



# Infor System21 Bonded Warehousing

Product Guide

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## About this guide

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

## Intended audience

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

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 11.

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).



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# Chapter 1 Overview

## Introduction

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

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

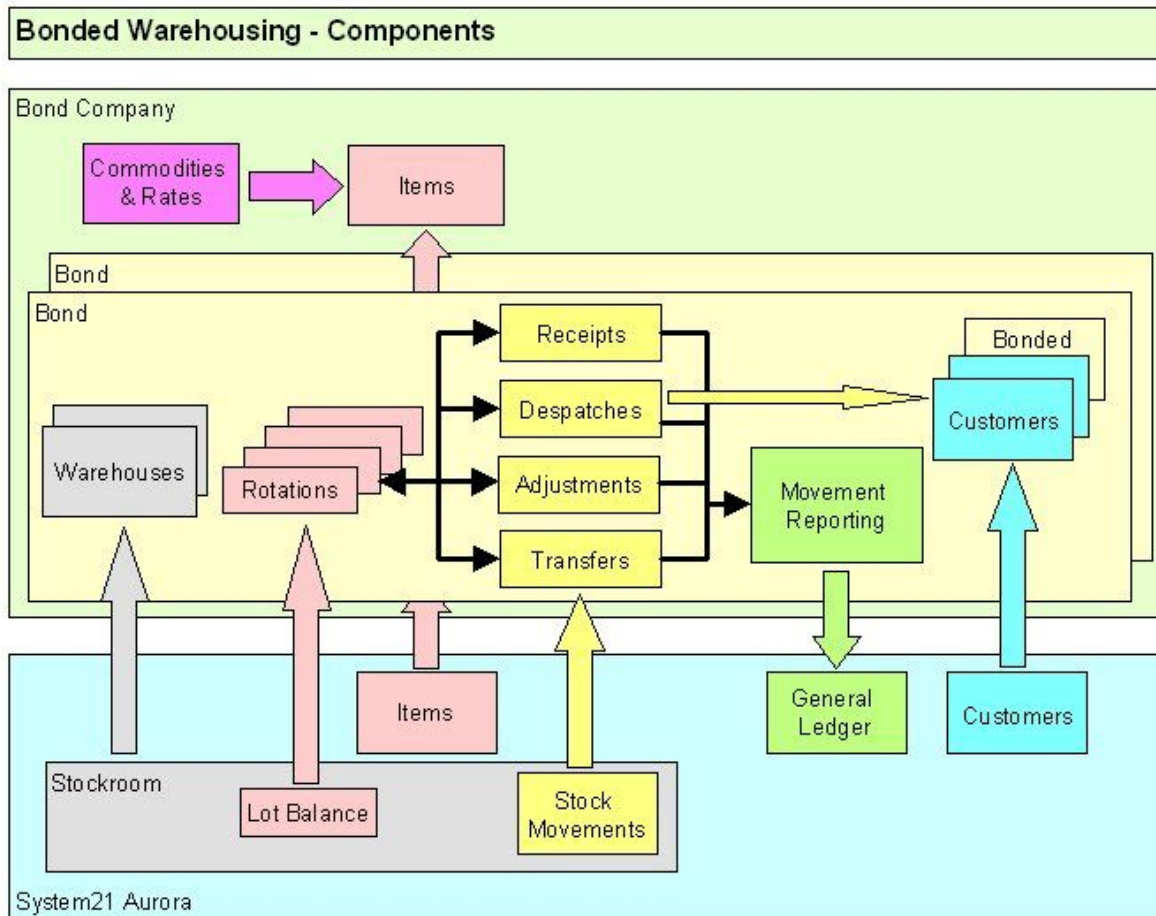
The application is primarily concerned with applying strict controls over the receipt into, and removal from, [stockrooms](#) nominated as [Excise Warehouses](#), so that accurate records can be kept and reports produced.

## Warehousing Components

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

- Companies
- Bonds and [Warehouses](#)
- Commodities and Rates
- [Items](#) and [Rotations](#)
- Customers
- Processing: Receipts, Despatches, Adjustments, Transfers
- Movement Reporting

Each of these is described in the sections that follow.



## Companies

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

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

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

### **Parameter and Description Codes**

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

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

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

The following must be established in the Bonded Warehousing application:

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

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

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

## Bonds and Warehouses

### **Bonds**

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

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

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

### **Bonded Warehouses**

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

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

### **Bonded Stockroom Restricted Access**

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

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

The following tasks within Inventory Management are **not** available for bonded [stockrooms](#):

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

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

The following tasks within other applications are **not** available for bonded [stockrooms](#):

- Inventory Stock Counting automatic adjustments
- Inventory Lot Transformation
- SOP Transactional [Order](#) Entry



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

### **Warehouse Keeper**

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

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

### **Bond Types**

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

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

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

### **Calendars**

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

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

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

### **Location-controlled and Warehouse-controlled Stockrooms**

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

## Commodities and Rates

### **Commodity Codes**

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

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

### **Duty Rates**

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

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

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

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

- [Customs Standard Duty](#)
- [Customs Preferential Country Duty](#)

- [Customs Preferential Group](#) Duty
- [Customs Quota Duty](#)

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

## Items and Rotations

### Items

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

### Units of Measure

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

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

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

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

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

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

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

### Item Supplementary Data

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

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

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

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

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

- Duty status

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

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

### **Item Variant**

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

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

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

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

### **Lots and Rotations**

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

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

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

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

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

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

### **Rotation Numbering**

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

With automatic numbering:

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

With manual numbering:

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

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

## Customers

### **Customers**

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

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

### **Bonded Customers**

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

### **Customer Item**

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

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

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

## Auditing

### **Master File and Parameter Data**

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

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

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

There is also enquiry facility available to review the [Consolidated Audit](#) file.

## **Movements**

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

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

# Costs and Pricing

## **Inventory Costs**

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

## **Bond Rotation Receipt Costs**

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

- Goods cost
- Freight cost
- Insurance cost

These costs can be recorded in any valid currency.

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

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

## **SOP - Pricing and Invoicing**

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

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

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

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

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

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

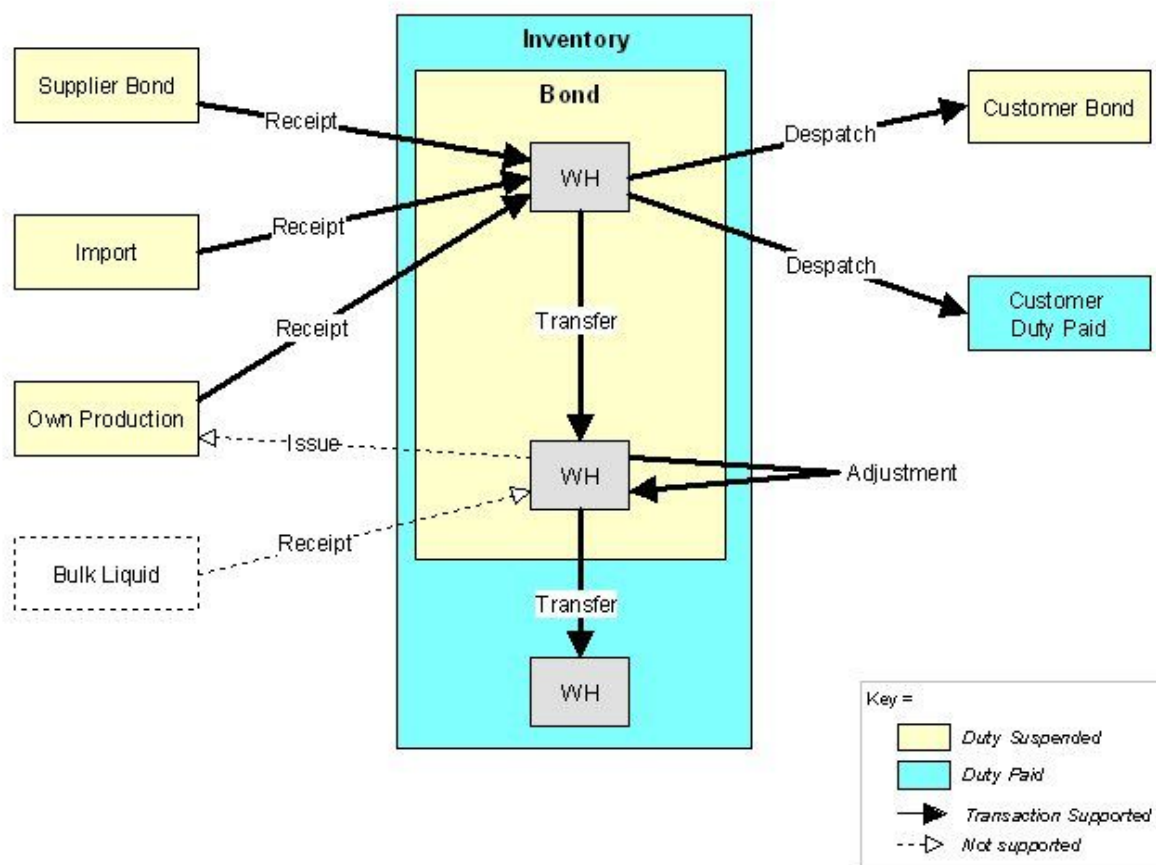
## Processing

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

The diagram that follows show the primary transactions supported.



## Bonded Warehousing - Processing Scope



## Receipts

### Supply Orders

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

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

### Receipt Types

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

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

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

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

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

### **Receipts**

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

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

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

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

### **Rotations**

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

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

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

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

### **Held Rotations**

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

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

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

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

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

## Sales Order Fulfilment

### **Delivery Type**

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

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

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

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

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

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

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

	Delivery Types	Duty Report
12	To Other Bonds	<a href="#">C88</a> for <a href="#">rotations</a> not in <a href="#">free circulation</a> OR <a href="#">W8</a> for <a href="#">rotations</a> in <a href="#">free circulation</a>
22	To EU member states	<a href="#">C88</a> for <a href="#">rotations</a> not in <a href="#">free circulation</a> OR <a href="#">AAD</a> for <a href="#">rotations</a> in <a href="#">free circulation</a>

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

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

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

### Order Placement

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

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

- Where the destination customer is defined as bonded, goods must be supplied from [bonded warehouses](#).

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

### **Sourcing**

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

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

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

### **Enterprise Sourcing**

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

### **Manual and Batch Allocation**

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

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

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

### **Picking**

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

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

### **Despatch**

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

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

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

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

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

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

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

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

### **Proof of Delivery**

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

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

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

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

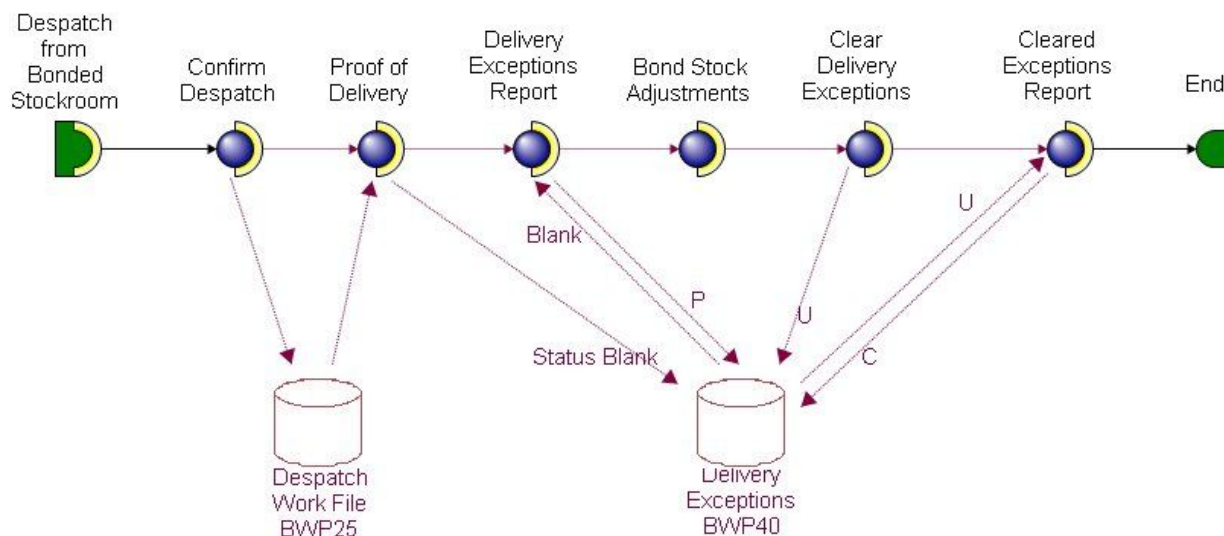
This process therefore separates the stock management tasks of recording the transactions associated with the delivery and the appropriate recording and reporting of adjustments to duty applicable goods.

To clear the delivery exceptions:

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

#### Delivery Exceptions

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



#### Inter Bond Transfers

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



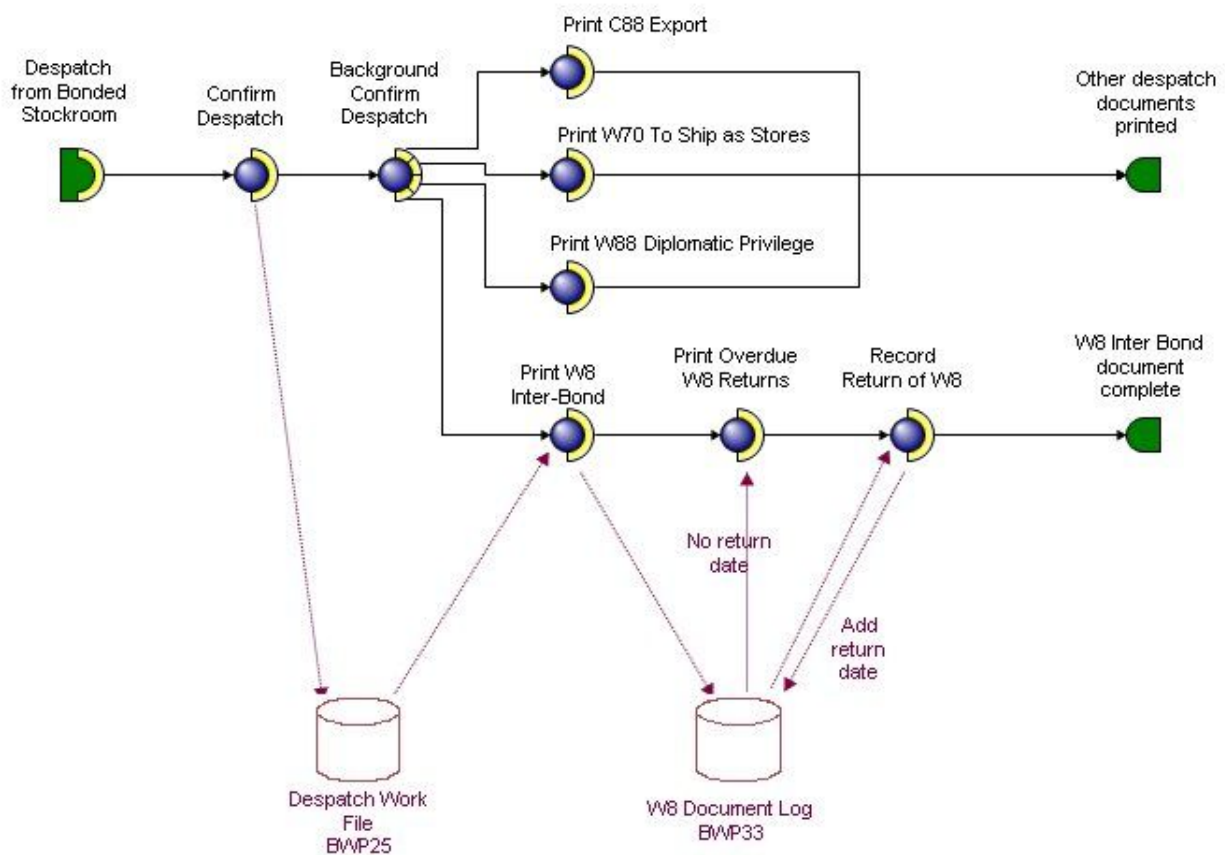
UK [bonded warehouses](#). The recipient must return a copy of the W8 and the despatcher must record the document's return as proof of delivery.

The process is as follows:

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

#### W8 Inter-Bond Document Logging

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





## Invoicing

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

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

See also the overview section on Costs and Pricing.

## Transfers

### Delivery Type

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

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

	Delivery Type	Duty Liable	Duty Deferred	Duty Report	W1 Line
12	To Other Bonds	0	0	<a href="#">C88</a> or W8 (1)	12
14	To Home Use - No <a href="#">Deferment</a>	1	0	W5	10

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

### Internal Customers

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

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

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

### Transfer Order Placement

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

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

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

### **Other Transfer Options**

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

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

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

### **Order Fulfilment**

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

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

### **Receipts**

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

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

### **Distribution Requirements Planning**

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

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

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

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

## Adjustments

### **Restrictions**

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

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

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

### **Adjusting Frozen Stock**

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

### **Stock Counting**

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

### **Adjustment Types**

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

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

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

	<b>Adjustment Type</b>	<b>Duty Liable</b>	<b>Sign</b>	<b>W1 Line</b>
AD	Authorised Destruction	0	-	17
GS	Gain in Storage Open <a href="#">Rotation</a>	0	+	8
LB	Loss in Storage - Breakage	0	-	15
LD	Loss in Storage - Home Use	1	-	10

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

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

The adjustments alter the inventory stock record.

The [adjustment type](#) determines:

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

## Production

### **Bonded Stockrooms**

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

[Bonded warehouses](#) should not be defined as:

- The issuing [stockroom](#) on Production Routes or Production [Orders](#)
- The issuing [stockroom](#) on any Transaction Booking in Production
- Shop Floor [stockrooms](#)

### **Production Order Control**

Receipts to a [bonded warehouse](#) are supported in the following tasks:

- Production [Order](#) Booking.
- Operator Booking
- Streamlined Receipt Booking
- Streamlined Activity Booking

### **Production Schedule Control**

Receipts to a [bonded warehouse](#) are supported in the following tasks:

- [Item](#) Booking
- Operator Booking
- Streamlined Receipt Booking
- Streamlined Activity Booking

# Duty Reporting

## Duty Reports

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

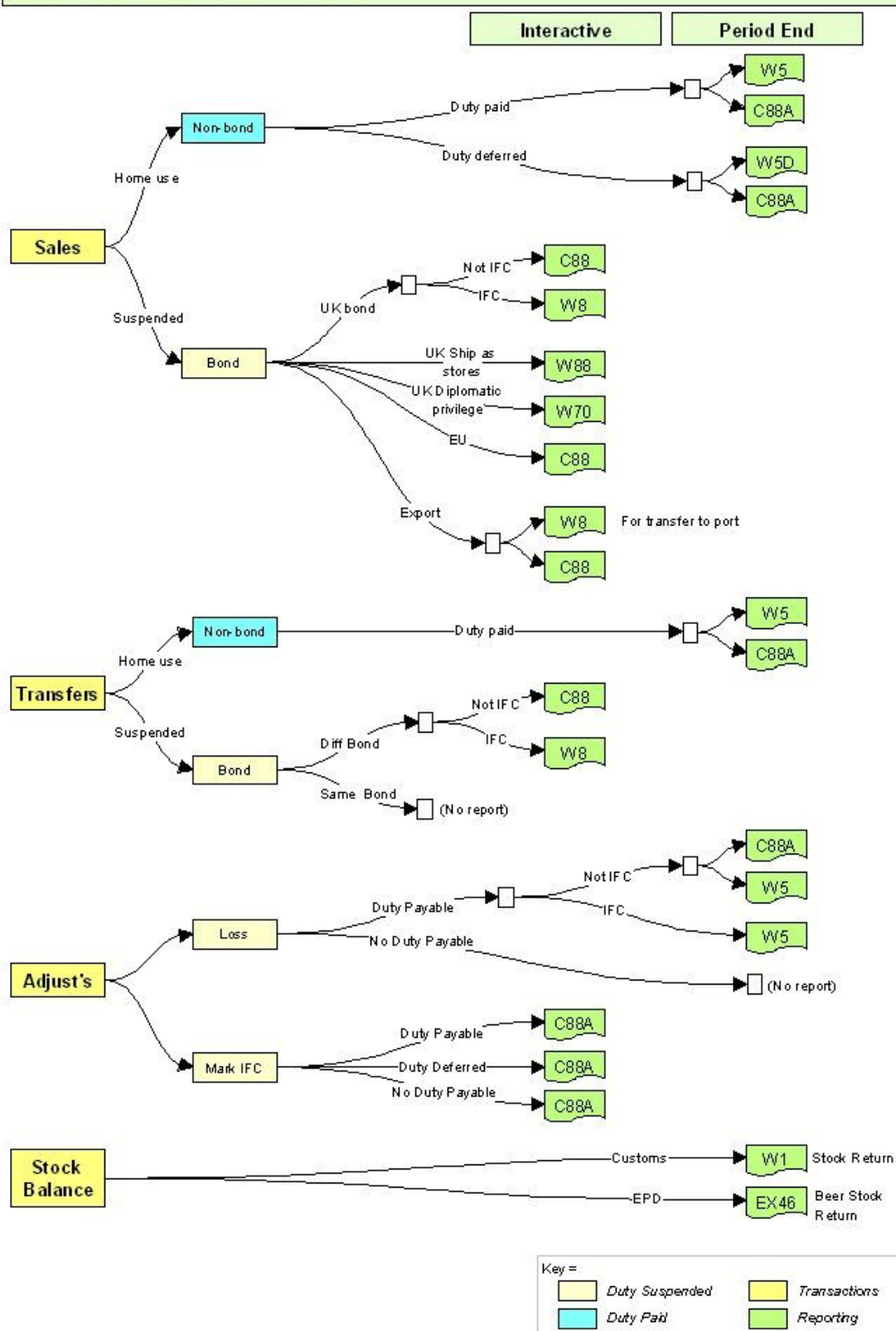
HMRC Duty Report Code	Duty Report	Form or Listing	Form Revision	Print Box Option
<a href="#">Customs</a> Duty				
<a href="#">C88</a>	Single Administrative Document (SAD) Goods for Export	Listing	n/a	n/a
<a href="#">C88A</a>	Single Administrative Document (SAD) Removals <a href="#">Customs</a> Duty	SAD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

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Document

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# Bonded Warehousing - Reporting



**Report Layouts**

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

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

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

**Report Printing**

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

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

- The transaction
- The customer's bonded status
- The duty status of the [rotation](#)



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

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

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

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

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

## **Duty Run**

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

The following are the UK HMRC reports produced automatically:

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

Movement <a href="#">Audit</a>	BW067	Daily	17/BWR
Daily <a href="#">Rotation</a> Work File Status	BW028	Daily	None

## Customs Duty

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

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

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

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

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

### **Calculation of Customs Duty on Beer**

#### Strength Rate Duty

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

#### Volume Rate Duty

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

#### Commercial Value (Ad Valorem) Duty:

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

#### [Customs](#) Duty:

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

Where:

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

B = Volume Rate x Euro Conversion Rate

D = Ad Valorem Rate x Total Cost / 100

### **Calculation of Customs Duty on Wines and Spirits**

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

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

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

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

Example:

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

Strength Rate = £16.00

Volume Rate = £205.00

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

Ext. Volume Rate: £205.00 x .8 = £164

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

## Excise Duty

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

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

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

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

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

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

### **Calculation of Excise Duty on Beer**

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

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

Example – Normal Beer Duty

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

Strength = 5%

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

For approximately £240 Beer at Retail:

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

Example - High Strength Beer Duty

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

Strength = 8%

General Beer Duty Rate = £10 per [hectolitre](#) %

High Strength Beer Duty Rate = £2.50 per [hectolitre](#) %

[Excise](#) Duty @ GBD rate =  $100 \text{ litres} \times 8 \times £10/100 = £80$

[Excise](#) Duty @ HSBD rate =  $100 \text{ litres} \times 8 \times £2.50/100 = £20$

Total [Excise](#) Duty =

[Excise](#) Duty @ GBD Rate + [Excise](#) Duty @ HSBD Rate = £100

### **Calculation of Excise Duty on Wines and Spirits**

#### **Wines**

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

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

Example:

Sold 2 cases of 12 x 75cl bottles

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

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

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

#### **Spirits**

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

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

Example:

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

Strength rate = £16 per litre

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

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

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

## **Wines and Spirits**

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

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

## VAT

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

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

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

VAT is also reported on the value of the duty.

