ELEED ERP ENTERPRISE

USER MANUAL – LOGISTICS MODULE

Version 1.05.23122018

Table of Contents

1. Working with directories

2. Working with documents
   - 2.1 Document - Storekeeper form
   - 2.2 Document – Inventory Dispatch Note
   - 2.3 Document - Inventory Transfer Request
   - 2.4 Document - Inventory Transfer Note
   - 2.5 Document – Inventory Transfer Expenses
   - 2.6 Document – Inventory Receipt Note
   - 2.7 Document – Inventory Assembly List
   - 2.8 Document – Customs Invoice
   - 2.9 Document – Customs Certificate
   - 2.10 Document – Claim Receipt
   - 2.11 Document – Custom Stock Correction
   - 2.12 Document – Emirsal File Creation
   - 2.13 Document - Warehousing – Receipts
   - 2.14 Document - Warehousing - Dispatches
   - 2.15 Document - Warehousing - Movements

3. Working with Reports
   - 3.1 Customs Goods History
   - 3.2 Customs Inventory Report
   - 3.3 Pending Exit Documents
   - 3.4 Standing Guarantee Report
   - 3.5 Inventory Warehousing Distribution
   - 3.6 Warehousing Movements History

4. Working with Registries
   - 4.1 Inventory Dispatch Notes
   - 4.2 Sales Export
   - 4.3 Customs Invoice
   - 4.4 Customs Certificate
   - 4.5 Logistics
   - 4.6 Warehousing Movements
   - 4.7 Customs Documents

Appendix 1 – Suggested Workflows

1. Working with directories

Directories used by documents and reports under this modules have been defined in various modules including General, Inventory, Accounting and more.

1.1 Warehousing Directory

Purpose – The purpose of this directory is to create sub warehousing unit in a storage location.

This can be used in two ways:

- Create one virtual super store and create warehousing units under this virtual store for physical spaces
- Create sub spaces in one physical store to do physical storage accounting for goods received or dispatched.

Menu – Directories > Inventory > Warehousing

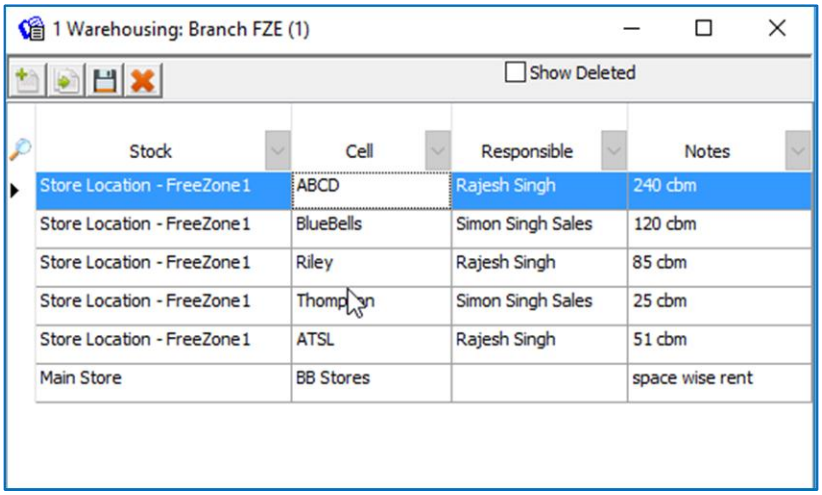


Fig. Document – Storekeeper From

Input and Editing –

The input and editing in this directory is done inline from the directory window using buttons present. After making changes, the directory must be saved using save icon. All directory data is available in all functional units and units of the information system.

Directory Fields –

Fields in this directory are:

- Stock – indicates name of storage location under which the cell is being created. Storage location directory selection. Editable.
- Cell – indicates the name of cell/warehousing unit. Editable text field.
- Responsible Person – editable employee directory selection. Indicates the name of person responsible for moving items in and out this warehousing location.
- Notes – Editable text field to store comments

Please note cells are sub storage spaces under one big store. All account entries like cost write-off, inventory reflection will happen on storage location level.
Warehousing units indicates physical distribution of good.

2. Working with documents

2.1 Document – Storekeeper Form

Purpose – The storekeeper form can be used for:

- To view posted sale invoices with pending inventory dispatches and process physical stock dispatch
- To cater to inventory transfer request between storage locations

Menu – Documents > Stock > Storekeeper Form

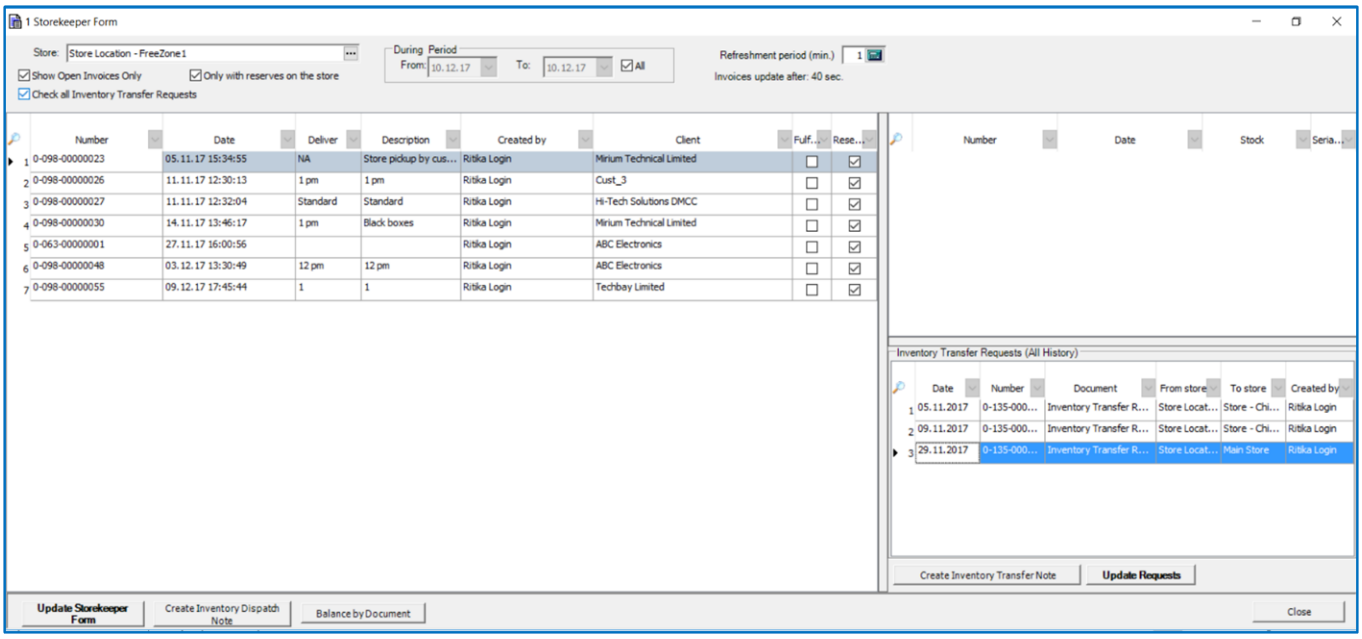


Fig. Document – Storekeeper From

Structure of the document – This document consists of general details, table for posted sale invoices, table for stock dispatch notes and table for inventory transfer requests

General details consist of:

- Store – Select the warehouse/storage location for which posted sale invoices needed to be processed or viewed. Editable field to select storage location from storage location directory. By default no location is selected displaying data for all storage locations
- During Period From and To – Select dates for which data needs to be seen. Editable field to select dates. By default, all is selected.
- Refreshment period (min) – Displays the minutes in which the storekeeper form will get refreshed for displayed data. By default one minute but is editable.

- Flag “Show Open Invoices Only” – When this flag is checked, only those sale invoices are displayed which have not been dispatched. By default this flag is selected. On unselecting this flag, users can view all sale invoices.
- Flag “Check all Inventory Transfer Requests” – When this flag is checked, all requests for goods transfer are shown in table for inventory transfer requests. By default, this flag is not selected and users can view inventory transfer requests for last 7 days
- Flag “Only with reserves on the store” – This flag appears when a store has been selected in the store field. Clicking on this flag will show requests and sale invoices reserved in the selected store.

Table for posted sale invoices - This table displays all posted sale invoices which needs processing at storage locations. Clicking on entries in the table will open corresponding sale invoices. All fields in the table are un-editable. It consist of following details:

- Number – indicates document number for the sale invoice
- Date – indicates date time when sale invoice was created
- Deliver – indicates delivery time comments for the sale invoice
- Description - indicates description comments for the sale invoice
- Created – indicates the name of the employee who created the sale invoice
- Client – indicates the name of customer as on the sale invoice
- Check box “Fulfilled” – indicates if the sale invoice has been fulfilled. By default, all entries displayed for unfulfilled invoices so the column will show all unchecked entries.

Table for inventory dispatch notes – This table displays related inventory dispatch notes for selected sale invoice. Clicking on entries in the table will open corresponding inventory dispatch note. All fields in the table are un-editable. It consist of following details:

- Number – indicates document number for stock dispatch note
- Date - indicates date time when stock dispatch note was created
- Stock – indicates warehouse from where the stock dispatch was made
- Flag “Serial Number” - This flag appears checked if while creating stock dispatch bill, serial numbers were added for the product being dispatched.

Table for inventory transfer request – This table displays the inventory transfer requests within warehouse locations. Clicking on entries in the table will open corresponding inventory transfer request. All fields in the table are un-editable. It consist of following details:

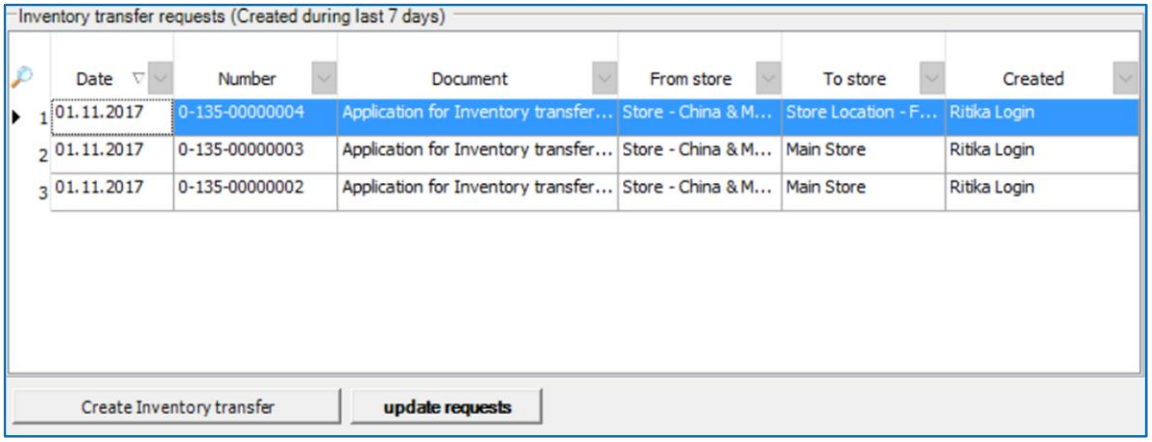


Fig. Table for inventory transfer requests

- Date – Creation date of the document inventory transfer requests

- Number – document number of the document inventory transfer requests
- Document – document name
- From Store – Storage location from where dispatch needs to be made
- To Store – Arrival storage locations for goods
- Created – name of employee requesting goods transfer

Following buttons are there on the Storekeeper form:

- Update Invoices – Clicking on this button will refresh storekeeper form for the selected options and filters
- Create Inventory Dispatch note – Clicking on this button will open a stock dispatch note for the selected sale invoice. User can further save, discard or post the stock dispatch note.
- Balance by document – Clicking on this button will display the balance goods shipment required for the selected sale invoice
- Create Inventory Transfer – Clicking on this button will open goods transfer note document for the selected inventory transfer request. User can further save, discard or post the goods transfer note.
- Update Requests – Clicking on this button will refresh table for inventory transfer requests

Working with the document -

Users can perform following functions on this document:

1. View goods balance on the sale invoice – Select a sale invoice and click on balance by document to view goods balance
2. Create Inventory dispatch notes for sale invoices – Select a sale invoice and click on Create Inventory Dispatch Note opens pre-filled with details of selected invoice. Now do further processing on Inventory Dispatch note as explained in section 2.5
3. Create Inventory Transfer note for an inventory transfer request – select inventory transfer request document and click on Create Inventory Transfer Note prefilled with details of selected request document. Now do further processing on Inventory transfer note as explained in section(Check section 2.7)

Movement of entries - Storekeeper form itself does not gets saved or posted, instead is centralized display document to view and do further processing. For inventory dispatch notes created, movement of entries are explained in Section 2.5. For inventory transfer notes created, movement of entries are explained in section 2.7.

2.2 Document – Inventory Dispatch Note

Purpose – This document is used to account for the release of goods from the warehouse, sold to the buyer. It can be created on the basis of the documents “customer order” and “sale invoices”.

Menu – Documents > Logistics > Inventory Dispatch Note

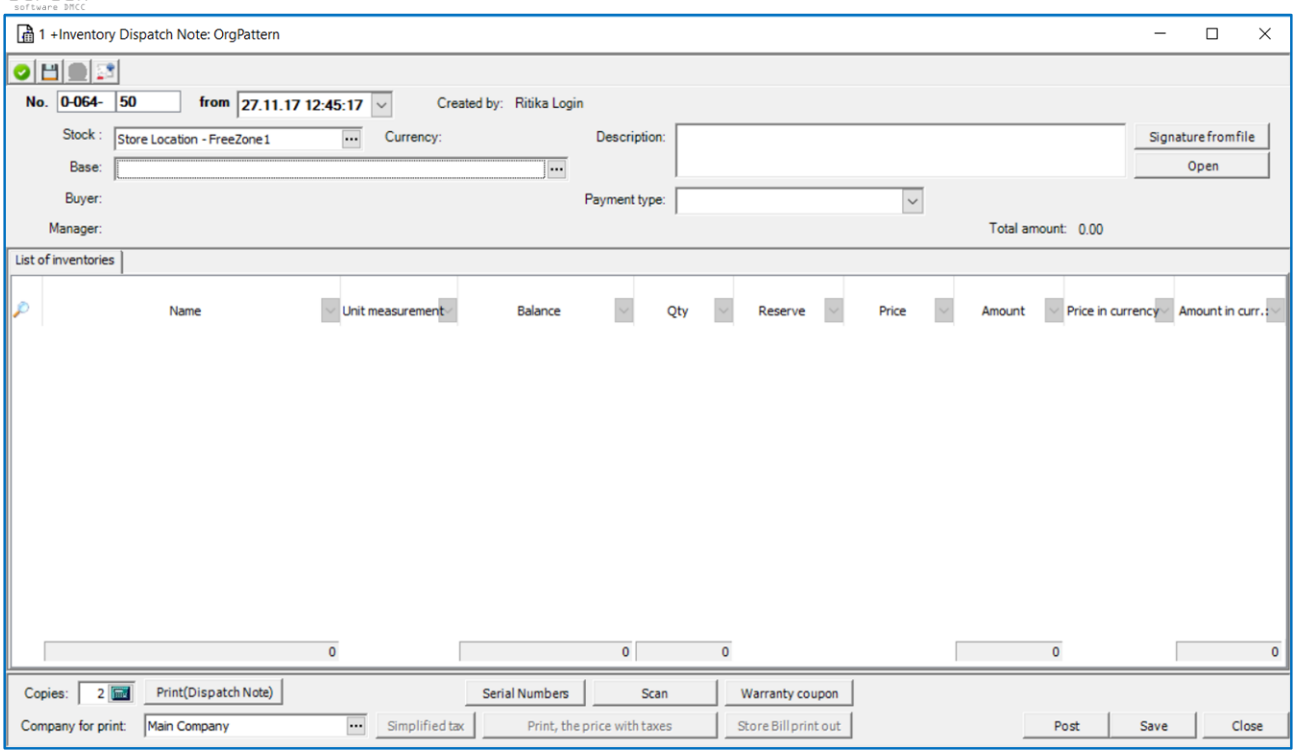


Fig – Document – Inventory Dispatch Note, blank form

Structure of the document – This document consists of general details and tab for list of goods in the stock dispatch note.

General details consist of following:

- Store – indicates the store from which the goods needs to be dispatched. By default, this is equal to the main store selected in the solution settings. Editable.
- Base – User can select a customer order or sale invoice against which the goods needs to be dispatched
  Note – If a sale invoice has been created based on a customer order, the customer order will not appear as basis for dispatch note. Now dispatch needs to be done based on sale invoice.
  If a dispatch note is created based upon customer order/sale invoice with less quantity than in original base document, the base would continue appearing for selection and will load remaining quantity. To cancel order, the original base document should be closed via customer order correction or sales invoice correction document.
- Buyer – indicates the buyer in the selected base document. Non-editable.
- Manager – indicates the manager in the selected base document. Non-editable.
- Currency – Indicates the currency
- Description – text-field to store comments for the stock dispatch note. Gets auto-filled from selected document. Editable.
- Payment Type – auto-filled from the selected base document. Non-editable.
- Total Amount – indicates the total amount of the products being dispatched. Non-editable
- Signature from file button – This button can be used to upload any image file with the document.
- Open button – This button can be used to view uploaded images with the document.

Tab Inventories – this tab gets auto-filled based upon the document selected. This tab shows the list of goods that needs to physically dispatch from the selected warehouse. The table contains field for:

- Name – Name of the product
- Unit measurement – Unite of measurement of the product
- Balance – balance of the product in the selected warehouse
- QTY – quantity to be dispatched
- Reserve – quantity reserved for the base document
- Price – Price of product in document currency
- Amount – Total amount in document currency
- Price in currency – Price in main currency
- Amount in currency – Total amount in main currency

Following buttons are present -

- Print (Dispatch Note)– for printing inventory dispatch note
- Serial Numbers – For goods with Serial numbers account selected, while dispatching, the serial numbers being dispatched physically need to be entered. Clicking on this button opens the serial number document where number can be entered. The number entered should be similar to what was uploaded during posting purchase invoice.
- Warranty Coupon – prints out the warranty card for the customer.
- Post, Save and Close

Filling out the document -

To fill out the document, first a base document needs to be selected. Click on ... in base field to open window to select the document.

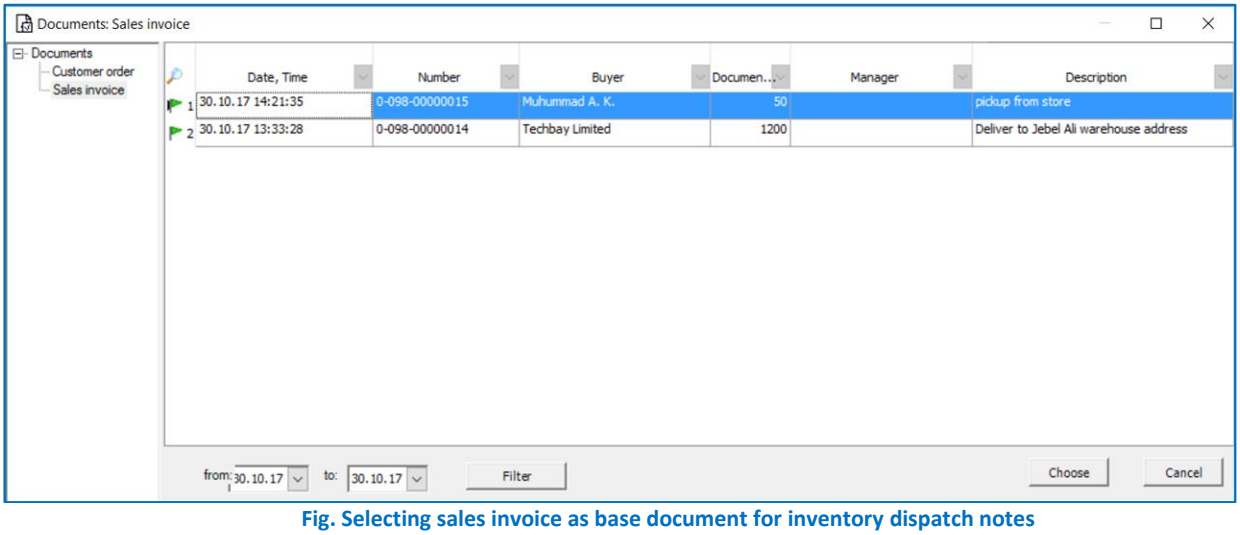


Fig. Selecting sales invoice as base document for inventory dispatch notes

In the document selection window, user can filter on time periods and select any posted customer order/sales invoice posted before document date.
All other fields will get auto-filled from the base document. Description can be edited.
Posting stock dispatch note signifies that the goods have been moved physically out from the warehouse.

When changing the base or the field “Store”, the table part is cleared and filled again - based on non-zero residues for the selected "Base" and "Store" fields.

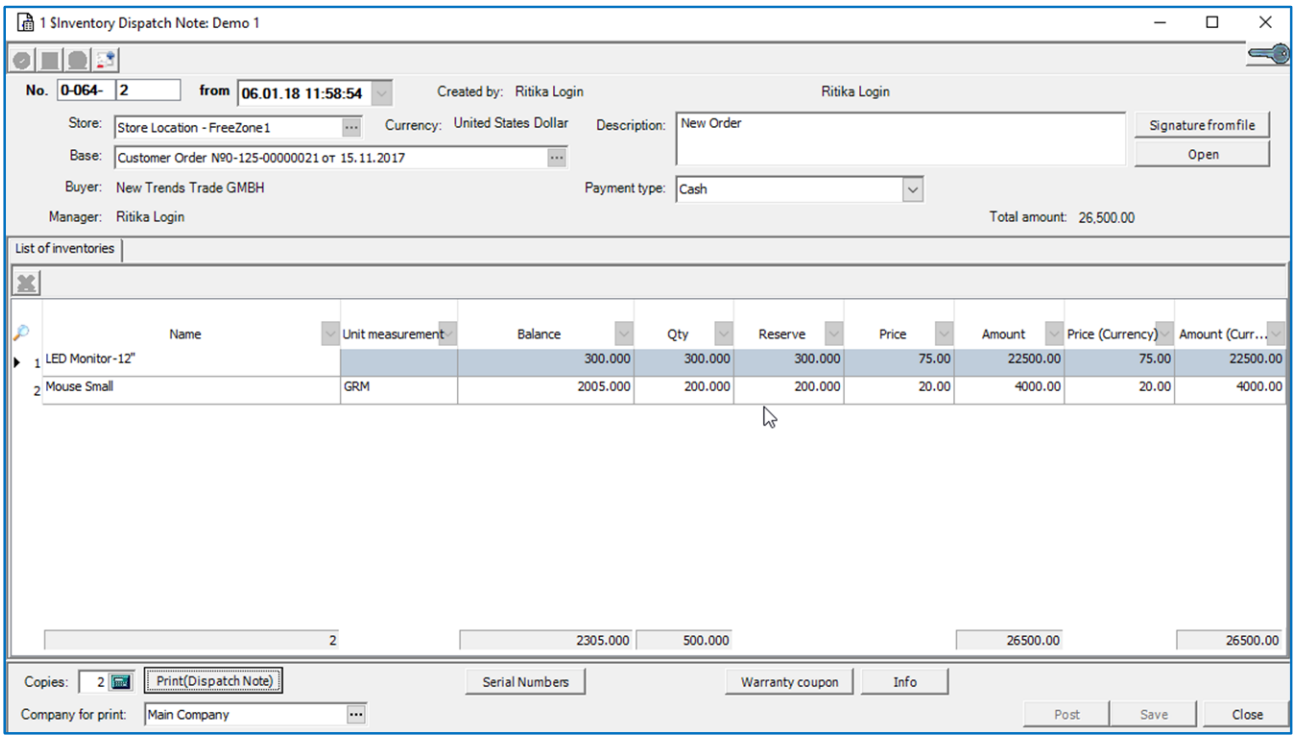


Fig Document – Inventory dispatch note filled with a base customer order

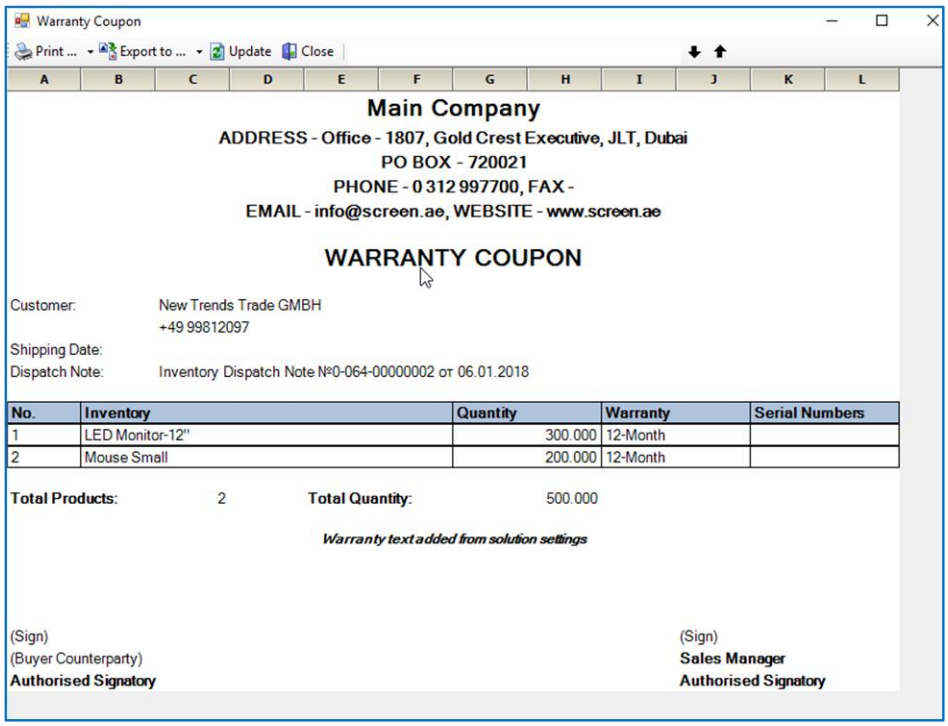
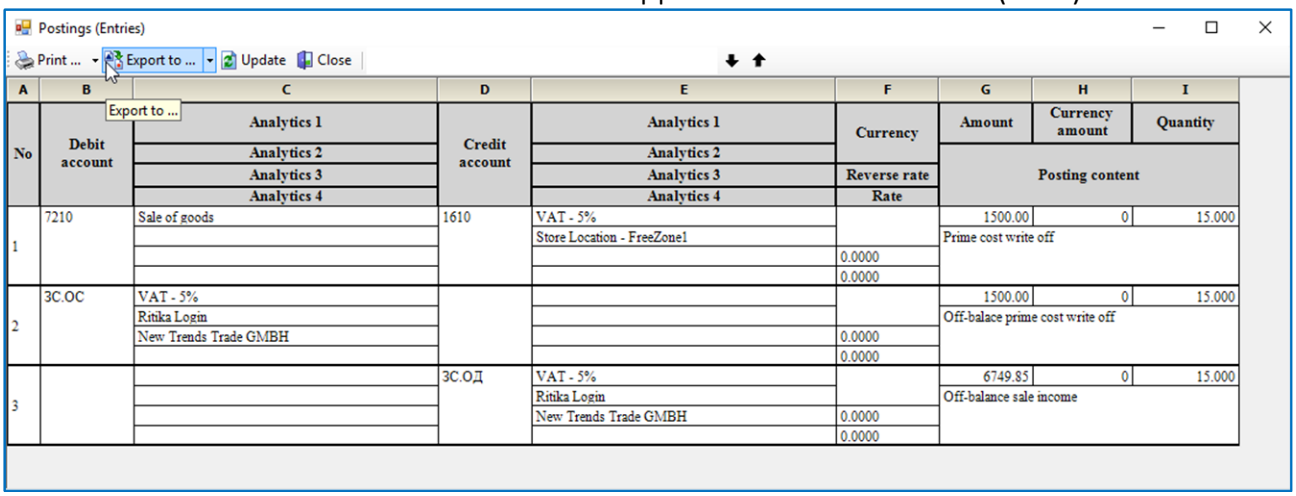


Fig Document – Inventory dispatch note, Print report – warranty coupon

Movement of entries –

For each line of the tabular part of the "List of Inventories", the cost of the goods sold is written off - the following accounting entries are created:

- Cost of goods sold is credited from 1610 – products in stock and debited to 7210 – Cost of goods sold
- Cost of goods is debited to 3C.OC - Turnover of the cost of sales (7210)
- Sale invoice amount is credited from 3C.ОДTurnover of sales income (6110)



No	Debit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Credit account	Analytics 1 / Analytics 2 / Analytics 3 / Analytics 4	Currency / Reverse rate / Rate	Amount	Currency amount	Quantity	Posting content
1	7210	Sale of goods	1610	VAT - 5%		1500.00	0	15.000	Prime cost write off
				Store Location - FreeZone1					
					0.0000				
					0.0000				
2	3C.OC	VAT - 5%				1500.00	0	15.000	Off-balace prime cost write off
		Ritika Login							
		New Trends Trade GMBH			0.0000				
					0.0000				
3			3C.ОД	VAT - 5%		6749.85	0	15.000	Off-balance sale income
				Ritika Login					
				New Trends Trade GMBH	0.0000				
					0.0000				

Fig. Entries for posted inventory dispatch note

2.3 Document – Inventory Transfer Request

Purpose – This document is used to created inventory transfer request within different storage location of the company

Menu – Document > Logistics > Inventory Transfer Request

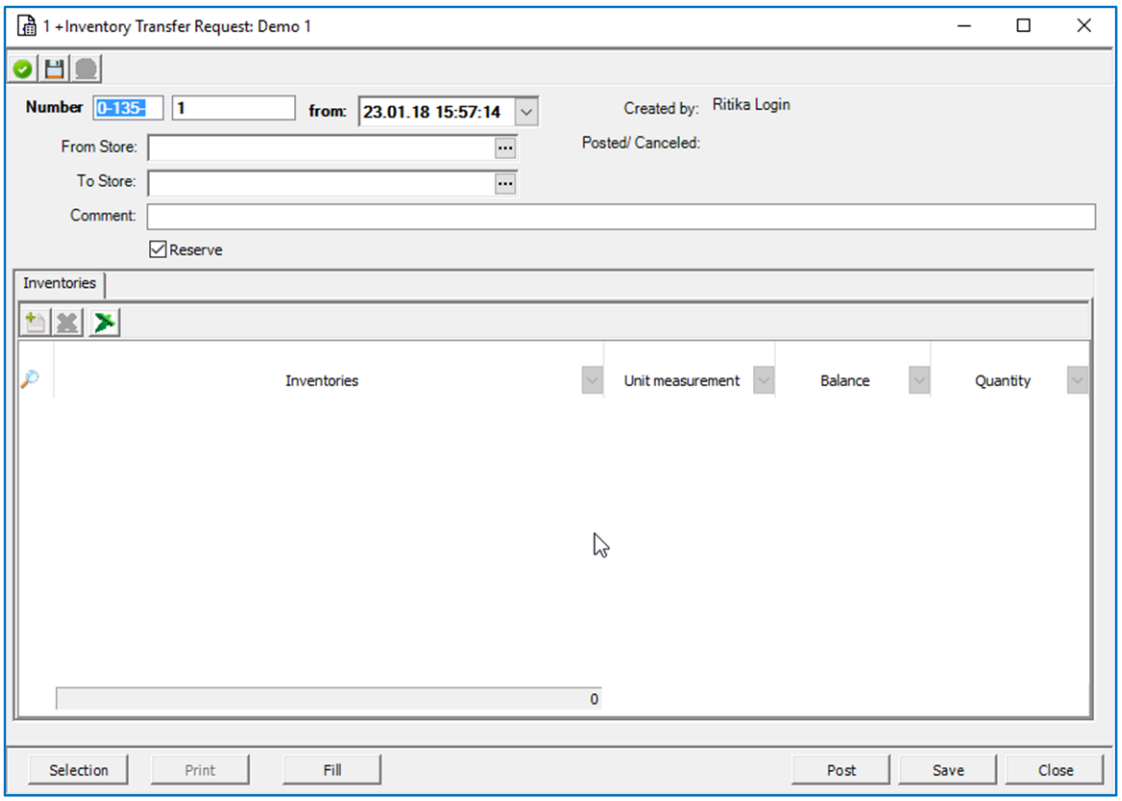


Fig. Document – Inventory Transfer Request

Structure of the document - This document consist of general details and table for goods list.

