Duty Processing

User Guide

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Contents

Duty Processing

The Trinity Duty Processing module provides functionality to hold duty items (items that require duty to be paid on them) at duty-free cost price until they are transferred from a non-duty "bonded" site to a duty paid site. You can define sites as bonded sites, and items may also be defined as "duty" items. When duty items are transferred from a bonded site to a duty paid site, duty liability will be calculated and incorporated into the duty paid cost price.

Restrictions are in place to ensure that duty items cannot be transferred or sold between sites without duty being calculated. The only exception to this is where duty items are transferred or sold from bonded site to bonded site, or bonded site to the bonded customer address. When selling under bond, additional handling or administrative costs can be included in the selling price. Note that a bonded Customer cannot buy from a duty paid site and that a duty paid Customer cannot buy duty items from a bonded site.

The main features of the Duty Processing module are:

- The facility to define sites as Bonded sites
- Link a Bonded site to a specific Duty Paid site
- The facility to define items as Duty items by assigning them to Duty Codes
- The automatic calculation of duty charged on an item
- Duty and Bonded Price Calculators to confirm duty payments
- Restrictions on duty item movements to ensure legal compliance
- Automatic transfer of stock from Bond to Duty Paid linked site for Duty Paid sales from bond
- Consolidated stock view between Bond and Duty Paid linked sites

Note that the Trinity Duty Processing module is primarily designed to handle the calculation of duty on alcohol in the United Kingdom.

Bonded Sites

Bonded sites are used when you do not wish to pay duty immediately on items that require duty to be paid on them. An item may remain in a bonded site for an unlimited period, and duty is not required to be paid until the item is transferred from that site to a duty paid site. A duty paid site is any site not defined as a bonded site. Duty items can be transferred between bonded sites without incurring duty charges. You can define sites as bonded using the Site Duty Extras window.

Linked Sites

A bonded site can be linked to a duty paid site in the Site Duty Extras window to further enhance duty processing functionality. Where there is insufficient stock to fulfill a duty paid sales order, the stock will automatically be taken from the linked bonded site. If enabled in the Bond To Duty Paid Parameters window, when the order is transferred to an invoice, the stock will be automatically transferred to the duty paid site. If this option is not enabled, then stock can be manually transferred for invoice documents using the Bond To Duty Paid Transfer Of Stock On Sales Invoices window. Consolidated stock figures for the linked sites can be viewed in several Microsoft Dynamics™ GP and Trinity windows (see Appendix B and Appendix C).

Consolidated stock figure calculations are displayed below:

Bond view	On hand	Bond on hand
	Available	Bond available - duty paid over-allocated (If the duty paid allocated is greater than duty paid on hand, then the duty paid over-allocated = duty paid allocated - duty paid on hand.)
Duty Paid view	On hand	Bond on hand + duty paid on hand
	Available	Bond available + duty paid available (If no bond available, then only the duty paid available.)

Duty Codes

Duty Codes are used to define how much duty should be paid on items. You can set up duty codes using the Duty Code Maintenance window.

Duty Items

Duty Items are items that require duty to be paid on them. For example, an item may be held in a bonded warehouse having been purchased for $10. The cost of the item would be $10 even though a duty payment of, for example, $4 is required. When the item is moved to a duty paid site, the duty charge would have to be paid, and so the cost of the duty item would become $14.

To define an item as a Duty Item, you should assign it to a Duty Code in the Item Duty Extras window. Alternatively, you can assign multiple items to a Duty Code using the Duty Code Allocation window.

Items Dutiable Units and ABV can only be set in the Item Duty Extras window or the Duty Code Allocation Range window. If you have not defined these and attempt to perform a transaction, then you will receive an error warning.

Items can only be defined as duty items if they have a Valuation Method (set in the Microsoft Dynamics™ GP Item Maintenance window) set to LIFO Perpetual or FIFO perpetual. See the Microsoft Dynamics™ GP User Manual for further information on valuation methods.

Note that if you are using Site Specific Pricing (see Trinity Extended Pricing Enhancements), then duty calculations will not be performed on items where site-specific prices are applicable. Site-specific pricing functionality will supersede all duty calculations.

The current cost and standard cost fields in the Item Maintenance window are not site-specific and will hold the under-bond cost values.

Duty Rates

You should use the current rates when setting up Duty Codes in the Duty Code Maintenance window. Beers, spirits, and wine or made wine over 22% are taxed according to their alcoholic content. Other alcohol types (wine, cider, etc.) are subject to specific (by volume) duties.

Duty Rates are subject to change - please refer to HMCE for the latest Duty Rates.

Note that this module is fully integrated with the Trinity Inter-Site Transfers module; however, the Duty Processing module is not currently fully compatible with the multi-bin functionality of Microsoft Dynamics™ GP.