The VAT payable is therefore on the sum of:

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

## AFI

### **Application**

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

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

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

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

- Movement Type (Receipt, Delivery, Adjustment)
- Reason Code ([Receipt Types](#), [Delivery Types](#), [Adjustment Types](#))
- [Goods Category](#)

- Duty Payable
- [Warehouse](#)
- [Tax Type](#)

### **Configuration**

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

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

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

## Excise Movement and Control System (EMCS)

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

### **What are the benefits of EMCS?**

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

### **How will traders access EMCS?**

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

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

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

### **Does EMCS include intra-UK movements?**



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



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## Chapter 2 Maintenance

### Bond Index Maintenance [1/BWM]

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

This defines the static data for each bond.

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

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

### Bond Index Maintenance Selection Window

To display this window, select the [Bond Index](#) Maintenance task.

You can use this window to:

- Select an existing [bond index](#).
- Delete an existing [bond index](#).
- Enter a new [bond index](#).

#### **Fields**

##### **Select Bond No.**

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

#### **Functions**

##### **Delete (F11)**

Use this to delete a [bond index](#) that is not required. You must first set it to Inactive.

Enter a bond number and then press **Enter** to display the [Bond Index](#) Detail window.

## Bond Index Detail Window

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

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

### **Fields**

#### **Name/Address/Post Code**

These fields display the name and address of the bond.

You can amend them as required.

#### **Active**

Enter one of the following:

**Inactive** - If this bond is inactive

**Active** - If this bond is active

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

#### **EMCS in Use?**

Enter one of the following:

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

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

#### **EMCS account number**

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

#### **Stock Held in Base Currency**

Use this memo field to specify the currency in which the stock is [held](#).

Use this checkbox as follows:

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

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

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

### Rotation Number Length

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

### Duty Run Selection Defaults

#### Print C88A

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

Use this checkbox as follows:

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

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

#### Print W5/W5D Default

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

Use this checkbox as follows:

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

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

Press **Enter** to save the details and re-display the [Bond Index](#) Maintenance Selection window.

## Bond Warehouses Maintenance [2/BWM]

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

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

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

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

## Bonded Warehouse Maintenance Selection Window

To display this window, select the Bond [Warehouses](#) Maintenance task.

You use this window to enter the [stockroom](#) for which you want to maintain bond information.

### **Fields**

#### **Warehouse Code**

Enter the [warehouse](#) for which you want to maintain bond information.

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

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

## Maintain Bonded Warehouse Details Window

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

You use this window to enter bond details for the [warehouse](#).

### **Fields**

#### **Bond Number**

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

If a [warehouse](#) has already been assigned to a bond, the bond number will be displayed and cannot be changed.

#### **Short Code**

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

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

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

#### **Deferment Accounts**

##### **Customs Account**

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

##### **Limit**

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

**Excise Account**

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

**Limit**

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

**Customs Warehouse Reference**

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

**Local VAT Office**

Enter the local VAT office reference.

**Guarantee Details**

Use this field to record any applicable guarantees.

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

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

**Solicitors Reference**

Use this field for solicitor guarantee references.

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

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

**Excise Number**

Enter the account number by which the [stockroom](#) is identified within EMCS.

**Bond Type**

Select one of the following to specify the type of bond for this [stockroom](#):

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

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

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

**Use Today's Date**

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

Use this checkbox as follows:

**Unchecked** - If transactions can be backdated

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

This can only be left **unchecked** for an [EPD](#) bond.

### Number of Back Days Allowed

Enter the number of days for which transactions can be backdated. This is only permitted for an [EPD](#) bond.

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

### Rotations Entered at Despatch

Use this field to specify whether bond [rotation](#) numbers are entered at the time of despatch.

Use this checkbox as follows:

**Unchecked** - If [rotations](#) are used on an oldest first basis

This is not permitted for a [Customs](#) bond. This is also left **unchecked** for a Third Party bond when it is irrelevant.

**Checked** - If the actual [rotation](#) numbers picked and despatched have to be entered during Confirm Assembly to confirm which [rotations](#) have been used

### Allow Issue Units

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

Use this checkbox as follows:

**Unchecked** - If quantities are to be entered in stock units

**Checked** - If quantities may be entered in issue units

Press **Enter** to display the Maintain [Bonded Warehouse](#) Report Queues window

### Functions

#### F13=Country code

This function key only shown when the "[Warehouse](#) Location" is set to 2. Enter the country code of the [warehouse](#) located in.

This function key will pop up the "Maintain [bonded Warehouse](#) location" window to enter the country code of the [warehouse](#) located in.

This field is the mandatory field once it is enabled.

## Maintain Bonded Warehouse Report Queues Window

To display this window, press **Enter** on the Maintain [Bonded Warehouse](#) Details window.

You use this window to enter bond details for the [warehouse](#).



## **Fields**

### **Interactive Duty Report Output Queues**

#### **W8/C88/W88/W70/AAD Report Library**

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

#### **W8/C88/W88/W70/AAD Report Queue**

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

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

## Bond Calendars [3/BWM]

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

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

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

## Calendar Maintenance Selection Window

To display this window, select the Bond Calendars task.

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

## **Fields**

### **Bond Number**

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

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

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

**Functions****EPD (F16)**

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

**Customs (F17)**

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

**Excise (F18)**

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

**Stock Return (F19)**

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

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

## EPD Calendar Maintenance Window

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

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

You use this window to maintain the period end dates, the associated period numbers and the return dates of the [EPD](#) Calendar.

**Fields****Period End Date**

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

**EPD Period**

Enter the period number in the form YYYYPP, where PP is the period and YYYY is the year.

**Return Date**

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

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

## Customs Calendar Maintenance Window

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

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

You use this window to maintain the period end dates and the associated period numbers of the [Customs](#) calendar.

### **Fields**

#### **Period End Date**

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

#### **Customs Period**

Enter the period number in the form YYYYPP, where PP is the period and YYYY is the year.

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

## Excise Calendar Maintenance Window

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

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

- Hold details of each [Excise](#) period

These periods are used to control the numbering sequence of the W5 reports.

- Specify how often the W5 reports are printed

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

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

### **Fields**

#### **Period End Date**

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

#### **Excise Period**

Enter the period number in the form YYYYPP, where PP is the period and YYYY is the year.

#### **Interim Report Date**

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

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

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

## Stock Return Calendar Maintenance Window

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

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

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

### **Fields**

#### **Period End Date**

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

#### **Stock Return Period**

Enter the period number in the form YYYYPP, where PP is the period and YYYY is the year.

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

## Bond Customer Maintenance [4/BWM]

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

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

- The company gives the default [delivery type](#) and VAT registration.
- The [warehouse](#) gives the default [deferment accounts](#).

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

The following will need to be defined:

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

## Bond Customer Maintenance Window

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

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

### **Fields**

**Customer**

Enter a customer account code.

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

The customer and delivery sequence must have already been defined with sales details in Sales [Order](#) Processing.

**Sequence No**

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

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

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

## Maintain Bond Customer Details Window

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

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

**Fields****Delivery Type**

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

Alternatively, use the prompt facility to select from the [Delivery Type](#) Selection pop-up.

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

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

**Inter Company A/C**

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

**Unchecked** - If this is not an inter-company account

**Checked** - If this is an inter-company account

**Excise Number**

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

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

### **Duty Suspended**

#### **Bonded Depot**

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

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

**Checked** - If the customer's [depot](#) is duty suspended

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

#### **Bond Number**

For a duty suspended customer, enter the [bond index](#) number assigned to this customer.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Leave this field blank for a Duty Paid customer.

### **Duty Deferred**

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

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

#### **Customs Account**

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

#### **Excise Account**

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

### **VAT**

#### **Local VAT Office**

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

#### **VAT Registration No**

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

#### **Turn No**

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

### **Functions**

**Business entities (F22)**

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

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

When the [Warehouse](#) location set as '2', Select **Confirm (F8)** from Bond Customer Maintenance will leads to "Bond Customer Maintenance – Non home" which helps to define the customer details for non-home country.

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

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

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

**Fields****Order Subtype**

Enter a valid [order](#) type or leave this field blank.

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

Enter a valid [order](#) type and press **Enter** to display the Business Entities Associated with a Customer Detail Window

## Business Entities Associated with a Customer Detail Window

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

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

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

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

**Fields****Type**

Enter a valid business entity type.

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

**Identifier**

Enter the identification code for the business entity.

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

**From**

Enter the date from which [orders](#) shipped to a customer are to use this business entity.

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

**To**

Enter the date to which [orders](#) shipped to a customer are to use this business entity.

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

**Options****Amend (1)**

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

**Text (2)**

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

**Delete (4)**

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

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

## Commodity Codes & Excise Rates Maintenance [5/BWM]

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

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

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



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

## Maintain Commodity Codes Window

To display this window, select the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

You use this window to maintain the list of required [commodity codes](#). It initially shows the list of [commodity codes](#) currently defined.

### **Fields**

#### **Commodity Code**

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

#### **Description**

The previously entered description can be amended.

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

#### **Goods Category**

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

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

Alternatively, use the prompt facility to select from the [Goods Category](#) Selection pop-up.

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

#### **Euro Rate Code**

The previously entered rate code can be amended.

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

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

#### **Excise Product Code**

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

### **Options**

### Tax Type Combinations (2)

Use this to associate valid [excise tax types](#) to a [commodity code](#).

### Functions

#### Add (F10)

Use this to add new [commodity codes](#). This displays the Maintain [Commodity Codes](#) Addition window.

#### Fold/Unfold (F16)

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

#### Tax Type Rates (F17)

Use this to maintain [excise tax type](#) rates. This displays the Maintain [Tax Type](#) Rates window.

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

## Maintain Commodity Codes Addition Window

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

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

### Fields

#### Commodity Code

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

#### Description

Enter a description that describes the commodity for internal use.

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

#### Goods Category

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

Alternatively, use the prompt facility to select from the [Goods Category](#) Selection pop-up.

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

#### Euro Rate Code

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

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

### Excise Product Code

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

### Functions

#### Fold/Unfold (F16)

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

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

## Maintain Commodity Code and Tax Type Combinations Window

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

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

### Fields

#### Tax Type

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

Alternatively, use the prompt facility to select from the [Excise Tax Type](#) Selection pop-up.

Ensure that you select the correct [tax type](#) according to the HMRC Tariff.

To remove a [tax type](#) combination, space over the entry.

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

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

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

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

## Maintain Tax Type Rates Window

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

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

### **Fields**

#### **Excise Rate Volume**

The previously entered [excise](#) rate can be amended.

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

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

#### **Excise Rate Strength**

The previously entered [excise](#) rate can be amended.

This is the [excise](#) rate per litre of alcohol to a maximum of four decimal places.

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

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

### **Functions**

#### **Add (F10)**

Use this to add new [tax type](#) rates. This displays the Maintain [Tax Type](#) Rates Addition window.

#### **Commodity Codes (F17)**

Use this to return to the Maintain [Commodity Codes](#) window.

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

## Maintain Tax Type Rates Addition Window

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

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

### **Fields**

#### **Tax Type**

Enter a [tax type](#) from those previously defined in the [Excise Tax Types](#) Maintenance task.

Alternatively, use the prompt facility to select from the [Excise Tax Type](#) Selection pop-up.

#### **Excise Rate Volume**

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

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

**Excise Rate Strength**

Enter the [excise](#) rate per litre of alcohol to a maximum of four decimal places.

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

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

**Effective Date**

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

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

## Item Variants Maintenance [6/BWM]

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

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

## Item Variant Maintenance Selection Window

To display this window, select the [Item Variants](#) Maintenance task.

You use this window to select the [item](#) and [item variant](#) you want to maintain.

**Fields****Item Number**

Enter an Inventory [item](#) number.

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up.

Non-stocked and Catchweight [items](#) are not permitted,

**Variant Code**

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

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

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

Enter or select an [item](#) and [variant](#) and then press **Enter** to display the Maintain [Item Variant](#) window.

## Maintain Item Variant Window

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

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

### **Fields**

#### **Commodity Code**

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

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

#### **Tax Type**

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

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

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

#### **2 Litre Commodity Code**

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

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

#### **Bottled in Bond**

Use this checkbox as follows to specify whether this [item variant](#) is bottled while it is in bond:

**Unchecked** - If the goods are not bottled in bond

**Checked** - If the goods are bottled in bond

#### **Free Circulation**

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

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

**Checked** - If the [customs](#) duty was paid before the goods were received into bond

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

**Country Whence Consigned**

Enter the country from which the [item variant](#) was consigned. Country codes are set up via the Country Codes Maintenance task.

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

**Country of Origin**

Enter the country from which the [item variant](#) originated. Country codes are set up via the Country Codes Maintenance task.

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

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

**W1 Reporting unit**

Enter the unit that quantities for this [item variant](#) will be reported in on the W1 Stock Return.

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

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

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

**Alcoholic Strength**

Enter the percentage alcohol strength of the [item variant](#).

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

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

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

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

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

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

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

**Alcohol per Stock Unit**

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

Validation is dependent upon the [Item Variant](#) Validation Rules defined for the alcoholic type of the [item variant](#).

Must be zero if Not Required for the alcoholic type.

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

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

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

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

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

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

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

### **Beer Duty Allowance**

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

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

### **Quota Number**

If appropriate, enter the EU quota number.

You use the [Customs Quota Duty](#) Rate Maintenance task to define quota numbers.

Leave this field blank if no quota applies.

### **Degree Plato**

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

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

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

## **Functions**

### **Additional Tax Types (F16)**

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

**Note:** *A primary [excise tax type](#) must be entered before additional [excise tax types](#) can be associated with an [item variant](#).*

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

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



When [Warehouse](#) location set as '2', Select **Update (F8)** from Maintain [Item Variant](#) will leads to "Maintain [Item Variant](#) – Non home" which helps to define the [Item variant](#) details for non-home country.

## Maintain Item Variant – Additional Tax Types Window

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

Use this window to associate additional [tax types](#) with an [item variant](#).

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

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

### **Fields**

#### **Tax Type**

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

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

Alternatively, use the prompt to select a [tax type](#) from the [Excise Tax Type](#) Selection pop-up.

### **Options**

#### **Delete (4)**

Use this to remove an existing [tax type](#) from the list of [tax types](#) associated with the [item variant](#).

Select **Update (F8)** to save the changes and re-display the Maintain [Item Variant](#) window.

## Customer Items Maintenance [7/BWM]

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

This therefore:

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

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

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

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

## Customer Items Maintenance Selection Window

To display this window, select the Customer [Items](#) Maintenance task.

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

### **Fields**

#### **Item Number**

Enter an Inventory [item](#) number.

Alternatively, use the prompt facility to select from the [item](#) Master Scan pop-up.

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

Enter or select an [item](#) and then press **Enter** to display the Maintain Customer [Items](#) window.

## Maintain Customer Items Window

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

Use this window to assign [items](#) to customers.

### **Fields**

#### **Customer Number**

Enter the customer number to whom the [item](#) belongs.

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

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

No customer assignment means that the [item](#) is available to all customers.

### Sequence Number

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

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

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

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

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

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

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

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

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

## Change Commodity Codes Selection Window

To display this window, select the Mass [Commodity Code](#) Replace - Select task.

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

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

### **Fields**

**Current Code**

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

You can use the prompt facility on this field to select from the [Commodity Code](#) Selection pop-up.

**Tax Type**

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

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

Alternatively, use prompt to select a [tax type](#) from the [Excise Tax Type](#) Selection pop-up.

If this field is left blank; all [tax types](#) for the entered [commodity code](#) are assumed.

**Add Tax Type**

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

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

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

**Strength (From/To)**

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

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

**New Code**

Enter the new [commodity code](#). If this field is left blank, enter a [tax type](#) instead.

You can use the prompt facility on this field to select from the [Commodity Code](#) Selection pop-up.

**Tax Type**

Enter the new primary [excise tax type](#). If this field is left blank, the [tax type](#) will not be changed.

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

**Add Tax Type**

You must identify all of the [tax types](#) to be associated with the revised [item variants](#).

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

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

## **Functions**

### **Generate List (F8)**

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

### **Strength (F10)**

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

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

Press **Enter** to validate your entries.

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

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

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

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

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

## **Fields**

### **Tax Type**

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

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

Alternatively, use the prompt to select a [tax type](#) from the [Excise Tax Type](#) Selection pop-up.

### **Options**

#### **Delete (4)**

Use this to remove an existing [tax type](#) from the list of additional [tax types](#).

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

## Change Commodity Codes Update Window

To display this window, select the Mass [Commodity Code](#) Replace - Update task.

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

You can use this task to:

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

It prints the Code Revision Update report.

### **Fields**

#### **Item Number**

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

Alternatively, use the prompt facility on this field to select from the [Item](#) Master Scan pop-up.

#### **Current/New Commodity Code**

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

Alternatively, use the prompt facility on these fields to select from the [Commodity Code](#) Selection pop-up.

#### **Current/New Tax Type**

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

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

### More

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

Enter one of the following:

**Blank** – if no additional [tax types](#) are required

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

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

### Options

#### Select for Update (1)

Use this to modify a line.

#### Delete (4)

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

### Functions

#### Delete All + Exit (F11)

Use this to clear the current list. No [variants](#) are updated.

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

## Rotations Maintenance [10/BWM]

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

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

## Rotation Detail Maintenance Selection Window

To display this window, select the [Rotations](#) Maintenance task.

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

### **Fields**

#### **Bond Number**

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

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Item Number**

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

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up.

#### **Rotation Number**

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

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

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

## Maintain Rotation Detail Window

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

This window displays the current [rotation](#) details, with provision to enter new details where appropriate.

### **Fields**

#### **Status**

This field displays the status of the [rotation](#) as follows:

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

**Open** - If the [rotation](#) is available for removal

**Closed** - If the [rotation](#) is closed

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

#### **Held Reason**

Only relevant to [held rotations](#), this field displays the reason why the [rotation](#) was [held](#).



## New Details

### Customs Entry

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

This field is only relevant if receipt was an import.

### Customs Date

Enter or select the [customs](#) date for the consignment. The date is the date on which the [customs](#) duty was paid.

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

### VA/VI No

If the product is a wine, this is the vat or vintage reference for the [rotation](#). You can overtype details as applicable.

This field is only relevant to wines.

### W8 Number

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

### TRID

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

### Free at Frontier Price (FAF)

Use this checkbox as follows:

**Unchecked** (default) - For a free at frontier price

**Checked** - If this is not a free at frontier price

### Date Received

Enter or select the new date

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

### Costs - Goods

Enter the total goods cost and the associated currency.

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

### Costs - Freight

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

### Costs - Insurance

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

## **Functions**

### **Release Rotation (F9)**

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

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

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

## Business Entity Names and Addresses [11/BWM]

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

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

## Business Entity Names and Addresses Selection Window

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

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

### **Fields**

#### **Business Entity Type**

Enter the type, according to [Descriptions File](#) Major Type 'ENCD'.

#### **Identification Code**

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

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

## Business Entity Names and Addresses Detail Window

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

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

**Fields****Name**

Enter the business entity name.

**Address Lines**

Enter the address for the business entity.

**Post Code**

Enter the postcode for the business entity.

**Tax ID**

Enter the tax ID of the business entity.

**Telephone Number**

Enter the telephone number.

**Fax Number 1**

Enter the fax number.

**Fax Number 2**

Enter the second fax number if available.

**Contract Name**

Enter the contact name for the business entity.

**Contact Type**

Enter the expected contact type.

Possible values are:

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

**Functions****Delete (F11)**

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

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

## EMCS Document Details [12/BWM]

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

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

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

## Select EMCS Document Window

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

Use this window to select the document to be maintained.

### **Fields**

#### **Bond number**

Enter the [bond index](#) of the bond for which document details are to be maintained.

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

#### **Document type**

Enter one of the following:

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

**W8** – To maintain W8 document details

#### **Document number**

Enter the number of the document to be maintained.

#### **Despatch note**

Enter the [order](#) number and despatch note number of the document to be maintained.

#### **ARC number**

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

#### **Action required**

Enter one of the following values:

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

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

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

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

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

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

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

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

## Maintain EMCS Document Header Window

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

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

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

### **Fields**

#### **Invoice no**

Display the [order](#) and despatch note number of the System21 [order](#) of the shipment.

#### **Invoice date**

Enter a valid calendar date.

#### **Guarantee details**

Enter up to thirty alphanumeric characters.

#### **Other transport details**

Enter up to thirty-five alphanumeric characters.

#### **Country of despatch**

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

#### **Country of destination**

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

#### **Place of dispatch**

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

#### **Date of dispatch**

Enter a valid calendar date.

#### **Journey time / unit**

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

Only the following units are accepted by EMCS:

H: Hours

D: Days

#### **Administrative Reference**

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

**Inbound / Outbound**

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

Only one of the following values is displayed:

O: Outbound document

I: Inbound document

**Origin Type code**

Enter a single character to identify the origin type.

Only the following values are accepted by EMCS:

1: Origin – Tax [warehouse](#)

2: Origin - Import

**Guarantor type code**

Enter a single alphanumeric character to identify the guarantor type.

Only the following values are accepted by EMCS:

0: Guarantor is not required

1: Consignor

2: Transporter

3: Owner of [excise](#) products

4: Consignee

**Destination type code**

Enter a single alphanumeric character to identify the destination type.

Only the following values are accepted by EMCS:

1: Destination – Tax [warehouse](#)

2: Destination – Registered consignee

3: Destination – Temporary registered consignee

4: Destination – Direct delivery

5: Destination – Exempted organisation

6: Destination – Export

7: Destination – Unknown destination (unknown consignee)

**Member state**

Enter two alphanumeric characters to identify the member state.

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

Only the following values are currently accepted by EMCS:

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

**Transport arrangement by**

Enter a single alphanumeric character to identify the transport arranger.

Only the following values are accepted by EMCS:

1: Consignor



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

**Transport mode**

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

Only the following values are accepted by EMCS:

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

**Transport unit code**

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

Only the following values are accepted by EMCS:

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

**Identity**

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

**Functions****Update (F8)**

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

**Lines (F14)**

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

**Consignor (F16)**

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

**Consignee (F17)**

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

**Place of delivery (F18)**

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

**Competent authority at despatch (F19)**

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

**Transporter (F20)**

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

**Tax representative (F20)**

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

**Transport arranger (F22)**

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

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

## Submit Document to EMCS Pop-up

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

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

**Fields****Submit to EMCS system**

Enter one of the following:

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

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

## Consignor Details Pop-up

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

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

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

### **Fields**

#### **Name**

Enter the consignors' name.

#### **Address**

Enter the consignors address.

#### **Post code**

Enter the consignors post code.

#### **Excise number**

Enter the consignors [excise](#) number.

#### **Language**

Enter the consignors' language code in lower case

### **Functions**

#### **Update (F8)**

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

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

## Consignee Details Pop-up

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

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

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

### **Fields**

#### **Name**

Enter the consignees' name.

**Address**

Enter the consignees address.

**Post code**

Enter the consignees post code.

**Excise number**

Enter the consignees [excise](#) number.

**Language**

Enter the consignees' language code in lowercase characters.

**Tax ID**

Enter the consignees' tax identification code.

**Functions****Update (F8)**

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

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

## Place of Delivery Details Pop-up

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

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

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

**Fields****Name**

Enter the place of delivery name.

**Address**

Enter the place of [delivery address](#).

**Post code**

Enter the place of delivery post code.

**Excise number**

Enter the place of delivery [excise](#) office number.

**Language**

Enter the place of delivery language code in lowercase characters.

**Tax ID**

Enter the place of delivery tax registration id.

**Functions****Update (F8)**

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

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

## Competent Authority at Despatch Details Pop-up

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

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

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

**Fields****Name**

Enter the competent authority at despatch name.

**Address**

Enter the competent authority at despatch address.

**Post code**

Enter the competent authority at despatch post code.

**Excise number**

Enter the competent authority at despatch [excise](#) office number.

**Language**

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

**Tax ID**

Enter the competent authority at despatch tax registration id.

**Functions**

**Update (F8)**

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

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

## Transporter Details Pop-up

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

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

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

**Fields****Name**

Enter the transporters name.

**Address**

Enter the transporters address.

**Post code**

Enter the transporters post code.

**Excise number**

Enter the transporters [excise](#) office number.