General details consist of:

- From Store - indicates the warehouse, from which the goods must be moved. Editable. Select from storage location directory. Required.
- To Store - indicates the warehouse, which should be the movement of the goods. Editable. Select from storage location directory. Required.
- Comment - indicates the reasons for the movement of inventories. Editable. Text-field.
- Flag "Reserve" – If this flag is set while posting the document, the quantity comes as reserved in stock balance and report. The quantity is not available as free stock in sale and retail invoices as well.

Table for goods and commodities: This table consist of following fields:

- Inventories – indicates the name of the product that needs to be transferred. Non-editable field, displayed from goods directory based upon selected product.
- Unit measurement - unit of measurement of the product displayed. Not-editable.
- Balance - the balance of the goods in the warehouses at the date of the document (including reserves). It is filled in automatically. Not editable.
- Quantity - quantity in the packaging. Not editable.
- Icons for
  - - Add products from goods directory
  - - Remove products added
  - - Upload list of inventories from an excel file.

File Upload format - Inventory Transfer Request - Excel Upload Format

Following buttons are present on the document:

- Selection – Clicking on this button opens the goods directory with stock selected as From store displaying products which are present in the selected warehouse, facilitates quick selection of products
- Printing – Clicking on the button generates print friendly format for document
- Fill – Clicking on this button adds all the products present in the warehouse selected in From Store
- Post, Save and Close

Filling out the document -

When filling this document, the user must select “From store” and “To Store” i.e. store from where goods should be picked and where goods should be delivered.
To store should be a store with account 1614 – Inventories in transit between stores.
Goods can be added using plus sign in the table, using selection button, using fill button and uploading products from an excel file. For each added product, "Quantity" field must be specified. If the remainder is not zero, and the entered amount exceeds the remainder, then the amount is equated to the remainder.

Posted document can be further used to create goods transfer notes via main menu or storekeeper form. The document does not make any postings.
If the document is canceled, the document checks whether there have been any movements made on its basis, if so that the conduct is not canceled.

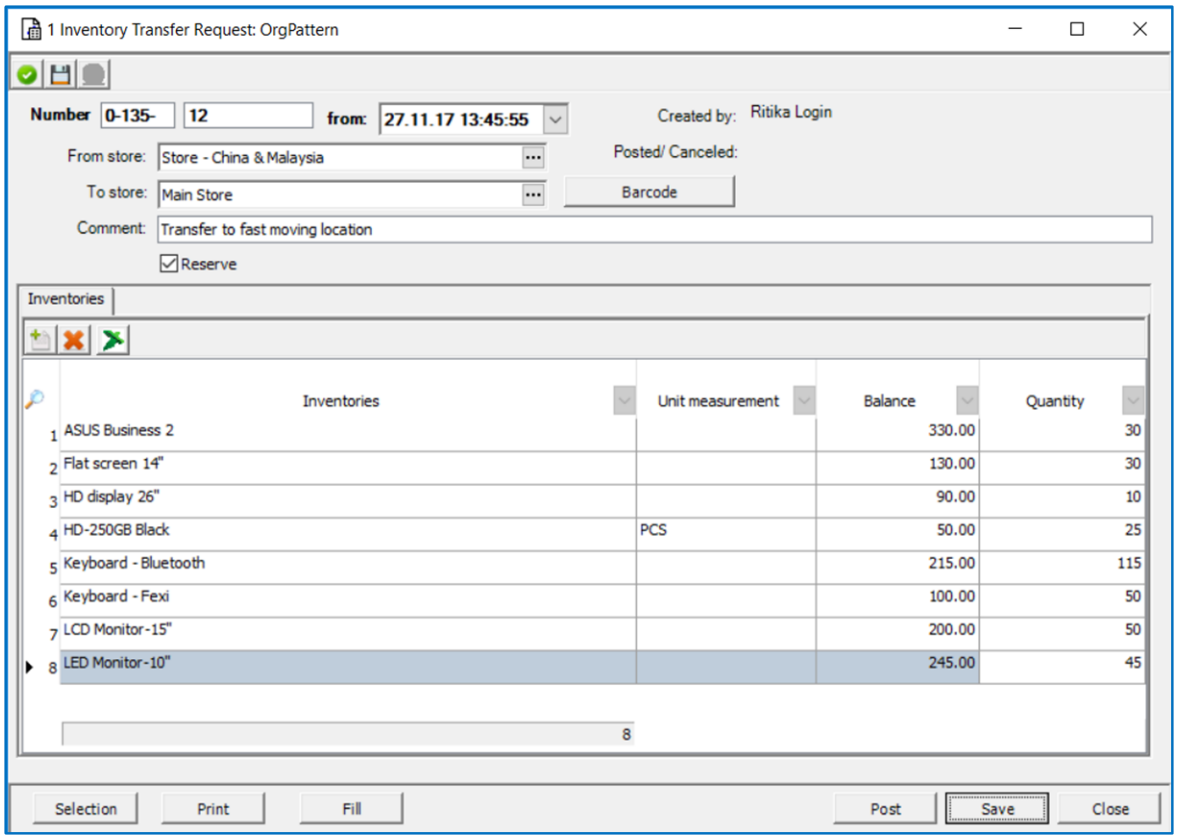


Fig – Document – Inventory transfer requests, filled with values

2.4 Document – Inventory Transfer Note

Purpose - This document is designed to record the movement of inventory from one account to another account and from one storage location to another. The document is also intended for the movement of goods and materials for the repair of goods received from the customer.

Menu – Documents > Logistics > Inventory Transfer Note

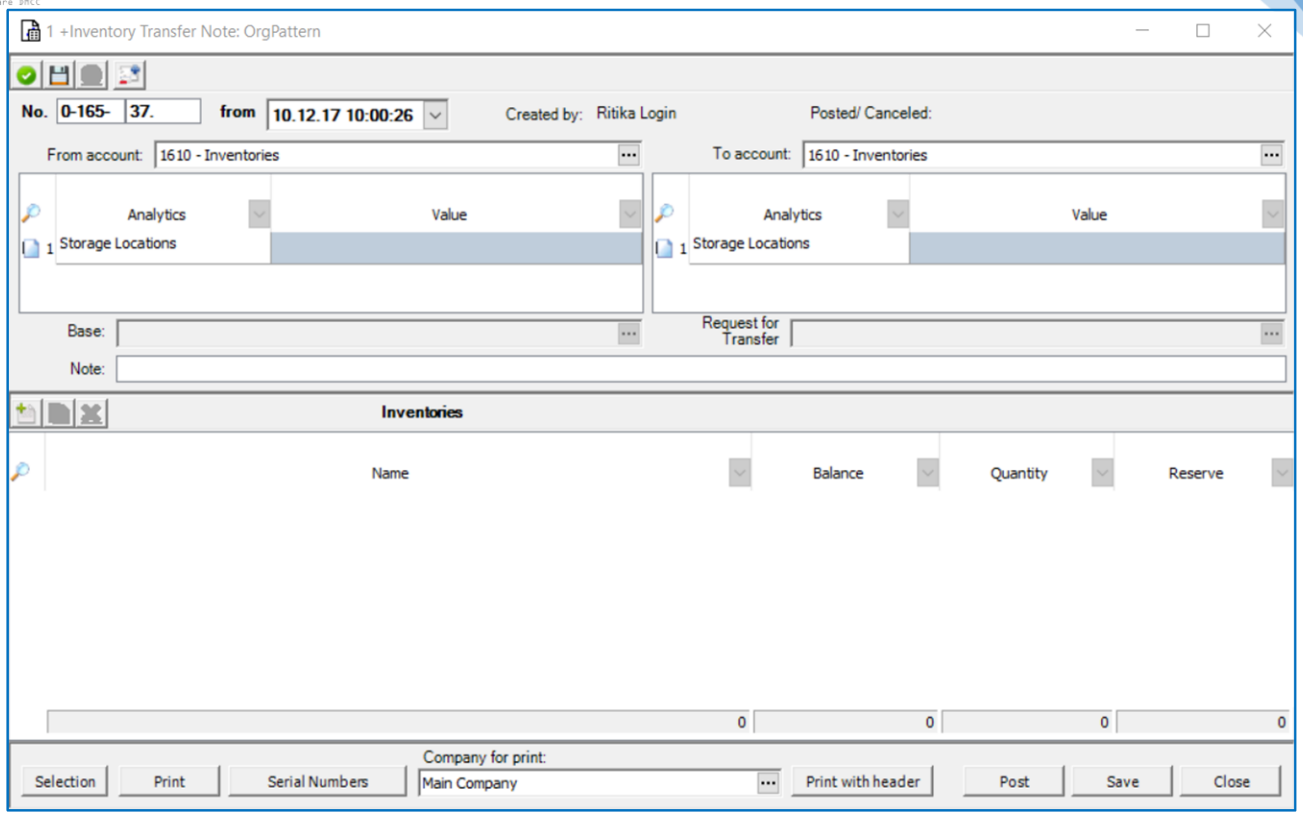


Fig. Document – Inventory Transfer Note

Structure of the document – This document consist of From Account section, To Account section, Documents section, table for goods list.

"From Account" section - This the credit account. By default, 1610 - Inventories is selected. User needs to select required warehouse in the analytics value.

"To Account" section - This the debit account. By default, 1610 - Inventories is selected. User needs to select required warehouse in the analytics value.

Both sections have tabular analytics part, where name of the analytics is displayed and the analytic value needs to be selected.

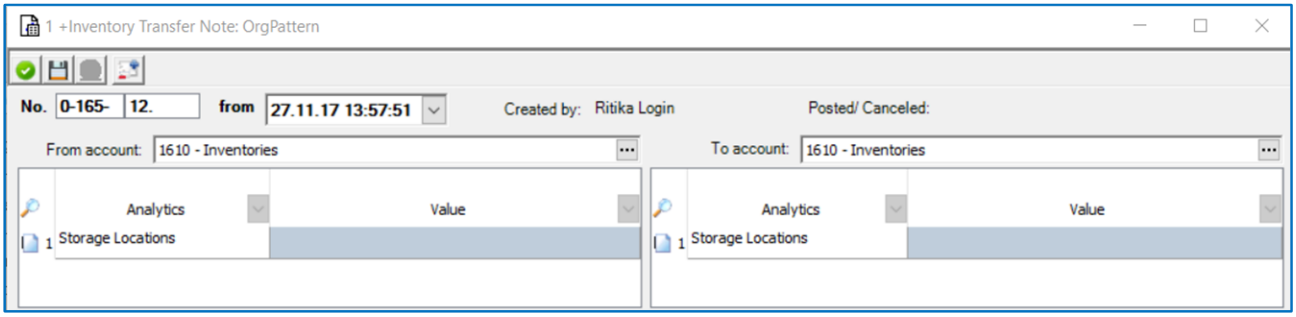


Fig. Selecting account and analytics for Inventory transfer note

"Base" field - This field is editable only if the "From account" field is set to "1620 – Inventories Issued on Consignment". On clicking ··· , a window opens for selection of inventory transfer notes where To account is set to "1620 – Inventories Issued on Consignment".

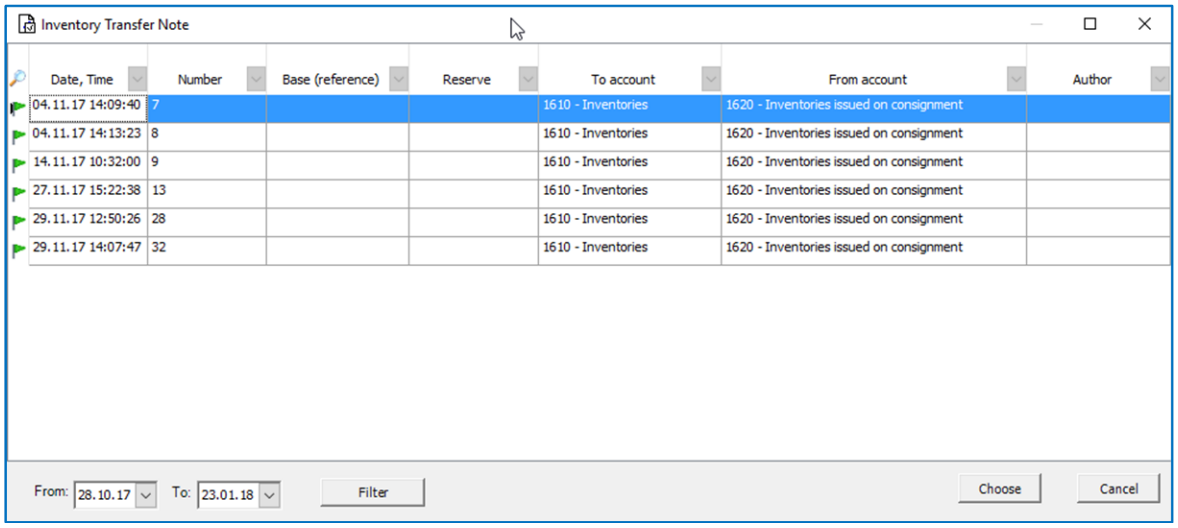


Fig. Selecting Inventory transfer note as base document

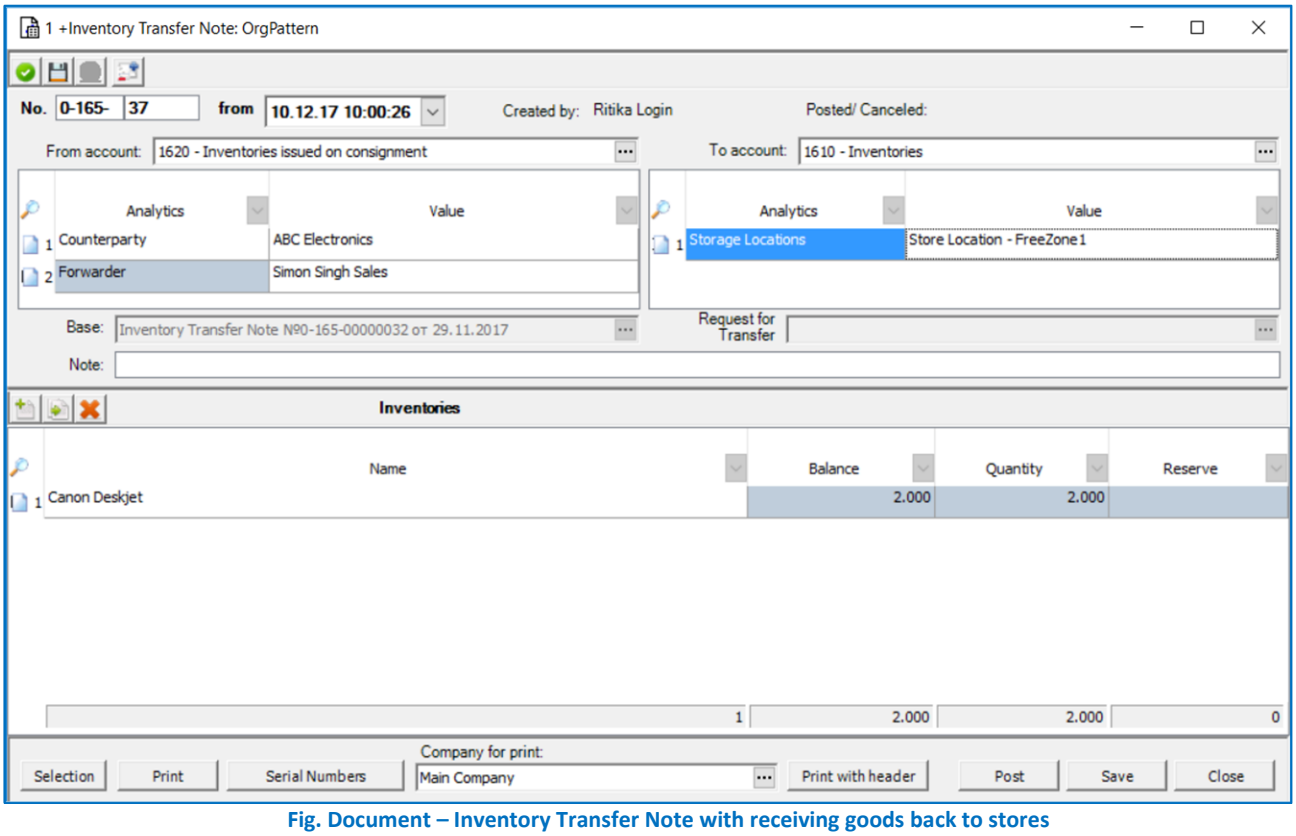


Fig. Document – Inventory Transfer Note with receiving goods back to stores

"Application for Transfer" field – This field is editable only if the To Account is selected as "1614 – Inventories in transit between stores". On clicking ... , a window opens for selection of Inventory Transfer Request. If the Inventory transfer note is being generated from Storekeeper form, this field is pre-filled with the document name, as selected on storekeeper form.

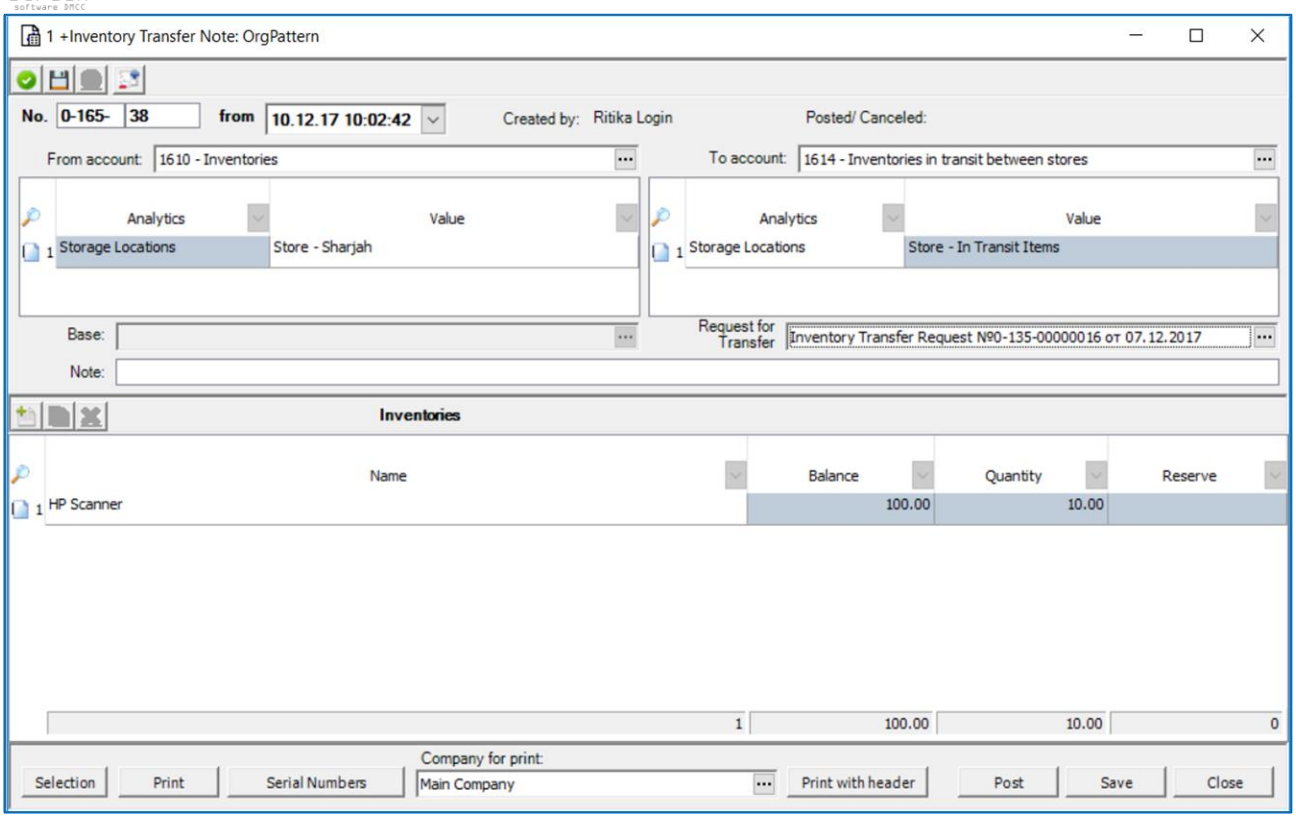


Fig. Document – Inventory Transfer Note with shipping goods to another store/organization

"Note" field – text-field to store comments or description for the document.

Table for goods list – this table contains following fields:

- Name - the name of the product
- Balance. If the reservation document is NOT defined in the line, it shows the Free Balance in the warehouse (or the counterparty / employee - if "From account" = 1620). If a reservation document is defined in the line, it shows the reserve of the specified item in the specified warehouse. Calculated automatically when the document is changed; when you open a saved, but not held, document; when conducting the document.
- Quantity - the default is the Reserve. Cannot exceed the Reserve in case a document is defined in the line. NOT editable if the "document-basis" - "Order for the assembly."
- Reserve - Calculated automatically, Equal to zero if no document is defined in the line

Following buttons are present:

- Selection - Clicking on this button opens the goods directory with stock selected as analytics value from Credit analytics displaying products which are present in the selected store, facilitates quick selection of products
- Print - Clicking on the button generates print friendly format for document
- Serial Numbers – Clicking on this button allows user to add serial numbers for the goods being transferred. The serial numbers being added should be present in the serial number directory for the respective product.
- Print with header - Clicking on the button generates print friendly format of the document with company header
- Post, Save and Close

Filling out the document –

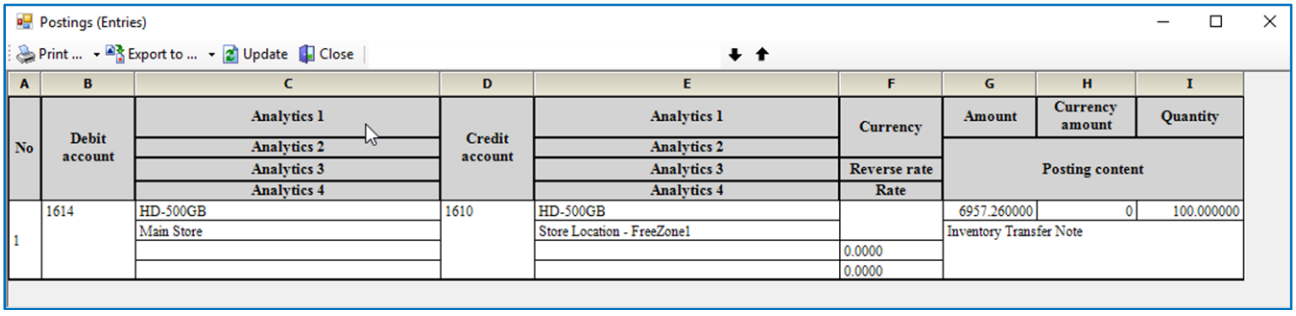
This document can be used for following business cases:

1. Create goods transfer note between storage locations – User should do following:
    - In From account – select inventory account for storage, production or assembly. Like 1610. Select location
    - In To account – select inventory account for 1614 – Inventories in transit between stores. Select storage locations for 1614
    - The requests field will get activated and user can select inventory request document. When you select the basis document, the value of the credit account analyst is taken from the analyst values of the debit account of the underlying document and is not edited.
    - Add required products, quantity and post

    Once goods have reached desired destination store, an inventory transfer note "From" 1614 to desired store needs to be posted
2. Issuing goods to a customer on consignment –
    - In From account – select inventory account for storage, production or assembly. Like 1610. Select location
    - In To account – select inventory account for 1620 – Inventories issued on consignment. Select required analytics.
    - Add required products, quantity and post
3. Receiving goods back from consignment -
    - In From account – select inventory account for 1620 – Inventories issued on consignment. Select required analytics.
    - In To account – select inventory account for storage, production or assembly. Like 1610. Select location
    - The base field will get activated and user can select past document where inventories were issued on consignment. When you select the basis document, the value of the credit account analyst is taken from the analyst values of the debit account of the underlying document and is not edited.
    - Add required products, quantity and post

Movement of entries -

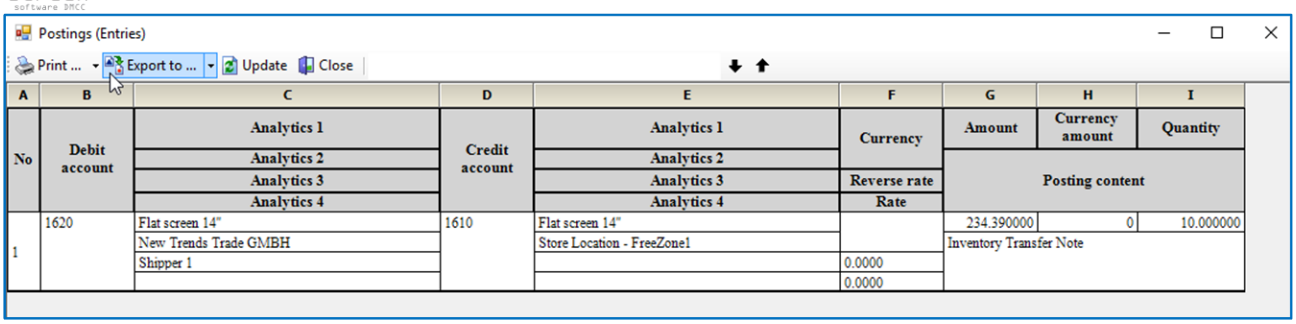
On posting an inventory transfer note, the cost of goods is moved from "From Storage location" to "To storage locations" for each product transferred.