1. Bond To Duty Paid Parameters Window

Tools >> Setup >> Trinity >> Duty Processing >> BDP Parameters

Use the Bond To Duty Paid Parameters window to:

- Setup bond to duty paid parameters
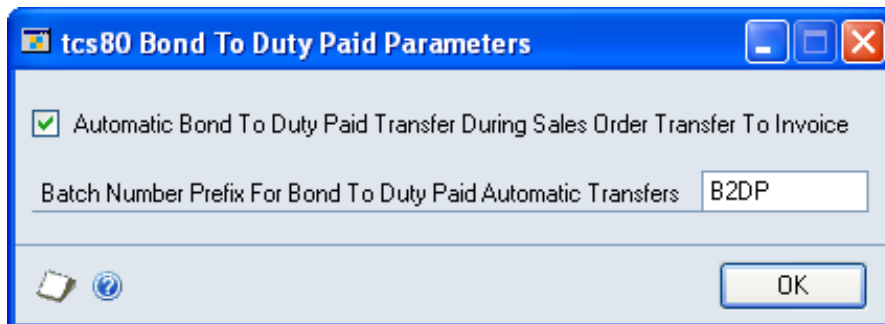
1.1 Setting Bond to Duty Paid Parameters

To set bond to duty paid parameters in the Bond To Duty Paid Parameters window:

1. Click to select the option. If selected, when an order for a duty paid site linked to a bonded site is transferred to an invoice, and there is insufficient stock at the site to fulfill the order, the stock will be automatically transferred from the bond to the duty paid site.

   Note that if you do not select this option, then stock can be transferred manually for invoices using the Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window.
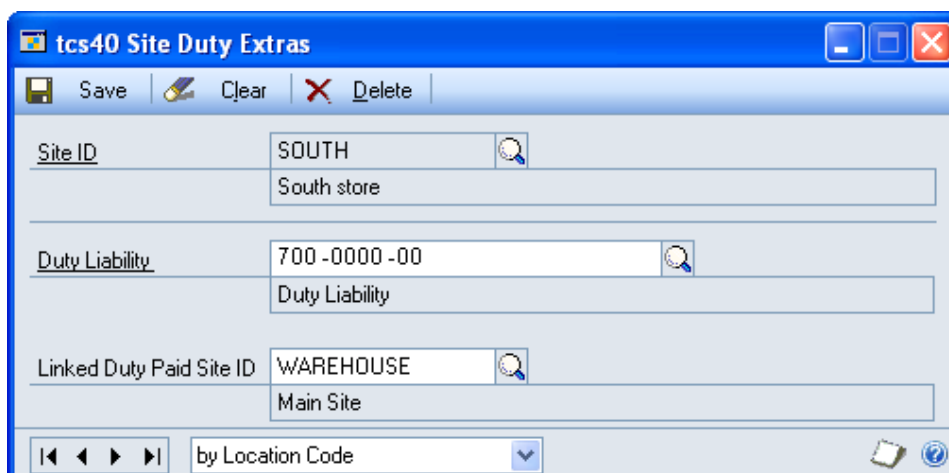
2. When stock is transferred from a bond to a duty paid site, it will be held in a batch. If required, you can enter a prefix for the 10-digit batch number.

3. Click OK to close the window.

2. Site Duty Extras Window

Cards >> Trinity >> Duty Processing >> Site Duty Extras

Use the Site Duty Extras window to:

- Define sites as bonded sites

Note that the window is also available as an Additional option from the Site Maintenance window.

Also note that if you are using the Trinity En Primeur and Paid Reserves module, then an additional En Primeur checkbox will be displayed. See the En Primeur and Paid Reserves User Guide for further details.

2.1 Defining Sites as Bonded Sites

To define a site as a bonded site in the Site Duty Extras window:

1. Enter a Site ID or select one using the lookup.

2. Enter a Duty Liability GL Code or select one using the lookup.

   Selecting a Duty Liability will define a site as a bonded site. A Duty Liability GL Code can be set up using the Microsoft Dynamics™ GP Accounts Maintenance window.

   The first time you assign a Duty Liability, you will need to create a new Posting Account. An example is shown below.

3. If required, enter a Linked Duty Paid Site ID or select one using the lookup.

   If you select to link a bonded site to a duty paid site, then you will have added functionality in sales transactions. When an order is transferred to an invoice, and there is insufficient stock in the duty paid site to cover the order, the stock will be transferred automatically from the bonded site. See Sales Transactions – Duty Processing for further details. Consolidated stock figures for duty items held on the linked bonded and duty paid sites will be available in several Inquiry windows. See Appendix B and Appendix C.

   Note that you cannot select a bonded site as a linked duty paid site and that a site may only be selected as a linked duty paid site for one bonded site.

4. Click Save.

Note that you can click Delete to remove the bonded status from a site.

3. Address Duty Extras Window

Cards >> Trinity >> Duty Processing >> Address Duty Extras

Use the Address Duty Extras window to:

- Define Customer Addresses as bonded locations

Note that this window is also available as an Additional option from the Addresses window.

3.1 Defining Customer Addresses as Bonded

Defining a Customer Address as a bonded location will allow you to sell duty items to the Customer without duty charges being applied. You can, however, include a bonded adjustment charge in the selling price to cover, for example, administration costs.

To define Customer addresses as bonded in the Address Duty Extras window:

1. Enter a Customer ID or select one using the lookup.

2. Enter an Address ID or select it using the lookup or browse buttons.

3. To define a Customer Address as a bonded Address, select the Bonded Address checkbox.

4. Click Save to save the Customer/Address combination as a bonded address.

Note that you can click Delete to remove the bonded status from a Customer/Address combination.

Note also that you can choose to clear your selection at any point by clicking the Clear button.

4. Duty Code Maintenance Window

Cards >> Trinity >> Duty Processing >> Duty Code Maintenance

Use the Duty Code Maintenance window to:

- Set up and maintain Duty Codes

When you assign items to a Duty Code, they will become Duty Items.

4.1 Setting Up and Maintaining Duty Codes

To set up and maintain Duty Codes in the Duty Code Maintenance window:

1. Select either Current or Pending for Duty Period.

    Current should be selected where the Duty Code is to be used with immediate effect, and Pending should be selected where the Duty Code is for future use.

