stock units. Therefore, if your item has the Sales Unit indicator set to **1** to allow sales in issue units, that feature will only be applicable in non-bonded stockrooms, and in a bonded stockroom it will assume it is a **0**.

Also, the Multiple Unit Entry indicator is important because you cannot allow a decimal quantity to be processed in a bonded [stockroom](#).

Caution: There is no enforced setting of the Multiple Unit Entry indicator; It is your responsibility to ensure that the following constraints are considered.

- If you set the Multiple Unit Entry indicator to **0** to allow you to order in issue units, perhaps where the issue and stock units are the same, by inference you could order a decimal quantity. You should not attempt to enter decimal quantities, because the decimal portion will be lost.
- If you set the Multiple Unit Entry indicator to **0** because you do not want to allow entry in the higher units in non-bonded stockrooms, you should ensure that the conversion factor between issue and stock cannot result in a decimal quantity of issue units when you enter in stock units in the bonded stockroom.

Third Party bonds have an exception to this stock unit multiple rule, in that you can define an attribute on a Third Party bond either to allow or to bar entry in issue units.

The exception to the quantity being in stock units is where you can deliberately receive individual [items](#), that is singles or bottles, into a [bonded warehouse](#) using the Stock Receipts (Singles Only) task, and make adjustments using the Stock Write-off (Singles Only) task.

Item Supplementary Data

To be able to identify a product's volume and alcoholic content correctly for recording [rotations](#) and calculating duty, there are a number of attributes that have to be defined in the Inventory Management [Item](#) Master file.

To make these fields available on the [item](#) you must first choose the option to Display Supplementary Information on the Presentation Details window for the Inventory company profile. With this option set, the Supplementary Details window will be displayed when you are maintaining the [item](#).

The following fields will be needed to maintain [item variants](#), receive [rotations](#) and calculate duty:

- Volume per stock unit
- Alcohol by volume (strength)

The following field is needed to control whether the [item](#) can be sold to duty paid and duty suspended customers:

- Duty status

There is a further field that is calculated automatically and shown in bond enquiries and on reports:

- Bottles per case (the same as the issue to stock conversion factor)

Item Variant

To be able to process movements of that [item](#) against the [bonded warehouse](#), you must first define the [item](#) as a Bonded Warehousing [item variant](#).

The primary requirement of the [item variant](#) is to associate a [commodity code](#) for use as the external identification of this product, but the [variant](#) also allows you to distinguish subtly between slight variations in what is otherwise, internally, known by the one [item](#) code. Some possibilities are:

- The variant can distinguish between multiple sources of an item, particularly when an item is imported from different countries. The country of origin is required on some duty reports.
- The variant might also be needed to distinguish between variations of the product, perhaps different alcoholic strengths that require different commodity codes.

The primary [variant](#), or a single definition with no [variants](#), is identified by a blank [variant](#) code. Other [variants](#) are given a three-character [variant](#) code of your choice.

Lots and Rotations

Receipts into a [bonded warehouse](#) require a unique stock record number to be given to each consignment received; this is called a [rotation](#) and is given a unique [rotation](#) number.

It is equivalent to assigning a new lot or batch number to each receipt, which is precisely what the system does; it records the received consignment as if it is lot-controlled in Inventory, the allocated [rotation](#) number becoming the lot number.

- If the item is already defined as lot-controlled or batch-controlled, the rotation is the lot or batch and all the normal Inventory Lot Control processing applies.
- If the item is defined as non-lot:
- In all non-bonded stockrooms the item is still treated as non-lot-controlled.
- In bonded stockrooms it automatically becomes lot-controlled; i.e. lot control is implied for bonded stockrooms. All the usual requirements for identifying lots on receipts and issues become effective.
- Items cannot be defined as serial-controlled

If Advanced Allocation Options are set for a bonded stockroom to allow Manual Lower Level Allocation for Lots (or batches), manual allocation of lots will be allowed in a bonded stockroom. However, if they are set not to allow Manual Lower Level Allocation for Lots, this implied lot control in a bonded stockroom does not include the ability to allocate lots manually.

If Extended Lot Control is on for lots, all the usual Extended Lot Control function is available in both bonded and non-bonded stockrooms. However, if Extended Lot Control is off for lots, this implied lot control in a bonded stockroom does not include the Extended Lot Control features.

In a Third Party bond the system does not create and maintain these rotation details. The Inventory details are maintained in the normal manner, but there is record of the receipt into the bond, and therefore no identification of the goods in bond, essentially because no duty reporting is produced for a Third Party bond.

Rotation Numbering

You can choose to use automatic or manual [rotation](#) numbering; via the company profile.

With automatic numbering:

- The rotation number is automatically allocated in the form YYSSNNNNN, where YY is the year of receipt, SS is the bond's short code and NNNNN is a serial number.
- The numeric serial number portion can be from five to eleven digits in length, thus allowing you to choose a structure that best fits your installation. Having a code that is too long imposes an overhead on having to key long numbers with embedded zeros. Choose a length that suits one year's worth of rotation numbers in a bond. Each bond has its own control.

With manual numbering:

- A rotation number has to be entered manually on each receipt in the form YYSSXXXXX, where year YY and short code SS are still set automatically, but XXXXX can be any unique code you choose.
- The unique code portion can be any number of characters up to eleven characters in length.
- The full fifteen-character rotation number must then be unique.

Although Purchasing and Inventory receipts require a new unique [rotation](#) for each new receipt transaction, Production receipts allow multiple bookings against the same [rotation](#) number; on the assumption there may be multiple production bookings over a period of time as that production batch is received into finished goods.

Customers

Customers

Customers to whom you sell goods from a [bonded warehouse](#) are defined in Accounts Receivable and Sales [Order](#) Processing in the normal manner. If that customer always takes its delivery using the default [delivery type](#) in the Bonded Warehousing company profile, there is no further set-up for the customer required in the Bonded Warehousing application. For example, if the majority of your customers take their delivery Duty Paid (Home Use), the default [delivery type](#) on the bond company profile is set to Duty Paid (Home Use), and by default all customers use this Duty Paid [delivery type](#).

Each customer that requires a different [delivery type](#) will need to be defined using the Bond Customer Maintenance task.

Bonded Customers

Customers to whom you are delivering goods under bond also have to be defined in the Bond Customer Maintenance task, associating the customer with a particular [bond index](#).

Customer Item

There is a facility to define [items](#) belonging to a specific customer (proprietor's goods) where you, the [warehouse](#) keeper, are not liable for payment of the duty, but duty is paid by the customer. This is achieved by reporting deferred payments against the customer's [deferment account](#).

- Firstly, the customer will have to be defined to Bonded Warehousing with a delivery type that specifies liability as Deferred (e.g. delivery type 13), and recording the customer's deferment accounts.
- Then a list of items can be defined against that customer, which will essentially set aside those items for this customer only. The presence of items on a customer item list inhibits other customers from obtaining these items.
- An item can be present in more than one customer's list.
- Customer's item lists can be built against the customer's account (000) level or delivery address (non 000) level according to a company-level configuration, Ownership at Statement or Delivery, established in the company profile.
- On removal from bond, the W5D will report the despatch against the customer's deferment account.

If these [items](#) are likely to be transferred between [bonded warehouses](#) using the Transfer [Order](#) function, the internal customer must also have authority to these [items](#).

Auditing

Master File and Parameter Data

To assist in maintaining strict controls over the access to Bonded Warehousing tasks and the amendment of its data, there are a number of [auditing](#) functions.

- Most of the master file and parameter data maintenance tasks - the important ones - print an audit report immediately the changes are made. It shows either the data added, or the data before and after a change. These reports are printed at the point of leaving the task, thus showing all changes made in the session.
- There is also continual audit of data master file and parameter data changes to an audit file; called the Consolidated Audit file. This retains a date and time-stamped trail of all changes made to significant data with a record of the user who made those changes.

There is a reporting option to print the [Consolidated Audit](#) file, showing all recent changes since the previous report. The Consolidated Audit report is given a unique number and registered in the same way as other [duty reports](#). This then gives a trail of [audit](#) reports.

There is also enquiry facility available to review the Consolidated Audit file.

Movements

All receipts, despatches and adjustments to a [rotation](#) are recorded in the Bonded Movements file, this being the primary source of data for producing the Duty reports.

Each of these movements is also reported on a Movement Audit report, produced as part of the regular Duty Run.

Costs and Pricing

Inventory Costs

Standard and actual inventory costs recorded against [items held](#) in duty suspended [stockrooms](#) should exclude any duty liable on these goods, whereas any costs recorded against those same [items](#) in duty paid [stockrooms](#) should make some allowance for the duty that will have already paid on these goods.

Bond Rotation Receipt Costs

Three additional costs may be recorded against any [rotation](#) received into a duty suspended [warehouse](#). They are:

- Goods cost
- Freight cost
- Insurance cost

These costs can be recorded in any valid currency.

If the rate of duty to be paid on the supply of goods to home use is defined as a commercial value percentage, the percentage is applied to the sum of these three costs after their conversion to the appropriate base currency.

Note: *Entry of the three costs is optional for production receipts.*

SOP - Pricing and Invoicing

Ideally, you should charge different prices on the same goods supplied by you to duty suspended and duty paid customers.

Although the cost of sale of any supply made from a duty suspended [stockroom](#) is automatically adjusted to reflect any duty you have had to pay as a result of that supply, there is no automatic adjustment of the price you charge to your customer.

Any supplies you make to other duty suspended customers ought to be priced to reflect the fact that the duty liable on these goods has still to be paid and hence should be lower than the prices you charge a duty paid customer for those same goods.

This price difference, based upon the type of supply being made, could be achieved in one of two ways:

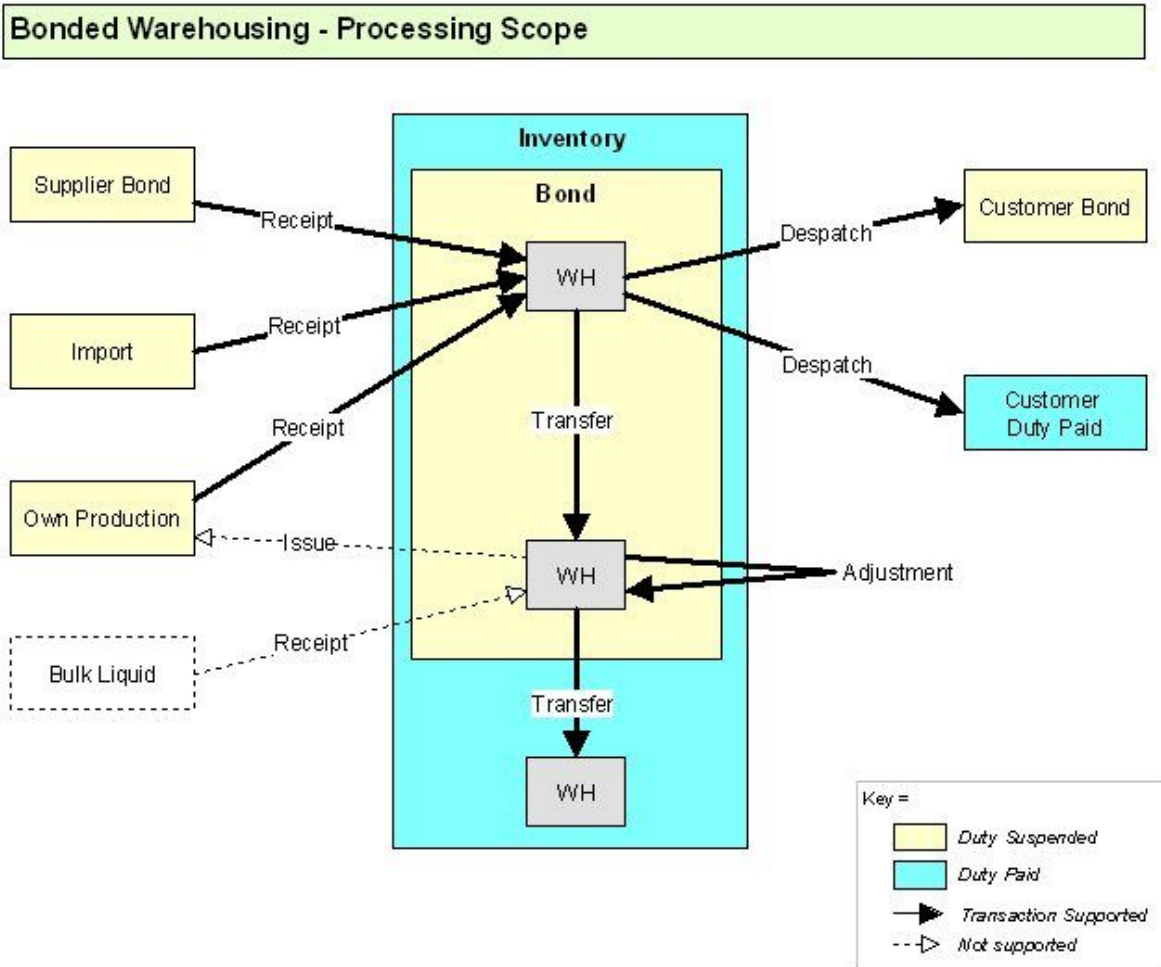
- Establish different sets of price lists for the same items, one set to be used when supplying goods to a duty suspended customers and the other to be used when supplying goods to duty paid.
- Establish a single set of price lists for your items, but discount these prices by an appropriate amount/percentage when supplying them under duty suspense.

The choice of which of the above methods, if either, is used is entirely down to your organisation's preference. However, you should be aware that either method places an overhead upon the definition of prices and discount lists within your organisation.

Processing

The Bonded Warehousing application is primarily concerned with applying strict controls over the receipt into, and removal from, [stockrooms](#) nominated as [bonded warehouses](#), so that accurate records can be kept and reports produced.

The diagram that follows show the primary transactions supported.



Receipts

Supply Orders

Purchase [orders](#), production [orders](#) and production schedules can all be used for raising supplies into a [bonded warehouse](#), the primary constraint being that [order](#) quantities to be received into a [bonded warehouse](#) must be in multiples of an [item's](#) stock unit.

Other than that, there is little that you prepare or know about the source of supply, for instance you do not have any specific way of describing receipts from a bonded supplier. It is the destination [stockroom](#), as it is in Production, which dictates that you have received bonded goods.

Receipt Types

You need to define a few [receipt types](#) that allow you identify the source of the received goods. This source will determine what data must be recorded during the receiving process in [order](#) to be able to complete the necessary [duty reports](#) subsequently.

An example set of [receipt types](#) might be as follows (with their appropriate stock source code):

	Receipt Type		Stock Source	W1 Line
I	Import	1	Import	4
OB	From other bonds	2	Other Bond	5
GS	Gains in stock	4	Stock Gain	8
OP	From own production	5	Own Production	6
OQ	From own production with costs	5	Own Production	6

During Inventory receiving, you enter this [receipt type](#) instead of the usual Inventory movement reason code

During a purchasing receipt, you similarly enter this [receipt type](#).

Receipts

Receipts into a bonded [stockroom](#) are permitted from just a limited number of System21 transactions:

- Inventory Miscellaneous Receipt
- Inventory Record Purchase Order and Receipt
- Purchasing Receipts to Stores
- Production Order Booking, Operator Booking, Streamlined Receipt Booking and Streamlined Activity Booking in Production Order Control
- Item Booking, Operator Booking, Streamlined Receipt Booking and Streamlined Activity Booking in Production Schedule Control
- Confirmed Shipment Receipt of Transfer Orders

Any corrections or adjustments have to be made through the Bonded Warehousing Stock Write-off/Gain in Storage task.

The receiving process is the primary source of Receipt bond movements that are reported on the daily Report of Receipts and used for some [duty reports](#).

Rotations

As part of the receiving process, you need to specify which [item variant](#) is applicable and then enter all the details required to create a new [rotation](#) for that [variant's](#) receipt into bond.

For Inventory and Purchasing receipts a new [rotation](#) number is allocated to each receipt, the [rotation](#) becoming a lot in Inventory. In Production it is possible to book multiple receipts to the same [rotation](#).

The [physical stock balance](#) is that [held](#) against the lot in Inventory, the [rotation](#) in Bonded Warehousing being an extension to that lot to hold the bond details. The lot and [rotation](#) are thereafter always kept as an equivalent pair.

Quantities must be in multiples of an [item's](#) stock unit.

Held Rotations

When a [rotation](#) is received, it can be either automatically or manually [held](#), effectively to prevent the lot from being allocated and removed from stores. This may be used where a received consignment may have missing details which need to be found and updated on the [rotation](#) before it is available for sale.

[Held rotations](#) cannot be allocated, picked or despatched.

Setting the [rotation](#) to be [held](#) automatically is a company-level option, established in the company profile. If the manual intervention is allowed, the [rotation](#) is not automatically [held](#) but it can be [held](#) manually during the receiving process. A [Held](#) reason code is used to identify the reason for that action.

[Held rotations](#) cannot be put away in Warehousing, preventing the [rotation](#) from being committed to an [order](#). The put-away is [held](#) until the [rotation](#) is released.

Note: A [held rotation](#) is not the same as [frozen stock](#) in Inventory. The Inventory lot is available but the bond [rotation](#) cannot be removed from bond.

Sales Order Fulfilment

Delivery Type

You need to define a few [delivery types](#) that identify the target for the despatched goods and determine whether duty is paid and on what reports their duty is reported.

An example set of [delivery types](#) might be as follows (with their duty attributes):

	Delivery Type	Duty Liable	Duty Deferred	Duty Report	W1 Line
12	To Other Bonds	0	0	C88 or W8 (1)	12
13	To Home Use with Deferment	1	1	W5D	10
14	To Home Use - No Deferment	1	0	W5	10
15	To Export	0	0	C88, W8	11
16	To Ship as Stores	0	0	W70	14
17	Dip Privileges/Visiting Forces	0	0	W88	14
18	To Other Duty Suspended	0	0		14
22	To EU Member States	0	0	C88, AAD (2)	13
23	To Export via EU Transit	0	0	C88, AAD	11

Note: (1) [C88](#) is printed if not in [free circulation \(IFC\)](#). [W8](#) is printed if it is [IFC](#).
 (2) [C88](#) is printed if not in [free circulation \(IFC\)](#), [AAD](#) is printed if it is [IFC](#).

The Duty Liable attribute stipulates that [Excise](#) duty should be calculated for despatches of this type, and include any [Customs](#) duty if the despatched [rotations](#) are not in [Free Circulation](#). Refer to the [Duty Reporting](#) section for a full explanation of the way in which these duties are calculated.

The Duty Deferred attribute stipulates that the payment to HMRC of the duty and VAT liable will be deferred to an agreed time. Deferred duty is reported on a [W5D Deferment](#) Advice; otherwise it is shown on the [W5](#) Remittance Advice.

For despatches of the following types, the background Bond Despatches process will initially extract the details of each shipment to the [AAD](#) document files. Then, based on the definition of the delivery type, the Bond Despatches process may immediately request a print of the relevant duty report(s) by the background [AAD](#) Print Documentation process.

	Delivery Types	Duty Report
12	To Other Bonds	C88 for rotations not in free circulation OR W8 for rotations in free circulation
22	To EU member states	C88 for rotations not in free circulation OR AAD for rotations in free circulation

Alternatively, the extracted documents can be sent to the HM Revenue & Customs EMCS system, using the Infor System21 EMCS Gateway Interface software, to enable authorisation for the shipment to be obtained from the relevant authorities prior to the despatch of goods. Once such authorisation has been maintained then the EMCS Document Print process should be used to print a hard-copy of the authorised document to be sent with the despatched goods.

Note: Each authorised document will be assigned an Administrative Reference Code by the EMCS system. This reference code will be shown on the printed document.

Note: Refer to the Administration Guide for the Infor System21 EMCS Gateway Interface for instructions on how to send and receive documents from the HM Revenue & Customs EMCS system.

Order Placement

Sales [orders](#) must be placed in either [Order Capture](#) or AI [Order](#) Receiving to allow demand to be placed against a bonded [stockroom](#) or to allow stock to be sourced from a bonded [stockroom](#). All other forms of sales [order](#) entry are barred from supplying stock from bonded [stockrooms](#).

There are a number of additional constraints that apply in [Order Capture](#) when operating in a Bonded Warehousing environment. The full details are described under the [Order Capture](#) heading in the Processing section of this product guide. In summary:

- Where the destination customer is defined as bonded, goods must be supplied from bonded warehouses.

- The item's duty status controls whether it can be sold either to duty suspended or to duty paid customers.
- Items may belong to specific customers, thus preventing them from being sold to anyone else.
- The ordered quantity and all stock allocation must be in multiples of the stock unit (e.g. cases). There is provision for Third Party bonds to override this constraint.
- The User Stockroom security check is applied in manual sourcing, thus preventing an inappropriate user from selecting a bonded warehouse.

Sourcing

During entry, amend or batch sourcing, the conditions described above for [order](#) placement always apply.

- Duty paid goods can not be sourced to a duty suspended customer.
- Allocation must be in multiples of the stock unit.

Manual lot-level allocation is only permitted in the normal manner if the [item](#) is defined as a lot-controlled or batch-controlled [item](#); it is not allowed merely because a non-lot [item](#) is being [rotation](#)-controlled in the [bonded warehouse](#).

Enterprise Sourcing

Sourcing by an Enterprise sourcing policy is currently only allowable if the local supply point and the remote sourcing [stockroom](#) are duty paid [stockrooms](#). [Bonded warehouses](#) are not supported in an Enterprise supply chain.

Manual and Batch Allocation

When you are allocating an [item](#) and either the customer for whom the [order](#) has been placed or the sourcing [stockroom](#) is a [bonded warehouse](#), only exact multiples of sales units of an [item](#) are allocated.

Manual lot-level allocation is only permitted in the normal manner if the [item](#) is defined as a lot-controlled or batch-controlled [item](#); it is not allowed merely because a non-lot [item](#) is being [rotation](#)-controlled in the [bonded warehouse](#).

In a [bonded warehouse](#) configured for manual lot allocation, only open [rotations](#) will be offered for allocation, while [held rotations](#) will be ignored.

Picking

Where automatic lot-level allocation is active, it will operate in the normal manner if the [item](#) is defined as a lot-controlled or batch-controlled [item](#); lot-level allocation will not occur merely because a non-lot [item](#) is being [rotation](#)-controlled in the [bonded warehouse](#).

In a [bonded warehouse](#) configured for automatic lot allocation, only open [rotations](#) will be allocated, while [held rotations](#) will be ignored.

Despatch

Confirmation of despatch is the primary place for identifying which [rotations](#) are removed from stores and delivered to the customer, the usual process being to enter the [rotation](#) as the lot number as you confirm the despatched quantities.

There are number of factors that can alter this usual pattern:

- If the item is truly lot-controlled, the rotations may be pre-assigned by allocating the lots manually in order entry or manual allocation, or automatically when the pick note is produced. In these cases, the rotations (the lots) are presented at despatch for confirmation.
- If you are using either of these automatic rotation nomination processes, Batch Confirmation of Despatch becomes viable, as long as no adjustments need to be made. If you are choosing to nominate rotations manually, Fast Batch becomes inappropriate.
- In a location-controlled stockroom an automatic or pre-allocated rotation will also mean that the location is also pre-assigned during picking. This location is then merely confirmed at despatch. Similarly, for manually chosen rotations at despatch, the choosing of the rotation, and therefore the lot, identifies the location for you ready for confirmation.
- Similarly, in a warehouse-controlled stockroom, an automatic or pre-allocated rotation will dictate which warehouse location is identified during the sales order commitment process.
- In an EPD bonded warehouse, you can configure the system to assign rotations automatically on an oldest first basis, rather than having to enter the picked rotations manually.

When you are choosing or selecting [rotations](#), only open [rotations](#) can be nominated. [Held rotations](#) are deemed unavailable for removal from the bond.

Despatched quantities sourced from a [bonded warehouse](#) must be in multiples of the stocking unit, at both the [item](#) and [rotation](#) (lot) level.

The despatching process is the primary source of Delivery bond movements that are reported on the daily Report of Despatches and used to drive a number of [duty reports](#). Refer to the section on [Duty Reporting](#) for further information.

For despatches of the following types, these reports are printed immediately by the background Bond Despatches process, so that they can be shipped with the goods:

	Delivery Type	Duty Report
12	To Other Bonds	C88 for rotations not in free circulation or W8 for rotations in free circulation
15	To Export	C88 and W8
16	To Ship as Stores	W70
17	Dip Privileges/Visiting Forces	W88

Proof of Delivery

The Proof of Delivery function is optional for Duty Paid and Duty Suspended (bonded) customers.

When Proof of Delivery is in use, the delivered quantities and adjustments are entered in the normal way, but for shipments, and therefore adjustments, to a [bonded warehouse](#), a number of different conditions apply:

- The full despatch quantity is reversed out of Awaiting POD and posted as a customer issue to the bonded stockroom.

- No adjustments are made automatically to the stock balance and no Inventory adjustment transactions are posted.
- The adjustments are posted to the Bond Delivery Exceptions report awaiting a review and manual decision as to the correct adjustment needed to the bond records.
- Adjustments to account for these delivery exceptions are subsequently made using the Stock Write-off/Gain in Storage and Inventory Stock Adjustment tasks.

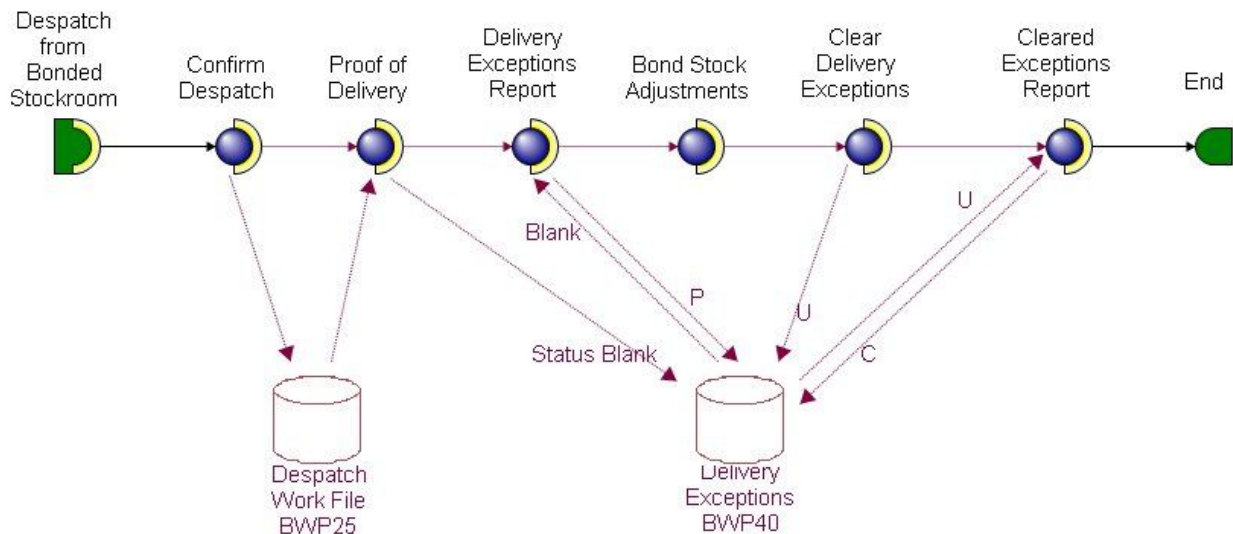
This process therefore separates the stock management tasks of recording the transactions associated with the delivery and the appropriate recording and reporting of adjustments to duty applicable goods.

To clear the delivery exceptions:

- Run the Outstanding Delivery Exceptions report to identify outstanding exceptions.
- Make the necessary stock adjustments manually using the Stock Write-off/Gain in Storage and Inventory Stock Adjustment task. This makes the adjustment to the Inventory stock balance.
- Use the Clear Delivery Exceptions task to record that you have cleared the exception.
- A further Cleared Delivery Exceptions report is then also available to show the exceptions actioned.

Delivery Exceptions

Adjustments recorded at Proof of Delivery cannot be made directly to a Bonded Stockroom, but are recorded as Delivery Exceptions. Stock Adjustments are made manually and the exception then cleared.



Inter Bond Transfers

The [W8](#) Internal Accompanying Document is the form which must accompany movements of duty suspended goods between [bonded warehouse](#) and port, and also accompany movements between

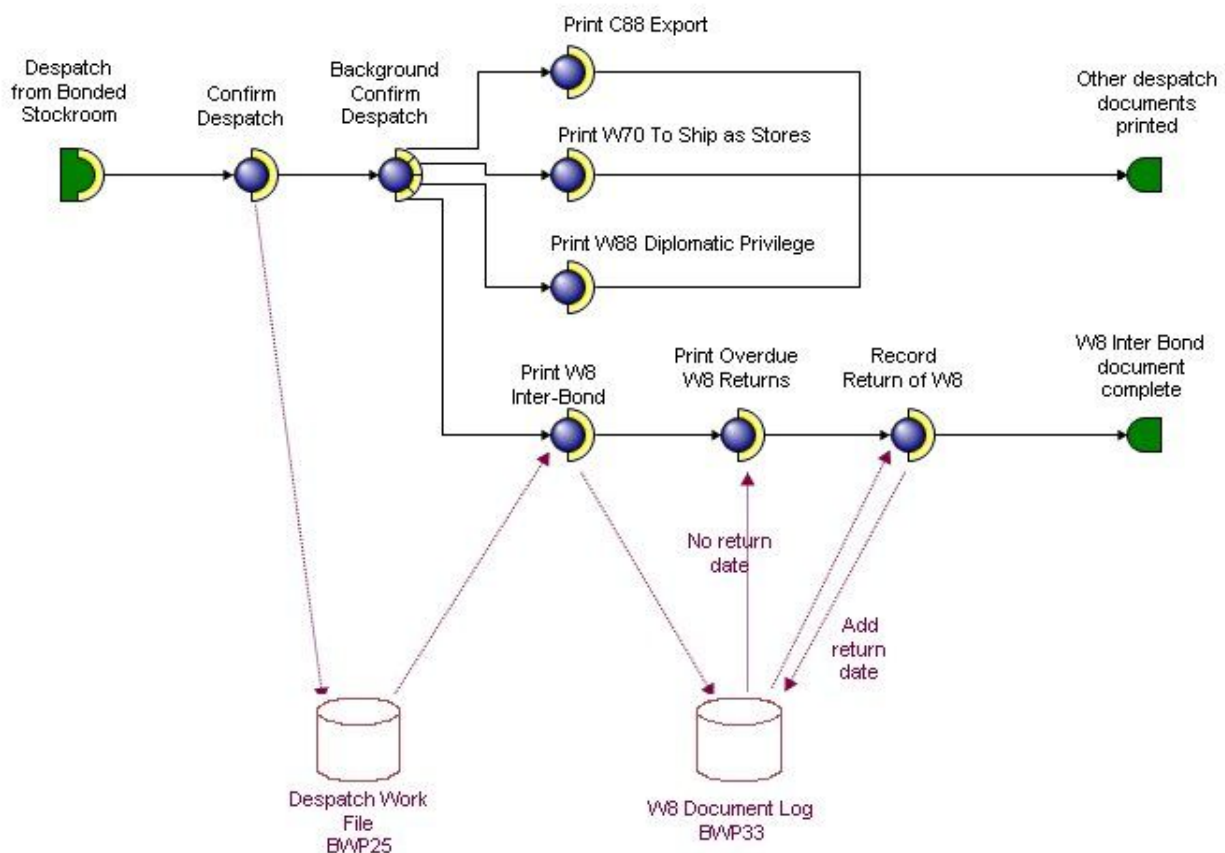
UK [bonded warehouses](#). The recipient must return a copy of the [W8](#) and the despatcher must record the document's return as proof of delivery.

