



Infor System21 Style World Trade

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 Style World Trade Module.

Intended audience

The guide is intended for any users of the STWT Style World Trade 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.

The Style World Trade Application

The application has been developed to gather data that you require to produce [Intrastat](#) and [ESL](#) reports.

In Style World Trade, you attach countries to customers, suppliers and stockrooms. By comparing countries, it is possible to determine whether a particular movement of goods is a home transaction, an [EC](#) movement, an export or an import.

Style World Trade takes base data from the Style Sales Order Processing and Style Purchase Management applications and provides the facilities for adding extra data for the EC reporting and export documentation processes.

Extra information about each customer and supplier is required for Style World Trade. You can maintain this either within Style World Trade or via Customer Maintenance in Style Sales Order Processing or Accounts Receivable and in Supplier Maintenance in Accounts Payable.

Enquiry facilities are provided for the basic reference details and to provide access to other relevant applications. These include the Order Summary Enquiry from Style Purchase Management and the Whole Order Enquiry from Style Sales Order Processing.

Style World Trade has a full range of status and management reports.

Style World Trade Utilities provide help with the set up of the application and with database integrity.

Country [1/STWTM]

Use this task to maintain the country details.

In World Trade, you attach countries to customers, suppliers and stockrooms. By comparing countries, it is possible to determine if a particular movement of goods is a home transaction, an [EC](#) movement, an export or an import.

The country details contain different types of information:

- General information about a country, such as the default currency or date format
- Intrastat mask
- This defines the reporting elements required by this country.
- Country name information, showing how country names are re-defined for Intrastat and ESL reporting in different countries
- Information about this company in the country, for example, tax registration details

Country Parameters Maintenance Selection Window

To display this window, select the Country task.

Use this window to select the country you want to maintain.

Options

Amend

Use this to select the country you want to maintain.

This is the default selection.

Reporting Country Codes

Use this to maintain the codes for this country, using the Intrastat Reporting Countries pop-up.

Delete

Use this to delete the country from World Trade.

You must select **Delete (F11)** to confirm the deletion.

Functions

Add Country (F10)

Use this to add a new country to World Trade.

Position To (F19)

Use this to move the display to a specific country on the list.

Select a country with Amend to display the Country Parameters Maintenance Details window.

Country Parameters Maintenance Details Window

To display this window, select a country with Amend or select **Add Country (F10)** on the Country Parameters Maintenance Selection window.

Use this window to enter the tax, currency and basic reporting details for the selected country.

Fields

Country Code

This field displays the country code. You can enter a description for this country code in the untitled field to the right.

EC Member

Use this checkbox as follows:

Unchecked - If this country is not a member of the EC

Checked - If this country is a member of the EC

Over Dist Sell Threshold

Use this checkbox as follows:

Unchecked - If this company is not over the threshold for EC distance sales in this country

Checked - If this company is over the threshold for EC distance sales in this country

The threshold is a cumulative sales limit to customers not registered for tax in a country, for a 12-month period. You set this flag on historic data or forecasts, whether or not sales will exceed this limit. If you will exceed the threshold, the tax charge is determined by the country's tax routine. If you will not exceed the threshold, the tax charge is determined by the company's tax routine.

Note: *If a company exceeds the limit, you must check this field for the following two years, regardless of the sales performance over that two-year period.*

Currency Code

Enter the default currency for this country.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This currency is used for [ESL](#) and [Intrastat](#) reporting to this country's authorities.

Tax Registration

Enter the tax registration number of this company in this country.

Tax Registration Address

Enter the address where this company is registered for tax in this country.

UK Nature of Transaction

Use this checkbox as follows:

Unchecked - Not to print transaction codes on the Intrastat report

Checked - To print codes on the Intrastat report, describing the nature of the transactions

Note: *This generates a UK format for reporting, and you must print codes for any country that requires a report in the UK format.*

Intrastat/ESL Print Code

Select the printer file to use when sending reports to this country's authorities.

Alternatively, use the prompt facility to select from the LPRT Language Print pop-up.

Note: *The entered value is concatenated with WT805PT to define the Intrastat printer file, and with WT815PT to define the ESL printer file.*

Functions

More Details (F10)

Use this to display the More Details pop-up for this country. All the information you enter on this pop-up consists of memo fields, and is used for reporting purposes.

Delete (F11)

Use this to delete the country details. You must then select **Delete (F11)** again to confirm the deletion. This is available only when you are maintaining a country with no other details set up, such as customer or supplier details.

Reporting Country Codes (F14)

Use this to display the Intrastat Reporting Countries pop-up, where you can maintain the country codes used on the EC reports.

Note: *This is displayed only when you maintain a country that has the Collect Intrastat Data field checked. You set this flag on the Intrastat Reporting Selection pop-up.*

Press Enter. If the EC Member field is checked, the Intrastat Reporting pop-up is displayed.

Otherwise, select **Update (F8)** to save the country details.

Intrastat Reporting Pop-up

This pop-up is displayed automatically when you press Enter on the Country Parameters Maintenance Details window, providing that the [EC](#) Member field is checked.

Use this pop-up to specify whether or not you require [EC](#) reporting.

Fields

Collect INTRASTAT Data

Use this checkbox as follows:

Unchecked - If you do not require EC reporting

Checked - If you do require EC reporting

Press Enter to save your changes. If the Collect Intrastat Data field is checked, the Intrastat Reporting Details pop-up is displayed; otherwise, the previous window is re-displayed.

Intrastat Reporting Details Pop-up

To display this pop-up, check the Collect Intrastat Data field on the Intrastat Reporting Selection pop-up and press Enter.

Use this pop-up to define the format of the [EC](#) reports.

Fields

Intrastat Periods

Enter the number of [Intrastat](#) reports required per year in this country.

ESL Periods

Enter the number of [ESL](#) reports required per year in this country.

Intrastat Mask

Note: *The following group of fields is known collectively as the Intrastat mask. The Intrastat mask defines the data that is included in the Intrastat report for this country.*

Ancillary Value

Use this checkbox as follows:

Unchecked - If you do not need to include the [ancillary value](#) in the Intrastat returns for this country's authorities

Checked - To include the ancillary value in the Intrastat returns

Region of Origin

Use this checkbox as follows:

Unchecked - If you do not need to include the region

Checked - To include the region in the Intrastat returns

Country of Origin

Use this checkbox as follows:

Unchecked - If you do not need to include the country of origin

Checked - To include the country of origin in the Intrastat returns

Port of Arrival/Despatch

Use this checkbox as follows:

Unchecked - If you do not need to include the port of arrival or despatch

Checked - To include the port of arrival or despatch in the Intrastat returns

Port of Transshipment

Use this checkbox as follows:

Unchecked - If you do not need to include the port of transshipment

Checked - To include the port of transshipment in the Intrastat returns

Statistical Procedure

Use this checkbox as follows:

Unchecked - If you do not need to include the statistical procedure

Checked - To include the statistical procedure in the Intrastat returns

Commodity Code Description

Use this checkbox as follows:

Unchecked - If you do not need to include the commodity code description

Checked - To include the commodity code description in the Intrastat returns

Siret Number

Use this checkbox as follows:

Unchecked - If you do not need to include the Siret number

Checked - To include the Siret number in the Intrastat returns

Delivery Terms

Select one of the following:

No (0) - If delivery terms are not required

Acquisitions only (1) - If delivery terms are required for acquisitions only

Disposals only (2) - If delivery terms are required for disposals only

Both (3) - If delivery terms are required for both

Acquisition Letter

Enter a letter to define acquisitions for this country and to distinguish them from disposals.

Disposal Letter

Enter a letter to define disposals for this country and to distinguish them from acquisitions.

Note: To display the *Intrastat Reporting More Details* pop-up, press *Enter* before selecting **Update (F8)**.

Select **Update (F8)** to validate your entries and save your changes. The Country Parameters Maintenance Details window is re-displayed.

More Details Pop-up

To display this pop-up, select **More Details (F10)** on the Country Parameters Maintenance Details window.

Use this pop-up to enter the memo details used for reporting.

Fields

Date Format

Enter one of the following:

- 1 - To display the date as Day, Month, Year
- 2 - To display the date as Month, Day, Year
- 3 - To display the date as Year, Month, Day
- 4 - Other

Address Format

Enter the format to use for the address.

Alternatively, use the prompt facility to select from the ADFM Address Format pop-up.

Bank Code Format

Select the bank code format to use for this country.

Alternatively, use the prompt facility to select from the BCFM Bank Code Format pop-up.

Primary Language

Select the primary language for this country.

Alternatively, use the prompt facility to select from the LGCD Language Code pop-up.

This is the language in which the [Intrastat](#) and [ESL](#) reports are printed.

Character Set

Select the character set for this country.

Alternatively, use the prompt facility to select from the CHST Character Set pop-up.

Numbers as Words

Use this checkbox as follows:

Unchecked - To print the numbers as numbers on external documentation

Checked - To print the numbers as words on external documentation

Bank Code Check Digit

Use this checkbox as follows:

Unchecked - If the bank code does not include a check digit

Checked - If the bank code includes a check digit

Tax Code Check Digit

Use this checkbox as follows:

Unchecked - If the tax code does not include a check digit

Checked - If the tax code includes a check digit

Main/Other Form Length

Enter the length of the main and secondary forms, expressed in number of lines.

Analysis Codes

These are memo fields and are user-defined.

Press Enter to save your changes and to return to the Country Parameters Maintenance Details window.

Intrastat Reporting Country Codes Pop-up

To display this window, either select a country with Reporting Country Codes on the Country Parameters Maintenance Selection window, or select **Reporting Country Codes (F14)** from the Country Parameters Maintenance Details window.

Use this pop-up to define country codes that you will enter on the [EC](#) reports produced for this country. You must enter the codes defined by the government of the country being maintained. You can use different codes for the [Intrastat](#) and [ESL](#) reports.

Fields**Intrastat**

For the country you are maintaining, enter the code that will be printed on the Intrastat report.

ESL

For the country you are maintaining, enter the code that will be printed on the ESL report.

Note: *These codes are specific to the country being maintained and appear only on reports submitted to the authorities of that country.*

Select **Update (F8)** to save your changes and return to the previous window.

Period [2/STWTM]

Use this task to define the time span covered by the [Intrastat](#) and [ESL](#) reports.

You define these periods for calendars previously defined in the Inventory Descriptions file.

Period Maintenance Selection Window

To display this window, select the Period task.

Use this window to select the calendar and country for which you want to maintain period details.

Fields

Calendar Code

Enter a calendar code.

Alternatively, use the prompt facility to select from the CALT Calendar Type pop-up.

Country Code

You should only complete this field if the Percentage/Value field in the Inventory description of the calendar is set to **P**. This means the calendar varies by country.

Enter a valid country code.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Press Enter to validate the data and display the Period Maintenance window.

Period Maintenance Window

To display this window, enter or select a calendar and country and then press Enter on the Period Maintenance Selection window.

The period numbers are generated automatically according to the following rules:

- Calendars 001 and 002: the number of periods in each year is determined from the values entered on the country profiles for Intrastat and ESL periods.
- Other calendars: the number of periods in each year is determined from the value entered in the rate field within the calendar description. If no value is specified, the default is 12.

Fields

End Date

Enter or select the end date for the period. Start dates are calculated automatically.

Select **Update (F8)** to save any changes and return to the previous window.

Stockroom [3/STWTM]

Use this task to define the country code and [region](#) code for stockrooms for distribution orders.

Note: *You define the stockrooms using Inventory Management.*

Define Stockroom Details Selection Window

To display this window, select the Stockroom task.

Use this window to select the stockroom you want to maintain.

Select a stockroom to display the Define Stockroom Details window.

Define Stockroom Details Window

To display this window, select a stockroom on the Define Stockroom Details Selection window.

Use this window to enter the stockroom details.

Fields

Country

Enter the country in which the stockroom is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Region

Enter the [region](#) in which this stockroom is located.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Press Enter to save your changes and to return to the previous window.

Item [4/STWTM]

Use this task to enter extra details about an item to be used for [EC](#) reporting and export documentation.

Note: All items used must exist in Inventory Management, in the Inventory Item Master file.

Item Trade Details Selection Window

To display this window, select the Item task.

Use this window to select the item you want to maintain.

Fields

Item

Enter the item for which you want to maintain World Trade details.

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

Functions

Country Tax Codes (F13)

Once you have entered an item, use this to display the Item/Country Tax Codes Maintenance pop-up.

Press Enter to check that the item is valid and display the Item Trade Details window.

Item/Country Tax Code Maintenance Pop-up

To display this pop-up, enter an item code and then select **Country Tax Codes (F13)** on the Item Trade Details Selection window.

Use this pop-up to enter the tax codes that will apply if an item is sold domestically in the selected country. This information is used to determine the correct tax code in Style Sales Order Processing, Invoicing and Purchase Management Invoice Matching routines.

Fields

Input Fields

These fields are placed below their equivalent fields in the table.

Country (Untitled)

To add a new country, enter the country code with which you wish to associate a tax code.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Tax (Untitled)

Enter or amend the tax code for the country.

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

Options

Amend

Use this to select a country for which you wish to amend the tax code. The code will be displayed at the bottom of the pop-up.

Delete

Use this to delete a country and tax code. A confirmation pop-up is displayed. Select **Confirm Delete (F11)** to confirm the deletion.

Select **Update (F8)** to update the Item/Country Tax codes.

Item Trade Details Window

To display this window, enter or select an item and then press Enter on the Item Trade Details Selection window.

Use this window to enter the details for the selected item.

Fields

Commodity Code

Enter the harmonised [commodity code](#) for the selected item.

Alternatively, use the prompt facility to select from the TAR EEC [Tariff Code](#) pop-up.

The first eight digits are included on the Intrastat report. The remaining digits provide information for exports outside the EC and [CAP](#) details.

Other Class 1

Enter the Other Class 1 for this product.

For hazardous goods, enter UN followed by the [UN](#) number.

Note: When you perform allocation in the export documentation software, the key to the goods file is Other Class 1 concatenated with Other Class 2.

Other Class 2

Enter the Other Class 2 for this product.

For hazardous goods, enter the flash point.

Caution: Do not use spaces in the Other Class 1 and 2 fields.

Commodity Type

Enter the [commodity type](#) for this item.

This type determines for each type of transaction whether reporting occurs on the ESL and Intrastat, and what tax accruals occur.

If an item has no World Trade details, the default is **1** (Standard Item).

Country of Origin

Enter the country of origin for this item.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This does not need to be the supplier's country.

Issue UoM to Net Kilos

Enter the mass of the goods, net of packaging, in kilograms per item master issue unit.

This is required for the Intrastat.

Issue UoM to Gross Kilos

Enter the gross mass of the goods, inclusive of packaging, in kilograms per item master issue unit.

This may be used in export documentation.

2nd Quantity UoM

Enter a second unit of measure for the goods if one is required for the specified commodity code.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

If a value is entered or selected, you must complete the Issue UoM to 2nd quantity UoM field.

Issue UoM to 2nd Quantity UoM

Enter the number by which the issue unit is multiplied to give the quantity in the second unit of measure.