**Language**

Enter the transporters language code in lowercase characters.

**Tax ID**

Enter the transporters tax registration id.

**Functions****Update (F8)**

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

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

## Tax Representative Details Pop-up

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

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

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

### **Fields**

#### **Name**

Enter the tax representative name.

#### **Address**

Enter the tax representative address.

#### **Post code**

Enter the tax representative post code.

#### **Excise number**

Enter the tax representative [excise](#) office number.

#### **Language**

Enter the tax representative language code in lowercase characters.

#### **Tax ID**

Enter the tax representative tax registration id.

### **Functions**

#### **Update (F8)**

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

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

## Transport Arranger Details Pop-up

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

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

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

### **Fields**

**Name**

Enter the transport arranger name.

**Address**

Enter the transport arrangers' address.

**Post code**

Enter the transport arrangers' post code.

**Language**

Enter the transport arrangers' language code in lowercase characters.

**VAT number**

Enter the transport arrangers' VAT number.

**Functions****Update (F8)**

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

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

## Maintain EMCS Document Line Summary Window

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

Use this window to maintain the selected documents line information.

**Fields****Line**

The line number on the shipment

**Commodity code**

The [commodity code](#) of the [item](#) shipped.

**Rotation**

The [rotation](#) number of the [item](#) shipped.

**Case qty**

The quantity of the [item](#) shipped expressed in cases.

**Options****Select (1)**

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



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

## Maintain EMCS Document Line Detail Window

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

Use this window to maintain the selected documents line information.

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

### **Fields**

#### **Item / variant**

Enter the System21 [item](#) and [variant](#) codes

#### **Excise product code**

Enter four characters to identify the [excise](#) product code.

Some examples of the possible values for this field are:

B000: Beer

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

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

I000: Alcohol – intermediate products

S200: Spirituous beverages

#### **Description**

Enter the [items](#) description.

#### **Rotation**

Enter the [rotation](#) number of the [item](#) shipped.

#### **Quantity (Cases / Singles)**

Enter the quantity of the [item](#) shipped expressed in cases and singles.

#### **Kind of packages**

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

#### **Alcohol per stock unit**

Enter the volume of [alcohol per stock unit](#) in litres.

#### **Volume per stock unit**

Enter the volume per stock unit in litres.

**Volume of alcohol**

Enter the volume of alcohol shipped.

**Volume of liquid**

Enter the volume of liquid shipped.

**Degree plato**

Enter the degree-plato for those [excise](#) products that require its entry.

**Density**

Enter the density for those [excise](#) products that require its entry.

**Bottles per case**

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

**Commodity code**

Enter the [commodity code](#) of the [item](#) shipped.

*Note: The EMCS system expects [commodity codes](#) of eight characters only.*

**Quantity**

Enter the quantity shipped in litres.

**Weight (Gross / Nett)**

Enter the gross and nett weight of the shipped product.

**Sold in warehouse?**

Indicate whether the [item](#) has been sold in the [warehouse](#).

**UK produced?**

Indicate whether the [item](#) was produced in the UK.

**Functions****Update (F8)**

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

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

## Cancel EMCS Document Window

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

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

Any cancellation details pending submission to EMCS are displayed.

### **Fields**

#### **Cancellation reason**

Enter a valid cancellation reason code.

One of the following values is expected by EMCS:

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

### **Functions**

#### **Update (F8)**

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

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

## Explain Delay to Delivery Window

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

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

Any information pending submission to EMCS is displayed.

### **Fields**

#### **Submitter type**

Enter a valid submitter type code.

One of the following values is expected by EMCS:

- 1** – Consignor
- 2** – Consignee

**Submitter identification**

Enter the identification number of the submitter of the message.

**Explanation Code**

Enter a valid cancellation reason code.

One of the following values is expected by EMCS:

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

**Complimentary information**

Enter up to 350 characters to explain the reason for the delay to the delivery.

**Language**

Enter a valid language code.

The list contains only the official EU languages codes.

These codes are extracted from the standard ISO 639.1 (Alpha-2 codes); in addition, two out-of-standard codes have been added to be used in conjunction with a Latin character version of languages using a non-Latin character set, i.e.:

- bt** - Bulgarian (Latin character)
- gr** - Greek (Latin character)

**Message role code**

Enter a valid message role code.

The following value is expected by EMCS:

- 1** – Explanation on delay for sending report of receipt

**Functions****Update (F8)**

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

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

## Change of Destination Window

To display this window enter a valid document number on the **Select EMCS Document Window** and request “change destination” by entering a **Change Destination (4)** in the Action Required field.

Use this window to request the submission of a IE813: Change of destination (C\_UPD\_DAT) message for a document that has already been accepted by the HM Revenue & [Customs](#) EMCS system.

Any information pending submission to EMCS is displayed.

### **Fields**

#### **Transport arrangement**

Enter a valid transport arrangement code.

One of the following values is expected by EMCS:

**Blank** – Not specified

**1** – Consignor

**2** – Consignee

**3** – Owner of goods

**4** – Other

#### **Transport mode**

Enter a valid transport mode.

One of the following values is expected by EMCS:

**0** - Other

**1** – Sea transport

**2** – Rail transport

**3** – Road transport

**4** – Air transport

**5** – Postal consignment

**6** – Fixed transport installations

**7** – Inland waterway transport

#### **Journey time**

If required, enter a valid journey time.

The journey time is expressed in hours or days, with the format P99, where:

P is a letter in **H**= Hours or **D** = Days)

If P is **H** the associated number must be less than or equal to 24

If P is **D** then the associated number must be less than or equal to 92

**Destination type**

Enter a valid destination type code.

One of the following values is expected by EMCS:

- 1 Destination – Tax [warehouse](#)
- 2 Destination – Registered consignee
- 3 Destination – Temporary registered consignee
- 4 Destination – Direct delivery
- 6 Destination – Export

**Transport unit code**

Enter a valid transport unit code.

**Identity of transport units**

Enter up to thirty-five characters to identify the transport unit.

**Functions****Update (F8)**

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

**Consignee (F17)**

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

**Place of delivery (F18)**

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

**Transporter (F20)**

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

**Transport arranger (F22)**

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

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

## Pre-Validate Trader Selection Window

To display this window request “Pre-validate trader” by entering a **5** in the Action Required field on the Select EMCS Document Window.

Use this window to request the submission of a Pre-Validate Trader message to the HM Revenue & [Customs](#) EMCS system.

Information pending submission to EMCS is displayed.

### **Fields**

#### **Trader ID**

Enter the trader id that you want verified by the HM Revenue & [Customs](#) EMCS system.

Enter a valid trader ID and press **Enter** to display the Pre-validate Trader Detail window.

## Pre-Validate Trader Detail Window

To display this window enter a Trader ID and select **Enter** on the Pre-validate Trader Trader Selection Window.

Use this window to request the submission of a Pre-Validate Trader message to the HM Revenue & [Customs](#) EMCS system.

Information pending submission to EMCS is displayed.

### **Fields**

#### **Trader Type**

Enter one of the following to classify the trader type:

- 1 – UK record
- 2 – EU trader
- 3 – EU [warehouse](#)
- 4 – EU temp authorisation

#### **Excise product codes**

Enter up to ten, four-character [excise](#) codes

**Note:** Minimum of one, maximum of ten (each of format [A-Z][0-9]{3}).

### **Functions**

#### **Update (F8)**

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

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

# Customs Standard Duty Rates Maintenance

## [21/BWM]

This task allows you establish standard import customer duty rates for commodities.

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

## Customs Standard Duty Rates Maintenance Window

To display this window, select the [Customs Standard Duty](#) Rates Maintenance task.

You can use this window to amend existing standard duty rates.

### **Fields**

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter the commercial value percentage, a percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

### **Functions**

#### **Add (F10)**

Use this to add new standard duty rates. This displays the [Customs Standard Duty](#) Rates Addition window.

Press **Enter** to save the changes.

## Customs Standard Duty Rates Addition Window

To display this window, select **Add (F10)** on the [Customs Standard Duty](#) Rate Maintenance window.

Use this window to add new standard duty rates.



## **Fields**

### **Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

New [commodity codes](#) are defined in the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

### **Volume Rate**

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

### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

### **Com. Val. Percent**

Enter the commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

### **Effective Date**

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

### **Non Home Duty Rate**

This field used to add the custom duty rate code for the non-home country.

When the option 1 is taken against the line, new popup window to maintain non-home country duty rate will be displayed. \* will be marked when a line has non-home country duty rate.

This field will be enabled only when the "[Warehouse](#) Location" is set to 2.

Select **Update (F8)** to save the changes and return to the [Customs Standard Duty](#) Rate Maintenance window.

## Customs Quota Duty Rate Maintenance [22/BWM]

Use this task to maintain commodities and countries subject to EU [customs](#) quotas, with their associated duty rates and quota status.

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

## Customs Quota Duty Rates Maintenance Window

To display this window, select the [Customs Quota Duty](#) Rate Maintenance task.

You can use this window to amend existing quota duty rates.

### **Fields**

#### **Status (Stat)**

Use this field to specify the status of the quota duty rate. These statuses are printed on [customs](#) reports.

Enter one of the following:

Open (O)

Critical (C)

Closed (X)

**Note:** Use of a Critical quota rate prints a message on the [C88 customs](#) report.

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter a commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

### **Functions**

#### **Add (F10)**

Use this to add new quota duty rates. The [Customs Quota Duty](#) Rate Maintenance Addition window is displayed.

Press **Enter** to save the changes.

## Customs Quota Duty Rates Addition Window

To display this window, select **Add (F10)** on the [Customs Quota Duty](#) Rate Maintenance window.

Use this window to add new quota duty rates.

### **Fields**

#### **Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

New [commodity codes](#) are defined in the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

#### **Country of Origin**

Enter the country code.

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

#### **Quota No.**

Enter the EU quota number. You use quota numbers when maintaining [item variants](#).

#### **Status**

Enter one of the following to specify the status of the quota duty rate:

Open (O)

Cancelled (C)

Closed (X)

These statuses are printed on [customs](#) reports:

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter the commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

#### **Effective Date**

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

Select **Update (F8)** to save the changes and return to the [Customs Quota Duty](#) Rate Maintenance window.

## Customs Preferential Country Duty Rate Maintenance [23/BWM]

This task allows you to maintain [customs preferential country duty](#) rates for selected commodities.

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

## Customs Preferential Country Duty Rates Maintenance Window

To display this window, select the [Customs Preferential Country Duty](#) Rate Maintenance task.

You can use this window to amend existing country duty rates.

### **Fields**

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter a commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

### **Functions**

#### **Add (F10)**

Use this to add new standard duty rates. This displays the [Customs Preferential Country Duty Rates Addition](#) window.

Press **Enter** to save the changes.

## Customs Preferential County Duty Rates Addition Window

To display this window, select **Add (F10)** on the [Customs Preferential Country Duty](#) Rates Maintenance window.

Use this window to add new country duty rates.

### **Fields**

#### **Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

New [commodity codes](#) are defined in the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

#### **Country of Origin**

Enter a country code.

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

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter the commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied.

#### **Effective Date**

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

Select **Update (F8)** to save the changes and return to the [Customs Preferential Country Duty](#) Rates Maintenance window.

## Customs Preferential Group Maintenance [24/BWM]

Use this task to maintain [preferential groups](#), first defining the group code, and then adding a list of countries to that group

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

## Customs Preferential Group Selection Window

To display this window, select the [Customs Preferential Group](#) Maintenance task.

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

The list of current [preferential groups](#) is shown in ascending group code sequence.

### **Fields**

#### **Position To**

Enter a group code and then press **Enter** to position to this group in the list.

### **Options**

#### **Amend (2)**

Use this to select the group you want to maintain.

#### **Countries (3)**

Use this to amend the list of countries in the group.

#### **Delete (4)**

Use this to delete the group including all the countries in the group.

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

### **Functions**

#### **Add (F10)**

Use this to add a new [preferential group](#).

Select a group with **Amend** or select **Add (F10)** to display the Maintain [Preferential Group](#) pop-up.

Alternatively, select a group with Countries to display the [Preferential Group](#) Countries window.

## Maintain Preferential Group Pop-up

To display this pop-up, select a group with **Amend (2)** or select **Add (F10)** on the [Customs Preferential Group](#) Selection window.

Use this window to enter the required details about the group.

### **Fields**

#### **Preferential Group**

For an addition, enter a code that represents a [customs preferential group](#).

#### **Preferential Group Description (Untitled)**

Enter or amend the description for this group code.

### **Functions**

**Delete (F11)**

As well as being able to use the **Delete (F11)** option on the [Customs Preferential Group](#) Selection window, you can also use this function to delete the country.

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

Select **Update (F8)** to save the details and re-display the [Customs Preferential Group](#) Selection window.

## Preferential Group Countries Window

To display this window, select a group with **Countries (3)** on the [Customs Preferential Group](#) Selection window.

Use this window to maintain the countries in the group.

The list of the current countries in the group is shown in ascending country code sequence.

**Fields****Position To**

Enter a country code and then press **Enter** to position to this country in the list.

**Options****Delete (F11)**

Use this to delete the country from the group.

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

**Functions****Add Country (F10)**

Use this to add a new country to the [preferential group](#).

Select **Previous (F12)** to re-display the [Customs Preferential Group](#) Selection window.

## Preferential Group Country Addition Pop-up

To display this pop-up, select **Add Country (F10)** on the [Preferential Group](#) Countries window.

Use this pop-up to add a country to the group.

**Fields****Country**

Enter a Bonded Warehousing country code.

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

Select **Update (F8)** to save the details and re-display the [Preferential Group](#) Countries window.

## Customs Preferential Group Rate Maintenance [25/BWM]

This task allows you to maintain [customs preferential group](#) duty rates for selected commodities. The group and its constituent countries must previously have been defined via the [Customs Preferential Group](#) Maintenance task.

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

## Customs Preferential Group Duty Rates Maintenance Window

To display this window, select the [Customs Preferential Group](#) Duty Rate Maintenance task.

You can use this window to amend existing group duty rates.

### **Fields**

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter a commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

### **Functions**

#### **Add (F10)**

Use this to add new standard duty rates. This displays the [Customs Preferential Group](#) Duty Rates Addition window.

Press **Enter** to save the changes.



## Customs Preferential Group Duty Rates Addition Window

To display this window, select **Add (F10)** on the [Customs Preferential Group](#) Duty Rates Maintenance window.

Use this window to add new group duty rates.

### **Fields**

#### **Commodity Code**

Enter a [commodity code](#).

Alternatively, use the prompt facility to select from the [Commodity Code](#) Selection pop-up.

New [commodity codes](#) are defined in the [Commodity Codes](#) & [Excise](#) Rates Maintenance task.

#### **Pref. Group**

Enter a [preferential group](#) code.

Alternatively, use the prompt facility to select from the [Preferential Group](#) Selection pop-up.

New [preferential group](#) codes are defined in the [Customs Preferential Group](#) Maintenance task.

#### **Volume Rate**

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

#### **Strength Rate**

Enter the [customs](#) rate per litre of alcohol to four decimal places.

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

#### **Com. Val. Percent**

Enter the commercial value percentage to be applied to the [customs](#) value to determine the [customs](#) duty payable.

The commercial value percentage is calculated on how much the goods cost, irrespective of the volume or strength.

**Note:** All rates and percentages defined are applied in the calculation of [customs](#) duty.

#### **Effective Date**

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

Select **Update (F8)** to save the changes and return to the [Customs Preferential Group](#) Duty Rates Maintenance window.



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## Chapter 3 Processing

### Goods Receiving via Inventory Management [3/INP]

When you use the Miscellaneous Receipt task in Inventory Management to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Inventory Management product guide refers to receiving goods into non-bonded (Duty Paid) [stockrooms](#). Use that information in conjunction with this section when you receive goods into a bonded (Duty Suspended) [stockroom](#).

#### **Entering Rotation Receipt Details**

If you are receiving goods into a bonded [stockroom](#), you must enter specific details relating to duty suspended goods.

What you need to enter depends on the source of the goods, identified by the movement reason code entered during the receipt entry. When you are entering receipts against a bonded [stockroom](#) it refers to the list of [receipt types](#) maintained in Bonded Warehousing.

This table shows what you need to enter in the various fields on the [Rotation](#) Receipt window for the different types of bond receipt.

	From Imports (I)	From Other Bonds (OB)	From Own Production (OP/OQ)	From Gain In Stock (GS)
<a href="#">IFC</a>	M	M	M	M
<a href="#">Commodity Code</a>	M	M	M	M
2 Litre C/Code	O	O	O	O
Volume per Stock Unit	M	M	M	M
Strength	M	M	M	M
Lit/Gal of Liq/Alc	M	M	M	M
Production <a href="#">Item</a>		O	O	O

Production <a href="#">Variant</a>		O	O	O
Production <a href="#">Rotation</a>		O	O	O
Production Batch No		O	O	O
W8 Number		M		S
<a href="#">Port of Entry</a>	M			S
<a href="#">Customs</a> Entry No.	M			S
FAF Price	M	M		S
Duty Paid at Port	M	M		S
Cost – Goods	M	M	C	S
Cost – Freight	O		C	S
Cost – Insurance	O		C	S

Key:

- **M** = Mandatory
- **O** = Optional
- **S** = Selective (based on original consignment)
- **C** = Conditional (based on [receipt type](#) setting)
- **Blank** = Entry not displayed

## Rotation Receipt Window

To display this window, select the Inventory Miscellaneous Receipt task and receive into a bonded [stockroom](#).

You use this window to enter bond transaction details for a receipt, which creates a new [rotation](#) and a receipt movement.

After each [item](#) receipt is confirmed an [audit](#) report is printed.

### **Fields**

#### **IFC**

This field is only available for entry when the [item/variant](#) combination is not in [free circulation](#).

Use this checkbox as follows to indicate whether the received goods are in [free circulation](#).

**Unchecked** - If the goods are not in [free circulation](#)

**Checked** - If the goods are in [free circulation](#)

### Rotation Number

If you are using manual [rotation](#) numbering, enter the bond [rotation](#) number. The [rotation](#) number you enter must be unique for each [item](#) receipt.

[Rotation](#) numbers should be entered in the form YYSSNNNNN, where YY is the year of receipt, SS is the bond short code and NNNNN is a number. The number can be from five to eleven digits depending on the [bond index](#) setting.

If you chose Auto [Rotation](#) Numbering in the Bonded Warehousing company profile, the [rotation](#) number will be created automatically and this field will not be displayed.

### Commodity Code

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

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

### Held Reason

This field is only displayed if the company profile allows Manually Hold [Rotations](#) at Receipt. [Held](#) reason codes are set up in the Inventory [Descriptions file](#), under major type BWHR.

You can use the prompt facility on this field to select from the BWHR [Rotation Held](#) Reason pop-up.

To hold a receipt, enter a reason code in this field and then select **Update as [Held](#) (F20)**.

### 2 Litre C/Code

Enter the 2 litre [commodity code](#) for the [item variant](#). This applies to goods originally supplied in containers of more than 2 litres but due to be stocked in containers of less than 2 litres.

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

### Production Item

Use this field for recording additional production details. Enter an [item](#) number used to identify the [item](#) when it is in production.

### Volume per Stock Unit

This is the volume of liquid per stock unit. Enter the stock unit size in litres if you are receiving stock units. Enter the singles size in litres if you are receiving singles. The litre size must agree with the [literage](#) defined for the [item](#) in the Inventory [Item](#) Master file.

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

### Variant

Enter the [item variant](#) used in production.

### Strength

If the [item](#) is a spirit, enter the percentage [alcoholic strength](#). If the [item](#) is not a spirit, leave this field as zero. The value you enter here must be the same as that defined for the [item variant](#).

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

### Rotation

Enter the production [rotation](#) number for the movement.

### Lit/Gal of Liq/Alc

If the [item](#) is a spirit, enter the total litres of alcohol for the full quantity received. If the [item](#) is not a spirit, enter the total litres of liquid. If the combination of quantity, volume per UOM and strength do not agree based on the total entered, you will not be able to receive the [rotation](#).

If you **checked** the [Blind Entry](#) field in the Bonded Warehousing company profile, this will be entered automatically.

### Batch No

Enter the production batch number for the movement.

**Note:** The Production [Item](#), [Variant](#), [Rotation](#) and Batch No fields are for information only and do not perform any function within Bonded Warehousing. The details are stored with the [rotation](#) so that you can use them for custom reporting.

### W8 Number

Enter the supplier's W8 number. If stock is re-[warehoused](#) due to a stock gain, caused by extra stock identified by a stock count, the entry of a W8 number will make the receipt process regard the original stock as having originated from another bond.

### VA/VI Number

If the product being received is a wine, enter the vat or vintage number.

### Tariff ID

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

You can use the prompt facility on this field to select from the BWTI Tariff Rate Identifiers pop-up.

These are the available values:

**M** ([IFC](#) No Acquisition VAT) - The value of the goods is taken from the W8 document. Payment of VAT is deferred until the goods are sold.

**MA** ([IFC](#) with Acquisition VAT) - The value of the goods is entered on receipt. Payment of VAT is deferred until the goods are sold and is labelled Acquisition VAT.

**F** (Full Rate No Acquisition VAT) - The original [country of origin](#) is entered on the receipt. Value of the goods is entered on receipt. Payment of VAT is deferred until the goods are sold.

**G** ([GSP](#) Rate No Acquisition VAT)

**Port of Entry**

Enter the [port of entry](#) for the goods. Ports of entry are set up in the Inventory [Descriptions file](#), under major type BWPT.

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

**Customs Entry Number**

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

**FAF Price**

Use this checkbox as follows:

**Unchecked** - If this is a free at frontier price

**Checked** (default) - If this is not free at frontier price

**Duty Paid at Port**

Use this checkbox as follows to indicate whether the [customs](#) duty liable on the received goods was paid, at port, upon its importation and hence the goods are now in [free circulation](#):

**Unchecked** (default) – [customs](#) duty was not paid at port

**Checked** - [customs](#) duty was paid at port and so the goods are in [free circulation](#)

**Cost - Goods**

Enter the total goods cost. If stock is re-[warehoused](#) due to a stock gain identified by a stock count, a zero cost will result in the receipt process regarding the stock as an Own Produced [item](#).

This can be entered in any currency.

**Cost - Freight**

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

This can be entered in any currency.

**Cost - Insurance**

Enter the total cost of insuring the goods during transit. Leave the insurance cost as zero if value is included in goods cost.

This can be entered in any currency.

**Currency**

Enter a currency code for each of the cost values.

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

These fields initially default to GBP, which you can change as required.

If a currency exchange rate record does not exist for the current business week, the receipt will be rejected. Where successive [item](#) receipts are made, the previously used currency codes will be re-displayed.

### **Functions**

#### **Update as Held (F20)**

Enter a [held](#) reason code in the [Held](#) Reason field and use this function to place the [rotation](#) on hold.

Press **Enter** to verify the details.

Press **Enter** again to process the receipt and re-display the original source application receipts window.

## Goods Receiving via Purchase Management [43/PMP]

When you use the Goods Receiving to Stores task in Purchase Management to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter Bond [Rotation](#) information.

The Purchase Management product guide refers to receiving goods into non-bonded (Duty Paid) [stockrooms](#). Use that information in conjunction with this section when you receive goods into a bonded (Duty Suspended) [stockroom](#).

Refer to section in this Bonded Warehousing product guide on Goods Receiving via Inventory Management for a description of the transaction details required and the window displayed to collect that receipt information.

The one difference here in Purchase Management is that when a goods receipt has been entered, the Enter [Item Variant](#) pop-up is first displayed before you progress to the [Rotation](#) Receipt window.

## Enter Item Variant Pop-up

To display this pop-up, enter receipt information for a bonded [stockroom](#) in the Goods Receiving task.

You use this pop-up to select the [item variant](#) and bond [receipt type](#) when you receive [items](#) into a bonded [stockroom](#) via Purchase Management.

### **Fields**

#### **Item Variant**

Enter an [item variant](#) to identify the correct [commodity code](#) for this receipt.

Alternatively, use the prompt facility to select from the [Variant](#) Code Selection pop-up.



The default [item variant](#) always has a blank [item variant](#) code. Leave this field blank if you are receiving the default [item variant](#).

### Receipt Type

Enter a bond [receipt type](#).

Alternatively, use the prompt facility to select from the [Receipt Type](#) Selection pop-up.