Postings (Entries)

Print ... Export to ... Update Close

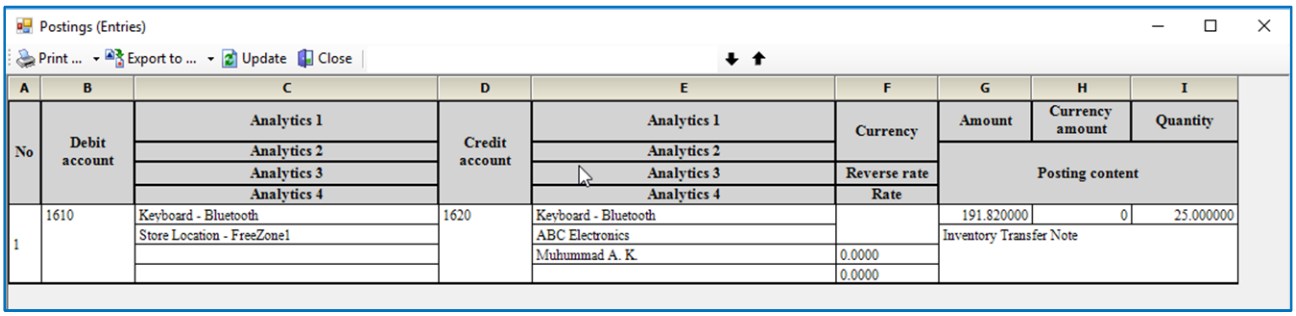
A	B	C	D	E	F	G	H	I
No	Debit account	Analytics 1	Credit account	Analytics 1	Currency	Amount	Currency amount	Quantity
		Analytics 2		Analytics 2		Posting content		
		Analytics 3		Analytics 3	Reverse rate			
		Analytics 4		Analytics 4	Rate			
1	1614	HD-500GB	1610	HD-500GB		6957.260000	0	100.000000
		Main Store		Store Location - FreeZone1		Inventory Transfer Note		
					0.0000			
					0.0000			

Fig. Movement of entries, Goods transfer between storage locations



A	B	C	D	E	F	G	H	I
No	Debit account	Analytics 1	Credit account	Analytics 1	Currency	Amount	Currency amount	Quantity
		Analytics 2		Analytics 2		Posting content		
		Analytics 3		Analytics 3	Reverse rate			
		Analytics 4		Analytics 4	Rate			
1	1620	Flat screen 14"	1610	Flat screen 14"		234.390000	0	10.000000
		New Trends Trade GMBH		Store Location - FreeZone1		Inventory Transfer Note		
		Shipper 1			0.0000			
					0.0000			

Fig. Movement of entries, Goods issued on consignment



A	B	C	D	E	F	G	H	I
No	Debit account	Analytics 1	Credit account	Analytics 1	Currency	Amount	Currency amount	Quantity
		Analytics 2		Analytics 2		Posting content		
		Analytics 3		Analytics 3	Reverse rate			
		Analytics 4		Analytics 4	Rate			
1	1610	Keyboard - Bluetooth	1620	Keyboard - Bluetooth		191.820000	0	25.000000
		Store Location - FreeZone1		ABC Electronics		Inventory Transfer Note		
				Muhummad A. K.	0.0000			
					0.0000			

Fig. Movement of entries, Goods received back from consignment

2.5 Document – Inventory Transfer Expenses

Purpose – The purpose of this document is to store details of the expenses incurred on inventory transfer between 2 or more stores of the same company. The expenses incurred will also update the inventory costs accordingly.

Menu – Documents > Logistics > Inventory Transfer Expenses

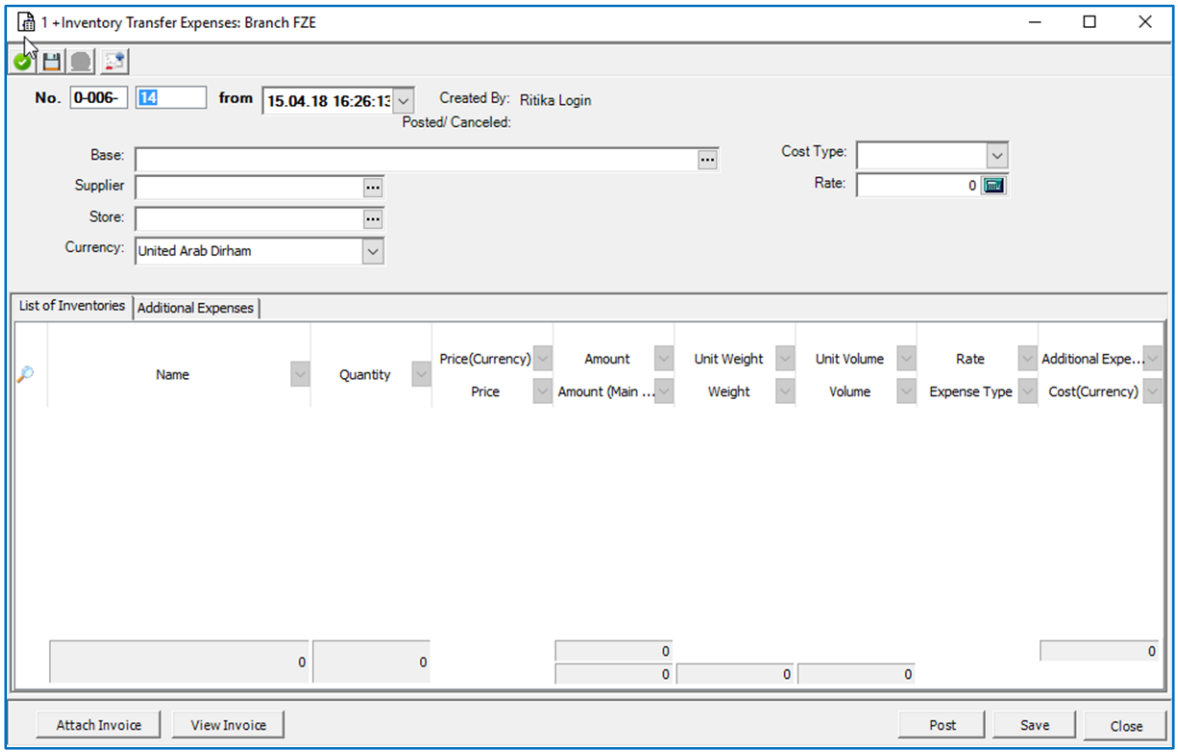


Fig. Document – Inventory Transfer Expenses

Structure of the document -

This document consist of general details and tabs for list of inventories and additional expenses.

General details consists of:

- Document Date and Number – indicates the document date and unique document number for the document
- Base – allows users to select inventory transfer note based on which the expenses are to be stored. Editable, select from the list of posted inventory transfer notes.
- Store – auto selected based upon the destination store in the selected inventory transfer note document.
- Supplier – Editable field to add counterparty to whom the additional charges are being paid for making the transfer.
- Currency – editable field to select the currency of additional expenses incurred on the transfer.
- Cost Type – select the parameter based on which the supplier counterparty charged the expenses for transfer. Like select Charges on weight if expenses incurred as per weight of product.
- Rate – editable numeric field to add the rate of expenses. Like in cases of charges by weight, rate could be 20. 20 units of currency per item added.

Tab "List of Inventories" –

User cannot manually add or remove products from the below table. The products will be auto-populated based on the inventory transfer note selected in the base field.
This table consists of following columns:

- Name – indicates name of the product
- Quantity – indicates quantity of the product which was transferred in the base document. Non-editable.
- Price (Currency) – indicates the cost of product as per the selected store in document currency. Non-editable.
- Price – indicates the cost of product as per the selected store in main currency. Non-editable.
- Amount – indicates the total cost of product in document currency as per the price and quantity column. Non-editable.
- Amount (Main Currency) – indicates the total cost of product in main currency as per the price and quantity column. Non-editable.
- Unit Weight – indicate the weight of the product as in the inventory directory. Editable.
- Weight – indicates the total weight of product transferred. Editable.
- Unit Volume – indicate the volume of the product as in the inventory directory. Editable.
- Volume – indicates the total volume of product transferred. Editable.
- Rate – indicates the rate of expenses being levied upon the product transfer. Editable numeric field. If added in the general Rate field, the value will flow here automatically but can be changed for each product also.
- Expenses Type – indicates the parameter on which the expense being levied. Charges can be levied based on cost/Weight/Volume. If added in the general Rate field, the value will flow here automatically but can be changed for each product also.

- Additional expenses – Total additional expenses in document currency being levied upon the product quantity. Non-editable. Calculated based on Rate, expense type parameter selected add in the row for the product.
  If any additional expenses added in the additional expenses tab, they will only affect cost, will not appear here.
- Cost – indicates the updated cost of the product based upon the additional expenses added.

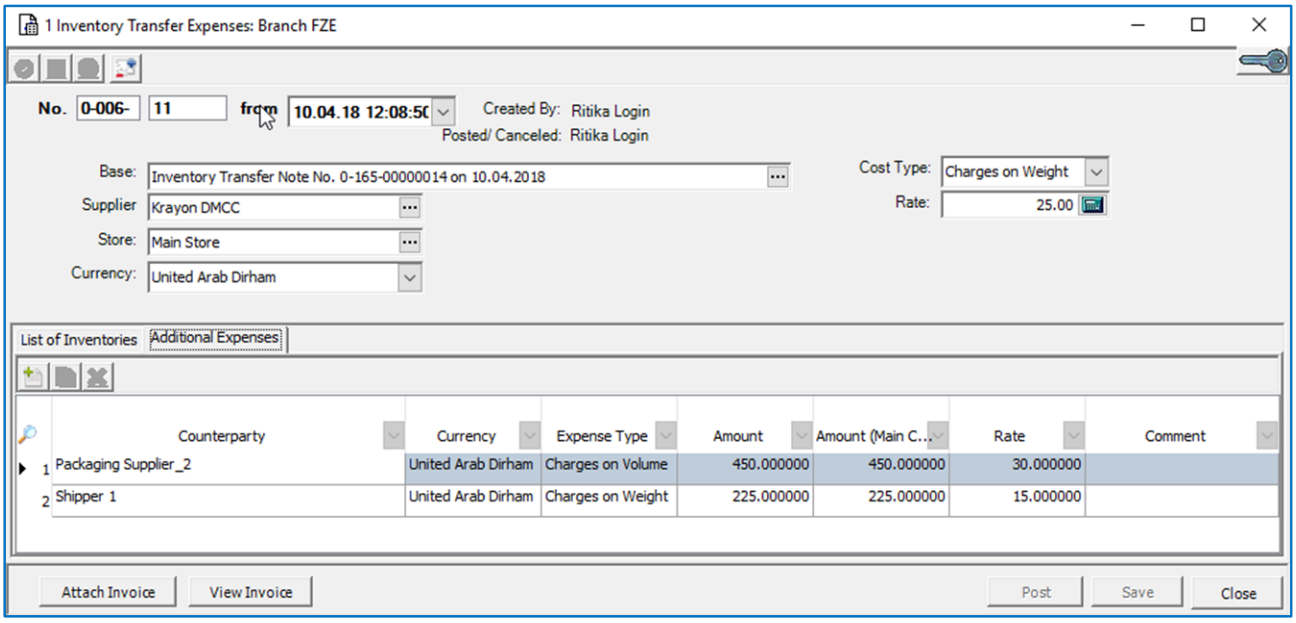


Fig. Tab Additional Expenses

Tab 'Additional Expenses' -

This tab can be used to add one or more additional charges being paid on the inventory transfer. Based upon the parameter selected in expense type, the charges get distributed and calculates the new cost of the product.

Following columns present in the table –

- Counterparty – indicates the counterparty/supplier name to whom charges being paid for transfer. Editable select from counterparty directory.
- Currency – indicates the currency in which invoices generated by counterparty. Editable.
- Expense Type – indicates the parameter based on which the additional charges should be distributed amongst the products transferred. Editable.
- Amount – Amount of additional expenses for the specified counterparty in document currency. Editable.
- Amount (Main Currency) – Amount of additional expenses for the specified counterparty in main currency. Editable.
- Rate – The distribution rate at which the charges would be distributed amongst the products transferred in the base document. Editable.
  Amount, Amount (Main Currency) and Rate gets recalculated if either one of them is changed or if the parameter value is changed in inventories table. Like rate 20 with expense type as charges on weight, on changing product weight the amount will get recalculated.
- Comments – editable text field to store notes about the expenses.

Following buttons are there:

- Attach Invoice – This button can be used to upload scanned copies of physical bills with the document.
- Open button – This button can be used to view uploaded images/documents with the document.
- Post, Save and Close

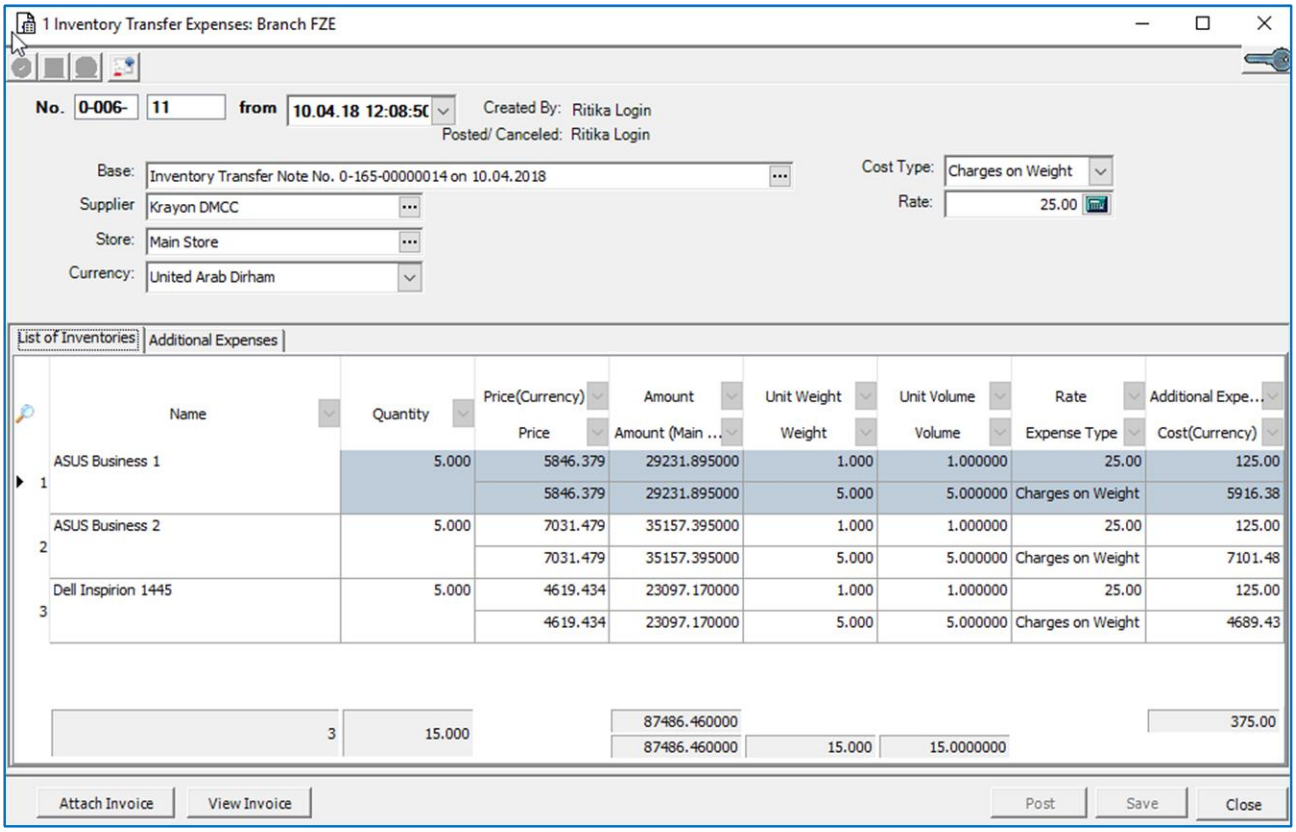


Fig. Document – Inventory Transfer Expenses, with data

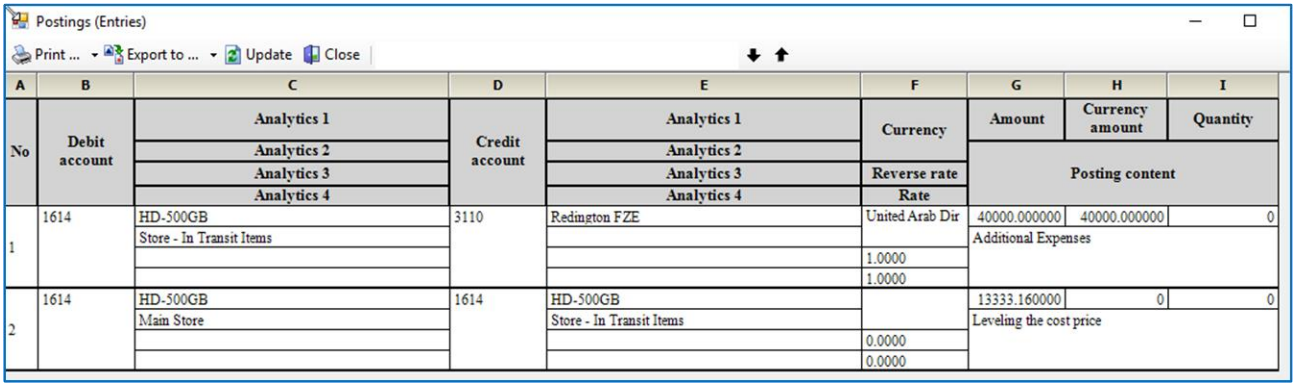
Filling out the document –

To fill out this document, following suggested steps can be followed:

1. Load the document and select the base document. Ideal to select Inventory transfer note with from account 1614 to 1610 i.e. In-Transit store to final inventory store.
2. Based on selected base document, store and inventories will load.
3. Add additional expenses –
    a. If only one additional expense need to be levied on the transfer, select the counterparty in the supplier field. The supplier here corresponds the supplier of transfer services. The Rate and expense type can be added from general fields or separately for each product in the inventories table.
    b. Use Additional expenses tab - If more than one counterparty being paid for transfer or user not aware one exact rate for cost distribution, add the counterparty, amount, currency and expense type in the additional expenses tab. The rate will be determined automatically and added to the new cost.
4. Physical bills and invoices can be attached to the document as well.
5. Post, save as required.

Movement of entries -

For each additional expense added, 1610-3110 entry will be generated, to create debt payable for the counterparty.
Second set of posting entries would be to do cost levelling if the product is stored in multiple warehouses.


Postings (Entries)

Print ... Export to ... Update Close

A	B	C	D	E	F	G	H	I
No	Debit account	Analytics 1	Credit account	Analytics 1	Currency	Amount	Currency amount	Quantity
		Analytics 2		Analytics 2				
		Analytics 3		Analytics 3	Reverse rate	Posting content		
		Analytics 4		Analytics 4	Rate			
1	1614	HD-500GB	3110	Redington FZE	United Arab Dir	40000.000000	40000.000000	0
		Store - In Transit Items				Additional Expenses		
					1.0000			
					1.0000			
2	1614	HD-500GB	1614	HD-500GB		13333.160000	0	0
		Main Store		Store - In Transit Items		Leveling the cost price		
					0.0000			
					0.0000			

2.6 Document – Inventory Receipt Note

Purpose – The purpose of this document is start the process of goods arrival in the store houses.

Characteristics of this document are -

- This document can be used to combine goods received against one or more purchase order for same supplier
- Posted IRN can be used to form purchase invoice document as per the quantity received
- Warehousing option – Assign goods received to individual warehousing units in one store
- Does not forms actual receipt of goods and cost into the system.
- Tool for logisticians & storekeepers to announce arrival of goods to accounts department

Menu – Documents > Logistics > Inventory Receipt Note

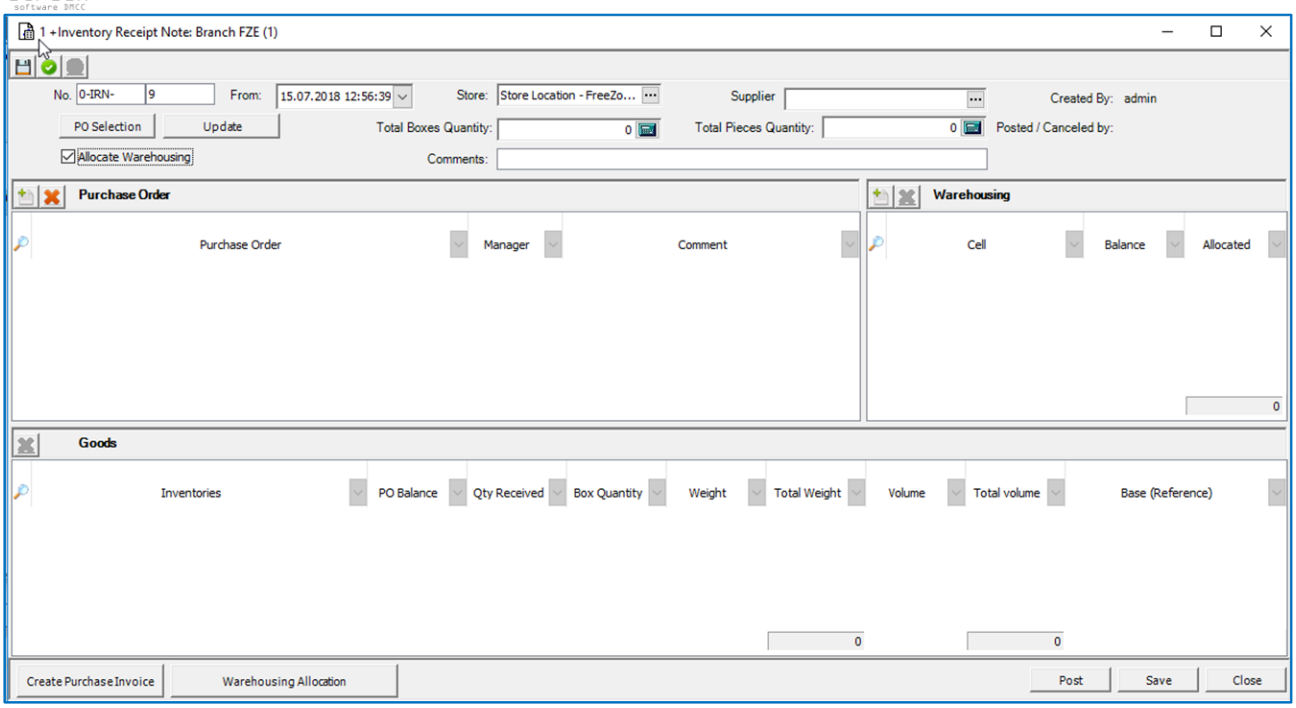


Fig. Inventory Receipt Document

Structure of the Document –

This document consists of general details, purchase order table, warehousing table and goods table.

General details consists of:

- Document Date and Number – indicates the document date and unique document number for the document
- Store – indicates the store where goods will be received. User must select the store for goods receipt before selecting purchase orders.
- Supplier – indicates the counterparty/supplier whose goods are being received.
- Button "PO Selection" – This functionality allows to select multiple purchase orders in one action. This button gets active after store and supplier selection.
  Once the store, supplier and purchase orders are selected, the goods table shows the list of products pending purchase in the store for the PO added.
- Button "Update" – Clicking on this button refreshes the document.
- Total Boxes Quantity – indicates the total quantity of boxes packed under this document. Calculated as sum of rows of column Boxes QTY
- Total Pieces Quantity - indicates the total quantity of pieces packed under this document. Calculated as sum of rows of column Quantity Received
- Comments – editable text field to store comments about the document
- Flag "Allocate Warehousing" – If this flag selected, user would need to allocate and assign received quantity amongst the warehousing cells/units in the selected store.

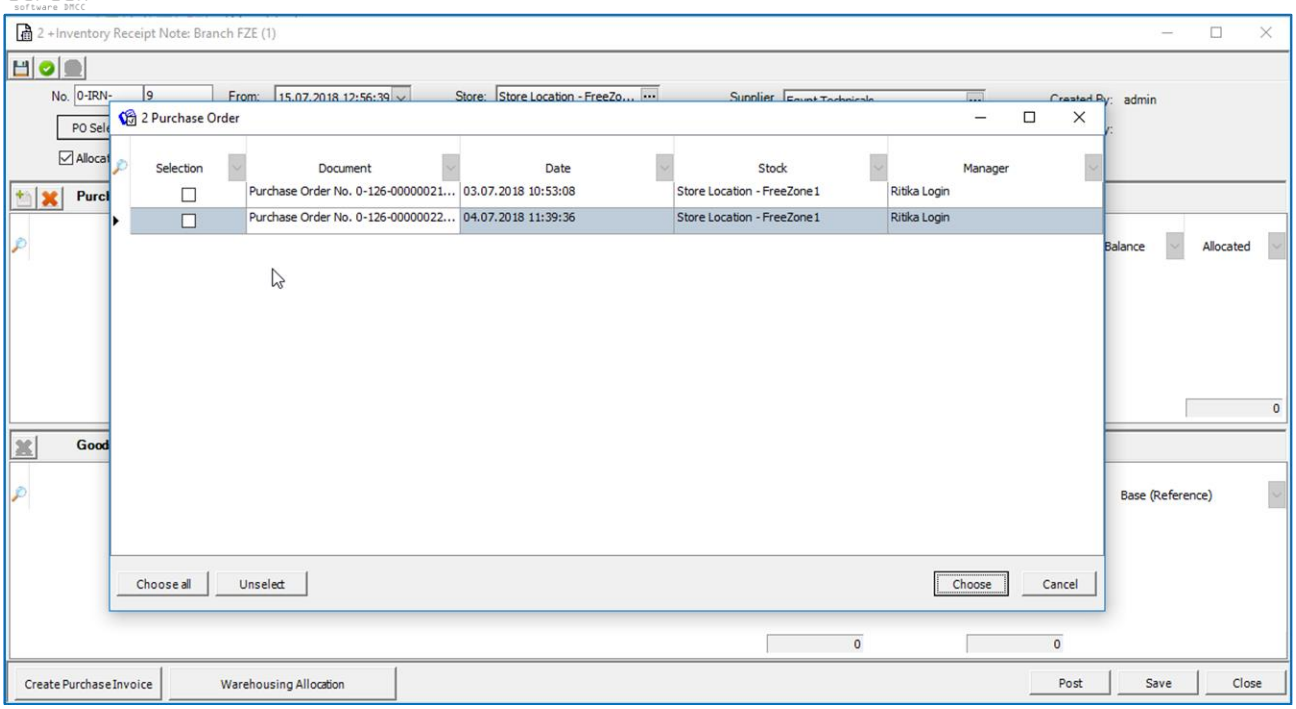


Fig. Purchase Order selection on Inventory receipt note

Purchase Orders Table –

The purchase orders in this table can be added via PO selection button (applying multiple selection). The delete button can be used to delete any added PO in the table below.

PO selection Logic – Users will see all open purchase orders for selection which have been ordered to selected supplier in selected store.

This table consist of following columns:

- PO – displays the document number of purchase order. Non-editable.
- Manager – displays the name of assigned manager in the purchase order. Non-editable.
- Comments – displays the comments from the purchase order. Non-editable.

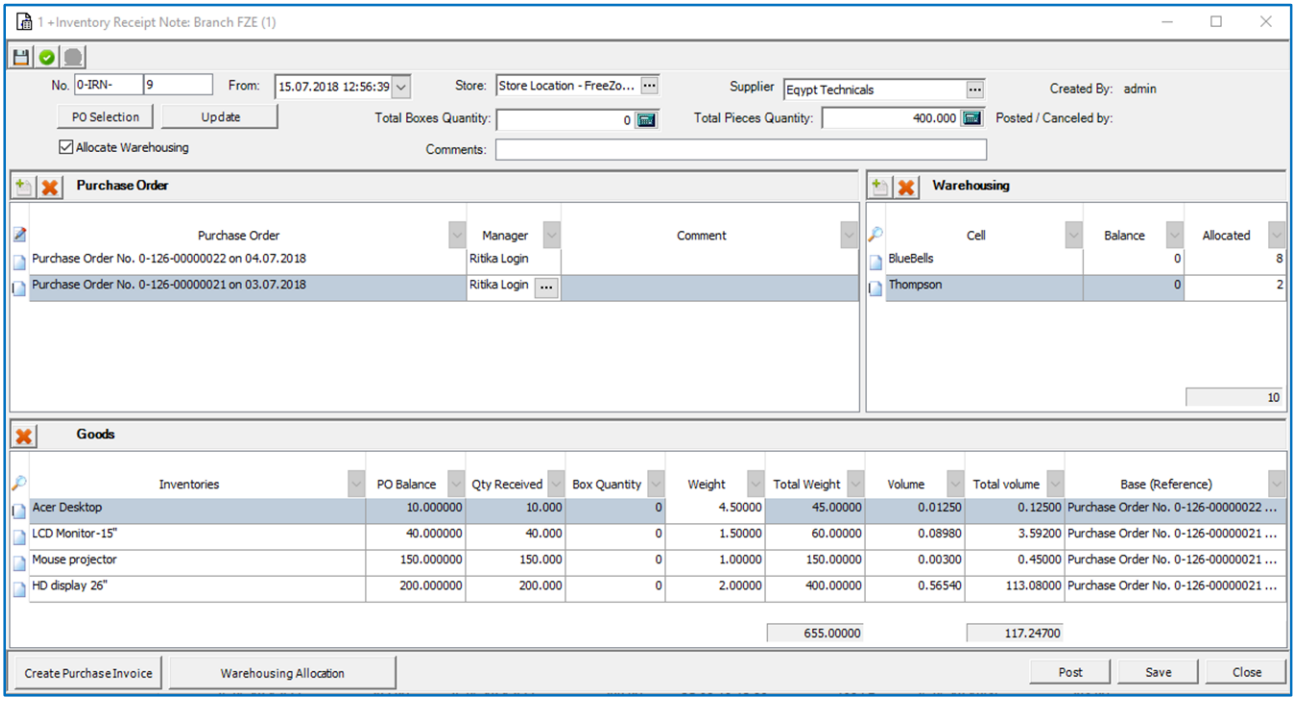


Fig. Inventory receipt note for purchase order, warehousing allocation

Warehousing Table –

This section is used to select warehousing units where the goods will be physically stored.
If flag allocate warehousing is selected then it is mandatory to add and assign quantity received for each product into one or more warehousing units.
This section consists of add and delete button. Add button is active once goods are loaded in goods table.
For each product in the goods table, one or more warehousing unit should be added. Sum of quantity allocated amongst the warehousing units should be equal to quantity received for the product.
Following columns are there in table:

- Cell – indicates name of cell, selected from warehousing directory. Units should be attached to the store selected.
- Balance – non editable numeric field, displays current balance of the selected product in the selected cell
- Allocated – Editable numeric field to allocate the quantity received to the selected warehousing unit.