    Note that if you define a Duty Code as Pending, then it will not automatically be initiated, you must manually set it to Current when required.

2. Enter the Duty Code that you want to set up or select one using the lookup if you are maintaining a Duty Code.

    Note that it is recommended that when setting up Duty Codes, you create codes that relate directly to the duty type, for example, **WINES 5.5-15%**.

3. Enter the required description. It is again recommended that you enter descriptions that relate directly to the duty type, for example, **UK duty for wines between 5.5 & 15%**.

4. Enter start and end dates for which this Duty Code will be applicable. If you do not require a specified end date for the Duty Code, then leave this field at the default setting, 00/00/00.

5. For Calculation Method, select either Content or Specific Duties from the drop-down menu.

    Content Duty should be selected when entering Duty Codes for spirits, beers, and wines exceeding 22% ABV. When entering Duty Codes for other types, select Specific Duties. See Duty Rates for further details.

6. Enter the appropriate Duty Rate. This is dependent upon the duty type and should be one of:

    - Rate $ per liter of pure alcohol
    - Rate $ per hectoliter
    - Rate per hectoliter per percent of ABV

    Note that the currency symbol that your system is set to will automatically be displayed in the Duty Rate entry field.

7. Enter the appropriate Rate Per Duty Unit. This should again be based on the duty type; for example, a standard bottle of wine would have a Rate Per **100** and the Duty Unit **Liters**.

Rate Per Duty Unit	Duty Type with a Rate in
1 Liter	$ per liter of pure alcohol
100 Liters	$ per hectoliter
1 Liter	Hectoliter per percent of abv

    When you set up the duty details for an item, the Dutiable Units field will be the volume in the duty unit set up here.

    See Duty Rates for further details.

8. If you are selling items with this Duty Code from bonded sites to bonded Customers, then click the Bonded Duty Adjustment button to open the Bonded Duty Adjustment window.

You can use this window to set specific charges to be added to the selling price minus the duty charge when items are sold from a bonded site to a bonded Customer. These bonded adjustments to the duty free selling price could be described as "mark-ups," such as administrative charges or holding charges.

Note that if you are using Site Specific Pricing (see Trinity Extended Pricing Enhancements), then duty calculations will not be performed on items where site-specific prices are applicable. Site-specific pricing functionality will supersede all duty calculations.

9. The currently selected Duty Code and description will be displayed in the window.

10. From the Adjustment Type drop-down menu, select whether adjustments will be based on Percentage or Value (per base unit).

Percentage	Will result in a percentage value of the item price being added to the item price (selling price minus duty)
Value (per base unit)	Will result in a specified value being added to the item price (selling price minus duty)

11. Enter the Adjustment Value that you require.

    Note that a negative value may be entered if required, for example, -5%.

12. Select the required Round Policy, Round Option, Round Decimals, and Round Amount from the drop-down menus.

Calculated Price	Rounding Policy	Rounding Option	Round Amount	New Price
$1.26	None	Not applicable	Not applicable	$1.26
$1.26	Up	Multiple of	$0.05	$1.30
$1.26	Up	Ends in	$0.09	$1.29
$1.26	Down	Multiple of	$0.05	$1.25
$1.26	Down	Ends in	$0.09	$1.19
$1.26	To Nearest	Multiple of	$0.05	$1.25
$1.26	To Nearest	Ends in	$0.09	$1.29

All rounding adjustments will be made at the end of the price calculation. See the Microsoft Dynamics™ GP manuals for further information on Rounding Policies.

13. When you have set the required adjustment attributes, click OK to return to the Duty Code Maintenance window.

14. If you want to assign items to a Duty Code now, then click the Assign button to open the Duty Code Allocation window.

15. To save the duty code or any changes, click Save.

Click Delete to delete a Duty Code. Note that you cannot delete a Duty Code that is being used in current transactions.

Note that you can choose to clear your selection at any point by clicking the Clear button.

5. Item Duty Extras Window

Cards >> Trinity >> Duty Processing >> Item Duty Extras

Use the Item Duty Extras window to:

- Assign items to a Duty Code
- Set the Dutiable Units and ABV for an item

This window is also available as an Additional option from the Item Maintenance window.

Note that you cannot perform a transaction on a Duty Item until you have set its Dutiable Units and ABV.

5.1 Setting Up Item Duty Extras

To set up item duty extras in the Item Duty Extras window:

1. The window will open with the currently selected Item Number displayed. You can select an alternative Item Number by clicking the lookup button.

2. Enter a Duty Code or select one using the lookup. This should be the Duty Code to which you want to assign the item.

   Note that if the Item Number has already been assigned to a Duty Code, then this will also be displayed when the window is opened. An alternative Duty Code can be selected by clicking the lookup.

Also, note that you can choose to enter the Dutiable Units and ABV for an item and select a Duty Code at a later date.

3. Enter the required Dutiable Units.

    This should be a value figure representing the volume in the Duty Unit of the base unit that is liable to duty.

    The Duty Unit is set in the Duty Code Maintenance window, and will usually be in Liters.

4. Enter the required ABV.

    The ABV entered should be the ABV for each individual unit of the item.