The process is as follows:

- Each time such a despatch occurs, the W8 Internal Accompanying Document is raised and logged with a unique document number.
- Duty remains the responsibility of the despatcher until the goods are received.
- The party that receives the goods is required to return, within 30 days, a copy of the W8 to the supplying UK bond, as confirmation of receipt.
- Overdue W8 documents are listed on the appropriate section of the W1 Stock Return, allowing you to identify those that have not been returned.
- You subsequently use the Record Return of W8 Document task to record the return of the W8, thereby clearing the outstanding action.

W8 Inter-Bond Document Logging

Deliveries with a delivery type that indicate a transfer to another bond require the printing of the W8 document. These are recorded awaiting confirmation of the W8's return.



Invoicing

Costs are normally [held](#) net of any duty and sales prices are likely to include the duty payable. To reflect the additional cost incurred when the goods are taken out of bond for duty paid supply correctly, the cost of each despatch is uplifted to reflect the gross cost. This cost uplift is applied to the cost on an invoice, or for a transfer posted as an additional cost only inventory adjustment.

Miscellaneous invoices and credit notes without stock update are usable, but miscellaneous invoices and credit notes [with](#) stock update cannot be used against bonded warehouses.

See also the overview section on Costs and Pricing.

Transfers

Delivery Type

These are the same [delivery types](#) as those used for Sales [Order](#) despatches, which identify the target for the despatched goods and determine whether duty is paid and on what reports their duty is reported.

The most likely [delivery types](#) used would be:

	Delivery Type	Duty Liable	Duty Deferred	Duty Report	W1 Line
12	To Other Bonds	0	0	C88 or W8 (1)	12
14	To Home Use - No Deferment	1	0	W5	10

Refer to the Sales [Order](#) Fulfilment section for further details on these.

Internal Customers

The internal customer that represents the target [stockroom](#) is defined as a [DRP](#) customer in the normal manner.

If the target [stockroom](#) is in a bond, the customer must also be defined as a Bond customer, linking it to the correct bond and giving it the appropriate [delivery type](#).

If transfer [orders](#) are to be raised automatically using the Transfer to [Order](#) (JIT) sourcing method, similarly the [DRP](#) customer that represents the target (supply point) [bonded warehouse](#) must be defined as a bonded customer.

Transfer Order Placement

[Orders](#) for transfers into, out of, or within a bond must be placed via the [Order Capture](#) Transfer [Orders](#) task. This raises a transfer [order](#) that is sourced using the [Order Capture](#) sourcing rules.

Similarly to sales [orders](#) in [Order Capture](#) there are a number of additional constraints that apply in transfer [orders](#) when operating in a Bonded Warehousing environment. The full details are described under the [Order Capture](#) Transfer [Orders](#) heading in the Processing section of this product guide. In summary:

- Where the destination stockroom is defined as bonded, goods must be supplied from a bonded warehouse.
- There are restrictions on transferring into an EPD bond.
- Item/customer restrictions are applied to internal customers.
- The ordered quantity and all stock allocation must be in multiples of the stock unit (e.g. cases). There is provision for Third Party bonds to override this constraint.
- The User Stockroom security check is applied to the initial selection of source and target stockrooms, thus preventing an inappropriate user from selecting a bonded warehouse.
- The User Stockroom security check is also applied in manual sourcing, thus preventing an inappropriate user from selecting a bonded stockroom.

Other Transfer Options

In addition to Transfer [Orders](#) there is an Inter [Warehouse](#) Transfers task in Bonded Warehousing that allows movements to be recorded for transfers between [warehouses](#) within the same bond. A 'single-step' transfer merely records the issue out of one [warehouse](#) and receipt into another, and being within the same bond there are no bond movements necessary.

This can be used for transferring Singles [rotations](#) as well as the usual whole stock units.

All other forms of Inventory transfers or Manual [DRP orders](#) are barred from removing from, or delivering to, [bonded warehouses](#).

Order Fulfilment

[Order Capture](#) sourcing, batch sourcing, [manual allocation](#), picking and despatching all utilise the normal [Order Capture](#) and Sales [Order](#) Processing tasks.

As with sales [orders](#), the despatching task generates the required bond movements based on the source of the goods and the [delivery type](#) of the destination. The necessary [duty reports](#) are generated from these movements.

Receipts

Receipt in the destination [stockroom](#) is performed using the usual Inventory Confirmation Shipment Receipt task.

If the receipt is into the same bond, the goods retain their original [rotation](#) number; otherwise, a new [rotation](#) number is assigned.

Distribution Requirements Planning

To ensure that automatically raised transfer [orders](#) do not attempt to transfer duty paid goods from a [centre](#) to a [bonded warehouse](#) at a [DC](#), this combination is prevented when maintaining [centre](#) and [local stockrooms](#) in the [DRP Item](#) Master file.

To ensure that replenishment quantities are always in correct multiples of the stocking unit, there are, similarly, restrictions on the choice of [order](#) policy and [order](#) quantities in [DRP Item](#) Master maintenance. If either the local or [central stockroom](#) is a [bonded warehouse](#):

- The re-order policy can only be one of the fixed quantity policies: Fixed Quantity (D) or Fixed Quantity above Minimum (H).
- You cannot choose to use Inventory Order Quantities.

- The minimum, multiple and fixed order quantities, although entered in issue units, must be in multiples of the stocking unit.

Adjustments

Restrictions

To impose the tight control over the movement of goods through a [bonded warehouse](#), the use of the normal Inventory Management adjustment transactions is curtailed and an alternative adjustment task is available in Bonded Warehousing.

Refer to the section on Bonded [Stockroom](#) Restricted Access for the full details on the way in which these restrictions are applied using the [stockroom's](#) Transactions Allowed controls.

Adjustments to duty suspended goods can only be made in whole stock units, e.g. cases. To make adjustments at issue level, e.g. bottles, the stock unit must first be removed from bond and duty paid as appropriate and can then be booked into a duty paid [stockroom](#) where transactions at issue level are allowed.

Adjusting Frozen Stock

Although Adjustment Transactions in the Transaction Allowed indicators on the Company Stockroom may be **on** for bonded stockrooms, this actually only applies to Frozen Adjustments which are allowed; Physical and Allocated adjustments are not allowed.

Stock Counting

The Inventory and Warehousing stock counting process can be used to create and enter stock counts for a [bonded warehouse](#), but it will not permit automatic stock adjustments. Any stock adjustments that have to be made must be entered via the Bonded Warehousing Stock Write-off/Gain in Storage task.

Adjustment Types

You need to define a few [adjustment types](#) that allow you to identify the reason for the adjustment. This type will determine whether duty will be liable and the way in which it should be reported on the Stock Return report.

The sign determines whether the quantity entered on an adjustment transaction must be entered as a positive or negative value.

An example set of [adjustment types](#) might be as follows;

	Adjustment Type	Duty Liable	Sign	W1 Line
AD	Authorised Destruction	0	-	17
GS	Gain in Storage Open Rotation	0	+	8
LB	Loss in Storage - Breakage	0	-	15
LD	Loss in Storage - Home Use	1	-	10

LO	To Losses in Operations	0	-	16
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Stock Write Off/Gains in Storage

The Stock Write-off/Gain in Storage task is used to make all adjustments, including delivery exceptions and stock counting corrections.

The adjustments alter the inventory stock record.

The [adjustment type](#) determines:

- The way in which the adjustments are recorded on the bonded movements
- Whether they are printed on the daily report of Adjustments or Breakages
- Whether duty is liable
- The way in which it is reported in the Stock Return

Production

Bonded Stockrooms

[Bonded warehouses](#) are supported for Finish Goods Production Receipts only.

Bonded warehouses should not be defined as:

- The issuing stockroom on Production Routes or Production Orders
- The issuing stockroom on any Transaction Booking in Production
- Shop Floor stockrooms

Production Order Control

Receipts to a bonded warehouse are supported in the following tasks:

- Production Order Booking.
- Operator Booking
- Streamlined Receipt Booking
- Streamlined Activity Booking

Production Schedule Control

Receipts to a bonded warehouse are supported in the following tasks:

- Item Booking
- Operator Booking
- Streamlined Receipt Booking
- Streamlined Activity Booking

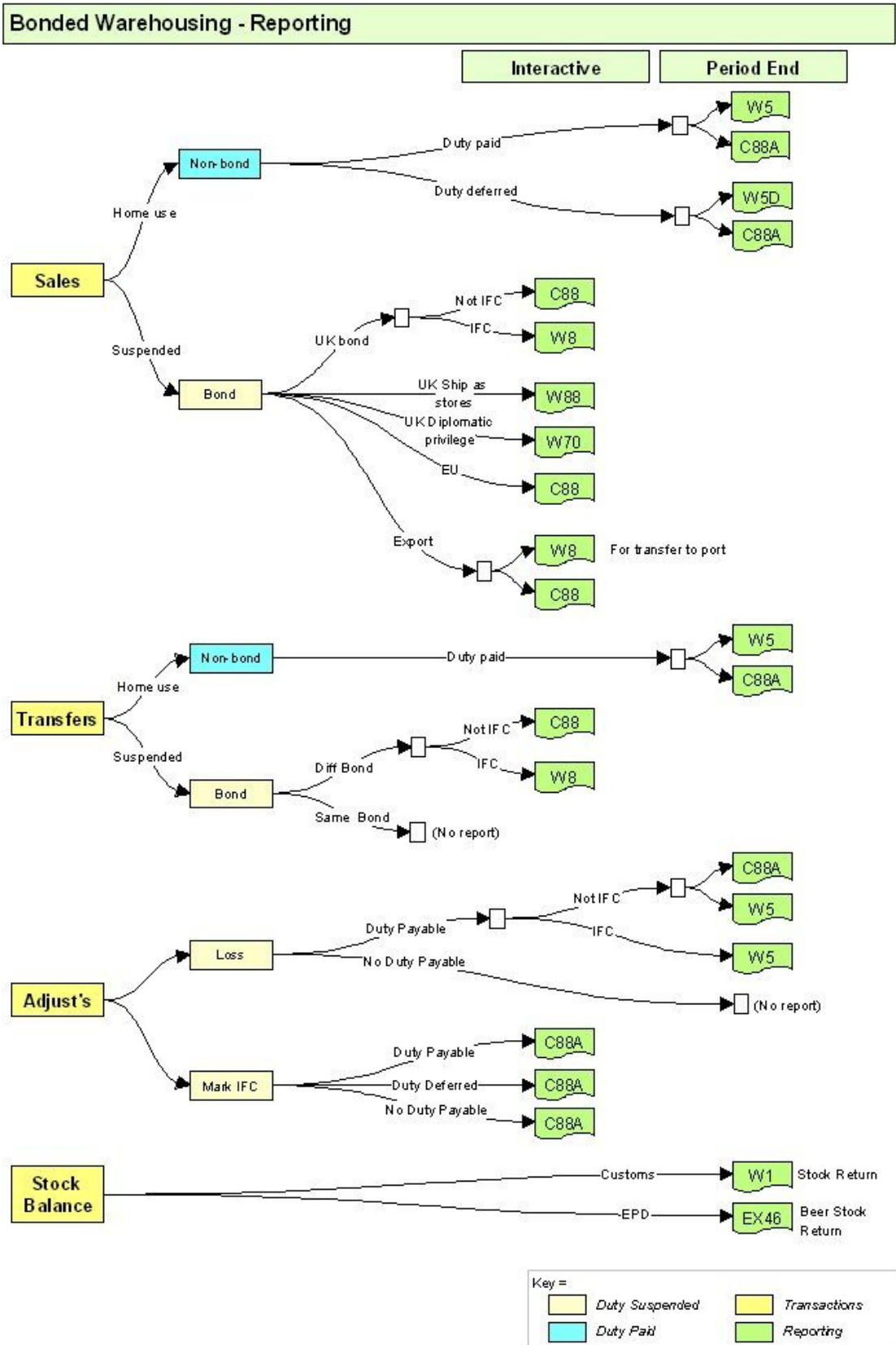
Duty Reporting

Duty Reports

The following are the UK HMRC [duty reports](#) produced by the Bonded Warehousing application.

HMRC Duty Report Code	Duty Report	Form or Listing	Form Revision	Print Box Option
	Customs Duty			
C88	Single Administrative Document (SAD) Goods for Export	Listing	n/a	n/a
C88A	Single Administrative Document (SAD) Removals Customs Duty	SAD (C88)	Jan 2008	Yes
C88A	Backup Report	Listing	n/a	n/a
	Removals - Domestic Sales			
W5	Excise Warehouse Remittance Advice for Alcohol Goods	W5	April 2005	Yes
W5D	Excise Warehouse Deferment Advice for Alcohol Goods	W5D	April 2005	Yes
	Removals - Transfers			
W8	Internal Accompanying Document	W8	July 2002	Yes
W70	Excise Duty Suspended Movement - to Ship as Stores	Listing	n/a	n/a
W88	Excise Duty Suspended Movement - to Diplomatic Privilege and Visiting Forces	Listing	n/a	n/a
	Stock Returns			
W1	Excise Stock Return UK Produced Whisky/Whiskey and Plain Spirit Other Spirits Wine Made Wine Cider/Perry Beer	W1	July 2006	Yes
EX46	Beer Duty Return	EX46	July	No

			2002	
AAD	Accompanying Administrative Document	AAD	n/a	Yes



Report Layouts

For specific form layouts, the Bonded Warehousing application conforms to the Form Revision date shown in the table above, these being the latest revision issued by HMRC.

Where the format is indicated as a listing, it does not conform to a specific HMRC form or layout, but the data can be used to complete a form.

There is an option in the [Duty Report](#) Code Maintenance task to choose to print box labels and headings and, in some cases, box borders. This can be useful when you are first using or testing a report or perhaps where the data is being transcribed onto another form.

Report Printing

Some reports are printed automatically, interactively, as transactions occur. Others are printed as part of the daily Duty Run either when requested or triggered by the period end dates defined on the calendars.

The diagram that follows shows the reports produced, depending on:

- The transaction
- The customer's bonded status
- The duty status of the rotation

The table that follows shows the same output reports and the way in which they might be driven by the example [delivery types](#).

Delivery Type		Interactive		Duty Run	
		Not IFC	IFC	Not IFC	IFC
Sales					
Home use	14	None	None	C88A + Backup (BW046) W5	(no C88A) W5
Home use deferment	13	None	None	C88A + Backup (BW046) W5D	(no C88A) W5D
UK Bond	12	C88 (BW060) (2)	W8 (BW062)	-	-
UK Ship as stores	16	W70 (BW061)	W70 (BW061)	-	-
UK Diplomatic privilege	17	W88 (BW063)	W70 (BW061)	-	-
EC member states	22	C88 (BW060)	AAD (BW080)	-	-
Export	15	C88 (BW060) W8 (BW062) (1)	C88 (BW060) W8 (BW062) (1)	-	-
Export (via EU Transit)	23	C88 (BW060) AAD (BW080)	C88 (BW060) AAD (BW080)	-	-
Other duty suspended	18	None	None	-	-
Adjustment					
Loss in storage (Duty payable)		-	-	C88A + Backup (BW046) W5	(no C88A) W5

Loss in operations (No duty payable)		-	-	-	
Mark IFC (Duty payable)	14	C88A + Backup (BW046)	-	-	-
Mark IFC (Duty deferred)	13	C88A + Backup (BW046)	-	-	-
Mark IFC (No duty payable)	18	C88A + Backup (BW046)	-	-	-
Transfer					
Same bond	12	No movement	-	-	-
Different bond	12	C88 (BW060) (2)	W8 (BW062)	-	
Home use	14	None	None	C88A + Backup (BW046) W5	(no C88A) W5

(1) Although an export, the [W8](#) (IAD) covers the shipment from bond to port.

(2) [W8](#) is not needed unless [IFC](#). The [C88](#) (SAD) covers both the [Customs](#) and the [Excise](#) duty.

Duty Run

A single Duty Run task is used to produce the movement lists and [duty reports](#), the run date and the calendars being used to decide which reports should be produced.

The following are the UK HMRC reports produced automatically:

Report	Report Code	Frequency	Re-print Option
Report of Receipts - Summary	BW043/1	Daily	11/BWR
Report of Receipts - Detail	BW043/2	Daily	11/BWR
Report of Despatches	BW044	Daily	12/BWR
Duty Analysis	BW049/1	Daily	13/BWR
Duty Suspended Analysis	BW049/2	Daily	13/BWR
Breakage Analysis	BW050/1	Daily	14/BWR
Adjustment Analysis	BW050/2	Daily	14BWR
W5 Excise Remittance Advice	BW045PT	On request, or on Excise Calendar period end or interim report date	15/BWR
W5 Excise Remittance Summary	BW045PT1	- ditto -	15/BWR
W5 Excise Remittance Schedule	BW045PT2	- ditto -	15/BWR
W5D Excise Deferment Advice	BW045PT3	- ditto -	15/BWR
W5D Excise Deferment Summary	BW045PT4	- ditto -	15/BWR
W5D Excise Deferment Schedule	BW045PT5	- ditto -	15/BWR
C88A	BW046PT2	On Customs Calendar period end date	None
C88A Backup report	BW046PT	- ditto -	None
W1 Stock Return	BW047	On Stock Return Calendar period end date	16/BWR
- 10 UK Whisky	BW047	- ditto -	16/BWR
- 20 Other spirit	BW047	- ditto -	16/BWR
- 3+ Wines and Beer	BW047	- ditto -	16/BWR
EX46 Beer Duty Returns	BW402	On EPD Calendar return date	None

Movement Audit	BW067	Daily	17/BWR
Daily Rotation Work File Status	BW028	Daily	None

Customs Duty

Customs duty is due on goods brought into the EU. However, it is only calculated and paid when the stock is taken out of bond for home consumption.

Once [customs](#) duty has been paid, it is regarded in the EU as In [Free Circulation \(IFC\)](#) and no further [customs](#) duty will be paid.

- The duty may be paid at port and therefore the goods are received into bond with duty already paid.
- The goods may have been received into previous bonds and transferred between bonds, and possibly other EU countries, without any customs duty having been paid as yet.
- The goods can be marked as In Free Circulation while in your bond, using a special function. This will trigger the payment of the Customs duty without the goods coming out of bond.

Therefore, if goods are received as [IFC](#) and with duty already paid, no [customs](#) duty will appear on future movements out of bond. This is the normal case for those supplying mainly into the home market: they pay the duty on import rather than for each despatch out of bond. Those normally re-selling to another bond would, no doubt, not pay on import and defer payment to the next in line.

The following equations and examples show the way in which [Customs](#) duty is calculated for beer, wine and spirits.

Calculation of Customs Duty on Beer

Strength Rate Duty

(Strength Rate x [Variant](#) Strength x Euro Conversion Rate x Vol. of Liquid) / 100 = Duty per Litre of Alcohol in Base Currency (remembering that [Variant](#) Strength is a percentage)

Volume Rate Duty

(Volume Rate x Euro Conversion Rate x Vol. of Liquid) / 100 = Duty per [Hectolitre](#), in Base Currency

Commercial Value (Ad Valorem) Duty:

Ad Valorem Rate x (Goods Cost + Insurance Cost + Freight Cost) / 100 = Duty on the Commercial Value (costs in base currency, extended by Movement Quantity)

[Customs](#) Duty:

$$C = ((A + B \times \text{Volume of Liquid}) / 100) + D$$

Where:

A = Strength Rate x [Variant](#) Strength x Euro Conversion Rate

B = Volume Rate x Euro Conversion Rate

D = Ad Valorem Rate x Total Cost / 100

Calculation of Customs Duty on Wines and Spirits

Extended Strength Rate (£.pp per litre of alcohol) = Strength Rate x Strength x Euro exchange rate

Extended Volume Rate (£.pp per [hectolitre](#) of volume) = Volume Rate x Euro exchange rate

[Customs](#) Duty (£.pp) (half adjusted) = (Ext. Strength Rate + Ext. Volume Rate) x Volume of Liquid / 100

Note: *Some spirits may have both strength and volume rates, while other spirits only have strength rates; wines only have volume rates.*

Example:

Sold 2 cases of 12 x 75cl bottles @ 40%

Strength Rate = £16.00

Volume Rate = £205.00

Ext. Strength Rate: £16.00 x 40 x .8 = £512

Ext. Volume Rate: £205.00 x .8 = £164

[Customs](#) Duty: (512 + 164) x 18 lt / 100 = £121.68 duty

Excise Duty

[Excise](#) duty is a UK tax payable when goods are removed from bond for home consumption.

If the goods are sold or transferred to another bond in the UK or the EU there is no [excise](#) duty payable. This would include Diplomatic Privilege bonds, Ships in Port, etc.

If the goods are sold as export, there is no [excise](#) duty payable.

Home consumption is therefore where the country of the destination customer is the same as the home country or, on a transfer, where the destination is a duty paid [stockroom](#).

Duty remains the responsibility of the despatcher until the goods are received; therefore for Transfers to another bond, the [W8](#) shipment document is monitored to confirm proof of delivery.

The following formulae and examples show the way in which [Excise](#) duty is calculated for beer, wine and spirits.

Calculation of Excise Duty on Beer

[Excise](#) Duty = Volume of liquid (litres) x Strength (%) x Strength Rate (£.pp per [hectolitre](#) %) / 100

Note: *Volume of liquid is after deduction of the unusable portion.*

Example – Normal Beer Duty

100 litres beer, less 10% unusable = 90 litres liquid

Strength = 5%

Strength Rate = £10 per [hectolitre](#) %

For approximately £240 Beer at Retail:

[Excise](#) Duty: $90 \text{ Lt} \times 5 \times £10 / 100 = £45$

Example - High Strength Beer Duty

100 litres of beer, less 0% unusable = 100 litres liquid

Strength = 8%

General Beer Duty Rate = £10 per hectolitre %

High Strength Beer Duty Rate = £2.50 per hectolitre %

Excise Duty @ GBD rate = $100 \text{ litres} \times 8 \times £10/100 = £80$

Excise Duty @ HSBD rate = $100 \text{ litres} \times 8 \times £2.50/100 = £20$

Total Excise Duty =

Excise Duty @ GBD Rate + Excise Duty @ HSBD Rate = £100

Calculation of Excise Duty on Wines and Spirits

Wines

Volume of Liquid (litres) = [Literage](#) x Quantity

Volume Duty (£.pp) = Volume of Liquid (litres) x Volume Rate (£.pp per [hectolitre](#)) / 100

Example:

Sold 2 cases of 12 x 75cl bottles

Volume rate = £205.00 per [hectolitre](#)

Volume of Liquid: $9.00 \text{ Lt} \times 2 \text{ cases} = 18 \text{ Lt}$

Volume Duty: $18 \text{ Lt} \times £205.00 / 100 = £36.90 \text{ duty}$

Spirits

Volume of Alcohol (litres) = Alcohol per case (from [Variant](#)) x Case Quantity

Strength Duty (£.pp) = Volume of Alcohol (litres) x Strength Rate

Example:

Sold 2 cases of 12 x 75cl bottles @ 40%

Strength rate = £16 per litre

Alcohol per Case: $9.00 \text{ Lt} \times 40\% = 3.6 \text{ Lt}$

Volume of Alcohol: $3.6 \text{ Lt} \times 2 \text{ cases} = 7.2 \text{ Lt}$

Strength Duty: $7.2 \text{ Lt} \times £16.00 \text{ per litre} = £115.20 \text{ duty}$

Wines and Spirits

[Excise](#) Duty (£.pp) = Strength Duty (£.pp) + Volume Duty (£.pp)

Note: Formally, [Excise](#) duty is strength duty plus volume duty, but usually strength duty applies to spirits and volume duty to wines, so it is essentially one or the other.

VAT

The VAT liability on the goods in a [bonded warehouse](#) is reported on [W5](#) and [W5D](#) advices but only when supplied for home country consumption. Therefore no VAT liability is reported on goods being sold or transferred to another bond.

It is always a deferred VAT because it was not paid on the purchase but only on the sale.

It is labelled Acquisition VAT if the goods were acquired from another EU country, in full circulation (the tariff ID will be MA).

VAT is also reported on the value of the duty.

The VAT payable is therefore on the sum of:

Goods + Freight Charge + Insurance Charge + [Customs](#) Duty + [Excise](#) Duty

AFI

Application

The standard System21 Advanced Financial Integrator ([AFI](#)) application is available to post bond movements to the General Ledger, the [AFI](#) application being BW.

Bearing in mind that Inventory costs may have already been accounted for using [AFI](#) interfaces from IN and OE transactions, this interface from Bonded Movements is for identifying duty values. The following values on the Bond Movements are available for posting:

- Customs Duty Payable
- Excise Duty Payable
- Actual Cost (including duty if IFC)
- VAT Payable
- Acquisition VAT

There are all kinds of attributes on the bond movements for conditioning the journals, including:

- Movement Type (Receipt, Delivery, Adjustment)
- Reason Code (Receipt Types, Delivery Types, Adjustment Types)
- Goods Category
- Duty Payable

- Warehouse
- Tax Type

Configuration

The installation of [AFI](#) for Bonded Warehousing follows the pattern of other System21 applications.

- Install the AFI Link from the Bonded Warehousing Utilities menu. This adds the BW AFI application into the FI application data set.
- Define journals using the FI maintenance options.
- Run test extracts from the Bonded Warehousing Utilities menu.
- When appropriate, make the journal live in the FI maintenance tasks.
- Run live extracts from the Bonded Warehousing Utilities menu.

There is no automatic posting of bond movements as part of the Duty Run or any other daily process in System21. To post these bonded movements to the General Ledger on a regular basis, the Live Extract task must either be run manually, or built into an automated day end job.

Excise Movement and Control System (EMCS)

EMCS is an electronic system that is available in all EU Member States. EMCS captures information about all excise duty suspended movements between EU member states. EMCS replaces the paper Administrative Accompanying Document ([AAD](#)) that must accompany the movement of excise goods between EU member states.

What are the benefits of EMCS?

EMCS allows both Member States and businesses to monitor movements electronically in real time. EMCS allows for the electronic transmission and immediate validation of the electronic Accompanying Administrative Document (e-[AAD](#)), ensuring that the consignee is allowed to receive the goods and minimises the risk of incorrect data. EMCS also allows for the secure exchange of data between all parties.

How will traders access EMCS?

Two electronic channels are available for traders to submit e-[AADs](#) and Reports of Receipt to EMCS. Businesses will have a choice of using an online service (web interface) via the Government Gateway; or an Electronic Data Interchange (EDI) via an Extensible Markup Language (XML) channel.

Does a paper copy of the e-[AAD](#) need to accompany the movement?

The [AAD](#) Reference Code (ARC) assigned by EMCS for each movement must be available. Infor System21 expects a paper copy of the e-[AAD](#), showing the [AAD](#) Reference Code, to accompany the movement, although this is not a mandatory requirement.

Does EMCS include intra-UK movements?

EMCS is also used to control movements of excise goods within the UK as well as those between the UK and other EU member states.

Bond Index Maintenance [1/BWM]

Use this task to maintain a list of authorised bonds in the company and other bonds to which duty suspended goods are despatched.

This defines the static data for each bond.

Many of the controls within a bond are defined against the [warehouse](#), which also allows variations where a bond constitutes more than one warehouse. For further information, see the [Bonded Warehouses](#) section.

Note: [Bond index](#) addresses are used as the [delivery address](#) when maintaining *Duty Suspended customer details*.

Bond Index Maintenance Selection Window

To display this window, select the Bond Index Maintenance task.

You can use this window to:

- Select an existing bond index.
- Delete an existing bond index.
- Enter a new bond index.

Fields

Select Bond No.

Enter up to 10 alphanumeric characters either for an existing or for a new bond index number. In the UK, this would be the authorised bond number issued by HMRC.

Functions

Delete (F11)

Use this to delete a bond index that is not required. You must first set it to Inactive.

Enter a bond number and then press **Enter** to display the Bond Index Detail window.

Bond Index Detail Window

To display this window, enter a bond number and then press **Enter** on the [Bond Index](#) Maintenance Selection window.

You use this window to maintain the name, address and other bond level conditions. This window also allows you activate and de-activate the bond.

Fields

Name/Address/Post Code

These fields display the name and address of the bond.

You can amend them as required.

Active

Enter one of the following:

Inactive - If this bond is inactive

Active - If this bond is active

Note: A bond must be inactive in [order](#) to be deleted.

EMCS in Use?

Enter one of the following:

No (0) – If EMCS is not in use for the bond

Yes (1) – If EMCS is in use for the bond

EMCS account number

Enter the account number by which the bond is identified within EMCS.

Stock Held in Base Currency

Use this memo field to specify the currency in which the stock is held.

Use this checkbox as follows:

Unchecked - If the stock value is converted from Prime to Base currency at the time of usage

Checked - If the stock value is converted from Prime to Base currency at the time of receipt

The cost is used for calculating the VAT due on the goods received. If you are paying acquisition VAT, the base value at time of receipt will always be used; however, deferred VAT can be at whichever cost you decide.

Rotation Number Length

When automatic [rotation](#) numbering is active, this specifies the size of the numeric serial number portion of the rotation number following the year and short code. It can be from five to eleven digits.

Duty Run Selection Defaults

Print C88A

This field is used as the default for the Print [C88A](#) option on the Duty Run Selection window.

Use this checkbox as follows:

Unchecked - If the equivalent field on the Duty Run Selection window will be **unchecked**, unless it is overridden by other reporting date rules.

Checked - If the equivalent field on the Duty Run Selection will be **checked**

Print W5/W5D Default

This field is used as the default for the Print [W5/W5D](#) option on the Duty Run Selection window.