Below the allocated column, the sum field can be helpful in visualizing the match with quantity received for a product. The sum of allocated should match with the quantity received for posting the document.

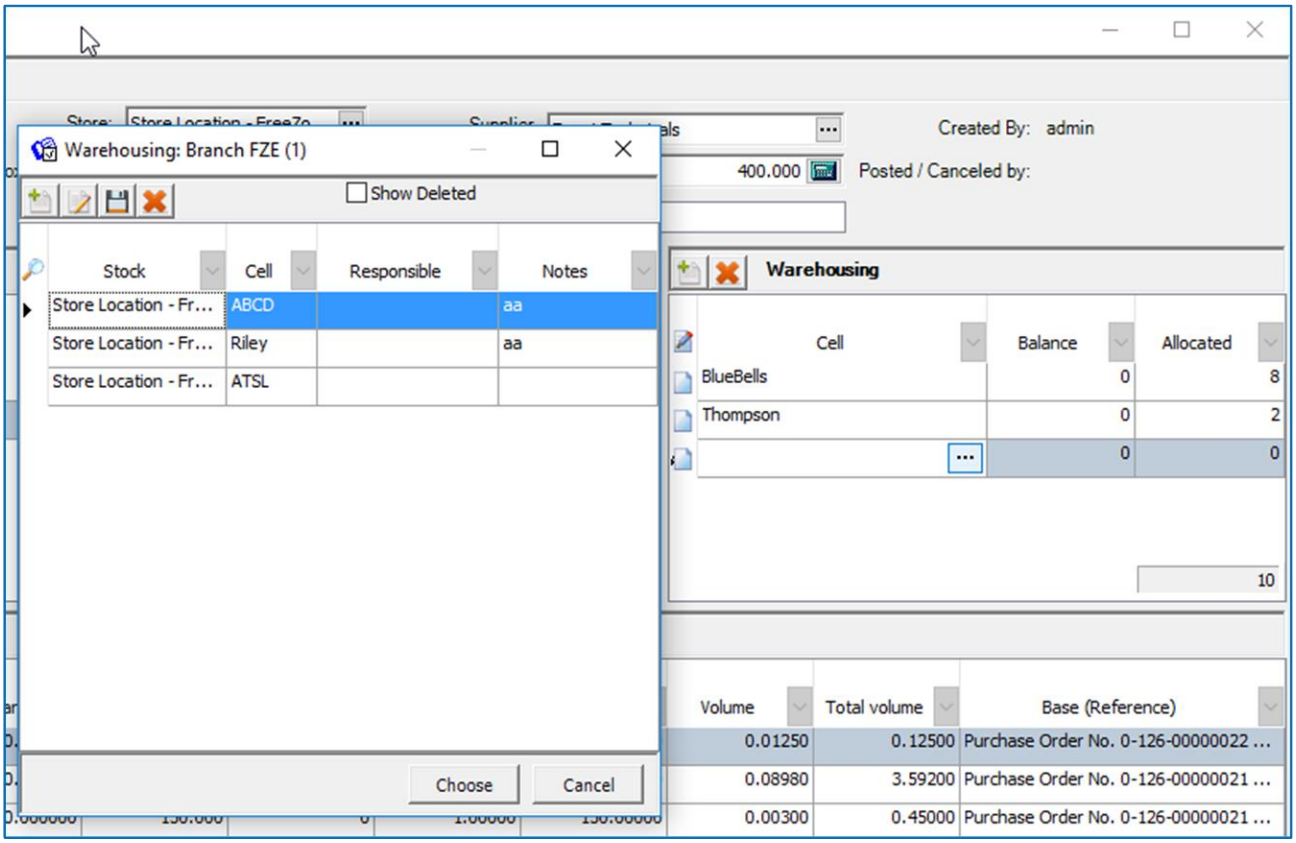


Fig. Warehousing Unit selection

Goods table –

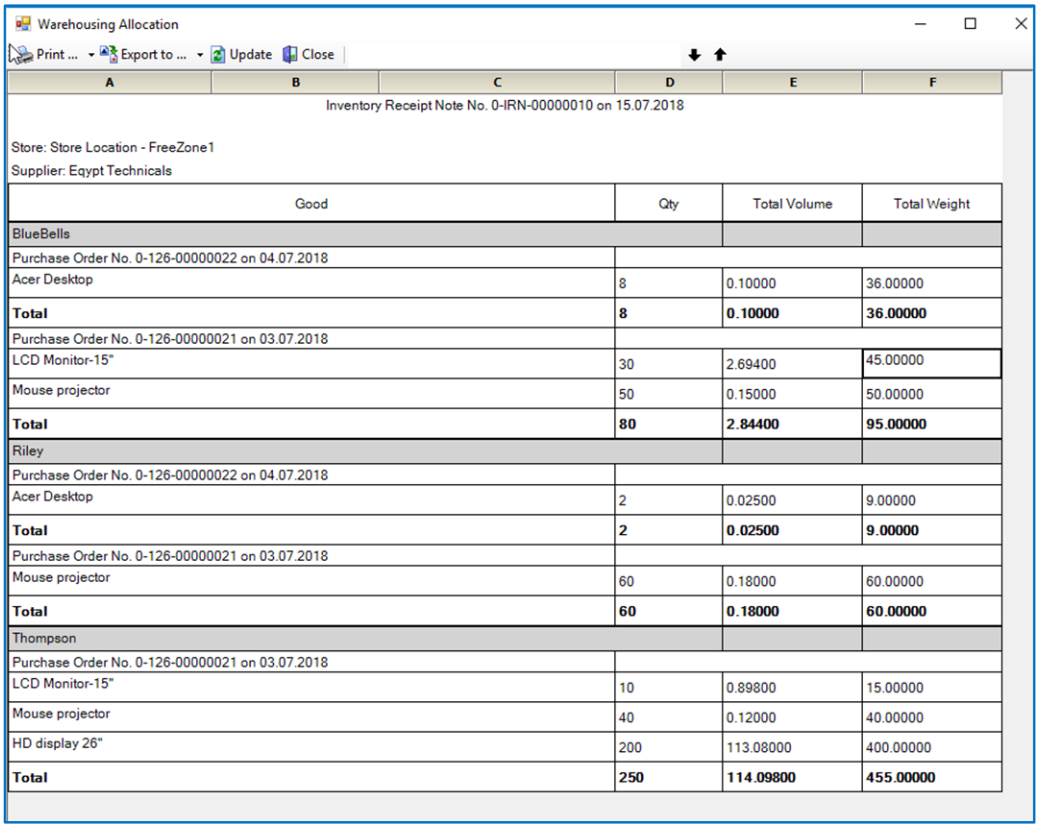
This table consists of following columns:

- Inventories – Indicates the name of the product
- PO Balance – Pending Quantity in the selected purchase order for the product

- QTY Received – Quantity received in this consignment.
- Box QTY – Boxes quantity which has been received under this receipt note. Editable field to be entered by user.
- Unit Weight – Unit weight in kilograms of the product being received.
- Total Weight – Total weight of the products being received. Calculated as unit weight * QTY received.
- Unit Volume – Unit volume in kilograms of the product being received.
- Total Volume – Total volume of the products being received. Calculated as unit volume * QTY received.
- CO – Indicates the purchase order under which the product is being received.

Following buttons are there –

- Button "Create Purchase Invoice" – For the posted receipt notes, clicking on this button will open purchase invoice document based upon the purchase orders added in the inventory receipt document. The quantity and products will load as per received in the note.
  The document will be loaded and saved, user will need to check and post them for effect.
- Button "Warehousing Allocation" - Clicking on this button generates a report which depicts distribution of goods received amongst warehouses.
- Post, Save and Close


Warehousing Allocation

Print ... Export to ... Update Close

Inventory Receipt Note No. 0-IRN-00000010 on 15.07.2018

Store: Store Location - FreeZone1

Supplier: Egypt Technicals

Good	Qty	Total Volume	Total Weight
BlueBells			
Purchase Order No. 0-126-00000022 on 04.07.2018			
Acer Desktop	8	0.10000	36.00000
Total	**8**	**0.10000**	**36.00000**
Purchase Order No. 0-126-00000021 on 03.07.2018			
LCD Monitor-15"	30	2.69400	45.00000
Mouse projector	50	0.15000	50.00000
Total	**80**	**2.84400**	**95.00000**
Riley			
Purchase Order No. 0-126-00000022 on 04.07.2018			
Acer Desktop	2	0.02500	9.00000
Total	**2**	**0.02500**	**9.00000**
Purchase Order No. 0-126-00000021 on 03.07.2018			
Mouse projector	60	0.18000	60.00000
Total	**60**	**0.18000**	**60.00000**
Thompson			
Purchase Order No. 0-126-00000021 on 03.07.2018			
LCD Monitor-15"	10	0.89800	15.00000
Mouse projector	40	0.12000	40.00000
HD display 26"	200	113.08000	400.00000
Total	**250**	**114.09800**	**455.00000**

Fig. Warehousing allocation report

Filling out the document -

This document act as an effective tool for logisticians to allocate and assign goods arrival to stores and warehousing units.

Suggested Steps to create this document –

- User must first select a store and supplier
- Based on the selected store, the PO selection options will show open purchase orders for the supplier on the store, user can select the required PO.
- Multiple PO can be selected together by using PO selection button.
- For the selected PO, the products will be populated in the goods section. When loaded, quantity received is equal to quantity packed but user can change the quantity received, add number of boxes packed
- Warehousing allocation can be used if required to distribute received goods amongst warehousing units.
- Further document can be saved/posted
- For posted documents, purchase invoice can also be created using the button on the form.

Movement of Entries –

No posting entries are made for this document. Accumulator entries are made when warehousing allocation is used.

2.7 Document – Inventory Assembly List

Purpose – The purpose of this document is to create assembly list document which is used as packing order for the export customer orders or when dealing with multiple third party warehouses.

Characteristics of this document are -

- This document can be used to combine dispatch of goods pending in one or more customer order for same supplier
- Posted IAL can be used to form Inventory dispatch notes as per the quantity packed/dispatched.
- Warehousing option – Assign goods dispatch for multiple warehousing units in one store
- Does not forms actual dispatch of goods into the system.
- Tool for logisticians & storekeepers to announce dispatch of goods to accounts department for further invoice processing.
- Posted IAL are used as a basis to create customs related documentation like customs invoice, packing list, delivery advice, transfer of ownership etc.

Menu – Documents > Logistics > Inventory Assembly List

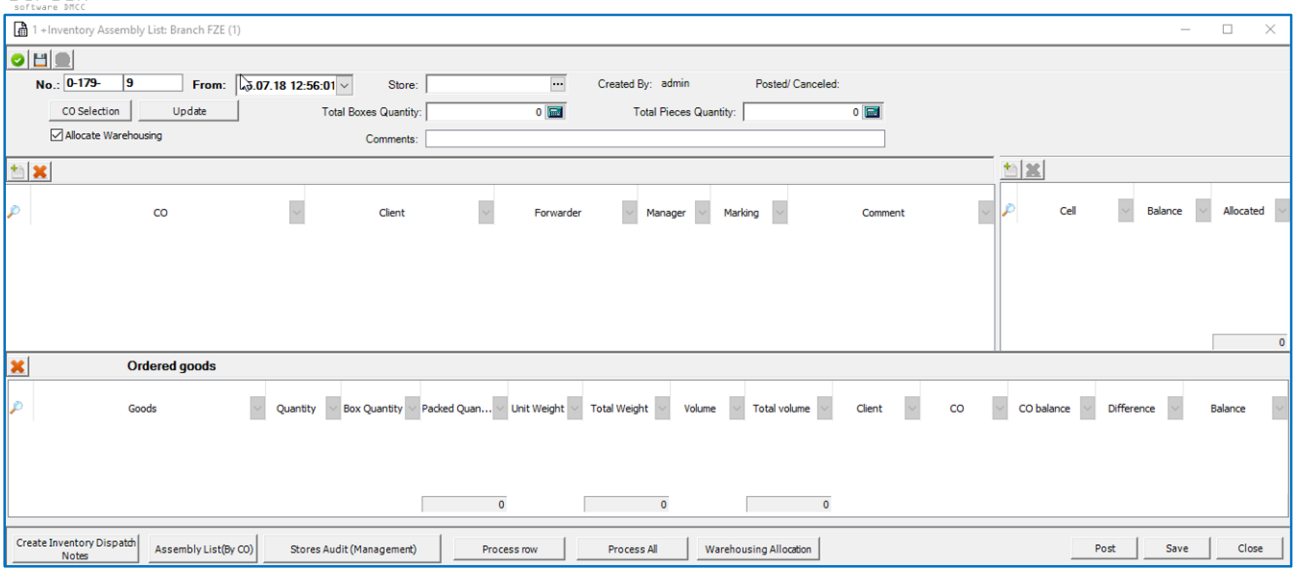


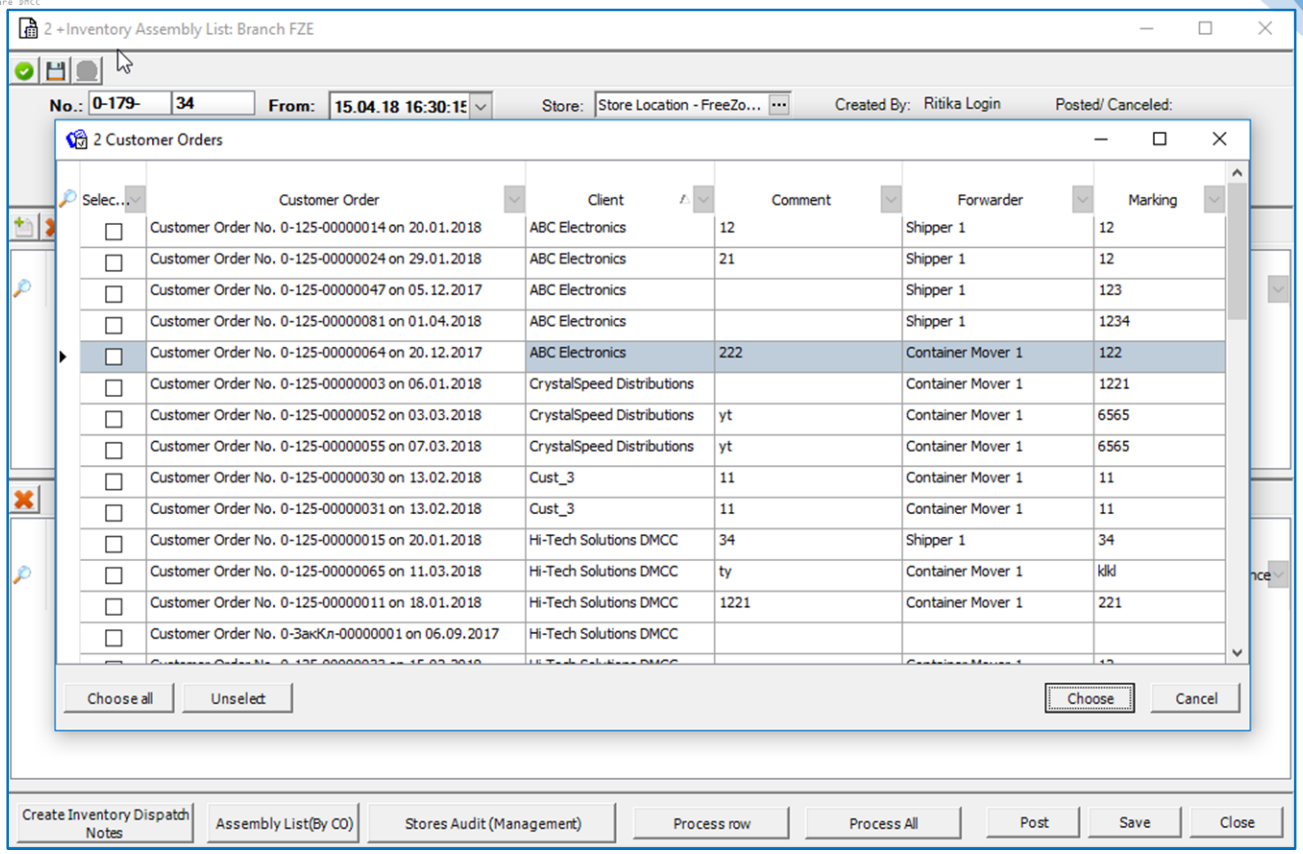
Fig. Document – Inventory Assembly List

Structure of the Document –

This document consists of general details, customer order table, warehousing table and ordered goods table.

General details consists of:

- Document Date and Number – indicates the document date and unique document number for the document
- Store – indicates the store where packing working needs to be done. User must select the store with goods reserved for the selected customer orders
- Button “CO Selection” – This functionality allows to select multiple customer order in one action. This button gets active after store selection.
  Once the store and customer orders are selected, the ordered goods table shows the list of products reserved in the store for the customer orders added.
- Button “Update” – Clicking on this button refreshes the document.
- Total Boxes Quantity – indicates the total quantity of boxes packed under this document. Calculated as sum of rows of column Boxes QTY
- Total Pieces Quantity - indicates the total quantity of pieces packed under this document. Calculated as sum of rows of column Quantity
- Comments – editable text field to store comments about the document
- Flag “Allocate Warehousing” – If this flag is selected, user would need to allocate from which warehousing unit the product quantity should be dispatched from in the selected store.



Selec...	Customer Order	Client	Comment	Forwarder	Marking
☐	Customer Order No. 0-125-00000014 on 20.01.2018	ABC Electronics	12	Shipper 1	12
☐	Customer Order No. 0-125-00000024 on 29.01.2018	ABC Electronics	21	Shipper 1	12
☐	Customer Order No. 0-125-00000047 on 05.12.2017	ABC Electronics		Shipper 1	123
☐	Customer Order No. 0-125-00000081 on 01.04.2018	ABC Electronics		Shipper 1	1234
☐	Customer Order No. 0-125-00000064 on 20.12.2017	ABC Electronics	222	Container Mover 1	122
☐	Customer Order No. 0-125-00000003 on 06.01.2018	CrystalSpeed Distributions		Container Mover 1	1221
☐	Customer Order No. 0-125-00000052 on 03.03.2018	CrystalSpeed Distributions	yt	Container Mover 1	6565
☐	Customer Order No. 0-125-00000055 on 07.03.2018	CrystalSpeed Distributions	yt	Container Mover 1	6565
☐	Customer Order No. 0-125-00000030 on 13.02.2018	Cust_3	11	Container Mover 1	11
☐	Customer Order No. 0-125-00000031 on 13.02.2018	Cust_3	11	Container Mover 1	11
☐	Customer Order No. 0-125-00000015 on 20.01.2018	Hi-Tech Solutions DMCC	34	Shipper 1	34
☐	Customer Order No. 0-125-00000065 on 11.03.2018	Hi-Tech Solutions DMCC	ty	Container Mover 1	klkl
☐	Customer Order No. 0-125-00000011 on 18.01.2018	Hi-Tech Solutions DMCC	1221	Container Mover 1	221
☐	Customer Order No. 0-ЗакКл-00000001 on 06.09.2017	Hi-Tech Solutions DMCC			

Fig. Document Inventory Assembly List – Customer Order Selection

Customer Orders table –

The customer orders in this table can be added via CO selection button (applying multiple selection) or clicking on plus button and selecting CO one by one. The delete button can be used to delete any added CO in the table below.

CO selection Logic – Users will see all customer orders for selection which have reserves made on the selected store.

This table consist of following columns:

- CO – displays the document number of customer order. Non-editable.
- Client – displays the client in selected customer order. Non-editable.
- Forwarder – displays the forwarder in the customer order. Non-editable.
- Manager – displays the name of assigned manager in the customer order. Non-editable.
- Marking – displays the marking text for the customer order. Non-editable.
- Comments – displays the comments from the customer order. Non-editable.

Warehousing Table –

This section is used to select warehousing units from where the goods will be physically dispatched.

If flag allocate warehousing is selected then it is mandatory for the user to select the warehousing unit and assign from where the goods should be physically picked and dispatched.

This section consists of add and delete button. Add button is active once goods are loaded in goods table.

For each product in the goods table, one or more warehousing unit can be added. Sum of quantity allocated amongst the warehousing units should be equal to packed quantity for the product.

Following columns are there in table:

- Cell – indicates name of cell, selected from warehousing directory. Units should be attached to the store selected.
- Balance – non editable numeric field, displays current balance of the selected product in the selected cell
- Allocated – Editable numeric field to allocate the quantity to be dispatched from the selected warehousing unit. This quantity can be less than or equal to the

Below the allocated column, the sum field can be helpful in visualizing the match with quantity received for a product. The sum of allocated should match with the quantity received for posting the document.

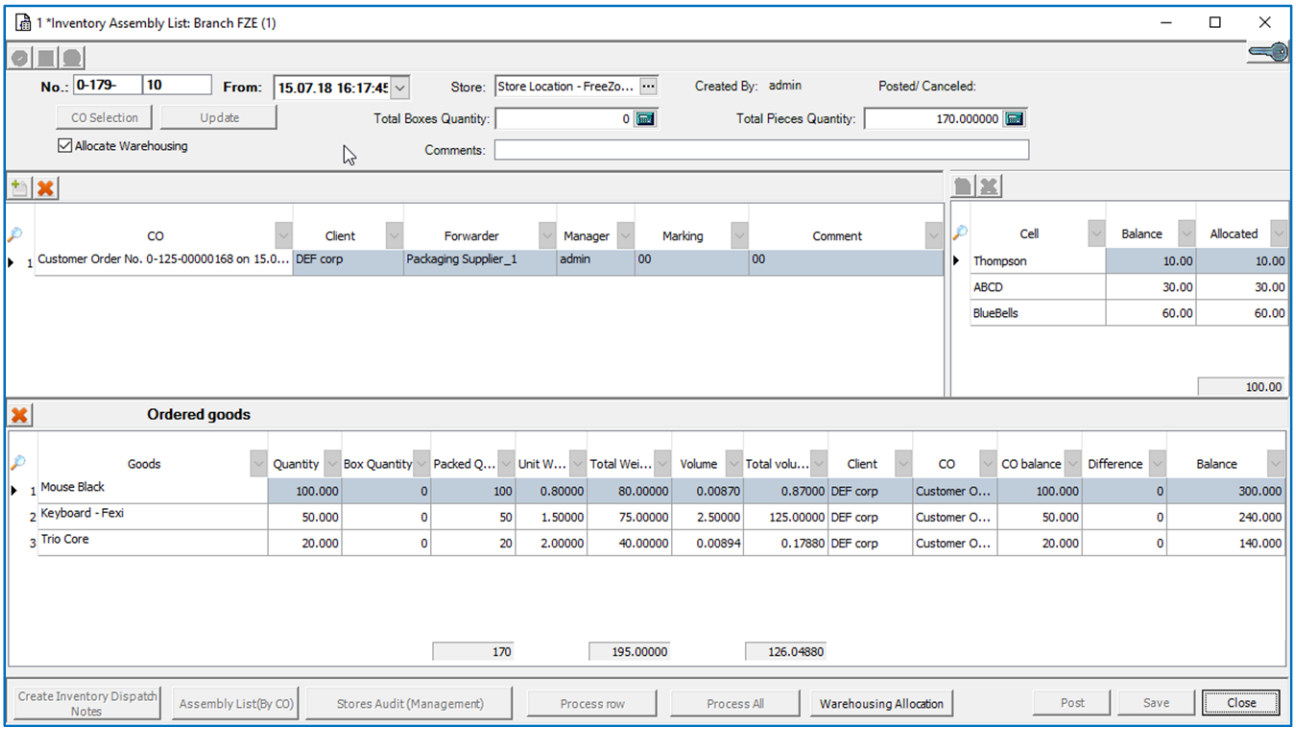


Fig. Document – Inventory Assembly List

Ordered goods table –

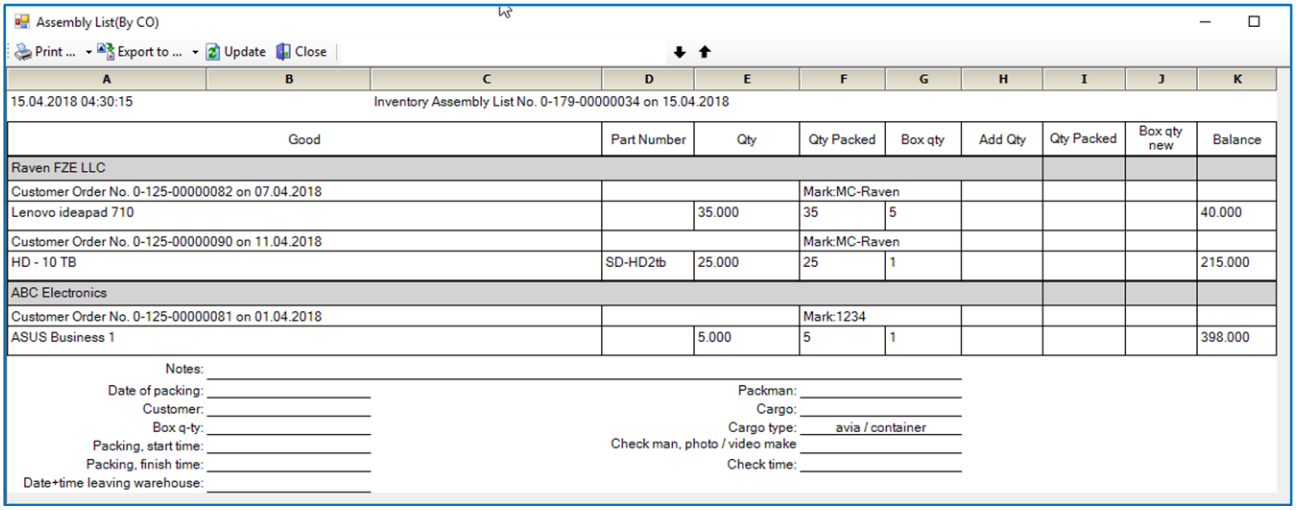
This table consists of following columns:

- Goods – Indicates the name of the product
- Quantity – Quantity to be packed in this assembly list document
- Boxes QTY – Boxes quantity which has been packed under this assembly list document. Editable field to be entered by user.
- Packed Quantity – Quantity packed in actual under this assembly list document.
- Unit Weight – Unit weight in kilograms of the product being packed.
- Total Weight – Total weight of the products being packed.
- Unit Volume – Unit volume in CBM of the product being packed.
- Total Volume – Total volume of the products being packed.
- Client – Name of the client for whom the product is being packed.
- CO – Indicates the customer order under which the product is being packed.
- CO Balance – Indicates the product quantity balance under the customer order

- Difference – Indicates the difference quantity to be packed. Calculated as CO Balance – Quantity
- Balance – indicates the product balance in the selected store. Non-editable.