The [receipt type](#) determines the details required for entering the [rotation](#) details.

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

See the Goods Receiving via Inventory Management section for details of the [Rotation](#) Receipt window.

## Goods Receiving via Production Orders [12/PCM, 13/PCM, 21/PCM, 22/PCM]

When you use any of these tasks in Production [Order](#) Processing to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Production [Order](#) Control product guide refers to receiving goods into non-bonded (Duty Paid) [stockrooms](#). Use that information in conjunction with the Goods Receiving via Inventory Management section in this product guide when you receive goods into a bonded (Duty Suspended) [stockroom](#). This will describe the transaction details required and the window displayed to collect that receipt information.

**Caution:** When receiving goods into a bonded warehouse you must visit the Output Override Window for each item received in order to record the necessary additional bonded information for that receipt.

## Goods Receiving via Production Schedules [12/MKS, 13/MKS, 41/MKS, 42/MKS]

When you use any of these tasks in Production Scheduling to receive goods into a [bonded warehouse](#), an additional window is displayed for you to enter bond [rotation](#) information.

The Production Schedule Control product guide refers to receiving goods into non-bonded (Duty Paid) [stockrooms](#). Use that information in conjunction with the Goods Receiving via Inventory Management section in this product guide, when you receive goods into a bonded (Duty Suspended) [stockroom](#). This will describe the transaction details required and the window displayed to collect that receipt information.

**Caution:** When receiving goods into a bonded warehouse you must visit the Output Override Window for each item received in order to record the necessary additional bonded information for that receipt.

## Sales Order Placement [80/OMP]

### Order Capture

When you are operating in a company in which Bonded Warehousing is active, additional checks are made on the customer and the [stockrooms](#) to ensure bonded goods are only sold to appropriate customers.

- The customer may be either bonded (Duty Suspended) or non-bonded (Duty Paid).
- A [stockroom](#) is similarly either bonded (Duty Suspended) or non-bonded (Duty Paid).

The [item's](#) duty status is checked to ensure that the [item](#) is allowed to be sold. Possible options are:

- [item](#) may be sold to both duty suspended and duty paid customers
- [item](#) may only be sold to duty suspended customers
- [item](#) may only be sold to duty paid customers

When you are selling to a bonded customer, the customer's bond reference and [delivery type](#) are shown on customer's Business tab.

If an [item](#) exists on a customer [item](#) list, it can only be sold to that customer.

Bonded customers must be supplied from [bonded warehouses](#). The combinations are as follow:

From S/R Bond Type	To Customer	Validation	Notes
Non-bond	Non-bond	Allowed (1)	As normal
Non-bond	Bonded	Not allowed	Tax paid goods cannot be transferred to a bond.
<a href="#">Customs</a>	Non-bond	Allowed (2)	Duty payable
<a href="#">Customs</a>	Bonded	Allowed (2)	No duty calculated
<a href="#">EPD</a>	Non-bond	Allowed (2)	Duty payable
<a href="#">EPD</a>	Bonded	Allowed (2)	No Duty
Third Party	Non-bond	Allowed (3)	No duty calculated
Third Party	Bonded	Allowed (3)	No duty calculated

*Notes:*

- (1) = No restrictions on stock or issue units
- (2) = Stock unit multiple only
- (3) = No restrictions for Third Party Bonds unless stipulated

When sourcing, it will skip [stockrooms](#) that are non-bonded if the customer is bonded. If this results in NSP, the message 'No duty suspended stock available for duty suspended customer' is displayed.

In Manual Sourcing, you will not be able to select non-bonded [stockrooms](#) if the customer is bonded.

Manual Sourcing also prevents a bonded [stockroom](#) from being chosen unless the user is authorised to that [stockroom](#).

**Note:** *It does not check this during automatic sourcing; it is a check that is only needed during manual intervention.*

[Order](#) quantities sourced from a [bonded warehouse](#) must be in multiples of the stocking unit. Similarly, when sourcing, stock is only allocated in multiples of the stocking unit. However, for Third Party bonds, it only enforces the stock units condition if the issue units attribute on the bond [warehouse](#) insists on it.

## Order Sourcing [21/OMP]

See the [Order Capture](#) section above.

## Sales Order Despatches [10/OEP, 14/OER]

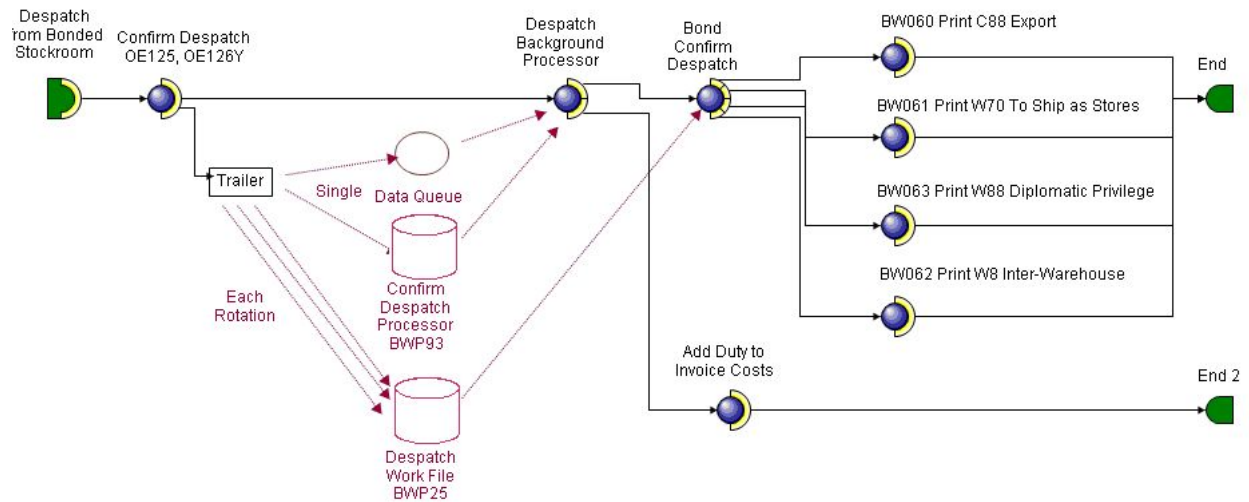
In Bonded Warehousing, confirming the despatch of goods:

- Reduces [rotation balances](#)
- Calculates [excise](#) and [customs](#) duty payable as a result of a despatch from a [bonded warehouse](#)
- Writes movements to the Bond Movements file

**Note:** *The Bond Despatches background process must be active in [order](#) for the appropriate Bonded Warehousing updates to be performed.*

**Confirm Despatch**

Confirm despatch decides what processing is required for the type of despatch and writes details to BWP93.  
The background process updates the Bond database and calls any appropriate shipment reports.



## Transfer Order Shipments [81/OMP]

### Order Capture Transfer Orders

When you are operating in a company in which Warehousing is active, additional checks are made on the [stockrooms](#) to ensure that bonded goods are only transferred to appropriate destinations.

- A [stockroom](#) is either bonded (duty suspended) or non-bonded (duty paid).

The user's authority to a bonded [stockroom](#) is checked when the initial From and To [stockrooms](#) are entered.

The following validation is applied to the initially entered From [stockroom](#) (the supply point) and an error message displayed where appropriate.

From S/R Bond Type	To S/R Bond Type	Validation	Notes
Non-bond	Non-bond	Allowed (1)	As normal
Non-bond	<a href="#">Customs</a>	Not allowed	Tax paid goods cannot be transferred into bond.
Non-bond	<a href="#">EPD</a>	Not allowed	Tax paid goods cannot be transferred into bond.
Non-bond	Third Party	Not allowed	Tax paid goods cannot be transferred into bond.
<a href="#">Customs</a>	Non-bond	Allowed (2)	Duty payable

<a href="#">Customs</a>	<a href="#">Customs</a> - same bond	Allowed (2)	No duty calculated
<a href="#">Customs</a>	<a href="#">Customs</a> - different bond	Allowed (2)	No duty calculated
<a href="#">Customs</a>	<a href="#">EPD</a>	Not allowed	
<a href="#">Customs</a>	Third Party	Allowed (2)	No duty calculated
<a href="#">EPD</a>	Non-bond	Allowed (2)	Duty payable
<a href="#">EPD</a>	<a href="#">Customs</a>	Allowed (2)	No duty calculated
<a href="#">EPD</a>	<a href="#">EPD</a> - same bond	Allowed (2)	No duty calculated
<a href="#">EPD</a>	<a href="#">EPD</a> - different bond	Allowed (2)	No duty calculated
<a href="#">EPD</a>	Third Party	Allowed (2)	No duty calculated
Third Party	Non-bond	Allowed (3)	No duty calculated
Third Party	<a href="#">Customs</a>	Allowed (3)	No duty calculated
Third Party	<a href="#">EPD</a>	Allowed (3)	No duty calculated
Third Party	Third Party	Allowed (3)	No duty calculated

**Notes:**

(1) = No restrictions on stock or issue units

(2) = Stock unit multiple only

(3) = No restrictions for Third Party Bonds unless stipulated

When sourcing, it will skip alternative [stockrooms](#) if they are inappropriate.

Manual Sourcing also prevents a bonded [stockroom](#) from being chosen unless the user is authorised to that [stockroom](#).

[Order](#) quantities sourced from a [bonded warehouse](#) must be in multiples of the stocking unit. Similarly, when sourcing, stock is only allocated in multiples of the stocking unit. However, for Third Party bonds, it only enforces the stock units condition if the issue units attribute on the bond [warehouse](#) insists on it.

## Proof of Delivery [16/OEP]

In a [Bonded Warehouse](#), stock adjustments are not made in [POD](#) but recorded as an exception for subsequent correction via the Bonded Warehousing Stock Gains and Write Off.

## Mark Rotations as Free Circulation [1/BWP]

You use this task to pay [customs](#) duty for the current stock [balance](#) of a [rotation](#) where the [rotation](#) has been received into bond with import duty suspended.

This task produces a [C88A](#) and Backup report and logs the change made in an [audit](#) file for subsequent enquiry and further reporting.

## Mark Rotations as Free Circulation Selection Window

To display this window, select the Mark [Rotations](#) as [Free Circulation](#) task.

You can use this window to select the [rotation](#).

### **Fields**

#### **Bond Number**

Enter the [bond index](#) number for the [rotation](#).

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Rotation Number**

Enter the [rotation](#) number.

Alternatively, use the prompt facility to select from the [Rotation](#) Selection pop-up, which lists all [rotations](#) in the bond that are currently not in [free circulation](#).

#### **Delivery Type**

Enter up to two alphanumeric characters to specify the [delivery type](#).

Alternatively, use the prompt facility to select from the Select [Delivery Type](#) pop-up.

If the proprietor owns the [item](#), use the To Home Use [delivery type](#), otherwise use the To Home Use with [Deferment delivery type](#).

Otherwise, if the [rotation](#) was wrongly received as not in [Free Circulation](#), and no further [customs](#) duties are due, use a [delivery type](#) applicable for a correction that does not calculate duty payable. HMRC must approve this before use.

Enter a [rotation](#) and then press **Enter** to display the Mark as [Free Circulation](#) Confirmation window.

## Mark Rotation as Free Circulation Confirmation Window

To display this window, select a [rotation](#) and then press **Enter** on the Mark as [Free Circulation](#) Selection window.

This window displays the current details for the [rotation](#).

Select **Update (F8)** to update the [rotation](#) and re-display the Mark [Rotation](#) as [Free Circulation](#) Selection window.

## Inter Warehouse Transfers [2/BWP]

You use this task to transfer stock from one [warehouse](#) to another, where both [warehouses](#) belong to the same bond.

**Note:** *This task does not interface with the World Trade application and therefore does not generate any World Trade movements.*

## Record Transfers (Out/In) Selection Window

To display this window, select the Inter [Warehouse](#) Transfers task.

You use this window to enter the selection criteria for the supplying [warehouse](#).

### **Fields**

#### **Warehouse**

Enter the [warehouse](#) from which you want to transfer the goods.

Alternatively, use the prompt facility to select from the [Bonded Warehouse](#) Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#).

#### **Reference No.**

Enter up to 14 alphanumeric characters for the transfer reference.

#### **Date**

Enter or select the date of the transfer. This defaults to the current date.

#### **Type**

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

**Narrative**

You can optionally enter up to 20 characters for the transaction narrative.

**Reason Code**

Enter the Inventory Management movement reason code for the transfer.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

These movement reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

Press **Enter** to display the Record Transfers (Out/In) Details window.

## Record Transfers (Out/In) Details Window

To display this window, enter or select your selection criteria and then press **Enter** on the Record Transfers (Out/In) Selection window.

You use this window to enter the details of each specific transfer.

**Fields****Warehouse**

Enter the [warehouse](#) from which you want to transfer the goods.

Alternatively, use the prompt facility to select from the [Bonded Warehouse](#) Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#).

This field will default to the [warehouse](#) specified on the Record Transfers (Out/In) Selection window but can be changed.

**To Warehouse**

Enter the [warehouse](#) to which you want to transfer the goods.

Alternatively, use the prompt facility to select from the [Bonded Warehouse](#) Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#) and have the same [bond index](#) number as the supplying [warehouse](#).

**Item**

Enter the [item](#) you want to transfer.

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up.

**Movement Quantity**

Enter the quantity you want to transfer.

Normally, you are transferring whole stock units, so the quantity must be a multiple of stock units.



However, if you are transferring a singles [rotation](#), the entered quantity must be in issue units, must be less than one stock multiple and must be equal to the singles quantity on the [rotation](#).

**UOM**

Enter the [item's](#) stock or issue [unit of measure](#).

If you are entering a transfer of singles, the UOM must be the issue unit.

**Lot**

Enter the bond [rotation](#) number.

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

**Reference No.**

Enter up to 14 alphanumeric characters for the transfer reference.

**Date**

Enter or select the date of the transfer. This field defaults to the current date.

**Reference Type**

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

**Narrative**

You can optionally enter up to 20 characters for the transaction narrative.

**Movement Reason**

Enter the reason code for the movement.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

Press **Enter** to display the details of the supplying and receiving [stockrooms](#). Press **Enter** again to process the transfer.

## Stock Write Off/Gain in Storage and Stock Write Off (Singles Only) [3/BWP, 4/BWP]

You use these tasks to reduce or add stock to a [bonded warehouse balance](#). Stock write-offs are usually performed as a result of a stock check, or a breakage.

There are two separate tasks:

- Stock Write Off/Gains in Storage

You use this to adjust stock levels for whole stock units (e.g. cases).

- Stock Write Off (Singles Only)

You use this to adjust stock levels for issue units (e.g. bottles), that is, where the adjustment quantity is less than a whole stock unit.

You can write off the stock to Home Use (Duty Paid), to Losses Allowed in Storage (No Duty), or to Authorised Destructors (No Duty), the duty liability being determined by the setting on the [adjustment type](#).

When you are adding stock, the [rotation](#) to be increased must already have a stock [balance](#). If the [rotation](#) is closed, the additional stock must be re-[warehoused](#) through the normal receipt process.

**Note:** This task does not interface with the World Trade application and therefore does not generate any World Trade movements.

## Record Write Off/Gain in Storage Selection Window

To display this window, select the Stock Write Off/Gain in Storage or the Stock Write Off (Singles Only) task.

You can use this window to select the [stockroom](#) and to enter references and a date for the movement.

### **Fields**

#### **Warehouse**

Enter the [bonded warehouse](#) code.

Alternatively, use the prompt facility to select from the [Bonded Warehouse](#) Selection pop-up.

The [stockroom](#) must be a [bonded warehouse](#).

#### **Reference No.**

Enter up to 14 alphanumeric characters for the adjustment reference.

#### **Date**

Enter or select the date of the adjustment. This defaults to the current date.

#### **Reference Type**

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

#### **Narrative**

You can optionally enter up to 20 characters for the transaction narrative.

**Return Period**

Enter the return period in the form YYYYPP. You use this to record the return period for an [EPD bonded warehouse](#).

Press **Enter** to display the Record Write Off/Gain in Storage Details window.

## Record Write Off/Gain in Storage Details Window

To display this window, enter the required details and then press **Enter** on the Record Write Off/Gain in Storage Selection window.

You use this window to enter the details of each specific adjustment you want to make.

**Fields****Item**

Enter the [item](#) for which you want to make the adjustments.

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up.

This must be an [item](#) defined to the [bonded warehouse](#).

**Variant**

Enter the [item variant](#) code, or leave this field blank for default [variant](#).

You can use the prompt facility on this field to select from the [Variant](#) Code Selection pop-up.

**Rotation**

Enter the bond [rotation](#) number.

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

**Code IN**

Enter the Inventory Management movement reason code for the adjustment.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

These movement reason codes are set up in the Inventory [Descriptions file](#), under major type MOVR.

**Code BW**

Enter the Bonded Warehousing [adjustment type](#).

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

These are set up in the Bonded Warehousing [Adjustment Types](#) maintenance task.

**Quantity**

Enter the quantity for the adjustment.

For gains, the quantity must be a positive whole number of stock units.

For stock unit write-offs, the quantity, which must be negative, can be either a whole number of stock units or an issue unit quantity but the sum of all lines with issue unit quantities must equal a whole stock unit.

**Note:** For write-off adjustments, you must enter negative quantities.

**Note:** For single unit write-offs, the quantity should be negative and either an issue unit quantity or multiple lines containing issue unit quantities. The sum of all lines must equal the number of issue units originally received on the [rotation](#).

### **Cost**

If you are not operating Standard Costing for the [item](#), enter cost per issue unit.

### **Narrative/Description**

You can optionally enter up to 20 characters for the transaction narrative.

### **Mvt. Type**

Enter the Inventory Management movement reference type.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

These are set up in the Inventory [Descriptions file](#), under major type TRAN.

## **Functions**

### **Review Warehouse Details (F14)**

Use this to display the [Warehouse](#) Details pop-up to review the [warehouse](#) pack and location details entered for the [item](#).

Select **Update (F8)** to record the adjustment and re-display the Record Write Off/Gain in Storage Selection window. Details of the previous movement are displayed at the bottom of the window.

## Stock Receipts (Singles Only) [5/BWP]

Use this task to record receipts where the stock unit is incomplete. For example where a bottle has been broken in a case of six, five bottles can be booked into bond.

This will create a [rotation](#) in the normal way but for the receipt of just these single units.

Refer to the Goods Receiving via Inventory Management (3/INP) for a description of the transaction entry and processing.

The key difference is that the quantity entered must be less than a whole number of stock units.

## Record Return of W8 Documents [6/BWP]

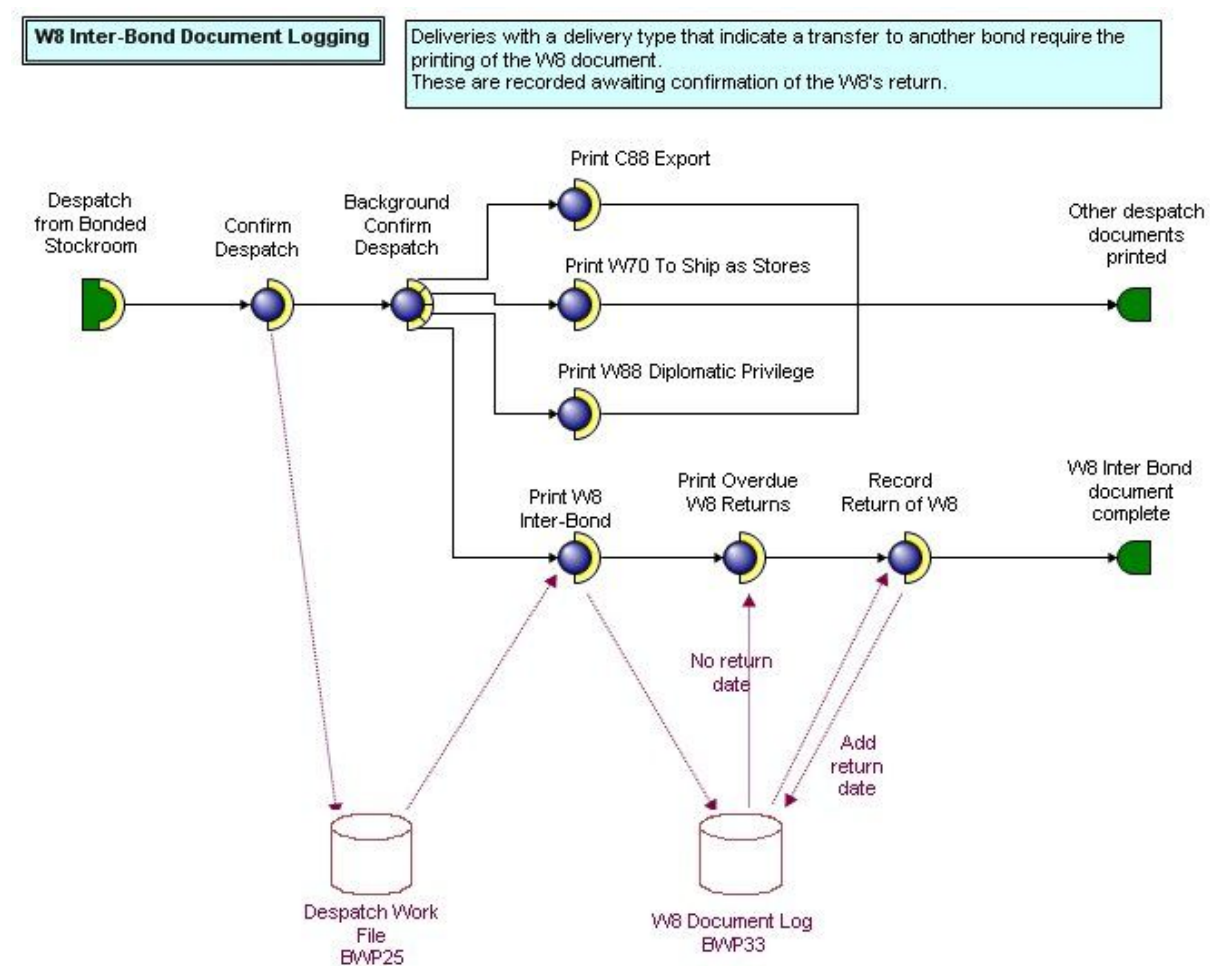
You use this task to record the return of W8 documents so that you can identify those that have not been returned.

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

Each time you despatch goods to another UK bond, Bonded Warehousing logs the Internal Accompanying Document. Each W8 is given a unique document number.

The UK bond that receives the goods is required to return a copy of the W8 to the supplying UK bond, as confirmation of receipt.

Overdue W8 documents are listed in the Overdue W8 Returns report, allowing you to identify those that have not been returned. You subsequently use this Record Return task to record the return of W8 documents, thereby clearing the outstanding action.



## Record Return of W8 Document Selection Window

To display this window, select the Record Return of W8 Documents task.

You use this window to select the [bond index](#) for which you want to record the return of W8 documents.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) number for the bond for which document details are to be maintained.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **ARC number**

Enter the Administrative Reference Code of the document you want to record the receipt of.

#### **Shortage**

Enter one of the following:

- 0** – To mark the document as received without any shortages
- 1** – To record shortages against the document

**Note:** *This field is only displayed if the Record Shortages flag is set on the definition of the W8 [Duty Report](#)*

Enter either a valid bond number to display either the Record Return of W8 Document Details Window or a valid ARC number and press **Enter** to display the Record Return of W8 Document – Record Shortages window depending upon which entries have been made.

## Record Return of W8 Document Details Window

To display this window, enter or select a [bond index](#) number and then press **Enter** on the Record Return of W8 Document Selection window.

You use this window to enter the numbers of the returned W8 documents.

### **Fields**

#### **Document**

Enter the numbers for the returned W8 documents.

Press **Enter** to accept the entries and display the customer's names. This confirms that the entries are correct.

Select **Update (F8)** to update the documents as returned and re-display the Record Return of W8 Document Selection window.

## Record Return of W8 – Record Shortages

To display this window enter a valid W8 document reference on the Record Return of W8 – Enter Returned W8 Document Numbers window and indicate that shortage information is to be recorded against that W8 or enter a valid ARC number on the Record Return of W8 Document Selection Window and indicate that shortage information is to be recorded against that W8 document.

A list of the [excise](#) goods being sent / received on the selected W8 document is displayed.

The user can then record against each [item](#) the actual number of cases of that [item](#) acknowledged as having been received by the consignee (outbound) or received by them (inbound).