5. Click Save.

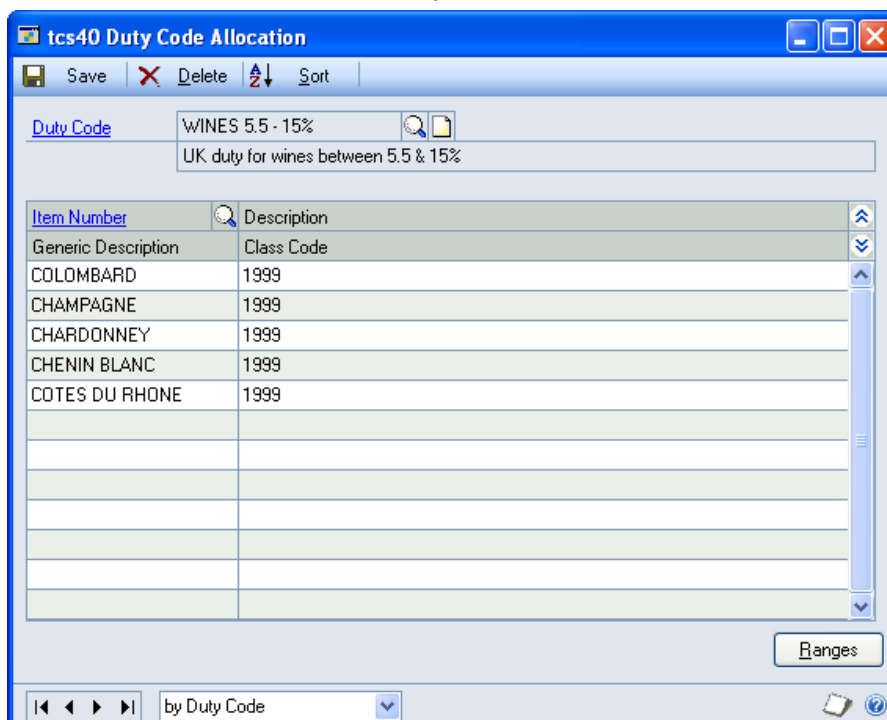To delete item duty extras, click the Delete button.

Note that you can choose to clear your selection at any point by clicking the Clear button.

6. Duty Code Allocation Window

Cards >> Trinity >> Duty Processing >> Duty Code Allocation

Use the Duty Code Allocation window to:

*   Allocate Item Numbers to Duty Codes

6.1 Allocating Item Numbers to Duty Codes

To allocate Item Numbers to Duty Codes in the Duty Code Allocation window:

1. Enter the Duty Code that you want to assign items to, or select it using the lookup.

2. In the scrolling window, enter the Item Number that you want to assign to the Duty Code or select it using the lookup.

    The Item Description will automatically be displayed when you enter or select an Item Number.

    Note that you can assign ranges of Item Numbers to a Duty Code by clicking the Ranges button.

3. Repeat step 2 until you have selected all the Item Numbers that you want to assign to the Duty Code.

4. Click Sort if you want to view the Item Numbers in alphanumeric order.

5. Click Save

You can click Delete at any point to delete the Item Number allocations.

7. Duty Code Allocation Range Window

Cards >> Trinity >> Duty Processing >> Duty Code Allocation >> Ranges

Use the Duty Code Allocation Range window to:

*   Allocate a range of items to a duty code

7.1 Allocating Item Ranges to Duty Codes

To allocate item ranges to Duty Codes in the Duty Code Allocation Range window:

1. The currently selected Duty Code will be displayed.
2. Under Assign Values to, select None, Items with no current Values, or All Items.

None	No Dutiable Units or ABV will be assigned to items in the selected range
Items with no current Values	The Dutiable Units and ABV set in this window will be assigned to all items in the selected range that have no current Dutiable Units or ABV set
All Items	The Dutiable Units and ABV set in this window will be assigned to all items in the selected range

Note that the Dutiable Units should be a value figure representing the number of liters within the base unit that are liable to duty. The ABV entered should be the ABV for each individual unit of the item.

3. Click All to assign all records or From to assign a selection of records for Item Number, Generic Description, Class ID, and ABV. If you select From, enter From and To values to specify a range, or use the lookups.
4. Under Select Items whose Duty Code is set to: you have 3 options to select. To specify items to be added to the Duty Code:

   4.1. Select the Unassigned checkbox to add only items not assigned to a Duty Code.
   Note that items previously assigned to different Duty Codes will not be reassigned to the displayed Duty Code.

   4.2. Select the Any checkbox to add items previously assigned to any Duty Code, or unassigned items, to the displayed Duty Code.

   4.3. Select the Specified checkbox to add items previously assigned to a specified Duty Code. Enter the required Duty Code or click the lookup to select a Duty Code from Duty Codes Lookup window.

5. Click the Preview button to verify your selection in the scrolling window. The Item Number, Item Description, and ABV of each item to be assigned will be displayed. Click the Show button to display the generic description, class ID, Duty Code, and Duty Description.

6. Click the Transfer button to assign your item selection to the Duty Code. When the transfer has been processed, the Transfer Completed Successfully dialog box will be displayed. Click OK to close the dialogue box.

7. Click OK to return to the Duty Code Allocation window.

8. Item Transfers - Duty Processing

To ensure costing integrity and legal compliance on inventory transfers of duty items, numerous restrictions and amendments have been made to Microsoft Dynamics™ GP functionality. The table below provides details on how different types of transfers should be processed.

Duty Item From	Duty Item To	Transaction Window
Bonded Site	Bonded Site	Item Transfer Entry (GP)
Bonded Site	Duty Paid Site	Duty Item Transfers (Duty Processing)
Duty Paid Site	Duty Paid Site	Item Transfer Entry (GP)
Duty Paid Site	Bonded Site	Duty Item Transfers (Duty Processing)

Item Transfers between sites of the same status (i.e., bonded or non-bonded) do not result in any duty liability. They can, therefore, be processed using standard Microsoft Dynamics™ GP item transfer procedures.