Use this checkbox as follows:

Unchecked - If the equivalent field on the Duty Run Selection window will be **unchecked**, unless it is overridden by other reporting date rules. Use this if you are producing W5Ds on a Scheduling basis.

Checked - If the equivalent field on the Duty Run Selection window will be **checked**. Use this if you are producing W5Ds on a Daily rather than a Scheduling basis.

Press **Enter** to save the details and re-display the Bond Index Maintenance Selection window.

Bond Warehouses Maintenance [2/BWM]

Use this task to identify the individual [warehouses](#) in a bond and the processing controls that apply for each of those warehouses. A warehouse can only be associated with one bond.

A log of the changes made is recorded in the [Consolidated Audit](#) file for subsequent enquiry and reporting.

Before you can enter bond information for a [stockroom](#) you must:

- Create the stockroom using the Inventory Company Profile task in Inventory Management.
- Define the stockroom as a depot using the Maintain Depot Profiles task in Sales Order Processing.

Bonded Warehouse Maintenance Selection Window

To display this window, select the Bond Warehouses Maintenance task.

You use this window to enter the stockroom for which you want to maintain bond information.

Fields

Warehouse Code

Enter the warehouse for which you want to maintain bond information.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Select a warehouse or enter a warehouse code and then press **Enter** to display the Bonded Warehouse Profile Maintenance Details window.

Maintain Bonded Warehouse Details Window

To display this window, select a [warehouse](#) or enter a warehouse code and then press **Enter** on the [Bonded Warehouse](#) Profile Maintenance Selection window.

You use this window to enter bond details for the warehouse.

Fields**Bond Number**

Enter the [bond index](#) under which this warehouse is managed and reported. The bond's description is shown.

If a warehouse has already been assigned to a bond, the bond number will be displayed and cannot be changed.

Short Code

Enter a two-character abbreviated reference for the bond. You must enter the short code for each bond index. All warehouses in a bond have the same short code.

If a warehouse has already been assigned to a bond, the bond short code will be displayed and cannot be changed.

The bond short code is included in the assigned [rotation](#) number at the time of goods receipt.

Deferment Accounts**Customs Account**

Enter the [Customs deferment account](#) number applying to the bond.

Limit

Enter the amount of Customs duty you are allowed to defer before it must be paid. This information is used for memo purposes only.

Excise Account

Enter the [Excise](#) deferment account number.

Limit

Enter the amount of excise duty you are allowed to defer before it must be paid. This information is used for memo purposes only.

Customs Warehouse Reference

Enter the Customs and [Excise warehouse](#) reference.

Local VAT Office

Enter the local VAT office reference.

Guarantee Details

Use this field to record any applicable guarantees.

This could be an insurance policy number or a reference that guarantees for the duty payable on goods.

This reference can be different for each [stockroom](#) or it can be the default entered in the company profile.

Solicitors Reference

Use this field for solicitor guarantee references.

This is the reference for the solicitor who acts for you in respect of duty liability.

This reference can be different for each stockroom or it can be the default entered in the company profile.

Excise Number

Enter the account number by which the stockroom is identified within EMCS.

Bond Type

Select one of the following to specify the type of bond for this stockroom:

Customs (0) - For a normal bonded stockroom used for storing customs and/or excise bonded goods

[EPD \(1\)](#) - For an End Point Duty bond. This is specifically for storing beer.

Third Party (4) - For a stockroom for which the bond duties are the responsibility of a third party

Use Today's Date

Use this field to force transactions to have the current date.

Use this checkbox as follows:

Unchecked - If transactions can be backdated

Checked - If the transaction's movement date will always be the current date

This can only be left **unchecked** for an EPD bond.

Number of Back Days Allowed

Enter the number of days for which transactions can be backdated. This is only permitted for an EPD bond.

Note: Transactions cannot be backdated into a previous period for which reports have already been produced.

Rotations Entered at Despatch

Use this field to specify whether bond rotation numbers are entered at the time of despatch.

Use this checkbox as follows:

Unchecked - If rotations are used on an oldest first basis

This is not permitted for a Customs bond. This is also left **unchecked** for a Third Party bond when it is irrelevant.

Checked - If the actual rotation numbers picked and despatched have to be entered during Confirm Assembly to confirm which rotations have been used

Allow Issue Units

Use this field to specify the type of units allowed for entering quantities in this stockroom. This is only applicable to Third Party bonds.

Use this checkbox as follows:

Unchecked - If quantities are to be entered in stock units

Checked - If quantities may be entered in issue units

Press **Enter** to display the Maintain Bonded Warehouse Report Queues window

Maintain Bonded Warehouse Report Queues Window

To display this window, press **Enter** on the Maintain Bonded Warehouse Details window.

You use this window to enter bond details for the warehouse.

Fields

Interactive Duty Report Output Queues

W8/C88/W88/W70/AAD Report Library

Enter the library name for the output print queue, for example, QGPL.

W8/C88/W88/W70/AAD Report Queue

Enter the output print queue for each of the five special reports, for example, QPRINT.

Press **Enter** to validate your entries and then select **Update (F8)** to save the details and re-display the Bonded Warehouse Profile Maintenance Selection window.

Bond Calendars [3/BWM]

Use this task to maintain the calendars used in a bond. There are four separate calendars:

- The Customs calendar holds details of each Customs period. These periods are used to control the numbering sequence of the C88 reports.
- The Excise calendar holds details of each Excise period, used to control the numbering sequence of the W5 reports. It also specifies how often the W5 reports are printed, either automatically as part of each Duty Run, or twice monthly.
- The Stock Return calendar is used to control the dates on which the W1 Excise Stock Return reports are due and the period to which each stock movement is assigned.
- The EPD (End Point Duty) calendar holds the period end date for each reporting period, and the return date up to which beer returns to stock are included in the EX46 Beer Return report.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Calendar Maintenance Selection Window

To display this window, select the Bond Calendars task.

You use this window to select the bond and type of calendar you want to maintain.

Fields

Bond Number

Enter the [bond index](#) number for which the calendars need to be created or maintained.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

This should be a bond for which you will be producing the company's bond returns; you do not need calendars for bonds related to customers.

Functions

EPD (F16)

Use this to maintain the [EPD](#) calendar for the selected bond.

Customs (F17)

Use this to maintain the [Customs](#) calendar for the selected bond.

Excise (F18)

Use this to maintain the [Excise](#) calendar for the selected bond.

Stock Return (F19)

Use this to maintain the Stock Return calendar for the selected bond.

Select one of the four functions to display the appropriate Calendar Maintenance window.

EPD Calendar Maintenance Window

To display this window, enter or select a bond number and then select **EPD (F16)** on the Calendar Maintenance Selection window.

The EPD (End Point Duty) calendar holds the period end date for each reporting period, and the return date up to which beer returns to stock are included in the [EX46](#) Beer Return report.

You use this window to maintain the period end dates, the associated period numbers and the return dates of the EPD Calendar.

Fields

Period End Date

Enter or select the date to specify the last day of each period.

EPD Period

Enter the period number in the form PPYY, where PP is the period and YY is the year.

Return Date

Enter or select the return date up to which beer returns to stock are included in the EX46 Beer Return report.

Press **Enter** to save the changes and re-display the Bond Calendar Maintenance Selection window.

Customs Calendar Maintenance Window

To display this window, enter a bond number and then select **Customs (F17)** on the Calendar Maintenance Selection window.

The [Customs](#) calendar holds details of each Customs period. These periods are used to control the numbering sequence of the [C88](#) reports.

You use this window to maintain the period end dates and the associated period numbers of the Customs calendar.

Fields

Period End Date

Enter or select the date to specify the last day of each period.

Customs Period

Enter the period number in the form PPYY, where PP is the period and YY is the year.

Press **Enter** to save the changes and re-display the Bond Calendar Maintenance Selection window.

Excise Calendar Maintenance Window

To display this window, enter a bond number and then select **Excise (F18)** on the Calendar Maintenance Selection window.

The [Excise](#) calendar is used to:

- Hold details of each Excise period

These periods are used to control the numbering sequence of the [W5](#) reports.

- Specify how often the W5 reports are printed

You can print the W5 reports automatically as part of each Duty Run, or twice monthly.

You use this window to maintain the period end dates, the associated period numbers and interim report dates of the Excise calendar.

Fields

Period End Date

Enter or select the date to specify the last day of each period on which the W5 report will be printed.

Excise Period

Enter the period number in the form PPYY, where PP is the period and YY is the year.

Interim Report Date

If you want to print the [W5](#) reports twice monthly, enter or select the date on which the interim report will be printed.

Note: *If you change the production of the [W5](#) from monthly to twice monthly, it is recommended that you do so at a period end.*

Press **Enter** to save the changes and re-display the Bond Calendar Maintenance Selection window.

Stock Return Calendar Maintenance Window

To display this window, enter a bond number and then select **Stock Return (F19)** on the Calendar Maintenance Selection window.

The Stock Return calendar is used to control the dates on which the [W1](#) Excise Stock Return reports are due and the period to which each stock movement is assigned.

You use this window to maintain the period end dates and the associated period number of the Stock Return calendar.

Fields

Period End Date

Enter or select the date to specify the last day of each period.

Stock Return Period

Enter the period number in the form PPYY, where PP is the period and YY is the year.

Press **Enter** to save the changes and re-display the Bond Calendar Maintenance Selection window.

Bond Customer Maintenance [4/BWM]

Use this task to maintain bond details for a customer, where the customer's bonded or duty liability status is different from the normal defaults.

For regular sales customers where duty is paid on removal of goods from bond for despatch to Home Use customers, the company and [warehouse](#) defaults may well be sufficient.

- The company gives the default delivery type and VAT registration.
- The warehouse gives the default deferment accounts.

It should not be necessary to define these customers via this task.

The following will need to be defined:

- The bond reference for Duty Suspended customers to whom you are shipping goods under bond
- Deferment accounts for customers on behalf of whom you hold stock
- Any other customer where the company default delivery type is not appropriate

Bond Customer Maintenance Window

To display this window, select the Bond Customer Maintenance task.

You use this window to select a customer for whom bond details need to be maintained.

Fields

Customer

Enter a customer account code.

Alternatively, use the prompt facility to select from Customer Scan pop-up.

The customer and delivery sequence must have already been defined with sales details in Sales Order Processing.

Sequence No

For specific delivery accounts, enter both the eight-character account code and the three-character suffix.

Note: A Duty Suspended (Bonded) customer must have zero VAT rate and a VAT Indicator of 1 or 2.

Enter or select a customer and then press **Enter** to display the Maintain Bond Customer Details window.

Maintain Bond Customer Details Window

To display this window, enter a customer and then press **Enter** on the Bond Customer Maintenance Selection window.

You use this window to maintain bond details for the customer and associate any default business entities used to facilitate shipment of goods to the customer.

Fields

Delivery Type

Enter a [delivery type](#) that is appropriate for this customer/delivery sequence.

Alternatively, use the prompt facility to select from the Delivery Type Selection pop-up.

For a Duty Suspended (Bonded) customer you must use a Duty Suspended delivery type and enter the bond number related to the customer.

For customers on behalf of whom you hold stock, you must use a Duty Deferred delivery type and enter the customer's [deferment accounts](#).

Inter Company A/C

Use this checkbox as follows to specify if this is an account for a company that is part of a group:

Unchecked - If this is not an inter-company account

Checked - If this is an inter-company account

Excise Number

For a duty suspended customer, enter the account number by which the customer is identified within EMCS.

Note: *This field should be left blank for a Duty Paid customer.*

Duty Suspended

Bonded Depot

Use this checkbox as follows to indicate whether the customer/delivery sequence is bonded or not:

Unchecked - If the [depot](#) is not duty paid

Checked - If the customer's depot is duty suspended

This field will be set automatically if a [bond index](#) number is defined against the customer.

Bond Number

For a duty suspended customer, enter the bond index number assigned to this customer.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Leave this field blank for a Duty Paid customer.

Duty Deferred

For deliveries that use a delivery type set to use deferment accounts, these deferment account codes will be stamped on the bond movements and reported on the [W5D](#).

This is for use where you hold stock on behalf of the customer and defer duty payment against their deferment accounts.

Customs Account

Enter the customer's [customs](#) deferment account number if the customer is defined as duty paid with [deferment](#).

Excise Account

Enter the customer's excise deferment number if the customer is defined as duty paid with deferment.

VAT

Local VAT Office

Enter local VAT office details if the customer is defined as duty paid with deferment. This is a memo field and is not appropriate for a duty suspended customer.

VAT Registration No

Enter the customer's VAT Registration Number. This is mandatory for a duty suspended customer.

Turn No

This is printed on the [W5](#) Excise Return along with the VAT registration number.

Functions

Business entities (F22)

Request this function to display the Maintain Customer – Business Entities Associated to a Customer Window.

Select **Confirm (F8)** to save the details and return to the Customer Maintenance Selection window.

Business Entities Associated with a Customer – Order Type Selection Pop-up

To display this window, request **Business Entities (F22)** on the Maintain Bond Customer Details window.

Use this window to select the order type for which associations between the selected customer and other business entities are to be maintained.

Fields

Order Subtype

Enter a valid order type or leave this field blank.

Alternatively, use the prompt facility to select a valid order type from the list of order types defined on the Inventory Descriptions file (Major Type: ORST)

Enter a valid order type and press **Enter** to display the Business Entities Associated with a Customer Detail Window

Business Entities Associated with a Customer Detail Window

To display this window, enter a valid order type on the Business Entities Associated with a Customer – Order Type Selection pop-up.

You use this window to enter a list of the business entities used to facilitate the delivery of goods to the customer.

The list of business entity codes entered here will be automatically associated with any order shipped to the customer at despatch time.

Note: *Only one business entity of each type can be associated with a customer / order type combination.*

Fields

Type

Enter a valid business entity type.

Alternatively, use the prompt facility to select a valid business entity type from the list of business entity types defined on the inventory descriptions file (Major Type: ENCD)

Identifier

Enter the identification code for the business entity.

The name of the selected business entity will be displayed for verification upon pressing enter.

From

Enter the date from which orders shipped to a customer are to use this business entity.

When adding a new association this will default to today's date if no date is entered.

To

Enter the date to which orders shipped to a customer are to use this business entity.

When adding a new association, this will default to 99/99/99 if no date is entered.

Options

Amend (1)

Use this to change the business entity type / identifier combination associated with the selected customer.

Text (2)

Use this to maintain text associated with the selected customer / business entity association.

Delete (4)

Use this to delete the selected business entity type / identifier combination.

Enter the required business entity codes and select **Update (F8)** to save the associations entered against the customer / order type combination.

Commodity Codes & Excise Rates Maintenance [5/BWM]

This task allows you to define the list of [commodity codes](#) applicable to the company that will be used to identify [items](#) when shown on external [duty reports](#).

It also allows you to define [excise](#) rates for each [tax type](#), and then associate the appropriate [excise tax types](#) with each commodity.

Note: Tax types must first be defined using the Excise Tax Types Maintenance task (24/BWU).

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Maintain Commodity Codes Window

To display this window, select the Commodity Codes & Excise Rates Maintenance task.

You use this window to maintain the list of required commodity codes. It initially shows the list of commodity codes currently defined.

Fields**Commodity Code**

This field displays the standard commodity code used to classify goods in a bond. The codes listed are those added via the Commodity Codes Addition window.

Description

The previously entered description can be amended.

Use **Fold/Unfold (F16)** for entering extended descriptions.

Goods Category

The previously entered [goods category](#) can be amended.

Enter the goods category code in which this commodity will be reported.

Alternatively, use the prompt facility to select from the Goods Category Selection pop-up.

Caution: It is the users' responsibility to ensure that the correct goods category is assigned to each commodity code. Assigning the wrong goods category to a commodity code may result in some volumes being reported in an incorrect unit of measure on the W1, W5 and W5D reports.

Euro Rate Code

The previously entered rate code can be amended.

Where the base currency is not Euros, this used to convert [customs](#) duty rates from Euros to base currency for duty calculations. Euro to base currency conversion rates are set up in the General Ledger currency conversion rate codes.

You can use the prompt facility on this field to select a code from the Select Rate Code pop-up.

Excise Product Code

Enter the four-character excise product code to be sent to EMCS for products with this commodity code, or leave blank.

Options

Tax Type Combinations (2)

Use this to associate valid excise tax types to a commodity code.

Functions

Add (F10)

Use this to add new commodity codes. This displays the Maintain Commodity Codes Addition window.

Fold/Unfold (F16)

Use this to toggle between standard and extended text. You can use extended text entry to enter more detailed text descriptions for commodity codes.

Tax Type Rates (F17)

Use this to maintain excise tax type rates. This displays the Maintain Tax Type Rates window.

Select **Update (F8)** to save the changes and then select **Exit (F3)** to leave the task.

Maintain Commodity Codes Addition Window

To display this window, select **Add (F10)** on the Maintain Commodity Codes window.

You can use this window to enter new [commodity codes](#).

Fields

Commodity Code

Enter a standard commodity code used to classify goods in a bond. In the UK, commodity codes will be those listed in the HMRC Tariff.

Description

Enter a description that describes the commodity for internal use.

Use **Fold/Unfold (F16)** for entering extended descriptions.

Goods Category

Enter the [goods category](#) code in which this commodity will be reported.

Alternatively, use the prompt facility to select from the Goods Category Selection pop-up.

Caution: It is the users' responsibility to ensure that the correct goods category is assigned to each commodity code. Assigning the wrong goods category to a commodity code may result in volumes being reported against the wrong category and/or in an incorrect unit of measure on the W1, W5 and W5D reports.

Euro Rate Code

Where the base currency is not Euros, this is used to convert [customs](#) duty rates from Euros to base currency for duty calculations. Euro to base currency conversion rates are set up in the General Ledger currency conversion rate codes.

You can use the prompt facility on this field to select a code from the Select Rate Code pop-up.

Excise Product Code

Enter the four-character excise product code to be sent to EMCS for products with this commodity code, or leave blank

Functions

Fold/Unfold (F16)

Use this to toggle between standard and extended text. You can use extended text entry to enter more detailed text descriptions for commodity codes.

Select **Update (F8)** to save the changes and re-display the Maintain Commodity Codes window

Maintain Commodity Code and Tax Type Combinations Window

To display this window, select **Tax Type Combinations (2)** against a [commodity code](#) on the Maintain Commodity Codes window.

You can use this window to assign [excise tax types](#) to commodity codes.

Fields

Tax Type

Enter a tax type to assign it to this commodity code. Tax types are those previously defined in the Tax Type Maintenance task.

Alternatively, use the prompt facility to select from the Excise Tax Type Selection pop-up.

Ensure that you select the correct tax type according to the HMRC Tariff.

To remove a tax type combination, space over the entry.

A commodity code can be established with multiple tax types that are applicable, but when the [item](#) variant is subsequently defined, just one of these available tax types will be chosen. The [excise](#) duty calculated for [rotations](#) on that [variant](#) will be based on that variant's tax type.

Caution: Should an incorrect tax type be assigned to a commodity code and movements subsequently generated using the invalid combination incorrect data will be printed on the W5 (Excise Warehouse Remittance Advice), W5D (Excise Warehouse Deferment Advice for Alcohol Goods) and W1 (Excise Warehouse Return).

Caution: The responsibility for ensuring that the correct commodity code / tax type relationships are established lies solely with the user.

Select **Update (F8)** to save the changes and re-display the Maintain Commodity Codes window.

Maintain Tax Type Rates Window

To display this window, select **Tax Type Rates (F17)** on the Maintain Commodity Codes window.

You use this window to maintain the [excise](#) volume and strength rates for HMRC [tax types](#). It initially shows the list of tax types with rates defined.

Fields

Excise Rate Volume

The previously entered excise rate can be amended.

This is the excise rate per 100 litres ([hectolitre](#)) of liquid to a maximum of four decimal places.

This is normally used for wines, where the duty payable is based on the total amount of liquid.

Excise Rate Strength

The previously entered excise rate can be amended.

This is the excise rate per litre of alcohol to a maximum of four decimal places.

This is normally used for spirits, where the duty for spirits is based on the litres of pure alcohol.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol (i.e. per hectolitre percent).

Functions

Add (F10)

Use this to add new tax type rates. This displays the Maintain Tax Type Rates Addition window.

Commodity Codes (F17)

Use this to return to the Maintain Commodity Codes window.

Select **Update (F8)** to save the changes and re-display the Maintain Commodity Codes window.

Maintain Tax Type Rates Addition Window

To display this window, select **Add (F10)** on the Maintain Tax Type Rates window.

You can use this window to add new [tax type](#) rates.

Fields**Tax Type**

Enter a tax type from those previously defined in the Excise Tax Types Maintenance task.

Alternatively, use the prompt facility to select from the Excise Tax Type Selection pop-up.

Excise Rate Volume

Enter the [excise](#) rate per 100 litres ([hectolitre](#)) of liquid to a maximum of four decimal places.

This is normally used for wines, where the duty payable is based on the total amount of liquid.

Excise Rate Strength

Enter the excise rate per litre of alcohol to a maximum of four decimal places.

This is normally used for spirits, where the duty for spirits is based on the litres of pure alcohol.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Effective Date

Enter or select the date on which the tax rate becomes effective.

Select **Update (F8)** to save the changes and re-display the Maintain Commodity Codes window.

Item Variants Maintenance [6/BWM]

You use this task to create [item variants](#) to link [customs](#) and [excise](#) tariff references to items. For example, if you were to sell an item as one product but source it from two different countries, you would need to create two item variants.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Item Variant Maintenance Selection Window

To display this window, select the Item Variants Maintenance task.

You use this window to select the item and item variant you want to maintain.

Fields

Item Number

Enter an Inventory item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Non-stocked and Catchweight items are not permitted,

Variant Code

The first, and primary, variant for an item must have a blank variant code. Thereafter, any three alphanumeric characters can be used to define additional item variants.

You cannot maintain an item variant for which open [rotations](#) exist.

To list the existing variants for an item, you can use the prompt facility on this field to select from the Variant Code Selection pop-up.

Enter or select an item and variant and then press **Enter** to display the Maintain Item Variant window.

Maintain Item Variant Window

To display this window, enter or select an [item](#) and [variant](#) and then press **Enter** on the Item Variant Maintenance Selection window.

You use this window to create and maintain item variant details to link [commodity codes](#) to Inventory items.

Fields

Commodity Code

Enter the commodity code appropriate for this item. The commodity code must have been previously defined using the Commodity Codes & Excise Rates Maintenance task.

Alternatively, use the prompt facility to select from the Commodity Code Selection pop-up.

Tax Type

Enter the primary [Excise tax type](#) appropriate for this item. For example, for beer exceeding 7.5 per cent abv the tax type of the general beer duty rate should be entered as the items primary tax type.

The [tax type](#) must have been previously defined as a valid commodity code and tax type combination using the Commodity Codes & Excise Rates Maintenance task.

Alternatively, use the prompt facility on this field to select from the Excise Tax Type Selection pop-up.

2 Litre Commodity Code

Enter the 2 litre commodity code. This code is for goods originally supplied in containers of more than two litres but due to be stocked in containers of less than two litres.

Alternatively, use the prompt facility to select from the Commodity Code Selection pop-up.

Bottled in Bond

Use this checkbox as follows to specify whether this item variant is bottled while it is in bond:

Unchecked - If the goods are not bottled in bond

Checked - If the goods are bottled in bond

Free Circulation

Use this checkbox as follows to specify at what point the [customs](#) duty is paid on this item variant:

Unchecked - If the customs duty will be paid when the goods are removed from the duty suspended (bonded) [stockroom](#) for home use

Checked - If the customs duty was paid before the goods were received into bond

Use this setting for goods that were produced in the EU (for which no customs duty is payable) or where the custom duty was Paid at Port.

Country Whence Consigned

Enter the country from which the item variant was consigned. Country codes are set up via the Country Codes Maintenance task.

You can use the prompt facility on this field to select from the Country Code Selection pop-up.

Country of Origin

Enter the country from which the item variant originated. Country codes are set up via the Country Codes Maintenance task.

You can use the prompt facility on this field to select from the Country Code Selection pop-up.

Note: *If the country is within the EU, you must define the variant as In [Free Circulation](#).*

W1 Reporting unit

Enter the unit that quantities for this item variant will be reported in on the W1 Stock Return.

Valid values are defined against the Inventory Descriptions code 'BWCC', where '0' will be Cases and '1' will be Casks.

Alternatively, use the prompt facility to select from the W1 Reporting Unit dropdown.

Note: *This field will default to '0' (i.e. Cases).*

Alcoholic Strength

Enter the percentage alcohol strength of the item variant.

Validation is dependent upon the Item Variant Validation Rules defined for the alcoholic type of
Must be zero if Not Required for the alcoholic type.

Note: *This is the standard setting for non-spirits (e.g. Wines).*

Must be greater than zero but less than or equal to 100 if Mandatory for the alcoholic type.

Note: *This is the standard setting for spirits.*

If Optional for the alcoholic type then any value greater than or equal to zero but less than or equal to 100 is permitted.

Note: *This is the standard setting for beers.*

Caution: If a value is entered the Volume of Alcohol is populated on each despatch/adjustment movement generated for the item variant.

Alcohol per Stock Unit

Enter volume of [alcohol per stock unit](#) (e.g. case) to four decimal places of a litre.

Validation is dependent upon the Item Variant Validation Rules defined for the alcoholic type of the item variant.

Must be zero if Not Required for the alcoholic type.

Note: *This is the standard setting for non-spirits (e.g. Wines).*

Must not be zero if Mandatory (Not verified) for the alcoholic type.

Must not be zero if Mandatory (Verified) for the alcoholic type. In addition, the value entered must match (within a tolerance of +/- 0.0001) the following calculated value:

$$(\text{Litres per stock unit} * \text{Strength}) / 100$$

Note: *This is the standard setting for spirits.*

If Optional for the alcoholic type then any value greater than or equal to zero is permitted.

Note: *This is the standard setting for beers.*

Beer Duty Allowance

If applicable, enter the unusable allowance, to two decimal places of a litre. This is the nominal amount per litre that is undrinkable and on which duty is not charged.

This is only applicable to items within a Beer [goods category](#).

Quota Number

If appropriate, enter the EU quota number.

You use the Customs Quota Duty Rate Maintenance task to define quota numbers.

Leave this field blank if no quota applies.

Degree Plato

Enter the [Degree Plato](#) for the item variant.

This field is validated according to the rule specified for the appropriate Alcoholic Type for the product.

Note: It is expected that [Degree Plato](#) will be mandatory for beers and not required for wines and spirits

Functions

Additional Tax Types (F16)

Use this function to associate additional excise tax types to an item variant via the Maintain Item Variant – Additional Tax Types window.

Note: A primary excise tax type must be entered before additional excise tax types can be associated with an item variant.

Note: The ability to associate multiple excise tax types with an item variant is provided to enable the association of both the general duty rate and high strength duty rate to the variants of beers exceeding 7.5 per cent abv (alcohol by volume). However, it will be possible to associate multiple tax types to any item variant, regardless of its alcoholic type (i.e. spirit; wine or beer) and its strength.

Select **Update (F8)** to save the changes and re-display the Item Variant Maintenance Selection window.

Maintain Item Variant – Additional Tax Types Window

To display this window, request **Additional Tax Types (F16)** on the Maintain Item Variant window.

Use this window to associate additional tax types with an item variant.

Any tax type associated with an item variant using this window must have previously been defined as a valid commodity code and tax type combination using the Commodity Codes & Excise Rates Maintenance task.

Note: The ability to associate multiple excise tax types with an item variant is provided to enable the association of both the general duty rate and high strength beer duty rate to variants of beers exceeding 7.5 per cent abv (alcohol by volume). However, it is possible to associate multiple tax types to any item variant, regardless of its alcoholic type (i.e. spirit; wine or beer) or its strength.

Fields

Tax Type

Enter an excise tax type appropriate for this item. For example, for beer exceeding 7.5 per cent abv the tax type of the high strength beer duty rate should be entered as an additional excise tax type for an item variant.

Note: The tax type must have previously been defined as a valid commodity code and tax type combination using the Commodity Codes & Excise Rates Maintenance task.

Alternatively, use the prompt to select a tax type from the Excise Tax Type Selection pop-up.

Options

Delete (4)

Use this to remove an existing tax type from the list of tax types associated with the item variant. Select **Update (F8)** to save the changes and re-display the Maintain Item Variant window.

Customer Items Maintenance [7/BWM]

Where you are managing a bond on behalf of a customer, this task is used to assign an [item](#) to that specific customer, or customers, thus restricting the sale of the item to the customer or customers.

This therefore:

- Defines items belonging to a specific customer
- Ensures that the item is only sold to its proprietor, at the same time inhibiting other customers from obtaining the same item

On despatch, the duty is paid against the customer's [deferment account](#) and not the [warehouse](#) keeper of the [bonded warehouse](#).

Once an item has at least one customer specified, sales of that item are restricted to those customers; otherwise it is available to be sold to any customer.

The Bonded Warehousing company profile stipulates whether ownership is at statement level or [delivery address](#) level. If it is at statement level, the delivery sequence is not entered here when maintaining the item list.

Customer Items Maintenance Selection Window

To display this window, select the Customer Items Maintenance task.

You use this window to select the [item](#) for which you want to define customer ownership.

Fields

Item Number

Enter an Inventory item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

The item must be a valid item, defined to Bonded Warehousing with a blank [variant](#).

Enter or select an item and then press **Enter** to display the Maintain Customer Items window.

Maintain Customer Items Window

To display this window, enter or select an [item](#) and then press **Enter** on the Customer Items Maintenance Selection window.

Use this window to assign items to customers.

Fields

Customer Number

Enter the customer number to whom the item belongs.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *If the customer owns the item, as defined by HMRC, you must specify the customer with a [delivery type](#) of Duty Paid with [Deferment](#).*

No customer assignment means that the item is available to all customers.

Sequence Number

Enter the three-character delivery sequence number to authorise customer delivery accounts to the item. Assignment of customers to items can be linked at statement level or at delivery level as defined in the Company Profile Maintenance task. If statement level is specified, this field will not be displayed.

Select **Update (F8)** to save the changes and re-display the Customer Items Maintenance Selection window.

Mass Commodity Code Replace [8/BWM, 9/BWM]

These tasks allow you to change the commodity codes and/or excise tax types associated with an [item variant](#) by replacing en masse an old [commodity code](#) and/or excise tax type with a new ones.

You initially select the current commodity code and/or [tax type](#) and specify the replacement codes. A list of item variants is displayed, allowing you to review its usages and then select those you wish to accept for replacement.

For existing item variants, use this task to associate the High Strength Beer Duty rate to variants of beer exceeding 7.5 per cent abv and the new reduced rate of General Beer Duty to beer exceeding 1.2 per cent abv but not exceeding 2.8% abv.