Following buttons are there –

- Button “Create Inventory Dispatch Notes” – For the posted export logist document, clicking on this button will open generate 1 to many inventory dispatch notes based the combinations present for Store and Customer order document. For each customer order document, one inventory dispatch note document will be created.
  The document will be loaded and saved, user will need to check and post them for effect.
- Button “Assembly List (By CO)” – This button generates print report for the ordered goods section. Three assembly list reports can be generated:
  - Common – Contains details about quantity, quantity packed, boxes packed and balance in store.
  - Basic – simple version of assembly list with marking and customer orders details.
  - Full - Useful in tracking packing progress especially in case of big orders with many products. The packing progress can be saved, a new print report can be generated via this option which will show all products, their packed quantity and balance quantity to be packed.
- Button “Store Audit (Management)” – Clicking on this button generates a report which depicts product names, customer order quantity, Stock Quantity and Customs Quantity.
- Button “Process Row” – Clicking on this button would set the quantity as equal to CO balance and difference as 0 for the selected row indicating that the packing for the good has been completed.
- Button “Process All” – Clicking on this button would set the quantity as equal to CO balance and difference as 0 for all the rows indicating that the packing for the complete assembly list has been completed.
- Post, Save and Close


Assembly List(By CO)

Print ... Export to ... Update Close

A	B	C	D	E	F	G	H	I	J	K
15.04.2018 04:30:15		Inventory Assembly List No. 0-179-00000034 on 15.04.2018								
Good			Part Number	Qty	Qty Packed	Box qty	Add Qty	Qty Packed	Box qty new	Balance
Raven FZE LLC										
Customer Order No. 0-125-00000082 on 07.04.2018					Mark:MC-Raven					
Lenovo ideapad 710				35.000	35	5				40.000
Customer Order No. 0-125-00000090 on 11.04.2018					Mark:MC-Raven					
HD - 10 TB			SD-HD2tb	25.000	25	1				215.000
ABC Electronics										
Customer Order No. 0-125-00000081 on 01.04.2018					Mark:1234					
ASUS Business 1				5.000	5	1				398.000

Notes:
Date of packing: Packman:
Customer: Cargo:
Box q-ty: Cargo type: avia / container
Packing, start time: Check man, photo / video make
Packing, finish time: Check time:
Date+time leaving warehouse:

Fig. Full Assembly List packing report

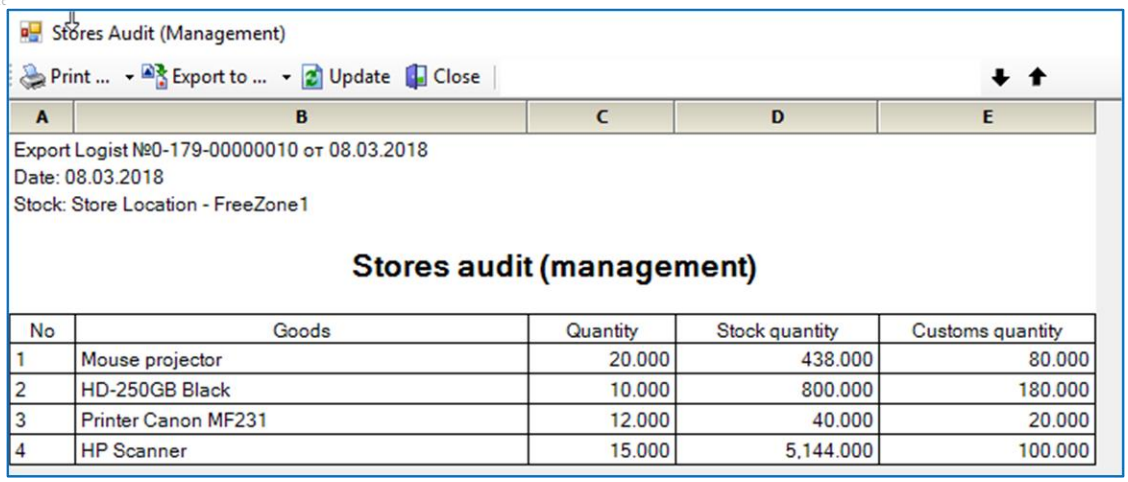


Fig. Inventory Assembly List, Stores Audit Management Report

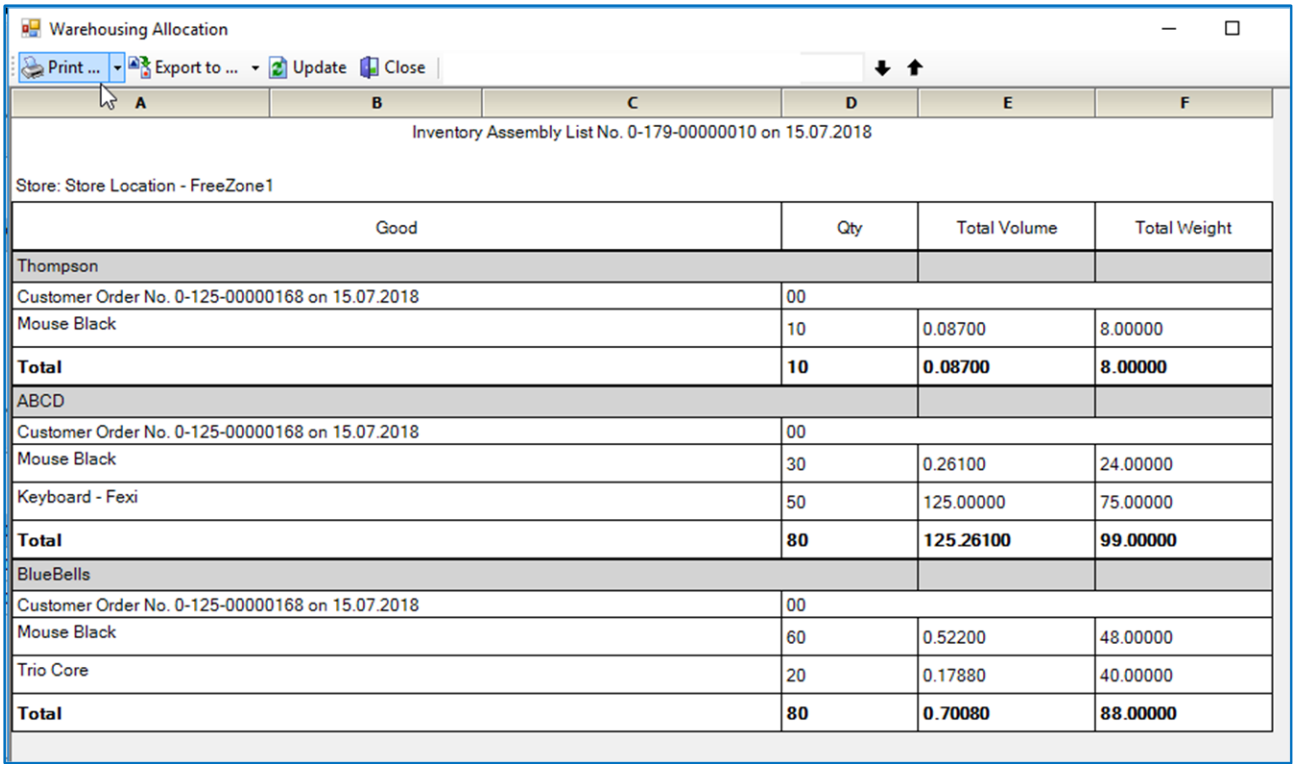


Fig. Warehousing Allocation Report

Filling out the document -

Inventory assembly list document is created for a stores operations based upon the customer orders. This document can be used by the logistics team as a guide for storekeepers to physically pack goods. Once the physical packing is completed, the document can be posted and further used as a basis to create export documentations.

Steps to create this document –

- User must first select a store
- Based on the selected store, the CO selection options will show customer orders having reserves on the store, user can select the required customer orders.
- Multiple customer orders can be selected together by using CO selection button.

- For the selected CO, the products will be populated in the ordered goods section. User can change the quantity to be packed for the order, add number of boxes packed
- Assembly lists can be generated as per the packing requirements
- Warehousing allocation can be used if required to dispatch goods from specific warehousing units.
- Further document can be saved/posted
- For posted documents, Inventory dispatch notes can also be created using the button on the form.

Movement of Entries –

No posting entries are made for this document. Accumulator entries are made when warehousing allocation is used.

2.8 Document – Customs Invoice

Purpose – The purpose of this document is allow user to create custom and logistics related documents like Transfer of ownership, packing list, delivery advice and more. This document also makes credit entries for custom goods quantity thus correcting stock declared in customs but has now been sold further.

Menu – Documents > Logistics > Customs Invoice

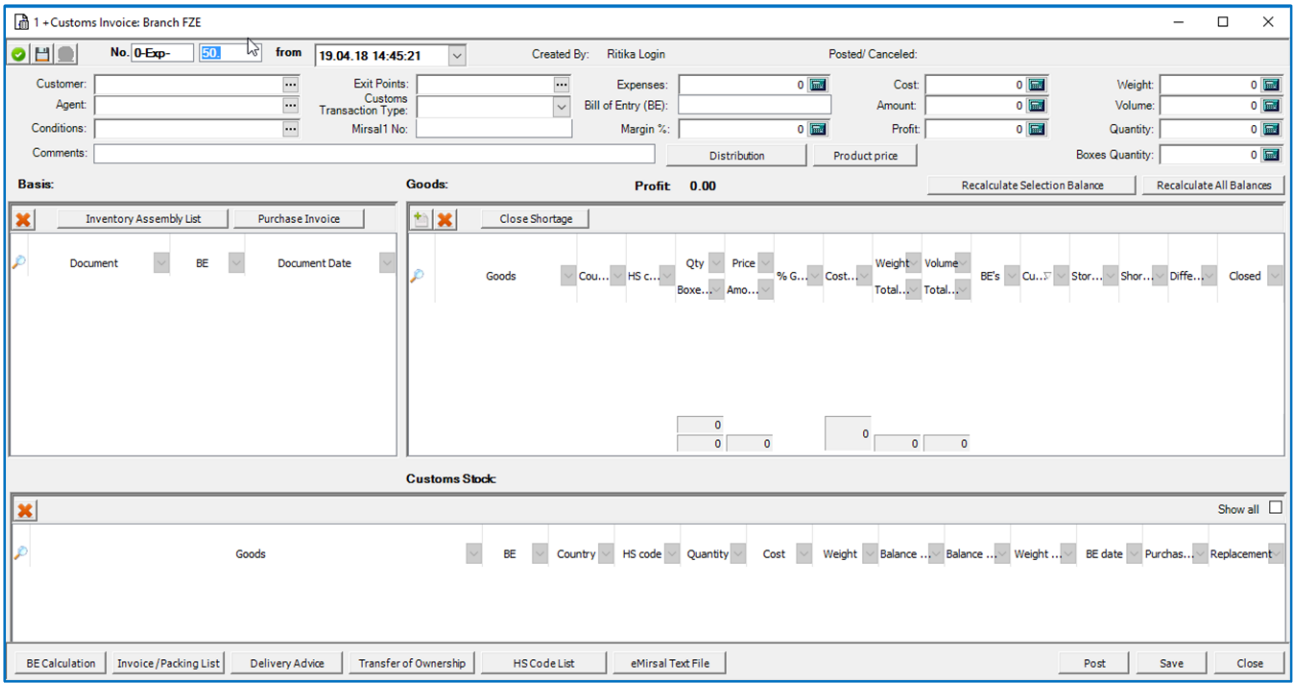


Fig. Document – Customs Invoice

Structure of the Document –

This document consists of general details, customer order table and ordered goods table.

General details consists of:

- Document Date and Number – indicates the document date and unique document number for the document
- Customer – indicates the name of the customer to whom the goods are being sold or transferred. Editable, select from counterparty directory.
- Agent – indicates the name of the agent to whom the goods are being transferred. Editable, select from counterparty directory.
- Conditions – indicates the INCO term. Select from the delivery conditions directory. Editable.
- Comments – editable text field to store comments/notes about the document.
- Exit Points – indicates the exit point for the goods. Select from the exit points directory. Editable.
- Custom Transaction Type – select the type of custom transaction from options – Export, Transfer out and Import into UAE.
- Mirsal 1 No – editable text field to store Mirsal 1 number received after invoice declaration on customs portal.
- Expenses – editable field to store freight expenses being paid on the export transaction.
- Bill of Entry – editable text field to store Mirsal 2 number or Bill of entry number received after invoice declaration on customs portal.
- Margin % - This field shows the average margin for the export shipment. Its auto-calculated as average of the column % Gross Profit in the inventories table. Editable field which allows user to set selling margin on the goods. If edited, the margin % set here recalculates the price and amount for each product in the inventories table.
- Cost – Indicates the total cost of goods, as declared in the custom's declarations and stored in the custom's purchase invoices. Calculated as sum of total costs for each product in the inventories table. ***This value is always in the main currency of the system.***
- Amount – Indicates the total selling amount of export shipment. Calculated as sum of amounts for all products.
- Profit – Calculated as Amount – Cost. Non-editable.
- Weight – Indicates the total weight of the export shipment. Calculated as sum of total weight for all products.
- Volume – Indicates the total volume of the export shipment. Calculated as sum of total volume for all products.
- Quantity – Indicates the total quantity of the export shipment. Calculated as sum of quantity column for all products.
- Boxes Quantity – Indicates the total box quantity of the export shipment. Calculated as sum of box quantity for all products.
- Button "Distribution" – Clicking on this button loads the products from selected basis document in the inventories table. Once one or more basis documents are selected, user should click on this button to start preparing export document.
- Button "Product Price" – Clicking on this button will copy the percentage added/calculated in Margin % field to % Gross Profit field of all the products in the inventory table.
- Recalculate balances buttons – These 2 buttons are used to re-calculate inventory balances. Useful when reposting a document after un-posting it, ensuring correct balances are there.

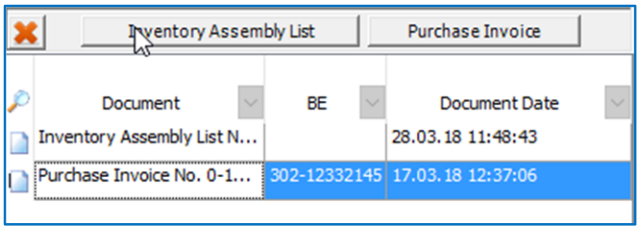


Fig. Document Export – Basis section

Section "Basis" -

One or more documents can be added in basis document.

- Button "Inventory Assembly List" – Clicking on this button opens window to select Inventory assembly list documents. The window displays posted Inventory assembly list document on which no customs invoice has been posted yet.
- Button "Purchase Invoice" – Clicking on this button opens window to select purchase invoices which has made entries on custom goods accounting. The window displays posted purchase invoices which have stock and customs or customs selected and have remainder balance in custom goods accounting on the document date.
- Column "Document" – displays the name and number of the document forming the export document.
- Column "BE" – displays the number of bill of entry. Populated only for purchase invoices. Blank for export logist documents
- Column "Document Date" - Displays the posted date of the respective document.

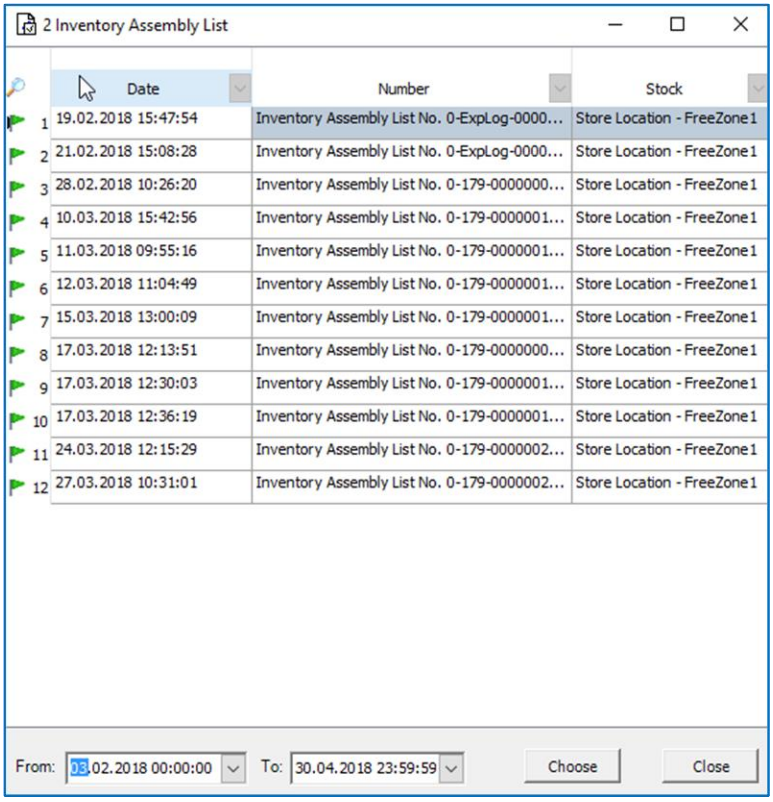


Fig. Document Export – Inventory Assembly List selection

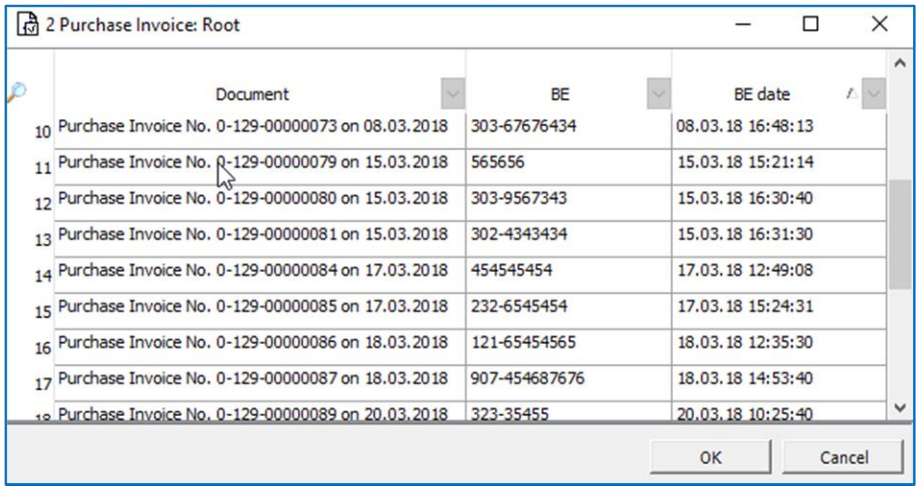


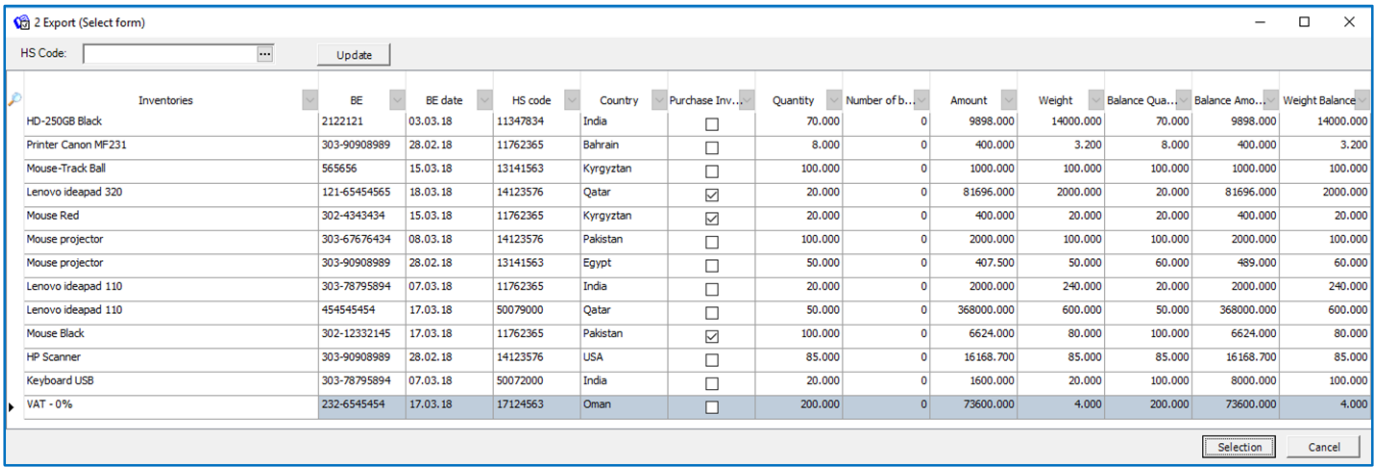
Fig. Document Export – Purchase Invoice selection

Section "Inventories" –

This section displays the products added manually or from basis documents. The columns displayed are:

- Goods – indicates the name of the product
- Country – indicates country of origin for the product. Loads from purchase invoice in which this product was bought. Non-editable.
- HS Code - indicates the HS code for the product. Loads from purchase invoice in which this product was bought. Non-editable.
- QTY – indicates the product quantity being exported/transferred. Auto-loads from the selected basis document. Editable.
- Boxes Quantity – indicates the quantity of boxes packed for the product. Auto-loads from the selected basis document. Editable.
- Price – indicates the selling price of the product/unit for the invoice and packing list. This field can be entered manually or changed by adding Margin% in general fields or % Gross profit in the table column. By default, the price loads same as cost.
- Amount – Non-editable field indicating the total selling price for the product quantity. Calculated as Quantity * Price.
- % Gross Profit – indicates the gross profit % on the sale of the product. By default loads as 0. If margin % added, this gets set as equal to Margin % but can be edited for individual product thus affecting average margin of the export shipment.
- Cost/Unit – indicates the cost per unit of the product, as declared in the customs declarations. This is calculated as a weighted average of the column cost in the customs stock table below.
- Weight – indicates the product weight as stored in the inventory directory. Editable.
- Total Weight – indicates the total product weight for the quantity mentioned. Non-editable.
- Volume – indicates the product volume as stored in the inventory directory. Editable.
- Total Volume – indicates the total product volume for the quantity mentioned. Non-editable.
- BE's – indicates the Bill of Entry number in which this product was purchased as declared on customs. This takes value from the purchase invoice.
- Customs Balance – This column indicates the available balance in customs goods accounting for the specified product.

- Store Balance – This column displays the total balance quantity in all stores for the specified product.
- Shortage – This column is populated only for the products added via inventory assembly list document. It indicates the quantity shortage between inventory assembly lists packed quantity and residue quantity in custom good accounting.
- Difference – This column indicates the difference between inventory assembly lists packed quantity and total customs quantity tagged. Initially on load, the difference is equal to shortage.
  Please note of difference is greater than ZERO for any product, user will not be able to post the export document. All differences must be closed manually using close shortage button.
- Closed – Indicates the shortage quantity closed by adding products from another bill of entry manually from customs goods balance.
- Button "Close Shortage" – This button is active only for rows where shortage column has value. Clicking on this button opens up selection form for selecting goods to manually close the shortage quantity in the export order.



Inventories	BE	BE date	HS code	Country	Purchase Inv...	Quantity	Number of b...	Amount	Weight	Balance Qua...	Balance Amo...	Weight Balance
HD-250GB Black	2122121	03.03.18	11347834	India	☐	70.000	0	9898.000	14000.000	70.000	9898.000	14000.000
Printer Canon MF231	303-90908989	28.02.18	11762365	Bahrain	☐	8.000	0	400.000	3.200	8.000	400.000	3.200
Mouse-Track Ball	565656	15.03.18	13141563	Kyrgyztan	☐	100.000	0	1000.000	100.000	100.000	1000.000	100.000
Lenovo ideapad 320	121-65454565	18.03.18	14123576	Qatar	☑	20.000	0	81696.000	2000.000	20.000	81696.000	2000.000
Mouse Red	302-4343434	15.03.18	11762365	Kyrgyztan	☑	20.000	0	400.000	20.000	20.000	400.000	20.000
Mouse projector	303-67676434	08.03.18	14123576	Pakistan	☐	100.000	0	2000.000	100.000	100.000	2000.000	100.000
Mouse projector	303-90908989	28.02.18	13141563	Egypt	☐	50.000	0	407.500	50.000	60.000	489.000	60.000
Lenovo ideapad 110	303-78795894	07.03.18	11762365	India	☐	20.000	0	2000.000	240.000	20.000	2000.000	240.000
Lenovo ideapad 110	454545454	17.03.18	50079000	Qatar	☐	50.000	0	368000.000	600.000	50.000	368000.000	600.000
Mouse Black	302-12332145	17.03.18	11762365	Pakistan	☑	100.000	0	6624.000	80.000	100.000	6624.000	80.000
HP Scanner	303-90908989	28.02.18	14123576	USA	☐	85.000	0	16168.700	85.000	85.000	16168.700	85.000
Keyboard USB	303-78795894	07.03.18	50072000	India	☐	20.000	0	1600.000	20.000	100.000	8000.000	100.000
VAT - 0%	232-6545454	17.03.18	17124563	Oman	☐	200.000	0	73600.000	4.000	200.000	73600.000	4.000

Fig. Document Export – Selection form on clicking Close shortage button

Section "Custom Stock" –

This section displays the linked customs goods to the products being exported/sold in this shipment. This section gives detailed breakup of goods based on purchase invoices being referenced in this export sale. By default, FIFO order is followed to populated custom linked goods. User can manually add quantity in this section using close shortage button.
This section contains following columns:

- Goods – Indicates the name of the product
- BE – indicates the bill of entry from the purchase invoice in which the product was purchased/added to customs accounting
- Country – indicates the country of origin for the product as in the bill of entry purchase invoice document
- HS Code – indicates the HS Code for the product as in the bill of entry purchase invoice document
- Quantity – indicates the quantity being exported in the current shipment.
- Cost – indicates the cost amount for the quantity being exported in this shipment
- Weight – indicates the weight for the quantity being exported in this shipment

- Balance Quantity – indicates the total balance quantity available in customs accounting on this bill of entry
- Balance Amount – indicates the total balance cost amount available in customs accounting on this bill of entry
- Weight Balance – indicates the total weight balance available in customs accounting on this bill of entry
- BE date – indicates the date of the bill of entry purchase invoice.
- Purchase Invoice – this flag indicates if the purchase invoice is customs only invoice.
- Replacement – this field is populated for the entries which have been added manually to close shortage between exported quantity and customs quantity. It indicates the name of the product from the inventories table whose shortage has been closed.
  The rows filled with this field can be manually deleted or edited for quantity.

Following buttons are there:

- Button "BE Calculation" – This button acts as a safety check to ensure that all bill of entry numbers are added to the inventories table when the export shipment is made up of multiple purchase invoice. Clicking on this button, create a text string with all BE numbers and ensure the string is present in inventory table for the product with multiple entries in customs goods table.
  Clicking on this button is not required in most cases since the BE calculation is done automatically by the document but advised to be done.
- Invoice/Packing List – Generates print report for export document invoice and packing list
- Delivery Advice – Generates print report for export document delivery advice
- Transfer of Ownership – Generates print report for export document transfer of ownership
- HS codes List – Generates print report for export document HS codes list
- EMirsal text File – Clicking on this document will load eMirsal file creation document. On the document, values can be adjusted and text file can be generated which will be ready for upload to Dubai trade portal.
- Post, Save and Close

Please note all the price and cost amounts on the document and in the print reports are in main currency.

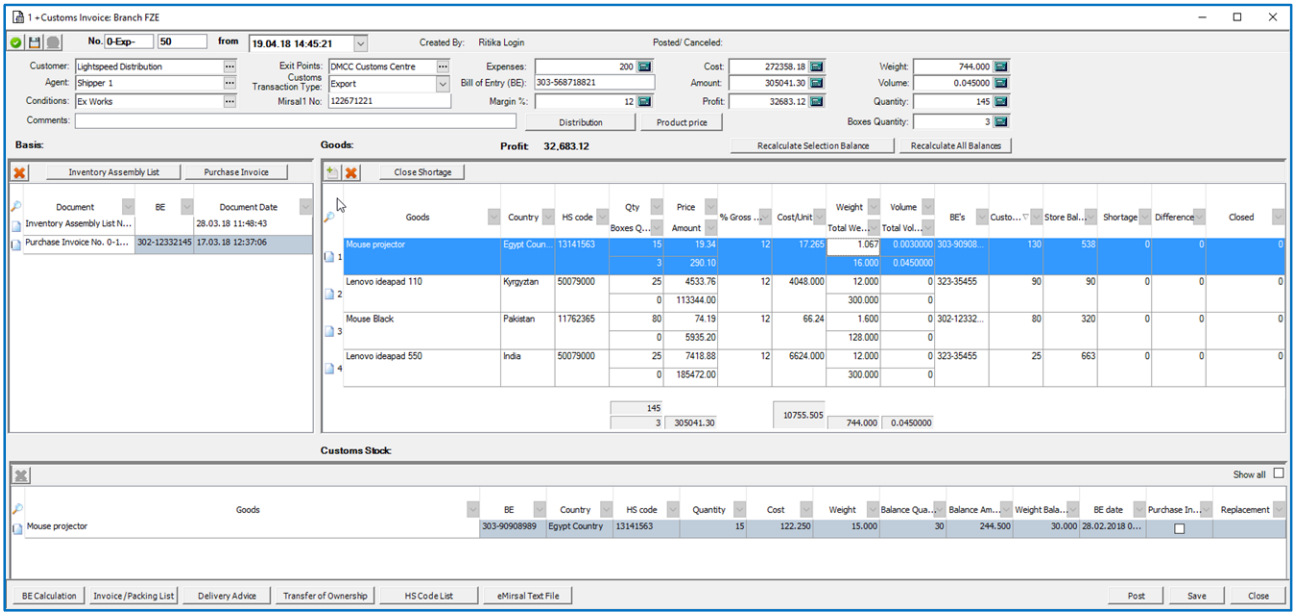


Fig. Export document based on Export Logist

Filling out the document –

This document can be used to create export related documentation and post release of goods from customs stock.

Export documents based on Inventory Assembly List –
This functionality allows users to create one set of export documents for one or more Inventory Assembly List documents. An Inventory Assembly List document can be combination of one or more customer orders belonging to same or different customers as well (different customers in the case when transfer of ownership goes to same forwarder). The forwarder should be selected in customer field in this case.

Suggested steps:

- In the basis section, click on Inventory Assembly List button. From the selection window, select the required Inventory Assembly List.
- Repeat above step if one or more Inventory Assembly List needed to be added
- After adding required basis documents, click on button distribution
- Process Inventories table:
    - Add Margin % individually on document or separately for each product in inventories table
    - Check if any shortage present for any product. If so, select the product and click on button close shortage and manually add custom residue.
    - Ensure weight and volume data is present for all products
- Inspect customs stock table. This table is filled on FIFO manner from available purchase invoice.
- Save/post the document
- Generate required reports by clicking on report buttons

Export documents based on Purchase Invoice –
This option allows to create export document based on the purchase invoices. It useful in the cases where purchases had been done for re-export or the whole purchased consignment is to be exported under an order.