Item transfers between a bonded site and a duty paid site result in duty liability. They must be processed using the Trinity Duty Item Transfer window, or by using the Inter-Site Transfers module.

An item can only be transferred from a Duty Paid Site to a Bonded Site using the Duty Item Transfers. Transferring items in this way would typically only be done to correct errors, and so is not allowed using the Inter-Site Transfers module.

When a duty item is transferred, a journal will be written to the Duty Liability Account for the bonded site, and the cost price amended accordingly.

Transactions entered in the Item Transfer Entry window will be processed according to standard Microsoft Dynamics™ GP procedures.

See below for entering transactions in the Duty Item Transfers window.

Note that if you have selected the option in the Bond To Duty Paid Parameters window to automatically transfer items from bond to duty paid at order to invoice transfer, then items will be transferred automatically with all relevant calculations being performed. Items will also be transferred, and calculations performed when you transfer items using the Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window.

9. Duty Item Transfers Window

Transactions >> Trinity >> Duty Processing >> Duty Item Transfers

Use the Duty Item Transfers window to:

- Transfer duty items from bonded sites to duty paid sites
- Transfer duty items from duty paid sites to bonded sites

9.1 Transferring Duty Items between Bonded and Duty Paid Sites

To transfer duty items between bonded and duty paid sites in the Duty Item Transfers window:

Note that duty items can be transferred from a duty paid site to a bonded site **and** from a bonded site to a duty paid site. The former transfer would usually only be performed to correct errors.

Note that transfers processed in this window will have the Document Type ID of Adjustment.

1. The document type will automatically be selected as an Adjustment. Duty item transfers between bonded and duty paid sites are defined as Adjustments. They are processed as a negative adjustment against the sending site and a positive adjustment against the receiving site.

2. The document number automatically appears when you move to the field. Amend this if required, or select a document number from the lookup.

3. The date is also automatically calculated as the current date. Change the date if required.

4. Enter a Batch ID or select one using the lookup.

5. If all items on this transaction are to be transferred from and to the same sites, enter Default Site IDs or select them using the lookups.

    If you don't select Default Site IDs, you'll need to select a From Site ID and a To Site ID for each of the items in the scrolling window.

6. In the scrolling window, enter an Item Number or select one using the lookup.

7. The base Unit of Measure will be displayed. If you require an alternative Unit of Measure, then select it using the lookup.

8. Enter the transfer Quantity.

When you enter the Item Number, the Unit Cost is displayed for the base unit of measure.

9. If the Default Site IDs don't apply for a particular item, or you have not selected Default Site IDs, then you can enter From and To Site IDs in the scrolling window, or select them using the lookups.

10. Choose Distributions to open the Item Transfer Distribution Entry window, where you can change or verify the accounts affected by the transaction if necessary.

Enter the From Inventory and To Inventory codes that you require or select them using the lookup. (See the Microsoft Dynamics™ GP User Manual for further information on changing distributions for a transaction).

Click OK to close the window and return to the Duty Item Transfer window.

11. If you're entering a transaction for a serial- or lot-numbered duty item, the Item Transfer Serial Number Entry or Item Transfer Lot Number Entry window automatically opens when you move off the line (or when you click the Serial/Lot button). See below for further details.

12. Click Save to save the transaction or Post to post it.

10. Item Transfer Lot Number Entry Window

Transactions >> Trinity >> Duty Processing >> Duty Item Transfers >> Serial/Lot button

Use the Item Transfer Lot Number Entry window to:

- Enter lot numbers for duty item transfers

10.1 Entering Lot Numbers for Duty Item Transfers

To enter lot numbers for duty item transfers in the Item Transfer Lot Number Entry window:

1. The window will open with the currently selected Item Number displayed.

2. Enter a lot number or select one using the lookup. Alternatively, click on a lot in the Available scrolling window.

3. Enter a Quantity Selected. This is the quantity that you will be assigning to the selected lot number

4. Click Insert.

5. If you are assigning the transaction items to more than one lot number, then continue entering lot numbers for the item (steps 2 to 4). The Lots Selected must equal the items Extended Quantity before you can move to the next line item in the Duty Item Transfer.

6. Click OK to return to the Duty Item Transfer window.

Note that you can click on a lot number in the Selected scrolling window, then click Remove to undo the insertion, or click Remove All to remove all selected lot numbers.

11. Item Transfer Serial Number Entry Window

Transactions >> Trinity >> Duty Processing >> Duty Item Transfers >> Serial/Lot button

Use the Item Transfer Serial Number Entry window to:

- Enter serial numbers for duty item transfers

11.1 Entering Serial Numbers for Duty Item Transfers

To enter serial numbers for duty item transfers in the Item Transfer Serial Number Entry window:

1. The window will open with the currently selected Item Number displayed.

2. Enter a Serial Number or select one using the lookup. Alternatively, click on a serial number in the Available scrolling window.

3. Click Insert to select a serial number for the item transfer.

4. Continue entering serial numbers for the item (steps 2 to 3). The Serial Numbers Selected must equal the items Extended Quantity before you can move to the next line item in the Duty Item Transfer.

5. Click OK to return to the Duty Item Transfer window.

Note that you can click on a serial number in the Selected scrolling window, then click Remove to undo the insertion, or click Remove All to remove all selected serial numbers.

12. Sales Transactions - Duty Processing

The table below provides details on how different types of transactions should be processed for the calculation of duty.