Issue UoM Cubic Metres

Enter the volume of the goods, in cubic metres, per inventory item issue unit.

This may be used in export documentation.

Customs and Excise Price

Enter the value of the goods to be used for the purpose of tax and Intrastat reporting purposes if no invoice or order value is available.

The value should be in the currency of the Inventory Management company. If this field is blank, the inventory cost is used.

Ancillary Price

Enter the ancillary price to use when calculating the ancillary value for some EC countries.

This is used with the statistical value percentage entered for the country.

Note: *This field is displayed if you use Intrastat and ESL Requirements for Additional EEC Countries.*

Packing Instructions

Enter the packing instructions that will be printed on any export documentation.

Functions

Country Tax Codes (F13)

Use this to enter the tax codes for selected countries, using the Item/Country Tax Code Maintenance pop-up.

Press Enter to complete the details and to return to the Item Trade Details Selection window.

Customer [5/STWTM]

Use this task to define the customer attributes required for [EC](#) Reporting and export documentation.

These attributes centre on gathering extra information about each customer delivery point. You can maintain this via World Trade or via Customer Maintenance in Sales Order Processing, or via Accounts Receivable.

World Trade uses this information to identify whether the transaction is a domestic, EC or non-EC movement.

Customer Trade Details Selection Window

To display this window, select the Customer task.

Use this window to select the customer you want to maintain.

Fields

Customer

Enter the customer account and delivery sequence number.

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

Press Enter to display the Maintain Customer Trade Details pop-up.

Maintain Customer Trade Details Pop-up

To display this pop-up, enter or select a customer and then press Enter on the Customer Trade Details Selection window.

Use this window to define the basic contract terms for this customer. These are the defaults for the specific customer address, but you can override them at order level.

Fields

Country

Enter the appropriate country code for the country of the customer's address.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: *If this is a delivery address, you do not need to complete the following fields, provided that the information is the same as that defined in the statement address.*

Region

Enter a [region](#) for the customer.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Tax Country

Enter the country where this customer is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Tax Registration

Enter the customer's tax registration number in the specified country.

Terms of Delivery

Enter the [terms of delivery](#).

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

This defaults from the Customer Master file.

Enter **1** or **2** in the fourth digit if you use Intrastat and ESL requirements for additional EEC countries, that is, if Non-UK Reporting in the company profile is set to **1**.

Port of Despatch

Enter the default port of despatch for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transshipment

Enter the default port of transshipment for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the default statistical procedure for this customer.

Siret Number

Enter the [Siret number](#) for this customer.

This is a requirement for the French authorities.

Functions

Export Details (F13)

If you need export documentation for this address, use this to maintain the export details.

Press Enter to save any changes and to return to the previous window.

Export Details Maintenance Pop-up

To display this pop-up, select **Export Details (F13)** on the Maintain Customer Trade Details pop-up.

Use this pop-up to enter the information required for export documentation.

Fields

Place of Delivery

Enter the default place of delivery for this customer.

Alternatively, use the prompt facility to select from the PLDL Place of Delivery pop-up.

Marks

Enter the default marks for this customer.

This is free-format text used to describe the contents of the goods being exported.

Functions

Export Address Detail (F13)

Use this to maintain further details for the export documentation. The Export Address Details Maintenance pop-up is displayed.

Press Enter to save your changes and to return to the previous window.

Export Address Details Maintenance Pop-up

To display this pop-up, select **Export Address Details (F13)** on the Export Details Maintenance pop-up.

Use this window to enter further information for export documentation. This information can be included automatically on the relevant shipping windows, using the autoloading facility within World Trade SPEX.

Fields

Note: *The data can only be entered on this panel if SPEX is not installed. Where SPEX is installed this data can only be maintained within SPEX for Windows.*

Exporter

Enter the default exporter for this customer.

Alternatively, use the prompt facility to select from the Select Exporter Address pop-up.

Export Cargo Shipping Instructions

Enter the default export cargo shipping instructions for this customer.

Alternatively, use the prompt facility to select from the Select Export Cargo Shipping Instr. pop-up.

Bank

Enter the default bank for this customer.

Alternatively, use the prompt facility to select from the Select Bank Address pop-up.

Bill of Exchange Information

Enter the default bill of exchange information for this customer.

Alternatively, use the prompt facility to select from the Select Bill of Exchange Information pop-up.

Other

Enter an alternative address for this customer.

Alternatively, use the prompt facility to select from the Select Other Address pop-up.

Notify Party 1: Letter of Credit

Enter the first person to notify when paying by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify 1 Party Address pop-up.

Forwarder

Enter the default forwarder for this customer.

Alternatively, use the prompt facility to select from the Select Forwarder Address pop-up.

Notify Party 2: Letter of Credit

Enter the second person to notify when paying by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify 2 Party Address pop-up.

Declarant

Enter the default declarant for this customer.

Alternatively, use the prompt facility to select from the Select Declarant Address pop-up.

Invoice Text 1

Enter the first piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 1 pop-up.

Principal

Enter the default principal for this customer.

Alternatively, use the prompt facility to select from the Select Principal Address pop-up.

Invoice Text 2

Enter the second piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 2 pop-up.

Carrier

Enter the default carrier for this customer.

Alternatively, use the prompt facility to select from the Select Carrier Address pop-up.

Transit Point

Enter the default transit point for this customer.

Alternatively, use the prompt facility to select from the Select Transit Point Address pop-up.

Signatory

Enter the default signatory for this customer.

Alternatively, use the prompt facility to select from the Select Signatory pop-up.

Terms of Payment

Enter the default terms of payment for this customer.

Alternatively, use the prompt facility to select from the Select Terms of Payment pop-up.

Country of Despatch

Enter the default country of [despatch](#) for this customer.

Alternatively, use the prompt facility to select from the Select Country pop-up.

You define these countries within World Trade.

Note: This value is not used when determining from and to countries for [EC](#) reporting purposes, nor in determining whether or not to create a shipment.

Press Enter to update the details and to return to the previous window.

Supplier [6/STWTM]

Use this task to define the supplier attributes required for EC reporting.

You can also maintain these details by using Supplier Maintenance in Accounts Payable.

World Trade uses this information to determine whether the transaction is a domestic, EC, or non-EC movement.

Supplier Trade Details Window

To display this window, select the Supplier task.

Use this window to select the supplier you want to maintain.

Fields

Supplier

Enter the supplier's name and address.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Press Enter to display the Maintain Supplier Trade Details pop-up.

Maintain Supplier Trade Details Pop-up

To display this pop-up, enter or select a supplier and then press Enter on the Supplier Trade Details window.

Use this pop-up to enter trade details for the selected supplier.

Fields

Country

Enter the appropriate country code for the country of the supplier's address.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: If this is a [despatch](#) address, you do not need to complete the following fields, provided that the information is the same as that defined in the supplier address.

Region

Enter a [region](#) for the supplier.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Tax Country

Enter the country where this supplier is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: This field is displayed if the Non-UK Reporting field is checked in the company profile.

Tax Registration

Enter the supplier's tax registration number in the specified country.

Note: This field is displayed if the Non-UK Reporting field is checked in the company profile.

Terms of Delivery

Enter the [terms of delivery](#).

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

Enter **1** or **2** in the fourth digit if you use Intrastat and ESL requirements for additional EEC countries.

Port of Arrival

Enter the default port of arrival for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transshipment

Enter the default port of transshipment for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the default statistical procedure for this supplier.

Siret Number

Enter the [Siret number](#) for this supplier.

This is a requirement for the French authorities.

Press Enter to save your changes and return to the previous window.

Charge Codes [7/STWTM]

Use this task to enter the tax code that applies if you add a charge to a domestic despatch in the selected country. This information is used to determine the correct tax code in Sales Order Processing invoicing.

Charge Codes/Country Tax Code Maintenance Window

To display this window, select the Charge Codes task.

Use this window to select the charge code to be maintained.

Fields

Charge Code

Enter the charge code to maintain.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Codes pop-up.

Press Enter to validate the charge code. The Charge Codes Tax Code Maintenance pop-up is displayed.

Charge Codes Tax Code Maintenance Pop-up

To display this pop-up, enter or select a charge code and then press Enter on the Charge Codes/Country Tax Code Maintenance window.

Use this pop-up to select and maintain the country tax code.

Fields

Input Fields

These fields are placed below their equivalent fields in the table.

Country (Untitled)

Enter a country for which tax codes must be defined.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Tax Code (Untitled)

Enter the tax code to apply for this country.

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

Options

Amend

Use this to select a country tax code to maintain.

The selected country and tax code are displayed in the lower part of the pop-up for you to amend.

This is the default selection.

Delete

Use this to delete a country tax code. A confirmation pop-up is displayed. Select **Confirm Delete (F11)** to confirm the deletion.

Press Enter to confirm the changes made to each individual line. Then select **Update (F8)** to save all changes and return to the Charge Codes/Country Tax Code Maintenance window.

Item Mass Maintenance [11/STWTM]

Use this task to update trade details across a range of items.

Item mass maintenance is a two-phase process. You define the items that you want to maintain by entering ranges of various attributes. Then you set the defaults for the selected items. A batch job performs the file updates.

The selections are all mutually inclusive. For example, if you enter a range of item numbers and item types, the selected items satisfy both the item number and item type restrictions.

Item Mass Maintenance Selection Criteria Window

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

Use this window to select the item and attribute range to maintain.

Fields

Item From/To

Enter the start and end items in the range.

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

Note: *If you enter an item range, you cannot enter an item mask.*

Item Mask

Use a mask to select items by specifying either the required character or _ and * as wildcards.

You must enter all 15 characters.

For example, ___A__B_____ selects any item with A as the third character and B as the sixth character; 1* selects any item with a 1 in it; and 1_____ selects only those that begin with a 1.

Note: *You can also enter ranges of item classifications to define the selection further.*

Note: *Specify a value in the From field and leave the To field blank, to maintain a range of items starting from, and including, the From item through to the last item in the file. If you specify a value in the To field and leave the From field blank, the job maintains a range of items from the start of the file through to, and including, the specified To item.*

Note: *Example; if the file contains items AA to AZ, and item classes A to E, and you enter From item AQ and To item class B, you will select all items from AQ to AZ which have an item class A or B.*

Item Type From/To

Enter a range of item types.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

Item Class From/To

Enter a range of item classes.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

Major Group From/To

Enter a range of item major groups.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Minor Group From/To

Enter a range of item minor groups.

Alternatively, use the prompt facility to select from the PGMN Product Group - Minor pop-up.

Division From/To

Enter a range of divisions.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Sub Division From/To

Enter a range of sub divisions.

Alternatively, use the prompt facility to select from the SDIV Inventory Product Sub-division pop-up.

Issue Unit From/To

Enter a range of issue units.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Press Enter to display the Item Mass Maintenance Map to Fields window.

Item Mass Maintenance Map to Fields Window

To display this window, enter the selection criteria and then press Enter on the Item Mass Maintenance Selection Criteria window.

Use this window to enter default field contents for the items selected on the first window.

Note: *If you leave a field blank, it is not changed in the records to be updated.*

Fields

Commodity Code

Enter the harmonised [commodity code](#) for the selected items.

Alternatively, use the prompt facility to select from the TAR EEC [Tariff Code](#) pop-up.

The first eight digits are included on the Intrastat report. Use the remaining digits to enter the full information for exports outside the EC and for [CAP](#) details.

Other Class 1

Enter the Other Class 1 for this product.

For hazardous goods enter UN concatenated with the [UN](#) number.

Note: *When performing allocation in the export documentation software, the key to the goods file is formed from Other Class 1 concatenated with Other Class 2.*

Other Class 2

Enter the Other Class 2 for this product.

For hazardous goods enter the flash point.

Caution: Do not use spaces in Other Class 1 or 2 fields.

Commodity Type

Enter the [commodity type](#) for this item.

This type determines for each type of transaction whether or not reporting occurs on the ESL and Intrastat, and what tax accruals occur.

Country of Origin

Enter the country of origin or original manufacturer for this item.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This does not need to be the same as the supplier's country.

Issue UoM to Net Kilos

Enter the net mass of the goods, exclusive of packaging, in kilograms per issue unit.

Leave the field as **0** unless you want to update the value in existing records.

Issue UoM to Gross Kilos

Enter the gross mass of the goods; that is, the mass with packaging, in kilograms, for the issue unit.

Leave the field as **0** unless you want to update the value in existing records.

2nd Quantity UoM

If required for the specified commodity code, enter a second unit of measure for the goods.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

If you complete this field, you must complete the Issue UoM to 2nd Quantity field.

Issue UoM to 2nd Quantity

Enter the number by which the issue unit, as defined on the inventory item, is multiplied to give the quantity in the second unit of measure.

Leave the field as **0** unless you want to update the value in existing records.

Issue UoM Cubic Metres

Enter the volume of the goods, in cubic metres per inventory item issue unit.

Leave this field as **0** unless you want to update the value in existing records.

Customs and Excise Price

Enter the price per issue unit of the goods for tax and Intrastat purposes, if no invoice or order value is available.

The value should be in the currency of the Inventory Management company. If no value is entered, the inventory cost is used.

Leave the field as **0** unless you want to update the value in existing records.

Ancillary Price

Enter the ancillary price used to calculate the ancillary value required by some EEC countries.

This is used in conjunction with the statistical value percentage entered for the country.

Note: *This field is displayed if you use Intrastat and ESL requirements for additional EEC countries.*

Packing Instructions

Enter the packing instructions to print on any export documentation.

This field is for reference only.

Functions

Country Tax Codes (F13)

Use this to enter the tax codes that apply to items sold domestically within the selected country.

Note: *An Item Mass Maintenance Audit report is created by the batch update job. Use this to verify your selection criteria and the changes made to the values in selected fields.*

Select **Submit Job (F8)** to submit the batch job to update item details.

Item Mass Maintenance Country Tax Codes Pop-up

To display this pop-up, select **Country Tax Codes (F13)** on the Item Mass Maintenance Map to Fields window.

Use this pop-up to select the tax code for the items being maintained.

Fields

Tax

Enter the tax code for the items if they are sold domestically in the selected country.

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

This information is used to determine the correct tax code in the Sales Order Processing Invoicing and Purchase Management Invoice Matching functions.

Select **Update (F8)** to save your changes and return to the previous window.

Customer Mass Maintenance [12/STWTM]

Use this task to maintain a range of customer delivery addresses in the same session.

The mass maintenance of customer details is a two-stage process:

- First, you specify the fields you want to maintain in the session and set up default values for certain fields.
- Then you define the customers you want to maintain and specify whether you want to override any of the defaults that you set up.

Customer Details Quick Entry Session Defaults Window

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

Use this window to define the fields you want to maintain and to set up certain default values.

Fields

Note: Enter * in any field to specify that the current value of this field should not be changed for any existing World Trade Customer Master file records.

Country

Enter the default country in which customers are located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Terms of Delivery

Enter the default terms of delivery for customers.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

If you use Intrastat and ESL requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on terms of delivery.

Dsp

Enter one of the following against each of the fields below:

0 - Not to display this field on the next window

1 - To display this field on the next window so that you can maintain it

You must then enter the default value.