### Fields

#### Fields

##### **Cases Received**

Enter the integer quantity of cases acknowledged as received by the consignee against each line on the [AAD](#).

This quantity must be less than the Cases Sent quantity.

##### **Singles Received**

Enter the integer quantity (in singles) acknowledged as received by the consignee against each line on the [AAD](#).

If entered, this quantity must be less than the number of singles in one case of the [item](#).

***Note:** The entry of a singles quantity is governed by the setting of the appropriate flag on the [Duty Report](#) definition. By default the system is shipped with the entry of singles quantities disabled as the entry of part case quantities would not normally be expected when goods are shipped to consignees in other EU member states.*

### Options

#### **Text (2)**

Enter **2** against a document line to display the Text Pop-up and record some text against that line explaining the reason for the shortage.

Press **Update (F8)** to generate a record on the Despatch Shortages file for each line against which a shortage has been recorded.

## Clear Delivery Exceptions [7/BWP]

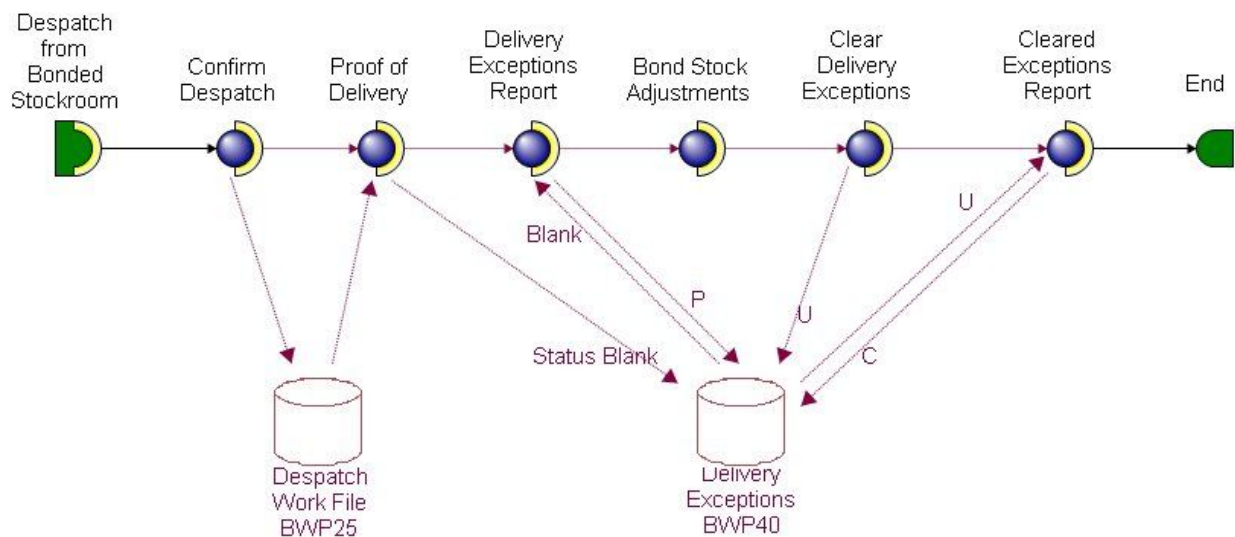
Delivery exceptions occur when you make adjustments to sales despatches, during confirm delivery, for [items](#) despatched from a [bonded warehouse](#). If a customer returns bonded goods you cannot repatriate them directly into a bond, so the movements are prevented and delivery exceptions records are created.

You need to run the Outstanding Delivery Exceptions Report task first to identify outstanding exceptions. Make the necessary stock adjustments manually and then use this task to record that you have cleared the exception.

A further Cleared Delivery Exceptions report is then also available to show the exceptions actioned.

### Delivery Exceptions

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



## Clear Delivery Exceptions Selection Window

To display this window, select the Clear Delivery Exceptions task.

You use this window to enter select the delivery exceptions entry on the Delivery Exceptions report.

### Fields

#### Bond Number

Enter the [bond index](#) number for the delivery exception.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### Audit Reference Number

Enter the [audit](#) reference number for the delivery exception. The [audit](#) reference number is printed on the Delivery Exceptions report against each exception.

Press **Enter** to display the Clear Delivery Exceptions Detail window.



## Clear Delivery Exceptions Detail Window

To display this window, enter a delivery exception and then press **Enter** on the Clear Delivery Exceptions Clearance Selection window.

You use this window to enter details of the action taken for a delivery exception.

### **Fields**

#### **Rotation**

Enter the [rotation](#) number against which the exception occurred.

#### **Transfer to Stockroom**

Enter the [stockroom](#) against which the exception occurred.

Alternatively, use the prompt facility to select from the [Bonded Warehouse](#) Selection pop-up.

#### **Exception Reason**

Enter a clearance reason code that best describes the delivery exception that occurred. Clearance action reason codes are set up in the Inventory [Descriptions file](#), under major type BWCA.

You can use the prompt facility on this field to select from the BWCA Delivery Exception Clearance Action pop-up.

#### **Narrative**

Enter up to 20 characters of additional description for the exception. This is a memo field.

Select **Update (F8)** to save the details to file and re-display the Clear Delivery Exceptions Selection window.

## Record Return of AADs [8/BWP]

You use this task to record the confirmation of receipt of the returned copy of an [AAD](#) sent with goods despatched from our [excise warehouse](#) to other member states of the EU, Thus enabling the detail re: outstanding [AADs](#) to be printed correctly on the [Excise Warehouse](#) Return (W1).

## Record Return of AAD – Bond Selection Window

To display this window request the **Record Return of [AADs](#)** task.

On initial entry to this function the user is requested to select the bond number for which a list of returned [AADs](#) can be recorded.

**Fields****Bond Number**

Enter the reference number assigned to the [excise warehouse](#) by HM Revenue and [Customs](#).

This is the reference of the [warehouse](#) that sent [excise](#) goods to another EU member state.

***Note:** This is the reference of the [excise warehouse](#) that sent the [excise](#) goods to a consignee in another EU member state.*

**ARC number**

Enter the Administrative Reference Code of the document you want to record receipt of.

**Shortage**

Enter one of the following:

**0** – To mark the document as received without any shortages

**1** – To record shortages against the document

***Note:** this field is only displayed if the Record Shortages flag is set on the definition of the [AAD Duty Report](#)*

Enter either a valid bond number to display the Record Return of [AAD](#) Document Details Window or a valid ARC number and press **Enter** to display the Record Return of [AAD](#) Document – Record Shortages window.

## Record Return of AAD – Enter Returned AAD Document Numbers

To display this window enter a valid bond number on the Record Return of [AAD](#) – Bond Selection Window.

You use this window to enter the reference number(s) of those [AADs](#) for which the third-copy has been returned from the consignee, to acknowledge receipt of [excise](#) goods dispatched from our [excise warehouse](#).

**Fields****Document**

Enter the document number of each [AAD](#) document returned by the consignee.

***Note:** A unique reference number is assigned to each [AAD](#) generated by the system.*

Once a valid document reference has been entered the issue date and consignee details pertinent to that document are displayed for verification purposes.

**Short**

Indicate whether the consignee has registered a shortage on the returned [AAD](#) document.

Possible values are:

**Blank** = No shortage

**1** = Shortage

***Note:** An asterisk (\*) will be displayed against each document for which shortages have been recorded.*

***Note:** This field is only visible when Record Shortages is set to 1 on the appropriate [Duty Report](#) definition.*

## **Functions**

### **Update (F8)**

Updates the Date Document Returned field on the appropriate B/W Despatch Document Log record with the current system date and flags any records the consignee has signified were received with shortages.

Also create records on the B/W Despatch Shortages file for each [item](#) against which a shortage has been recorded. This information will subsequently be used when printing the W1 [Excise Warehouse](#) Return to calculate the duty owed as a result of the loss of goods in transit.

***Note:** This function is only available once at least one valid document reference number has been entered and any shortages have been recorded against those documents that indicate they were returned with shortage information recorded on them.*

Press **Enter** to display the Record Return of [AADs](#) – Record Shortages Window for each document against which a shortage was identified by the consignee.

## Record Return of AAD – Record Shortages

To display this window enter a valid [AAD](#) document reference on the Record Return of [AAD](#) – Enter Returned [AAD](#) Document Numbers window and indicate that shortage information is to be recorded against that [AAD](#).

A list of the [excise](#) goods sent on the selected [AAD](#) is displayed.

You can then record against each [item](#) the actual number of cases of that [item](#) acknowledged as having been received by the consignee (outbound) or you have received (inbound).

## **Fields**

### **Cases Received**

Enter the integer quantity of cases acknowledged as received by the consignee against each line on the [AAD](#).

This quantity must be less than the Cases Sent quantity.

### **Singles Received**

Enter the integer quantity (in singles) acknowledged as received by the consignee against each line on the [AAD](#).

If entered, this quantity must be less than the number of singles in one case of the [item](#).

**Note:** The entry of a singles quantity is governed by the setting of the appropriate flag on the [Duty Report](#) definition. By default the system is shipped with the entry of singles quantities disabled as the entry of part case quantities would not normally be expected when goods are shipped to consignees in other EU member states.

### **Options**

#### **Text (2)**

Enter **2** against a document line to display the Text Pop-up and record some text against that line explaining the reason for the shortage.

Press **Update (F8)** to generate a record on the Despatch Shortages file for each line against which a shortage has been recorded.

**Note:** Sufficient information will be written to each record generated on the Despatch Document Shortages file to enable the calculation of any [excise](#) duty owed on that shortage quantity when printing the W1 [Excise Warehouse](#) Return.

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## Chapter 4 Enquiries

### Item Variant Enquiry [1/BWE]

You can use this task to view details of the [item variants](#) for a selected [item](#).

### Item Variant Enquiry Selection Window

To display this window, select the [Item Variant](#) Enquiry task.

You use this window to enter the [item](#) for which you want to enquire about [variants](#).

#### **Fields**

##### **Item Number**

Enter the [item](#) for which you want to enquire on [variants](#).

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up

Select an [item](#) or enter an [item](#) number and then press **Enter** to display the [Item Variant](#) Enquiry Details window.

### Item Variant Enquiry Details Window

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

This window displays a list of all [variants](#) for the selected [item](#).

#### **Options**

##### **Additional Tax Types (1)**

Use this to display the Additional [Tax Types](#) pop-up for the selected [item variant](#).

Select **Previous (F12)** to return to the [Item Variant](#) Enquiry Selection window.

## Additional Tax Types Pop-up

To display this pop-up, select an [item variant](#) then press **Enter** on the [Item Variant](#) Enquiry Details window.

Any additional [tax types](#) associated with an [item variant](#) are shown in this pop-up.

If no additional [tax types](#) are associated with the [item variant](#) then a suitable message is displayed.

Select **Previous (F12)** to return to the [Item Variant](#) Enquiry Detail window.

## Rotation Enquiry [2/BWE]

You can use this task to view an [item's rotation](#) details and its associated movement history.

## Rotation Enquiry Selection Window

To display this window, select the [Rotation](#) Enquiry task.

You can use this window to select the [rotation](#).

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for the [item](#) or [rotation](#) on which you want to enquire.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Item Number**

You can either enter an [item](#) number without a [rotation](#) to give a list of all [rotations](#) for the [item](#) or a [rotation](#) with no [item](#) number to display details for that [rotation](#) only.

You can use the prompt facility on this field to select from the [Item](#) Master Scan pop-up.

#### **Rotation Number**

If you want to enquire on a known [rotation](#), enter the [rotation](#) number in this field and leave the [Item](#) Number field blank.

### **Functions**

**Print Rotation Details (F24)**

Use this to print the [rotation](#) details and movement history of the [rotation](#) entered.

Enter an [item](#) without a [rotation](#) and then press **Enter** to display the [Rotation](#) Enquiry [Rotation](#) List window.

**Note:** When a Bond Number and [item](#) are selected the displayed [rotation](#) list is initially restricted to those [rotations](#) with a non-zero current [balance](#). A function allows the user to show all [rotations](#) for the selected Bond Number and [item](#) combination.

Alternatively, enter a specific [rotation](#) and then press **Enter** to display [Rotation](#) Enquiry [Rotation](#) Detail window.

## Rotation Enquiry Rotation List Window

To display this window, enter a bond and [item](#) and then press **Enter** on the [Rotation](#) Enquiry Selection window.

This window displays a list of [rotations](#) for the selected [item](#).

**Note:** Only those [rotations](#) with a non-zero Current Quantity are initially shown in the displayed list. By requesting the **Include Zero Rotations (F13)** function all [rotations](#) for the selected Bond Number and [item](#) combination are displayed

**Options****Select (1)**

Use this to select a [rotation](#) to view its details.

**Functions****Additional Tax Types (F16)**

Use this to view any additional [tax types](#) associated with an [item variant](#) (via the appropriate [item variant](#)).

**Note:** This function is only available if there is additional [tax types](#) defined for the appropriate [item variant](#) on the [Item Variant: Additional Tax Types](#) file.

**Include Zero Rotations (F13)**

Use this to include [rotations](#) with a Current Quantity of zero in the displayed list.

**Exclude Zero Rotations (F13)**

Use this to exclude [rotations](#) with a Current Quantity of zero from the displayed list.

Select a [rotation](#) to display the [Rotation](#) Enquiry [Rotation](#) Details window.



## Rotation Enquiry Rotation Details Window

To display this window, enter a [rotation](#) and then press **Enter** on the [Rotation](#) Enquiry Selection window, or select a [rotation](#) on the [Rotation](#) Enquiry [Rotation](#) List window.

This window displays the details about the [rotation](#).

### Functions

#### Movement History (F15)

Use this to display the movement history for the selected [rotation](#). This displays the [Rotation](#) Enquiry [Rotation](#) Movement History window.

#### Additional Tax Types (F16)

Use this to view any additional [tax types](#) associated with an [item variant](#) (via the appropriate [item variant](#)).

*Note:* This function is only available if there is additional [tax types](#) defined for the appropriate [item variant](#) on the [Item Variant: Additional Tax Types](#) file.

#### Print Rotation Details (F24)

Use this to print the [rotation](#) details and movement history of the select [rotation](#).

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

## Additional Tax Types Pop-up

To display this pop-up, request **Additional Tax Types (F16)** on the [Rotation](#) Enquiry [Rotation](#) Details window.

Any additional [tax types](#) associated with a [rotation](#) (via the appropriate [item variant](#)) are shown in this pop-up.

Select **Previous (F12)** to return to the [Item Variant](#) Enquiry Detail window.

## Rotation Enquiry Movement History Window

To display this window, select Movement History (F15) on the [Rotation](#) Detail window.

This window lists the movement history for the selected [rotation](#). Movements are displayed in date sequence, with the latest movement first.

### Functions

#### Print Rotation Details (F24)

Use this to print the [rotation](#) details and movement history of the specified [rotation](#).

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

## Consolidated Audit Enquiry [3/BWE]

You can use this task to display amendments made to master file and parameter data within the Bonded Warehousing application.

### Consolidated Audit Selection Window

To display this window, select the [Consolidated Audit](#) Enquiry task.

Use this window to enter selection criteria to limit the information displayed in the [audit](#) enquiry. The less selective you are, the more details are displayed. All of the fields on this window are optional. If you make no entries on this window, you will be able to view all records in the [consolidated audit](#).

#### **Fields**

##### **Bond Number**

Enter the [bond index](#) on which you want to enquire.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Leave this field blank to view information for all bonds.

**Note:** *Tax details relate to all bonds and therefore you should leave this field blank to view tax details.*

##### **Warehouse**

Enter the [stockroom](#) on which you want to enquire.

Leave this field blank to enquire on all [stockrooms](#).

##### **User Name**

Enter the user ID on which you want to enquire.

Leave this field blank to enquire on all users.

##### **Workstation**

Enter the address of the workstation on which you want to enquire.

Leave this field blank to enquire on all workstations.

##### **Date/Time**

Enter or select a date in the form DDMMYYYY, and optionally a time in the form HHMMSS, to view data from a specific date and time.

Leave the Date field blank to enquire on all dates.

##### **Key**

Each [audit](#) record contains a standard text key, for example, [VARIANT](#) DETAILS ADDED. To view [variant](#) additions only, enter [VARIANT](#) DETAILS ADDED\* in this field.

Enter a word or phrase followed by an asterisk, e.g. [VARIANT](#)\*, to display all [audit](#) records with a key starting with [VARIANT](#).

Enter a word or phrase enclosed by asterisks, e.g. \*DETAILS\* to display all [audit](#) records containing the word DETAILS.

Leave this field blank for all text keys.

### **Text**

Each [audit](#) record contains explanatory text, for example, Rotn 91BB000083. To search for and view text specific to your enquiry, enter the explanatory text or part of the text enclosed by asterisks.

**Note:** *The text must be in the same case as recorded in the [audit](#) file.*

Leave this field blank to enquire on any text.

### **Printed**

Records posted to the [consolidated audit](#) are initially flagged as Not Printed.

When you print the [Consolidated Audit](#) report, the [audit](#) records are then flagged as Printed.

You can display records that are either Printed or Not Printed.

Select one of the following:

**Not printed** - To display records that have not been printed

**Printed** - To display records that have been printed

Press **Enter** to display the [Consolidated Audit](#) Details window.

## Consolidated Audit Details Window

To display this window, enter the selection criteria and then press **Enter** on the [Consolidated Audit](#) Selection window.

This window displays all records that conform to the selection criteria.

### **Fields**

#### **Warehouse (Whse)**

Where a change relates to a [warehouse](#), this field displays the [warehouse](#) code.

#### **User**

This field displays the user who launched the task in which the change occurred.

#### **Workstn**

This field displays the workstation on which the task ran.

**Key**

This field displays the composite string that identifies the task or business object name and the action performed. e.g. '[VARIANT](#) DETAILS ADDED'.

**Date**

This field displays the date on which the change occurred.

**Time**

This field displays the time at which the change occurred.

**Report**

This field displays the [Consolidated Audit](#) Report number on which this change was reported.

If this field is zero, this means that the [Consolidated Audit](#) report has yet to be printed for the latest changes.

**Bond**

Where a change relates to a bond, this field displays the [bond index](#) code.

**Text 1/Text 2**

These fields display a composite string of information related to the changes made, sometimes split over two lines, and varying for each type of record. They will show labels for specific fields and the data entered or changed. For example, for an added [variant](#) they might show 'PART 123456 COMMODITY 22081234'.

**Ref**

Where an interactive [audit](#) report was produced at the time at which changes were made, the reference number is the [audit](#) report number of that [audit](#) report.

If this field is zeroes, this means that a numbered report at the time of the change does not apply.

Select **Previous (F12)** to enquire on a different [rotation](#) or select **Exit (F3)** to leave the enquiry.

## EMCS Gateway Submission Enquiry [4/BWE]

This task allows an enquiry to be made on the messages received when communicating with the HM Revenue & [Customs](#) EMCS system.

## EMCS Gateway Submission Enquiry Selection Window

To display this window select the **EMCS Gateway Submission Enquiry** task.

This window shows all of the messages received as a result of submissions made to the HM Revenue & [Customs](#) EMCS system for the current company.

You use this window to select the message that you wish to enquire upon in more detail.

### **Options**

#### **Sel**

Use this field to select the message on which you wish to enquire in further detail.

Enter one of the following values:

- 1** – To display the summary information for the message
- 2** – To display the detail information for the message

### **Functions**

#### **Exclude completed (F10)**

Use this function to remove completed messages from the displayed list.

Enter a valid selection against one of the messages listed and press **Enter** to display further information about the message.

## EMCS Gateway Submission Enquiry Message Summary Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Selection Window** by entering a **1** in the selection field.

This window shows summary information for messages received as a result of submissions made to the HM Revenue & [Customs](#) EMCS system.

Amongst other data, the following is shown for each message:

- Submission number
- Date & time of message submission
- Message status
- Message text

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Selection Window**.

## EMCS Gateway Submission Enquiry Message Detail Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Selection Window** by entering a **2 (Messages)** in the selection field.

This window shows a summary list of the detail information received for a message received as a result of submissions made to the HM Revenue & [Customs](#) EMCS system.

You use this window to select a particular sequence from the list upon which you wish to view further information.

The following is shown for each message:

- Sequence number
- Raised by
- Error number
- Type

### **Options**

#### **Sel**

Use this field to select the message on which you wish to enquire in further detail.

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Message Summary Window**.

## EMCS Gateway Submission Enquiry Error Message Detail Window

To display this window select a message on the **EMCS Gateway Submission Enquiry Message Detail Window** by entering a **1** in the selection field.

This window shows the error message detail information received for a message received as a result of submissions made to the HM Revenue & [Customs](#) EMCS system.

Request **Previous (F12)** to return to the **EMCS Gateway Submission Enquiry Message Detail Window**.

---

## Chapter 5 Reports

### Duty Run [1/BWR]

You use this task to submit a single batch job that produces reports of all stock movements and duty liabilities that have occurred since the last Duty Run.

The following reports are produced automatically each time you submit the Duty Run:

- Report of Receipts
- Report of Despatches
- Customer Duty and Duty Suspended Analysis
- Adjustments/Breakages
- Movement [Audit](#)
- [Rotation](#) Work File Status

Production receipts only

This report shows new [rotations](#) in this run, plus outstanding errors. Gaps in [rotation](#) numbering are reported once in the run, then not shown thereafter.

The following reports are produced once for each calendar period, on the period end date.

- The W1 End of Period Stock Return

[Customs](#) bond only

This report, with its multiple sections, is produced on the dates set up in the Stock Return Calendar.

- [EX46](#) Beer Duty Return

[EPD](#) Bond only

This report is produced on the return dates set up in the [EPD](#) Calendar. A message is displayed as a reminder when the duty run is requested on an [EPD](#) reporting date.

The following report can be produced on request:

[C88A Customs](#) Duty

This report is automatically printed when the Full [C88A](#) Required field is set to 1. The same report is also printed automatically when a consignment is placed in [Free Circulation](#). The report provides the basis for completing [C88A Customs](#) documents for the payment of [Customs](#) duty.

The following report can be produced automatically each time you submit the Duty Run, or twice monthly on the period end date and the interim report date, or in the first Duty Run after these dates.

- W5/[W5D](#) [Excise](#) Return, Copy, and Summary

These reports can be produced on request, or on the dates set up on the [Excise](#) Calendar.

**Caution:** A Duty Run has to be submitted for each Bond Number for which an organization has to report movements to HM Revenue and Customs for each and every calendar date.

Ideally, a Duty Run for any particular calendar date should be submitted / run at some time on the calendar date that is one day after that date. However, should this not be done then it will be possible to make multiple submissions to bring the system up-to-date.

**Note:** *It is recommended that you run the Duty Run task when there are no stock movements being processed.*

## Duty Run Selection Window

To display this window, select the Duty Run task.

You use this window to submit end of day Duty Run reports for a specified bond number.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce the Duty Run.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Duty Run Date**

The Next Duty Run Date for the selected Bond Number is shown.

**Note:** *If the Duty Run Date is today's date you are warned that you are submitting the duty run prior to midnight on the day for which transactions are to be included in the Duty Run.*

**Note:** *Any transactions recorded after submission of the Duty Run, even those recorded before midnight on that day, are excluded from that days' Duty Run. These transactions will be included on the next day's Duty Run.*

**Note:** *If the Duty Run Date is earlier than yesterday's date you will be warned that multiple submissions of the Duty Run are required to bring the system up-to-date.*

The Duty Run Date is compared with the appropriate bond calendars to determine whether:

The duty run is being submitted for a period end date



The duty run is being submitted on a date when the W5 / [W5D excise](#) returns should be printed

***Note:** You are not be allowed to submit a Duty Run if there is a Duty Run pending or in progress for the selected Bond Number or somebody is maintaining the [bond index](#) for which you have requested a Duty Run*

***Note:** You are not be allowed to submit a Duty Run if the Next Duty Run Date for the Bond Number is later than today's date.*

***Note:** Upon submission of the Duty Run the Requested Duty Run Date on the Bond Reporting Control file is set to the Next Duty Run Date and the Next Duty Run Date is updated to the next calendar day. The Requested Duty Run Date on the Bond Reporting Control file will be reset upon completion of the Duty Run.*

### **Full C88A Required**

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

Use this checkbox as follows to specify whether you want to produce a [C88A](#) and Backup report in this Duty Run:

**Unchecked** - If the [C88A](#) and Backup report is not required

**Checked** - To print the [C88A](#) and Backup report

Where [C88As](#) are scheduled, this field should be **checked** on the agreed dates.