Duty Item From	Duty Item To	Requirements
Bonded Site	Duty Paid Site	Inter-Site Transfers: The sites must be set as internal Customers and creditors. The transaction will be processed via an In-Transit site
Bonded Site	Bonded Site/Bonded Customer Address	The selling site and the receiving site must both be bonded sites
Duty Paid Site	Duty Paid Site	Standard Sales Transaction
Duty Paid Site	Bonded Site	This type of transaction is **NOT** permitted

It is anticipated that the Duty Processing module will generally be used with the Trinity Inter-Site Transfers module. This will allow the user to transfer (in the Sales Transaction Entry window) a duty item from a bonded site to a duty paid site, via an In-Transit site. When the duty item "arrives" at the In-Transit site, the cost price will be increased to include the requisite duty charges. A journal will be written to the "Duty Liability Account" for the bonded site. The duty item can then be sold to a Customer from the duty paid site, with all relevant duties having been calculated. Refer to the Trinity Inter-Site Transfers module for further details.

Sales transactions between bonded sites, whether an internal bonded site or a Customer bonded delivery address, will be performed as standard Microsoft Dynamics™ GP sales transactions. To implement bonded adjustments, the selling price will be reduced by the applicable duty, and then the bonded adjustment will be applied unless you are using Site Specific Pricing (see Trinity Extended Pricing Enhancements). As such, you should ensure that the relevant selling prices have been set up to include the appropriate duty.

Note that you cannot transfer items from duty paid sites to bonded sites using the Sales Transaction Entry window - transfers should be performed using the Duty Item Transfers window.

Note that you can use the Duty Calculator and the Bonded Price Calculator to verify duty and bonded costs.

12.1 Linked Site Sales Transactions

Further functionality is provided if you have linked a bonded site and a duty paid site in the Site Duty Extras window. This functionality is used to enable duty paid sales from a bonded warehouse. Duty paid sales orders are raised against the duty paid site linked to the bonded warehouse, and stock is transferred from bond to duty paid to fulfill the orders. The duty paid site need not represent a separate location.

When you enter a sales order where there is insufficient stock to fulfill the order on the duty paid site, the stock will automatically be taken from the linked bonded site. If enabled in the Bond To Duty Paid Parameters window, when the order is transferred to an invoice, the stock will be automatically transferred to the duty paid site. If this option is not enabled, then stock can be manually transferred for invoice documents using the Bond To Duty Paid Transfer Of Stock On Sales Invoices window.

If you have linked sites and there is not enough stock on both sites to fulfill an order, then the Sales Quantity Shortage Options window will be displayed, as with standard Microsoft Dynamics™ GP. The window has been amended for duty processing, and the quantity available displayed is the consolidated quantity available across both linked sites. You can click the quantity available expansion button to display the Available Quantity Breakdown window, which details stock figures across both the linked sites. The consolidated stock balances will also be used when allocating by document or batch, and when using the Automatic Order Allocation window.

Linked sites also enable greater control over lot controlled duty items in sales transactions. You can select lots from the bonded site to include in sales from the duty paid site. The Sales Lot Number Entry window has a new Transfer Lots From Bond button. Click this button to display the Item Transfer Lot Number Entry window and the Duty Item Transfers window. Select the lots from the bonded site that you want to use in the Item Transfer Lot Number Entry window and click OK, then click Post in the Duty Item Transfers window. You will return to the Sales Lot Number Entry window with the lot numbers you selected displayed as available. Continue following standard Microsoft Dynamics™ GP procedure.

13. Available Quantity Breakdown Window

Transactions >> Sales >> Sales Transaction Entry >> Sales Quantity Shortage Options window >> Expansion button

Use the Available Quantity Breakdown window to:

- View available quantity breakdowns across linked sites

Note that this window can also be displayed from the Item Catalogue and Search and the Item Catalogue Lookup windows (see Trinity Catalogue Based Sales).

13.1 Viewing Available Quantity Breakdowns Across Linked Sites

Viewing available quantity breakdowns across linked sites using the Available Quantity Breakdown window:

1. The window will display individual site quantity breakdowns for the current duty paid and bonded sites.

    Note that where applicable, this window will display items in the split pack format (see Trinity Unit of Measure Management).

2. Click OK to close the window.

14. Bond to Duty Paid Transfer of Stock Based on Sales Invoices Window

Transactions >> Trinity >> Duty Processing >> Bond to Duty Transfer

Use the Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window to:

*   Transfer stock on sales invoices from bond to duty paid sites

This window would typically only be used if not using the feature to transfer at the time of order to invoice transfer.

Note that only one user at a time may use this window OR the Sales Transfer Documents window.

14.1 Transferring Stock on Sales Invoices from Bond to Duty Paid Sites

To transfer stock on sales invoices from bond to duty paid sites using the Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window:

1. Click All to assign all sales invoice numbers or From to assign a selection of sales invoice numbers. If you select From, enter From and To values to specify a range, or use the lookups.

2. Click All to assign all Customer IDs or From to assign a selection of Customer IDs. If you select From, enter From and To values to specify a range, or use the lookups.

3. Click All to assign all documents dates or From to assign a selection of document dates. If you select From, enter From and To values to specify a range.

4. Click All to assign all sales batch numbers or From to assign a selection of sales batch numbers. If you select From, enter From and To values to specify a range, or use the lookups.

5. Click All to assign all requested ship dates or From to assign a selection of requested ship dates. If you select From, enter From and To values to specify a range.