Port of Despatch

Enter the default port of despatch for customers.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transshipment

Enter the default port of transshipment for customers.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the default statistical procedure for customers.

Siret Number

If you need to maintain the details of a customer with a number of delivery addresses, enter the default [Siret number](#) for the customer.

This is a requirement for the French authorities.

Press Enter to display the Customer Details Quick Entry Detail window.

Customer Details Quick Entry Detail Window

To display this window, press Enter on the Customer Details Quick Entry Session Defaults window.

Use this window to override defaults for selected customers.

Fields

Customer

Enter the customer's account number.

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

Seq

Enter the delivery sequence number.

Note: Enter * in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade Customer Master file records.

Note: If this is a delivery address, and is in the same country as the statement address, there is no need to re-enter the following fields.

Cty

Enter the country where this customer's address is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

You do not need to enter this for a delivery address.

Tax Cty

Enter the country in which this customer is registered for tax purposes.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Tax Registration

Enter the customer's tax registration number in the specified country.

Trm Del

Enter the default [terms of delivery](#) for this customer.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

If you use Intrastat and ESL requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on terms of delivery.

Note: *The fields below are only displayed if a default value is selected on the Customer Details Quick Entry Session Defaults window.*

Port Desp

Enter the default port of despatch for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port Tran

Enter the default port of transshipment for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the default statistical procedure for this customer.

Siret Number

Enter the customer's [Siret number](#).

This is a requirement for the French authorities.

Functions

Restart (F15)

Use this to return to the first window and re-start the customer mass maintenance procedure.

Select **Update (F8)** to save your changes.

Supplier Mass Maintenance [13/STWTM]

Use this task to maintain a range of suppliers in the same session.

The mass maintenance of supplier details is a two-stage process.

- First, define the fields you want to maintain and set up default values for certain fields.
- Then define the suppliers and specify any defaults that you want to override.

Supplier Details Quick Entry Session Defaults Window

To display this window, select the Supplier Mass Maintenance task.

Use this window to select the fields to maintain and to set up certain default values.

Fields

Note: Enter * in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade Supplier Master file records.

Country

Enter the default country in which the suppliers are located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Region

Select a [region](#) associated with the suppliers.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Note: This field is displayed only if the Non-UK Reporting field is checked in your company profile, to indicate that you use Intrastat and ESL requirements for additional EEC Countries.

Terms of Delivery

Enter the default [terms of delivery](#) for suppliers to be maintained.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

If you use Intrastat and ESL requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on terms of delivery.

Dsp

Use the checkbox alongside each of the remaining fields as follows:

Unchecked - Not to display this field on the next window

Checked - To display this field on the next window so that you can maintain it

You must then enter the default value.

Port of Arrival

Enter the default port of arrival for suppliers maintained in this session.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transshipment

Enter the default port of transshipment for suppliers maintained in this session.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the default statistical procedure for suppliers maintained in this session.

Siret Number

To maintain one supplier with a number of despatch addresses, enter the default Siret number for that supplier.

Press Enter to display the Supplier Details Quick Entry Detail window.

Supplier Details Quick Entry Detail Window

To display this window, press Enter on the Supplier Details Quick Entry Session Defaults window.

Use this window to define the suppliers requiring maintenance and to enter any defaults that you want to override.

Fields

Supplier

Enter the supplier account code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Sequence

Enter the [despatch](#) sequence number code.

Note: Enter * in any of the following fields to specify that the current value of this field should not be changed for any existing World Trade Supplier Master file records.

Country

Enter the country in which this supplier address is located.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Region

Enter a [region](#) associated with the supplier.

Alternatively, use the prompt facility to select from the RGNO [Region](#) pop-up.

Tax Country

Enter the code of the country where the supplier is registered for tax.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: This field is only displayed if the Non-UK Reporting field is checked on your company profile. This indicates that you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

Tax Registration

Enter the supplier's tax registration number in the specified country.

Note: This field is only displayed if the Non-UK Reporting field is checked on your company profile. This indicates that you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries.

Terms of Delivery

Enter the default [terms of delivery](#) for the suppliers, for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL [Terms of Delivery](#) pop-up.

If you use [Intrastat](#) and [ESL](#) requirements for additional EEC countries, you can enter a fourth digit of either **1** or **2** depending on your country's requirements on [terms of delivery](#).

Functions

Restart (F15)

Use this to return to the previous window and re-start the supplier mass maintenance procedure.

Select **Update (F8)** to save your changes.

Report by Item [21/STWTM]

This report lists the World Trade details for selected items.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Item number

World Trade Item Reporting Window

To display this window, select the Report by Item task.

Use this window to define the items listed on the report.

Fields

Item From/To

Enter the range of item numbers to process.

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

Enter a From value and leave the To value blank to maintain items starting at the From value and ending with the last item. Enter a To value without a From value to maintain all items from the beginning of the file through to, and including, the To value.

Example:

You have items AA to AZ, and classes A to E. If you enter a selection of From item AQ and To item class B, all items from AQ to AZ, with an Item class of A or B, are retrieved.

Leave the selection criteria blank to retrieve all items maintained within World Trade.

Item Mask

Note: *You cannot enter both an item range and an item mask.*

You can use a mask to select items. To do this, either enter the required character or _ and * as wildcards. You must enter all 15 characters. For example, __A__B_____ selects any item with an A as the third character and a B as the sixth character of the item code; 1* selects any item with 1 in it, and 1_____ selects only items that begin with 1.

Item Type From/To

Enter the range of item types.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

Item Class From/To

Enter the range of item classes.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

Major Group From/To

Enter the range of major item groups.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Minor Group From/To

Enter the range of minor item groups.

Alternatively, use the prompt facility to select from the PGMN Product Group - Minor pop-up.

Division From/To

Enter the range of divisions.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Sub Division From/To

Enter the range of sub divisions.

Alternatively, use the prompt facility to select from the SDIV Inventory Item Sub-division pop-up.

Issue Unit From/To

Enter the range of issue units.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Page Break On

Select one of the following:

Neither (0) (default) - Not to force a page break at all

Style (1) - To force a page break on change of style

Style/Colour (2) - To force a page break on change of style and colour

Select **Submit (F8)** to submit the report.

Report by Customer [22/STWTM]

This report lists the World Trade details for selected customers.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Customer number and delivery sequence

World Trade Customer Reporting Window

To display this window, select the Report by Customer task.

Use this window to enter customer and group ranges for the report.

Fields

Customer From/To

Enter the range of customer account codes.

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

Customer Group 1 From/To

Enter the range of customer group 1 codes.

Customer Group 2 From/To

Enter the range of customer group 2 codes.

Customer Group 3 From/To

Enter the range of customer group 3 codes.

Customer Group 4 From/To

Enter the range of customer group 4 codes.

Note: You can define the customer group codes for each customer using Sales Order Processing Customer Maintenance.

Note: Leave all selection criteria blank if you want to list all customers maintained within World Trade.

Select **Submit (F8)** to submit the report.

Report by Supplier [23/STWTM]

This report lists the World Trade details for selected suppliers.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Supplier number and delivery sequence

World Trade Supplier Reporting Window

To display this window, select the Report by Supplier task.

Use this window to select supplier and group ranges for the Supplier report.

Fields

Supplier From/To

Enter the range of supplier account codes.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Supplier Group 1 From/To

Enter the range of supplier group 1 codes.

Supplier Group 2 From/To

Enter the range of supplier group 2 codes.

Supplier Group 3 From/To

Enter the range of supplier group 3 codes.

Supplier Group 4 From/To

Enter the range of supplier group 4 codes.

You define the supplier group codes for each supplier in Accounts Payable Supplier Maintenance.

Note: Leave all selection criteria blank if you want to print all suppliers maintained within World Trade.

Select **Submit (F8)** to submit the report.

Chapter 3 Processing

3

World Trade Processing

World Trade takes base data from Sales Order Processing and Purchase Management, and provides the facilities to add extra data for the EC reporting and export documentation process.

The diagrams Processing Outward World Trade Movements, Processing Inward World Trade Movements and Processing Transfer World Trade Movements illustrate the flow of information into and within World Trade.

Extract Data for Intra-EC Movements

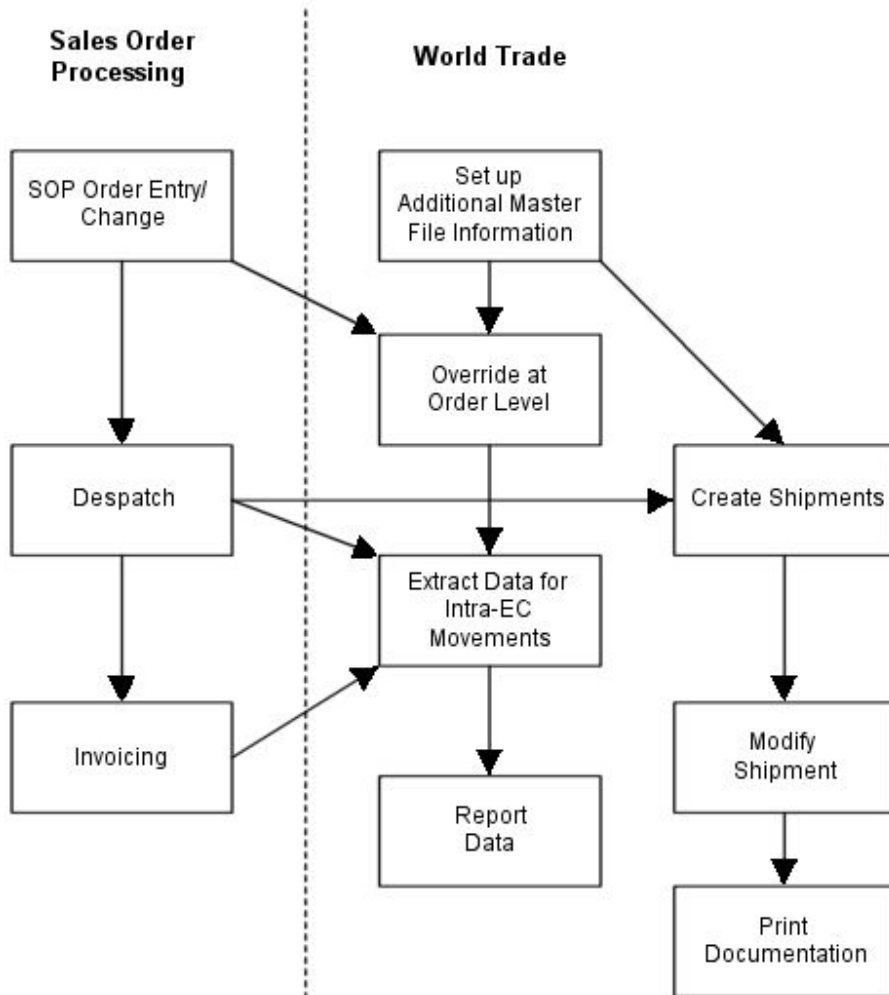
World Trade identifies EC movements by comparing To and From Countries for each order line. It extracts the information required for EC reporting, as it becomes available, from:

- Goods Inward
- Purchase Management Invoice Matching
- Despatch
- Sales Order Processing
- Confirmation of Shipment for Distribution Orders

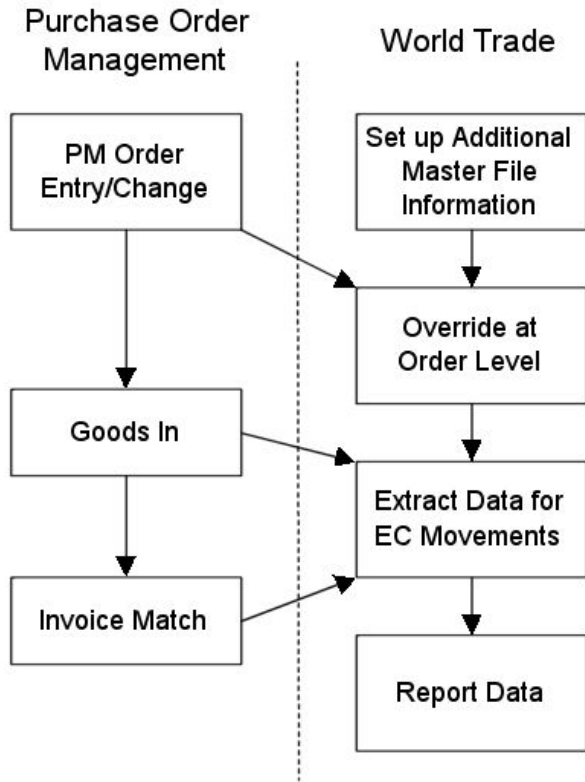
The extracted information is written to an EC Movements file for reporting purposes; the reporting process is described in the EC Reporting section.

During installation, you can extract data for transactions in periods before you installed World Trade.

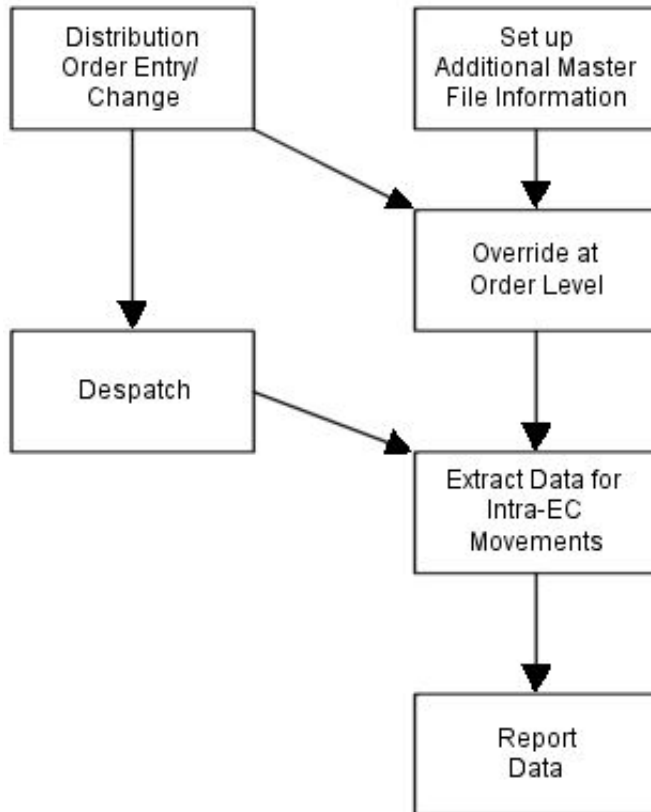
Processing Outward World Trade Movements



Processing Inward World Trade Movements



Processing Transfer World Trade Movements

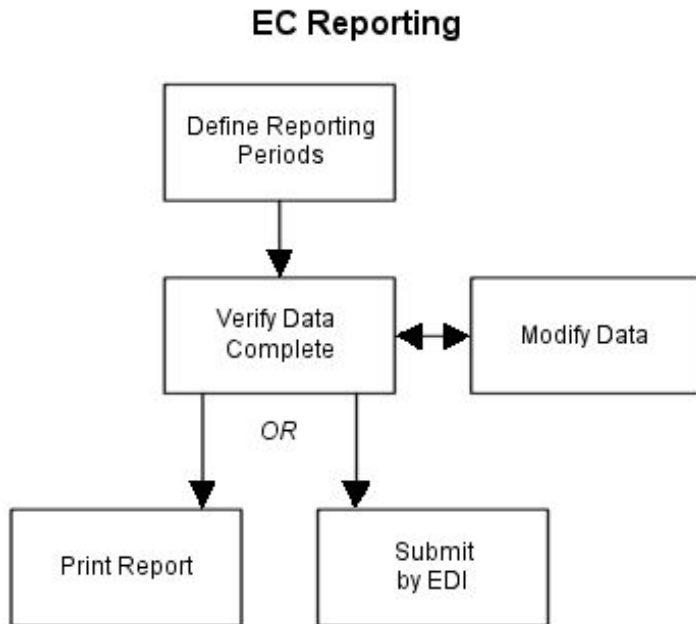


Create or Modify Shipments

Export [despatches](#) requiring export documentation have shipment records created automatically by the Export Documentation interface.