This field will default to the setting on the [bond index](#).

***Note:** There is no facility to re-print the [C88A](#) and Backup report.*

### **W5/W5D to be Printed**

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

Use this field to specify whether you want to produce the W5/[W5D](#) reports in this Duty Run. It will default to the setting on the [bond index](#), but the current date is also compared with the period end date and interim report date for the current period in the [Excise](#) Calendar. This field will be **checked** if the current date matches either of these calendar dates or if the report has not been run within the current period.

Use this checkbox as follows:

**Unchecked** - Not to print the W5/[W5D](#) reports in this Duty Run

**Checked** - To print the W5/[W5D](#) reports in this Duty Run

You will be warned if you choose to print the W5 reports even though it is not a correct reporting date.

### **Date Last Reported**

This field displays the last date on which the W5 reports were printed.

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

### **W5/W5D Report Date**

This field displays the date of the W5 reports. It defaults to the current date.

This field is only displayed after you have entered the initial selection details and pressed **Enter**.

When you have entered or selected a [bond index](#), press **Enter** to see the rest of the fields on this window.

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

**Reports Printed**

The table that follows shows the reports that may be printed and the conditions under which they are printed.

Report	Report Code	Frequency
Report of Receipts - Summary	BW043/1	Daily
Report of Receipts - Detail	BW043/2	Daily
Report of Despatches	BW044	Daily
Duty Analysis	BW049/1	Daily
Duty Suspended Analysis	BW049/2	Daily
Breakage Analysis	BW050/1	Daily
Adjustment Analysis	BW050/2	Daily
Report of Amendments	BW050/3	Daily
W5 <a href="#">Excise</a> Remittance Advice	BW045PT	On request, or on <a href="#">Excise</a> Calendar period end or interim report date
W5 <a href="#">Excise</a> Remittance Copy	BW045PT1	- ditto -
W5 <a href="#">Excise</a> Remittance Schedule	BW045PT2	- ditto -
<a href="#">W5D Excise Deferment</a> Advice	BW045PT3	- ditto -
<a href="#">W5D Excise Deferment</a> Copy	BW045PT4	- ditto -
<a href="#">W5D Excise Deferment</a> Schedule	BW045PT5	- ditto -
<a href="#">C88A</a>	BW046PT2	On <a href="#">Customs</a> Calendar period end date
<a href="#">C88A</a> Backup	BW046PT	- ditto -
W1 Stock Return	BW047	On Stock Return Calendar period end date
- 10 UK Whisky	BW047	- ditto -
- 20 Other spirit	BW047	- ditto -
- 3+ Wines & Beer etc.	BW047	- ditto -
- Outstanding W8s	BW047W8PT	- ditto -
- Outstanding <a href="#">AADs</a> /eADs	BW047ADPT	- ditto -
<a href="#">EX46</a> Beer Duty Return	BW402	For <a href="#">EPD</a> bonds, on <a href="#">EPD</a> Calendar return date
Movement <a href="#">Audit</a>	BW067	Daily

## Report of Receipts Reprint [11/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists summary information. The second lists details of each receipt.

## Re-Print Report of Receipts Selection Window

To display this window, select the Report of Receipts Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Duty Run Number**

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Report of Despatches Reprint [12/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

This report lists all despatches relating to the [bond index](#) you select.

## Re-print Report of Despatches Selection Window

To display this window, select the Report of Despatches Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

**Fields****Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

**Duty Run Number**

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Duty Analysis Report Reprint [13/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists supplies subject to duty. The second lists duty suspended supplies.

## Duty Analysis Report Reprint Selection Window

To display this window, select the Duty Analysis Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

**Fields****Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

**Duty Run Number**

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Adjustments/Breakages Report Reprint [14/BWR]

This report is printed automatically as part of the Duty Run. You can use this task to re-print this report.

Two reports are produced. The first lists breakages not subject to duty. The second lists other adjustments.

## Adjustments/Breakages Report Reprint Selection Window

To display this window, select the Adjustments/Breakages Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Duty Run Number**

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## W5/W5D Excise Return Reprint [15/BWR]

The W5 [Excise Warehouse](#) Remittance Advice and [W5D Excise Warehouse Deferment](#) Advice reports are printed automatically as part of the Duty Run. You can use this task to re-print these reports.

For both the W5 and [W5D](#) there are three reports: Detail, Schedule and Summary.

## Re-print W5/W5D Excise Return Selection Window

To display this window, select the W5/[W5D Excise](#) Return Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Period**

Enter the period number, in the format YYYYPP, for which you want to produce this report.

**Return Type**

Use this field to select whether a W5 or [W5D](#) re-print is required.

Select one of the following:

W5 Remittance Advice

[W5D Deferment](#) Advice

Document Number

Enter the W5 document number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## W1 Stock Return Reprint [16/BWR]

These reports are printed automatically as part of the Duty Run, when the date is a period end according to the Stock Return calendar.

You can use this task to re-print these reports. The reports summarise receipts, supplies, opening, and closing stock positions.

## Re-print W1 Stock Return Selection Window

To display this window, select the W1 Stock Return Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

**Fields****Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

**Period**

Enter the stock return period number, in the format YYYYPP, for which you want to produce this report.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Movement Audit Report Reprint [17/BWR]

This report is printed automatically as part of the Duty Run.

You can use this task to re-print this report. This report lists all transactions relating to the selected bond.

## Re-print Movement Audit Report Selection Window

To display this window, select the Movement [Audit](#) Report Reprint task.

You use this window to select the [bond index](#) and report number you want to re-print.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Duty Run Number**

Enter the number assigned to the original report during the Duty Run.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Consolidated Audit Report [21/BWR]

You can use the [Consolidated Audit](#) Enquiry task to display amendments made to data within the bond application.

The [Consolidated Audit](#) report lists amendments made to data within the Bonded Warehousing application. You can use this task to re-print the report.

## Print Consolidated Audit Report Confirmation Window

To display this window, select the [Consolidated Audit](#) Report task.

Use this window to confirm the printing of this report.

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

## Overdue W8 Returns Report [22/BWR]

You use this report to list the W8 despatch documents that have not been logged as returned.



## Request Overdue W8 Returns Report Selection Window

To display this window, select the Overdue W8 Returns Report task.

Use this window to select the report using the bond number and document type.

### **Fields**

#### **Bond**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Document Type**

Currently, the only document type is W8 and therefore these fields are for information only.

#### **Date**

This field defaults to the current date. You can change this date to report on overdue W8s up to and including the entered date.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Stock Proving Report [23/BWR]

The Stock Proving report lists the total movement quantities, [literage](#) and alcohol in the period compared with the previous period for which the report was run.

The report can be run in either summary or detail mode and lists the difference by [goods category](#) within return number within the entered period.

## Request Stock Proving Report Selection Window

To display this window, select the Stock Proving Report task.

You use this window to enter the criteria for the Stock Proving report you want to produce.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

#### **Period**

Enter the period number, in the format YYYYPP, for which you want to produce this report.

**Summary or Detail**

Select one of the following to specify whether you want to produce a summary or detail Stock Proving report:

**Summary** - To produce a summary report

**Detail** - To produce a detail report including all movements

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Outstanding Delivery Exceptions Report [24/BWR]

You use this task to create a Delivery Exceptions report.

Delivery exceptions occur when you make adjustments during proof of delivery to sales [order](#) despatches from a [bonded warehouse](#). This type of adjustment cannot be made directly to a bond, so the movements are prevented and delivery exceptions records are created.

## Delivery Exceptions Report Selection Window

To display this window, select the Outstanding Delivery Exceptions Report task.

**Fields****Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Press **Enter** to validate the specified bond and then select **Submit (F8)** to submit the batch job.

## Cleared Delivery Exceptions Report [25/BWR]

Use this task to produce a report of any cleared delivery exceptions.

## Cleared Delivery Exceptions Report Selection Window

To display this window, select the Cleared Delivery Exceptions Report task.

**Fields**

**Bond Number**

Enter the [bond index](#) for which you want to produce this report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Press **Enter** to validate the specified bond and then select **Submit (F8)** to submit the batch job.

## Overdue AAD Returns [26/BWR]

This report lists [AADs](#) that have not been logged as returned.

## Request Overdue AAD Returns Report Selection Window

To display this window, select the **Overdue [AAD](#) Returns Report** task.

**Fields****Bond**

Enter the [bond index](#) for which you want to produce the report.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

**Document Type**

The value AA is displayed, along with its appropriate name.

**Date**

This field defaults to the current date. You can change this date to report on overdue [AADs](#) up to and including the entered date.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## Consolidated Audit Report Reprint [31/BWR]

You use this task to re-print an existing [Consolidated Audit](#) report.

## Re-print Consolidated Audit Report Selection Window

To display this window, select the [Consolidated Audit](#) Report Reprint task.

You use this window to select the report number you want to re-print.

### **Fields**

#### **Report Number**

Enter the number assigned to the original [consolidated audit](#) report.

Press **Enter** to validate your entries and then select **Submit (F8)** to submit the batch job.

## EMCS Document Print [32/BWR]

This task allows selection of a single EMCS document so that it can be printed or reprinted.

This task is provided primarily to enable the production of a hard-copy of an inbound EMCS document that can be used to assist in the recording of the receipt of the goods when they arrive at our [excise warehouse](#).

## EMCS Document Print Selection Window

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

Use this window to select the EMCS document to be reprinted.

### **Fields**

#### **Bond number**

Enter the [bond index](#) of the bond from which the document to be printed / reprinted was despatched.

Alternatively, use the prompt facility to select the [bond index](#) from a list of indices defined in the current company.

#### **Duty report**

Enter the type of [duty report](#) of the EMCS document to be printed / reprinted.

Alternatively, use the prompt facility to select the [duty report](#) from a list of reports defined in the current company.

***Note:** Only [AAD](#) and W8 documents can be printed reprinted using this task.*

#### **Duty number**

Enter the number of the document to be printed / reprinted.

#### **ARC number**

Enter the Administrative Reference Code of the document you want to reprint.

Enter a valid combination of [Bond Index](#); [Duty Report](#) and Document Number or a valid ARC number and press **Submit (F8)** to submit a request to reprint that single document.

***Note:** The requested document will be printed by the background asynchronous task entitled "[AAD Print Documentation](#)", so that task must have been activated to get a printed copy of your document.*



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## Chapter 6 Utilities

### Company Profile Maintenance [1/BWU]

You use this task to establish a company in which one or more bonds will operate. You can maintain:

- The company status
- Company wide settings and controls
- Company wide defaults

### Company Profile Maintenance Selection Window

To display this window, select the Company Profile Maintenance task.

You use this window to select the company you wish to maintain.

#### **Fields**

##### **Enter Company Code to Maintain**

Enter the two-character code of the company you wish to maintain.

To create a new Bonded Warehousing company, you enter a new two-character code, but it must be defined to Sales [Order](#) Processing and Inventory Management with the same company code.

#### **Options**

##### **Select Company**

Use this to select the company you wish to maintain.

Select a company with Select Company or enter a company and then press **Enter** to display the Company Profile Maintenance Details window.

## Company Profile Maintenance Details Window

To display this window, select a company with Select Company or enter a company and then press **Enter** on the Company Profile Maintenance Selection window.

You use this window to maintain the parameters for the company.

### **Fields**

#### **Company**

These fields display the code and name of the company you specified on the Company Profile Maintenance Selection window.

#### **Status**

Select one of the following to determine the status of the company:

**Active (A)** - If this Bonded Warehousing company is active and can be used to process bonded goods

**Inactive (I)** - If this Bonded Warehousing company is inactive and cannot be used to process bonded goods

**Note:** A status of Inactive allows the bond to be prepared before making it active with other applications.

**Deleted (D)** - If this Bonded Warehousing company has been deleted

**Caution:** Once set to Active, a bond cannot be reversed to Inactive again.

#### **VAT Reg. No**

Enter the company's VAT registration number.

#### **Turn Number**

Enter up to three alphanumeric characters for the VAT Turn Number. The VAT Turn Number is a subscript of the VAT Registration Number and is used by companies who have a group VAT registration, to identify individual member companies within the group.

#### **Home Country Code**

Enter the country of this company. This is used to determine the correct tariff code on receiving.

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

When the company is first created, the country codes may not exist, so this field is optional until the company profile is made active.

#### **Guarantees**

Enter up to 30 alphanumeric characters for any applicable guarantees. This could be an insurance policy number or a reference that guarantees for the payable on goods.

#### **Solicitor**

Enter up to 30 alphanumeric characters for solicitor guarantee references. This is the reference for the solicitor who acts for you in respect of duty liability.



## **Goods Receiving**

### **Auto Rotation Number**

Use this checkbox as follows to determine how bond [rotation](#) numbers are created for this company:

**Unchecked** - If you want users to enter bond [rotation](#) numbers **manually** at time of receipt

**Checked** - If you want the software to generate bond [rotation](#) numbers **automatically**

**Caution:** If, in your initial configuration, you leave this field unchecked (to enter rotation numbers manually) and then later change it to checked (to auto-generate rotation numbers), you could get duplicate rotation numbers. The auto-generation process does not check for duplicate rotation numbers.

### **Blind Entry**

Use this checkbox as follows to specify whether, during goods receipt, you want the [Commodity Code](#), Volume per Stock Unit, Strength and Alcohol Content fields to be entered manually or taken automatically from the [item variant](#) by the system:

**Unchecked** - If you want users to enter values manually during goods receipt

**Checked** - If you want the system to populate values automatically during goods receipt

**Caution:** You should be cautious about checking this field in the UK, as HMRC may require you to enter these details on receipt of goods.

### **Manually Hold Rotations at Receipt**

Use this checkbox as follows to specify whether you want to be able to override the automatically-[held](#) bonded goods status as you receive them:

**Unchecked** - To hold new [rotations](#) automatically at receipt

**Checked** - To specify that the placing of [rotations](#) on hold at receipt is a manual decision

In this case, receipts will not be automatically [held](#) but the user can hold the [rotation](#) as the receipt details are being captured by entering an Automatically [Held](#) Reason Code.

**Note:** [Held rotations](#) are not frozen in Inventory.

**Note:** [Held rotations](#) must be released before they can be put away in Warehousing.

### **Automatically Held Reason Code**

If you are choosing to hold [rotations](#) automatically at receipt, this is the default reason code stamped on each [rotation](#).

You can use the prompt facility on this field to select from the BWHR [Rotation Held](#) Reason pop-up.

When the company is first created, the [held](#) reason codes may not exist, so this field is optional until the company profile is made active.

### **Ownership at Statement or Delivery**

Select one of the following to specify how customers can access bonded [items](#):

**Statement (S)** - To restrict customer access to [items](#) by statement account number

**Delivery (D)** - To restrict customer access to [items](#) by delivery account number

### Currency Rate Code

Enter up to four alphanumeric characters to specify the currency rate code to be used for converting prime currency to base values on the General Ledger.

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

### Default Delivery Type

Where a customer does not have a specific [delivery type](#), this optional default is used.

You can use the prompt facility on this field to select from the Select [Delivery Types](#) pop-up.

### Brexit Date & Time

If the UK leaves the EU without a deal being agreed between the two parties, enter the calendar date and time at which the UK officially leaves the EU.

The date and time entered must be after the current date & time.

The time should be the relevant local time. It is converted to an ISO time to be stored on the database.

**Note:** Upon initial display of this window, if the current date and time is after the BREXIT date and time then these fields are protected and so cannot be changed once the UK has left the EU without a deal.

**Note:** No entry should be made in these fields if the UK leaves the EU with a deal having been agreed between the two parties.

### [Warehouse](#) Location

If the UK leaves the EU without a deal being agreed between the two parties, then the BREXIT date & time will be entered. [Warehouse](#) locations needs to be selected accordingly.

Warehousing location	Process to be followed
BW Company having <a href="#">warehouse</a> in Great Britain alone	- Brexit date to be set - <a href="#">Warehouse</a> Locations needs to set as 0
BW Company having <a href="#">warehouse</a> in Northern Ireland alone	- Brexit date should not be set - <a href="#">Warehouse</a> Locations needs to set as 1
BW Company having <a href="#">warehouse</a> in Great Britain and Northern Ireland	- Brexit date to be set - <a href="#">Warehouse</a> Locations needs to set as 2

Press **Enter** to validate the data. Select **Update (F8)** to save the changes and re-display the Company Profile Maintenance Selection window.

## User Warehouse Security Maintenance [2/BWU]

Use this task to define the users that are allowed access within the company, and to which [warehouses](#) they are allowed to process transactions.

Entries must exist before a user can process transactions against a [bonded warehouse](#).

### Maintain Authorised Warehouses Selection window

To display this window, select the User [Warehouse](#) Security Maintenance task.

You use this window to select the user profile you wish to maintain.

#### **Fields**

##### **User**

Enter a user profile code.

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

##### **Company Code**

Enter a System21 Bonded Warehousing company code.

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

Press **Enter** to display the Maintain Authorised [Warehouses](#) window.

### Maintain Authorised Warehouses Window

To display this window, press **Enter** on the Maintain Authorised [Warehouse](#) Selection window.

All [stockrooms](#) in the company are displayed.

You use this window to select each of the [warehouses](#) to which this user is authorised.

#### **Fields**

##### **Auth**

Use this checkbox as follows to identify the [stockrooms](#) for which the user is allowed access.

**Unchecked** - If the user is not authorised

**Checked** - If the user is authorised

Select **Update (F8)** to save the details to file and re-display the Maintain Authorised [Warehouse](#) Selection window.

## Set Rotation Number to Zero [3/BWU]

If you are using automatic [rotation](#) numbering, at the end of each calendar year you should re-set your [rotation](#) numbers to zero, so that, in January; they start again at 1.

[Rotation](#) numbers are in the form YYSSNNNNN, where YY is the year of receipt, SS is the bond short code and NNNNN is a number. The number can be from five to eleven digits, depending on the [bond index](#) setting.

You use this task to set the [rotation](#) numbers back to zero for a selected company and [bond index](#). If you operate more than one company and/or [bond index](#), you must repeat this operation for each company/[bond index](#) combination.

## Rotation Number - Reset to Zero Window

To display this window, select the Set [Rotation](#) Number to Zero task.

You use this window to enter the [bond index](#) for which you want to re-set the [rotation](#) number.

You must be running this task no more than seven days before or after the 1<sup>st</sup> of January.

You must use this task for each company and bond.

### **Fields**

#### **Bond Number**

Enter the [bond index](#) for which you want to re-set the [rotation](#) number.

Alternatively, use the prompt facility to select from the [Bond Index](#) Selection pop-up.

Enter a valid bond number and then press **Enter** to display the confirmation window.

Select **Update (F8)** to re-set the [rotation](#) number to zero for the selected bond.

## Enter W1 Adjustments [4/BWU]

You use this task to enter adjustment values for both the quantity and volume to be included on the selected section of the W1 [Excise](#) Stock Return, when it is produced by the Duty Run task at the end of a stock return period.

**Note:** *It is expected that this utility will be used on a one-off basis to establish an opening [balance](#) for the low alcohol beverage page of the W1 [Excise](#) Return, simultaneously removing said [balance](#) from the other page(s) of the return on which it has historically been reported (i.e. from one or more of the wine, made wine, cider/perry and beer pages).*

**Note:** *Analysis of existing data will be required to establish the adjustment values that need to be entered via this utility.*

**Note:** It will only be possible to enter adjustment values against the current stock return period, so adjustment values have to be entered before requesting the duty run on a period end date.

**Caution:** No validation is performed on the adjustment values entered. It is the sole responsibility of the user using the utility to ensure they do not enter erroneous values that result in the corruption of the closing stock position for any page(s) of the W1 Excise Return.

## Enter W1 Adjustment Selection Window

To display this window, select the **Enter W1 Adjustment** task.

You use this window to select the section of the W1 [Excise](#) Stock Return for which you wish to enter an adjustment.

### Fields

#### **Bond number**

Enter the [bond index](#) number for which a W1 adjustment is required.

Alternatively, use the prompt facility to select the [bond index](#) from the list shown in the [Bond Index](#) Selection pop-up.

#### **Duty Report**

Enter the [duty report](#) number for which a W1 adjustment is required. The [duty report](#) identifies the section of the W1 [Excise](#) Stock Return for which an adjustment is required.

**Note:** A Stock Return Section Number must be defined for the selected [duty report](#) code.

Alternatively, use the prompt facility to select the [duty report](#) from the list shown in the [Bond Index](#) Selection pop-up.

#### **Period**

Enter a valid period number, as defined on the stock return calendar for the selected bond number.

**Note:** Any valid stock return period may be entered, but you will only be permitted to enter adjustment values against the current period number.

**Note:** If not entered, this value will default to the current stock return period number for the selected bond number.

Make your selections and press **Enter** to display the Enter W1 Adjustment Detail window.

## Enter W1 Adjustment Detail Window

To display this window, press **Enter** on the Enter W1 Adjustment Selection window.

You use this window to enter the adjustment quantity, volume and a reason to be included on the selected section of the W1 [Excise](#) Stock Return when it is printed for the current stock return period by the Duty Run task.

**Note:** *You will only be able to maintain the values shown on this window for the current stock return period number. For all other periods the entries on this window are protected.*

### **Fields**

#### **Quantity in Cases**

Enter the quantity (in cases) to be shown as the adjustment to the case quantity on the selected section of the W1 [Excise](#) Stock Return.

**Note:** *Negative values are accepted in this field.*

**Caution:** No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

#### **Quantity in Casks**

Enter the quantity (in casks) to be shown as the adjustment to the cask quantity on the selected section of the W1 [Excise](#) Stock Return.

**Note:** *Negative values are accepted in this field.*

**Caution:** No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

#### **Volume**

Enter the volume to be shown as the adjustment quantity on the selected section of the W1 [Excise](#) Stock Return.

**Note:** *Negative values are accepted in this field.*

**Caution:** No validation is performed on the entry made in this field, so careful consideration should be taken before any entry is made. The entry made here is included on the adjustment line of the relevant section of the W1.

#### **Reason**

Enter up to fifty alphanumeric characters to explain the reason why an adjustment values have been entered.

**Note:** *A reason should only be entered either or both of the adjustment values have been entered.*

Select **Update (F8)** to save the entered information and return to the Enter W1 Adjustment Selection window.

## Item Variant W1 Reporting Unit Maintenance [5/BWU]

A Reporting Unit is required for all [item variants](#) reported in the W1 [Excise](#) Stock Return report.

You use this task to update the Reporting Unit for [item variants](#) that cannot be maintained through the [Item Variant](#) Maintenance task because open [rotations](#) exist for the [item variant](#).

## Item Variant W1 Reporting Unit Maintenance Selection Window

To display this window, select the [Item Variant](#) **W1 Reporting Unit Maintenance** task.

You use this window to maintain the Reporting Unit for [item variants](#) that cannot be maintained in the [Item Variant](#) Maintenance task because open [rotations](#) exist for the [item variant](#).

### **Fields**

#### **Item Number**

Enter a valid [item](#) number.

Alternatively, use the prompt facility to select from the [Item](#) Master Scan pop-up.

**Note:** Non-stocked and Catchweight [items](#) are not permitted,

#### **Variant Code**

Enter a valid [variant](#) code for the [item](#) number.

Alternatively, to list the existing [variants](#) for an [item](#), you can use the prompt facility on this field to select a [variant](#) from the [Variant](#) Code Selection pop-up.

### **Functions**

#### **All item variants (F16)**

Use this function to display the [Item Variant](#) **W1 Reporting Unit List** window, which lists all existing [item variants](#) and displays the current value of the W1 Reporting Unit (i.e. Cases or Casks) for each [item variant](#).

Make your selections and press **Enter** to display the Maintain [Item Variant](#) W1 Reporting Unit window.

## Maintain Item Variant W1 Reporting Unit Window

To display this window, enter a valid [item](#) number and [variant](#) code on the [Item Variant](#) W1 Reporting Unit Selection window.

Alternatively, select to amend an existing [item variant](#) on the [Item Variant](#) W1 Reporting Unit List window.

You use this window to change the Reporting Unit the selected [item variant](#).

### **Fields**

#### **W1 Reporting Unit**

Enter the unit that quantities for this [item variant](#) will be reported in on the W1 Stock Return.

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

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

Press **Update** to save your changes.