6. Click Preview. All items on unposted sales invoices fitting the range criteria that require stock to be transferred from the linked bond site to the linked duty paid site will be displayed in the scrolling window.

   Where there is sufficient stock already available in the duty paid site to cover all invoices for a displayed item, the Quantity To Transfer field will display the message Assign existing stock. No stock will be transferred during processing.

7. Select items to transfer using the Select All/Deselect All buttons or clicking the Include checkboxes.

8. Click Transfer. You will see the Duty Item Transfers window displayed while the transfer is being processed, then the Report Destination window where you should select report printing options. Once selected, you will return to the Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window.

9. Click OK to close the window.

15. Duty Calculator

Inquiries >> Trinity >> Duty Processing >> Duty Calculator

Use the Duty Calculator to:

- Calculate duty required on items and quantities

15.1 Calculating Duty

To calculate duty using the Duty Calculator:

1. Enter the Item Number that you want to calculate duty for or select it using the lookup.

   When you have selected an Item Number, the Duty Code, Dutiable Units, Method, ABV, and Duty Rate will be displayed.

2. From the Transfer Qty drop-down menu, select the Unit of Measure for which you want duty to be calculated.

3. Enter the unit quantity for which you want to calculate duty.

4. Click Calculate Duty to display the Dutiable Units and Duty Liability for this Item Number/Quantity combination.

Note that you can choose to clear your selection at any point by clicking the Clear button.

16. Bonded Price Calculator

Inquiries >> Trinity >> Duty Processing >> Bonded Price Calculator

Use the Bonded Price Calculator to:

- Calculate bonded price adjustments

16.1 Calculating Bonded Price Adjustments

To calculate bonded price adjustments in the Bonded Price Calculator:

1. Enter the Item Number that you want to calculate a bonded price for or select it using the lookup.

   When you have entered an Item Number, the Bonded Price Adjustment and the Bonded Price Rounding will be displayed.

2. From the Item Unit drop-down menu, select the Unit of Measure for which you want a bonded price to be calculated.

3. Enter the Selling Price - this should be the price that you sell one unit of the item for after duty has been calculated.

4. Tab out of the field to display the Price minus Duty, the Bonded Price Adjustment, the Bonded Price (before rounding), and the Price (after rounding). The Price (after rounding) is the price that would be charged to the bonded site.

5. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

17. Transaction Duty Paid Window

Inquiry >> Trinity >> Duty Processing >> Transaction Duty Paid

Use the Transaction Duty Paid window to:

- View the duty paid on duty item transactions

This window is also available as an Additional option from the Item Transaction Entry window.

17.1 Enquiring about Duty Paid on Transactions

To enquire about duty paid on transactions in the Transaction Duty Paid window:

1. Select the Adjustment Number that you want to view in the Inventory Transaction Inquiry window.

2. Select the Extras Calculated Duty option to display the Transaction Duty Paid window.

3. The transaction details will be displayed for the selected Adjustment Number.

   You can click the lookup to select an alternative Adjustment Number if required.

4. The Duty Paid on the transaction will be displayed, along with the Item Number, U of M, Quantity, ABV, Duty Rate, Dutiable Quantity, Duty Code, Site ID, and To Site ID.

5. Click OK to close the window and return to the Inventory Transaction Inquiry window.

18. General Ledger Postings

General Ledger postings for Duty Item Transfers are detailed in the tables below.

Duty Item Transfer Bond to Duty Paid

	DR	CR
General Ledger Postings		
Issue (Cost Excluding Duty)	Inventory Off Set	Inventory
Receipt (Cost Including Duty)	Inventory	Inventory Off Set
Quick Journal for Duty Code Postings		
Duty Value	Inventory Off Set	Duty Liability

Inter-Site Transfer (Sales Transaction Entry) Bond to Duty Paid

	DR	CR
Issue from sending site and adjustment into In-Transit site		
Issue (Cost Excluding Duty)	In-Transit	Inventory Control
Adjustment (Cost Including Duty)	Inventory Control	Inventory Off Set
Quick Journal Duty (Duty Value)	In-Transit	Duty Liability
Receipt into Receiving Depot and Adjustment out of In-Transit		
Receipt Goods In (Cost Including Duty)	Inventory Control	In-Transit
Adjustment (Cost Including Duty)	Inventory Off Set	Inventory Control

Appendix A

Duty Processing – Access to Windows

Window Name	🖱 Menu Access	🖱 Other Access
Address Duty Extras	Cards >> Trinity >> Duty Processing >> Address Duty Extras	Cards >> Inventory >> Addresses >> Additional >> Duty Processing Setup
Available Quantity Breakdown		Transactions >> Sales >> Sales Transaction Entry >> Sales Quantity Shortage Options window >> Expansion button Item Catalogue and Search window >> Available Quantity Breakdown button
Bond To Duty Paid Parameters	Tools >> Setup >> Trinity >> Duty Processing >> BDP Parameters	
Bond To Duty Paid Transfer Of Stock Based On Sales Invoices window	Transactions >> Trinity >> Duty Processing >> Bond to Duty Transfer	
Bonded Price Calculator	Inquiries >> Trinity >> Duty Processing >> Bonded Price Calculator	
Duty Calculator	Inquiries >> Trinity >> Duty Processing >> Duty Calculator	
Duty Code Allocation	Cards >> Trinity >> Duty Processing >> Duty Code Allocation	
Duty Code Allocation Ranges		Cards >> Trinity >> Duty Processing >> Duty Code Allocation >> Ranges button
Duty Code Maintenance	Cards >> Trinity >> Duty Processing >> Duty Code Maintenance	
Duty Item Transfers	Transactions >> Trinity >> Duty Processing >> Duty Item Transfers	
Item Duty Extras	Cards >> Trinity >> Duty Processing >> Item Duty	Cards >> Inventory >> Items >>