EC Reporting

You use World Trade to control the production of the Intrastat and ESL reports as follows:



Define Reporting Periods

You select the EC movements to include in a report by defining reporting periods.

Verify Data Complete

When you validate the data for a particular reporting period, it checks that all required data is complete and valid. You can view and amend data that failed validation.

You can also modify EC movements directly. This means you can modify any movement, not just those that have failed validation.

Print Report or Submit by EDI

You can report upon validated data using a printer or the EDI Application Interface application.

Export Documentation

As you confirm the despatch of sales orders, the transaction is tested to see if a shipment needs to be created. This test is established by means of the company setup within the system. If a shipment is required, export shipments are created automatically within World Trade. A shipment is structured as a header, together with different types of shipment items.

<p>SHIPMENT HEADER</p> <p>Consists of all shipment information which is consistent, irrespective of what type of items it applies to. The types of fields applicable are names and addresses, declarations, terms, company and customs references, dates and routing information.</p>	<p>INVOICE ITEMS</p> <p>The order product items applicable to this shipment.</p>
	<p>PACKING ITEMS</p> <p>Appear on the Export Packing List. They describe the case/pallets/cartons/which the invoice items are packed in.</p>
	<p>CUSTOMS ITEMS</p> <p>Appear on the Customs Documents. They describe in detail the commodities being exported and are listed in Tariff number order.</p>
	<p>HAZARDOUS ITEMS</p> <p>Appear on the DGN or IATA DGN and describe, in detail, the hazardous goods being exported. They are listed in hazardous classification order.</p>

Sales Order Processing creates invoice header and invoice line information. The customer and inventory item defaults provide details of the packing, customs and hazardous lines.

You can then edit the shipment by using information from the Export Documentation master files, and by entering new data, if required.

When a shipment is complete, you can either print the required documents individually or produce a batch by using a pre-defined print run.

Note: In World Trade Export Documentation, an item refers to an invoice item (known as an invoice line in Sales Order Processing), a packing item, a customs item, or a hazardous item. Do not confuse this with an Inventory item.

A [product](#) refers to an Inventory item.

Tax Code Determination

World Trade uses special routines to determine the appropriate tax code it should apply. These routines are based on identifying in which country tax is applicable, and then applying the rules of that country.

The routines are used by the following processes:

- Sales Order Processing Invoice Printing
- World Trade Invoice Printing
- Purchase Management Invoice Matching
- World Trade Tax Posting

The first three processes will only use the tax code determination routines if you set the Use EC Tax Calculations flag to **1** on the World Trade company profile.

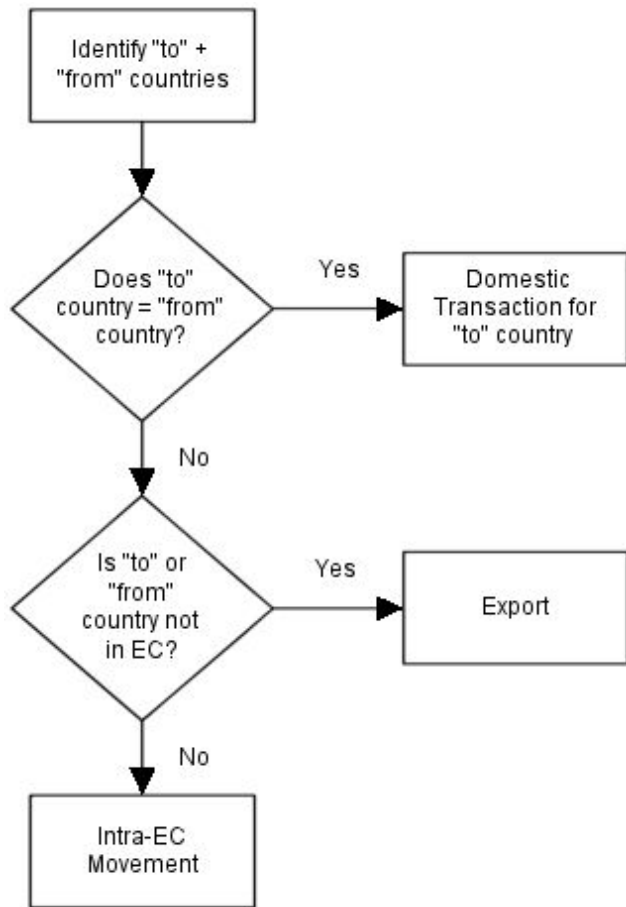
Item and Country Tax Codes

An individual item will have different tax treatment in different countries. For example, although an item may be standard rated in UK and Germany, the standard tax rate is currently 17.5% in the UK but 15% in Germany. Therefore, if a company has a UK stockroom and a German stockroom, and makes domestic sales from both, it must maintain two separate tax codes for an item that it supplies from both stockrooms.

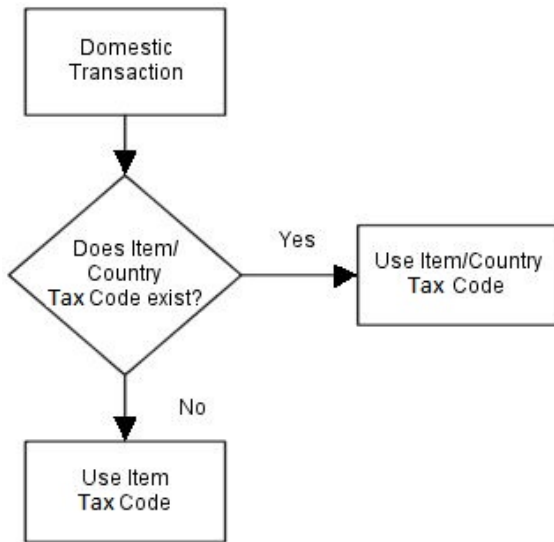
In World Trade, you can enter a tax code for each item and country combination. For more information, refer to the Maintenance chapter. If you do not enter a tax code, the software uses the standard tax code on the Inventory Item Master file.

Supply Tax Codes

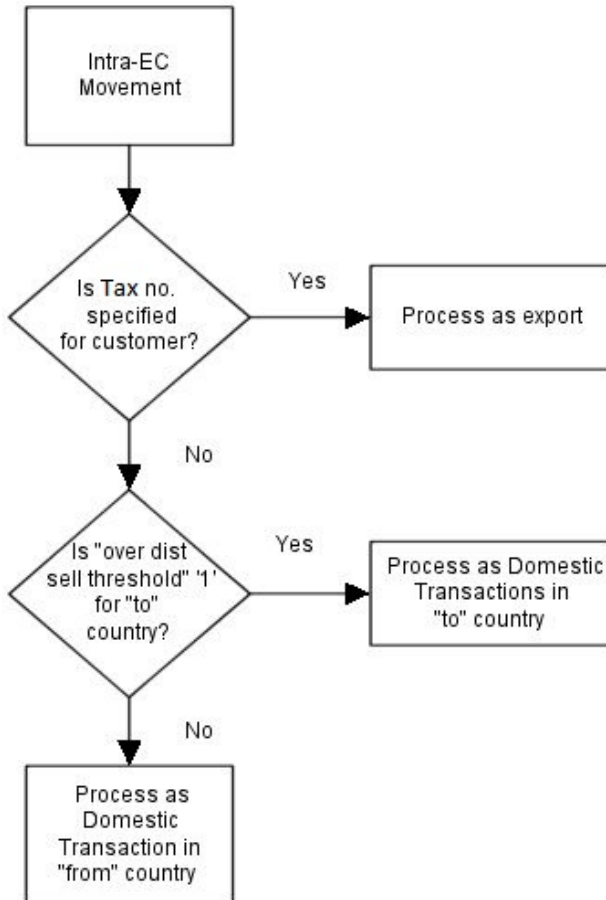
The [Supply Tax Codes](#) diagram documents the method used to determine tax codes for supplies.



Domestic Transaction Tax Code

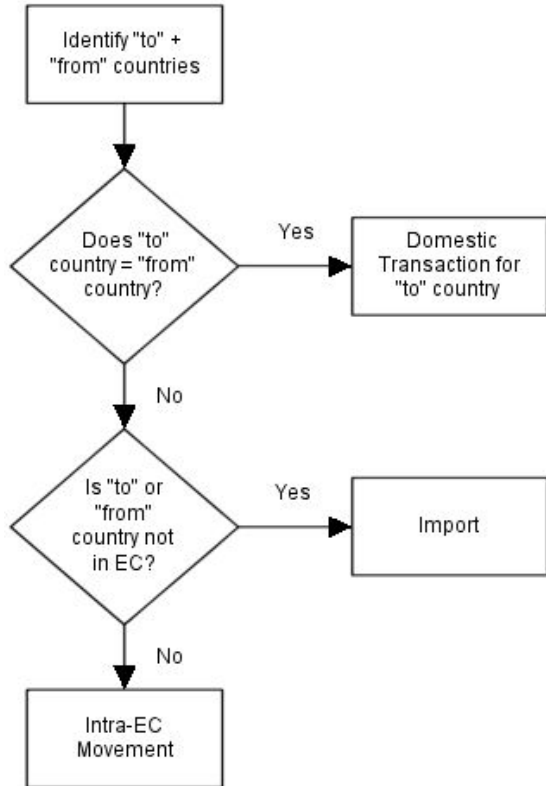


Intra-EC Movement Tax Code

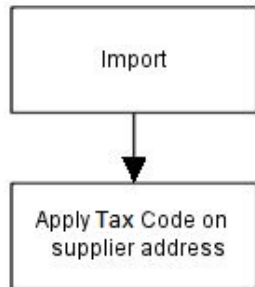


Input and Acquisition Tax Codes

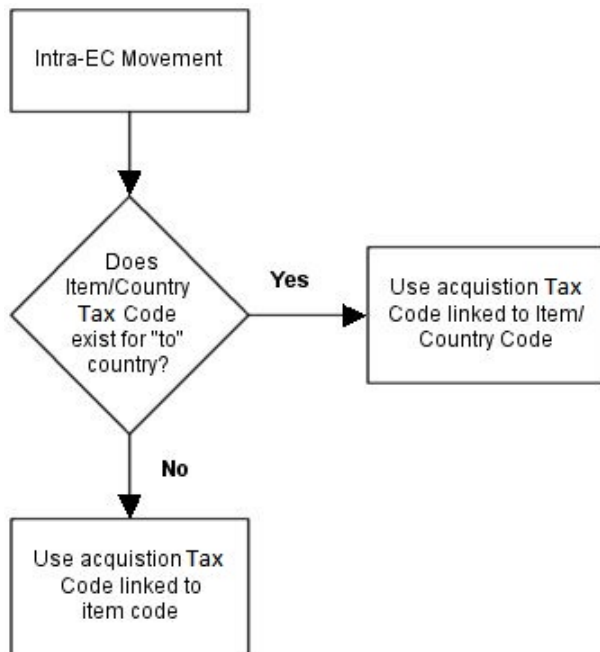
The Input and [Acquisition](#) Tax Codes diagram documents the method of determining tax codes for inputs and acquisitions.



Import Tax Codes



Intra-EC Movement Tax Codes



Purchase Order Overrides [1/STWTP]

Use this task to override a purchase order. The information you can override is defined by the [Intrastat mask](#) for the acquiring country.

You can override the details set up on World Trade supplier and item files for a particular order. When you acknowledge receipt of the goods, a World Trade acquisition movement is created. You update this when you match invoices.

However, any data you enter using this task supersedes data entered on receipt of goods and invoice matching.

Note: *If you define the defaults correctly, you should rarely need to use this task.*

Purchase Order Overrides Selection Window

To display this window, select the Purchase Order Overrides task.

Use this window to enter the order number that you want to override.

Fields

Order Number

Enter the purchase order number of the order to override.

Press Enter to validate the order number and display the Purchase Order Overrides Header window.

Purchase Order Overrides Header Window

To display this window, enter a purchase order and then press Enter on the Purchase Order Overrides Selection window.

Use this window to enter the header details for the purchase order.

Fields

Disposing Country

Enter the country in which the supplier acquires the goods. This is normally the country from which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the supplier despatch address. If this is blank, the value for the accounting address is used. If this is also blank, the default country in the company profile is used.

Acquiring Country

Enter the country in which the company acquires the goods. This is normally the country to which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the World Trade stockroom details. If this is blank, the default country on the company profile is used.

Statistical Procedure

Note: This field is only displayed if Statistical Procedure is checked in the Intrastat mask for the Acquiring Country.

Enter the statistical procedure to report on the Intrastat for this order.

This field defaults from the supplier despatch address. If no value is specified for the supplier despatch address, the value from the statement address is used.

Options

Select

Use this to select the order line that you want to maintain.

Note: The fields displayed against each line are determined by reference to the Intrastat mask defined for the acquiring country.

Functions

Order Enquiry (F13)

Use this to display the Order Summary from Purchase Management.

Select **Update (F8)** to save your changes and return to the previous window.

Purchase Order Overrides Line Details Pop-up

To display this pop-up, select an order line on the Purchase Order Overrides Header window.

Use this pop-up to enter the line details of the purchase order.

Fields

Note: The fields displayed are determined by reference to the [Intrastat mask](#) of the acquiring country.

Terms Del

Enter the [terms of delivery](#), for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

This field defaults from the supplier despatch address. If this is blank, the value for the accounting address is used. If this is also blank, the Terms of Delivery in the company profile are used.

Coun Org

Enter the country of origin for this order line.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This defaults from the World Trade item record.

Reg

Enter the [region](#) of destination for this order line.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

This defaults from the World Trade stockroom record.

Port Arr

Enter the port of [arrival](#) for this order line.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

This field defaults from the supplier despatch address. If this is blank, the value for the accounting address is used. If this is also blank, the Port of Arrival in the company profile is used.

Port Tran

Enter the port of transshipment for this order line.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

This field defaults from the supplier despatch address. If this is blank, the value for the accounting address is used. If this is also blank, the Port of Transshipment in the company profile is used.

Ancillary Price

Enter the CIF (Carriage, Freight and Insurance) price for one item.

Nature Trans

Enter the nature of the transaction, such as sale, hire, and so on.