To assist in this process, a strength range can be specified to limit the list of item variants that is generated based upon the selections you make.

When you have changed the commodity code and or tax type on an item variant, any future movements recorded against that variants [rotations](#) will be recorded with the new commodity code and/or tax type.

Note: *Historical movements for the item variant are not changed,theyl retain their original [commodity code](#) and tax type.*

Change Commodity Codes Selection Window

To display this window, select the Mass Commodity Code Replace - Select task.

You use this window to select the old and replacement [commodity code](#) or [tax type](#) and generate a list of all existing [item variants](#) that match the selection. The Code Revision Validation report is printed.

You can also add additional tax types to an item variant. This will enable the High strength Beer Duty Rate to be associated with variants of beer exceeding 7.5 per cent abv.

Fields

Current Code

Enter the commodity code from which you want to change. If this field is left blank, enter a tax type instead.

You can use the prompt facility on this field to select from the Commodity Code Selection pop-up.

Tax Type

Enter the primary excise tax type appropriate for this item. For example, for beer exceeding 7.5 per cent abv the tax type of the general beer duty rate should be entered.

Note: *The tax type must have previously been defined as a valid commodity code and tax type combination using the Commodity Codes & Excise Rates Maintenance task.*

Alternatively, use prompt to select a tax type from the Excise Tax Type Selection pop-up.

If this field is left blank; all tax types for the entered commodity code are assumed.

Add Tax Type

You must identify all of the tax types associated with an item variant in order for it to be included in the generated list of item variants when you request **Generate List (F8)**.

So, if there are multiple tax types associated with an existing item variant that needs to be changed enter a **1** in this field to display the Change Commodity Codes Additional Tax Types (Current) window from where any additional tax types can be identified.

For example, to change the tax types of any item variant subject to both the General Beer Duty and High Strength Beer Duty rates the General Beer Duty rate should be entered in the Current – Tax Type field on this window and the High Strength Beer Duty rate entered via the Change Commodity Codes Additional Tax Types (Current) window. If you only enter the General Beer Duty rate any item variant to which the High Strength Duty Rate also applies is ignored when generating the list of item variants that match the selection criteria entered.

Strength (From/To)

Enter a strength range, to limit the number of item variants added to the generated list when you request **Generate List (F8)**.

Note: *These fields are displayed upon requesting **Strength (F10)***

New Code

Enter the new commodity code. If this field is left blank, enter a tax type instead.

You can use the prompt facility on this field to select from the Commodity Code Selection pop-up.

Tax Type

Enter the new primary excise tax type. If this field is left blank, the tax type will not be changed.

You can use the prompt facility on this field to select from the Excise Tax Type Selection pop-up.

Add Tax Type

You must identify all of the tax types to be associated with the revised item variants.

So, if there are now multiple tax types to be associated with an item variant then enter a **1** in this field to display the Change Commodity Codes Additional Tax Types (New) window from where any additional tax types for that variant can be identified.

For example, to add tax types of any item variant subject to both the General Beer Duty and High Strength Beer Duty rates the General Beer Duty rate should be entered in the New – Tax Type field and the High Strength Beer Duty rate entered via the Change Commodity Codes Additional Tax Types (New) window.

Functions**Generate List (F8)**

Use this to generate a list of existing item variants with the current commodity code and/or tax type combination.

Strength (F10)

Use this to show the strength range that can be used to limit the item variants added to the generated list when **Generate List (F8)** is requested.

Note: *Strength is only specified for spirits and beers. Therefore any strength range entered is ignored for wines.*

Press **Enter** to validate your entries.

Select **Generate List (F8)** to generate the list of existing item variants with the current commodity code and tax type combination.

Change Commodity Codes – Additional Tax Types (Current/New) Window

To display this window, enter **1** in either of the two Add Tax Type fields on the Change Commodity Codes Selection window.

Use this window to identify any additional tax types that will either be used identify the item variant(s) to be changed or will be assigned to each updated item variant.

Note: *The ability to identify additional excise tax types is provided to enable the association of both the general duty rate and high strength beer duty rate to variants of beers exceeding 7.5 per cent abv (alcohol by volume). However, it is possible to associate multiple tax types to any item variant, regardless of its goods classification (i.e. spirit; wine or beer) or its strength.*

Fields

Tax Type

Enter a valid excise tax type. For example, for beer exceeding 7.5 per cent abv the tax type of the high strength beer duty rate should be entered as an additional excise tax type.

Note: *If a commodity code was selected on the Change Commodity Codes Selection window the tax type must have previously been defined as a valid commodity code and tax type combination using the Commodity Codes & Excise Rates Maintenance task.*

Alternatively, use the prompt to select a tax type from the Excise Tax Type Selection pop-up.

Options

Delete (4)

Use this to remove an existing tax type from the list of additional tax types.

Select **Update (F8)** to save the changes and re-display the Change Commodity Codes Selection window.

Change Commodity Codes Update Window

To display this window, select the Mass Commodity Code Replace - Update task.

This window displays the list of existing [item variants](#) generated according to the selection made in the Mass Commodity Code Replace - Select task.

You can use this task to:

- Add item variants to the list
- Change the new commodity code and tax type combinations for individual items; including changing the additional tax types to be assigned to the item variant
- Select specific lines (item variants) for update
- Delete specific lines (item variants) from the list

It prints the Code Revision Update report.

Fields

Item Number

Enter the item whose new [commodity code](#) and new [tax type](#) you want to modify.

Alternatively, use the prompt facility on this field to select from the Item Master Scan pop-up.

Current/New Commodity Code

Enter the commodity codes for the [variant](#). You can modify the new commodity code.

Alternatively, use the prompt facility on these fields to select from the Commodity Code Selection pop-up.

Current/New Tax Type

Enter the primary tax type for the variant. For example, for beer exceeding 7.5 per cent abv the tax type of the general beer duty rate should be entered as the items primary tax type. You can modify the new primary tax type.

You can use the prompt facility on these fields to select from the Excise Tax Type Selection pop-up.

More

You must identify all of the tax types associated with an item variant in order for it to be added to the list of item variants to be changed.

Enter one of the following:

Blank – if no additional tax types are required

1 – if there are multiple tax types associated with an item variant. The Additional Tax Types window is displayed where additional tax types can be identified.

For example, to change the tax types of any item variant subject to both the General Beer Duty and High Strength Beer Duty rates the General Beer Duty rate should be entered in the Current – Tax Type field and the High Strength Beer Duty rate entered via the Additional Tax Types window. If you only enter the General Beer Duty rate any item variant to which the High Strength Duty Rate also applies is ignored when generating the list of item variants that match the selection criteria entered.

Options

Select for Update (1)

Use this to modify a line.

Delete (4)

Use this to delete a line. The line remains displayed on the window but the new commodity code and new tax type are blank and the line is highlighted as DELETED. These variants will not be updated when **Update (F8)** is selected.

Functions

Delete All + Exit (F11)

Use this to clear the current list. No variants are updated.

Select **Update (F8)** to change the commodity code and tax type for the listed item variants.

Rotations Maintenance [10/BWM]

You use this task to maintain existing [rotation](#) details. This is useful if the entries you made on receipt were incomplete or incorrect, or where goods were received as [held](#). If a rotation has been received as held, you must release it before you can use it in any further movement transactions.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Rotation Detail Maintenance Selection Window

To display this window, select the Rotations Maintenance task.

You use this window to identify the [rotation](#) you want to maintain.

Fields**Bond Number**

Enter the [bond index](#) for the rotation you wish to maintain.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Item Number

Enter the [item](#) for the rotation you wish to maintain.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Rotation Number

Enter the rotation number you wish to maintain.

Alternatively, use the prompt facility to select from the Rotation Selection pop-up.

Press **Enter** to display the Maintain [Rotation](#) Detail window.

Maintain Rotation Detail Window

To display this window, enter the details required to identify the [rotation](#) and then press **Enter** on the Rotation Detail Maintenance Selection window.

This window displays the current rotation details, with provision to enter new details where appropriate.

Fields

Status

This field displays the status of the rotation as follows:

Held - If the [rotation](#) was [held](#) on receipt and is not yet available for removal

Open - If the rotation is available for removal

Closed - If the rotation is closed

[Held rotations](#) are released using the **Release Rotation (F9)** function.

Held Reason

Only relevant to held rotations, this field displays the reason why the rotation was held.

New Details

Customs Entry

Enter the [customs](#) entry number and date for the consignment. The customs entry number is a reference number issued by Customs at the [port of entry](#).

This field is only relevant if receipt was an import.

Customs Date

Enter or select the customs date for the consignment. The date is the date on which the customs duty was paid.

This field is only relevant if the receipt was an import from outside the EU.

VAVI No

If the product is a wine, this is the vat or vintage reference for the rotation. You can overwrite details as applicable.

This field is only relevant to wines.

W8 Number

If the original receipt came from another [bonded warehouse](#), you can overwrite the [W8](#) number.

TRID

Enter a tariff identifier (TRID) used to define [customs](#) duty. Tariff IDs are set up in the Inventory [Descriptions file](#), under major type BWTI.

Free at Frontier Price (FAF)

Use this checkbox as follows:

Unchecked (default) - For a free at frontier price

Checked - If this is not a free at frontier price

Date Received

Enter or select the new date

Note: The original receipt date within all movement [audit](#) files will not be changed.

Costs - Goods

Enter the total goods cost and the associated currency.

The costs represent a per stock unit value or, if received in singles, a per issue unit value.

Costs - Freight

Enter the total freight cost and the associated currency. If freight cost is included in the goods cost, leave this field as zero.

Costs - Insurance

Enter the total insurance cost and the associated currency. Leave insurance cost as zero if value is included in goods cost.

Functions**Release Rotation (F9)**

Use this to release a [held rotation](#). The Rotation Detail Maintenance Selection window is re-displayed.

This function is only displayed if the [rotation](#) you entered was [held](#).

Select **Update (F8)** to save the changes and re-display the Rotation Detail Maintenance Selection window.

Business Entity Names and Addresses [11/BWM]

You use this task to maintain the details of different business entities that might be involved in the shipment of excise goods (e.g. the tax representative appointed in the destination member state within the EU when excise goods are being shipped to that state from an excise warehouse in the UK).

The information held for a business entity may be used to complete information on the electronic and paper documents produced when goods are despatched from an excise warehouse to another member state within the EU or another excise warehouse within the UK.

Business Entity Names and Addresses Selection Window

To display this window request the Business Entity Names and Addresses Maintenance task.

You use this window to identify the business entity for which information is to be recorded

Fields

Business Entity Type

Enter the type, according to Descriptions File Major Type 'ENCD'.

Identification Code

Enter a unique code that will be used to identify the business entity.

Press **Enter** to validate the entered details and display the Business Entity Names and Addresses Details screen.

Business Entity Names and Addresses Detail Window

Enter a valid business entity type and identification code on the Business Entity Names and Addresses Selection Window and press **Enter**.

Enter the name and address and further pertinent information for the selected business entity.

Fields

Name

Enter the business entity name.

Address Lines

Enter the address for the business entity.

Post Code

Enter the postcode for the business entity.

Tax ID

Enter the tax ID of the business entity.

Telephone Number

Enter the telephone number.

Fax Number 1

Enter the fax number.

Fax Number 2

Enter the second fax number if available.

Contract Name

Enter the contact name for the business entity.

Contact Type

Enter the expected contact type.

Possible values are:

- 1 - Fax.
- 2 - Telex.
- 3 - Hard Copy.
- 4 - Phone.
- 5 - Other.

Functions

Delete (F11)

Request this function to remove the selected business entities details. You will be asked to confirm your request.

Enter the required information and select **Update (F8)** to save the information entered.

EMCS Document Details [12/BWM]

You use this task to maintain EMCS document details held on the [AAD](#) Document files.

It is needed in case an outbound document fails validation within EMCS and must be amended prior to its re-submission or additional status information needs to be recorded and sent to EMCS for a document.

Minimal validation is performed upon any data entered using this task. The expectation is that the validity of any entries made herein will be done by the EMCS system when the document is sent.

Select EMCS Document Window

To display this window select the **EMCS Document Maintenance** task.

Use this window to select the document to be maintained.

Fields

Bond number

Enter the bond index of the bond for which document details are to be maintained.

Alternatively, use the prompt facility to select the required bond number.

Document type

Enter one of the following:

AA – To maintain [AAD](#) document details

W8 – To maintain W8 document details

Document number

Enter the number of the document to be maintained.

Despatch note

Enter the order number and despatch note number of the document to be maintained.

ARC number

Enter the administration reference code (assigned within EMCS) that identifies the document to be maintained

Action required

Enter one of the following values:

Document Maintenance (1) – To show the Maintain EMCS Document Header Window for the document. This is the default value for this field.

Cancel Document (2) – To show the Cancel EMCS Document Window for the selected document

Explain Delay (3) – To show the Explain Delay to Delivery Window for the selected document

Change Destination (4) – To show the Change Destination Window for the selected document

Pre-validate Trader (5) – To show the Pre-Validate Trader Window

Note: For options **2, 3 and 4** the selected document must be a document that has already been accepted by the HM Revenue & Customs EMCS system.

Note: For option **5** no entries should be made in the other selection fields

Enter a valid bond number, document type and document number or a valid Infor System21 order number and despatch note number or a valid administrative reference code and select the action to be performed for that document and press **Enter** to display the Maintain EMCS Document Header Window.

Maintain EMCS Document Header Window

To display this window enter a valid bond number, document type and document number or administrative reference code on the **Select EMCS Document** window.

You use this window to maintain the selected documents header information.

Note: All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.

Fields

Invoice no

Display the order and despatch note number of the System21 order of the shipment.

Invoice date

Enter a valid calendar date.

Guarantee details

Enter up to thirty alphanumeric characters.

Other transport details

Enter up to thirty-five alphanumeric characters.

Country of despatch

Enter up to four alphanumeric characters to identify the country of despatch.

Country of destination

Enter up to four alphanumeric characters to identify the country of destination.

Place of dispatch

Enter up to eighteen alphanumeric characters to identify the place of dispatch.

Date of dispatch

Enter a valid calendar date.

Journey time / unit

Enter up to six digits and a single alphanumeric character to signify the duration of the journey.

Only the following units are accepted by EMCS:

H: Hours

D: Days

Administrative Reference

Display the Administrative Reference Code that has been assigned to this document in the EMCS system.

Inbound / Outbound

Display the single character that signifies whether the document is for an inbound or an outbound shipment.

Only one of the following values is displayed:

- O: Outbound document
- I: Inbound document

Origin Type code

Enter a single character to identify the origin type.

Only the following values are accepted by EMCS:

- 1: Origin – Tax warehouse
- 2: Origin - Import

Guarantor type code

Enter a single alphanumeric character to identify the guarantor type.

Only the following values are accepted by EMCS:

- 0: Guarantor is not required
- 1: Consignor
- 2: Transporter
- 3: Owner of excise products
- 4: Consignee

Destination type code

Enter a single alphanumeric character to identify the destination type.

Only the following values are accepted by EMCS:

- 1: Destination – Tax warehouse
- 2: Destination – Registered consignee
- 3: Destination – Temporary registered consignee
- 4: Destination – Direct delivery
- 5: Destination – Exempted organisation
- 6: Destination – Export
- 7: Destination – Unknown destination (unknown consignee)

Member state

Enter two alphanumeric characters to identify the member state.

This value must be identical to the codes of the standard ISO Alpha 2 code (ISO 3166), limited to the member states, with the following deviation: Greece uses EL instead of GR.

Only the following values are currently accepted by EMCS:

AT: Austria
BE: Belgium
BG: Bulgaria
CY: Cyprus
CZ: Czech Republic
DE: Germany
DK: Denmark
EE: Estonia
EL: Greece
ES: Spain
FI: Finland
FR: France
GB: United Kingdom
HU: Hungary
IE: Ireland
IT: Italy
LT: Lithuania
LU: Luxembourg
LV: Latvia
MT: Malta
NL: Netherlands
PL: Poland
PT: Portugal
RO: Romania
SE: Sweden
SI: Slovenia
SK: Slovakia

Transport arrangement by

Enter a single alphanumeric character to identify the transport arranger.

Only the following values are accepted by EMCS:

1: Consignor

- 2: Consignee
- 3: Owner of goods
- 4: Other

Transport mode

Enter up to two alphanumeric characters to identify the transport mode.

Only the following values are accepted by EMCS:

- 0: Other
- 1: Sea transport
- 2: Rail transport
- 3: Road transport
- 4: Air transport
- 5: Postal consignment
- 7: Fixed transport installations
- 8: Inland waterway transport

Transport unit code

Enter up to two alphanumeric characters to identify the transport unit code.

Only the following values are accepted by EMCS:

- 1: Container
- 2: Vehicle
- 3: Trailer
- 4: Tractor
- 5: Fixed transport installations

Identity

Enter up to thirty-five alphanumeric characters to identify the identity of the transport unit code.

Functions

Update (F8)

Updates the [AAD](#) document files with the entered information and displays the Submit Document to EMCS pop-up.

Lines (F14)

Displays the Maintain EMCS Document Lines window from where it will be possible to change the line information for the document.

Consignor (F16)

Displays the Consignor Details pop-up from where it will be possible to change the consignor information for the selected EMCS document.

Consignee (F17)

Displays the Consignee Details pop-up from where it will be possible to change the consignee information for the selected EMCS document.

Place of delivery (F18)

Displays the Place of Delivery Details pop-up from where it will be possible to change the place of delivery information for the selected EMCS document.

Competent authority at despatch (F19)

Displays the Competent Authority at Despatch Details pop-up from where it will be possible to change the competent authority at despatch information for the selected EMCS document.

Transporter (F20)

Displays the Transporter Details pop-up from where it will be possible to change the transporter information for the selected EMCS document.

Tax representative (F20)

Displays the Tax Representative Details pop-up from where it will be possible to change the tax representative information for the selected EMCS document.

Transport arranger (F22)

Displays the Transport Arranger Details pop-up from where it will be possible to change the transport arranger information for the selected EMCS document.

Enter the required information and request **Update (F8)** to save the entered information.

Submit Document to EMCS Pop-up

To display this window request **Update (F8)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the consignor information for the selected EMCS document.

Fields**Submit to EMCS system**

Enter one of the following:

- 0** – To not flag the document for submission to the EMCS system at this time
- 1** – To flag the document for submission to the EMCS system

Enter the required information and request **Update (F8)** to update the submission status of the document based on the selection made by the user.

Consignor Details Pop-up

To display this window request **Consignor (F16)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the consignor information for the selected EMCS document.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields

Name

Enter the consignors' name.

Address

Enter the consignors address.

Post code

Enter the consignors post code.

Excise number

Enter the consignors excise number.

Language

Enter the consignors' language code in lower case

Functions

Update (F8)

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Consignee Details Pop-up

To display this window request **Consignee (F17)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the consignee information for the selected EMCS document.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields

Name

Enter the consignees' name.

Address

Enter the consignees address.

Post code

Enter the consignees post code.

Excise number

Enter the consignees excise number.

Language

Enter the consignees' language code in lowercase characters.

Tax ID

Enter the consignees' tax identification code.

Functions**Update (F8)**

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Place of Delivery Details Pop-up

To display this window request **Place of delivery (F18)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the place of delivery information for the selected EMCS document.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields**Name**

Enter the place of delivery name.

Address

Enter the place of delivery address.

Post code

Enter the place of delivery post code.

Excise number

Enter the place of delivery excise office number.

Language

Enter the place of delivery language code in lowercase characters.

Tax ID

Enter the place of delivery tax registration id.

Functions

Update (F8)

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Competent Authority at Despatch Details Pop-up

To display this window request **Competent authority at despatch (F19)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the competent authority at despatch information for the selected EMCS document.

***Note:** All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields

Name

Enter the competent authority at despatch name.

Address

Enter the competent authority at despatch address.

Post code

Enter the competent authority at despatch post code.

Excise number

Enter the competent authority at despatch excise office number.

Language

Enter the competent authority at despatch language code in lowercase characters.

Tax ID

Enter the competent authority at despatch tax registration id.

Functions

Update (F8)

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Transporter Details Pop-up

To display this window request **Transporter (F20)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the transporter information for the selected EMCS document.

***Note:** All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields**Name**

Enter the transporters name.

Address

Enter the transporters address.

Post code

Enter the transporters post code.

Excise number

Enter the transporters excise office number.

Language

Enter the transporters language code in lowercase characters.

Tax ID

Enter the transporters tax registration id.

Functions**Update (F8)**

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Tax Representative Details Pop-up

To display this window request **Tax representative (F21)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the tax representative information for the selected EMCS document.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields

Name

Enter the tax representative name.

Address

Enter the tax representative address.

Post code

Enter the tax representative post code.

Excise number

Enter the tax representative excise office number.

Language

Enter the tax representative language code in lowercase characters.

Tax ID

Enter the tax representative tax registration id.

Functions

Update (F8)

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Transport Arranger Details Pop-up

To display this window request **Transport arranger (F22)** from the Maintain EMCS Document Header window.

Use this pop-up to maintain the transport arranger information for the selected EMCS document.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or for an inbound document.*

Fields

Name

Enter the transport arranger name.

Address

Enter the transport arrangers' address.

Post code

Enter the transport arrangers' post code.

Language

Enter the transport arrangers' language code in lowercase characters.

VAT number

Enter the transport arrangers' VAT number.

Functions**Update (F8)**

Saves the entered information and returns to the Maintain EMCS Document Details window.

Enter the required information and request **Update (F8)** to save the entered information and return to the **Maintain EMCS Document Details** window.

Maintain EMCS Document Line Summary Window

To display this window request **Lines (F14)** on the **Maintain EMCS Document Details** window.

Use this window to maintain the selected documents line information.

Fields**Line**

The line number on the shipment

Commodity code

The commodity code of the item shipped.

Rotation

The rotation number of the item shipped.

Case qty

The quantity of the item shipped expressed in cases.

Options**Select (1)**

Displays the Maintain EMCS Document – Line Detail window, where it will be possible to change the information recorded on a specific document line.

Request **Previous (F12)** to return to the Maintain EMCS Document Details window.

Maintain EMCS Document Line Detail Window

To display this window select a line on the **Maintain EMCS Document Line Summary** window.

Use this window to maintain the selected documents line information.

Note: *All data fields on this window are protected if the selected document has been accepted by the EMCS system or is an inbound document.*

Fields

Item / variant

Enter the System21 item and variant codes

Excise product code

Enter four characters to identify the excise product code.

Some examples of the possible values for this field are:

B000: Beer

W200: Still wine and still fermented beverages other than wine and beer

W300: Sparkling wine and sparkling fermented beverages other than wine and beer

I000: Alcohol – intermediate products

S200: Spirituous beverages

Description

Enter the items description.

Rotation

Enter the rotation number of the item shipped.

Quantity (Cases / Singles)

Enter the quantity of the item shipped expressed in cases and singles.

Kind of packages

Enter two alphanumeric characters to identify the kind of packages shipped. E.g. CS (Case)

Alcohol per stock unit

Enter the volume of alcohol per stock unit in litres.

Volume per stock unit

Enter the volume per stock unit in litres.

Volume of alcohol

Enter the volume of alcohol shipped.

Volume of liquid

Enter the volume of liquid shipped.

Degree plato

Enter the degree-plato for those excise products that require its entry.

Density

Enter the density for those excise products that require its entry.

Bottles per case

Enter the number of bottles in a case of the product.

Commodity code

Enter the commodity code of the item shipped.

***Note:** The EMCS system expects commodity codes of eight characters only.*

Quantity

Enter the quantity shipped in litres.

Weight (Gross / Nett)

Enter the gross and nett weight of the shipped product.

Sold in warehouse?

Indicate whether the item has been sold in the warehouse.

UK produced?

Indicate whether the item was produced in the UK.

Functions**Update (F8)**

Save the entered information. The saved information will be used to update the [AAD](#) Document Detail when the user requests **Update (F8)** on the Maintain EMCS Document Detail window.

Enter the required information and request **Update (F8)** to return to the **Maintain EMCS Document Line Summary** window.

Cancel EMCS Document Window

To display this window enter a valid outbound document number on the **Select EMCS Document** window and request cancellation of the document by entering a **Cancel Document (2)** in the Action Required field.

Use this window to request the cancellation of a document which has already been accepted by the HM Revenue & Customs EMCS system.

Any cancellation details pending submission to EMCS are displayed.

Fields

Cancellation reason

Enter a valid cancellation reason code.

One of the following values is expected by EMCS:

- 0 – Other
- 1 – Typing error
- 2 – Commercial transaction interrupted
- 3 – Duplicate [e-AD](#)
- 4 – The movement has not begun at the date of dispatch

Functions

Update (F8)

Saves the entered information and displays the Submit Document to EMCS pop-up.

Enter the required information and request **Update (F8)** to save the entered information and display the Submit Document to EMCS pop-up.

Explain Delay to Delivery Window

To display this window enter a valid document number on the **Select EMCS Document Window** and request “explain delay” by entering a **Explain Delay (3)** in the Action Required field.

Use this window to request the submission of an IE837: Explanation on delay for delivery (C_DEL_EXP) message for a document that has already been accepted by the HM Revenue & Customs EMCS system.

Any information pending submission to EMCS is displayed.

Fields

Submitter type

Enter a valid submitter type code.

One of the following values is expected by EMCS:

- 1 – Consignor
- 2 – Consignee

Submitter identification

Enter the identification number of the submitter of the message.

Explanation Code

Enter a valid cancellation reason code.

One of the following values is expected by EMCS:

- 0** – Other
- 1** – Cancelled commercial transaction
- 2** – Pending commercial transaction
- 3** – Ongoing investigation by officials
- 4** – Bad weather conditions
- 5** – Strike
- 6** - Accident

Complimentary information

Enter up to 350 characters to explain the reason for the delay to the delivery.

Language

Enter a valid language code.

The list contains only the official EU languages codes.

These codes are extracted from the standard ISO 639.1 (Alpha-2 codes); in addition, two out-of-standard codes have been added to be used in conjunction with a Latin character version of languages using a non-Latin character set, i.e.:

bt - Bulgarian (Latin character)

gr - Greek (Latin character)

Message role code

Enter a valid message role code.

The following value is expected by EMCS:

- 1** – Explanation on delay for sending report of receipt

Functions**Update (F8)**

Saves the entered information and displays the Submit Document to EMCS pop-up.

Enter the required information and request **Update (F8)** to save the entered information and display the Submit Document to EMCS pop-up.

Change of Destination Window

To display this window enter a valid document number on the **Select EMCS Document Window** and request “change destination” by entering a **Change Destination (4)** in the Action Required field.

Use this window to request the submission of a IE813: Change of destination (C_UPD_DAT) message for a document that has already been accepted by the HM Revenue & Customs EMCS system.

Any information pending submission to EMCS is displayed.

Fields

Transport arrangement

Enter a valid transport arrangement code.

One of the following values is expected by EMCS:

Blank – Not specified

1 – Consignor

2 – Consignee

3 – Owner of goods

4 – Other

Transport mode

Enter a valid transport mode.

One of the following values is expected by EMCS:

0 - Other

1 – Sea transport

2 – Rail transport

3 – Road transport

4 – Air transport

5 – Postal consignment

6 – Fixed transport installations

7 – Inland waterway transport

Journey time

If required, enter a valid journey time.

The journey time is expressed in hours or days, with the format P99, where:

P is a letter in **H**= Hours or **D** = Days)

If P is **H** the associated number must be less than or equal to 24

If P is **D** then the associated number must be less than or equal to 92

Destination type

Enter a valid destination type code.

One of the following values is expected by EMCS:

- 1 Destination – Tax warehouse
- 2 Destination – Registered consignee
- 3 Destination – Temporary registered consignee
- 4 Destination – Direct delivery
- 6 Destination – Export

Transport unit code

Enter a valid transport unit code.

Identity of transport units

Enter up to thirty-five characters to identify the transport unit.

Functions**Update (F8)**

Saves the entered information and displays the Submit Document to EMCS pop-up.

Consignee (F17)

Displays the Consignee Details pop-up from where it will be possible to change the consignee information for the selected EMCS document.

Place of delivery (F18)

Displays the Place of Delivery Details pop-up from where it will be possible to change the place of delivery information for the selected EMCS document.

Transporter (F20)

Displays the Transporter Details pop-up from where it will be possible to change the transporter information for the selected EMCS document.

Transport arranger (F22)

Displays the Transport Arranger Details pop-up from where it will be possible to change the transport arranger information for the selected EMCS document.

Enter the required information and request **Update (F8)** to save the entered information and display the Submit Document to EMCS pop-up.

Pre-Validate Trader Selection Window

To display this window request “Pre-validate trader” by entering a **5** in the Action Required field on the Select EMCS Document Window.

Use this window to request the submission of a Pre-Validate Trader message to the HM Revenue & Customs EMCS system.

Information pending submission to EMCS is displayed.

Fields

Trader ID

Enter the trader id that you want verified by the HM Revenue & Customs EMCS system.

Enter a valid trader ID and press **Enter** to display the Pre-validate Trader Detail window.

Pre-Validate Trader Detail Window

To display this window enter a Trader ID and select **Enter** on the Pre-validate Trader Trader Selection Window.

Use this window to request the submission of a Pre-Validate Trader message to the HM Revenue & Customs EMCS system.

Information pending submission to EMCS is displayed.

Fields

Trader Type

Enter one of the following to classify the trader type:

- 1 – UK record
- 2 – EU trader
- 3 – EU warehouse
- 4 – EU temp authorisation

Excise product codes

Enter up to ten, four-character excise codes

Note: *Minimum of one, maximum of ten (each of format [A-Z][0-9]{3}).*

Functions

Update (F8)

Saves the entered information and displays the Submit Document to EMCS pop-up.

Enter the required information and request **Update (F8)** to save the entered information and display the Submit Document to EMCS pop-up.

Customs Standard Duty Rates Maintenance

[21/BWM]

This task allows you establish standard import customer duty rates for commodities.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Customs Standard Duty Rates Maintenance Window

To display this window, select the [Customs Standard Duty](#) Rates Maintenance task.

You can use this window to amend existing standard duty rates.

Fields

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Com. Val. Percent

Enter the commercial value percentage, a percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of [customs](#) duty.

Functions

Add (F10)

Use this to add new standard duty rates. This displays the Customs Standard Duty Rates Addition window.

Press **Enter** to save the changes.

Customs Standard Duty Rates Addition Window

To display this window, select **Add (F10)** on the Customs Standard Duty Rate Maintenance window.

Use this window to add new standard duty rates.

Fields**Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the Commodity Code Selection pop-up.

New commodity codes are defined in the Commodity Codes & Excise Rates Maintenance task.

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol

Com. Val. Percent

Enter the commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of customs duty.