## Item Variant W1 Reporting Unit List Window

To display this window, request **All** [Item Variants](#) on the [Item Variant](#) W1 Reporting Unit Selection window.

You use this window to view the current setting for the W1 Reporting Unit for all [item variants](#) and select an [item variant](#) for maintenance if required.

### **Options**

#### **Amend (2)**

Use this to display the Maintain [Item Variant](#) W1 Reporting Unit Window for the selected [item variant](#).

Select an [item variant](#) to maintain the W1 Reporting Unit for that [item variant](#).

## Update Stock Return Monthly Totals [6/BWU]

You use this task to split the previous periods closing stock totals, assumed to be cases, into separate case and cask totals, if required. The adjusted totals become the opening stock position on the selected section of the W1 [Excise](#) Stock Return, when it is produced by the Duty Run task at the end of the current stock return period.



**Note:** It is expected that this utility will be used on a one-off basis to establish the correct opening [balances](#) for each section of the W1 [Excise](#) Return.

**Note:** Manual analysis of existing data is required to establish the adjustment values to be entered using this utility.

**Note:** You can only enter adjustment values against the previous stock return period before requesting a duty run on the current period end date.

**Caution:** No validation is performed on the values entered using this utility. It is the sole responsibility of the user using this task to ensure they do not enter erroneous data that results in the corruption of the opening stock position for any of the sections/pages of the W1 Excise Stock Return.

## Update Stock Return Monthly Totals Selection Window

To display this window, select the **Update Stock Return Monthly Totals** task.

You use this window to select the Bond Number and section of the W1 [Excise](#) Stock Return for which you wish to alter the monthly control totals.

### Fields

#### **Bond Number**

Enter a valid [bond index](#) number.

Alternatively, use the prompt facility to select the [bond index](#) from the list shown in the [Bond Index](#) Selection pop-up.

#### **Duty Report**

Enter a valid stock return number.

Alternatively, use the prompt facility to select the [duty report](#) from the list shown in the Stock Return Number Selection pop-up.

The stock return number identifies the section of the W1 [Excise](#) Stock Return for which an adjustment to its control totals is required.

Press **Enter** to display the Update Stock Return Monthly Control Totals window.

**Note:** You are only permitted to change the closing stock position for the previous period number for the selected stock return number.

**Note:** You can only change the monthly control totals for each bond number / stock return number once. Once the bond number / stock return number is written to the Stock Return Monthly [Audit](#) then you cannot enter an adjustment the same bond number / stock return number again. Therefore this task can only be used once for each bond number / stock return number and therefore **cannot** be used as a method of adjusting future period cases and task totals.

## Update Stock Return Monthly Control Totals Window

To display this window, enter a valid Bond Number and [Duty Report](#) on the Update Stock Return Monthly Totals Selection window.

You use this window to enter Case and Cask totals for the previous period for the selected stock return number.

**Note:** The values entered in this window become the opening stock [balances](#) for the current period for the selected stock return number on the W1 [Excise](#) Stock Return.

**Note:** The revised total of cases and casks must equal the total of cases and casks retrieved from then Stock Return Monthly Control Totals.

**Note:** This task is not a method of adjusting the actual number of cases and casks reported on the W1 [Excise](#) Stock Return. It only allows for the split between a single (case) total and separate case and cask totals.

### Fields

#### **Current Number of Cases**

The value from the Stock Return Monthly Control Totals for the previous period is shown.

#### **Current Number of Casks**

The value from the Stock Return Monthly Control Totals for the previous period is shown.

#### **New Number of Cases**

Enter the required number of cases.

A value must be entered, even if it is zero.

Negative entries are not allowed.

#### **New Number of Casks**

Enter the required number of casks.

A value must be entered, even if it is zero.

Negative entries are not allowed.

Select **Update** to save the entered information and return to the Update Stock Return Monthly Totals Selection window.

## Brexit Mass Update [7/BWU]

*Ref: BW05M99*

This menu is only allowed when Brexit date and time is entered and [Warehouse](#) location flag is set as 2. This menu option used to define the [bonded warehouse](#) which are located other than home country.

And also user can define [IFC](#) flag setup and [delivery type](#) for the customers when the goods received and despatched from the [bonded warehouse](#) location other than home country.

The maintain [bonded warehouse](#) country setup is used set the location of the [warehouse](#) is in home country or not.

### **Home country code**

This field displays the home country code and country description of the company and it is defined in the company profile maintenance.

### **Fields**

#### **Opt**

This field is used to amend the location of the [warehouse](#) in home country or not.

#### **Warehouse**

This field list out the [bonded warehouse](#) available in the company

#### **Bond Number**

This field displays the [bond index](#) number for the customer.

#### **Country code**

This field displays the country of the [warehouse](#) located in.

### **Options**

#### **2=Amend**

This option will pop up the Maintain [bonded warehouse](#) location windows to amend the home country code flag.

### **Function keys**

#### **F13=Item Variants**

This function key will allow to Item variants – Free circulation & Tax setup screen for the non-home country.

This function key is only allowed when any one of the warehouse's location is other than home country code.

#### **F15=Customers**

This function key will allow to Customers – Delivery type setup screen for the non-home country.

This function key is only allowed when any one of the warehouse's location is other than home country code.

## Maintain Bonded Warehouse Location Window

*Ref: BW05N99*

This window used to define the location of the [warehouse](#).

### [Warehouse](#) code

This displays warehouse code and description of the warehouse which needs the amendment.

### Country code

Enter the country of the warehouse located.

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

**Update (F8)** to save the information and **Previous (F12)** to leave the task.

## Maintain Item Variants – Non Home Selection Window

*Ref: BW05P99*

This screen is only allowed to define [free circulation](#) flag, [Tax type](#) and additional [tax type](#) based on country other than home country for the existing [item variants](#).

### Fields

#### Select

This field is used to select, amend and to add the additional [tax types](#) for the [item variants](#) against the non-home country.

### [Item Variants](#)

This field list out the [item variants](#) defined in the company.

### Commodity code

This field displays the commodity code of the Item variant

### [IFC](#)

This field displays the free circulation flag for the Item variants of the non-home country.

### [Country Whence Consigned](#) (CWC)

This field displays the country from which the item variant was consigned.

### Country of Origin (COO)

This field displays the country from which the [item variant](#) originated.

### [Tax Type](#)

This field displays the primary [Excise tax type](#) appropriate for this [item](#).

### **Options**

#### **2=Amend**

This option will pop up the maintain [item variant](#) non-home country windows to amend the [item variants](#) details for the non-home country.

### **Functions**

#### **F17=Filter**

This function key will allow to filter Item variants based on item, commodity code, country of origin and tax type. The window will pop up to select the filter combinations.

#### **F13=Replace all**

This function key will pop up the Apply all window to apply changes for the all the item variants listed in the screen.

It can be applied only when single commodity code is filtered using **F17=filter**

**F8=Update** pressed list out all the [item variants](#) as per the filtered conditions.

## Maintain Item Variants – Non Home Window

*Ref: BW05S99*

This screen is same screen of Maintain [item variant](#) and which helps to define the [item variant](#) specification of the existing [item](#) for the non-home country.

## Bond Customers Maintenance – Non Home window

This screen is only allowed to [delivery type](#) based on country other than home country.

### **Fields**

#### **Select**

This field is used to amend [delivery type](#) for the customer against the non-home country.

#### **Customer Dseq**

This field list out the customer and delivery sequence.

#### **Delivery type**

This field displays the delivery type of the non-home country.

#### **Duty Suspended**

### **Bonded [Depot](#)**

This field displays the customer is bonded or not.

### **Bond Number**

This field displays the [bond index](#) number for the customer.

### **Duty Deferred**

### **[Customs](#) Account**

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

### **[Excise](#) Account**

This field displays the customer's [excise deferment](#) number if the customer is defined as duty paid with [deferment](#).

### **Options**

#### **2=Amend**

This option will pop up the maintain customer – non home country windows to amend the customer details for the non-home country. This screen same as Bond customer maintenance screen.

## Install Link to AFI (Bonded Warehousing) [11/BWU]

Once you have installed the System21 applications, including the Advanced Financial Integrator ([AFI](#)) application, you use this task to copy the Bonded Warehousing Data Dictionary and other control files into [AFI](#). The link between [AFI](#) and Bonded Warehousing is established so that Bonded Warehousing can be a source of transactions to post to the General Ledger.

Transactions are created in [AFI](#) for the Bonded Warehousing movement types as defined on the journal conditions set up for the Bonded Warehousing module.

Within Bonded Warehousing, there is no facility to extract transactions automatically and post to the General Ledger without operator intervention. Because of the wide range of Bonded Warehousing movement types, and the likely number of transactions, it is more appropriate to control the extract of Bonded Warehousing movement transactions manually.

**Note:** When goods are received into a [bonded warehouse](#), you need [AFI](#) in [order](#) to post the goods purchased account to the General Ledger automatically.

As well as the [AFI](#) link status being set to Active, there must also be one or more live journals. You use the Journal Conditions Maintenance task to set up a journal as Live.

**Note:** You must set the Journal Condition field to test for a valid value when reading data from the source module. For example, the Journal Condition field must be set up to test for a specific Bonded Warehousing movement type.

**Caution:** We strongly recommend that journal conditions are first set up as under test and that they are thoroughly proven using the AFI Test Extract before you set them to live and activate AFI.

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

## Build AFI Journals

You use the maintenance tasks in the standard [AFI](#) application to build the journals and posting rules needed to identify the appropriate movements and post to the appropriate GL accounts.

## AFI Bonded Movements Extract - Test [12/BWU]

You use this task to perform a trial extract of data from the source module, which in this case is Bonded Warehousing, and create a General Ledger journal.

**Note:** No data is updated, either within the source module or the General Ledger. This is purely a test to simulate the effect of creating the specified journals.

This task generates three reports:

- A list of the General Ledger postings generated
- An exception report showing, for example, any balancing postings automatically created for an unbalanced journal
- An error report, showing any error conditions encountered

## Prompt for Bonded Warehousing Trial Extract and Update Window

To display this window, select the [AFI](#) Bonded Movements Extract - Test task.

### **Fields**

#### **Source Company**

Enter the source company from which data is to be used for this trial extraction.

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

#### **Work with Bonded Warehousing Movements Not Yet Processed**

Use this checkbox as follows:

**Unchecked** - To specify a range of transaction numbers on which the trial is to be based

**Checked** - To use only data which has not been extracted in live operation by [AFI](#)

#### **Work with Bonded Warehousing Movements From/To**

If you left the Work with Bonded Warehousing Movements Not Yet Processed field **unchecked**, enter the range of transaction dates in the source module to be used in this trial.

If you want to use only the bond movements which occurred on a single day, enter the same date in the From and To fields.

You can use the prompt facility on these fields to select from the Select Date pop-up.

#### **Type of Journal Definition to Use**

Select one of the following to specify the type of journal you want to use in the extract:

**Under Test (1)** - To use only journal definitions that are specified as being under test

**LIVE (2)** - To use only journal definitions that are specified as live

**Both (3)** - To use both test and live journal definitions

#### **Consolidate Postings**

Use this checkbox as follows to specify whether you want to consolidate the journal postings:

**Unchecked** - If no consolidation will take place, even though you may have postings defined as consolidatable

**Checked** - If consolidation will place, for those postings defined as consolidatable

Press **Enter** to validate the selection.



Select **Proceed (F8)** to continue with the trial extract.

## AFI Bonded Movements Extract - Live [13/BWU]

You use this task to initiate the extract of Bonded Warehousing transactions from the Bonded Warehousing Movements file for processing by [AFI](#) to create General Ledger journals.

Transactions will be extracted according to the selection criteria set up on your journal condition.

## AFI Bonded Warehousing Extract Pop-up

To display this pop-up, select the [AFI](#) Bonded Movements Extract - Live task.

### **Fields**

#### **Select (Untitled)**

Enter the company for which you want to extract Bonded Warehousing transactions.

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

Select **Proceed (F8)** to initiate the extract.

## Duty Report Code Maintenance [21/BWU]

Use this task to maintain codes to identify each of the [duty reports](#). A default set of codes is automatically installed during the application's installation.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide

## Duty Report Code Maintenance Selection Window

To display this window, select the [Duty Report](#) Code Maintenance task.

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

The list of current Bonded Warehousing [duty report](#) codes is shown in ascending code sequence.

### **Fields**

### Position to Duty Report Code

Enter a report code and then press **Enter** to position to this code in the list.

### Options

#### **Amend (2)**

Use this to select the code you want to maintain.

This is the default selection.

#### **Box Constants (3)**

Use this to establish or amend constant values in report boxes.

#### **Delete (4)**

Use this to delete the [duty report](#) code from Bonded Warehousing.

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

#### **Box Contents (5)**

Use this to establish or maintain business entity codes against box numbers.

**Note:** *Although it will be possible to establish business entity codes against any report only the extraction of information for an [AAD](#) document will make use of the information recorded against a document. For all other documents, the information established against a report via this option will be for memo purposes only.*

### Functions

#### **Add (F10)**

Use this to add a new report code.

Select a report code with **Amend (2)** to display the Maintain [Duty Report](#) Code pop-up,

Alternatively, select a report code with **Box Constants (3)** to display the [Duty Report](#) Box Constants window.

## Maintain Duty Report Code Pop-up

To display this pop-up, select a report code with **Amend (2)** or select **Add (F10)** on the [Duty Report](#) Code Maintenance Selection window.

Use this pop-up to maintain the attributes of a report code.

### Fields

#### **Duty Report Code**

For an addition, enter a code that represents a [duty report](#).

For an amendment, this field displays the [duty report](#) code specified and cannot be changed.

**Report Short Name**

Enter or amend the short description, or internal name, for this [duty report](#).

**Report Full Name**

Enter or amend the full, or formal, name of this [duty report](#).

**Stock Return Number**

Enter a code to specify the section of the stock return. Stock return sections are set up in the System [Descriptions file](#), under major type SRNO.

You can use the prompt facility on this field to select from the SRNO Stock Return Number pop-up.

The sections are these:

UK Whisky and Plain Spirit (10)

Other Spirit (20)

Wine (31)

Made Wine (32)

Cider & Perry (33)

Beer (34)

**Print Boxes**

Use this checkbox as follows to condition whether box labels and headings should be printed on the report.

**Unchecked (default)** - To print just the data

**Checked** - To print box labels, headings, and in some cases box borders

**Note:** At present this option does not apply to all [duty reports](#).

**Record Shortages**

Select one of the following:

**No (0)** – If shortages cannot be recorded against a document when recording the return of documents of this type

**Yes (1)** – If shortages can be recorded when recording the return of documents of this type

**Note:** This field should only be set for the [Duty Report](#) Code [AAD](#)

**Record Singles**

Select one of the following:

**No (0)** – If shortages can only be recorded at case level against a document when recording the return of documents of this type

**Yes (1)** – If shortages can be recorded in both cases and singles when recording the return of documents of this type

**Note:** *This field is reserved for future use and should not be set for any [Duty Report](#) Code at present*

### **Function**

#### **Delete (F11)**

As well as being able to use **Delete** option on the [Duty Report](#) Code Maintenance Selection window, you can also use this function to delete the [duty report](#). You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Duty Report](#) Code Maintenance Selection window.

## Duty Report Box Constants Window

To display this window, select a [duty report](#) with Box Constants on the [Duty Report](#) Code Maintenance Selection window.

Use this window to maintain establish any box constants on the [duty report](#).

The list of the box constants on the [duty report](#) is shown in ascending box number sequence.

### **Fields**

#### **Position to Box Number**

Enter a box number and then press **Enter** to position to this box number in the list.

### **Options**

#### **Amend**

Use this to amend the constant in a box.

#### **Delete**

Use this to delete the box entry from the [duty report](#).

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

### **Functions**

#### **Add (F10)**

Use this to add a new box entry to the [duty report](#).

Select a box number with **Amend (2)** or select **Add (F10)** to display the [Duty Report](#) Box Constant pop-up.

Alternatively, select **Previous (F12)** to re-display the [Duty Report](#) Code Selection window.

## Duty Report Box Constant Pop-up

To display this pop-up, select a box number with **Amend (2)** or select **Add (F10)** on the [Duty Report](#) Box Constants window.

Use this pop-up to maintain the attributes of a box constant on the [duty report](#).

### **Fields**

#### **Duty Report**

These fields display the code and name of the [duty report](#) specified.

#### **Box Number**

For an addition, enter the number of a box or field on the [duty report](#) that has been defined on the report to accept a fixed constant.

For an amendment, this field is for display only.

#### **Additional Key**

If the box or field has been established on the report with an additional key to identify different entries in the box, this additional key is used. This field can only be updated if you are adding a new box number.

#### **Constant**

Enter the constant that will be placed in this box. Enter the value left justified and only enter the number of characters needed for that box.

#### **Notes**

This is a memo field to record any notes as a reminder of the reason why this constant has been chosen.

Select **Update (F8)** to save the details and re-display the [Duty Report](#) Box Constants window.

## Duty Report Box Contents Window

To display this window, select a report with **Box contents (5)** on the [Duty Report](#) Code Maintenance Selection window.

Use this window to identify the business entity type for which data will be extracted for inclusion on an e-[AAD](#) document.

**Note:** The information associated with a [duty report](#) using this window will only be used to derive details to be extracted for inclusion on an e-[AAD](#) document. It will be possible to maintain details for other [duty report](#) codes but this information will be for memo purposes only.

### **Fields**

#### **Position to Box Number**

Enter a box number then press **Enter** to position to this box number in the list.

### **Options**

#### **Amend (2)**

Use this to change the business entity code associated with the selected box number.

#### **Delete (4)**

Use this to delete the association between a box number and business entity code.

### **Functions**

#### **Add (F10)**

Use this to add a new association between a box number and business entity code for the selected [duty report](#).

Select **Update (F8)** to save the entered information and re-display the [Duty Report](#) Box Contents window.

## Duty Report Box Content Pop-up

To display this pop-up, select a box number with **Amend (2)** or select **Add (F10)** on the [Duty Report](#) Box Content window.

### **Fields**

#### **Duty Report**

These fields display the code and name of the selected [duty report](#).

#### **Box Number**

For an addition, enter the box number on the [duty report](#) (i.e. [AAD](#)) for which the information extracted to the document header is to be derived from the business entity detail associated with the shipment within Infor System21.

**Note:** Duplicate box number entries will not be allowed for a [duty report](#).

**Note:** Box constants must not already exist for the specified box number.

#### **Business Entity Code**

Enter the business entity code that identifies which business entity information is to be extracted for the selected box number.

Alternatively, use the prompt facility to select a business entity code from the Inventory [Descriptions file](#) (Major Type 'ENCD').

The description of the entered business entity code is displayed for verification purposes.

Select **Update (F8)** to save the entered information and re-display the [Duty Report](#) Box Contents window.

## Goods Category Code Maintenance [22/BWU]

Use this task to maintain the category codes that represent a set of commodities that need to be reported as a [goods category](#) on the [duty reports](#).

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

## Goods Category Maintenance Selection Window

To display this window, select the [Goods Category](#) Code Maintenance task.

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

The list of current Bonded Warehousing [goods category](#) codes is shown in ascending category code sequence.

### **Fields**

#### **Position to Goods Category**

Enter a category code and then press **Enter** to position to this category in the list.

### **Options**

#### **Amend (2)**

Use this to select the category you want to maintain.

This is the default selection.

#### **Delete (4)**

Use this to delete the category from Bonded Warehousing.

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

### **Functions**

#### **Add (F10)**

Use this to add a new [goods category](#).

Select a country with **Amend (2)** or select **Add (F10)** to display the Maintain [Goods Category](#) pop-up.

## Maintain Goods Category Pop-up

To display this pop-up, select a category with **Amend (2)** or select **Add (F10)** on the [Goods Category](#) Maintenance Selection window.

Use this pop-up to maintain the attributes of a [goods category](#).

### **Fields**

#### **Goods Category**

For an addition, enter a code that represents a [goods category](#).

For an amendment, this field displays the [goods category](#) code specified.

#### **Goods Category Description (Untitled)**

Enter or amend the description for this [goods category](#) code.

#### **Alcoholic Type**

Enter a code to specify the alcoholic type of this category. Alcoholic types are set up in the System [Descriptions file](#), under major type ALHT.



You can use the prompt facility on this field to select from the ALHT Alcoholic Types pop-up.

The types are these:

Non-alcoholic (0)

Spirit (1)

Beer (2)

### Stock Return Report

Enter the section of the W1 Stock Return on which this category is reported. These reports are those maintained as [duty report](#) codes.

You can use the prompt facility on this field to select from the [Duty Report](#) Code Selection pop-up.

### Min. Duty Strength

You can optionally specify a minimum strength, in which case duty will not be calculated if a [variant's](#) strength is below this value.

### Function

#### Delete (F11)

As well as being able to use the **Delete (F11)** option on the [Goods Category](#) Maintenance Selection window, you can also use this function to delete the category. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Goods Category](#) Maintenance Selection window.

## Country Codes Maintenance [23/BWU]

Use this task to maintain the country codes needed to identify the source of goods.

The [country of origin](#) is required on each consignment of product received to be able to report this accurately on the [duty reports](#), and to be able to utilise any preferential country import duty rates.

Each [item variant](#) is associated to a country, and each receipt ([rotation](#)) of this [variant](#) is then identified as coming from that country. When [rotations](#) for that [variant](#) are removed from bond, and [customs](#) duty is payable, the system will look for [customs](#) duty rates you may have established for that commodity and that country. There are three types of [customs](#) duty that can be established by county:

- [Customs preferential country duty](#)
- [Customs preferential group](#) duty - that being a group of countries
- [Customs quota duty](#) - quotas being applicable to specific countries.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

## Country Maintenance Selection Window

To display this window, select the Country Codes Maintenance task.

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

The list of current Bonded Warehousing country codes is shown in ascending country code sequence.

### **Fields**

#### **Position to Country Code**

Enter a country code and then press **Enter** to position to this country in the list.

### **Options**

#### **Amend**

Use this to select the country you want to maintain.

This is the default selection.

#### **Delete**

Use this to delete the country from Bonded Warehousing.

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

### **Functions**

#### **Add (F10)**

Use this to add a new country to Bonded Warehousing.

Select a country with **Amend (2)** or select **Add (F10)** to display the Maintain Country Code pop-up.

## Maintain Country Code Pop-up

To display this pop-up, select a country with **Amend (2)** or select **Add (F10)** on the Country Maintenance Selection window.

Use this pop-up to maintain the attributes of a country.

### **Fields**

#### **Country Code**

For an addition, enter a country code that represents a country.

For an amendment, this field displays the country code specified.

**Country Description (Untitled)**

Enter or amend the description for this country code.

**EU Member**

Enter a code to specify whether or not the country is a member of the EU. These are set up in the System [Descriptions file](#), under major type EUMB.

You can use the prompt facility on this field to select from the EUMB EU Membership Status pop-up.

The possible value are these:

Non Member (0)

EU Member (1) - A country that is a full member of the EU

Accessionary (2) - An accessionary country is one that is shortly due to join the EU and will not be entitled to country preferential rates

**Functions****Delete (F11)**

As well as being able to use the **Delete (F11)** option on the Country Maintenance Selection window, you can also use this function to delete the country. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the Country Maintenance Selection window.

## Excise Tax Types Maintenance [24/BWU]

Use this task to maintain the [excise tax types](#) that relate a [commodity code](#) to the duty its duty payable.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

## Excise Tax Type Maintenance Selection Window

To display this window, select the [Excise Tax Types](#) Maintenance task.

Use this window to select the [tax type](#) you want to maintain.

The list of current Bonded Warehousing [tax types](#) is shown in ascending type sequence.

**Fields**

**Position to Tax Type**

Enter a [tax type](#) and then press **Enter** to position to this type in the list.

**Options****Amend (2)**

Use this to select the [tax type](#) you want to maintain.

This is the default selection.

**Delete (4)**

Use this to delete the [tax type](#) from Bonded Warehousing.

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

**Functions****Add (F10)**

Use this to add a new [tax type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain [Excise Tax Type](#) pop-up.

## Maintain Excise Tax Type Pop-up

To display this pop-up, select a [tax type](#) with **Amend (2)** or select **Add (F10)** on the [Excise Tax Type](#) Maintenance Selection window.

Use this pop-up to maintain the attributes of an [excise tax type](#).