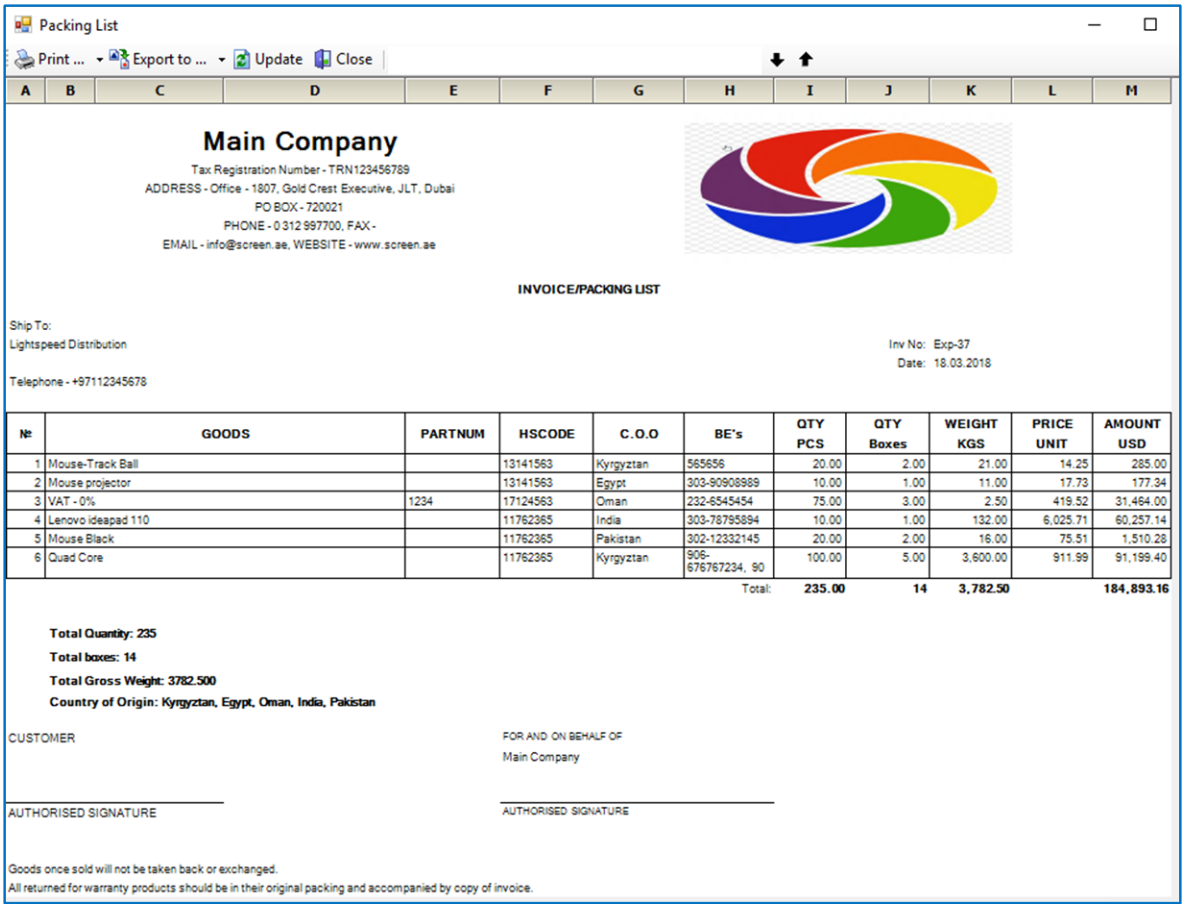
Suggested steps:

- In the basis section, click on purchase invoice button. From the selection window, select the required document.
- Repeat above step if one or more invoices needed to be added
- After adding required basis documents, click on button distribution
- Process Inventories table:
    - Add Margin % individually on document or separately for each product in inventories table
    - Check if any shortage present for any product. If so, select the product and click on button close shortage and manually add custom residue.
    - Ensure weight and volume data is present for all products

- Inspect customs stock table. This table is filled on FIFO manner from available purchase invoice.
- Save/post the document
- Generate required reports by clicking on report buttons

Export documents created by manual selection -

This option allows us to manually add products from custom balances in the export document. User need to click on add icon button, which opens selection form with all available purchase invoices having balance in custom goods accounting.
User can manually select one or more BE.



Packing List

Print ... | Export to ... | Update | Close

Main Company

Tax Registration Number - TRN123456789
ADDRESS - Office - 1807, Gold Crest Executive, JLT, Dubai
PO BOX - 720021
PHONE - 0 312 997700, FAX -
EMAIL - info@screen.ae, WEBSITE - www.screen.ae

INVOICE/PACKING LIST

Ship To:
Lightspeed Distribution

Telephone - +97112345678

Inv No: Exp-37
Date: 18.03.2018

№	GOODS	PARTNUM	HSCODE	C.O.O	BE's	QTY PCS	QTY Boxes	WEIGHT KGS	PRICE UNIT	AMOUNT USD
1	Mouse-Track Ball		13141563	Kyrgyztan	565656	20.00	2.00	21.00	14.25	285.00
2	Mouse projector		13141563	Egypt	303-90908989	10.00	1.00	11.00	17.73	177.34
3	VAT - 0%	1234	17124563	Oman	232-6545454	75.00	3.00	2.50	419.52	31,464.00
4	Lenovo ideapad 110		11762365	India	303-78795894	10.00	1.00	132.00	6,025.71	60,257.14
5	Mouse Black		11762365	Pakistan	302-12332145	20.00	2.00	16.00	75.51	1,510.28
6	Quad Core		11762365	Kyrgyztan	909-676767234, 90	100.00	5.00	3,600.00	911.99	91,199.40
					Total:	**235.00**	**14**	**3,782.50**		**184,893.16**

Total Quantity: 235
Total boxes: 14
Total Gross Weight: 3782.500
Country of Origin: Kyrgyztan, Egypt, Oman, India, Pakistan

CUSTOMER

FOR AND ON BEHALF OF
Main Company

AUTHORISED SIGNATURE

AUTHORISED SIGNATURE

Goods once sold will not be taken back or exchanged.
All returned for warranty products should be in their original packing and accompanied by copy of invoice.

Fig. Print report – Packing List/Invoice

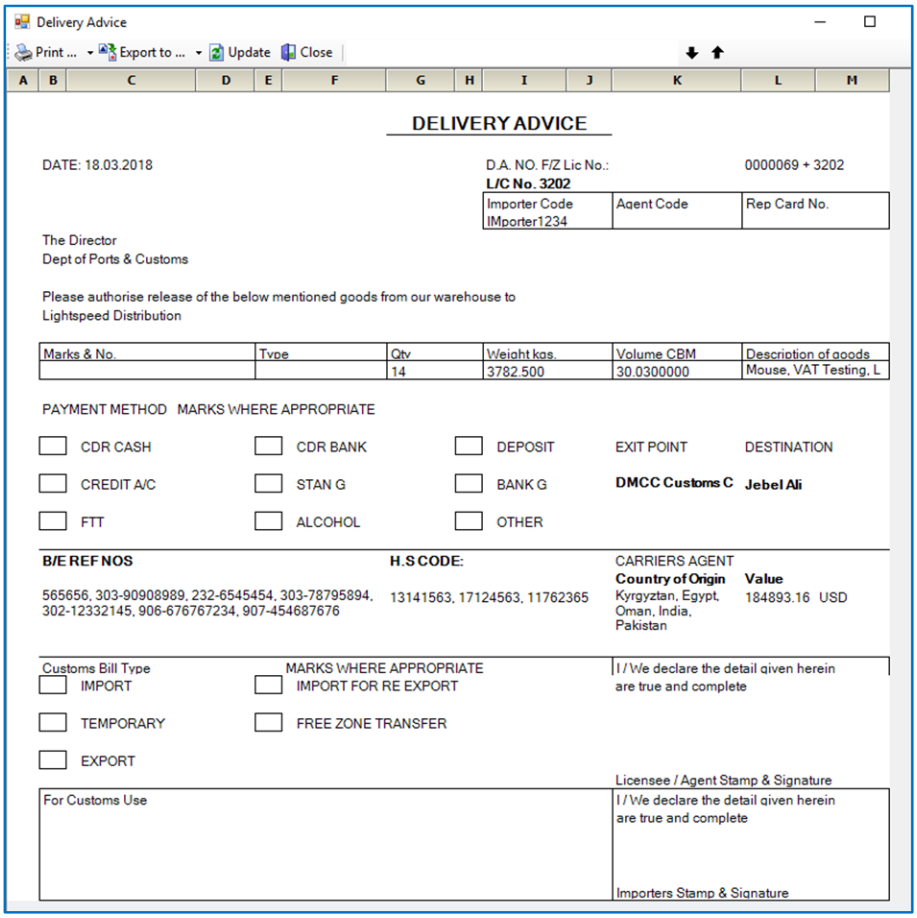


Fig. Print report – Delivery Advice

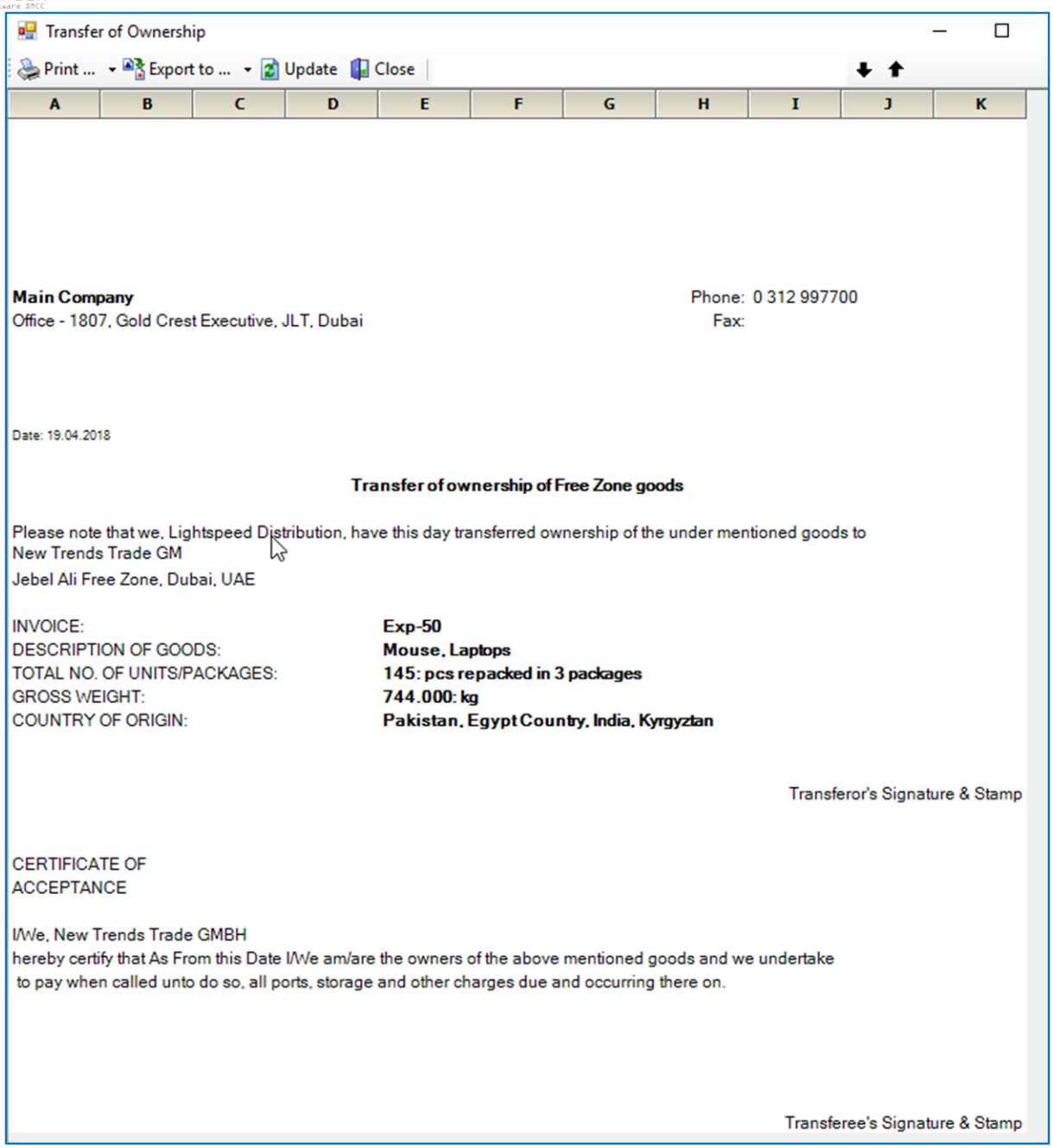


Fig. Print report – Transfer of Ownership

HS Code List

Print ... Export to ... Update Close

HS CODE LIST № Exp-50 19.04.2018

NO	GOODS	HS CODE	C.O.O.	Q-TY PCS	WEIGHT KGS	AMOUNT AED
1	Mouse	11762365	Pakistan	80	1.600	5935.20
2	Mouse	13141563	Egypt Country	15	1.067	290.10
3	Laptops	50079000	India	25	12.000	185472.00
4	Laptops	50079000	Kyrgyztan	25	12.000	113344.00
	TOTAL:			145	744.000	305041.30

Fig. Print report – HS Codes List

Movement of entries –

There are no movement of entries for this document. There are accumulator entries which depicts the shipment of goods from customs stock to the customer mentioned.
Posting this document credits the custom goods accounting accumulator for the quantity, BE mentioned in customs goods linked table.

2.9 Document – Customs Certificate

Purpose – The purpose of this document is aid user to create and print custom exit certificate based on the customs invoice document

Menu – Document > Customs Office > Customs Certificate

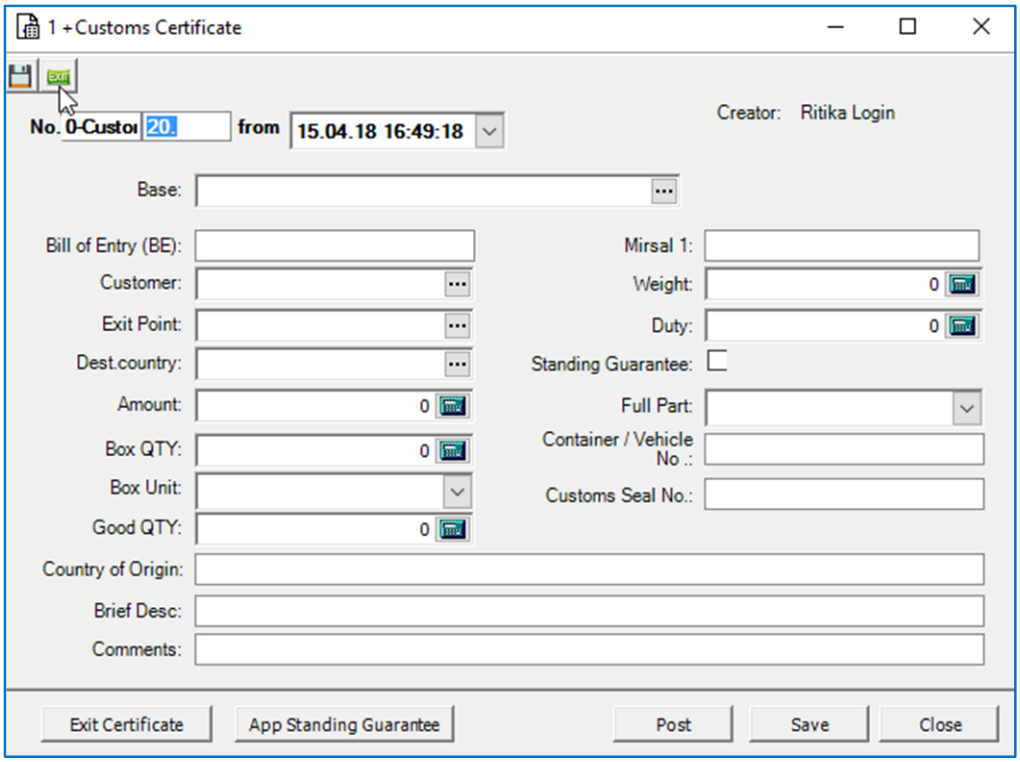


Fig. Document – Customs Certificate

Structure of the document –

This document consists of following fields:

- Base – allows user to select posted customs invoice document based on which the custom certificate needs to be generated
- Bill of Entry – editable text field to store bill of entry number from customs. Auto-loads if present in customs invoice document.
- Customer – editable text field to store customer name. Auto-loads if present in customs invoice document.
- Exit Point – editable field to store exit point for the customs exit certificate. Choose from exit directory certificate. Auto-loads if present in customs invoice document.

- Dest. Country – editable field to store destination country. Auto-loads if present in customs invoice document.
- Amount – editable field to show amount of shipment. Displayed in National currency selected in the system. Auto-loads if present in customs invoice document converted to national currency.
- Box QTY – editable field to show quantity of boxes in the shipment. Auto-loads if present in customs invoice document.
- Box Unit – editable to field to show Unit of boxes. User can select from Package (PKG) or Carton (CTN).
- Good QTY – editable field to show quantity of products in the shipment. Auto-loads if present in customs invoice document.
- Country of Origin – editable fields to show all country of origins for the products in the shipment. Auto-loads if present in customs invoice document. Displays Country Codes to accommodate multiple names in printing from.
- Brief description – editable text field to show brief description about the products. Auto-loads as the name of groups for the products in the shipment.
- Comments - editable text field to show comments/notes about the document.
- Mirsal 1 – editable field to store the Mirsal 1 number of the export shipment. Auto-loads if present in customs invoice document.
- Weight - editable field indicating the total weight of the shipment. Auto-loads if present in customs invoice document.
- Duty – indicates the amount of duty or deposit paid on clearance of export shipment cargo. This field is editable only if Flag Standing guarantee is set.
- Flag “Standing Guarantee” – indicates if any duty/deposit has been paid on exit certificate. If selected, amount in duty field can be filled and saved.
- Full Part – editable field to indicate if the shipment is full container or part of container.
- Container/Vehicle Number - editable field to store the container/vehicle number
- Customs Seal No. – Editable text field to store and print customs seal number.

Following buttons are there:

- Exit Certificate – Generate print form for exit certificate
- App Standing Guarantee – Generate print form for application for cargo clearance on standing guarantee
- Post, Save and Close

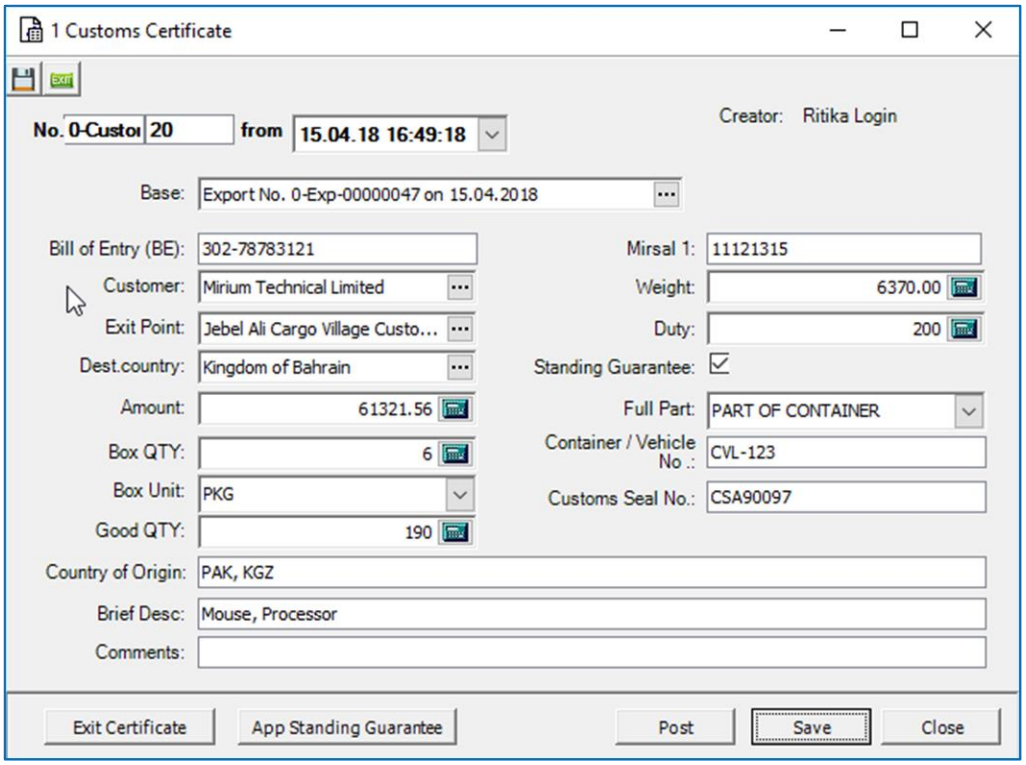


Fig. Document Customs Certificate – Based on customs invoice document

Filling out the document –

To fill out this document, following needs to be done:

- Select the base document for which the exit certificate needs to be generated.
- Once customs invoice document is selected, most fields will be auto-populated as added in the base document.
- User can edit fields as explained in the structure section above.
- Once the data has been entered, user can generate print form to print on custom exit certificate document.
- If the duty amount has been added, user can generate print for application for cargo clearance under standing guarantee.
- The document should be posted/saved as required.
  Please note posted document means, the exit certificate has been sent to forwarder for further clearance.
  Posted documents without any saved/posted claim receipts can be tracked in report Pending exit documents
  Standing Guarantee report would show all posted custom certificate in the process of being claimed i.e. do not have any claim receipt posted with accepted/rejected.

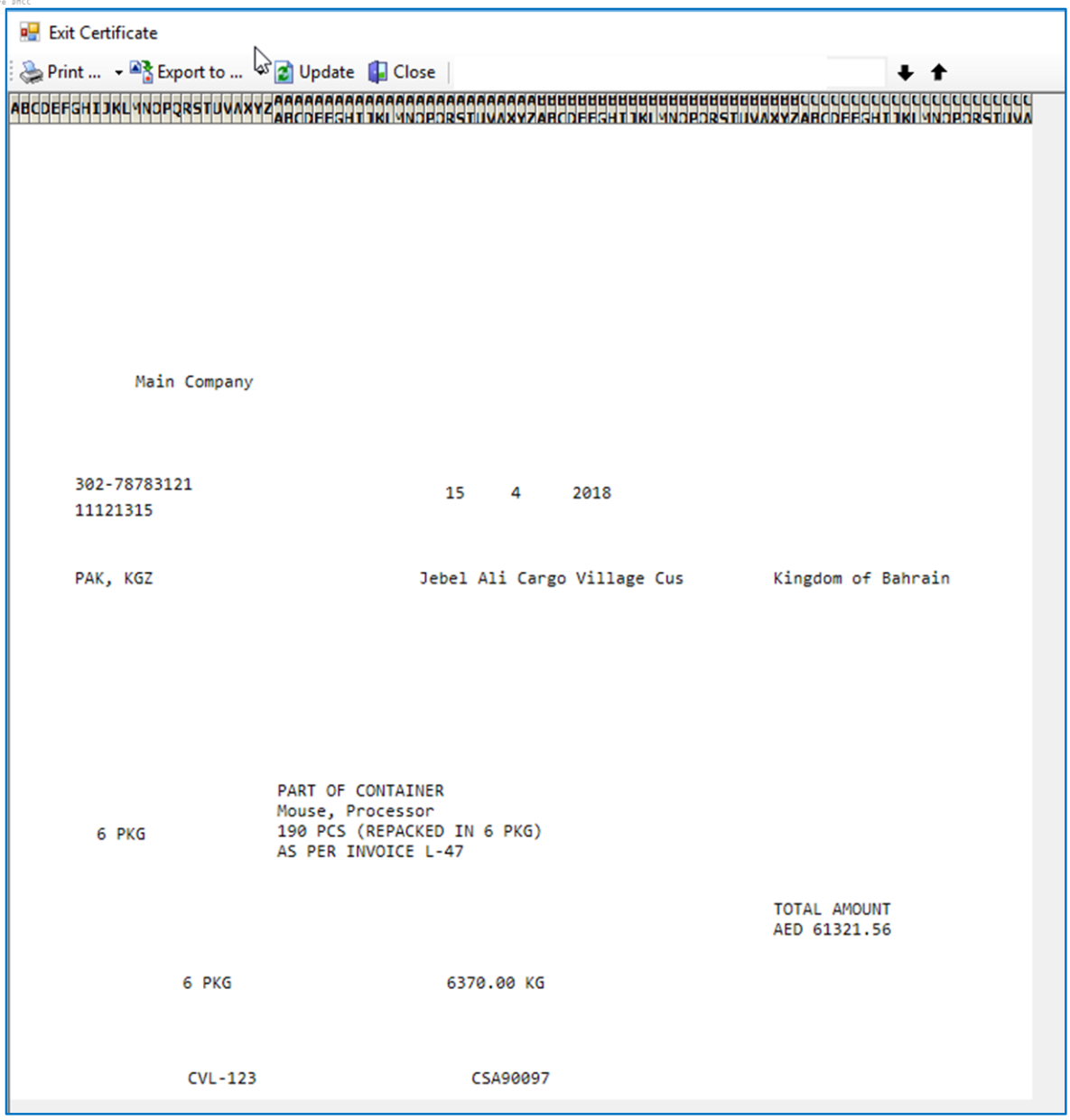


Fig. Print report – Exit Certificate

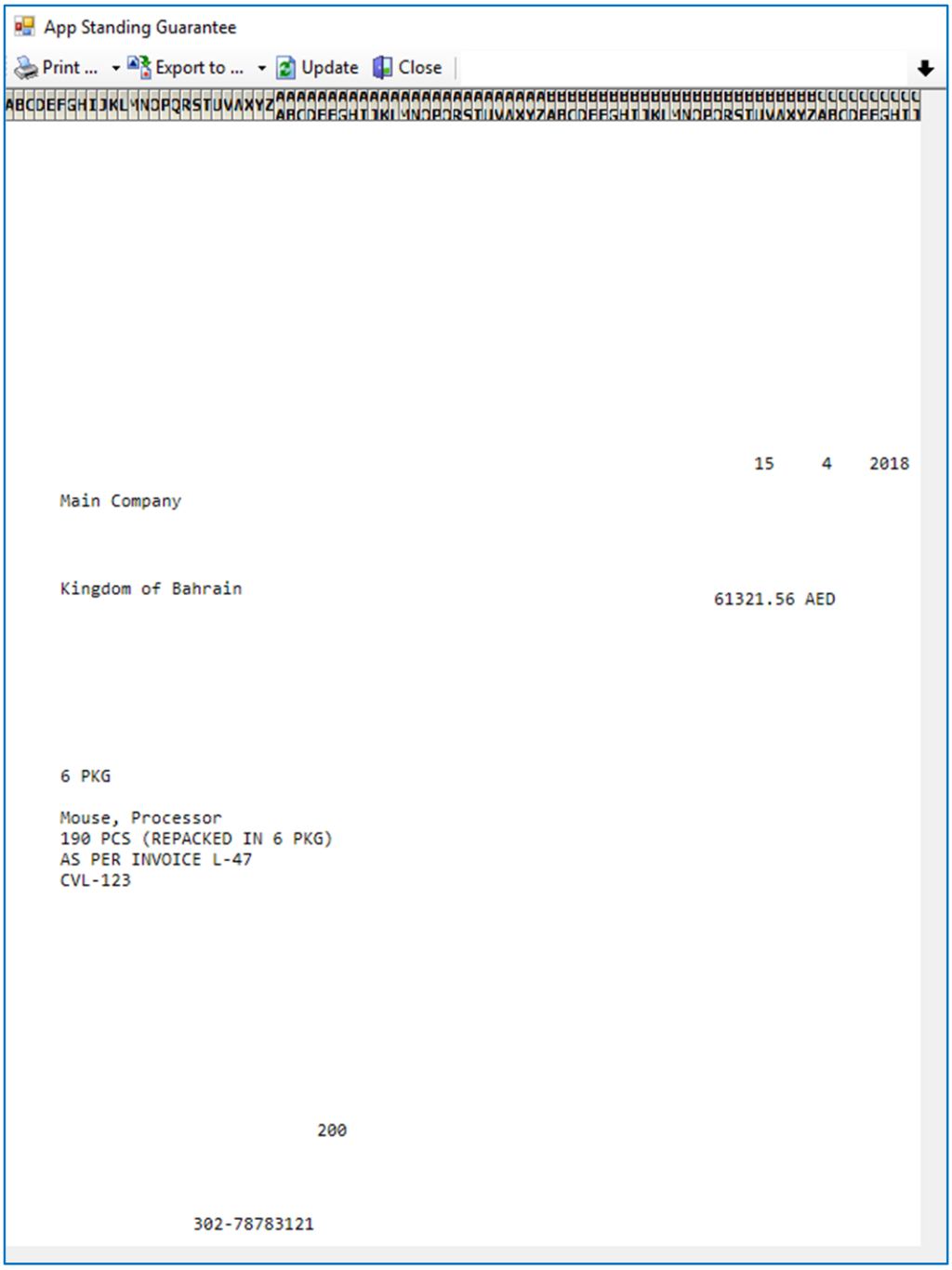


Fig. Print report – App Standing Guarantee

Movement of entries –

There are no movement of entries for this document. On posting the document, debit entries in customs duty accumulator are created if flag standing guarantee is set and amount duty has been added.

2.10 Document – Claim Receipt

Purpose – The purpose of this document is to register receipt for claim amounts to be received from customs authority. The refund can be of any type like non-remittance refund, refund of duty, refund of deposit and more.