Alternatively, use the prompt facility to select from the NOTN Nature of Transaction pop-up.

If you leave this blank, the goods inward process determines the nature of the transaction.

Select **Update (F8)** to save your changes and return to the previous window.

Sales Order Overrides [2/STWTP]

Use this task to override a sales order. The information you can override is defined in the [Intrastat mask](#) for the disposing country.

You create a World Trade [disposal](#) movement by one of two options:

- After you confirm despatch within Sales Order Processing, you can run a batch job from World Trade to create the movements.
- You can create the movements automatically when printing an invoice in Sales Order Processing.

Use the World Trade batch job if you are closing the tax period but you do not want to print invoices until a later period.

However, any data that you enter via this task supersedes data entered elsewhere.

Note: *If you define the defaults correctly, you should rarely need to use this task.*

Sales Order Overrides Selection Window

To display this window, select the Sales Order Overrides task.

Use this window to enter the sales order number of the order that you want to override.

Fields

Order Number

Enter the sales order number of the order to override.

Press Enter to validate the order number. The Sales Order Overrides Header window is displayed.

Sales Order Overrides Header Window

To display this window, enter a sales order and then press Enter on the Sales Order Overrides Selection window.

Use this window to enter the header details for the sales order.

Fields

Note: The fields displayed for each order line are determined by reference to the [Intrastat mask](#) defined for the disposing country.

Options

Select

Use this to select the order line that you want to maintain.

Functions

Order Enquiry (F13)

Use this to display the Whole Order Enquiry from Sales Order Processing.

Acq. Country (F14)

Use this to select the country in which the company acquires the goods. This is normally the country to which the goods are moved.

The Delivery Sequence pop-up is displayed.

Select **Update (F8)** to save your changes and return to the previous window.

Sales Order Overrides Line Details Pop-up

To display this window, select an order line on the Sales Order Overrides Header window.

This window allows you to enter additional information relating to the detail line that you need to override.

Fields

Dsp Cty

Enter the country in which the company acquired the goods; this is normally the country from which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the World Trade stockroom details. If no country is specified, the default country in the company profile is used.

Term Del

Enter the [terms of delivery](#), for example, ex Works.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

This field defaults from the customer delivery address. If this is blank, the value for the statement address is used. If this is also blank, the terms of delivery in the company profile are used.

Note: *The fields displayed are determined by reference to the Intrastat mask of the disposing country.*

Coun Org

Enter the country of origin for this order line.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This defaults from the World Trade item record.

Reg Org

Enter the [region](#) of despatch for this order line.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

This defaults from the World Trade stockroom record.

Port Desp

Enter the port of [despatch](#) for this order line.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

This field defaults from the customer delivery address. If this is blank, the value is taken from the statement address. If this is also blank, the Port of Despatch in the company profile is used.

Port Tran

Enter the port of transshipment for this order line.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

This field defaults from the customer delivery address. If this is blank, the value in the statement address is used. If this is also blank, the Port of Transshipment in the company profile is used.

Nature Tran

Enter the [nature of transaction](#) for this order, such as sale, hire, and so on.

Alternatively, use the prompt facility to select from the NOTN Nature of Transaction pop-up.

If you leave this field blank, the invoicing process determines the nature of the transaction.

Ancillary Price

Enter the FOB (Free on Board) price for one item.

Statistical Procedure

Enter the statistical procedure to report on the Intrastat.

This field defaults from the supplier despatch address. If this is blank, the value is taken from the statement address.

Select **Update (F8)** to save your changes and return to the previous window.

Delivery Sequence Pop-up

To display this pop-up, use **Acq.Country (F14)** on the Sales Order Overrides Selection window.

Use this pop-up to delivery sequence for the sales order customer.

Field

Position To

Use this to position the display at the entered value.

Select a delivery sequence to display the Acquiring Country pop-up.

Acquiring Country Pop-up

To display this pop-up, select the delivery sequence required on the Delivery Sequence pop-up.

Use this pop-up to enter the acquiring country for the sales order.

Fields

Country of Acquisition

Enter the country code of the country where the goods will end up. This is normally the country of the customer.

Alternatively, use the prompt facility to select from the Select Country pop-up.

This field defaults from the customer delivery address. If this is blank, the value for the statement address is used. If this is also blank, the default country in the company profile is used.

Select **Update (F8)** to update the country and return to the previous window.

Create Disposal Movements [11/STWTP]

This task runs a batch job to create the movements for sales orders not yet invoiced. You can maintain movements and report on them in the correct period, even though processing for the order is not complete.

Invoice numbers are added to movements created by this World Trade task when the invoices are printed in Sales Order Processing.

Select **Confirm Submit (F8)** to submit the job.

Maintain Movements [12/STWTP]

Use this task to maintain details about any [EC](#) movements of goods. You can add extra data for [EC](#) reporting and export documentation. The basic information about these movements is created through interfaces to relevant applications.

There may be instances where a movement has not been created by the linked distribution applications, but you need the data for [Intrastat](#) purposes, for example, if an asset purchase takes place without a purchase order being raised. Use this task to add such a movement manually.

EC Movement Maintenance Selection Window

To display this window, select the Maintain Movements task.

Use this window to enter the selection criteria for the movement you want to maintain.

Fields

Acquisition/Disposal

Select one of the following:

Acq (1) - To maintain information about [acquisitions](#) (receipts)

Dis (2) - To maintain information about [disposals](#) (supplies)

Order Number

Enter the order number (purchase or sales) of the order associated with the movement that you are maintaining.

This is not valid for manual movements.

Movement Source

Select one of the following to define which application created the movement:

Service Management (J)

Manual Movements Enter in WT (M)

Purchase Management (P)

Sales Order Processing (S)

Distribution Orders from DRP or WT (T)

Line Number

Enter the line number within the order to define further the movement that you are maintaining.

This is not valid for manual movements.

Sequence Number

For a scheduled purchase order, enter the sequence number within the order to define further the movement to maintain.

This is not valid for manual movements.

Manual Number

Enter the sequence number of a movement previously created using this task. The number is automatically allocated when you create a movement.

This is valid only for manual movements.

Despatch Number

Enter the despatch number (picking note sequence number) to define further the movement to maintain.

This is not valid for manual movements.

Invoice Number

Enter the invoice number to define further the movement to maintain.

If you enter an invoice number, do not enter an order number, line number, sequence number, or [despatch](#) number.

This is not valid for manual movements.

GRN Number

Enter the goods received note number to define further the movement to maintain.

This is not valid for manual movements.

Functions

Add Movement (F6)

Use this to enter a new manual movement.

Enter the selection criteria and press Enter or select **Add Movement (F6)**. The EC Movement Maintenance Details window is displayed.

EC Movement Maintenance Details Window

To display this window, enter the selection criteria and then press Enter or select **Add Movement (F6)** on the EC Movement Maintenance Selection window.

The fields show the default values held on the system for the selected movement. You can change these for reporting or documentation purposes.

Note: *If more than one movement meets the entered criteria, use **Next (F7)** to display the next movement in the group.*

Fields

Item

Enter an item number for the movement.

Movement Reference

Enter a reference for this movement.

The reference should link the movement to source documentation and is mandatory for manual movements.

Disposing Country

You must enter the country from which the goods were moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Acquiring Country

You must enter the country to which the goods were moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: *The Acquiring and Disposing Region fields are only displayed if you checked the Non-UK Reporting field in the company profile.*

Disposing Region

Enter the [region](#) for the [disposal](#) movement.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Acquiring Region

Enter the [region](#) for the acquiring movement.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Report on Intrastat

Enter one of the following:

0 - Not to include the movement on an Intrastat report

1 - To include this movement on an Intrastat report

Report on ESL

Enter one of the following:

0 - Not to include the movement on an ESL report

1 - To include this movement on an ESL report

Note: *Only despatches are printed on an ESL.*

Nature Transaction

Enter the nature of the transaction (such as sale, hire, and so on) for this movement of goods.

Alternatively, use the prompt facility to select from the NOTN Nature of Transaction pop-up.

The application recognises the nature of the transaction from the movement type and commodity type associated with the item.

Process Indicator

Enter one of the following:

0 - To set the [process indicator](#) off

1 - To set the process indicator on for the ESL report

This means that the goods are moving to or from sub-contract operations.

Process Value

If the process indicator is set to **1**, enter the value of the invoice that corresponds to the value of the sub-contract operations.

If the process indicator is set to **0**, enter **0** in this field or leave it blank.

Movement Date

Enter or select the date of the movement of goods.

This defaults to the current date when creating manual movements.

The tax point date is the earlier of:

15th of the month after the movement date

Invoice date

If goods are invoiced more than a month before delivery, the tax point date is set to the movement date.

Invoice Date

Enter or select the date of the invoice that corresponds to the movement of goods.

Tax Country

Enter the country in which this company is registered for tax purposes.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Supplier/Customer

If this is an [acquisition](#) movement, enter the supplier.

If this is a [disposal](#), enter the customer.

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

Note: This field is only displayed if you checked the Non-UK Reporting field in the company profile.

Tax Registration

Enter the tax registration number of the recipient of the goods in the acquiring country.

This number is reported on the [ESL](#).

Commodity Code

Enter the harmonised [commodity code](#) for the goods being moved.

Alternatively, use the prompt facility to select the first eight digits from the TAR EEC Tariffs pop-up.

The first eight digits are reported on the Intrastat report. Use the remaining digits to enter the full information for exports outside the EC and for CAP details.

Siret Number

Note: *This field is only displayed for disposals.*

Enter the [Siret number](#) for this company.

This is a requirement for the French authorities.

Functions

Next (F7)

If more than one movement matches the selection criteria, use this to access each movement in turn. After the last qualifying movement, the initial window is re-displayed.

Note: *This does not save any changes.*

Quantity Value Information (F13)

Use this to specify details of the quantities and values of goods to be moved. You cannot access this function for manual movements until you have updated the basic details.

Transport Information (F14)

Use this to specify transport information related to the goods to be moved. You cannot use this for manual movements until you have updated the basic details.

Select **Update (F8)** to save any changes and, in the case of a manual movement, to request the generation of a reference number. Then select **Exit (F3)** to leave the task.

Reportable Movement Quantity/Value Information Pop-up

To display this pop-up, select **Quantity Value Information (F13)** on the EC Movement Maintenance Details window.

Note: *You cannot access this function for manual movements until you have updated the basic details.*

Use this pop-up to amend the quantity, currency, and value information for the external documentation.

Fields

Quantity in Kgs

Enter the quantity in kilograms for the movement of goods.

Quantity In (two fields)

You only need to complete these fields if you require a second quantity in a different unit of measure for the specified commodity code.

In the first field, enter the unit of measure.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

In the second field, enter the movement of goods quantity.

Movement Quantity

Enter a movement quantity for Intrastat and ESL reporting for additional EC countries.

Note: *This field is only displayed if you checked the Non-UK Reporting field on the company profile.*

Invoice Value (Currency)

Enter the currency of the invoice for the movement of goods.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Invoice Value (Value)

Enter the invoice value for the movement of goods.

Goods Value

Enter the value of the goods.

The order value reported on the Intrastat is in the following order: invoice value, order value and goods value.

The value reported on the ESL is in the following order: invoice value, order value.

Ancillary Value (Currency)

Enter the currency used for the [ancillary value](#).

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Ancillary Value (Value)

Enter the [ancillary value](#) for the movement of goods.

The ancillary value is the CIF (Carriage, Freight and Insurance) value for acquisitions and the FOB (Free on Board) value for disposals.

Press Enter to save your changes and return to the previous window.

Reportable Movement Transport Information Pop-up

To display this pop-up, select **Transport Information (F14)** on the EC Movement Maintenance Details window.

Note: You cannot access this function for manual movements until you have updated the basic details.

Use this pop-up to amend the terms of delivery, origin, and port details for external documentation.

Fields

Terms of Delivery

Enter the [terms of delivery](#) (for example, ex Works).

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

You can enter a fourth digit of either **1** or **2**, depending on your country's requirements on terms of delivery.

Note: The fourth digit is available only if the Non-UK Reporting field in your company profile is checked.

Mode of Transport

For disposals, enter the mode of transport by which the goods left the disposing country.

For acquisitions, enter the mode of transport by which the goods arrived in the acquiring country.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

Country of Origin

Enter the country of origin for these goods.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Region of Origin

For disposals, enter the region of despatch.

For acquisitions, enter the destination region.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Port of Arrival/Despatch

For disposals, enter the port of despatch from the disposing country.

For acquisitions, enter the port of arrival into the acquiring country.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transshipment

Enter the port of transshipment for the movement of goods.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Statistical Procedure

Enter the statistical procedure for the movement of goods.

Regime

Enter the regime for the goods movement.

Alternatively, use the prompt facility to select from the RGME World Trade - Regimes pop-up.

You use regimes in French and Italian reporting.

Press Enter to save your changes and return to the previous window.

Tax Accruals Posting [21/STWTP]

This task generates postings to the tax accounts in the General Ledger, and to the tax subsystem for EC movements of goods recorded in World Trade.

These postings depend on the tax point date determined for the movement. The accrued tax is realised when you match or print the invoice, but you must be able to trace the accrued charge from the tax point date associated with the movement of the goods.

Tax point dates are the earlier of the 15th day of the month following the movement date, or the invoice issue date. However, if you invoice goods more than a month before delivery, the tax point date is the movement date.

For example:

Movement Date	Invoice Date	Tax Point
13/03/12	10/04/12	10/04/12
13/03/12	19/04/12	15/04/12
13/03/12	04/01/12	13/03/12

Types of Tax Posting

You must make tax postings for two classes of movements based on the information from World Trade. These give rise to two types of processing:

- Reversals
Movements for which you expect an invoice, but the 15th of the month rule has triggered the tax point
- Simple Postings
Movements for which you will never receive an invoice, because they relate to the transfer of goods within a company across, an EC border

Reversals

For a movement where you expect an invoice, but the expected date is beyond the current tax period, a reversal is posted for the tax. A debit is posted before closing the tax period, which establishes a tax accrual. To balance this in the next tax period, post a corresponding credit, essentially reversing the posting.

You must continue to post and reverse until you print the invoice in Sales Order Processing or match the invoice in Purchase Management. When you post an invoice, the software posts the tax to the

General Ledger tax accounts and the tax subsystem. When you do the final posting of the invoice, the reportable movement is flagged to prevent further accruals being posted.

Note: *It is the tax periods, not the GL periods, which are critical to this operation.*

For example:

Acquisition Tax of £10.00 from movement of goods on 10/01/06, invoice date 18/07/06

Tax periods calendar quarterly

Period	Acquisition Tax	Input Tax	
0601	£10	£10	Accrual at 31/03/06
0602	£10-	£10-	Accrual at 31/06/06
	£10	£10	
0603	£10-	£10-	Final Invoice Posting
	£10	£10	

The net effect is that the tax is posted in tax period 0601.

Note: *You must run the tax posting procedure immediately before closing the tax period. This prevents you from posting an invoice in a period after an accrual has occurred for the movement in the same period.*

Simple Posting

For a movement where you receive no invoice, the process outlined in the Reversals section can continue indefinitely. Therefore, no reversal is generated, and the movement is flagged to prevent further processing.