Effective Date

Enter or select the date on which duty rate becomes effective.

Select **Update (F8)** to save the changes and return to the Customs Standard Duty Rate Maintenance window.

Customs Quota Duty Rate Maintenance [22/BWM]

Use this task to maintain commodities and countries subject to EU [customs](#) quotas, with their associated duty rates and quota status.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Customs Quota Duty Rates Maintenance Window

To display this window, select the Customs Quota Duty Rate Maintenance task.

You can use this window to amend existing quota duty rates.

Fields

Status (Stat)

Use this field to specify the status of the quota duty rate. These statuses are printed on [customs](#) reports.

Enter one of the following:

Open (O)

Critical (C)

Closed (X)

Note: Use of a Critical quota rate prints a message on the [C88](#) customs report.

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Com. Val. Percent

Enter a commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of customs duty.

Functions**Add (F10)**

Use this to add new quota duty rates. The Customs Quota Duty Rate Maintenance Addition window is displayed.

Press **Enter** to save the changes.

Customs Quota Duty Rates Addition Window

To display this window, select **Add (F10)** on the Customs Quota Duty Rate Maintenance window.

Use this window to add new quota duty rates.

Fields**Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the Commodity Code Selection pop-up.
New commodity codes are defined in the Commodity Codes & Excise Rates Maintenance task.

Country of Origin

Enter the country code.

Alternatively, use the prompt facility to select from the Country Code Selection pop-up.

Quota No.

Enter the EU quota number. You use quota numbers when maintaining [item variants](#).

Status

Enter one of the following to specify the status of the quota duty rate:

- Open (O)
- Cancelled (C)
- Closed (X)

These statuses are printed on [customs](#) reports:

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol

Com. Val. Percent

Enter the commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of customs duty.

Effective Date

Enter or select the date on which the duty rate becomes effective.

Select **Update (F8)** to save the changes and return to the Customs Quota Duty Rate Maintenance window.

Customs Preferential Country Duty Rate Maintenance [23/BWM]

This task allows you to maintain [customs preferential country duty](#) rates for selected commodities.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Customs Preferential Country Duty Rates Maintenance Window

To display this window, select the Customs Preferential Country Duty Rate Maintenance task.

You can use this window to amend existing country duty rates.

Fields

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Com. Val. Percent

Enter a commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of customs duty.

Functions

Add (F10)

Use this to add new standard duty rates. This displays the Customs Preferential Country Duty Rates Addition window.

Press **Enter** to save the changes.

Customs Preferential County Duty Rates Addition Window

To display this window, select **Add (F10)** on the Customs Preferential Country Duty Rates Maintenance window.

Use this window to add new country duty rates.

Fields**Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

New [commodity codes](#) are defined in the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

Country of Origin

Enter a country code.

Alternatively, use the prompt facility to select from the Country Code Selection pop-up.

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol

Com. Val. Percent

Enter the commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied.

Effective Date

Enter or select the date on which duty rate becomes effective.

Select **Update (F8)** to save the changes and return to the Customs Preferential Country Duty Rates Maintenance window.

Customs Preferential Group Maintenance [24/BWM]

Use this task to maintain [preferential groups](#), first defining the group code, and then adding a list of countries to that group

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Customs Preferential Group Selection Window

To display this window, select the Customs Preferential Group Maintenance task.

Use this window to select the group you want to maintain.

The list of current [preferential groups](#) is shown in ascending group code sequence.

Fields

Position To

Enter a group code and then press **Enter** to position to this group in the list.

Options

Amend (2)

Use this to select the group you want to maintain.

Countries (3)

Use this to amend the list of countries in the group.

Delete (4)

Use this to delete the group including all the countries in the group.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [preferential group](#).

Select a group with **Amend** or select **Add (F10)** to display the Maintain Preferential Group pop-up.

Alternatively, select a group with Countries to display the Preferential Group Countries window.

Maintain Preferential Group Pop-up

To display this pop-up, select a group with **Amend (2)** or select **Add (F10)** on the Customs Preferential Group Selection window.

Use this window to enter the required details about the group.

Fields

Preferential Group

For an addition, enter a code that represents a [customs preferential group](#).

Preferential Group Description (Untitled)

Enter or amend the description for this group code.

Functions

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Customs Preferential Group Selection window, you can also use this function to delete the country.

You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Customs Preferential Group Selection window.

Preferential Group Countries Window

To display this window, select a group with **Countries (3)** on the Customs Preferential Group Selection window.

Use this window to maintain the countries in the group.

The list of the current countries in the group is shown in ascending country code sequence.

Fields**Position To**

Enter a country code and then press **Enter** to position to this country in the list.

Options**Delete (F11)**

Use this to delete the country from the group.

You must use **Delete (F11)** to confirm the deletion.

Functions**Add Country (F10)**

Use this to add a new country to the [preferential group](#).

Select **Previous (F12)** to re-display the Customs Preferential Group Selection window.

Preferential Group Country Addition Pop-up

To display this pop-up, select **Add Country (F10)** on the Preferential Group Countries window.

Use this pop-up to add a country to the group.

Fields**Country**

Enter a Bonded Warehousing country code.

Alternatively, use the prompt facility to select from the Country Code Selection pop-up.

Select **Update (F8)** to save the details and re-display the Preferential Group Countries window.

Customs Preferential Group Rate Maintenance [25/BWM]

This task allows you to maintain [customs preferential group](#) duty rates for selected commodities. The group and its constituent countries must previously have been defined via the Customs Preferential Group Maintenance task.

This task produces an [audit](#) report. A log of the changes made is also recorded in the [Consolidated Audit](#) file for subsequent enquiry and further reporting.

Customs Preferential Group Duty Rates Maintenance Window

To display this window, select the Customs Preferential Group Duty Rate Maintenance task.

You can use this window to amend existing group duty rates.

Fields

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Com. Val. Percent

Enter a commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: All rates and percentages defined are applied in the calculation of customs duty.

Functions

Add (F10)

Use this to add new standard duty rates. This displays the Customs Preferential Group Duty Rates Addition window.

Press **Enter** to save the changes.

Customs Preferential Group Duty Rates Addition Window

To display this window, select **Add (F10)** on the Customs Preferential Group Duty Rates Maintenance window.

Use this window to add new group duty rates.

Fields

Commodity Code

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the Commodity Code Selection pop-up.

New commodity codes are defined in the Commodity Codes & Excise Rates Maintenance task.

Pref. Group

Enter a [preferential group](#) code.

Alternatively, use the prompt facility to select from the Preferential Group Selection pop-up.

New preferential group codes are defined in the Customs Preferential Group Maintenance task.

Volume Rate

Enter the [customs](#) rate per 100 litres ([hectolitre](#)) of liquid to four decimal places.

Strength Rate

Enter the [customs](#) rate per litre of alcohol to four decimal places.

For beer, the rate is per 100 litres of liquid, per 1% of alcohol.

Com. Val. Percent

Enter the commercial value percentage to be applied to the [customs](#) value to determine the customs duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

Note: *All rates and percentages defined are applied in the calculation of customs duty.*

Effective Date

Enter or select the date on which duty rate becomes effective.

Select **Update (F8)** to save the changes and return to the Customs Preferential Group Duty Rates Maintenance window.

Goods Receiving via Inventory Management [3/INP]

When you use the Miscellaneous Receipt task in Inventory Management to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Inventory Management product guide refers to receiving goods into non-bonded (Duty Paid) stockrooms. Use that information in conjunction with this section when you receive goods into a bonded (Duty Suspended) [stockroom](#).

Entering Rotation Receipt Details

If you are receiving goods into a bonded stockroom, you must enter specific details relating to duty suspended goods.

What you need to enter depends on the source of the goods, identified by the movement reason code entered during the receipt entry. When you are entering receipts against a bonded stockroom it refers to the list of [receipt types](#) maintained in Bonded Warehousing.

This table shows what you need to enter in the various fields on the Rotation Receipt window for the different types of bond receipt.

	From Imports (I)	From Other Bonds (OB)	From Own Production (OP/OQ)	From Gain In Stock (GS)
IFC	M	M	M	M
Commodity Code	M	M	M	M
2 Litre C/Code	O	O	O	O
Volume per Stock Unit	M	M	M	M
Strength	M	M	M	M
Lit/Gal of Liq/Alc	M	M	M	M
Production Item		O	O	O
Production Variant		O	O	O
Production Rotation		O	O	O

Production Batch No		O	O	O
W8 Number		M		S
Port of Entry	M			S
Customs Entry No.	M			S
FAF Price	M	M		S
Duty Paid at Port	M	M		S
Cost – Goods	M	M	C	S
Cost – Freight	O		C	S
Cost – Insurance	O		C	S

Key:

- **M** = Mandatory
- **O** = Optional
- **S** = Selective (based on original consignment)
- **C** = Conditional (based on receipt type setting)
- **Blank** = Entry not displayed

Rotation Receipt Window

To display this window, select the Inventory Miscellaneous Receipt task and receive into a bonded [stockroom](#).

You use this window to enter bond transaction details for a receipt, which creates a new [rotation](#) and a receipt movement.

After each [item](#) receipt is confirmed an [audit](#) report is printed.

Fields

IFC

This field is only available for entry when the [item/variant](#) combination is not in [free circulation](#).

Use this checkbox as follows to indicate whether the received goods are in free circulation.

Unchecked - If the goods are not in free circulation

Checked - If the goods are in free circulation

Rotation Number

If you are using manual [rotation](#) numbering, enter the bond rotation number. The rotation number you enter must be unique for each [item](#) receipt.

Rotation numbers should be entered in the form YYSSNNNNN, where YY is the year of receipt, SS is the bond short code and NNNNN is a number. The number can be from five to eleven digits depending on the [bond index](#) setting.

If you chose Auto Rotation Numbering in the Bonded Warehousing company profile, the rotation number will be created automatically and this field will not be displayed.

Commodity Code

Enter the [commodity code](#) for the [item variant](#).

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

Held Reason

This field is only displayed if the company profile allows Manually Hold [Rotations](#) at Receipt. [Held](#) reason codes are set up in the Inventory [Descriptions file](#), under major type BWHR.

You can use the prompt facility on this field to select from the BWHR Rotation Held Reason pop-up.

To hold a receipt, enter a reason code in this field and then select **Update as Held (F20)**.

2 Litre C/Code

Enter the 2 litre [commodity code](#) for the [item variant](#). This applies to goods originally supplied in containers of more than 2 litres but due to be stocked in containers of less than 2 litres.

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

Production Item

Use this field for recording additional production details. Enter an [item](#) number used to identify the item when it is in production.

Volume per Stock Unit

This is the volume of liquid per stock unit. Enter the stock unit size in litres if you are receiving stock units. Enter the singles size in litres if you are receiving singles. The litre size must agree with the [literage](#) defined for the [item](#) in the Inventory Item Master file.

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

Variant

Enter the [item variant](#) used in production.

Strength

If the [item](#) is a spirit, enter the percentage [alcoholic strength](#). If the item is not a spirit, leave this field as zero. The value you enter here must be the same as that defined for the item [variant](#).

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

Rotation

Enter the production [rotation](#) number for the movement.

Lit/Gal of Liq/Alc

If the [item](#) is a spirit, enter the total litres of alcohol for the full quantity received. If the item is not a spirit, enter the total litres of liquid. If the combination of quantity, volume per UOM and strength do not agree based on the total entered, you will not be able to receive the [rotation](#).

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

Batch No

Enter the production batch number for the movement.

***Note:** The Production [Item](#), [Variant](#), [Rotation](#) and Batch No fields are for information only and do not perform any function within Bonded Warehousing. The details are stored with the [rotation](#) so that you can use them for custom reporting.*

W8 Number

Enter the supplier's [W8](#) number. If stock is re-warehoused due to a stock gain, caused by extra stock identified by a stock count, the entry of a W8 number will make the receipt process regard the original stock as having originated from another bond.

VAVI Number

If the product being received is a wine, enter the vat or vintage number.

Tariff ID

Enter the tariff identifier (TRID) used to define VAT liability. Tariff IDs are set up in the Inventory [Descriptions file](#), under major type BWTI.

You can use the prompt facility on this field to select from the BWTI Tariff Rate Identifiers pop-up.

These are the available values:

M ([IFC](#) No Acquisition VAT) - The value of the goods is taken from the [W8](#) document. Payment of VAT is deferred until the goods are sold.

MA (IFC with Acquisition VAT) - The value of the goods is entered on receipt. Payment of VAT is deferred until the goods are sold and is labelled Acquisition VAT.

F (Full Rate No Acquisition VAT) - The original [country of origin](#) is entered on the receipt. Value of the goods is entered on receipt. Payment of VAT is deferred until the goods are sold.

G ([GSP](#) Rate No Acquisition VAT)

Port of Entry

Enter the [port of entry](#) for the goods. Ports of entry are set up in the Inventory [Descriptions file](#), under major type BWPT.

You can use the prompt facility on this field to select from the Ports pop-up.

Customs Entry Number

Enter the [customs](#) entry number and date for the consignment. The customs entry number is a reference number issued by Customs at the [port of entry](#). The date is the date on which the customs duty was paid.

FAF Price

Use this checkbox as follows:

Unchecked - If this is a free at frontier price

Checked (default) - If this is not free at frontier price

Duty Paid at Port

Use this checkbox as follows to indicate whether the [customs](#) duty liable on the received goods was paid, at port, upon its importation and hence the goods are now in [free circulation](#):

Unchecked (default) – customs duty was not paid at port

Checked - customs duty was paid at port and so the goods are in free circulation

Cost - Goods

Enter the total goods cost. If stock is re-warehoused due to a stock gain identified by a stock count, a zero cost will result in the receipt process regarding the stock as an Own Produced [item](#).

This can be entered in any currency.

Cost - Freight

Enter the total freight cost. If freight cost is included in the goods cost, leave this field as zero.

This can be entered in any currency.

Cost - Insurance

Enter the total cost of insuring the goods during transit. Leave the insurance cost as zero if value is included in goods cost.

This can be entered in any currency.

Currency

Enter a currency code for each of the cost values.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

These fields initially default to GBP, which you can change as required.

If a currency exchange rate record does not exist for the current business week, the receipt will be rejected. Where successive [item](#) receipts are made, the previously used currency codes will be re-displayed.

Functions

Update as Held (F20)

Enter a [held](#) reason code in the Held Reason field and use this function to place the [rotation](#) on hold.

Press **Enter** to verify the details.

Press **Enter** again to process the receipt and re-display the original source application receipts window.

Goods Receiving via Purchase Management [43/PMP]

When you use the Goods Receiving to Stores task in Purchase Management to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter Bond Rotation information.

The Purchase Management product guide refers to receiving goods into non-bonded (Duty Paid) stockrooms. Use that information in conjunction with this section when you receive goods into a bonded (Duty Suspended) [stockroom](#).

Refer to section in this Bonded Warehousing product guide on Goods Receiving via Inventory Management for a description of the transaction details required and the window displayed to collect that receipt information.

The one difference here in Purchase Management is that when a goods receipt has been entered, the Enter Item Variant pop-up is first displayed before you progress to the Rotation Receipt window.

Enter Item Variant Pop-up

To display this pop-up, enter receipt information for a bonded [stockroom](#) in the Goods Receiving task.

You use this pop-up to select the [item variant](#) and bond [receipt type](#) when you receive items into a bonded stockroom via Purchase Management.

Fields**Item Variant**

Enter an [item variant](#) to identify the correct [commodity code](#) for this receipt.

Alternatively, use the prompt facility to select from the Variant Code Selection pop-up.

The default item variant always has a blank item variant code. Leave this field blank if you are receiving the default item variant.

Receipt Type

Enter a bond [receipt type](#).

Alternatively, use the prompt facility to select from the Receipt Type Selection pop-up.

The receipt type determines the details required for entering the [rotation](#) details.

Press **Enter** to display the Rotation Receipt window.

See the Goods Receiving via Inventory Management section for details of the Rotation Receipt window.

Goods Receiving via Production Orders [12/PCM, 13/PCM, 21/PCM, 22/PCM]

When you use any of these tasks in Production Order Processing to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Production Order Control product guide refers to receiving goods into non-bonded (Duty Paid) stockrooms. Use that information in conjunction with the Goods Receiving via Inventory Management section in this product guide when you receive goods into a bonded (Duty Suspended) [stockroom](#). This will describe the transaction details required and the window displayed to collect that receipt information.

Caution: When receiving goods into a bonded warehouse you must visit the Output Override Window for each item received in order to record the necessary additional bonded information for that receipt.

Goods Receiving via Production Schedules [12/MKS, 13/MKS, 41/MKS, 42/MKS]

When you use any of these tasks in Production Scheduling to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Production Schedule Control product guide refers to receiving goods into non-bonded (Duty Paid) stockrooms. Use that information in conjunction with the Goods Receiving via Inventory Management section in this product guide, when you receive goods into a bonded (Duty Suspended) [stockroom](#). This will describe the transaction details required and the window displayed to collect that receipt information.

Caution: When receiving goods into a bonded warehouse you must visit the Output Override Window for each item received in order to record the necessary additional bonded information for that receipt.

Sales Order Placement [80/OMP]

Order Capture

When you are operating in a company in which Bonded Warehousing is active, additional checks are made on the customer and the [stockrooms](#) to ensure bonded goods are only sold to appropriate customers.

- The customer may be either bonded (Duty Suspended) or non-bonded (Duty Paid).
- A stockroom is similarly either bonded (Duty Suspended) or non-bonded (Duty Paid).

The item's duty status is checked to ensure that the [item](#) is allowed to be sold. Possible options are:

- item may be sold to both duty suspended and duty paid customers
- item may only be sold to duty suspended customers
- item may only be sold to duty paid customers

When you are selling to a bonded customer, the customer's bond reference and [delivery type](#) are shown on customer's Business tab.

If an item exists on a customer item list, it can only be sold to that customer.

Bonded customers must be supplied from [bonded warehouses](#). The combinations are as follow:

From S/R Bond Type	To Customer	Validation	Notes
Non-bond	Non-bond	Allowed (1)	As normal
Non-bond	Bonded	Not allowed	Tax paid goods cannot be transferred to a bond.
Customs	Non-bond	Allowed (2)	Duty payable
Customs	Bonded	Allowed (2)	No duty calculated
EPD	Non-bond	Allowed (2)	Duty payable
EPD	Bonded	Allowed (2)	No Duty
Third Party	Non-bond	Allowed (3)	No duty calculated
Third Party	Bonded	Allowed (3)	No duty calculated

Notes:

(1) = No restrictions on stock or issue units

(2) = Stock unit multiple only

(3) = No restrictions for Third Party Bonds unless stipulated

When sourcing, it will skip [stockrooms](#) that are non-bonded if the customer is bonded. If this results in NSP, the message 'No duty suspended stock available for duty suspended customer' is displayed.

In Manual Sourcing, you will not be able to select non-bonded stockrooms if the customer is bonded.

Manual Sourcing also prevents a bonded stockroom from being chosen unless the user is authorised to that stockroom.

Note: *It does not check this during automatic sourcing; it is a check that is only needed during manual intervention.*

Order quantities sourced from a [bonded warehouse](#) must be in multiples of the stocking unit. Similarly, when sourcing, stock is only allocated in multiples of the stocking unit. However, for Third Party bonds, it only enforces the stock units condition if the issue units attribute on the bond [warehouse](#) insists on it.

Order Sourcing [21/OMP]

See the [Order Capture](#) section above.

Sales Order Despatches [10/OEP, 14/OER]

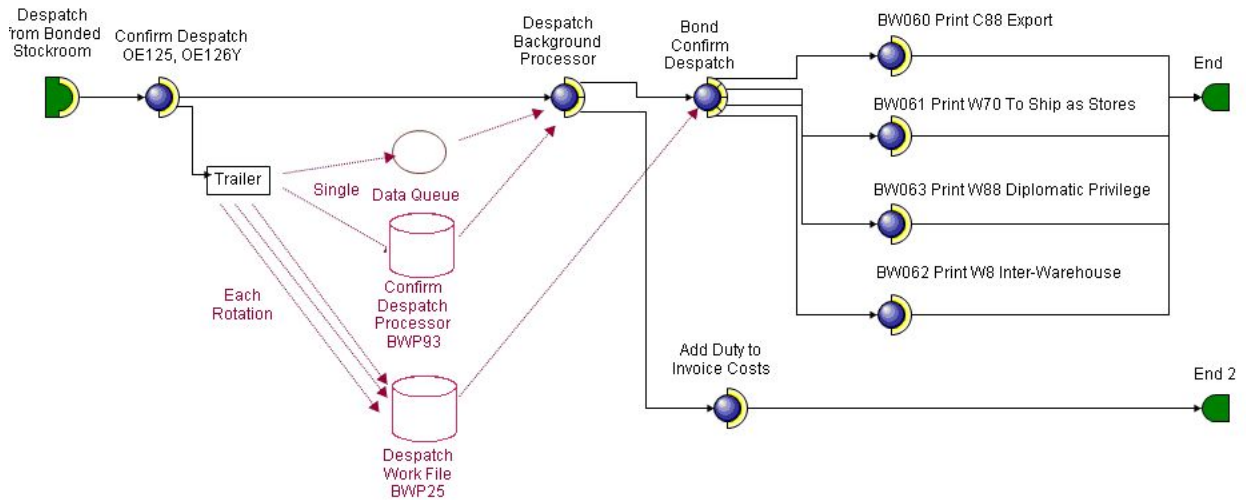
In Bonded Warehousing, confirming the despatch of goods:

- Reduces rotation balances
- Calculates excise and customs duty payable as a result of a despatch from a bonded warehouse
- Writes movements to the Bond Movements file

Note: *The Bond Despatches background process must be active in order for the appropriate Bonded Warehousing updates to be performed.*

Confirm Despatch

Confirm despatch decides what processing is required for the type of despatch and writes details to BWP93.
 The background process updates the Bond database and calls any appropriate shipment reports.



Transfer Order Shipments [81/OMP]

Order Capture Transfer Orders

When you are operating in a company in which Warehousing is active, additional checks are made on the stockrooms to ensure that bonded goods are only transferred to appropriate destinations.

- A stockroom is either bonded (duty suspended) or non-bonded (duty paid).

The user's authority to a bonded [stockroom](#) is checked when the initial From and To stockrooms are entered.

The following validation is applied to the initially entered From stockroom (the supply point) and an error message displayed where appropriate.

From S/R Bond Type	To S/R Bond Type	Validation	Notes
Non-bond	Non-bond	Allowed (1)	As normal
Non-bond	Customs	Not allowed	Tax paid goods cannot be transferred into bond.
Non-	EPD	Not	Tax paid goods cannot be transferred into bond.

bond		allowed	
Non-bond	Third Party	Not allowed	Tax paid goods cannot be transferred into bond.
Customs	Non-bond	Allowed (2)	Duty payable
Customs	Customs - same bond	Allowed (2)	No duty calculated
Customs	Customs - different bond	Allowed (2)	No duty calculated
Customs	EPD	Not allowed	
Customs	Third Party	Allowed (2)	No duty calculated
EPD	Non-bond	Allowed (2)	Duty payable
EPD	Customs	Allowed (2)	No duty calculated
EPD	EPD - same bond	Allowed (2)	No duty calculated
EPD	EPD - different bond	Allowed (2)	No duty calculated
EPD	Third Party	Allowed (2)	No duty calculated
Third Party	Non-bond	Allowed (3)	No duty calculated
Third Party	Customs	Allowed (3)	No duty calculated
Third Party	EPD	Allowed (3)	No duty calculated
Third Party	Third Party	Allowed (3)	No duty calculated

*Notes:**(1) = No restrictions on stock or issue units**(2) = Stock unit multiple only**(3) = No restrictions for Third Party Bonds unless stipulated*

When sourcing, it will skip alternative stockrooms if they are inappropriate.

Manual Sourcing also prevents a bonded [stockroom](#) from being chosen unless the user is authorised to that stockroom.

Order quantities sourced from a [bonded warehouse](#) must be in multiples of the stocking unit. Similarly, when sourcing, stock is only allocated in multiples of the stocking unit. However, for Third Party bonds, it only enforces the stock units condition if the issue units attribute on the bond [warehouse](#) insists on it.

Proof of Delivery [16/OEP]

In a [Bonded Warehouse](#), stock adjustments are not made in [POD](#) but recorded as an exception for subsequent correction via the Bonded Warehousing Stock Gains and Write Off.

Mark Rotations as Free Circulation [1/BWP]

You use this task to pay [customs](#) duty for the current stock [balance](#) of a [rotation](#) where the rotation has been received into bond with import duty suspended.

This task produces a [C88A](#) and Backup report and logs the change made in an [audit](#) file for subsequent enquiry and further reporting.

Mark Rotations as Free Circulation Selection Window

To display this window, select the Mark Rotations as Free Circulation task.

You can use this window to select the [rotation](#).

Fields

Bond Number

Enter the [bond index](#) number for the [rotation](#).

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Rotation Number

Enter the [rotation](#) number.

Alternatively, use the prompt facility to select from the Rotation Selection pop-up, which lists all rotations in the bond that are currently not in [free circulation](#).

Delivery Type

Enter up to two alphanumeric characters to specify the [delivery type](#).

Alternatively, use the prompt facility to select from the Select Delivery Type pop-up.

If the proprietor owns the [item](#), use the To Home Use delivery type, otherwise use the To Home Use with [Deferment](#) delivery type.

Otherwise, if the rotation was wrongly received as not in Free Circulation, and no further [customs](#) duties are due, use a delivery type applicable for a correction that does not calculate duty payable. HMRC must approve this before use.

Enter a rotation and then press **Enter** to display the Mark as Free Circulation Confirmation window.

Mark Rotation as Free Circulation Confirmation Window

To display this window, select a [rotation](#) and then press **Enter** on the Mark as Free Circulation Selection window.

This window displays the current details for the rotation.

Select **Update (F8)** to update the [rotation](#) and re-display the Mark [Rotation](#) as [Free Circulation](#) Selection window.

Inter Warehouse Transfers [2/BWP]

You use this task to transfer stock from one [warehouse](#) to another, where both warehouses belong to the same bond.

Note: *This task does not interface with the World Trade application and therefore does not generate any World Trade movements.*

Record Transfers (Out/In) Selection Window

To display this window, select the Inter Warehouse Transfers task.

You use this window to enter the selection criteria for the supplying [warehouse](#).

Fields

Warehouse

Enter the [warehouse](#) from which you want to transfer the goods.

Alternatively, use the prompt facility to select from the Bonded Warehouse Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#).

Reference No.

Enter up to 14 alphanumeric characters for the transfer reference.

Date

Enter or select the date of the transfer. This defaults to the current date.

Type

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

Narrative

You can optionally enter up to 20 characters for the transaction narrative.

Reason Code

Enter the Inventory Management movement reason code for the transfer.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

These movement reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

Press **Enter** to display the Record Transfers (Out/In) Details window.

Record Transfers (Out/In) Details Window

To display this window, enter or select your selection criteria and then press **Enter** on the Record Transfers (Out/In) Selection window.

You use this window to enter the details of each specific transfer.

Fields**Warehouse**

Enter the [warehouse](#) from which you want to transfer the goods.

Alternatively, use the prompt facility to select from the Bonded Warehouse Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#).

This field will default to the warehouse specified on the Record Transfers (Out/In) Selection window but can be changed.

To Warehouse

Enter the [warehouse](#) to which you want to transfer the goods.

Alternatively, use the prompt facility to select from the Bonded Warehouse Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#) and have the same [bond index](#) number as the supplying warehouse.

Item

Enter the [item](#) you want to transfer.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Movement Quantity

Enter the quantity you want to transfer.

Normally, you are transferring whole stock units, so the quantity must be a multiple of stock units.

However, if you are transferring a singles [rotation](#), the entered quantity must be in issue units, must be less than one stock multiple and must be equal to the singles quantity on the rotation.

UOM

Enter the [item's](#) stock or issue [unit of measure](#).

If you are entering a transfer of singles, the UOM must be the issue unit.

Lot

Enter the bond [rotation](#) number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Reference No.

Enter up to 14 alphanumeric characters for the transfer reference.

Date

Enter or select the date of the transfer. This field defaults to the current date.

Reference Type

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

Narrative

You can optionally enter up to 20 characters for the transaction narrative.

Movement Reason

Enter the reason code for the movement.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

Press **Enter** to display the details of the supplying and receiving [stockrooms](#). Press **Enter** again to process the transfer.

Stock Write Off/Gain in Storage and Stock Write Off (Singles Only) [3/BWP, 4/BWP]

You use these tasks to reduce or add stock to a [bonded warehouse balance](#). Stock write-offs are usually performed as a result of a stock check, or a breakage.

There are two separate tasks:

- Stock Write Off/Gains in Storage

You use this to adjust stock levels for whole stock units (e.g. cases).

- Stock Write Off (Singles Only)

You use this to adjust stock levels for issue units (e.g. bottles), that is, where the adjustment quantity is less than a whole stock unit.

You can write off the stock to Home Use (Duty Paid), to Losses Allowed in Storage (No Duty), or to Authorised Destructions (No Duty), the duty liability being determined by the setting on the [adjustment type](#).

When you are adding stock, the [rotation](#) to be increased must already have a stock [balance](#). If the rotation is closed, the additional stock must be re-warehoused through the normal receipt process.

Note: *This task does not interface with the World Trade application and therefore does not generate any World Trade movements.*

Record Write Off/Gain in Storage Selection Window

To display this window, select the Stock Write Off/Gain in Storage or the Stock Write Off (Singles Only) task.

You can use this window to select the [stockroom](#) and to enter references and a date for the movement.

Fields

Warehouse

Enter the [bonded warehouse](#) code.

Alternatively, use the prompt facility to select from the Bonded Warehouse Selection pop-up.

The [stockroom](#) must be a bonded warehouse.

Reference No.

Enter up to 14 alphanumeric characters for the adjustment reference.

Date

Enter or select the date of the adjustment. This defaults to the current date.

Reference Type

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

Narrative

You can optionally enter up to 20 characters for the transaction narrative.

Return Period

Enter the return period in the form YYPP. You use this to record the return period for an [EPD bonded warehouse](#).

Press **Enter** to display the Record Write Off/Gain in Storage Details window.

Record Write Off/Gain in Storage Details Window

To display this window, enter the required details and then press **Enter** on the Record Write Off/Gain in Storage Selection window.

You use this window to enter the details of each specific adjustment you want to make.

Fields**Item**

Enter the [item](#) for which you want to make the adjustments.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

This must be an item defined to the [bonded warehouse](#).

Variant

Enter the [item variant](#) code, or leave this field blank for default variant.

You can use the prompt facility on this field to select from the Variant Code Selection pop-up.