	Extras	Additional >> Duty Processing Setup
Item Transfer Lot Number Entry	Transactions >> Trinity >> Duty Processing >> Duty Item Transfers >> Lot/Serial button	
Item Transfer Serial Number Entry	Transactions >> Trinity >> Duty Processing >> Duty Item Transfers >> Lot/Serial button	
Site Duty Extras	Cards >> Trinity >> Duty Processing >> Site Duty Extras	Cards >> Inventory >> Sites >> Additional >> Duty Processing Setup
Transaction Duty Paid	Inquiries >> Trinity >> Duty Processing >> Transaction Duty Paid	Inquiry >> Inventory >> Transaction >> Additional >> Calculated Duty

Appendix B

Amended Microsoft Dynamics™ GP Windows and Reports

Multiple Microsoft Dynamics™ GP windows have been amended to provide increased functionality.

Window Name	Amended Functionality
Items	Two radio buttons to enable viewing of stock figures for Current Site Stock Only or to Include Linked Site Stock
Sales Automatic Order Allocation	Where applicable, displays a consolidated stock balance, including stock held at a bonded site linked to a duty paid site. Processing is based on the consolidated figures
Sales Item Detail Entry	Displays consolidated stock figure including stock in a bonded site linked to the currently selected site
Sales Lot Number Entry	Enables the transferring of lots from bond with Transfer Lots from Bond button
Sales Quantity Shortage Options	Quantity available based on consolidated stock figure Quantity Available expansion button displays the Available Quantity Breakdown window which details quantities in both the bonded site and the linked site
Sales Transaction Entry	Enables duty processing functionality

Appendix C

Duty Processing – Links to Other Trinity Modules

Window Name	Module	Amended Functionality
Item Catalogue and Search	Catalog Based Sales	Available field displays consolidated quantities for both the bonded site and the linked site Click the Consolidated Available Breakdown button to display the Available Quantity Breakdown window.
Linked Item Selling Lookup	Linked Item Selling	Two radio buttons to enable viewing of stock figures for Current Site Stock Only or to Include Linked Site Stock
Maintain Item Catalogue and Search Defaults	Catalog Based Sales	Additional button option available – Consol. Avail. Break.

Appendix D

Support Tools

The Trinity Duty Processing module provides an additional window to enable you to adjust any bond to duty paid quantities that do not accurately reflect performed transactions.

Bond To Duty Paid Reconcile Window

Tools >> Routines >> Trinity >> Duty Processing >> Bond to Duty Reconcile

Use the Bond To Duty Paid Reconcile window to:

- Reconcile bond to duty paid quantities
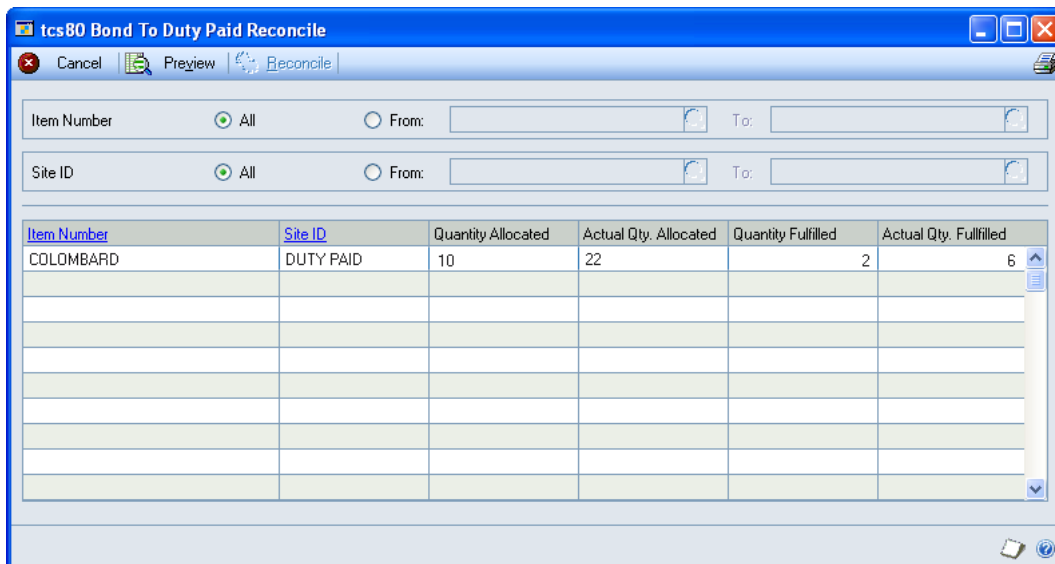
Reconciling Bond to Duty Paid Quantities

To reconcile bond to duty paid quantities using the Bond To Duty Paid Reconcile window:

1. All item numbers will be selected by default. Accept this selection or click From and enter range criteria or select them using the lookups.

2. All site IDs will be selected by default. Accept this selection or click From and enter range criteria or select them using the lookups.

3. Click Preview.

   All item number/site ID combinations with quantities that require reconciling will be displayed in the scrolling window.

4. Click Reconcile to reconcile the displayed quantities to the displayed actual quantities.

5. Click Cancel to close the window.

Note that you can click Print to print the Bond to Duty Paid Reconcile Report, detailing reconciliation details displayed in the window.

Appendix E

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.