Menu – Document > Customs Office > Claim Receipts

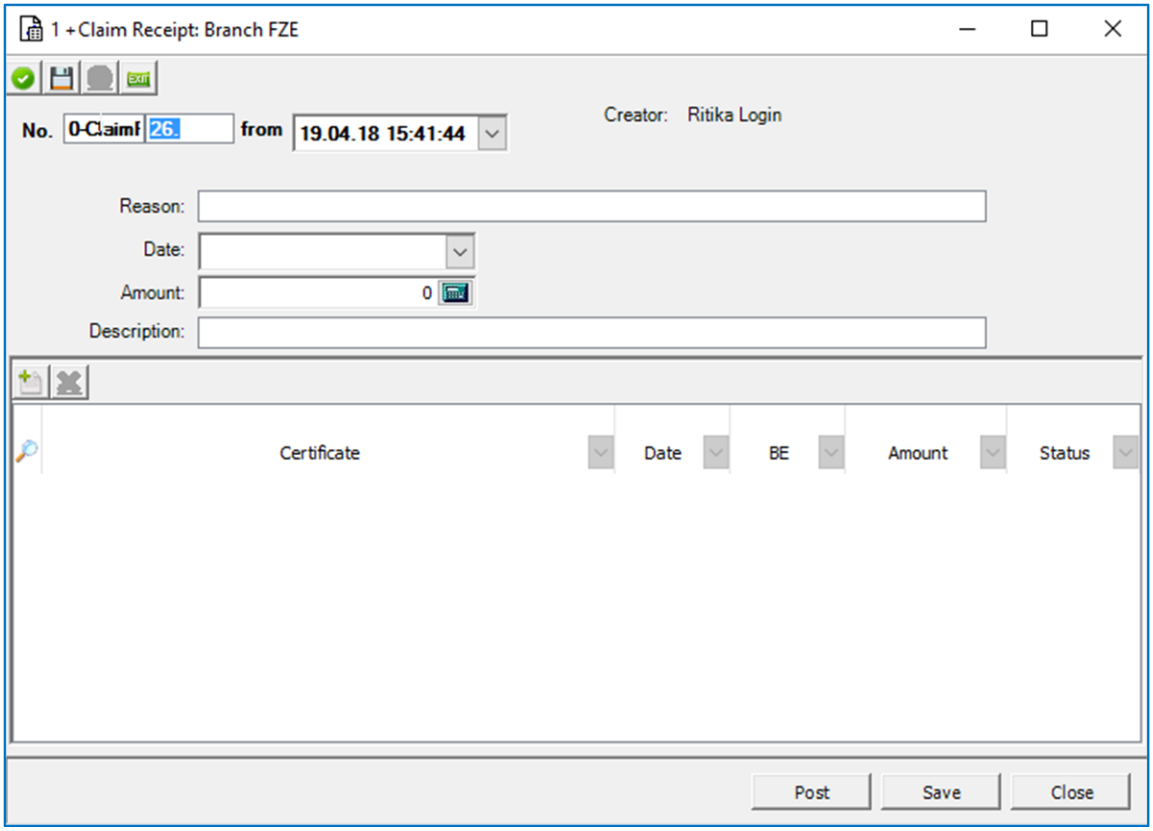


Fig. Document - Claim Receipt

Structure of the document -

This document consists general fields and table for customs certificates.

General Fields are:

- Reason – editable text field to store comments about the claim receipt
- Date – editable date field to store date of claim receipt
- Amount – indicates the total claim amount in the receipt. Calculated as sum of amount from customs certificate added.
- Description - editable text field to store comments about the claim receipt

Table for Customs Certificate:

This table allows to add posted customs certificates. User can add custom certificates using add button.

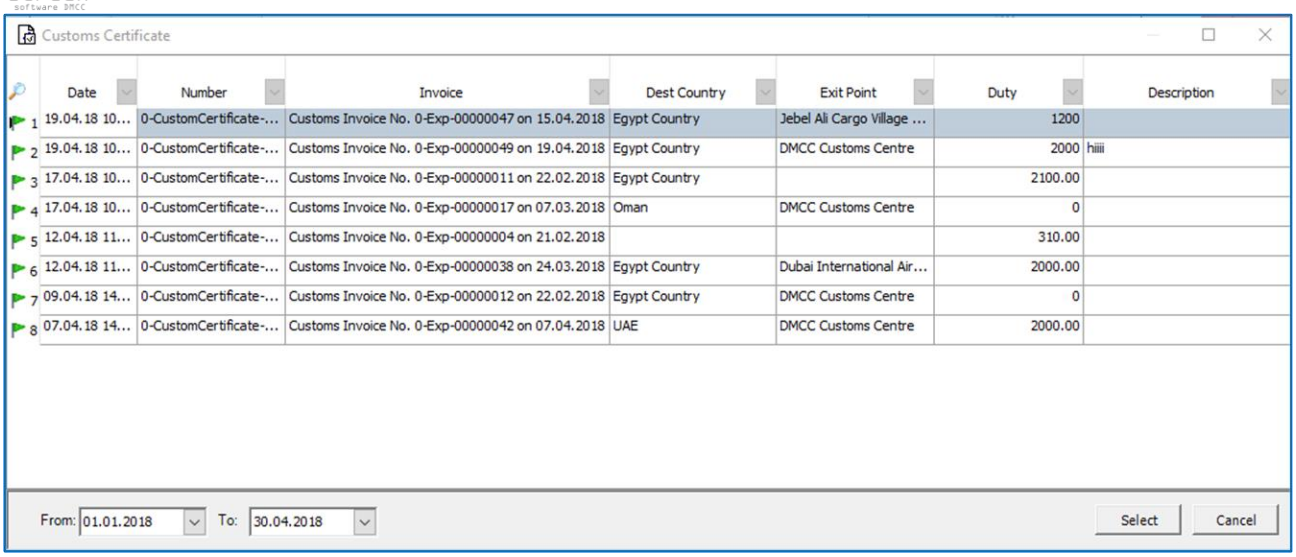


Fig. Claim Receipt – Customs certificate selection

Following columns are there:

- Certificate – indicates the document name and number. Non-editable.
- Date – indicates the creation date of the customs certificate. Non-editable.
- BE – indicates the bill of entry number added in the customs certificate. Non-editable.
- Amount – indicates the duty amount on the respective customs certificate. Non-editable.
- Status – select appropriate claim status – accepted, rejected, resubmit.

Buttons for Post, Save and Close are there.

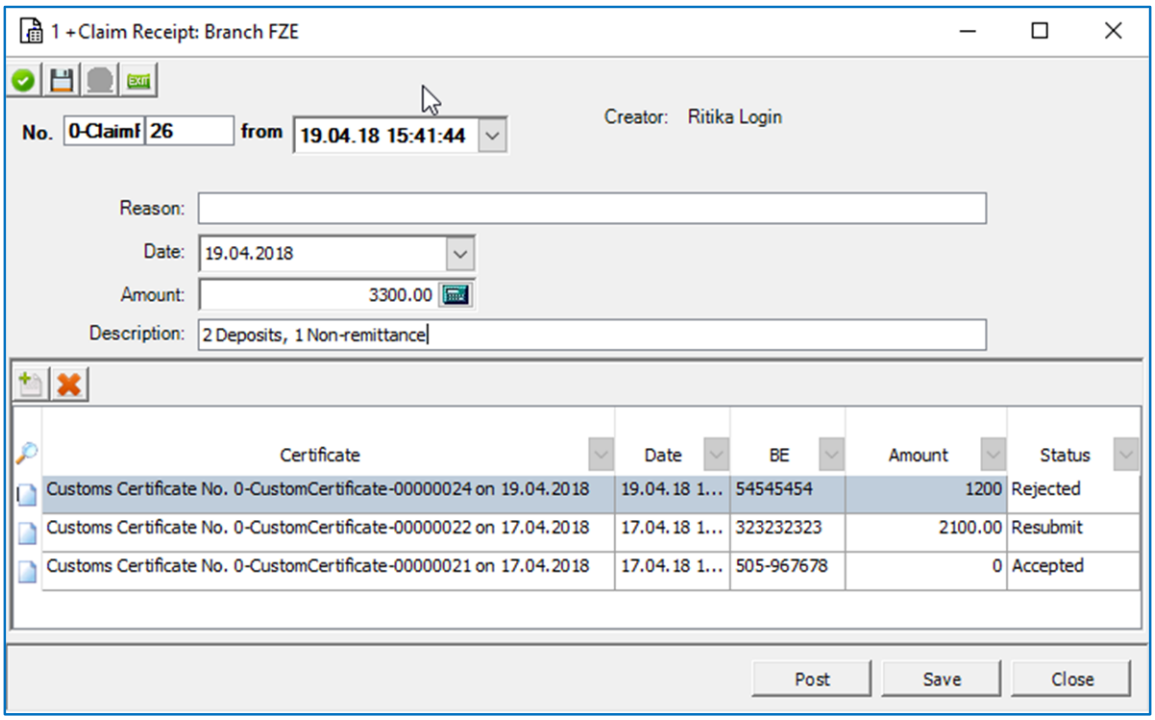


Fig. Document – Claim receipt, with customs certificate

Filling out the document –

To fill this document, user needs to:

- Load the document and add customs certificates which have been claimed.
- For each added custom certificate, in the status select accepted, rejected or resubmit for resubmission.
- Add reason and comments
- Post the document

Movement of entries –

There are no movement of entries for this document.
Accumulator entries are made as per the selected status of custom certificate:

- Accepted – The deposit amount is written off from standing guarantee reports.
- Rejected – The deposit amount is written off from standing guarantee reports, users should make payments to balance standing guarantee.
- Resubmit – The deposit amount stays on standing guarantee reports.

2.11 Document – Customs Inventory Correction

Purpose – The purpose of this document is to allow users to make changes to custom goods accounting.

Our system allows users to do parallel goods accounting. This is essentially a required feature for import-export traders. The stock imported needs to be declared on Trade/Customs portal. The system allows to store stock declared in customs in the custom goods accounting database. Such debit entries are made via purchase invoice (Please see purchase invoice manual for details). Credit entries are made when we export such goods via Customs invoice document (please see manual for export document).
Sometime manual correction to our accounting records may be required and can be achieved via this document. Useful in the cases where multiple downstream documents have been posted on the purchase invoice and it is not possible to un-post the purchase invoice to make corrections. Corrections can be done manually to account for goods loss, defective pieces, accounting error and more.

Menu – Document > Customs > Customs Inventory Correction

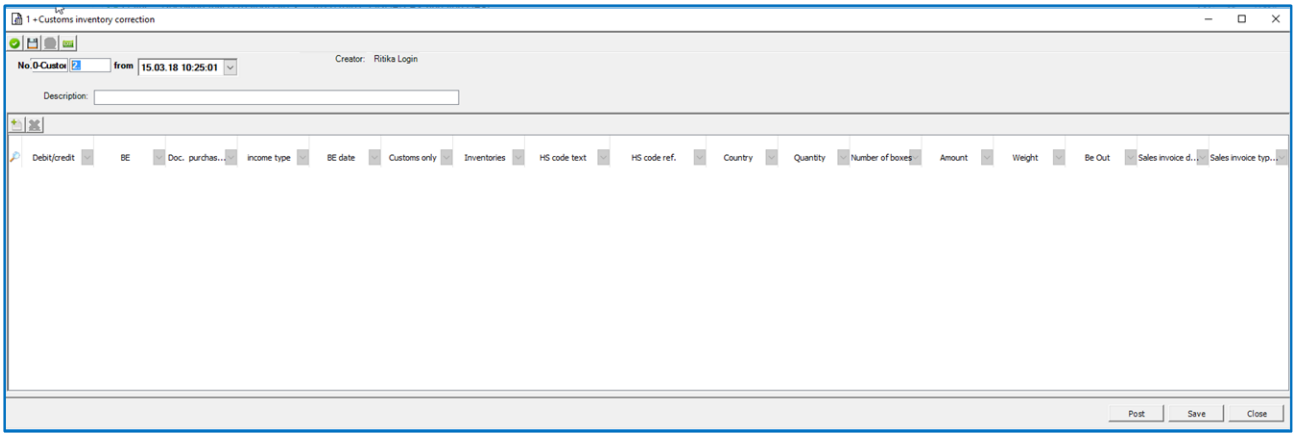


Fig. Document – Customs Inventory Correction

Structure of the document –

This document mainly consists of table to make corrective entries to custom stocks. The description or comments for the document can be stored in description field.

Table for Inventories consists of:

- Entry Type – select debit or credit entry
- BE – editable field to store number for Bill of entry.
- Document Purchase Invoice – allows user to select the purchase invoice document
- Income Type – indicates the customs transaction type from the selected purchase invoice document
- BE Date – Indicates the BE date from the selected purchase invoice document. Non-editable.
- Customs Only – This flag is checked if the purchase invoice is a customs only invoice.
- Inventories – indicates the name of the product whose quantity is being debited/credited in this correction
- HS Code Text – Exact HS code text search. User can enter HS code text here, if present in directly, the entry will be linked.
- HS Code Ref – indicates the HS code for the product. Selected from the HS code directory.
- Country – indicates the country of origin for the product being entered. Editable, select from country directory.
- Quantity – indicates the quantity being corrected for the product. Editable numeric field.
- Number of Boxes – indicates the number of boxes packed for the product quantity. Editable numeric field.
- Amount – indicates the cost amount for the product quantity being corrected. Editable numeric field.
- Weight – indicates the weight amount for the product quantity being corrected. Editable numeric field.
- BE Out – indicates the BE number from the export document in which the product quantity was dispatched. Non-editable.
- Doc. Export – allows user to select export document in which the product quantity was dispatched.
- Customs Type – indicates the customs transaction type from the selected export document

Buttons for post, save and close are present.

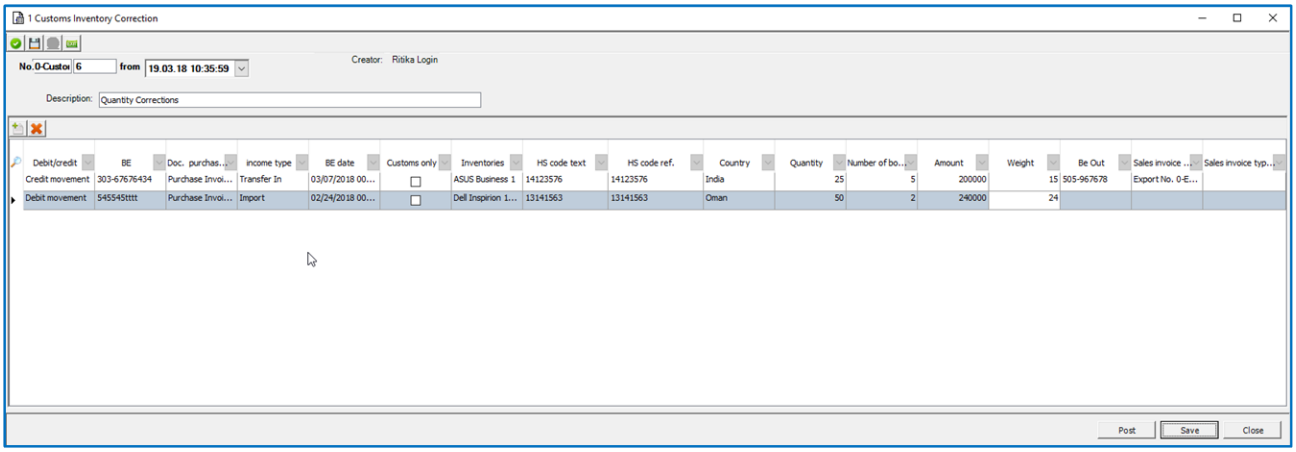


Fig. Document – Customs Inventory Correction, Debit-Credit Entries

Filling out the document –

This document should be used to make corrections to custom declared stock in the system in case there is a mismatch between actual custom stock (as declared on the eMirsal portal) and the entries in the system.

Creating Debit Entries –

This action can be used to create positive quantity entries on the customs inventory balances.
Suggested steps:

- Load the document, add a new row and select type as 'debit movement' in debit/credit column.
- Select the purchase invoice document from the doc. Purchase invoice column. Fields related to document like BE, Income Type, BE date and Flag "Customs Only" are auto-populated.
- Add product details including Inventories, HS Code, Country, Quantity, Boxes, Amount and weight.
- Repeat above 2 steps to add more products. Many products can be corrected for one bill of entry number.
- Post/save document as required.

Creating Credit Entries –

This action can be used to create negative balancing entries on the customs inventory balances. The user must specify the purchase bill of entry number for the credit movement.
Suggested steps:

- Load the document, add a new row and select type as 'credit movement' in debit/credit column.
- Reference to the incoming bill of entry - Select the purchase invoice document from the doc. Purchase invoice column. Fields related to document like BE, Income Type, BE date and Flag "Customs Only" are auto-populated.
- Add product details including Inventories, HS Code, Country, Quantity, Boxes, Amount and weight.
- Repeat above 2 steps to add more products. Many products can be corrected for one bill of entry number.
- Reference to the outgoing bill of entry – select the export document from the doc. Export column. Fields related to document like BE Out and Customs Type are auto-populated.
- Post/save document as required.

Movement of entries –

There are no movement of entries for this document. There are accumulator entries which depicts the debit or credit of goods from customs stock.

2.12 Document – Emirsal File Creation

Purpose – The purpose of this document is to help users to create text file which can be used for making invoice declaration on Dubai Trade Portal.

Menu – This document can be found one below:

- Document Purchase Invoice > Button eMirsal Text File
- Document Customs Invoice > Button eMirsal Text File

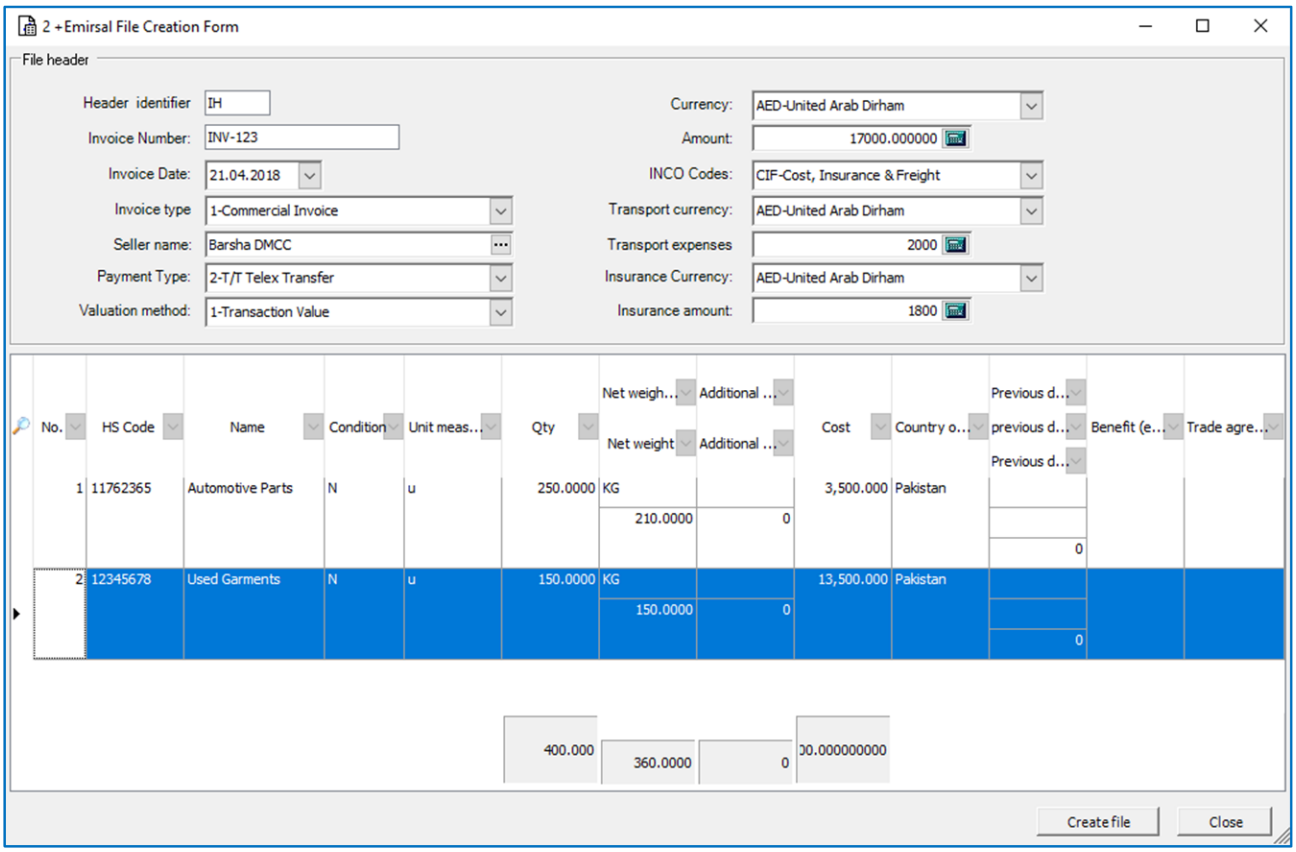


Fig. Emirsal File Creation Form

Structure of the document –

The data in the document is auto populated from the document where it is generated.
The document consists of 2 parts – Invoice Header and Invoice Declaration.

Invoice Header consists of:

- Header Identifier – "IH" by default. Editable
- Invoice Number - Editable field to enter invoice number. For Purchase invoice takes from invoice number field. For customs invoice, same as customs invoice document number.
- Invoice Date – Editable field to enter invoice date. Taken automatically as document date.
- Invoice Type – select the type of invoice. By default commercial invoice selected.
- Seller Name – select the name of seller in the transaction. Editable, select from counterparty directory. For purchase invoice automatically select the supplier as on the document. Blank for customs invoice.
- Payment Type – select the type of payment. By default 2-T/T Telex Transfer selected.
- Valuation Method – select the type of valuation method. By default 1-Transaction Value selected.
- Currency – select the currency of invoice. For purchase invoice, document currency selected. For customs invoice, main currency selected.

- Amount – Indicates total amount of invoice in the currency. Taken from generating document.
- Inco Codes – indicates the INCO term for the transaction. Editable. By default CIF-Cost, Insurance & Freight selected.
- Transport Currency – Blank by default. Select currency in which transportation charges paid.
- Transport Expenses – Blank by default. Enter charges paid for transportation.
- Insurance Currency – Blank by default. Select currency in which insurance charges paid.
- Insurance Amount - Blank by default. Enter charges paid for insurance.

Invoice declaration –

These lines are created based on the inventory table. It consists of:

- HS Code – Taken from the inventory table.
- Name – Name of the HS Code. Taken from HS code directory column "Name in Emirsal"
- Condition – By default 'N', meaning new. Can be changed as applicable for trade.
- Unit Measurement – 'u' for HS codes with flag 'Non-standard unit measurement' unchecked. 'Kg' for HS codes with flag 'Non-standard unit measurement' checked.
- Qty – quantity of goods. Taken from the inventory table.
- Net Weight Additional Unit – Indicates the net weight unit as per the HS code. Taken from HS code directory column "Emirsal net weight unit"
- Net weight – products net weight taken from the inventory table.
- Supplementary quantity measurement unit - Blank by default. Editable, chose from unit measurement directory records marked as Choice in Emirsal.
- Supplementary quantity - Blank by default. Editable numeric field.
- Cost – Taken from generating document. Editable numeric field.
- Country of Origin – Taken from generating document. In the text file generated, country codes are shown.
  Please note, user should ensure that country odes in country directory are same as codes specified by Dubai trade portal.
- Previous customs declaration reference – Blank by default. Editable text field.
- Previous customs declaration invoice number - Blank by default. Editable text field.
- Previous customs declaration invoice line – Blank by default. Editable text field.
- Exemption Type – To identify any exemption is available other than HS based such as FOC; ADV; Industrial; End user; Free Trade Agreement or other special category. Type of exemption given. Blank by default.
- Trade Agreement Code - The reference number provided by the exemption approving authority or custom code of free trade agreement. Blank by default.

Please note, if the inventory table of generating document has goods with same HS Code-Country combination, then in the eMirsal text file such products are grouped and their cost and quantity is summed up.

Following buttons are there:

- Create File – Creates text file which can be uploaded directly on Dubai trade portal for invoice declaration
- Close

EMIRSALm2_ - Notepad

File Edit Format View Help

```
"IH","","2018-04-21","1","1","Barsha DMCC","2","1","USD","4620.522","CIF","","","",""
"ID","1","50072000","Silk Fabrics, More than 85%","N","kg","200","","160","","","544.022","BA","","","","",""
"ID","2","11762365","Automotive Parts","N","u","50","KG","50","","","407.5","PA","","","","",""
"ID","3","12345678","Used Garments","N","u","150","KG","150","","","3669","PA","","","","",""
```

Fig. Emirsal Text File

2.13 Document - Warehousing - Receipts

Purpose – The purpose of this document is to assign warehousing units to the goods received in a purchase invoice.

There can be two different ways to use warehousing in eLeed.

Option 1 – Logistics First

Using Inventory receipt document, where goods received in a consignment are assigned to warehousing unit but the actual reflection in the stock happens after purchase invoice.

Option 2 – Inventory First

First the purchase invoice for goods is created, then based upon the quantities received in purchase invoice, storekeepers assign warehousing locations using document Warehousing - Receipts.

Menu – Documents > Warehousing > Warehousing - Receipts

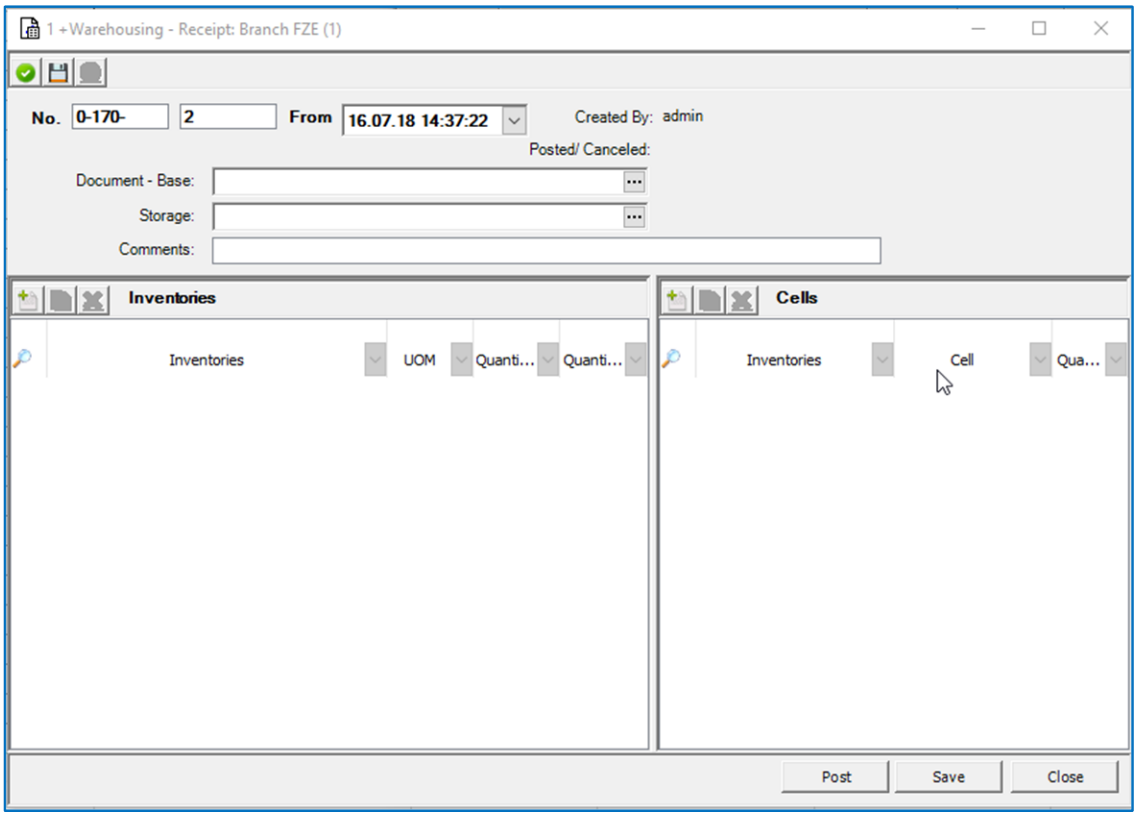


Fig. Document - Warehousing - Receipts

Structure of the document –

This document consists of general details, inventories table and Warehousing Table.

General Details consists of:

- Document – Base – select the purchase invoice on which need to post warehousing allocation
- Storage – Loads automatically from the selected purchase invoice.
- Comments – notes about the document.

Inventories table consists of:

- Buttons to add, copy or delete the inventory loaded from the selected purchase invoice
- Inventories – displays name of the inventory
- UOM – displays UOM for the inventory
- Quantity by Base – displays the quantity for the inventory in selected purchase invoice. Non editable.
- Quantity from Cells – displays the sum of quantity assigned to warehousing units in warehousing section

Warehousing table consists of:

- Buttons to add, copy or delete the warehousing unit for allocation.
- Inventories – displays name of the inventory, as selected in the inventories table. Non editable
- Cell – Name of the warehousing unit where the goods are being received physically
- Quantity – Quantity allocated by user to the selected warehousing unit for the selected product.

Buttons for post, save and close are there.