Rotation

Enter the bond [rotation](#) number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Code IN

Enter the Inventory Management movement reason code for the adjustment.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

These movement reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

Code BW

Enter the Bonded Warehousing [adjustment type](#).

Alternatively, use the prompt facility to select from the Adjustment Types pop-up.

These are set up in the Bonded Warehousing Adjustment Types maintenance task.

Quantity

Enter the quantity for the adjustment.

For gains, the quantity must be a positive whole number of stock units.

For stock unit write-offs, the quantity, which must be negative, can be either a whole number of stock units or an issue unit quantity but the sum of all lines with issue unit quantities must equal a whole stock unit.

Note: For write-off adjustments, you must enter negative quantities.

Note: For single unit write-offs, the quantity should be negative and either an issue unit quantity or multiple lines containing issue unit quantities. The sum of all lines must equal the number of issue units originally received on the [rotation](#).

Cost

If you are not operating Standard Costing for the [item](#), enter cost per issue unit.

Narrative/Description

You can optionally enter up to 20 characters for the transaction narrative.

Mvt. Type

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

Functions**Review Warehouse Details (F14)**

Use this to display the Warehouse Details pop-up to review the [warehouse](#) pack and location details entered for the [item](#).

Select **Update (F8)** to record the adjustment and re-display the Record Write Off/Gain in Storage Selection window. Details of the previous movement are displayed at the bottom of the window.

Stock Receipts (Singles Only) [5/BWP]

Use this task to record receipts where the stock unit is incomplete. For example where a bottle has been broken in a case of six, five bottles can be booked into bond.

This will create a [rotation](#) in the normal way but for the receipt of just these single units.

Refer to the Goods Receiving via Inventory Management (3/INP) for a description of the transaction entry and processing.

The key difference is that the quantity entered must be less than a whole number of stock units.

Record Return of W8 Documents [6/BWP]

You use this task to record the return of [W8](#) documents so that you can identify those that have not been returned.

The W8 Internal Accompanying Document is the form which must accompany movements of duty-suspended goods between port and [warehouse](#), and also accompany movements between UK warehouses.

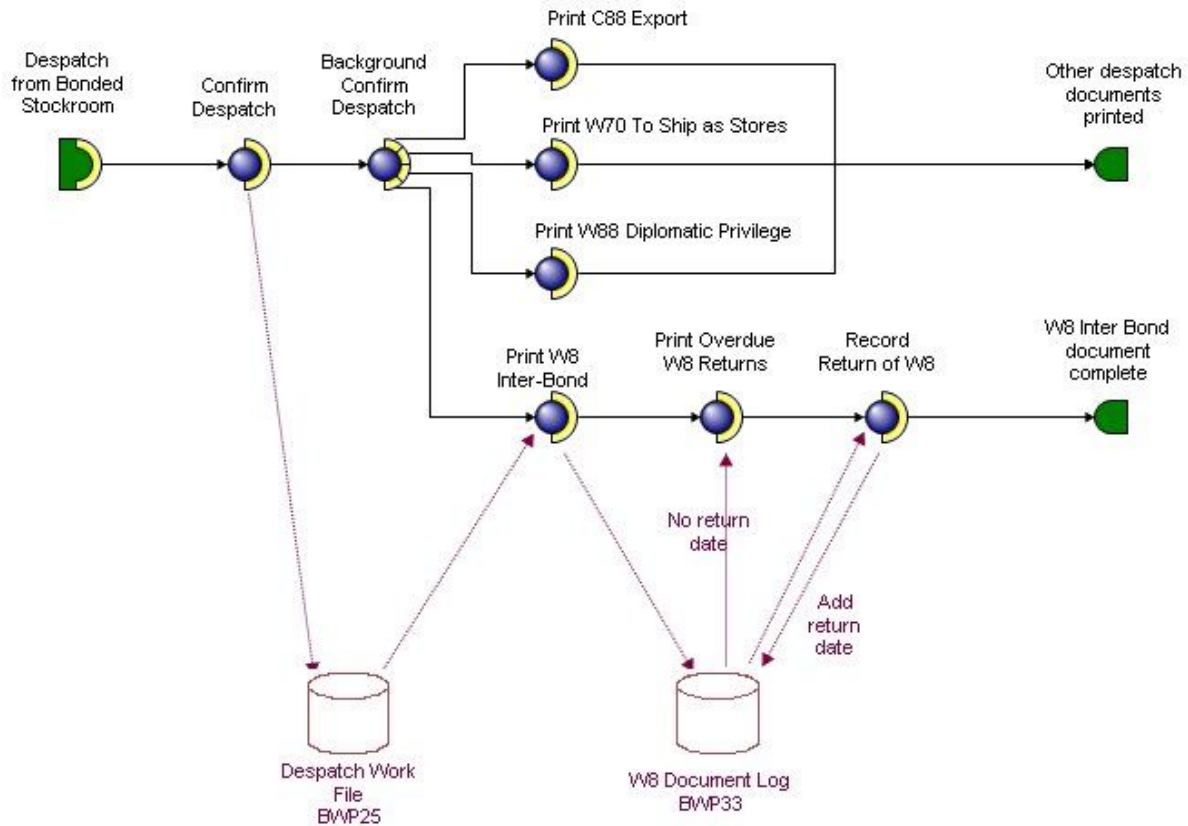
Each time you despatch goods to another UK bond, Bonded Warehousing logs the Internal Accompanying Document. Each W8 is given a unique document number.

The UK bond that receives the goods is required to return a copy of the W8 to the supplying UK bond, as confirmation of receipt.

Overdue W8 documents are listed in the Overdue W8 Returns report, allowing you to identify those that have not been returned. You subsequently use this Record Return task to record the return of W8 documents, thereby clearing the outstanding action.

W8 Inter-Bond Document Logging

Deliveries with a delivery type that indicate a transfer to another bond require the printing of the W8 document. These are recorded awaiting confirmation of the W8's return.



Record Return of W8 Document Selection Window

To display this window, select the Record Return of W8 Documents task.

You use this window to select the [bond index](#) for which you want to record the return of [W8](#) documents.

Fields

Bond Number

Enter the [bond index](#) number for the bond for which document details are to be maintained.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

ARC number

Enter the Administrative Reference Code of the document you want to record the receipt of.

Shortage

Enter one of the following:

0 – To mark the document as received without any shortages

1 – To record shortages against the document

Note: *This field is only displayed if the Record Shortages flag is set on the definition of the W8 Duty Report*

Enter either a valid bond number to display either the Record Return of W8 Document Details Window or a valid ARC number and press **Enter** to display the Record Return of W8 Document – Record Shortages window depending upon which entries have been made.

Record Return of W8 Document Details Window

To display this window, enter or select a [bond index](#) number and then press **Enter** on the Record Return of W8 Document Selection window.

You use this window to enter the numbers of the returned [W8](#) documents.

Fields

Document

Enter the numbers for the returned [W8](#) documents.

Press **Enter** to accept the entries and display the customer's names. This confirms that the entries are correct.

Select **Update (F8)** to update the documents as returned and re-display the Record Return of W8 Document Selection window.

Record Return of W8 – Record Shortages

To display this window enter a valid W8 document reference on the Record Return of W8 – Enter Returned W8 Document Numbers window and indicate that shortage information is to be recorded against that W8 or enter a valid ARC number on the Record Return of W8 Document Selection Window and indicate that shortage information is to be recorded against that W8 document.

A list of the excise goods being sent / received on the selected W8 document is displayed.

The user can then record against each item the actual number of cases of that item acknowledged as having been received by the consignee (outbound) or received by them (inbound).

Fields

Fields

Cases Received

Enter the integer quantity of cases acknowledged as received by the consignee against each line on the [AAD](#).

This quantity must be less than the Cases Sent quantity.

Singles Received

Enter the integer quantity (in singles) acknowledged as received by the consignee against each line on the [AAD](#).

If entered, this quantity must be less than the number of singles in one case of the item.

Note: *The entry of a singles quantity is governed by the setting of the appropriate flag on the Duty Report definition. By default the system is shipped with the entry of singles quantities disabled as the entry of part case quantities would not normally be expected when goods are shipped to consignees in other EU member states.*

Options**Text (2)**

Enter **2** against a document line to display the Text Pop-up and record some text against that line explaining the reason for the shortage.

Press **Update (F8)** to generate a record on the Despatch Shortages file for each line against which a shortage has been recorded.

Clear Delivery Exceptions [7/BWP]

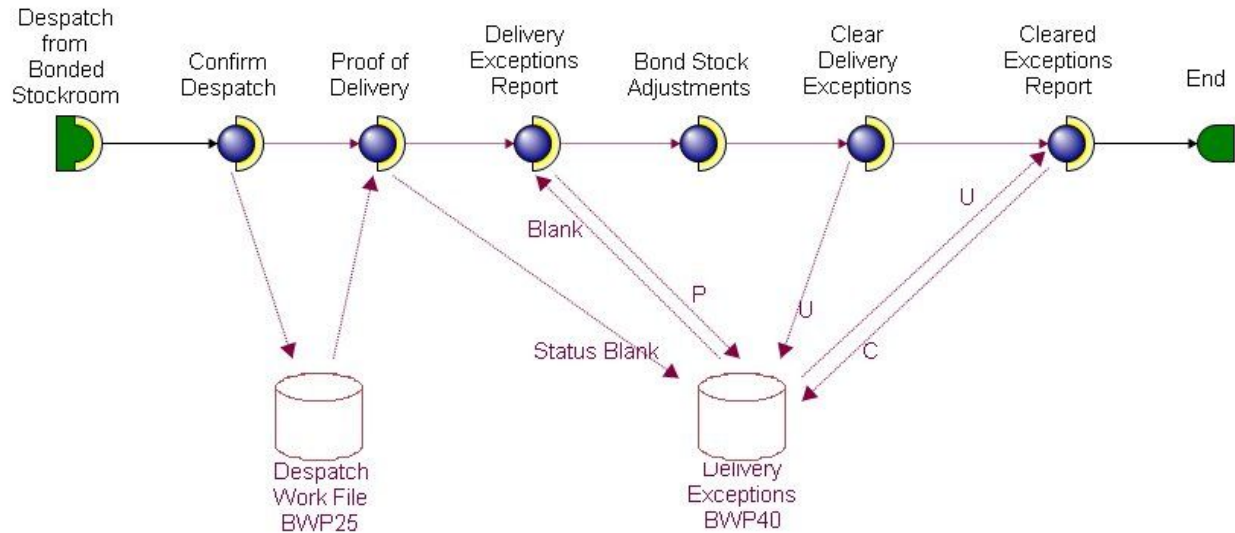
Delivery exceptions occur when you make adjustments to sales despatches, during confirm delivery, for [items](#) despatched from a [bonded warehouse](#). If a customer returns bonded goods you cannot repatriate them directly into a bond, so the movements are prevented and delivery exceptions records are created.

You need to run the Outstanding Delivery Exceptions Report task first to identify outstanding exceptions. Make the necessary stock adjustments manually and then use this task to record that you have cleared the exception.

A further Cleared Delivery Exceptions report is then also available to show the exceptions actioned.

Delivery Exceptions

Adjustments recorded at Proof of Delivery cannot be made directly to a Bonded Stockroom, but are recorded as Delivery Exceptions. Stock Adjustments are made manually and the exception then cleared.



Clear Delivery Exceptions Selection Window

To display this window, select the Clear Delivery Exceptions task.

You use this window to enter select the delivery exceptions entry on the Delivery Exceptions report.

Fields

Bond Number

Enter the [bond index](#) number for the delivery exception.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Audit Reference Number

Enter the [audit](#) reference number for the delivery exception. The audit reference number is printed on the Delivery Exceptions report against each exception.

Press **Enter** to display the Clear Delivery Exceptions Detail window.

Clear Delivery Exceptions Detail Window

To display this window, enter a delivery exception and then press **Enter** on the Clear Delivery Exceptions Clearance Selection window.

You use this window to enter details of the action taken for a delivery exception.

Fields

Rotation

Enter the [rotation](#) number against which the exception occurred.

Transfer to Stockroom

Enter the [stockroom](#) against which the exception occurred.

Alternatively, use the prompt facility to select from the Bonded Warehouse Selection pop-up.

Exception Reason

Enter a clearance reason code that best describes the delivery exception that occurred. Clearance action reason codes are set up in the Inventory [Descriptions file](#), under major type BWCA.

You can use the prompt facility on this field to select from the BWCA Delivery Exception Clearance Action pop-up.

Narrative

Enter up to 20 characters of additional description for the exception. This is a memo field.

Select **Update (F8)** to save the details to file and re-display the Clear Delivery Exceptions Selection window.

Record Return of AADs [8/BWP]

You use this task to record the confirmation of receipt of the returned copy of an [AAD](#) sent with goods despatched from our excise warehouse to other member states of the EU, Thus enabling the detail re: outstanding [AADs](#) to be printed correctly on the Excise Warehouse Return (W1).

Record Return of AAD – Bond Selection Window

To display this window request the **Record Return of [AADs](#)** task.

On initial entry to this function the user is requested to select the bond number for which a list of returned [AADs](#) can be recorded.

Fields

Bond Number

Enter the reference number assigned to the excise warehouse by HM Revenue and Customs.

This is the reference of the warehouse that sent excise goods to another EU member state.

Note: This is the reference of the excise warehouse that sent the excise goods to a consignee in another EU member state.

ARC number

Enter the Administrative Reference Code of the document you want to record receipt of.

Shortage

Enter one of the following:

- 0 – To mark the document as received without any shortages
- 1 – To record shortages against the document

Note: this field is only displayed if the Record Shortages flag is set on the definition of the [AAD Duty Report](#)

Enter either a valid bond number to display the Record Return of [AAD](#) Document Details Window or a valid ARC number and press **Enter** to display the Record Return of [AAD](#) Document – Record Shortages window.

Record Return of AAD – Enter Returned AAD Document Numbers

To display this window enter a valid bond number on the Record Return of [AAD](#) – Bond Selection Window.

You use this window to enter the reference number(s) of those [AADs](#) for which the third-copy has been returned from the consignee, to acknowledge receipt of excise goods dispatched from our excise warehouse.

Fields

Document

Enter the document number of each [AAD](#) document returned by the consignee.

Note: A unique reference number is assigned to each [AAD](#) generated by the system.

Once a valid document reference has been entered the issue date and consignee details pertinent to that document are displayed for verification purposes.

Short

Indicate whether the consignee has registered a shortage on the returned [AAD](#) document.

Possible values are:

- Blank** = No shortage
- 1** = Shortage

Note: An asterisk (*) will be displayed against each document for which shortages have been recorded.

Note: This field is only visible when Record Shortages is set to 1 on the appropriate Duty Report definition.

Functions

Update (F8)

Updates the Date Document Returned field on the appropriate B/W Despatch Document Log record with the current system date and flags any records the consignee has signified were received with shortages.

Also create records on the B/W Despatch Shortages file for each item against which a shortage has been recorded. This information will subsequently be used when printing the W1 Excise Warehouse Return to calculate the duty owed as a result of the loss of goods in transit.

Note: This function is only available once at least one valid document reference number has been entered and any shortages have been recorded against those documents that indicate they were returned with shortage information recorded on them.

Press **Enter** to display the Record Return of [AADs](#)– Record Shortages Window for each document against which a shortage was identified by the consignee.

Record Return of AAD – Record Shortages

To display this window enter a valid [AAD](#) document reference on the Record Return of [AAD](#)– Enter Returned [AAD](#) Document Numbers window and indicate that shortage information is to be recorded against that [AAD](#).

A list of the excise goods sent on the selected [AAD](#) is displayed.

You can then record against each item the actual number of cases of that item acknowledged as having been received by the consignee (outbound) or you have received (inbound).

Fields

Cases Received

Enter the integer quantity of cases acknowledged as received by the consignee against each line on the [AAD](#).

This quantity must be less than the Cases Sent quantity.

Singles Received

Enter the integer quantity (in singles) acknowledged as received by the consignee against each line on the [AAD](#).

If entered, this quantity must be less than the number of singles in one case of the item.

Note: The entry of a singles quantity is governed by the setting of the appropriate flag on the Duty Report definition. By default the system is shipped with the entry of singles quantities disabled as the entry of part case quantities would not normally be expected when goods are shipped to consignees in other EU member states.

Options**Text (2)**

Enter **2** against a document line to display the Text Pop-up and record some text against that line explaining the reason for the shortage.

Press **Update (F8)** to generate a record on the Despatch Shortages file for each line against which a shortage has been recorded.

Note: *Sufficient information will be written to each record generated on the Despatch Document Shortages file to enable the calculation of any excise duty owed on that shortage quantity when printing the W1 Excise Warehouse Return.*

Item Variant Enquiry [1/BWE]

You can use this task to view details of the [item variants](#) for a selected item.

Item Variant Enquiry Selection Window

To display this window, select the Item Variant Enquiry task.

You use this window to enter the [item](#) for which you want to enquire about [variants](#).

Fields

Item Number

Enter the [item](#) for which you want to enquire on [variants](#).

Alternatively, use the prompt facility to select from the Item Master Scan pop-up

Select an item or enter an item number and then press **Enter** to display the Item Variant Enquiry Details window.

Item Variant Enquiry Details Window

To display this window, select an [item](#) or enter an item number and then press **Enter** on the Item Variant Enquiry Selection window.

This window displays a list of all [variants](#) for the selected item.

Options

Additional Tax Types (1)

Use this to display the Additional Tax Types pop-up for the selected item variant.

Select **Previous (F12)** to return to the Item Variant Enquiry Selection window.

Additional Tax Types Pop-up

To display this pop-up, select an item variant then press **Enter** on the Item Variant Enquiry Details window.

Any additional tax types associated with an item variant are shown in this pop-up.

If no additional tax types are associated with the item variant then a suitable message is displayed.

Select **Previous (F12)** to return to the Item Variant Enquiry Detail window.

Rotation Enquiry [2/BWE]

You can use this task to view an [item's rotation](#) details and its associated movement history.

Rotation Enquiry Selection Window

To display this window, select the Rotation Enquiry task.

You can use this window to select the [rotation](#).

Fields

Bond Number

Enter the [bond index](#) for the [item](#) or [rotation](#) on which you want to enquire.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Item Number

You can either enter an [item](#) number without a [rotation](#) to give a list of all rotations for the item or a rotation with no item number to display details for that rotation only.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Rotation Number

If you want to enquire on a known rotation, enter the rotation number in this field and leave the Item Number field blank.

Functions

Print Rotation Details (F24)

Use this to print the [rotation](#) details and movement history of the rotation entered.

Enter an [item](#) without a [rotation](#) and then press **Enter** to display the Rotation Enquiry Rotation List window.

Note: When a Bond Number and Item are selected the displayed rotation list is initially restricted to those rotations with a non-zero current balance. A function allows the user to show all rotations for the selected Bond Number and Item combination.

Alternatively, enter a specific [rotation](#) and then press **Enter** to display Rotation Enquiry Rotation Detail window.

Rotation Enquiry Rotation List Window

To display this window, enter a bond and [item](#) and then press **Enter** on the Rotation Enquiry Selection window.

This window displays a list of [rotations](#) for the selected item.

Note: Only those rotations with a non-zero Current Quantity are initially shown in the displayed list. By requesting the **Include Zero Rotations (F13) function** all rotations for the selected Bond Number and Item combination are displayed

Options

Select (1)

Use this to select a [rotation](#) to view its details.

Functions

Additional Tax Types (F16)

Use this to view any additional tax types associated with an item variant (via the appropriate item variant).

Note: This function is only available if there is additional tax types defined for the appropriate item variant on the Item Variant: Additional Tax Types file.

Include Zero Rotations (F13)

Use this to include rotations with a Current Quantity of zero in the displayed list.

Exclude Zero Rotations (F13)

Use this to exclude rotations with a Current Quantity of zero from the displayed list.

Select a [rotation](#) to display the Rotation Enquiry Rotation Details window.

Rotation Enquiry Rotation Details Window

To display this window, enter a [rotation](#) and then press **Enter** on the Rotation Enquiry Selection window, or select a rotation on the Rotation Enquiry Rotation List window.

This window displays the details about the rotation.

Functions

Movement History (F15)

Use this to display the movement history for the selected [rotation](#). This displays the Rotation Enquiry Rotation Movement History window.

Additional Tax Types (F16)

Use this to view any additional tax types associated with an item variant (via the appropriate item variant).

Note: *This function is only available if there is additional tax types defined for the appropriate item variant on the Item Variant: Additional Tax Types file.*

Print Rotation Details (F24)

Use this to print the [rotation](#) details and movement history of the select rotation.

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

Additional Tax Types Pop-up

To display this pop-up, request **Additional Tax Types (F16)** on the Rotation Enquiry Rotation Details window.

Any additional tax types associated with a rotation (via the appropriate item variant) are shown in this pop-up.

Select **Previous (F12)** to return to the Item Variant Enquiry Detail window.

Rotation Enquiry Movement History Window

To display this window, select Movement History (F15) on the Rotation Detail window.

This window lists the movement history for the selected [rotation](#). Movements are displayed in date sequence, with the latest movement first.

Functions

Print Rotation Details (F24)

Use this to print the [rotation](#) details and movement history of the specified [rotation](#).

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

Consolidated Audit Enquiry [3/BWE]

You can use this task to display amendments made to master file and parameter data within the Bonded Warehousing application.

Consolidated Audit Selection Window

To display this window, select the Consolidated Audit Enquiry task.

Use this window to enter selection criteria to limit the information displayed in the [audit](#) enquiry. The less selective you are, the more details are displayed. All of the fields on this window are optional. If you make no entries on this window, you will be able to view all records in the [consolidated audit](#).

Fields

Bond Number

Enter the [bond index](#) on which you want to enquire.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Leave this field blank to view information for all bonds.

***Note:** Tax details relate to all bonds and therefore you should leave this field blank to view tax details.*

Warehouse

Enter the [stockroom](#) on which you want to enquire.

Leave this field blank to enquire on all stockrooms.

User Name

Enter the user ID on which you want to enquire.

Leave this field blank to enquire on all users.

Workstation

Enter the address of the workstation on which you want to enquire.

Leave this field blank to enquire on all workstations.

Date/Time

Enter or select a date in the form DDMMYY, and optionally a time in the form HHMMSS, to view data from a specific date and time.

Leave the Date field blank to enquire on all dates.

Key

Each [audit](#) record contains a standard text key, for example, VARIANT DETAILS ADDED. To view [variant](#) additions only, enter VARIANT DETAILS ADDED* in this field.

Enter a word or phrase followed by an asterisk, e.g. VARIANT*, to display all audit records with a key starting with VARIANT.

Enter a word or phrase enclosed by asterisks, e.g. *DETAILS* to display all audit records containing the word DETAILS.

Leave this field blank for all text keys.

Text

Each [audit](#) record contains explanatory text, for example, Rotn 91BB000083. To search for and view text specific to your enquiry, enter the explanatory text or part of the text enclosed by asterisks.

Note: *The text must be in the same case as recorded in the audit file.*

Leave this field blank to enquire on any text.

Printed

Records posted to the [consolidated audit](#) are initially flagged as Not Printed.

When you print the Consolidated Audit report, the [audit](#) records are then flagged as Printed.

You can display records that are either Printed or Not Printed.

Select one of the following:

Not printed - To display records that have not been printed

Printed - To display records that have been printed

Press **Enter** to display the Consolidated Audit Details window.

Consolidated Audit Details Window

To display this window, enter the selection criteria and then press **Enter** on the Consolidated Audit Selection window.

This window displays all records that conform to the selection criteria.

Fields

Warehouse (Whse)

Where a change relates to a [warehouse](#), this field displays the warehouse code.

User

This field displays the user who launched the task in which the change occurred.

Workstn

This field displays the workstation on which the task ran.

Key

This field displays the composite string that identifies the task or business object name and the action performed. e.g. 'VARIANT DETAILS ADDED'.

Date

This field displays the date on which the change occurred.

Time

This field displays the time at which the change occurred.

Report

This field displays the Consolidated Audit Report number on which this change was reported.

If this field is zero, this means that the Consolidated Audit report has yet to be printed for the latest changes.

Bond

Where a change relates to a bond, this field displays the [bond index](#) code.

Text 1/Text 2

These fields display a composite string of information related to the changes made, sometimes split over two lines, and varying for each type of record. They will show labels for specific fields and the data entered or changed. For example, for an added [variant](#) they might show 'PART 123456 COMMODITY 22081234'.

Ref

Where an interactive [audit](#) report was produced at the time at which changes were made, the reference number is the audit report number of that audit report.

If this field is zeroes, this means that a numbered report at the time of the change does not apply.

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

EMCS Gateway Submission Enquiry [4/BWE]

This task allows an enquiry to be made on the messages received when communicating with the HM Revenue & Customs EMCS system.

EMCS Gateway Submission Enquiry Selection Window

To display this window select the **EMCS Gateway Submission Enquiry** task.

This window shows all of the messages received as a result of submissions made to the HM Revenue & Customs EMCS system for the current company.

You use this window to select the message that you wish to enquire upon in more detail.

Options

Sel

Use this field to select the message on which you wish to enquire in further detail.

Enter one of the following values:

- 1 – To display the summary information for the message
- 2 – To display the detail information for the message

Functions

Exclude completed (F10)

Use this function to remove completed messages from the displayed list.

Enter a valid selection against one of the messages listed and press **Enter** to display further information about the message.

EMCS Gateway Submission Enquiry Message Summary Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Selection Window** by entering a **1** in the selection field.

This window shows summary information for messages received as a result of submissions made to the HM Revenue & Customs EMCS system.

Amongst other data, the following is shown for each message:

- Submission number
- Date & time of message submission
- Message status
- Message text

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Selection Window**.

EMCS Gateway Submission Enquiry Message Detail Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Selection Window** by entering a **2 (Messages)** in the selection field.

This window shows a summary list of the detail information received for a message received as a result of submissions made to the HM Revenue & Customs EMCS system.

You use this window to select a particular sequence from the list upon which you wish to view further information.

The following is shown for each message:

- Sequence number
- Raised by
- Error number
- Type

Options

Sel

Use this field to select the message on which you wish to enquire in further detail.

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Message Summary Window**.

EMCS Gateway Submission Enquiry Error Message Detail Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Message Detail Window** by entering a **1** in the selection field.

This window shows the error message detail information received for a message received as a result of submissions made to the HM Revenue & Customs EMCS system.

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Message Detail Window**.

Duty Run [1/BWR]

You use this task to submit a single batch job that produces reports of all stock movements and duty liabilities that have occurred since the last Duty Run.

The following reports are produced automatically each time you submit the Duty Run:

- Report of Receipts
- Report of Despatches
- Customer Duty and Duty Suspended Analysis
- Adjustments/Breakages
- Movement Audit
- Rotation Work File Status

Production receipts only

This report shows new rotations in this run, plus outstanding errors. Gaps in [rotation](#) numbering are reported once in the run, then not shown thereafter.

The following reports are produced once for each calendar period, on the period end date.

- The W1 End of Period Stock Return

[Customs](#) bond only

This report, with its multiple sections, is produced on the dates set up in the Stock Return Calendar.

- EX46 Beer Duty Return

EPD Bond only

This report is produced on the return dates set up in the [EPD](#) Calendar. A message is displayed as a reminder when the duty run is requested on an EPD reporting date.

The following report can be produced on request:

C88A Customs Duty

This report is automatically printed when the Full C88A Required field is set to **1**. The same report is also printed automatically when a consignment is placed in Free Circulation. The report provides the basis for completing C88A Customs documents for the payment of Customs duty.

The following report can be produced automatically each time you submit the Duty Run, or twice monthly on the period end date and the interim report date, or in the first Duty Run after these dates.

- W5/W5D Excise Return, Copy, and Summary

These reports can be produced on request, or on the dates set up on the Excise Calendar.

Caution: A Duty Run has to be submitted for each Bond Number for which an organization has to report movements to HM Revenue and Customs for each and every calendar date.

Ideally, a Duty Run for any particular calendar date should be submitted / run at some time on the calendar date that is one day after that date. However, should this not be done then it will be possible to make multiple submissions to bring the system up-to-date.

Note: *It is recommended that you run the Duty Run task when there are no stock movements being processed.*

Duty Run Selection Window

To display this window, select the Duty Run task.

You use this window to submit end of day Duty Run reports for a specified bond number.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce the Duty Run.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Date

The Next Duty Run Date for the selected Bond Number is shown.

Note: *If the Duty Run Date is today's date you are warned that you are submitting the duty run prior to midnight on the day for which transactions are to be included in the Duty Run.*

Note: *Any transactions recorded after submission of the Duty Run, even those recorded before midnight on that day, are excluded from that days' Duty Run. These transactions will be included on the next day's Duty Run.*

Note: *If the Duty Run Date is earlier than yesterday's date you will be warned that multiple submissions of the Duty Run are required to bring the system up-to-date.*

The Duty Run Date is compared with the appropriate bond calendars to determine whether:

The duty run is being submitted for a period end date

The duty run is being submitted on a date when the W5 / W5D excise returns should be printed

Note: *You are not be allowed to submit a Duty Run if there is a Duty Run pending or in progress for the selected Bond Number or somebody is maintaining the bond index for which you have requested a Duty Run*

Note: You are not be allowed to submit a Duty Run if the Next Duty Run Date for the Bond Number is later than today's date.

Note: Upon submission of the Duty Run the Requested Duty Run Date on the Bond Reporting Control file is set to the Next Duty Run Date and the Next Duty Run Date is updated to the next calendar day. The Requested Duty Run Date on the Bond Reporting Control file will be reset upon completion of the Duty Run.

Full C88A Required

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

Use this checkbox as follows to specify whether you want to produce a [C88A](#) and Backup report in this Duty Run:

Unchecked - If the C88A and Backup report is not required

Checked - To print the C88A and Backup report

Where C88As are scheduled, this field should be **checked** on the agreed dates.

This field will default to the setting on the [bond index](#).

Note: There is no facility to re-print the C88A and Backup report.

W5/W5D to be Printed

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

Use this field to specify whether you want to produce the [W5/W5D](#) reports in this Duty Run. It will default to the setting on the [bond index](#), but the current date is also compared with the period end date and interim report date for the current period in the Excise Calendar. This field will be **checked** if the current date matches either of these calendar dates or if the report has not been run within the current period.

Use this checkbox as follows:

Unchecked - Not to print the W5/W5D reports in this Duty Run

Checked - To print the W5/W5D reports in this Duty Run

You will be warned if you choose to print the W5 reports even though it is not a correct reporting date.

Date Last Reported

This field displays the last date on which the [W5](#) reports were printed.

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

W5/W5D Report Date

This field displays the date of the [W5](#) reports. It defaults to the current date.

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

When you have entered or selected a bond index, press **Enter** to see the rest of the fields on this window.