**Fields****Excise Tax Type**

For an addition, enter a type for which [excise](#) duty is calculated. In the UK, these can be the [tax types](#) defined in the HMRC Integrated Tariff.

For an amendment, this field displays the type specified.

**Excise Tax Type Description (Untitled)**

Enter or amend the description for this [excise tax type](#).

**Delete (F11)**

As well as being able to use the **Delete (F11)** option on the [Tax Type](#) Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Tax Type](#) Maintenance Selection window.

## Receipt Type Maintenance [25/BWU]

Use this task to maintain the [receipt types](#) needed to identify the kinds of receiving and the source of the goods. This is crucial in determining what data needs to be captured on recording the receipt.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager

## Receipt Type Maintenance Selection Window

To display this window, select the [Receipt Type](#) Maintenance task.

Use this window to select the [receipt type](#) you want to maintain.

The list of current Bonded Warehousing [receipt types](#) is shown in ascending [receipt type](#) sequence.

### **Fields**

#### **Position to Receipt Type**

Enter a [receipt type](#) and then press **Enter** to position to this type in the list.

### **Options**

#### **Amend (2)**

Use this to select the [receipt type](#) you want to maintain.

This is the default selection.

#### **Delete (4)**

Use this to delete the [receipt type](#) from Bonded Warehousing.

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

### **Functions**

#### **Add (F10)**

Use this to add a new [receipt type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain [Receipt Type](#) pop-up.

## Maintain Receipt Type Pop-up

To display this pop-up, select a [receipt type](#) with **Amend (2)** or select **Add (F10)** on the [Receipt Type](#) Maintenance Selection window.

Use this pop-up to maintain the attributes of a [receipt type](#).

## **Fields**

### **Receipt Type**

For an addition, enter a type that represents the kind of receipt.

For an amendment, this field displays the type specified.

### **Receipt Type Description (Untitled)**

Enter or amend the description for this [receipt type](#).

### **Stock Source**

Enter a code to specify the source of the goods for this [receipt type](#). This is used to determine the data that needs to be captured during a receiving transaction.

Stock source codes are set up in the System [Descriptions file](#), under major type SKSC.

You can use the prompt facility on this field to select from the SKSC Stock Source pop-up.

The stock sources are these:

Import (1)

Other Bond (2)

Own Production (3)

Stock Gain (4)

Own Production with Costs (5)

### **Line Cost Required**

On an Own Production [receipt type](#), this makes the line costs available for input.

Use this checkbox as follows:

**Unchecked** - If line cost fields are not available for input

**Checked** - If line cost fields are available for input

### **W1 Line Number**

Enter the line on the W1 Stock Return against which this receipt is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 4 to 9.

### **Delete (F11)**

As well as being able to use the **Delete (F11)** option on the [Receipt Type](#) Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Receipt Type](#) Maintenance Selection window.

## Delivery Type Maintenance [26/BWU]

Use this task to maintain the [delivery types](#) that represent a type or destination of a delivery, and specifically to control on which [duty report](#) the despatch is recorded.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

## Delivery Type Maintenance Selection Window

To display this window, select the [Delivery Type](#) Maintenance task.

Use this window to select the [delivery type](#) you want to maintain.

The list of current Bonded Warehousing [delivery types](#) is shown in ascending [delivery type](#) sequence.

### **Fields**

#### **Position to Delivery Type**

Enter a [delivery type](#) and then press **Enter** to position to this type in the list.

### **Options**

#### **Amend (2)**

Use this to select the [delivery type](#) you want to maintain.

This is the default selection.

#### **Delete (4)**

Use this to delete the [delivery type](#) from Bonded Warehousing.

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

### **Functions**

#### **Add (F10)**

Use this to add a new [delivery type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain [Delivery Type](#) pop-up.

## Maintain Delivery Type Pop-up

To display this pop-up, select a [delivery type](#) with **Amend (2)** or select **Add (F10)** on the [Delivery Type](#) Maintenance Selection window.

Use this pop-up to maintain the attributes of a [delivery type](#).

**Fields****Delivery Type**

For an addition, enter a type that represents the kind of delivery.

For an amendment, this field displays the type specified.

**Delivery Type Description (Untitled)**

Enter or amend the description for this [delivery type](#).

**Duty Liability****Duty Liable**

This field identifies whether duty is liable on deliveries of this type.

Use this checkbox as follows:

**Unchecked** - If no duty is liable

**Checked** - If duty is liable

**Duty Deferment**

This field identifies whether duty is deferred on deliveries of this type.

Use this checkbox as follows:

**Unchecked** - If duty liable is not deferred

**Checked** - If any duty liable is deferred

**Duty Reporting****Print C88**

Use this checkbox as follows:

**Unchecked** - Not to print the [C88](#) report

**Checked** - To print the [C88](#) report

**Print W8**

Select one of the following:

**No (0)** - If deliveries of this type are not applicable for this report

**All Goods (1)** - If all goods will be printed on the W8

**[IFC Goods Only \(2\)](#)** - If only goods in [free circulation](#) will be printed on the W8

**Note:** If the *Send eIAD* field is set to **Yes (1)** then this field must be set to either **All Goods (1)** or **[IFC Goods Only \(2\)](#)**.

**Print W88**

Use this checkbox as follows:

**Unchecked** - Not to print the [W88](#) report



**Checked** - To print the [W88](#) report

#### **Print W70**

Use this checkbox as follows:

**Unchecked** - Not to print the [W70](#) report

**Checked** - To print the [W70](#) report

#### **Print W5**

Use this checkbox as follows:

**Unchecked** - Not to print the W5 report

**Checked** - To print the W5 report

#### **Print W5D**

Use this checkbox as follows:

**Unchecked** - Not to print the [W5D](#) report

**Checked** - To print the [W5D](#) report

#### **Print AAD**

Select one of the following:

**No (0)** – If deliveries of this type are not applicable for this report

**All Goods (1)** – If all goods are to be listed on the [AAD](#)

**IFC Goods Only (2)** – If only goods in [free circulation](#) are to be listed on the [AAD](#)

**Note:** If the Send eAAD field is set to **Yes (1)** then this field must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

#### **Send eAAD**

Select one of the following:

**No (0)** – If no eAAD document is to be sent to HM Revenue and [Customs](#)

**Yes (1)** – If an eAAD must be sent to HM Revenue and [Customs](#)

**Note:** If this field is set to **Yes (1)** then the corresponding Print [AAD](#) flag must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

#### **Send eIAD**

Select one of the following:

**No (0)** – If no eIAD document is to be sent to HM Revenue and [Customs](#)

**Yes (1)** – If an eIAD must be sent to HM Revenue and [Customs](#)

**Note:** If this field is set to **Yes (1)** then the corresponding Print W8 flag must be set to either **All Goods (1)** or **IFC Goods Only (2)**.

**W1 Line Number**

Enter the line on the W1 Stock Return against which this removal is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 10 to 17.

**Delete (F11)**

As well as being able to use the **Delete (F11)** option on the [Delivery Type](#) Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Delivery Type](#) Maintenance Selection window.

## Adjustment Type Maintenance [27/BWU]

Use this task to maintain the [adjustment types](#) that represent the different kinds of stock adjustment, and specifically to control whether duty is liable.

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapters in the Application Manager product guide.

## Adjustment Type Maintenance Selection Window

To display this window, select the [Adjustment Type](#) Maintenance task.

Use this window to select the [adjustment type](#) you want to maintain.

The list of current Bonded Warehousing [adjustment types](#) is shown in ascending [adjustment type](#) sequence.

**Fields****Position to Adjustment Type**

Enter an [adjustment type](#) and then press **Enter** to position to this type in the list.

**Options****Amend (2)**

Use this to select the [adjustment type](#) you want to maintain.

This is the default selection.

**Delete (4)**

Use this to delete the [adjustment type](#) from Bonded Warehousing.

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

### **Functions**

#### **Add (F10)**

Use this to add a new [adjustment type](#) to Bonded Warehousing.

Select a type with **Amend (2)** or select **Add (F10)** to display the Maintain [Adjustment Type](#) Details window.

## Maintain Adjustment Type Pop-up

To display this pop-up, select an [adjustment type](#) with **Amend (2)** or select **Add (F10)** on the [Adjustment Type](#) Maintenance Selection window.

Use this pop-up to maintain the attributes of an [adjustment type](#).

### **Fields**

#### **Adjustment Type**

For an addition, enter a type that represents the kind of adjustment.

For an amendment, this field displays the type specified.

#### **Adjustment Type Description (Untitled)**

Enter or amend the description for this [adjustment type](#).

#### **Duty Liable**

This field identifies whether duty is liable on adjustments of this type.

Use this checkbox as follows:

**Unchecked** - If no duty is liable

**Checked** - If duty is liable

#### **Duty Deferment**

This field identifies, where duty is liable, if that duty is to be deferred.

Use this checkbox as follows:

**Unchecked** - If duty liable is not deferred

**Checked** - If any duty liable is deferred

#### **Breakage Analysis**

This field identifies whether adjustments of this type are printed on the Breakage Analysis report rather than the Adjustments report.

Use this checkbox as follows:

**Unchecked** - If adjustments of this type are not printed on the Breakage Analysis reports but are printed on the Adjustments report

**Checked** - If adjustments of this type are printed on the Breakage Analysis report and not on the Adjustments report

### Adjustment Sign

This field determines whether the quantity entered on an adjustment transaction must be a positive or negative value. The options are set up in the System [Descriptions file](#), under major type AJSG.

You can use the prompt facility on this field to select from the AJSG Adjustment Sign pop-up.

The options are these:

**Positive (1)** - A positive adjustment

**Negative (0)** - A negative adjustment

### W1 Line Number

Enter the line on the W1 Stock Return against which this adjustment is reported.

The line numbers are those listed on page 1 of the W1, regardless of which classification of goods. As on the HMRC W1 at July 2006, these would be line numbers 4 to 17.

### Delete (F11)

As well as being able to use the **Delete (F11)** option on the [Adjustment Type](#) Maintenance Selection window, you can also use this function to delete the type. You must use **Delete (F11)** again to confirm the deletion.

Select **Update (F8)** to save the details and re-display the [Adjustment Type](#) Maintenance Selection window.

## Install Example Codes [31/BWU]

Once you have installed the Infor System21 applications including Bonded Warehousing, this task is used to install data into a number of code files in Generic Systems, Bonded Warehousing and Inventory Management.

The system codes described in the Bonded Warehousing overview section are installed into the company independent System [Descriptions file](#) L1P15.

Codes	L1P15 Major Type
Stock Return Number	SRNO
Alcoholic Type	ALHT
EU Member	EUMB

Stock Source	SKSC
Adjustment Sign	AJSG

In each of the cases below, the data is already installed into the Z1 Demo company. This is all example data that can be modified as required.

The example codes described in the Bonded Warehousing overview section are installed into the following Bonded Warehousing code files:

Code Types	File
<a href="#">Duty Reports</a>	BWPC1
<a href="#">Duty Report</a> Box Constants	BWPC6
<a href="#">Delivery Types</a>	BWPC4
<a href="#">Receipt Types</a>	BWPCB
<a href="#">Adjustment Types</a>	BWPCC

Some example codes are also installed into the following Bonded Warehousing code file:

Code Types	File
Goods Categories	BWPC2

An initial default country code is also into the following Bonded Warehousing code file:

Code Types	File
Country Codes	BWPC5

Some example codes are also installed into the Inventory [Descriptions file](#) (INP15) under the following types.

Codes	INP15 Major Type
Ports	BWPT
Delivery Exception Clearance Actions	BWCA
Reported in W1 Reporting Unit	BWCC
Tariff Rate Identifiers	BWTI
<a href="#">Rotation Held</a> Reason	BWHR

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

## Item Variant Validation Rules Maintenance [32/BWU]

You use this task to specify the validation rules to be applied to the Strength; [Alcohol per Stock Unit](#) and [Degree Plato](#) fields within [Item Variant](#) Maintenance by Alcoholic Type.

### Item Variant Validation Rules Selection Window

To display this window, select the [Item Variant Validation Rules Maintenance](#) task.

You use this window to select the alcoholic type for which validation rules are to be defined.

#### **Fields**

##### **Alcoholic Type**

Enter a valid alcoholic type.

Alternatively, select an alcoholic type from the Alcoholic Type Prompt facility.

Press **Enter** to display the [Item Variant](#) Validation Rules Detail Window.

### Item Variant Validation Rules Detail Window

To display this window, enter an alcoholic type on the [Item Variant](#) Validation Rules Selection Window.

You use this window to specify the validation rules to apply when entering values for the identified fields with [Item variant](#) Maintenance.

#### **Fields**

##### **Strength**

Enter one of the following:

**Not required (0)** – If the strength of an [item variant](#) of this alcoholic type should not be entered

**Mandatory (1)** – If the strength of an [item variant](#) of this alcoholic type must be entered

**Optional (2)** – If the strength of an [item variant](#) of this alcoholic type is optional

##### **Alcohol per Stock Unit**

Enter one of the following:

**Not required (0)** – If the [alcohol per stock unit](#) of an [item variant](#) of this alcoholic type should not be entered

**Mandatory Not Verified (1)** – If the [alcohol per stock unit](#) of an [item variant](#) of this alcoholic type must be entered, but any positive value will be accepted

**Mandatory Verified (2)** – If the [alcohol per stock unit](#) of an [item variant](#) of this alcoholic type must be entered and must agree with the system calculated value

**Optional (3)** – If the [alcohol per stock unit](#) of an [item variant](#) of this alcoholic type is optional

**Degree Plato**

Enter one of the following:

**Not required (0)** – If [Degree Plato](#) should not be entered for [variants](#) of products of this Alcoholic Type

**Mandatory (1)** – If [Degree Plato](#) must be entered for [variants](#) of products of this Alcoholic Type

**Optional (2)** – If [Degree Plato](#) may be entered, but is not mandatory

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

**Volume of Alcohol on Movement**

Enter one of the following:

0 – If the volume of alcohol is not populated on stock movements for this alcoholic type

1 – If the volume of alcohol is populated on despatch and [adjustment type](#) stock movements for this alcoholic type

2 – If the volume of alcohol is populated on all stock movements for this alcoholic type

Press **Update** to save the entered information.





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## Appendix A Glossary

### **AAD**

European Community report: Accompanying Administrative Document

### **Actual Cost**

See Costs - Actual.

### **Ad Valorem Duty**

A percentage duty rate applied to the Customs Commercial Value of the goods

### **Adjustment Type**

Codes that represent the different kinds of stock adjustment, crucial in identifying whether duty is liable

### **AFI**

Advanced Financial Integrator - a System21 application that can post bond movements to the General Ledger

### **Alcohol per Stock Unit**

Litres of alcohol in one stock unit of an item

### **Alcoholic Strength**

Percentage of an item's volume that is alcohol

### **Allocated (Stock)**

This is the quantity of an item that has been allocated or reserved for a customer, distribution or works order. It is held as a balance at item/stockroom level.

### **Audit**

This is the recording of changes made to significant data, subsequently available when trouble shooting to search for specific events or when auditing to ensure conformity.

### **Available (Stock)**

This is the quantity of an item that is available for issue and has no allocation or reservation made for it. It is usually held as a balance at item/stockroom level.

### **Balance**

This may be used either to signify a database record holding summary information such as a stockroom balance, or a single calculated quantity field on a record, such as allocated stock or outstanding order balance.

**Batch/Lot Traceability**

Where stock recording is specified at batch or lot level, this refers to the ability to trace the movement of stock, including sales to customers, at this detailed level.

**Beer Duty Allowance**

The nominal amount per litre that is undrinkable and on which duty is not charged

**Blind Entry**

This is functionality whereby the rotation details for a receipt to bond is defaulted from the item variant, thus alleviating the need to enter all the details manually.

**Bond Index**

A list of authorised bonds in the company and other bonds to which duty suspended goods are despatched

**Bonded Warehouse**

The individual stockrooms in a bond that are operated under Customs Warehousing or Excise Warehousing procedures

**Calendar - Stock Return**

This is used to control the dates on which the Excise Stock Return Report (W1) is due and the period to which each stock movement is assigned.

**Calendar - Customs**

This holds details of each Customs period. These periods are used to control the numbering sequence of the C88A reports.

**Calendar - Excise**

This holds details of each Excise period, used to control the numbering sequence of the W5 reports.

**Calendar - EPD**

The End Point Duty Calendar holds the Period End Date for each reporting period, and the return date on which to produce the EX46 Beer Return report.

**Centre**

The site in a DRP network from which stock is replenished

**Central Stockroom**

The stockroom at the DRP Centre from stock is replenished

It can be a bonded warehouse.

**Commodity Code**

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

**Consolidated Audit**

A single database file that records the manually entered changes to significant bond data

**Costs - Goods**

The actual cost of goods used to calculate a customs commercial value

**Costs - Freight**

Freight costs incurred that should be added to the cost of goods to calculate a customs commercial value

**Costs - Insurance**

Insurance costs incurred that should be added to the cost of goods to calculate a customs commercial value

**Countervailing Duty**

See Ad Valorem Duty.

**Country of Origin**

The country where the goods were originally produced

**Country Whence Consigned**

The country where the goods were despatched

**Customs**

In the context of the Bonded Warehousing application, this refers to the importing of duty suspended products into a customs warehouse.

**Customs Commercial Value**

This is the cost of goods plus any importing charges to reflect an accurate cost of goods for customs purposes. It is used for calculating customs duty based on a specified commercial value percentage.

**Customs Standard Duty**

The standard customs duty rates for each commodity code, as dictated in the UK in the HMRC Tariff

**Customs Quota Duty**

The customs duty rates for commodities and countries subject to EU customs quotas

**Customs Preferential Country Duty**

The preferential customs duty rates applicable for a commodity when imported from a specific country

**Customs Preferential Group Duty - Standard**

This is the preferential customs duty rates applicable for a commodity when imported from any one of the countries in a designated group. The country group is defined as a preferential group of countries.

**Customer Code**

The customer code is used to identify the data held for the customer. Multiple sets of data can be held to reflect complex customer organisations. This includes statement, invoice and delivery information.

**C88**

UK HMRC report: a variant of the Simplified Administrative Document (SAD) for reporting movement of goods that have import customs duty suspended

**C88A**

UK HMRC report: a variant of the Simplified Administrative Document (SAD) for reporting movement of goods that have import customs duty liability

**DC**

The site in a DRP network at which stock is replenished

**Deferment**

The delaying of payment of duty

Reporting is on the W5D rather than the W5.

**Deferment Account**

The HMRC account given to the company to allow deferment of duty payment

When payment of duty is deferred, it is reported on the W5D showing the bond's deferment account.

**Degree Plato**

Original wort content of beer in grams per 100 grams of beer, calculated according to the Ballingian Formula of the alcohol and extract content of the beer.

**Depot**

A depot is a stockroom that has been set up in Inventory Management and authorised for making despatches for sales orders in Sales Order Processing.

**Delivery Address**

The customer will receive orders at the delivery address.

**Delivery Type**

Codes to represent a type or destination of a delivery, crucial in determining whether duty needs to be calculated and to control on which duty report the despatch is recorded

**Descriptions File**

This is a file set up within Inventory Management, but also maintained from Sales Order Processing, which defines a number of parameters, codes and their descriptions.

**DRP**

The System21 application Distribution Requirements Planning

**Duty Rate - Volume**

The customs duty rate per 100 litres (hectolitre) of liquid

**Duty Rate - Strength**

For spirits: the customs duty rate per litre of alcohol

For beer, the customs duty rate per 100 litres of liquid, per 1% of alcohol, i.e. hectolitre percent

**Duty Report**

The formal reports in the Bonded Warehousing application produced in accordance with the UK HMRC procedures

**e-AD**

European Community document: Electronic Accompanying Administrative Document

**Effective Date**

The date from which some data becomes effective, for example, the date on which a changed Customs Duty rate takes effect

**EPD**

End Point Duty

**Excise**

In the context of the Bonded Warehousing application, this refers to the management of stock and reporting of duty liability according to the UK HMRC Excise Warehousing procedures.

**Excise Tax Type**

The tax types for which excise duty is calculated

Commodities are associated with a particular tax type.

In the UK these can be the tax types defined in the HMRC Integrated Tariff.

**EX46**

UK HMRC report: Beer Duty Return

**Free Circulation**

Customs duty has already been paid (or does not apply) for goods received into a bonded warehouse

**Freight Costs**

See Costs - Freight.

**Frozen (Stock)**

The quantity of an item that has been removed from the available stock balance for such reasons as Quality Assurance or testing and so on

It is held as a balance quantity at item/stockroom level.

**Gallonage**

The volume in gallons of one stock unit

**Goods Category**

Codes that represent a set of commodities that need to be reported as a Goods Category on the duty reports

**GSP**

Generalised System of Preferences

**Held Rotation**

On receipt of a rotation, it can be put on hold to prevent it being allocated, picked and despatched.

**Hectolitre**

Unit of measure equalling one hundred litres

**Held**

The status of a rotation when it is not available, that is, it cannot be removed from bond

**IFC**

In free circulation

See Free Circulation.

**Insurance Costs**

See Costs - Insurance.

**Item**

The single term used to describe an element of stock identified by a unique product code

**Literage**

The volume in litres of one stock unit

**Local Stockroom**

The stockroom at the DRP DC at which stock is replenished

It can be a [bonded warehouse](#).

**Lot Control**

This is a level of stock control. Stock can be located in specific areas within a stockroom, associated to a particular batch of items; instead of items/stockroom.

**Low Alcohol Beverages**

The following types of product fall into this classification:

- Wine, made-wine, and mixed drinks made from cider/perry base where the alcohol strength does not exceed 5.5%.
- The following are all classified as beer based beverages:
  - Shandy made with lemonade, or any mixture of beer with lemonade, lemon juice, lemon cordial, lemon squash or lemon flavouring
  - Lager and lime and any mixture of beer with limeade, lime juice, lime cordial, lime squash or lime flavouring.
  - Shandygaff, ginger beer shandy and any mixture of beer with unfermented ginger beer, ginger cordial, ginger squash, ginger or ginger flavouring.
  - Any mixture of beer with:
    - Any other alcoholic liquor
    - Any fruit cordial, fruit flavourings, fruit flavoured carbonated water, fruit juice or fruit squash

**Manual Allocation**

The explicit allocation or de-allocation of stock at a depot to a nominated order or order line

**Order Capture**

A method of order entry which is designed to support a conversation with the customer so that stock availability, prices and alternatives may be checked and promises made

**Order**

The record of the agreement to supply items to a customer on a date at agreed commercial terms

**Physical (Stock)**

The total quantity of an item in a stockroom

It is held as a balance quantity at item/stockroom level.

**Picking Note**

A document on which is listed all the items for an order which have been allocated for despatch

It is used as authority to pick and despatch items for an order.

**POD**

Proof of Delivery

**Port of Entry**

Port of entry on import

**Preferential Group**

A code to represent a group of countries that attract preferential customs duty rates

**Price List**

A list of prices to be charged for items

A price list may be in any currency set up for Accounts Receivable. Customers are assigned a default price list.

**Receipt Type**

Codes that represent the different sources of stock, crucial in determining what data needs to be captured on recording the receipt

**Rotation**

A unique serial number given to a received consignment of goods into bond

**Statement Address**

In the Bonded Warehousing context, this means the customer's account rather than a delivery point.

**Stockroom**

An area, physical or conceptual, at which stock is to be recorded and counted

**Tariff ID (TRID)**

Customs duty tariff identifier

**Tax Type**

See Excise Tax Type.

**Unit of Measure**

The unit in which an item is expressed for the purpose of buying, selling, stocking or valuing

**VA/VI Reference Number**

Vat or vintage reference for wines, recorded on the receipt of a rotation

**Variant**

The item variant links a commodity codes to the primary item, and to other variations of that item.

**Warehouse**

A warehouse is a stockroom which has been both set up in Inventory Management and authorised for location recording in the Warehousing applications. It may also be authorised as a depot.

**W1**

UK HMRC report: Excise Stock Return

**W5**

UK HMRC report: Excise Warehouse Remittance Advice for Alcohol Goods

**W5D**

UK HMRC report: Excise Warehouse Deferment Advice for Alcohol Goods.

**W70**

UK HMRC report: Excise Duty Suspended Movement - to ship as stores

**W8**

UK HMRC report: Internal Accompanying Document. Shipment Excise Inter-warehouse (non-EU)

**W88**

UK HMRC report: Excise Duty Suspended Movement - to diplomatic privilege & visiting forces