Tax Accruals/Postings Window

To display this window, select the Tax Accruals Posting task.

Use this window to perform the necessary postings to the General Ledger that relate to non-invoiced tax. You can make a distinction between [acquisition](#) and [disposal](#) postings, and simple and reversal tax postings. This submits a batch job. The tax period end date, and the last period accrued is displayed.

Fields

Accruals

Use the checkbox as follows for both Acquisitions and Disposals:

Unchecked - Not to make postings

Checked - To make the postings for acquisitions or disposals for which an invoice is expected

Postings

Use the checkbox as follows for both Acquisitions and Disposals:

Unchecked - Not to make postings

Checked - To make postings for acquisitions or disposals for which no invoice is expected

General Ledger Posting Period

Enter the General Ledger period in which the postings should be made.

Tax Period

Enter the tax period in which the postings should be made.

Press Enter to check your entries. Then select **Update (F8)** to submit the postings as a batch job.

System Postings

This details the postings that the tax accruals posting task generates within the General Ledger and the tax subsystem for each type of transaction.

The following assumptions apply to all examples:

- Value of Movement = £1000
- Current Tax Period = 0503 01/07/05 - 30/09/05
- Current GL Period = 0509 01/09/05 - 30/09/05
- Three tax codes exist:
 - A = Acquisition Tax - 17.5%
 - S = Standard Tax - 17.5%
 - Z = Zero Tax - 0%
- Date of movement - 20/08/05
- Date of processing - 30/09/05

Note: The tax point date is 15/09/05.

Purchase, Invoice not Received

The tax code is determined using the rules specified for Purchase Management.

Example using tax code A:

GL Postings		Tax Subsystem Postings	
GL Period 0509		Tax Period 0503	
Input Tax account	£175 Dr	Purchase goods value	£1000
			Tax £175
Output Tax account	£175 Cr	Sales goods value	£1000
			Tax £175

GL Period 0510		Tax Period 0504	
Input Tax account	£175 Cr	Purchase goods value	£1000-
			Tax £175-
Output Tax account	£175 Dr	Sales goods value	£1000-
			Tax £175-

The fact that tax code A is for [acquisition](#) tax means that equal amounts are posted to the input and output tax accounts. The postings to each tax account are reflected in the tax subsystem. Because an invoice is expected, the postings are reversed in the next period.

Sale, Invoice not Printed

The tax code is determined using the rules specified for Sales Order Processing.

Example using tax code Z and customer tax number is unknown:

GL Postings	Tax Subsystem Postings	
None	Tax Period 0503	
	Sales goods value	£1000
		Tax £0
	Tax Period 0504	
	Sales goods value	£1000-
		Tax £0

Note: There are no General Ledger postings, because no tax is payable on the transaction. However, the value of the goods is recorded in the tax subsystem so that you can report on the value of EC supplies and acquisitions on the tax subsystem reports and the tax return.

Example where the customer's tax number is not specified

The tax code would be S and the postings would be as follows:

GL Postings	Tax Subsystem Postings	
GL Period 0509	Tax Period 0503	
Output Tax account	£175 Cr	Sales goods value £1000
Suspense account	£175 Dr	Tax £175
GL Period 0510	Tax Period 0504	
Output Tax account	£175 Dr	Sales goods value £1000-
Suspense account	£175 Cr	Tax £175-

The output tax must be posted to the General Ledger, because there is a liability to Customs and Excise. There is no corresponding input posting, as there is in the case of acquisition tax, and the posting to the suspense account is necessary to balance the journal.

Receipt of Goods, No Invoice Expected

The tax code is determined using the rules specified for Purchase Management.

Example using tax code A:

GL Postings		Tax Subsystem Postings	
GL Period 0509		Tax Period 0503	
Input Tax account	£175 Dr	Purchase goods value	£1000
Output Tax account	£175 Cr		Tax £175
		Sales goods value	£1000
			Tax £175

Since tax code A is for acquisition tax, equal amounts are posted to the input and output tax accounts. The postings to each tax account must be reflected in the tax subsystem.

Since no invoice will be received, no reversal is created.

Despatch of Goods, No Invoice to be Printed

The tax code is determined using the rules specified for Sales Order Processing.

Example using tax code Z:

GL Postings	Tax Subsystem Postings	
None	Tax Period 0503	£1000
	Sales goods value	Tax £0

Note: There are no General Ledger postings because no tax is payable on the transaction. However, the value of the goods is recorded in the tax subsystem in order that you can report the value of EC supplies and acquisitions on the tax subsystem reports, and hence on the tax return.

The fact that no invoice is received means that no reversal is created.

Report on Intrastat [31/STWTP]

This task controls the production of Intrastat reports. To produce a report, you must complete four basic steps:

- 1 Select the country for which you are producing the report.

- 2 Define the time span that the report will cover.
- 3 Verify that all data required for the Intrastat in the reporting country is complete.
- 4 Print the report or submit it by Electronic Data Interchange (EDI).

Note: Use country code IE to run the Irish version.

Control Intrastat Reporting Selection Window

To display this window, select the Report on Intrastat task.

Use this window to enter the country for which you require Intrastat reports.

Fields

Country

Enter the country for which you are producing the report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Note: The report is printed in the format used by the authorities of the selected country.

Press Enter to check the country code and to display the Control Intrastat Reporting Processing window.

Control Intrastat Reporting Processing Window

To display this window, enter or select a country and then press Enter on the Control [Intrastat Reporting Selection](#) window.

Use this window to enter time span dates for the Intrastat report.

Fields

Start Date (Untitled)

Enter or select the start date for the next time span.

If this is not the first time span entered, the end date is determined according to the following rules:

- If the start date is immediately after the end of the previous time span, the end date defaults to the end of the next period.
- If the start date is in the previous time span, the previous time span is divided into two separate time spans.

End Date (Untitled)

This is only available when you have not previously defined any time spans.

Enter or select the end date of the first time span.

Option

The options you can use are dependent on the Status field (see below).

Enter one of the following:

Test Report - To print an Intrastat test report without any verification

This is available for every status.

Verify - To verify that all data needed for the Intrastat report is present and valid

If the status is Failed Verification, an exception report is printed, detailing the reasons for failure. This is available if the status is either Blank or Failed Verification.

Display Failed Items - To display and maintain movements that caused a verification run to fail

This is available only if the status is Failed Verification.

Produce Report - To print the Intrastat report

This is valid only if the status is Verified. When the report has completed, the status is changed to Printed.

Submit by EDI - To submit a job to transfer the data for the Intrastat report to the EDI application interface

This is valid only if the status is Verified. When the job has completed, the status is changed to Submitted by EDI Application Interface.

Audit Report - To produce an audit report of the movements that are consolidated to create an entry on an Intrastat report

This is only valid if the status is Verified, Printed or Submitted by EDI.

Status

This field displays the current condition of the report for this period. You cannot use all the options described above for all status settings.

There are five possible status settings, which are:

- Blank
- Verified
- Failed verification
- Printed
- Submitted by EDI

Functions

Refresh (F5)

After a job has completed, use this to refresh the window and to update the status of the Intrastat reports.

More Options (F23)

Use this to see the options which are not currently displayed.

Select **Exit (F3)** to leave the task.

Control Intrastat Reporting Verification Window

To display this window, enter **3 (Display Failed Items)** against a time span on the Control Intrastat Reporting Processing window.

This is available only if the movement data verification run fails. The window displays the movements that caused the verification run to fail, and makes them available for maintenance. An exception report is created which details the reasons why particular movements failed the verification.

Options

Select

Use this to maintain the movement, using the [EC](#) Movement Maintenance Details window. For further details, see the Maintain Movements section.

Select **Exit (F3)** to leave the task.

Report on ESL [32/STWTP]

Use this task to produce [ESL](#) reports.

To produce a report, you must complete four basic steps:

- 1 Select the country for which the report is to be produced.
- 2 Define the time span covered by the report.
- 3 Verify that all data required for the ESL in the reporting country is complete.
- 4 Print the report, or submit it by EDI.

Control ESL Reporting Selection Window

To display this window, select the Report on ESL task.

Use this window to enter the country for the ESL report.

Fields

Country

Enter the country for which you want to produce the report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

The report is printed in the format used by the authorities of the selected country.

Press Enter to validate the country code entered and display the Control ESL Reporting Processing window.

Control ESL Reporting Processing Window

To display this window, enter or select a country and then press Enter on the Control ESL Reporting Selection window.

Use this window to enter time span dates for the report.

Fields

Start Date

Enter or select the start date for the next time span.

If this is not the first time span entered, the end date is determined according to the following rules.

- If the start date is immediately after the end of the previous time span, the end date defaults to the end of the next period.
- If the start date is in the previous time span, the previous time span is divided into two separate time spans.

End Date

This is only available when no time spans have been defined.

Enter or select the end date of the first time span.

Option

The options you can use are dependent on the Status field (see below).

Enter one of the following:

Test Report - To print an ESL test report without verification

This is available for every status.

Verify - To verify that all data needed for the ESL report is present and valid

If the status is Failed Verification, an exception report is printed, detailing the reasons for the failures. This is available if the status is either Blank or Failed Verification.

Display Failed Items - To display and maintain movements that caused a verification run to fail

This is only available if the status is Failed Verification.

Produce Report - To print the ESL report.

The ESL report can be printed only if the status is Verified.

When the report has completed, the status will change to Printed.

Submit by EDI - To submit a job to transfer the data for the ESL report to the EDI application interface

This is only valid if the status is Verified. When the job has completed, the status changes to Submitted by EDI Application Interface.

Audit Report - To produce an audit report of the movements that consolidate to an entry in an ESL report

This is only valid if the status is Verified, Printed or Submitted by EDI.

Status

This field displays the current condition of the report for this period. You cannot use all the options described above for all status settings.

The five possible status settings are:

- Blank
- Verified
- Failed verification
- Printed
- Submitted by EDI

Functions

Refresh (F5)

Use this to refresh the window after a job has completed, and to show the current status of the ESL reports.

More Options (F23)

Use this to see the options which are not currently displayed.

Select **Exit (F3)** to leave the task.

Control ESL Reporting Verification Window

To display this window, select **3 (Display Failed Items)** against a time span on the Control ESL Reporting Processing window.

This is only available if the movement data verification run fails. The window displays the movements that caused the verification run to fail, and makes them available for maintenance. An exception report is created, which details why particular movements failed the verification process.

Options

Select

Use this to maintain the movement, using the EC Movement Maintenance Details window. For further details, see the Maintain Movements section.

Select **Exit (F3)** to leave the task.

Export Invoice Update [41/STWTP]

This task incorporates into the relevant applications any invoice details that are established during an invoice print in World Trade SPEX.

If export invoices and documentation have been generated in SPEX, an invoice number is assigned in SPEX, which differs from the invoice number assigned at Confirm Despatch in Sales Order Processing. It is possible for individual transactions to be consolidated into one line in a SPEX invoice. These individual transactions each have their own invoice numbers, allocated by the Confirm Despatch procedure.

The batch job performs two important functions. It refreshes invoices, retrospectively updating and modifying the invoice details held within applications. Items consolidated within SPEX are assigned a common invoice number. Then, the batch job initiates routines that generate postings to the Sales Ledger and General Ledger.

Select **Confirm Submit (F8)** to submit the batch job.

Send Intrastat/ESL Reports [51/STWTP]

This task extracts and processes all [Intrastat](#) and [ESL](#) Report data from the Application Interface Database into the EDI mailbox. When processed, the data is deleted from the Application Interface database.

Select **Confirm Submit (F8)** to submit the batch job.

Introduction to World Trade Enquiries

There are two key types of World Trade enquiries:

Reference Details

These use the same formats as the maintenance tasks. Therefore, you can make the information available to users who do not have sufficient authority to carry out maintenance procedures.

These enquiries are:

- Country
- Stockroom
- Item
- Customer
- Supplier
- Charge Code/Country Tax Code

Order Override Status

These use the same formats as the override tasks. Users without the authority to override an order can therefore check on the status of selected orders.

These enquiries are:

- Purchase Order Overrides
- Sales Order Overrides

These enquiries also access the order enquiries in other relevant applications - the Order Summary Enquiry from Purchase Management, and the Whole Order Enquiry from Sales Order Processing. Therefore you can monitor the status of an order without being given authority to these other applications.

Country [1/STWTE]

Use this task to view the following details:

- Information about this company in the country
- General information about a country
- Intrastat mask
- Re-definition of country codes for Intrastat and ESL reporting

Country Code Enquiry Selection Window

To display this window, select the Country task.

Use this window to select the country that you want to display.

Options

Select

Use this to display the details for a country.

Reporting Country Codes

Use this to display the country codes that will be printed in the EC reports for this country on the Intrastat Reporting Codes pop-up.

Note: *This is only available for those countries for which the Collect Intrastat Data checkbox is checked.*

Functions

Position To (F19)

Use this to position the display directly on a country that you want to maintain.

Country Code Enquiry Details Window

To display this window, select a country on the Country Code Enquiry Selection window.

This window displays information about this company in the selected country.

Functions

More Details (F10)

Use this to display the More Details pop-up, which contains general information used when reporting to this country.

If the EC Member field is checked for your selected country, when you press Enter, the Intrastat Reporting pop-up for this country will be displayed. Otherwise, select **Previous (F12)** to return to the Country Code Enquiry Selection window.

More Details Pop-up

To display this pop-up, select **More Details (F10)** on the Country Code Enquiry Details window.

This pop-up displays information about the selected country. All the information is for memo purposes only.

Select **Previous (F12)** to return to the Country Code Enquiry Details window.

Intrastat Reporting Pop-up

To display this pop-up, if the country is flagged as being an EC member, press Enter on the Country Code Enquiry Details window.

This pop-up displays the Intrastat mask for this country. The Intrastat mask defines the elements that are printed on the Intrastat report.

Select **Previous (F12)** to return to the Country Code Enquiry Details window.

Intrastat Reporting Codes Pop-up

To display this pop-up, select Reporting Country Codes against a line on the Country Code Enquiry Selection window.

This pop-up displays the country codes used for EC reporting in the selected country.

Select **Previous (F12)** to return to the Country Code Enquiry Selection window.

Stockroom [2/STWTE]

Use this enquiry to display details of the World Trade stockroom.

These details include:

- Country
- Region
- Internal Customer

Stockroom Details Enquiry Selection Window

To display this window, select the Stockroom task.

Use this window to select the stockroom that you want to display.

Select a stockroom to display the Stockroom Details Enquiry window.

Stockroom Details Enquiry Window

To display this window, select a stockroom on the Stockroom Details Enquiry Selection window.

This window displays details of the selected World Trade stockroom.

Select **Previous (F12)** to return to the Stockroom Details Enquiry Selection window.

Item [3/STWTE]

Use this enquiry to display details of World Trade items. These details are used for both EC reporting and export documentation.

The displayed details include:

- Commodity code, class and type
- Country of origin
- Issue measurements

Extended Item Details Selection Window

To display this window, select the Item task.

Use this window to select the item that you want to display.