Select **Submit Duty Run (F8)** to submit the batch job.

Reports Printed

The table that follows shows the reports that may be printed and the conditions under which they are printed.

Report	Report Code	Frequency
Report of Receipts - Summary	BW043/1	Daily
Report of Receipts - Detail	BW043/2	Daily
Report of Despatches	BW044	Daily
Duty Analysis	BW049/1	Daily
Duty Suspended Analysis	BW049/2	Daily
Breakage Analysis	BW050/1	Daily
Adjustment Analysis	BW050/2	Daily
Report of Amendments	BW050/3	Daily
W5 Excise Remittance Advice	BW045PT	On request, or on Excise Calendar period end or interim report date
W5 Excise Remittance Copy	BW045PT1	- ditto -
W5 Excise Remittance Schedule	BW045PT2	- ditto -
W5D Excise Deferment Advice	BW045PT3	- ditto -
W5D Excise Deferment Copy	BW045PT4	- ditto -
W5D Excise Deferment Schedule	BW045PT5	- ditto -
C88A	BW046PT2	On Customs Calendar period end date
C88A Backup	BW046PT	- ditto -
W1 Stock Return	BW047	On Stock Return Calendar period end date
- 10 UK Whisky	BW047	- ditto -
- 20 Other spirit	BW047	- ditto -
- 3+ Wines & Beer etc.	BW047	- ditto -
- Outstanding W8s	BW047W8PT	- ditto -
- Outstanding AADs/eADs	BW047ADPT	- ditto -
EX46 Beer Duty Return	BW402	For EPD bonds, on EPD Calendar return date
Movement Audit	BW067	Daily

Report of Receipts Reprint [11/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists summary information. The second lists details of each receipt.

Re-Print Report of Receipts Selection Window

To display this window, select the Report of Receipts Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Number

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Report of Despatches Reprint [12/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

This report lists all despatches relating to the [bond index](#) you select.

Re-print Report of Despatches Selection Window

To display this window, select the Report of Despatches Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields**Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Number

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Duty Analysis Report Reprint [13/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists supplies subject to duty. The second lists duty suspended supplies.

Duty Analysis Report Reprint Selection Window

To display this window, select the Duty Analysis Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields**Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Number

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Adjustments/Breakages Report Reprint [14/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists breakages not subject to duty. The second lists other adjustments.

Adjustments/Breakages Report Reprint Selection Window

To display this window, select the Adjustments/Breakages Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Number

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

W5/W5D Excise Return Reprint [15/BWR]

The W5 Excise Warehouse Remittance Advice and W5D Excise Warehouse Deferment Advice reports are printed automatically as part of the Duty Run. You can use this task to re-print these reports.

For both the [W5](#) and [W5D](#) there are three reports: Detail, Schedule and Summary.

Re-print W5/W5D Excise Return Selection Window

To display this window, select the W5/W5D Excise Return Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Period

Enter the period number, in the format YYPP, for which you want to produce this report.

Return Type

Use this field to select whether a [W5](#) or [W5D](#) re-print is required.

Select one of the following:

W5 Remittance Advice

W5D Deferment Advice

Document Number

Enter the [W5](#) document number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

W1 Stock Return Reprint [16/BWR]

These reports are printed automatically as part of the Duty Run, when the date is a period end according to the Stock Return calendar.

You can use this task to re-print these reports. The reports summarise receipts, supplies, opening, and closing stock positions.

Re-print W1 Stock Return Selection Window

To display this window, select the W1 Stock Return Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Period

Enter the stock return period number, in the format YYPP, for which you want to produce this report.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Movement Audit Report Reprint [17/BWR]

This report is printed automatically as part of the Duty Run.

You can use this task to re-print this report. This report lists all transactions relating to the selected bond.

Re-print Movement Audit Report Selection Window

To display this window, select the Movement Audit Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Duty Run Number

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Consolidated Audit Report [21/BWR]

You can use the Consolidated Audit Enquiry task to display amendments made to data within the bond application.

The Consolidated Audit report lists amendments made to data within the Bonded Warehousing application. You can use this task to re-print the report.

Print Consolidated Audit Report Confirmation Window

To display this window, select the Consolidated Audit Report task.

Use this window to confirm the printing of this report.

Select **Submit (F8)** to submit the batch job.

Overdue W8 Returns Report [22/BWR]

You use this report to list the W8 despatch documents that have not been logged as returned.

Request Overdue W8 Returns Report Selection Window

To display this window, select the Overdue W8 Returns Report task.

Use this window to select the report using the bond number and document type.

Fields

Bond

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Document Type

Currently, the only document type is [W8](#) and therefore these fields are for information only.

Date

This field defaults to the current date. You can change this date to report on overdue W8s up to and including the entered date.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Stock Proving Report [23/BWR]

The Stock Proving report lists the total movement quantities, [litterage](#) and alcohol in the period compared with the previous period for which the report was run.

The report can be run in either summary or detail mode and lists the difference by [goods category](#) within return number within the entered period.

Request Stock Proving Report Selection Window

To display this window, select the Stock Proving Report task.

You use this window to enter the criteria for the Stock Proving report you want to produce.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Period

Enter the period number, in the format YYPP, for which you want to produce this report.

Summary or Detail

Select one of the following to specify whether you want to produce a summary or detail Stock Proving report:

Summary - To produce a summary report

Detail - To produce a detail report including all movements

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Outstanding Delivery Exceptions Report [24/BWR]

You use this task to create a Delivery Exceptions report.

Delivery exceptions occur when you make adjustments during proof of delivery to sales order despatches from a [bonded warehouse](#). This type of adjustment cannot be made directly to a bond, so the movements are prevented and delivery exceptions records are created.

Delivery Exceptions Report Selection Window

To display this window, select the Outstanding Delivery Exceptions Report task.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Press **Enter** to validate the specified bond and then select **Submit (F8)** to submit the batch job.

Cleared Delivery Exceptions Report [25/BWR]

Use this task to produce a report of any cleared delivery exceptions.

Cleared Delivery Exceptions Report Selection Window

To display this window, select the Cleared Delivery Exceptions Report task.

Fields

Bond Number

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Press **Enter** to validate the specified bond and then select **Submit (F8)** to submit the batch job.

Overdue AAD Returns [26/BWR]

This report lists [AADs](#) that have not been logged as returned.

Request Overdue AAD Returns Report Selection Window

To display this window, select the **Overdue [AAD Returns Report](#)** task.

Fields**Bond**

Enter the bond index for which you want to produce the report.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Document Type

The value AA is displayed, along with its appropriate name.

Date

This field defaults to the current date. You can change this date to report on overdue [AADs](#) up to and including the entered date.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

Consolidated Audit Report Reprint [31/BWR]

You use this task to re-print an existing Consolidated Audit report.

Re-print Consolidated Audit Report Selection Window

To display this window, select the [Consolidated Audit](#) Report Reprint task.

You use this window to select the report number you want to re-print.

Fields

Report Number

Enter the number assigned to the original [consolidated audit](#) report.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

EMCS Document Print [32/BWR]

This task allows selection of a single EMCS document so that it can be printed or reprinted.

This task is provided primarily to enable the production of a hard-copy of an inbound EMCS document that can be used to assist in the recording of the receipt of the goods when they arrive at our excise warehouse.

EMCS Document Print Selection Window

To display this window select the **EMCS Document Print** task.

Use this window to select the EMCS document to be reprinted.

Fields

Bond number

Enter the bond index of the bond from which the document to be printed / reprinted was despatched.

Alternatively, use the prompt facility to select the bond index from a list of indices defined in the current company.

Duty report

Enter the type of duty report of the EMCS document to be printed / reprinted.

Alternatively, use the prompt facility to select the duty report from a list of reports defined in the current company.

Note: Only [AAD](#) and W8 documents can be printed reprinted using this task.

Duty number

Enter the number of the document to be printed / reprinted.

ARC number

Enter the Administrative Reference Code of the document you want to reprint.

Enter a valid combination of Bond Index; Duty Report and Document Number or a valid ARC number and press **Submit (F8)** to submit a request to reprint that single document.

Note: *The requested document will be printed by the background asynchronous task entitled "[AADPrint Documentation](#)", so that task must have been activated to get a printed copy of your document.*

Company Profile Maintenance [1/BWU]

You use this task to establish a company in which one or more bonds will operate. You can maintain:

- The company status
- Company wide settings and controls
- Company wide defaults

Company Profile Maintenance Selection Window

To display this window, select the Company Profile Maintenance task.

You use this window to select the company you wish to maintain.

Fields

Enter Company Code to Maintain

Enter the two-character code of the company you wish to maintain.

To create a new Bonded Warehousing company, you enter a new two-character code, but it must be defined to Sales Order Processing and Inventory Management with the same company code.

Options

Select Company

Use this to select the company you wish to maintain.

Select a company with Select Company or enter a company and then press **Enter** to display the Company Profile Maintenance Details window.

Company Profile Maintenance Details Window

To display this window, select a company with Select Company or enter a company and then press **Enter** on the Company Profile Maintenance Selection window.

You use this window to maintain the parameters for the company.

Fields

Company

These fields display the code and name of the company you specified on the Company Profile Maintenance Selection window.

Status

Select one of the following to determine the status of the company:

Active (A) - If this Bonded Warehousing company is active and can be used to process bonded goods

Inactive (I) - If this Bonded Warehousing company is inactive and cannot be used to process bonded goods

***Note:** A status of Inactive allows the bond to be prepared before making it active with other applications.*

Deleted (D) - If this Bonded Warehousing company has been deleted

Caution: Once set to Active, a bond cannot be reversed to Inactive again.

VAT Reg. No

Enter the company's VAT registration number.

Turn Number

Enter up to three alphanumeric characters for the VAT Turn Number. The VAT Turn Number is a subscript of the VAT Registration Number and is used by companies who have a group VAT registration, to identify individual member companies within the group.

Home Country Code

Enter the country of this company. This is used to determine the correct tariff code on receiving.

You can use the prompt facility on this field to select from the Country Code Selection pop-up.

When the company is first created, the country codes may not exist, so this field is optional until the company profile is made active.

Guarantees

Enter up to 30 alphanumeric characters for any applicable guarantees. This could be an insurance policy number or a reference that guarantees for the payable on goods.

Solicitor

Enter up to 30 alphanumeric characters for solicitor guarantee references. This is the reference for the solicitor who acts for you in respect of duty liability.

Goods Receiving

Auto Rotation Number

Use this checkbox as follows to determine how bond [rotation](#) numbers are created for this company:

Unchecked - If you want users to enter bond rotation numbers **manually** at time of receipt

Checked - If you want the software to generate bond rotation numbers **automatically**

Caution: If, in your initial configuration, you leave this field unchecked (to enter rotation numbers manually) and then later change it to checked (to auto-generate rotation numbers), you could get duplicate rotation numbers. The auto-generation process does not check for duplicate rotation numbers.

Blind Entry

Use this checkbox as follows to specify whether, during goods receipt, you want the [Commodity Code](#), Volume per Stock Unit, Strength and Alcohol Content fields to be entered manually or taken automatically from the [item variant](#) by the system:

Unchecked - If you want users to enter values manually during goods receipt

Checked - If you want the system to populate values automatically during goods receipt

Caution: You should be cautious about checking this field in the UK, as HMRC may require you to enter these details on receipt of goods.

Manually Hold Rotations at Receipt

Use this checkbox as follows to specify whether you want to be able to override the automatically-[held](#) bonded goods status as you receive them:

Unchecked - To hold new rotations automatically at receipt

Checked - To specify that the placing of rotations on hold at receipt is a manual decision

In this case, receipts will not be automatically held but the user can hold the [rotation](#) as the receipt details are being captured by entering an Automatically Held Reason Code.

Note: [Held rotations](#) are not frozen in Inventory.

Note: Held rotations must be released before they can be put away in Warehousing.

Automatically Held Reason Code

If you are choosing to hold rotations automatically at receipt, this is the default reason code stamped on each [rotation](#).

You can use the prompt facility on this field to select from the BWHR Rotation Held Reason pop-up.

When the company is first created, the [held](#) reason codes may not exist, so this field is optional until the company profile is made active.

Ownership at Statement or Delivery

Select one of the following to specify how customers can access bonded [items](#):

Statement (S) - To restrict customer access to items by statement account number

Delivery (D) - To restrict customer access to items by delivery account number

Currency Rate Code

Enter up to four alphanumeric characters to specify the currency rate code to be used for converting prime currency to base values on the General Ledger.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Default Delivery Type

Where a customer does not have a specific [delivery type](#), this optional default is used.

You can use the prompt facility on this field to select from the Select Delivery Types pop-up.

Press **Enter** to validate the data. Select **Update (F8)** to save the changes and re-display the Company Profile Maintenance Selection window.

User Warehouse Security Maintenance [2/BWU]

Use this task to define the users that are allowed access within the company, and to which [warehouses](#) they are allowed to process transactions.

Entries must exist before a user can process transactions against a [bonded warehouse](#).

Maintain Authorised Warehouses Selection window

To display this window, select the User Warehouse Security Maintenance task.

You use this window to select the user profile you wish to maintain.

Fields

User

Enter a user profile code.

Alternatively, use the prompt facility to select from the Select User Profile pop-up.

Company Code

Enter a System21 Bonded Warehousing company code.

Alternatively, use the prompt facility to select from the Bonded Company Selection pop-up.

Press **Enter** to display the Maintain Authorised Warehouses window.

Maintain Authorised Warehouses Window

To display this window, press **Enter** on the Maintain Authorised Warehouse Selection window.

All [stockrooms](#) in the company are displayed.

You use this window to select each of the [warehouses](#) to which this user is authorised.

Fields

Auth

Use this checkbox as follows to identify the [stockrooms](#) for which the user is allowed access.

Unchecked - If the user is not authorised

Checked - If the user is authorised

Select **Update (F8)** to save the details to file and re-display the Maintain Authorised Warehouse Selection window.

Set Rotation Number to Zero [3/BWU]

If you are using automatic rotation numbering, at the end of each calendar year you should re-set your rotation numbers to zero, so that, in January; they start again at 1.

[Rotation](#) numbers are in the form YYSSNNNNN, where YY is the year of receipt, SS is the bond short code and NNNNN is a number. The number can be from five to eleven digits, depending on the [bond index](#) setting.

You use this task to set the rotation numbers back to zero for a selected company and bond index. If you operate more than one company and/or bond index, you must repeat this operation for each company/bond index combination.

Rotation Number - Reset to Zero Window

To display this window, select the Set Rotation Number to Zero task.

You use this window to enter the [bond index](#) for which you want to re-set the [rotation](#) number.

You must be running this task no more than seven days before or after the 1st of January.

You must use this task for each company and bond.

Fields

Bond Number

Enter the [bond index](#) for which you want to re-set the [rotation](#) number.

Alternatively, use the prompt facility to select from the Bond Index Selection pop-up.

Enter a valid bond number and then press **Enter** to display the confirmation window.

Select **Update (F8)** to re-set the rotation number to zero for the selected bond.

Enter W1 Adjustments [4/BWU]

You use this task to enter adjustment values for both the quantity and volume to be included on the selected section of the W1 Excise Stock Return, when it is produced by the Duty Run task at the end of a stock return period.

Note: *It is expected that this utility will be used on a one-off basis to establish an opening balance for the low alcohol beverage page of the W1 Excise Return, simultaneously removing said balance from the other page(s) of the return on which it has historically been reported (i.e. from one or more of the wine, made wine, cider/perry and beer pages).*

Note: *Analysis of existing data will be required to establish the adjustment values that need to be entered via this utility.*

Note: *It will only be possible to enter adjustment values against the current stock return period, so adjustment values have to be entered before requesting the duty run on a period end date.*

Caution: No validation is performed on the adjustment values entered. It is the sole responsibility of the user using the utility to ensure they do not enter erroneous values that result in the corruption of the closing stock position for any page(s) of the W1 Excise Return.

Enter W1 Adjustment Selection Window

To display this window, select the **Enter W1 Adjustment** task.

You use this window to select the section of the W1 Excise Stock Return for which you wish to enter an adjustment.

Fields

Bond number

Enter the bond index number for which a W1 adjustment is required.

Alternatively, use the prompt facility to select the bond index from the list shown in the Bond Index Selection pop-up.

Duty Report

Enter the duty report number for which a W1 adjustment is required. The duty report identifies the section of the W1 Excise Stock Return for which an adjustment is required.

Note: *A Stock Return Section Number must be defined for the selected duty report code.*

Alternatively, use the prompt facility to select the duty report from the list shown in the Bond Index Selection pop-up.

Period

Enter a valid period number, as defined on the stock return calendar for the selected bond number.

Note: *Any valid stock return period may be entered, but you will only be permitted to enter adjustment values against the current period number.*

Note: *If not entered, this value will default to the current stock return period number for the selected bond number.*

Make your selections and press **Enter** to display the Enter W1 Adjustment Detail window.

Enter W1 Adjustment Detail Window

To display this window, press **Enter** on the Enter W1 Adjustment Selection window.

You use this window to enter the adjustment quantity, volume and a reason to be included on the selected section of the W1 Excise Stock Return when it is printed for the current stock return period by the Duty Run task.

Note: *You will only be able to maintain the values shown on this window for the current stock return period number. For all other periods the entries on this window are protected.*

Fields

Quantity in Cases

Enter the quantity (in cases) to be shown as the adjustment to the case quantity on the selected section of the W1 Excise Stock Return.

Note: *Negative values are accepted in this field.*

Caution: No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

Quantity in Casks

Enter the quantity (in casks) to be shown as the adjustment to the cask quantity on the selected section of the W1 Excise Stock Return.

Note: *Negative values are accepted in this field.*

Caution: No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

Volume

Enter the volume to be shown as the adjustment quantity on the selected section of the W1 Excise Stock Return.

Note: *Negative values are accepted in this field.*

Caution: No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

Reason

Enter up to fifty alphanumeric characters to explain the reason why an adjustment values have been entered.

Note: *A reason should only be entered either or both of the adjustment values have been entered.*

Select **Update (F8)** to save the entered information and return to the Enter W1 Adjustment Selection window.

Item Variant W1 Reporting Unit Maintenance [5/BWU]

A Reporting Unit is required for all item variants reported in the W1 Excise Stock Return report.

You use this task to update the Reporting Unit for item variants that cannot be maintained through the Item Variant Maintenance task because open rotations exist for the item variant.

Item Variant W1 Reporting Unit Maintenance Selection Window

To display this window, select the **Item Variant W1 Reporting Unit Maintenance** task.

You use this window to maintain the Reporting Unit for item variants that cannot be maintained in the Item Variant Maintenance task because open rotations exist for the item variant.

Fields

Item Number

Enter a valid item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *Non-stocked and Catchweight items are not permitted,*

Variant Code

Enter a valid variant code for the item number.

Alternatively, to list the existing variants for an item, you can use the prompt facility on this field to select a variant from the Variant Code Selection pop-up.

Functions

All item variants (F16)

Use this function to display the **Item Variant W1 Reporting Unit List** window, which lists all existing item variants and displays the current value of the W1 Reporting Unit (i.e. Cases or Casks) for each item variant.

Make your selections and press **Enter** to display the Maintain Item Variant W1 Reporting Unit window.

Maintain Item Variant W1 Reporting Unit Window

To display this window, enter a valid item number and variant code on the Item Variant W1 Reporting Unit Selection window.

Alternatively, select to amend an existing item variant on the Item Variant W1 Reporting Unit List window.

You use this window to change the Reporting Unit the selected item variant.

Fields

W1 Reporting Unit

Enter the unit that quantities for this item variant will be reported in on the W1 Stock Return.

Valid values are defined against the Inventory Descriptions code 'BWCC', where '0' will be Cases and '1' will be Casks.

Alternatively, use the prompt facility to select from the W1 Reporting Unit dropdown.

Press **Update** to save your changes.

Item Variant W1 Reporting Unit List Window

To display this window, request **All Item Variants** on the Item Variant W1 Reporting Unit Selection window.

You use this window to view the current setting for the W1 Reporting Unit for all item variants and select an item variant for maintenance if required.

Options

Amend (2)

Use this to display the Maintain Item Variant W1 Reporting Unit Window for the selected item variant.

Select an item variant to maintain the W1 Reporting Unit for that item variant.

Update Stock Return Monthly Totals [6/BWU]

You use this task to split the previous periods closing stock totals, assumed to be cases, into separate case and cask totals, if required. The adjusted totals become the opening stock position on the selected section of the W1 Excise Stock Return, when it is produced by the Duty Run task at the end of the current stock return period.

Note: It is expected that this utility will be used on a one-off basis to establish the correct opening balances for each section of the W1 Excise Return.

Note: Manual analysis of existing data is required to establish the adjustment values to be entered using this utility.

Note: You can only enter adjustment values against the previous stock return period before requesting a duty run on the current period end date.

Caution: No validation is performed on the values entered using this utility. It is the sole responsibility of the user using this task to ensure they do not enter erroneous data that results in the corruption of the opening stock position for any of the sections/pages of the W1 Excise Stock Return.

Update Stock Return Monthly Totals Selection Window

To display this window, select the **Update Stock Return Monthly Totals** task.

You use this window to select the Bond Number and section of the W1 Excise Stock Return for which you wish to alter the monthly control totals.

Fields

Bond Number

Enter a valid bond index number.

Alternatively, use the prompt facility to select the bond index from the list shown in the Bond Index Selection pop-up.

Duty Report

Enter a valid stock return number.

Alternatively, use the prompt facility to select the duty report from the list shown in the Stock Return Number Selection pop-up.

The stock return number identifies the section of the W1 Excise Stock Return for which an adjustment to its control totals is required.

Press **Enter** to display the Update Stock Return Monthly Control Totals window.

Note: You are only permitted to change the closing stock position for the previous period number for the selected stock return number.

Note: You can only change the monthly control totals for each bond number / stock return number once. Once the bond number / stock return number is written to the Stock Return Monthly Audit then you cannot enter an adjustment the same bond number / stock return number again. Therefore this task can only be used once for each bond number / stock return number and therefore **cannot** be used as a method of adjusting future period cases and cask totals.

Update Stock Return Monthly Control Totals Window

To display this window, enter a valid Bond Number and Duty Report on the Update Stock Return Monthly Totals Selection window.

You use this window to enter Case and Cask totals for the previous period for the selected stock return number.

Note: *The values entered in this window become the opening stock balances for the current period for the selected stock return number on the W1 Excise Stock Return.*

Note: *The revised total of cases and casks must equal the total of cases and casks retrieved from the Stock Return Monthly Control Totals.*

Note: *This task is not a method of adjusting the actual number of cases and casks reported on the W1 Excise Stock Return. It only allows for the split between a single (case) total and separate case and cask totals.*

Fields

Current Number of Cases

The value from the Stock Return Monthly Control Totals for the previous period is shown.

Current Number of Casks

The value from the Stock Return Monthly Control Totals for the previous period is shown.

New Number of Cases

Enter the required number of cases.

A value must be entered, even if it is zero.

Negative entries are not allowed.

New Number of Casks

Enter the required number of casks.

A value must be entered, even if it is zero.

Negative entries are not allowed.

Select **Update** to save the entered information and return to the Update Stock Return Monthly Totals Selection window.

Install Link to AFI (Bonded Warehousing) [11/BWU]

Once you have installed the System21 applications, including the Advanced Financial Integrator (AFI) application, you use this task to copy the Bonded Warehousing Data Dictionary and other control files into AFI. The link between AFI and Bonded Warehousing is established so that Bonded Warehousing can be a source of transactions to post to the General Ledger.

Transactions are created in AFI for the Bonded Warehousing movement types as defined on the journal conditions set up for the Bonded Warehousing module.

Within Bonded Warehousing, there is no facility to extract transactions automatically and post to the General Ledger without operator intervention. Because of the wide range of Bonded Warehousing movement types, and the likely number of transactions, it is more appropriate to control the extract of Bonded Warehousing movement transactions manually.

Note: When goods are received into a [bonded warehouse](#), you need AFI in order to post the goods purchased account to the General Ledger automatically.

As well as the AFI link status being set to Active, there must also be one or more live journals. You use the Journal Conditions Maintenance task to set up a journal as Live.

Note: You must set the Journal Condition field to test for a valid value when reading data from the source module. For example, the Journal Condition field must be set up to test for a specific Bonded Warehousing movement type.

Caution: We strongly recommend that journal conditions are first set up as under test and that they are thoroughly proven using the AFI Test Extract before you set them to live and activate AFI.

Select **Confirm Submit (F8)** to submit the job.

Build AFI Journals

You use the maintenance tasks in the standard [AFI](#) application to build the journals and posting rules needed to identify the appropriate movements and post to the appropriate GL accounts.

AFI Bonded Movements Extract - Test [12/BWU]

You use this task to perform a trial extract of data from the source module, which in this case is Bonded Warehousing, and create a General Ledger journal.

Note: No data is updated, either within the source module or the General Ledger. This is purely a test to simulate the effect of creating the specified journals.

This task generates three reports:

- A list of the General Ledger postings generated
- An exception report showing, for example, any balancing postings automatically created for an unbalanced journal
- An error report, showing any error conditions encountered

Prompt for Bonded Warehousing Trial Extract and Update Window

To display this window, select the AFI Bonded Movements Extract - Test task.

Fields

Source Company

Enter the source company from which data is to be used for this trial extraction.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Work with Bonded Warehousing Movements Not Yet Processed

Use this checkbox as follows:

Unchecked - To specify a range of transaction numbers on which the trial is to be based

Checked - To use only data which has not been extracted in live operation by [AFI](#)

Work with Bonded Warehousing Movements From/To

If you left the Work with Bonded Warehousing Movements Not Yet Processed field **unchecked**, enter the range of transaction dates in the source module to be used in this trial.

If you want to use only the bond movements which occurred on a single day, enter the same date in the From and To fields.

You can use the prompt facility on these fields to select from the Select Date pop-up.

Type of Journal Definition to Use

Select one of the following to specify the type of journal you want to use in the extract:

Under Test (1) - To use only journal definitions that are specified as being under test

LIVE (2) - To use only journal definitions that are specified as live

Both (3) - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows to specify whether you want to consolidate the journal postings:

Unchecked - If no consolidation will take place, even though you may have postings defined as consolidatable

Checked - If consolidation will place, for those postings defined as consolidatable

Press **Enter** to validate the selection.

Select **Proceed (F8)** to continue with the trial extract.

AFI Bonded Movements Extract - Live [13/BWU]

You use this task to initiate the extract of Bonded Warehousing transactions from the Bonded Warehousing Movements file for processing by [AFI](#) to create General Ledger journals.

Transactions will be extracted according to the selection criteria set up on your journal condition.

AFI Bonded Warehousing Extract Pop-up

To display this pop-up, select the [AFI](#) Bonded Movements Extract - Live task.

Fields

Select (Untitled)

Enter the company for which you want to extract Bonded Warehousing transactions.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Select **Proceed (F8)** to initiate the extract.

Duty Report Code Maintenance [21/BWU]

Use this task to maintain codes to identify each of the [duty reports](#). A default set of codes is automatically installed during the application's installation.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide

Duty Report Code Maintenance Selection Window

To display this window, select the Duty Report Code Maintenance task.

Use this window to select the code you want to maintain.

The list of current Bonded Warehousing [duty report](#) codes is shown in ascending code sequence.

Fields

Position to Duty Report Code

Enter a report code and then press **Enter** to position to this code in the list.

Options

Amend (2)

Use this to select the code you want to maintain.

This is the default selection.

Box Constants (3)

Use this to establish or amend constant values in report boxes.

Delete (4)

Use this to delete the [duty report](#) code from Bonded Warehousing.

You must select **Delete (F11)** to confirm the deletion.

Box Contents (5)

Use this to establish or maintain business entity codes against box numbers.

***Note:** Although it will be possible to establish business entity codes against any report only the extraction of information for an [AAD](#) document will make use of the information recorded against a document. For all other documents, the information established against a report via this option will be for memo purposes only.*

Functions**Add (F10)**

Use this to add a new report code.

Select a report code with **Amend (2)** to display the Maintain Duty Report Code pop-up,

Alternatively, select a report code with **Box Constants (3)** to display the Duty Report Box Constants window.

Maintain Duty Report Code Pop-up

To display this pop-up, select a report code with **Amend (2)** or select **Add (F10)** on the Duty Report Code Maintenance Selection window.

Use this pop-up to maintain the attributes of a report code.

Fields**Duty Report Code**

For an addition, enter a code that represents a [duty report](#).

For an amendment, this field displays the duty report code specified and cannot be changed.

Report Short Name

Enter or amend the short description, or internal name, for this [duty report](#).

Report Full Name

Enter or amend the full, or formal, name of this [duty report](#).

Stock Return Number

Enter a code to specify the section of the stock return. Stock return sections are set up in the System [Descriptions file](#), under major type SRNO.

You can use the prompt facility on this field to select from the SRNO Stock Return Number pop-up.

The sections are these:

UK Whisky and Plain Spirit (10)

Other Spirit (20)

Wine (31)

Made Wine (32)

Cider & Perry (33)

Beer (34)

Print Boxes

Use this checkbox as follows to condition whether box labels and headings should be printed on the report.

Unchecked (default) - To print just the data

Checked - To print box labels, headings, and in some cases box borders

Note: At present this option does not apply to all [duty reports](#).

Record Shortages

Select one of the following:

No (0) – If shortages cannot be recorded against a document when recording the return of documents of this type

Yes (1) – If shortages can be recorded when recording the return of documents of this type

Note: This field should only be set for the Duty Report Code [AAD](#)

Record Singles

Select one of the following:

No (0) – If shortages can only be recorded at case level against a document when recording the return of documents of this type

Yes (1) – If shortages can be recorded in both cases and singles when recording the return of documents of this type

Note: This field is reserved for future use and should not be set for any Duty Report Code at present

Function

Delete (F11)

As well as being able to use **Delete** option on the Duty Report Code Maintenance Selection window, you can also use this function to delete the duty report. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Duty Report Code Maintenance Selection window.

Duty Report Box Constants Window

To display this window, select a [duty report](#) with Box Constants on the Duty Report Code Maintenance Selection window.

Use this window to maintain establish any box constants on the duty report.

The list of the box constants on the duty report is shown in ascending box number sequence.

Fields**Position to Box Number**

Enter a box number and then press **Enter** to position to this box number in the list.

Options**Amend**

Use this to amend the constant in a box.

Delete

Use this to delete the box entry from the [duty report](#).

You must use **Delete (F11)** to confirm the deletion.

Functions**Add (F10)**

Use this to add a new box entry to the [duty report](#).

Select a box number with **Amend (2)** or select **Add (F10)** to display the Duty Report Box Constant pop-up.

Alternatively, select **Previous (F12)** to re-display the Duty Report Code Selection window.

Duty Report Box Constant Pop-up

To display this pop-up, select a box number with **Amend (2)** or select **Add (F10)** on the Duty Report Box Constants window.

Use this pop-up to maintain the attributes of a box constant on the [duty report](#).

Fields

Duty Report

These fields display the code and name of the [duty report](#) specified.

Box Number

For an addition, enter the number of a box or field on the [duty report](#) that has been defined on the report to accept a fixed constant.

For an amendment, this field is for display only.

Additional Key

If the box of field has been established on the report with an additional key to identify different entries in the box, this additional key is used. This field can only be updated if you are adding a new box number.

Constant

Enter the constant that will be placed in this box. Enter the value left justified and only enter the number of characters needed for that box.

Notes

This is a memo field to record any notes as a reminder of the reason why this constant has been chosen.

Select **Update (F8)** to save the details and re-display the Duty Report Box Constants window.

Duty Report Box Contents Window

To display this window, select a report with **Box contents (5)** on the Duty Report Code Maintenance Selection window.

Use this window to identify the business entity type for which data will be extracted for inclusion on an e-[AAD](#) document.

Note: *The information associated with a duty report using this window will only be used to derive details to be extracted for inclusion on an e-[AAD](#) document. It will be possible to maintain details for other duty report codes but this information will be for memo purposes only.*

Fields

Position to Box Number

Enter a box number then press **Enter** to position to this box number in the list.

Options

Amend (2)

Use this to change the business entity code associated with the selected box number.

Delete (4)

Use this to delete the association between a box number and business entity code.

Functions

Add (F10)

Use this to add a new association between a box number and business entity code for the selected duty report.

Select **Update (F8)** to save the entered information and re-display the Duty Report Box Contents window.

Duty Report Box Content Pop-up

To display this pop-up, select a box number with **Amend (2)** or select **Add (F10)** on the Duty Report Box Content window.

Fields

Duty Report

These fields display the code and name of the selected duty report.

Box Number

For an addition, enter the box number on the duty report (i.e. [AAD](#)) for which the information extracted to the document header is to be derived from the business entity detail associated with the shipment within Infor System21.

Note: Duplicate box number entries will not be allowed for a duty report.

Note: Box constants must not already exist for the specified box number.

Business Entity Code

Enter the business entity code that identifies which business entity information is to be extracted for the selected box number.

Alternatively, use the prompt facility to select a business entity code from the Inventory Descriptions file (Major Type 'ENCD').

The description of the entered business entity code is displayed for verification purposes.

Select **Update (F8)** to save the entered information and re-display the Duty Report Box Contents window.

Goods Category Code Maintenance [22/BWU]

Use this task to maintain the category codes that represent a set of commodities that need to be reported as a [goods category](#) on the [duty reports](#).

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

Goods Category Maintenance Selection Window

To display this window, select the Goods Category Code Maintenance task.

Use this window to select the category you want to maintain.

The list of current Bonded Warehousing [goods category](#) codes is shown in ascending category code sequence.

Fields

Position to Goods Category

Enter a category code and then press **Enter** to position to this category in the list.

Options

Amend (2)

Use this to select the category you want to maintain.

This is the default selection.

Delete (4)

Use this to delete the category from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [goods category](#).

Select a country with **Amend (2)** or select **Add (F10)** to display the Maintain Goods Category pop-up.

Maintain Goods Category Pop-up

To display this pop-up, select a category with **Amend (2)** or select **Add (F10)** on the Goods Category Maintenance Selection window.

Use this pop-up to maintain the attributes of a [goods category](#).

Fields

Goods Category

For an addition, enter a code that represents a [goods category](#).

For an amendment, this field displays the goods category code specified.

Goods Category Description (Untitled)

Enter or amend the description for this [goods category](#) code.

Alcoholic Type

Enter a code to specify the alcoholic type of this category. Alcoholic types are set up in the System [Descriptions file](#), under major type ALHT.

You can use the prompt facility on this field to select from the ALHT Alcoholic Types pop-up.

The types are these:

Non-alcoholic (0)

Spirit (1)

Beer (2)

Stock Return Report

Enter the section of the [W1](#) Stock Return on which this category is reported. These reports are those maintained as [duty report](#) codes.

You can use the prompt facility on this field to select from the Duty Report Code Selection pop-up.

Min. Duty Strength

You can optionally specify a minimum strength, in which case duty will not be calculated if a [variant's](#) strength is below this value.

Function

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Goods Category Maintenance Selection window, you can also use this function to delete the category. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Goods Category Maintenance Selection window.

Country Codes Maintenance [23/BWU]

Use this task to maintain the country codes needed to identify the source of goods.

The [country of origin](#) is required on each consignment of product received to be able to report this accurately on the [duty reports](#), and to be able to utilise any preferential country import duty rates.

Each [item variant](#) is associated to a country, and each receipt ([rotation](#)) of this [variant](#) is then identified as coming from that country. When rotations for that variant are removed from bond, and [customs](#) duty is payable, the system will look for customs duty rates you may have established for that commodity and that country. There are three types of customs duty that can be established by county:

- Customs preferential country duty
- Customs preferential group duty - that being a group of countries
- Customs quota duty - quotas being applicable to specific countries.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

Country Maintenance Selection Window

To display this window, select the Country Codes Maintenance task.

Use this window to select the country you want to maintain.

The list of current Bonded Warehousing country codes is shown in ascending country code sequence.

Fields

Position to Country Code

Enter a country code and then press **Enter** to position to this country in the list.

Options

Amend

Use this to select the country you want to maintain.

This is the default selection.

Delete

Use this to delete the country from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new country to Bonded Warehousing.

Select a country with **Amend (2)** or select **Add (F10)** to display the Maintain Country Code pop-up.

Maintain Country Code Pop-up

To display this pop-up, select a country with **Amend (2)** or select **Add (F10)** on the Country Maintenance Selection window.

Use this pop-up to maintain the attributes of a country.

Fields

Country Code

For an addition, enter a country code that represents a country.

For an amendment, this field displays the country code specified.

Country Description (Untitled)

Enter or amend the description for this country code.

EU Member

Enter a code to specify whether or not the country is a member of the EU. These are set up in the System [Descriptions file](#), under major type EUMB.

You can use the prompt facility on this field to select from the EUMB EU Membership Status pop-up.

The possible value are these:

Non Member (0)

EU Member (1) - A country that is a full member of the EU

Accessionary (2) - An accessionary country is one that is shortly due to join the EU and will not be entitled to country preferential rates

Functions

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Country Maintenance Selection window, you can also use this function to delete the country. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Country Maintenance Selection window.

Excise Tax Types Maintenance [24/BWU]

Use this task to maintain the [excise tax types](#) that relate a [commodity code](#) to the duty its duty payable.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

Excise Tax Type Maintenance Selection Window

To display this window, select the Excise Tax Types Maintenance task.

Use this window to select the [tax type](#) you want to maintain.

The list of current Bonded Warehousing tax types is shown in ascending type sequence.

Fields

Position to Tax Type

Enter a [tax type](#) and then press **Enter** to position to this type in the list.

Options

Amend (2)

Use this to select the [tax type](#) you want to maintain.

This is the default selection.

Delete (4)

Use this to delete the [tax type](#) from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [tax type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain Excise Tax Type pop-up.

Maintain Excise Tax Type Pop-up

To display this pop-up, select a [tax type](#) with **Amend (2)** or select **Add (F10)** on the Excise Tax Type Maintenance Selection window.

Use this pop-up to maintain the attributes of an [excise tax type](#).

Fields

Excise Tax Type

For an addition, enter a type for which [excise](#) duty is calculated. In the UK, these can be the [tax types](#) defined in the HMRC Integrated Tariff.

For an amendment, this field displays the type specified.

Excise Tax Type Description (Untitled)

Enter or amend the description for this [excise tax type](#).

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Tax Type Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Tax Type Maintenance Selection window.

Receipt Type Maintenance [25/BWU]

Use this task to maintain the [receipt types](#) needed to identify the kinds of receiving and the source of the goods. This is crucial in determining what data needs to be captured on recording the receipt.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager

Receipt Type Maintenance Selection Window

To display this window, select the Receipt Type Maintenance task.

Use this window to select the [receipt type](#) you want to maintain.

The list of current Bonded Warehousing receipt types is shown in ascending receipt type sequence.

Fields

Position to Receipt Type

Enter a [receipt type](#) and then press **Enter** to position to this type in the list.

Options

Amend (2)

Use this to select the [receipt type](#) you want to maintain.

This is the default selection.

Delete (4)

Use this to delete the [receipt type](#) from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [receipt type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain Receipt Type pop-up.

Maintain Receipt Type Pop-up

To display this pop-up, select a [receipt type](#) with **Amend (2)** or select **Add (F10)** on the Receipt Type Maintenance Selection window.

Use this pop-up to maintain the attributes of a [receipt type](#).

Fields

Receipt Type

For an addition, enter a type that represents the kind of receipt.

For an amendment, this field displays the type specified.

Receipt Type Description (Untitled)

Enter or amend the description for this [receipt type](#).

Stock Source

Enter a code to specify the source of the goods for this [receipt type](#). This is used to determine the data that needs to be captured during a receiving transaction.

Stock source codes are set up in the System [Descriptions file](#), under major type SKSC.

You can use the prompt facility on this field to select from the SKSC Stock Source pop-up.

The stock sources are these:

- Import (1)
- Other Bond (2)
- Own Production (3)
- Stock Gain (4)
- Own Production with Costs (5)

Line Cost Required

On an Own Production [receipt type](#), this makes the line costs available for input.

Use this checkbox as follows:

Unchecked - If line cost fields are not available for input

Checked - If line cost fields are available for input

W1 Line Number

Enter the line on the [W1](#) Stock Return against which this receipt is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 4 to 9.

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Receipt Type Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Receipt Type Maintenance Selection window.

Delivery Type Maintenance [26/BWU]

Use this task to maintain the [delivery types](#) that represent a type or destination of a delivery, and specifically to control on which [duty report](#) the despatch is recorded.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

Delivery Type Maintenance Selection Window

To display this window, select the Delivery Type Maintenance task.

Use this window to select the [delivery type](#) you want to maintain.

The list of current Bonded Warehousing delivery types is shown in ascending delivery type sequence.

Fields

Position to Delivery Type

Enter a [delivery type](#) and then press **Enter** to position to this type in the list.

Options

Amend (2)

Use this to select the [delivery type](#) you want to maintain.

This is the default selection.

Delete (4)

Use this to delete the [delivery type](#) from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [delivery type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain Delivery Type pop-up.

Maintain Delivery Type Pop-up

To display this pop-up, select a [delivery type](#) with **Amend (2)** or select **Add (F10)** on the Delivery Type Maintenance Selection window.

Use this pop-up to maintain the attributes of a delivery type.

Fields**Delivery Type**

For an addition, enter a type that represents the kind of delivery.

For an amendment, this field displays the type specified.

Delivery Type Description (Untitled)

Enter or amend the description for this [delivery type](#).

Duty Liability**Duty Liable**

This field identifies whether duty is liable on deliveries of this type.

Use this checkbox as follows:

Unchecked - If no duty is liable

Checked - If duty is liable

Duty Deferment

This field identifies whether duty is deferred on deliveries of this type.

Use this checkbox as follows:

Unchecked - If duty liable is not deferred

Checked - If any duty liable is deferred

Duty Reporting**Print C88**

Use this checkbox as follows:

Unchecked - Not to print the [C88](#) report

Checked - To print the C88 report

Print W8

Select one of the following:

No (0) - If deliveries of this type are not applicable for this report

All Goods (1) - If all goods will be printed on the [W8](#)

IFC Goods Only (2) - If only goods in [free circulation](#) will be printed on the W8

Note: If the *Send eIAD* field is set to **Yes (1)** then this field must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

Print W88

Use this checkbox as follows:

Unchecked - Not to print the [W88](#) report

Checked - To print the W88 report

Print W70

Use this checkbox as follows:

Unchecked - Not to print the [W70](#) report

Checked - To print the W70 report

Print W5

Use this checkbox as follows:

Unchecked - Not to print the [W5](#) report

Checked - To print the W5 report

Print W5D

Use this checkbox as follows:

Unchecked - Not to print the [W5D](#) report

Checked - To print the W5D report

Print AAD

Select one of the following:

No (0) – If deliveries of this type are not applicable for this report

All Goods (1) – If all goods are to be listed on the [AAD](#)

IFC Goods Only (2) – If only goods in free circulation are to be listed on the [AAD](#)

Note: If the Send eAAD field is set to **Yes (1)** then this field must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

Send eAAD

Select one of the following:

No (0) – If no eAAD document is to be sent to HM Revenue and Customs

Yes (1) – If an eAAD must be sent to HM Revenue and Customs

Note: If this field is set to **Yes (1)** then the corresponding Print [AAD](#) flag must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

Send eIAD

Select one of the following:

No (0) – If no eIAD document is to be sent to HM Revenue and Customs

Yes (1) – If an eIAD must be sent to HM Revenue and Customs

Note: If this field is set to **Yes (1)** then the corresponding Print W8 flag must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

W1 Line Number

Enter the line on the [W1](#) Stock Return against which this removal is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 10 to 17.

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Delivery Type Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Delivery Type Maintenance Selection window.

Adjustment Type Maintenance [27/BWU]

Use this task to maintain the [adjustment types](#) that represent the different kinds of stock adjustment, and specifically to control whether duty is liable.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

Adjustment Type Maintenance Selection Window

To display this window, select the Adjustment Type Maintenance task.

Use this window to select the [adjustment type](#) you want to maintain.

The list of current Bonded Warehousing adjustment types is shown in ascending adjustment type sequence.

Fields

Position to Adjustment Type

Enter an [adjustment type](#) and then press **Enter** to position to this type in the list.

Options

Amend (2)

Use this to select the [adjustment type](#) you want to maintain.

This is the default selection.

Delete (4)

Use this to delete the [adjustment type](#) from Bonded Warehousing.

You must use **Delete (F11)** to confirm the deletion.

Functions

Add (F10)

Use this to add a new [adjustment type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain Adjustment Type Details window.

Maintain Adjustment Type Pop-up

To display this pop-up, select an [adjustment type](#) with **Amend (2)** or select **Add (F10)** on the Adjustment Type Maintenance Selection window.

Use this pop-up to maintain the attributes of an [adjustment type](#).

Fields

Adjustment Type

For an addition, enter a type that represents the kind of adjustment.

For an amendment, this field displays the type specified.

Adjustment Type Description (Untitled)

Enter or amend the description for this [adjustment type](#).

Duty Liable

This field identifies whether duty is liable on adjustments of this type.

Use this checkbox as follows:

Unchecked - If no duty is liable

Checked - If duty is liable

Duty Deferment

This field identifies, where duty is liable, if that duty is to be deferred.

Use this checkbox as follows:

Unchecked - If duty liable is not deferred

Checked - If any duty liable is deferred

Breakage Analysis

This field identifies whether adjustments of this type are printed on the Breakage Analysis report rather than the Adjustments report.

Use this checkbox as follows:

Unchecked - If adjustments of this type are not printed on the Breakage Analysis reports but are printed on the Adjustments report

Checked - If adjustments of this type are printed on the Breakage Analysis report and not on the Adjustments report

Adjustment Sign

This field determines whether the quantity entered on an adjustment transaction must be a positive or negative value. The options are set up in the System [Descriptions file](#), under major type AJSG.

You can use the prompt facility on this field to select from the AJSG Adjustment Sign pop-up.

The options are these:

Positive (1) - A positive adjustment

Negative (0) - A negative adjustment

W1 Line Number

Enter the line on the [W1](#) Stock Return against which this adjustment is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 4 to 17.

Delete (F11)

As well as being able to use the **Delete (F11)** option on the Adjustment Type Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Adjustment Type Maintenance Selection window.

Install Example Codes [31/BWU]

Once you have installed the Infor System21 applications including Bonded Warehousing, this task is used to install data into a number of code files in Generic Systems, Bonded Warehousing and Inventory Management.

The system codes described in the Bonded Warehousing overview section are installed into the company independent System [Descriptions file](#) L1P15.

Codes	L1P15 Major Type
Stock Return Number	SRNO
Alcoholic Type	ALHT
EU Member	EUMB

Stock Source	SKSC
Adjustment Sign	AJSG

In each of the cases below, the data is already installed into the Z1 Demo company. This is all example data that can be modified as required.

The example codes described in the Bonded Warehousing overview section are installed into the following Bonded Warehousing code files:

Code Types	File
Duty Reports	BWPC1
Duty Report Box Constants	BWPC6
Delivery Types	BWPC4
Receipt Types	BWPCB
Adjustment Types	BWPCC

Some example codes are also installed into the following Bonded Warehousing code file:

Code Types	File
Goods Categories	BWPC2

An initial default country code is also into the following Bonded Warehousing code file:

Code Types	File
Country Codes	BWPC5

Some example codes are also installed into the Inventory [Descriptions file](#) (INP15) under the following types.

Codes	INP15 Major Type
Ports	BWPT
Delivery Exception Clearance Actions	BWCA
Reported in W1 Reporting Unit	BWCC
Tariff Rate Identifiers	BWTI
Rotation Held Reason	BWHR

Select Confirm **Submit (F8)** to submit the job to install the codes.

Item Variant Validation Rules Maintenance

[32/BWU]

You use this task to specify the validation rules to be applied to the Strength; Alcohol per Stock Unit and [Degree Plato](#) fields within Item Variant Maintenance by Alcoholic Type.

Item Variant Validation Rules Selection Window

To display this window, select the **Item Variant Validation Rules Maintenance** task.

You use this window to select the alcoholic type for which validation rules are to be defined.

Fields

Alcoholic Type

Enter a valid alcoholic type.

Alternatively, select an alcoholic type from the Alcoholic Type Prompt facility.

Press **Enter** to display the Item Variant Validation Rules Detail Window.

Item Variant Validation Rules Detail Window

To display this window, enter an alcoholic type on the Item Variant Validation Rules Selection Window.

You use this window to specify the validation rules to apply when entering values for the identified fields with Item variant Maintenance.

Fields

Strength

Enter one of the following:

Not required (0) – If the strength of an item variant of this alcoholic type should not be entered

Mandatory (1) – If the strength of an item variant of this alcoholic type must be entered

Optional (2) – If the strength of an item variant of this alcoholic type is optional

Alcohol per Stock Unit

Enter one of the following:

Not required (0) – If the alcohol per stock unit of an item variant of this alcoholic type should not be entered

Mandatory Not Verified (1) – If the alcohol per stock unit of an item variant of this alcoholic type must be entered, but any positive value will be accepted

Mandatory Verified (2) – If the alcohol per stock unit of an item variant of this alcoholic type must be entered and must agree with the system calculated value

Optional (3) – If the alcohol per stock unit of an item variant of this alcoholic type is optional
Degree Plato

Enter one of the following:

Not required (0) – If [Degree Plato](#) should not be entered for variants of products of this Alcoholic Type

Mandatory (1) – If [Degree Plato](#) must be entered for variants of products of this Alcoholic Type

Optional (2) – If [Degree Plato](#) may be entered, but is not mandatory

Note: It is expected that [Degree Plato](#) will be mandatory for beers and not required for wines and spirits

Volume of Alcohol on Movement

Enter one of the following:

0 – If the volume of alcohol is not populated on stock movements for this alcoholic type

1 – If the volume of alcohol is populated on despatch and adjustment type stock movements for this alcoholic type

2 – If the volume of alcohol is populated on all stock movements for this alcoholic type

Press **Update** to save the entered information.

Appendix A Glossary

A

AAD

European Community report: Accompanying Administrative Document

Actual Cost

See Costs - Actual.

Ad Valorem Duty

A percentage duty rate applied to the [Customs Commercial Value](#) of the goods

Adjustment Type

Codes that represent the different kinds of stock adjustment, crucial in identifying whether duty is liable

AFI

Advanced Financial Integrator - a System21 application that can post bond movements to the General Ledger

Alcohol per Stock Unit

Litres of alcohol in one stock unit of an [item](#)

Alcoholic Strength

Percentage of an [item's](#) volume that is alcohol

Allocated (Stock)

This is the quantity of an [item](#) that has been allocated or reserved for a customer, distribution or works [order](#). It is [held](#) as a [balance](#) at [item/stockroom](#) level.

Audit

This is the recording of changes made to significant data, subsequently available when trouble shooting to search for specific events or when [auditing](#) to ensure conformity.

Available (Stock)

This is the quantity of an [item](#) that is available for issue and has no allocation or reservation made for it. It is usually [held](#) as a [balance](#) at [item/stockroom](#) level.

Balance

This may be used either to signify a database record holding summary information such as a [stockroom balance](#), or a single calculated quantity field on a record, such as [allocated stock](#) or outstanding [order balance](#).

Batch/Lot Traceability

Where stock recording is specified at batch or lot level, this refers to the ability to trace the movement of stock, including sales to customers, at this detailed level.

Beer Duty Allowance

The nominal amount per litre that is undrinkable and on which duty is not charged

Blind Entry

This is functionality whereby the [rotation](#) details for a receipt to bond is defaulted from the [item variant](#), thus alleviating the need to enter all the details manually.

Bond Index

A list of authorised bonds in the company and other bonds to which duty suspended goods are despatched

Bonded Warehouse

The individual [stockrooms](#) in a bond that are operated under [Customs](#) Warehousing or [Excise](#) Warehousing procedures

Calendar - Stock Return

This is used to control the dates on which the [Excise](#) Stock Return Report ([W1](#)) is due and the period to which each stock movement is assigned.

Calendar - Customs

This holds details of each [Customs](#) period. These periods are used to control the numbering sequence of the [C88A](#) reports.

Calendar - Excise

This holds details of each [Excise](#) period, used to control the numbering sequence of the [W5](#) reports.

Calendar - EPD

The End Point Duty Calendar holds the Period End Date for each reporting period, and the return date on which to produce the [EX46](#) Beer Return report.

Centre

The site in a [DRP](#) network from which stock is replenished

Central Stockroom

The [stockroom](#) at the [DRP Centre](#) from stock is replenished

It can be a [bonded warehouse](#).

Commodity Code

This is a standard [commodity code](#) used to classify goods in a bond. In the UK, [commodity codes](#) will be those listed in the HMRC Tariff.

Consolidated Audit

A single database file that records the manually entered changes to significant bond data

Costs - Goods

The [actual cost](#) of goods used to calculate a [customs commercial value](#)

Costs - Freight

[Freight costs](#) incurred that should be added to the cost of goods to calculate a [customs commercial value](#)

Costs - Insurance

[Insurance costs](#) incurred that should be added to the cost of goods to calculate a [customs commercial value](#)

Countervailing Duty

See [Ad Valorem Duty](#).

Country of Origin

The country where the goods were originally produced

Country Whence Consigned

The country where the goods were despatched

Customs

In the context of the Bonded Warehousing application, this refers to the importing of duty suspended products into a [customs warehouse](#).

Customs Commercial Value

This is the cost of goods plus any importing charges to reflect an accurate cost of goods for [customs](#) purposes. It is used for calculating [customs](#) duty based on a specified commercial value percentage.

Customs Standard Duty

The standard [customs](#) duty rates for each [commodity code](#), as dictated in the UK in the HMRC Tariff

Customs Quota Duty

The [customs](#) duty rates for commodities and countries subject to EU [customs](#) quotas

Customs Preferential Country Duty

The preferential [customs](#) duty rates applicable for a commodity when imported from a specific country

Customs Preferential Group Duty - Standard

This is the preferential [customs](#) duty rates applicable for a commodity when imported from any one of the countries in a designated group. The country group is defined as a [preferential group](#) of countries.

Customer Code

The [customer code](#) is used to identify the data [held](#) for the customer. Multiple sets of data can be [held](#) to reflect complex customer organisations. This includes statement, invoice and delivery information.

C88

UK HMRC report: a [variant](#) of the Simplified Administrative Document (SAD) for reporting movement of goods that have import [customs](#) duty suspended

C88A

UK HMRC report: a [variant](#) of the Simplified Administrative Document (SAD) for reporting movement of goods that have import [customs](#) duty liability

DC

The site in a [DRP](#) network at which stock is replenished

Deferment

The delaying of payment of duty

Reporting is on the [W5D](#) rather than the [W5](#).

Deferment Account

The HMRC account given to the company to allow [deferment](#) of duty payment

When payment of duty is deferred, it is reported on the [W5D](#) showing the bond's [deferment account](#).

Degree Plato

Original wort content of beer in grams per 100 grams of beer, calculated according to the Ballingian Formula of the alcohol and extract content of the beer.

Depot

A [depot](#) is a [stockroom](#) that has been set up in Inventory Management and authorised for making despatches for sales [orders](#) in Sales [Order](#) Processing.

Delivery Address

The customer will receive [orders](#) at the [delivery address](#).

Delivery Type

Codes to represent a type or destination of a delivery, crucial in determining whether duty needs to be calculated and to control on which [duty report](#) the despatch is recorded

Descriptions File

This is a file set up within Inventory Management, but also maintained from Sales [Order](#) Processing, which defines a number of parameters, codes and their descriptions.

DRP

The System21 application Distribution Requirements Planning

Duty Rate - Volume

The [customs](#) duty rate per 100 litres ([hectolitre](#)) of liquid

Duty Rate - Strength

For spirits: the [customs](#) duty rate per litre of alcohol

For beer, the [customs](#) duty rate per 100 litres of liquid, per 1% of alcohol, i.e. [hectolitre](#) percent

Duty Report

The formal reports in the Bonded Warehousing application produced in accordance with the UK HMRC procedures

e-AD

European Community document: Electronic Accompanying Administrative Document

Effective Date

The date from which some data becomes effective, for example, the date on which a changed [Customs](#) Duty rate takes effect

EPD

End Point Duty

Excise

In the context of the Bonded Warehousing application, this refers to the management of stock and reporting of duty liability according to the UK HMRC [Excise](#) Warehousing procedures.

Excise Tax Type

The [tax types](#) for which [excise](#) duty is calculated

Commodities are associated with a particular [tax type](#).

In the UK these can be the [tax types](#) defined in the HMRC Integrated Tariff.

EX46

UK HMRC report: Beer Duty Return

Free Circulation

[Customs](#) duty has already been paid (or does not apply) for goods received into a [bonded warehouse](#)

Freight Costs

See [Costs - Freight](#).

Frozen (Stock)

The quantity of an [item](#) that has been removed from the [available stock balance](#) for such reasons as Quality Assurance or testing and so on

It is [held](#) as a [balance](#) quantity at [item/stockroom](#) level.

Gallonage

The volume in gallons of one stock unit

Goods Category

Codes that represent a set of commodities that need to be reported as a [Goods Category](#) on the [duty reports](#)

GSP

Generalised System of Preferences

Held Rotation

On receipt of a [rotation](#), it can be put on hold to prevent it being allocated, picked and despatched.

Hectolitre

[Unit of measure](#) equalling one hundred litres

Held

The status of a [rotation](#) when it is not available, that is, it cannot be removed from bond

IFC

In [free circulation](#)

See [Free Circulation](#).

Insurance Costs

See [Costs - Insurance](#).

Item

The single term used to describe an element of stock identified by a unique product code

Literage

The volume in litres of one stock unit

Local Stockroom

The [stockroom](#) at the [DRP DC](#) at which stock is replenished

It can be a [bonded warehouse](#).

Lot Control

This is a level of stock control. Stock can be located in specific areas within a [stockroom](#), associated to a particular batch of [items](#); instead of [items/stockroom](#).

Low Alcohol Beverages

The following types of product fall into this classification:

- Wine, made-wine, and mixed drinks made from cider/perry base where the alcohol strength does not exceed 5.5%.
- The following are all classified as beer based beverages:
 - Shandy made with lemonade, or any mixture of beer with lemonade, lemon juice, lemon cordial, lemon squash or lemon flavouring
 - Lager and lime and any mixture of beer with limeade, lime juice, lime cordial, lime squash or lime flavouring.
 - Shandygaff, ginger beer shandy and any mixture of beer with unfermented ginger beer, ginger cordial, ginger squash, ginger or ginger flavouring.
 - Any mixture of beer with:
 - Any other alcoholic liquor
 - Any fruit cordial, fruit flavourings, fruit flavoured carbonated water, fruit juice or fruit squash

Manual Allocation

The explicit allocation or de-allocation of stock at a [depot](#) to a nominated [order](#) or [order](#) line

Order Capture

A method of [order](#) entry which is designed to support a conversation with the customer so that stock availability, prices and alternatives may be checked and promises made

Order

The record of the agreement to supply [items](#) to a customer on a date at agreed commercial terms

Physical (Stock)

The total quantity of an [item](#) in a [stockroom](#)

It is [held](#) as a [balance](#) quantity at [item/stockroom](#) level.

Picking Note

A document on which is listed all the [items](#) for an [order](#) which have been allocated for despatch
It is used as authority to pick and despatch [items](#) for an [order](#).

POD

Proof of Delivery

Port of Entry

[Port of entry](#) on import

Preferential Group

A code to represent a group of countries that attract preferential [customs](#) duty rates

Price List

A list of prices to be charged for [items](#)

A [price list](#) may be in any currency set up for Accounts Receivable. Customers are assigned a default [price list](#).

Receipt Type

Codes that represent the different sources of stock, crucial in determining what data needs to be captured on recording the receipt

Rotation

A unique serial number given to a received consignment of goods into bond

Statement Address

In the Bonded Warehousing context, this means the customer's account rather than a delivery point.

Stockroom

An area, physical or conceptual, at which stock is to be recorded and counted

Tariff ID (TRID)

[Customs](#) duty tariff identifier

Tax Type

See [Excise Tax Type](#).

Unit of Measure

The unit in which an [item](#) is expressed for the purpose of buying, selling, stocking or valuing

VAVI Reference Number

Vat or vintage reference for wines, recorded on the receipt of a [rotation](#)

Variant

The [item variant](#) links a [commodity codes](#) to the primary [item](#), and to other variations of that [item](#).

Warehouse

A [warehouse](#) is a [stockroom](#) which has been both set up in Inventory Management and authorised for location recording in the Warehousing applications. It may also be authorised as a depot.

W1

UK HMRC report: [Excise](#) Stock Return

W5

UK HMRC report: [Excise Warehouse](#) Remittance Advice for Alcohol Goods

W5D

UK HMRC report: [Excise Warehouse Deferment](#) Advice for Alcohol Goods.

W70

UK HMRC report: [Excise](#) Duty Suspended Movement - to ship as stores

W8

UK HMRC report: Internal Accompanying Document. Shipment [Excise](#) Inter-[warehouse](#) (non-EU)

W88

UK HMRC report: [Excise](#) Duty Suspended Movement - to diplomatic privilege & visiting forces