Fields

Item

Enter the code of the style that you want to display.

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

Press Enter to validate the style and display the Extended Item Details window.

Extended Item Details Window

To display this window, enter or select an item and then press Enter on the Extended Item Details Selection window.

This window displays the following details for World Trade items:

- Commodity code, class and type
- Country of origin
- Issue measurements

Functions

Country Tax Codes (F13)

Use this, for items sold domestically, to display the range of applicable tax codes on the Item/Country Tax Code Enquiry pop-up.

Select **Exit (F3)** to leave the enquiry.

Item/Country Tax Code Enquiry Pop-up

To display this pop-up, select **Country Tax Codes (F13)** on the Extended Item Details window.

This pop-up displays the tax codes which apply to the item when it is sold domestically in various countries.

Select **Previous (F12)** to return to the Extended Item Details window.

Customer [4/STWTE]

This enquiry displays details of World Trade customers. These details are used for both EC reporting and export documentation.

Customer Trade Details Selection Window

To display this window, select the Customer task.

Use this window to select the customer that you want to display.

Fields

Customer

Enter the customer account number and delivery sequence.

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

Press Enter to validate the entries and display the Customer Trade Details Enquiry pop-up.

Customer Trade Details Enquiry Pop-up

To display this pop-up, enter or select a customer and then press Enter on the Customer Trade Details Selection window.

This pop-up displays the World Trade Customer details for EC reporting.

These details include tax registration information and delivery information.

Functions

Export Details (F13)

Use this to display the export documentation details for this customer on the Export Details Enquiry pop-up.

Select **Export Details (F13)** to display the Export Details Enquiry pop-up.

Export Details Enquiry Pop-up

To display this pop-up, select **Export Details (F13)** on the Customer Trade Details Enquiry pop-up.

This pop-up displays [consignee](#) details for export documentation.

Functions

Export Address Details (F13)

Use this to display consignee address details for export documentation on the Export Address Details Enquiry pop-up.

Select **Export Address Details (F13)** to display the Export Address Details Enquiry pop-up.

Export Address Details Enquiry Pop-up

To display this pop-up, select **Export Address Details (F13)** on the Export Details Enquiry pop-up.

This pop-up displays further consignee details for export documentation. These details include the exporter, bank details and invoice details.

Select **Previous (F12)** to return to the Customer Trade Details Enquiry pop-up.

Supplier [5/STWTE]

This enquiry displays the following World Trade supplier details:

- Country
- Region
- Terms of delivery
- Ports of arrival and transshipment

Supplier Trade Details Selection Window

To display this window, select the Supplier task.

Use this window to select the supplier you want to display.

Fields

Supplier

Enter the supplier account number and sequence.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Press Enter to validate the supplier number and to display the Supplier Trade Details Enquiry pop-up.

Supplier Trade Details Enquiry Pop-up

To display this pop-up, enter or select a supplier and then press Enter on the Supplier Trade Details Selection window.

This pop-up displays details of World Trade suppliers. These details include the country, region, terms of delivery and port details.

Select **Previous (F12)** to return to the Supplier Trade Details Selection window.

Charge Code/Country Tax Code [6/STWTE]

This enquiry displays the tax codes that will be used when a charge is applied domestically in various countries.

Charge Code/Country Tax Code Enquiry Window

To display this window, select the Charge Code/Country Tax Code task.

Use this window to select the charge code to display.

Fields

Charge Code

Enter the charge code to be displayed.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Codes pop-up.

Press Enter to display the Charge Codes Tax pop-up.

Charge Codes Tax Pop-up

To display this pop-up, select a charge code and then press Enter on the Charge Code/Country Tax Code Enquiry window.

This pop-up displays the tax codes that will be used when a charge is applied domestically in various countries.

Select **Previous (F12)** to return to the Charge Code/Country Tax Code Enquiry window.

Purchase Order Overrides [10/STWTE]

This enquiry displays the following details for overrides to purchase order details:

- Item
- Terms of delivery
- Country of origin
- Region
- Port of arrival and transshipment
- Ancillary price

Purchase Order Overrides Enquiry Window

To display this window, select the Purchase Order Overrides task.

Use this window to select the purchase order to display.

Fields

Order Number

Enter the number of the purchase order to be displayed.

Press Enter to display the Purchase Order Overrides Details window.

Purchase Order Overrides Details Window

To display this window, enter a purchase order and then press Enter on the Purchase Order Overrides Enquiry window.

This window displays details of overrides to selected purchase orders.

These details show the statistical procedure, as well as the disposing and acquiring countries, associated with the purchase order. For each item, the details may include terms of delivery, country of origin, region, port details, ancillary price and the nature of the transaction depending on the Intrastat mask of the acquiring country.

Functions**Order Enquiry (F13)**

Use this to display the Order Summary Enquiry from Purchase Management.

Select **Exit (F3)** to leave the enquiry.

Sales Order Overrides [11/STWTE]

This enquiry displays the following details for overrides to selected sales orders:

- Acquiring country
- Disposal country
- Item
- Terms of delivery
- Country of origin
- Region
- Port of despatch and transshipment
- Ancillary price
- Nature of the transaction

Sales Order Overrides Enquiry Window

To display this window, select the Sales Order Overrides task.

Use this window to select the sales order that you want to display.

Fields

Order Number

Enter the sales order number to display.

Press Enter to display the Sales Order Overrides Enquiry Details window.

Sales Order Overrides Enquiry Details Window

To display this window, enter a sales order and then press Enter on the Sales Order Overrides Enquiry window.

This window displays sales order override details.

For each item, the details may include disposing country, [terms of delivery](#), country of origin, [region](#), port details, ancillary price, nature of the transaction, acquiring country and statistical procedure, depending on the [Intrastat mask](#) of the disposing country.

Functions

Order Enquiry (F13)

Use this to display the Whole Order Enquiry from Sales Order Processing.

Select **Exit (F3)** to leave the enquiry.

Range of Reports

World Trade has a full range of status and management reports. The status reports list data from the following reference files:

- Items
- Customers
- Suppliers
- World Trade Movements:
 - EC Movements Listing
 - Register of Temporary Movements

The management reports are designed to provide details on the tax position of the company, the tax return of the company (multi-currency if required) and on the relation between export invoices and applications. These reports are:

- Invoice Number Audit Report
- Tax Postings Reconciliation Report
- Tax Postings Reconciliation Report
- Currency Tax Report

Movements [1/STWTR]

This report lists all the intra [EC](#) movements of goods recorded in World Trade. It is not a statutory report. The report details the aspects of an [EC](#) movement that you can maintain within World Trade.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None

- Sequence - To country

Movement Reporting Window

To display this window, select the Movements task.

Use this window to define movements listed in the report.

Fields

From Country

Enter a country from which the movements of goods take place.

Alternatively, use the prompt facility to select from the Select Country pop-up.

To Country

Enter a country to which the goods are moved.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Source

Select a source to restrict the reported movements to those generated within a particular application.

The options are:

Service Management (J)

Manual Movements Enter in WT (M)

Purchase Management (P)

Sales Order Processing (S)

Distribution Orders from DRP or WT (T)

Movement Date From/To

Enter or select the range of movement dates to include.

Invoice Date From/To

Enter or select the range of invoice dates to include.

Tax Point Date From/To

Enter or select the range of tax point dates to include.

Note: Leave all these fields blank if you want to generate a report listing all movements maintained within World Trade.

Select **Submit (F8)** to submit the batch printing job.

Invoice Audit [2/STWTR]

This report lists all the Sales Order Processing invoice numbers that have been consolidated into a single World Trade invoice number. Consolidation can occur when printing export invoices within World Trade SPEX.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - World Trade invoice number

Invoice Audit Window

To display this window, select the Invoice Audit task.

Use this window to define the invoices to include in the report.

Fields

Print Invoices After

Enter or select the date after which consolidated invoices should be included in the report.

Select **Submit Report (F8)** to submit the report for batch printing.

Tax Postings Reconciliation [3/STWTR]

This report prints a reconciliation between the postings made in the World Trade Tax accruals process and the tax postings made as part of the final invoice posting. These may be different, either because a variation in exchange rates has occurred, or because the invoice value was different from the order value and the latter was used as the basis for the accrual.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - General Ledger session number

Reconciliation of Tax Transactions Window

To display this window, select the Tax Postings Reconciliation task.

Use this window to define which General Ledger document references or World Trade session number to list.

Fields

Range of General Ledger Document References From/To

Enter the range of General Ledger document references to include.

To start the search from the first reference, either enter *FIRST in the From field or leave the field blank.

To end the report at the last reference, either enter *LAST in the To field or leave the field blank.

World Trade Session Number

Enter the World Trade session number to process.

Enter *LAST to specify the last session run in World Trade.

Note: *If you enter no selection criteria, the report will include all GL document references.*

Press Enter to confirm selection for the report. Then select **Submit Job (F8)** to submit the report for printing in batch.

Movements Register [4/STWTR]

This report prints a register of temporary movements. It is based on values entered in the Movement Reference field in Maintain Movements. This links either a sales order for a return of goods with a purchase order for a temporary inward movement; or a purchase order for a return of goods with a sales order for a temporary outward movement.

To do this, enter, within Maintain Movements, the order number of the first movement, concatenated with the relevant line number, to create the movement reference for the second movement record.

This is a temporary movement report, and therefore only sales order movements with a [nature of transaction](#) equal to 40 (movement before process/repair), and purchase order movements with a nature of transaction equal to either 50 (movement after process/repair) or 58 (process value) are selected.

Example: Movement from Stockroom A to Stockroom B for repair:

Process a sales order from Stockroom A, detailing the goods to be moved. Process a purchase order to receive the goods into Stockroom B. Maintain purchase order and sales order overrides to make sure that the correct nature of transaction is showing (in this case 40).

Finally, update the Movement Reference field of the movement record for the second movement, the purchase. The appropriate entry is the sales order number concatenated with the line number on the order that detailed the goods being moved for repair.

- Sales order number - 00000121
- Sales order line - 002
- Purchase order number - P001934
- Movement reference field:
 - Sales order - blank
 - Purchase order - 00000121002

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Order number

Movement Register Window

To display this window, select the Movements Register task.

Use this window to define the report in terms of the country into which or from which the temporary movements took place, and the time when these movements occurred.

Fields

Country

Enter the country on which to report.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Type

Select one of the following:

Movement of goods to selected country (1)

Movement of goods from selected country (2)

Date Range of Primary Movement

Enter or select the range of dates of the primary movements to include in the report.

Select **Submit (F8)** to validate the selection criteria and submit the batch job to print the report.

Tax Postings Reconciliation [5/STWTR]

This report prints a list of all the tax transactions in General Ledger during a specified period of time. The list links the tax transactions with the appropriate World Trade movements.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Tax point date

Invoice Postings Tax Reconciliation Window

To display this window, select the Tax Postings Reconciliation task.

Use this window to define the range of dates for which tax postings are to be included in the report.

Fields

Range of Tax Dates From/To

Enter or select the range of tax point dates on which the tax transactions would have been posted to the General Ledger.

Press Enter to validate and confirm the selection criteria and then select **Submit (F8)** to submit the report.

Tax Analysis by Period and Currency [6/STWTR]

This report prints a version of the General Ledger Tax Subsystem report in a selected currency. All prime currency amounts are converted to the reporting currency using the Customs and Excise exchange rate code. This report can produce a tax return in a currency other than the General Ledger base currency.

The report attributes are:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Tax Code

Tax Report by Period and Reporting Currency Window

To display this window, select the Tax Analysis by Period/Curr. task.

Use this window to produce a tax return, in a specified currency, for selected tax periods. The currency exchange rate that you are currently using for Customs and Excise purposes is displayed at the bottom of the window.

Fields

Range of Tax Periods From/To

Enter the range of tax periods the report is to cover.

Detailed Report

Use this checkbox as follows:

Unchecked - To produce a summary report

Checked - To produce a detailed report

Reporting Currency

Enter the currency for the report.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Press Enter to validate and confirm the selection criteria. Then select **Submit (F8)** to submit the batch job to print the report.

Introduction to World Trade Utilities

World Trade Utilities help with set up, housekeeping and database integrity. Many of these tasks require exclusive use of the company or sometimes the entire application to run. It is strongly recommended that you should restrict the authority to run these tasks to a small number of people (two to three) who have responsibility for the entire system.

An error message is returned if access to a task is denied. An explanation for the denial will also be given. A common reason for denial is that jobs have finished without de-allocating resources.

The most likely causes of this situation would be the cancellation of jobs whilst they are active or on the job queue, or a system crash having occurred. You can overcome this situation by using the Verify Allocations task within Application Manager Utilities.

Company Profile [1/STWTU]

Use this task to create a World Trade company profile, which defines default information for the operation of World Trade.

You need to create a World Trade company for each Inventory Management company that requires either [EC Reporting](#) or Export Documentation.

The company code must be the same as the Inventory Management company code.

Company Profile Maintenance Selection Window

To display this window, select the Maintain Company Profile task.

Use this window to select the company profile you want to maintain.

Fields

Company

Enter the Inventory company code for which you wish to create a World Trade company.

Options

Select

Use this to select a company to maintain.

Select the company you wish to maintain, or enter a company and then press Enter to display the World Trade Company Maintenance window.

World Trade Company Maintenance Window

To display this window, select a company or enter a company and then press Enter on the Company Profile Maintenance Selection window.

Use this window to enter the details for the selected World Trade company.

Fields

Use EC Tax Calculations

Use this checkbox as follows:

Unchecked - To use the standard Sales Order Processing calculations to determine the tax

Checked - To use the World Trade Tax calculations

These calculations determine the tax code by comparing To and From countries for each invoice line. They use the Tax Code Determination routines to calculate tax within the [EC](#).

Collect Acquisition Data

Use this checkbox as follows:

Unchecked - If you do not want to collect [acquisition](#) data for this company

Checked - To collect data for the inward Intrastat report through the standard interfacing routines

Collect Disposal Data

Use this checkbox as follows:

Unchecked - If you do not want to collect [disposal](#) data for this company

Checked - To collect data for the outward [Intrastat](#) and [ESL](#) reports through the standard interfacing routines

Note: *If you set these three flags to Checked, you effectively activate World Trade.*

Default Acquisition Terms

Enter the [terms of delivery](#) to use for [acquisitions](#) on the [Intrastat](#). You can override these at the supplier or order level.

Alternatively, use the prompt facility to select from the Terms of Delivery pop-up.

Default Disposal Terms

Enter the [terms of delivery](#) to use for [disposals](#) on the [Intrastat](#). You can override these at the customer or order level.

Alternatively, use the prompt facility to select from the Terms of Delivery pop-up.

Default Port of Arrival

Enter the port of [arrival](#) to use for [acquisitions](#) on the [Intrastat](#). You can override these at the supplier or order level.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Default Port of Despatch

Enter the port of [despatch](#) to use for [disposals](#) on the [Intrastat](#). You can override these at the customer or order level.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Default Mode of Transport

Enter the default mode of transport to use in the Goods Inwards process.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Non-UK Reporting

Use this checkbox as follows:

Unchecked - Not to allow users to enter the maintenance information required for [ESL](#) and [Intrastat](#) production

Checked - To display the extra fields so that users can run [Intrastat](#) and [ESL](#) reporting for other [EC](#) countries

Use UK Nature of Transaction

Use this checkbox as follows:

Unchecked - Not to print a [nature of transaction](#) code on [Intrastat](#) reports

Checked - To print two-digit [nature of transaction](#) codes on the [Intrastat](#) report

Note: *This generates a UK format for reporting. Use this for any company reporting in the UK format.*

Display Only EC Countries

Use this checkbox as follows:

Unchecked - To display by default all countries when you enter item and country tax codes

Checked - To display by default only [EC](#) countries when you enter item and country tax codes

Default Country Code

Enter the default country for all stockrooms, customers, delivery addresses, suppliers and [despatch](#) addresses. You can override this with the World Trade extension record for each.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Tax Point Day

Enter the day of the month following [acquisition](#) to use as the tax point if you do not receive an invoice for a particular movement. The tax point date is the date from which tax is accrued.

Report Zero Value Transactions

Use this checkbox as follows:

Unchecked (default) - Not to print award items on the [ESL](#) report

Checked - To print award items on the [ESL](#) report

Report Intrastat on Receipt

Use this checkbox as follows:

Unchecked (default) – Use tax point day as the reporting date for Intrastat.

Checked – Use movement day as the reporting date for Intrastat.

Current UN Invoice No Prefix

This field displays the letter prefixing the invoice numbers.

General Ledger Company

This field displays the GL company to which World Trade interfaces, to allow the tax postings.

From UN Invoice No Prefix/To UN Invoice No Prefix

Enter the range of letters to prefix [UN](#)-aligned invoice numbers.

For example, if you set the From number to A, and the To number to G, the first invoice number is A000001, the second A000002, and so on up to A999999; the last invoice number is G999999.

Last Used UN Invoice Number

Enter the last used UN-aligned invoice number.

Next Document Reference

Enter the next document reference to use when posting tax from World Trade into the General Ledger.

Suspense Account

Enter the General Ledger account to use to balance the journal if tax must be posted for EC supplies in the accrual process.

Alternatively, use the prompt facility to select from the Select Suspense Account pop-up.

If you have allocated extension codes to your selected account in the General Ledger Chart of Accounts Setup, you must select a code from the displayed Select Extension Code Extension Code pop-up. Extension codes are for analysis and enquiry purposes.

Despatch Shipment Creation

Use this flag to specify whether to create a shipment for a particular [despatch](#). If a shipment is created, Sales Order Processing does not print an invoice but World Trade produces a [UN](#)-aligned invoice in the Export Documentation set.

Select one of the following:

No shipments (1) - To suppress the creation of a shipment for a despatch

Export outside [EC](#) (2) - To create a shipment if the acquiring and disposing countries are different, and at least one of them is not in the EC

All exports (3) - To create a shipment if the acquiring and disposing countries are different

All despatches (4) - To create a shipment for every despatch

Note: *If you set this field to anything but No shipments, you may stop some or all invoicing through Sales Order Processing. There may be no updates to Sales Ledger, Advanced Financial Integrator and General Ledger, and no invoices produced.*

Shipment Invoice Pricing

Select one of the following:

Supply order price (0) - If the invoice is to carry the price of the supply order

Demand order price (1) - If the invoice is to carry the price of the demand order

SPEX Version Installed

Enter one of the following:

00 (default) - If you do not have SPEX installed

01 - If you are running a version of SPEX that supports documentation prior to despatch (for example, SPEX V3.00)

A window is displayed, allowing you to enter parameters specific to the later SPEX version.

02 - If SPEX for Windows is installed

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

Press Enter to check that you have completed all necessary fields. Then press Enter again.

If the GL Suspense Account has extension codes, the Select Suspense Account Extension Code pop-up is displayed.

If you set the SPEX Version Installed field to 01, the SPEX Details pop-up is displayed.

Otherwise, all the details are saved and the Company Profile Maintenance Selection window is re-displayed.

Select Suspense Account Extension Code Pop-up

This pop-up appears automatically when you select a GL Expense account with extension codes and then press Enter on the World Trade Company Maintenance window.

Use this pop-up to select the extension code for the GL account.

Fields

Corporate

Select the required code.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Press Enter to save all the company profile details and to return to the Company Profile Maintenance Selection window.

SPEX Details Pop-up

This pop-up is displayed automatically if you set the SPEX Version Installed field to 01.

Use this window to enter the details required by the later versions of SPEX.

Fields

Scheduling Shipment Prefix

This field is displayed only if you have installed Vendor Scheduling.

Enter the letter to prefix the consignment note number for pre-despatch shipments based on consignments. This distinguishes these invoices from the normal post-despatch shipment references.

Caution: You cannot change the value of this field after you have saved this information.

Transaction Date Policy

Enter the policy to define the default dates within SPEX and System21 when the Control and Audit flag is set to Checked.

Enter one of the following:

01 - If you cannot override the document dates in SPEX, and the system is unchanged

02 - If, wherever a document date is displayed, it defaults to the date of the previous step

If you enter **02**, you can, therefore, prepare documentation in advance. For example, you can produce shipping documentation on Friday evening for despatch on the following Monday. Confirm Despatch would default to Monday's date.

Alternatively, use the prompt facility to select from the SPXD SPEX Transaction Date Policy pop-up.

Note: Change the policy from 01 to 02 only when you have processed all shipments within the SPEX interface file to completion. You can change from 02 to 01 at any time.

Pre-Despatch Shipments

Select one of the following to indicate when to create pre-despatch shipments on SPEX:

No shipment to be created (1) - If no shipments are to be created

Create shipments on export outside EC (2) - To create a shipment only if the acquiring and disposing countries are different and at least one of them is not in the EC

Create shipments (export/intra EC) (3) - To create a shipment if the acquiring and disposing countries are different, whether or not one or both of the countries are in the EC

Create shipments for all despatches (4) - To create shipments for all despatches

Note: This flag is totally independent of the Despatch Shipment Creation flag on the World Trade Company Maintenance window. You can also modify this via the SPEX company profile, where you can specify any combination of whole, part, pick and consignment shipments.

Activate Control and Audit

Use this checkbox as follows:

Unchecked - Not to record status information for processed shipments

Checked - To record status information for shipments processed through SPEX and System21

This function can:

- Provide warning messages in Confirm Despatch
- Store overridden dates in SPEX, and set usage as defaults in System21
- Run an enhanced shipment query within SPEX
- Record audit information

Note: You can switch the flag on or off at any time. Be aware, however, that if you switch the flag on, then off, then on again, the shipments processed when the flag was switched off will be at a different status from those recorded in the shipment control information. This could result in the issue of inappropriate warning messages.

Note: This problem does not exist when all shipments processed during the time that the flag is switched off are processed through Confirm Despatch.

Select **Update (F8)** to save the information.

De-allocate a Failed WT Session [20/STWTU]

If the system fails while running tax accruals posting, use this task to reverse or de-allocate the accrual and tax postings. This returns the system to its previous state, before the posting task was selected.

After the session has been de-allocated, you must process the postings again.

You must know the World Trade session number and the World Trade company for the failed session. You can find these by using the Session/Transaction Enquiry in the General Ledger. Prompt on the Session field on the Criteria Specification window to display a list of the GL sessions. On the right-hand side of this list is a reference to the source application and company that created the GL session. A source system session number is assigned from the GL as a cross-reference to the GL session. A source system session number against application WT is therefore a World Trade session number. This is the number that you need to specify when de-allocating the failed session.

De-allocate Failed Session Window

To display this window, select the De-allocate a Failed WT Session task.

Use this window to select the company and session in use at the point of failure.

Fields

World Trade Company

Enter the World Trade company in use during the failed session.

WT Session Number

Enter the World Trade session number of the failed session.

Press Enter to check the company and session number, and the status of the selected session. This makes sure that a successful accruals and tax posting session is not reversed. Then select **Submit (F8)** to de-allocate the session and to submit the report.

Archive Sales Order Overrides [21/STWTU]

This task archives all sales order override details from the live data file, for orders that have already been archived within Sales Order Processing.

Technical Note

This archive routine updates the World Trade Sales Order Override History data file (WTP85H) within World Trade.

Select **Confirm Submit (F8)** to submit the batch job.

Archive Purchase Order Overrides [22/STWTU]

This task archives all purchase order override details from the live data file, for orders that have already been archived within Purchase Management.

Technical Note

This archive routine updates the World Trade Purchase Order Override History data file (WTP80H) within World Trade.

Select **Confirm Submit (F8)** to submit the batch job.

Archive World Trade Movements [23/STWTU]

Use this task to archive [EC](#) movements from the live data file. Only movements for which all processing has been completed in both World Trade and in the source application will be archived.

Technical Note

This archive routine updates the World Trade Movement History data file (WTP90H) within World Trade.

Archive World Trade Movements Window

To display this window, select the Archive World Trade Movements task.

This task archives [EC](#) movements on or before a specified tax point date and all charge movements on or before another specified tax point date. Override details for any sales orders or purchase orders associated with the movement will also be archived.

Note: *These dates do not need to be the same.*

Fields

Archive Movements with Taxpoint On or Before

Enter or select the required tax point date for movements.

Archive All Charge Movements with Taxpoint On or Before

Enter or select the required tax point date for charge movements.

Note: *You do not need to enter both dates.*

Press Enter to validate the tax point date or dates and then select **Submit (F8)** to submit the report.

Archive Shipments [24/STWTU]

Use this task to archive export shipments from the live data file to the associated historical data file.

Note: *Only shipments for which all processing has been completed will be archived.*

Technical Note

This archive routine updates the World Trade Shipment History data files (WTP74H, WTP78, SSHP01 and SSUM01) within World Trade.

Request Shipment Deletion Window

To display this window, select the Archive Shipments task.

Use this window to restrict the archive to shipments that were completed on or before the date entered.

Fields

Archive Shipments Completed Before

Enter or select the date on or before which you want to archive shipments.

Select **Confirm Deletion (F11)** to validate the date entered and submit the batch job for processing.

Flag Invoices as Domestic [30/STWTU]

By examining the invoice header records, this task ensures that no shipments are created for [despatches](#) that have already been processed.

Caution: Only run this task as part of the installation process.

Change Status Flag - Invoice Header Pop-up

To display this pop-up, select the Flag Invoices as Domestic task.

Use this pop-up to specify a date on or before which invoices are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the window.

Fields

Date

Enter or select the date on or before which all despatches are to be updated.

Press Enter to validate the date and to start an interactive update of the invoices.

Flag Invoices as Movements Created [31/STWTU]

By examining individual invoice lines, this task ensures that no [EC](#) movements are created for despatches that have already been processed.

Caution: Only run this task as part of the installation process.

Change Status Flag - Invoice Lines Pop-up

To display this pop-up, select the Flag Inv. as Movements Created task.

Use this pop-up to specify a despatch date on or before which invoice lines are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the pop-up.

Fields

Date

Enter or select the date on or before which all despatches are to be updated.

Press Enter to validate the date entered and to start an interactive update of the selected records.

Create World Trade Subsystem [32/STWTU]

This task is no longer used and should not be run. Subsystem creation is now handled by the L1 module.

Flag Charges as Movements Created [33/STWTU]

This task makes sure that no charge movements are created for [despatches](#) that have already been processed.

Caution: Only run this task as part of the installation process.

Change Status Flag - Charges Pop-up

To display this pop-up, select the Flag Charges as Movements Created task.

Use this pop-up to specify a despatch date on or before which invoice lines relating to charges are to be flagged. As each record is flagged, the program increments a count of updated records and displays the current count on the pop-up.

Fields

Date

Enter or select the date on or before which all despatches are to updated.

Press Enter to validate the date and to start an interactive update of the selected records.

Appendix A Glossary

A

Acquisition

An acquisition is when a company receives goods. In World Trade the term is used generically for acquisitions and supplies.

Arrival

Arrival is the Intrastat term for goods received in a member state.

Ancillary Value

This value is required on the Intrastat return in certain member states. For arrivals it is the CIF value and for disposals it is the FoB value.

C88

See SAD

CAP

Common Agricultural Policy

Commodity Code

This is a unique code applied to a class of goods, also known as the tariff code. The first eight digits are used on the Intrastat report, and the remaining digits provide the full information for CAP and exports outside the EC.

Commodity Type

The commodity type identifies an item if, for example, it is a genuine item or a service.

Consignee

This is a term used in World Trade SPEX to denote a customer's delivery address.

Customs and Excise Price

This is the price used to calculate Intrastat values, if no order or invoice value is available.

Despatch

Despatch is the Intrastat term for goods sent to another member state.

DGN

Dangerous Goods Note

Disposal

This is the generic World Trade term for despatches and supplies.

Distance Selling

This is selling to persons not registered for tax in other EC member states.

Distance Selling Threshold

This is the threshold above which distance sales must be taxed at the rate of tax applicable to the destination, rather than the origin, of the goods. This threshold is set by the authorities of each country.

EC

European Community

ECSI

Export Cargo Shipping Instructions

EFTA

European Free Trade Association

ESL

EC Sales List

This report lists sales to other EC countries.

EU

European Union

IATA

International Air Transport Authority

IB

Intervention Board (for agricultural products)

This is also known as IBAP.

ICAO

International Civil Aviation Organisation

IMO

International Maritime Organisation

Intrastat

Also known as an SSR (Supplementary Statistical Return) or SSD (Supplementary Statistical Declaration)

A list of intra-EC movements of goods by commodity code

Intrastat Mask

This is the method, in World Trade, of defining the elements to report on an Intrastat.

Nature of Transaction

A two-character code shown on the Intrastat to indicate that a particular movement of goods is a sale, or a lease, and so on

Process Indicator

This is a flag on the ESL that indicates if goods are moving to or from sub contract work.

Product

This is the World Trade SPEX term for an Inventory item.

Region

This is an element on the Intrastat. For acquisitions, this is the region where the goods will arrive, and for disposals it is the region of despatch.

SAD

Single Administrative Document

This is the customs document used for EC imports and exports.

Second Quantity

This is a quantity that must be on the Intrastat, in addition to kilos, for certain commodity codes.

Shipping Ladder

This is a quick way of moving around shipment panels in order to access a particular shipment.

Siret Number

This is a company number allocated by the French authorities.

SITPRO

This is a DTI activity, tasked with simplifying international trade.

SSD

See Intrastat.

SSN

Standard Shipment Note

SSR

See Intrastat.

Supply

This is a movement of goods on which tax is payable.

Tariff Code

See Commodity Code.

Terms of Delivery

These are the trading terms between two companies; for example, EXW (Ex-works) indicates that the customer is responsible for all transport.

UN

United Nations

V5

This is the standard export invoice format produced. It is SITPRO aligned to give maximum acceptability to overseas customs administrations.

The V5L and the V5C are associated formats with different uses. The V5L has more space for invoice lines, and less for declarations. The V5C is used, for large shipments, as the continuation sheet(s) for either a V5 or a V5L.

wcquf

Decimal place headings, weights, cubes, quantities, unit prices, total amounts and statistical value (FoB).