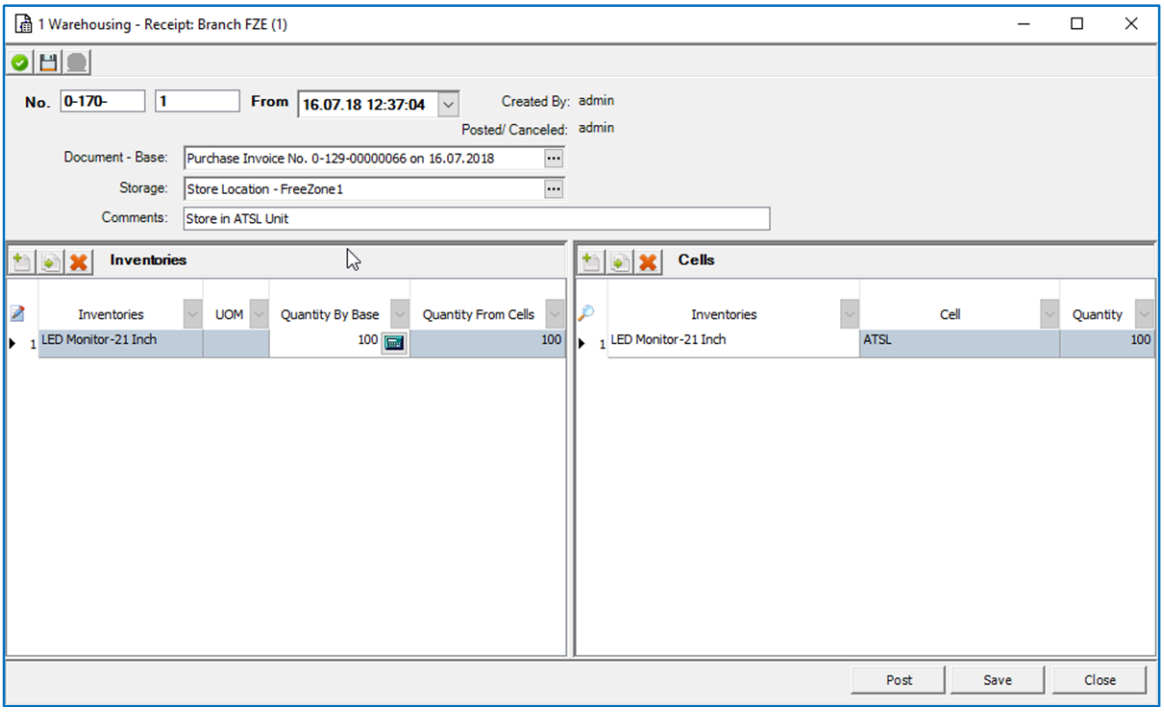


Fig. Document - Warehousing – Receipts, based on purchase invoice

Filling out the document –

Suggested steps to use the warehousing feature using this document –

- Load the document and select posted purchase invoice
- Upon selection of purchase invoice, all goods received in the invoice will load in the inventories table.
- User can delete any inventory not to be allocated warehousing
- For each product in inventories table, add one or more cells/units in the warehousing section.
- Before posting ensure that the quantity by base is equal to sum of quantity for the products in different warehousing cells/units added in warehousing section.
- Document can be saved/posted as desired.

Movement of entries –

There are no movement of entries for this document. There are accumulator entries which depicts the debit or credit of goods from the selected warehousing units.

2.14 Document - Warehousing – Dispatches

Purpose – The purpose of this document is to select warehousing units from which the goods have been physically dispatched.

There can be two different ways to use warehousing in eLeed.

Option 1 – Logistics First

Using Inventory assembly list document, where goods to be dispatched in consignment are selected from warehousing units but the actual reflection in the stock happens after posting of inventory dispatch note.

Option 2 – Inventory First

First the inventory dispatch note for goods is created, then based upon the quantities to be dispatched, storekeepers select the warehousing locations to source goods from using document Warehousing - Dispatches.

Menu – Documents > Warehousing > Warehousing - Dispatches

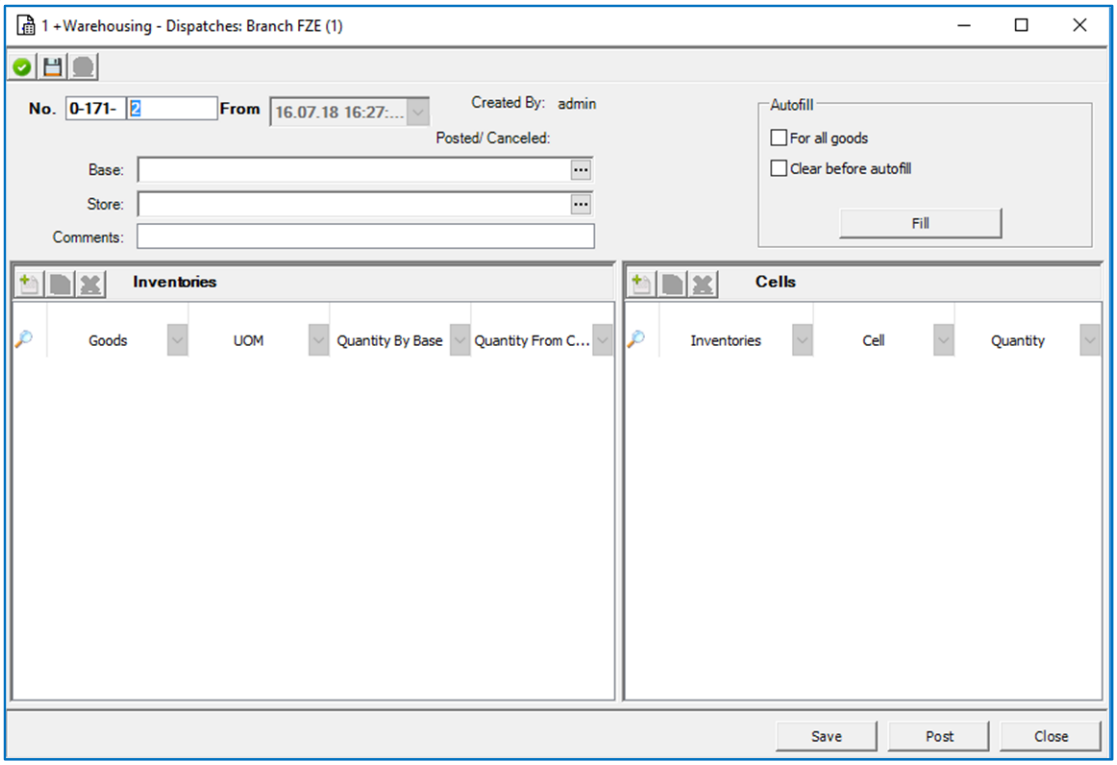


Fig. Document - Warehousing - Dispatches

Structure of the document –

This document consists of general details, autofill section, inventories table and Warehousing Table.

General Details consists of:

- Base – select one of the following posted documents for which need to post warehousing allocation
  - Inventory Dispatch Note
  - Inventory Assembly List
  - Goods Write-off
  - RMA Transfer Form
  - Transfer to RMA
- Storage – Loads automatically from the selected inventory dispatch note.
- Comments – notes about the document.

Autofill Section:

This section helps to auto-assign dispatch unit for selected products being dispatched.

- Flag “For all goods” – If selected, when button fill is clicked, warehousing units are assigned automatically on the basis of available balances for all products in inventories table.
- Flag “Clear Before autofill” - If selected, when button fill is clicked, all previously entered entries in warehousing section are cleared before loading autofill entries.
- Button Fill – Clicking on this button automatically adds the warehousing units with this available quantity. If 2 or more units have this product, then units are picked based on their name. Alphabetical order ascending first.

Inventories table consists of:

- Buttons to add, copy or delete the inventory loaded from the selected purchase invoice
- Inventories – displays name of the inventory
- UOM – displays UOM for the inventory
- Quantity by Base – displays the quantity for the inventory in selected inventory dispatch note. Non editable.
- Quantity from Cells – displays the sum of quantity assigned to warehousing units in warehousing section

Warehousing table consists of:

- Buttons to add, copy or delete the warehousing unit for allocation.
- Inventories – displays name of the inventory, as selected in the inventories table. Non editable
- Cell – Name of the warehousing unit from where the goods are being dispatched physically
- Quantity – Quantity allocated by user to the selected warehousing unit for the selected product.

Buttons for post, save and close are there.

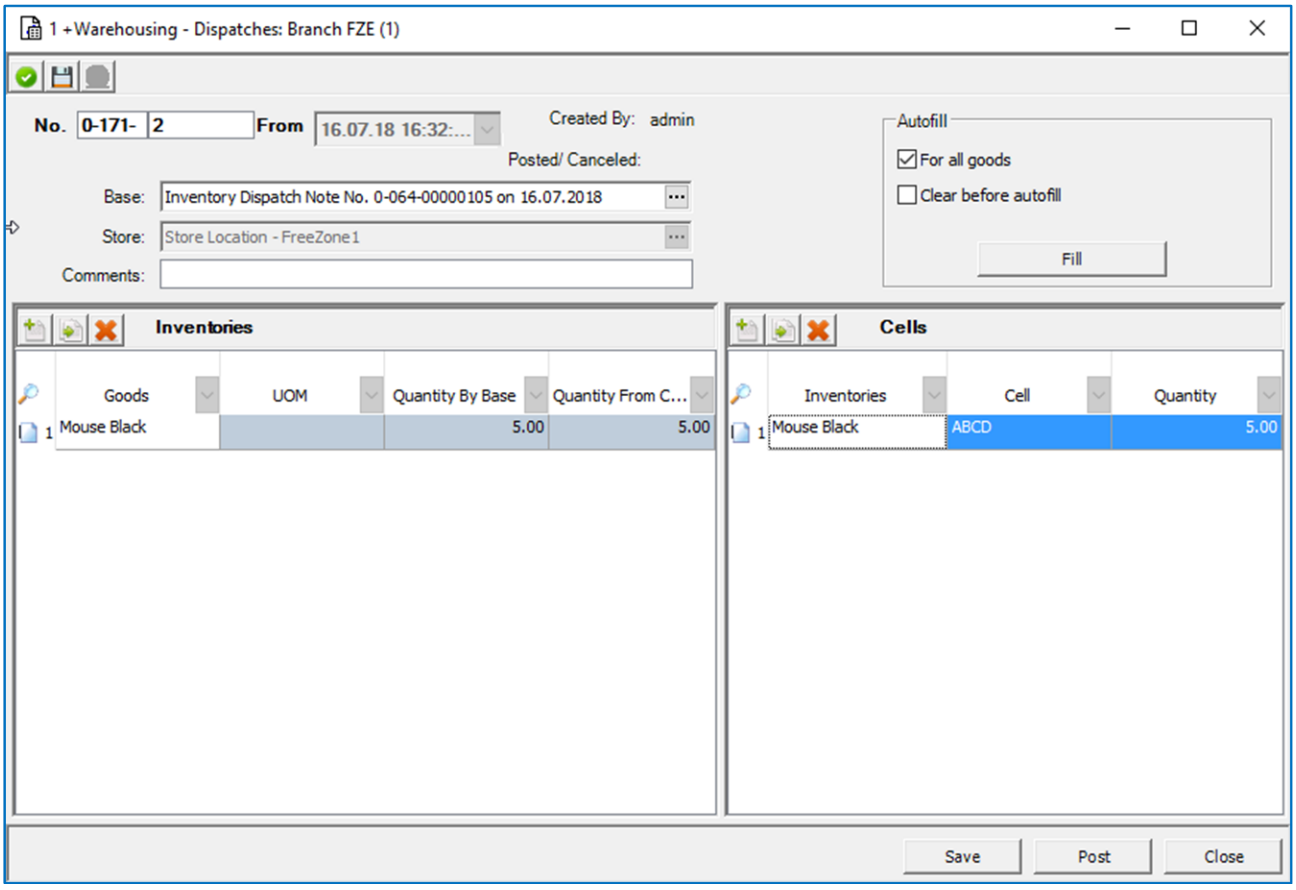


Fig. Document - Warehousing – Dispatches, based on inventory dispatch note

Filling out the document –

Suggested steps to use the warehousing feature using this document –

- Load the document and select a base document.

- Upon selection of base example inventory dispatch note, all goods to be dispatched will load in the inventories table.
- User can delete any inventory not to be allocated warehousing
- For each product in inventories table, add one or more cells/units in the warehousing section.
- Users can also use autofill option to auto-assign the warehousing units sorted alphabetically.
- Before posting ensure that the quantity by base is equal to sum of quantity for the products in different warehousing cells/units added in warehousing section.
- Document can be saved/posted as desired.

Movement of entries –

There are no movement of entries for this document. There are accumulator entries which depicts the debit or credit of goods from the selected warehousing units.

2.15 Document - Warehousing - Movements

Purpose – The purpose of this document is to make transfers between warehousing units under one storage location.

Menu – Documents > Warehousing > Warehousing - Movements

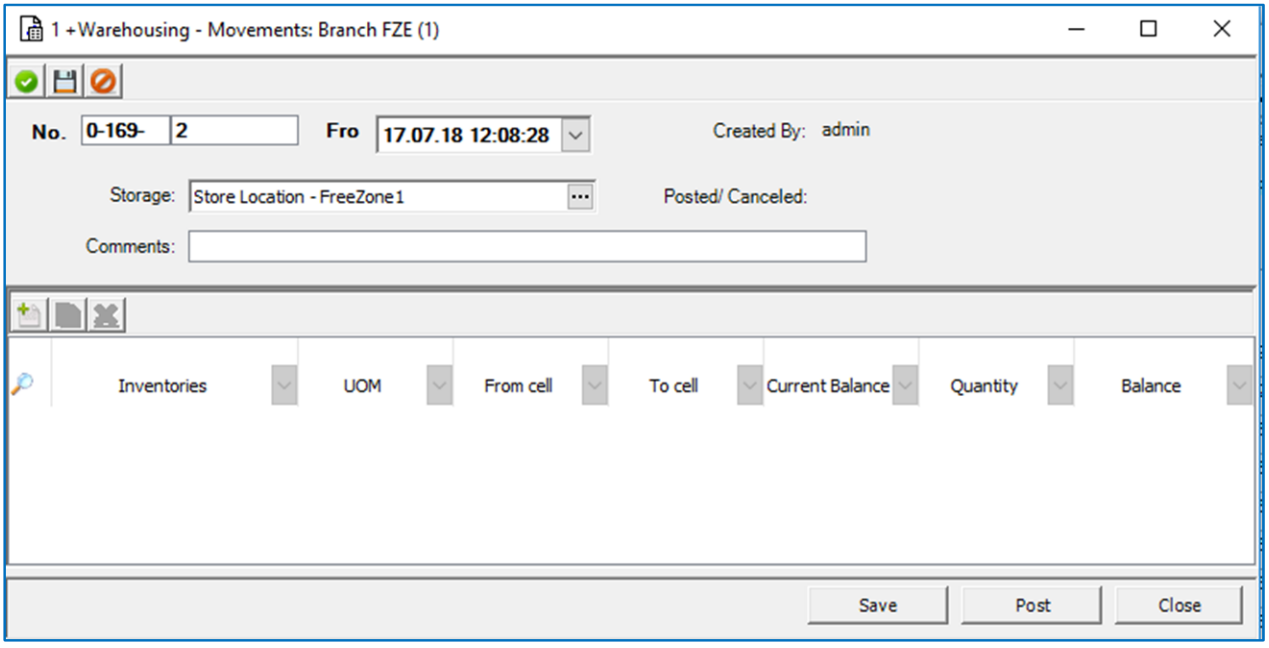


Fig. Document - Warehousing - Movements

Structure of the document –

This document consists of general details and inventories table.

General Details consists of:

- Storage – Select the main store house amongst whose units the inventory movements need to happen.
- Comments – notes about the document.

Inventories table consists of:

- Buttons to add, copy or delete the inventory for movement.
- Inventories – displays name of the inventory
- UOM – displays UOM for the inventory
- From Cell – Name of the warehousing unit from where the goods are being moved.
- To Cell – Name of the warehousing unit to which the goods are being moved to.
- Current Balance – Current balance quantity of the inventory in the "from cell".
- Quantity – displays the sum of quantity assigned for movement. Must be less than or equal to current balance
- Balance – Balance in from cell for the selected inventory after movements. Calculated as Current balance – Quantity.

Buttons for post, save and close are there.

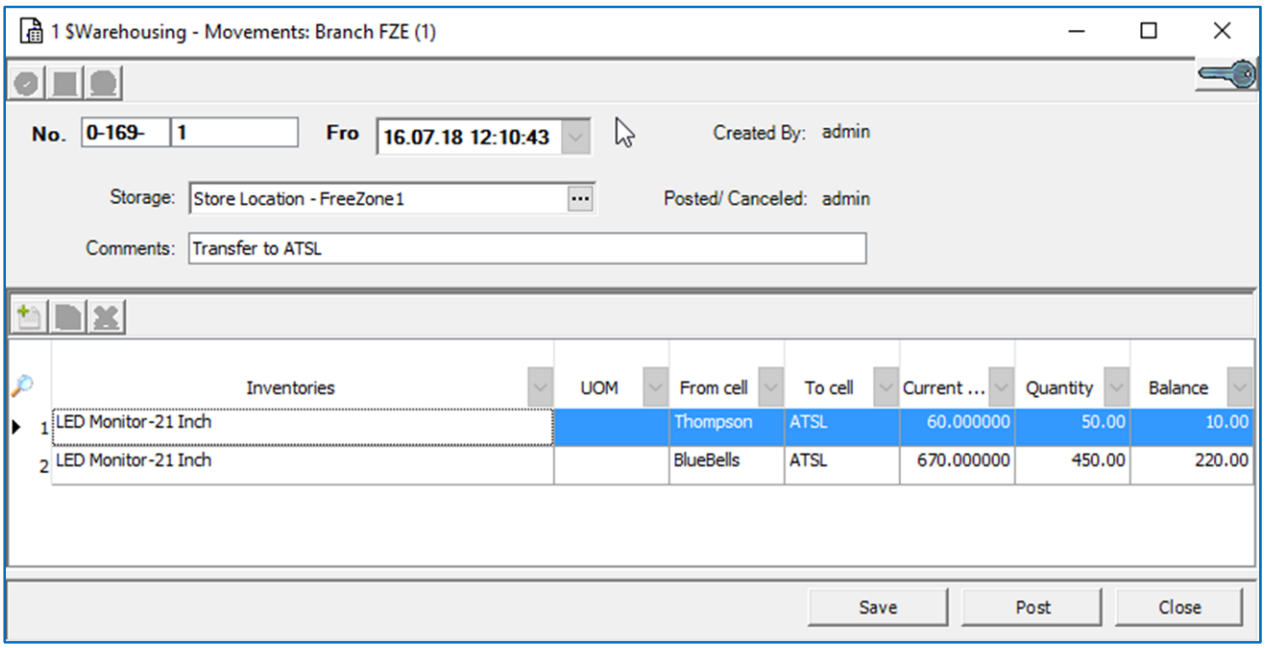


Fig. Document - Warehousing - Movements

Filling out the document –

Suggested steps to make movement between warehousing units -

- Load the document and select a storage location.
- Add the inventories which needs to be moved, select from and to cells
- Add quantity for movement
- One or more inventories can be moved in one document with any combination of from and to cells.
- Before posting ensure that the quantity is less than or equal to current balance in from warehousing cells/units
- Document can be saved/posted as desired.

Movement of entries –

There are no movement of entries for this document. There are accumulator entries which depicts the debit or credit of goods from the selected warehousing units.

3. Working with reports

3.1 Customs Goods History

Purpose – This report can be used to view incoming and outgoing history of products in custom goods accounting.

The report will show data from the documents which make entries on the customs goods accounting accumulator, as follows:

- Debit Entries – Purchase Invoice (with Stock & Customs or Customs selected), Customs Inventory Correction
- Credit Entries – Customs Invoice, Customs Inventory Correction

Menu – Reports > Stock > Customs Goods History

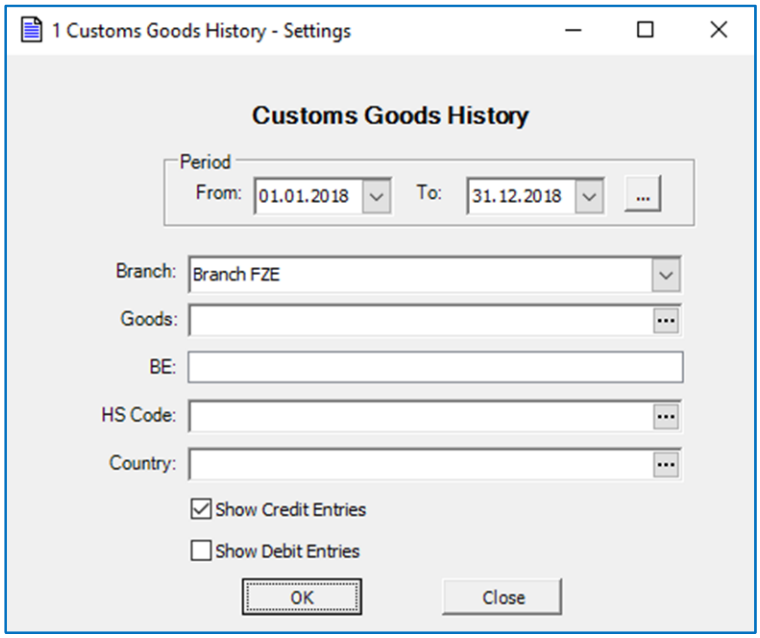


Fig. Customs Goods History, Settings

Customizing data in the report –

Following parameters can be set to customize this report:

- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on ... and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected.
- Goods – select the product whose history needs to be viewed in customs goods accounting. If no product selected, the report generated will show all credit-debit entries in the given period.
- BE – search the goods history by Bill number. Enter bill number text.
- HS Code – editable field to select HS code. Select HS code to view goods history of goods with same HS code.
- Country – editable field to select country. Select the country to view goods history of goods with same country of origin.
- Flag "Show Credit Entries" – If selected, shows the credit entries for the products in the report.
- Flag "Show Debit Entries" - If selected, shows the debit entries for the products in the report.

Both flags checked by default, mandatory to select at least one flag.

Customizing display of the report –

The display of report is customized based upon the filters selected.

Customs Goods History

Print ... Export to ... Update Close

Customs Goods History

Branch: Branch FZE
Date: 01.01.2018 00:00:00 - 31.12.2018 23:59:59 Branch FZE
Goods: Lenovo ideapad 320
HS Code: 14123576
Country:

S No.	Document	Entry	Inventory	HS Code	BE	BE Date	Country	Income	Out	Balance	Weight	Sum
1	Purchase Invoice No. 0-129-00000034	Debit	Lenovo ideapad 320	14123576	303-90908989	21.02.2018	Qatar	5.000	0	15.000	500.00	5,163.05
2	Purchase Invoice No. 0-129-00000043	Debit	Lenovo ideapad 320	14123576	qweryy121	24.02.2018	Oman	115.000	0	247.000	11,500.00	287,500.00
3	Purchase Invoice No. 0-129-00000045	Debit	Lenovo ideapad 320	14123576	303-90908989	28.02.2018	Qatar	5.000	0	252.000	500.00	5,163.05
4	Customs Invoice No. 0-Exp-00000015 o	Credit	Lenovo ideapad 320	14123576	qweryy121	24.02.2018	Oman	0	115.000	37.000	11,500.00	287,500.00
5	Purchase Invoice No. 0-129-00000046	Debit	Lenovo ideapad 320	14123576	303-90908989	28.02.2018	Qatar	5.000	0	42.000	500.00	5,163.05
6	Purchase Invoice No. 0-129-00000070	Debit	Lenovo ideapad 320	14123576	303-78795894	07.03.2018	Pakistan	12.000	0	54.000	1,200.00	49,112.16
7	Customs Invoice No. 0-Exp-00000018 o	Credit	Lenovo ideapad 320	14123576	303-90908989	21.02.2018	Qatar	0	5.000	22.000	500.00	5,163.05
8	Purchase Invoice No. 0-129-00000086	Debit	Lenovo ideapad 320	14123576	121-65454565	18.03.2018	Qatar	20.000	0	42.000	2,000.00	81,696.00
9	Customs Invoice No. 0-Exp-00000044 o	Credit	Lenovo ideapad 320	14123576	303-90908989	28.02.2018	Qatar	0	5.000	49.000	500.00	5,163.05

Fig. Customs Goods History

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the list of credit and debit entries made for the product in customs goods accounting.
The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.2 Customs Inventory Report

Purpose – This report can be used to view balance of products in custom goods accounting.

Menu – Reports > Stock > Customs Inventory Report

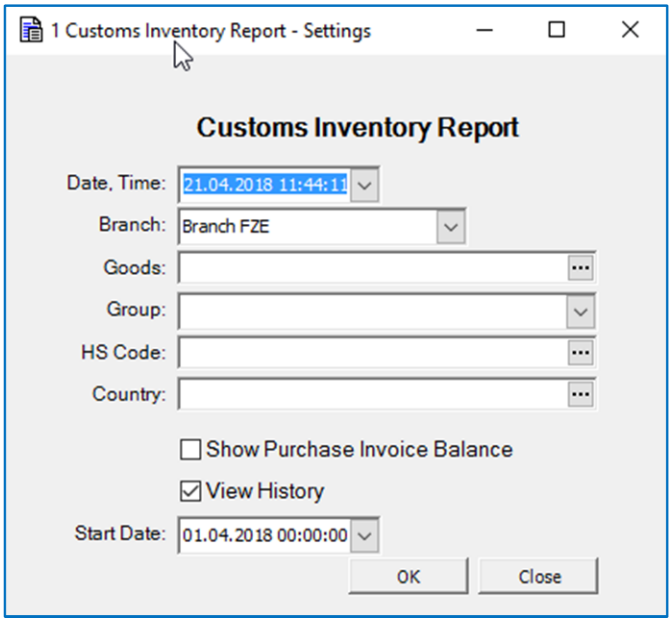


Fig. Customs Inventory Report, Settings

Customizing data in the report –

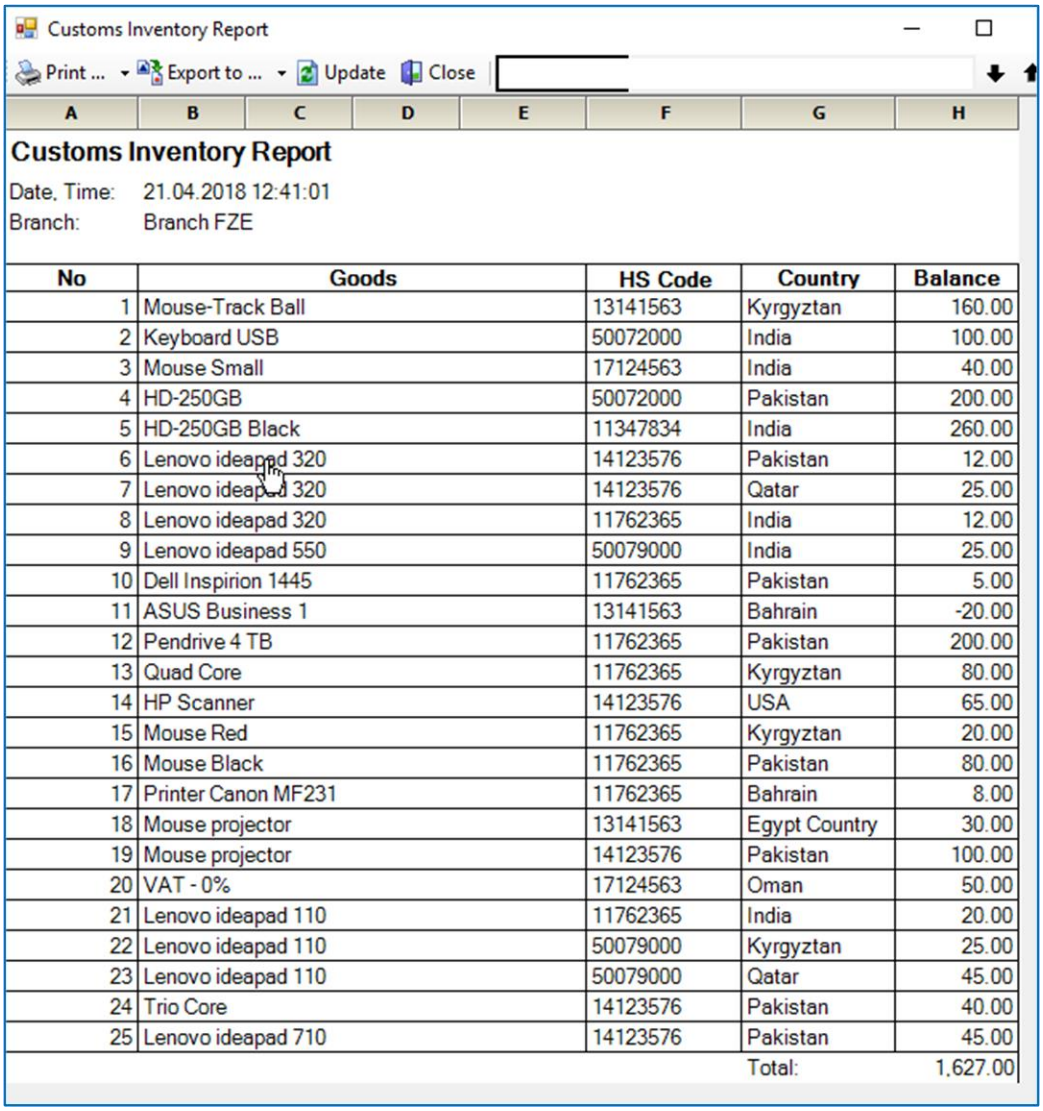
Following parameters can be set to customize this report:

- Date Time – Select the date time on which the inventory balance need to be viewed.
- Branch – the unit for which the report is generated. Required field, current branch is preselected.
- Goods – select the product whose customs balance needs to be viewed in customs goods accounting. If no product selected, the report generated will show all products.
- Group - select the inventory group whose customs balance needs to be viewed in customs goods accounting. If no product selected, the report generated will show all products.
- HS Code – editable field to select HS code. Select HS code to view customs balance of products with same HS code.
- Country – editable field to select country. Select country to view customs balance of products with same country.

Customizing display of the report –

The display of report can be customized as follows:

- Flag “Show Purchase Invoice Balance” – If selected, shows the balance on each purchase invoice – BE combination.
- Flag “View History” – If selected, allows users to view customs goods history starting from the start date specified.
- Start Date – Specifies start date for the Customs Goods history report which is generated by clicking on products in the generated report.

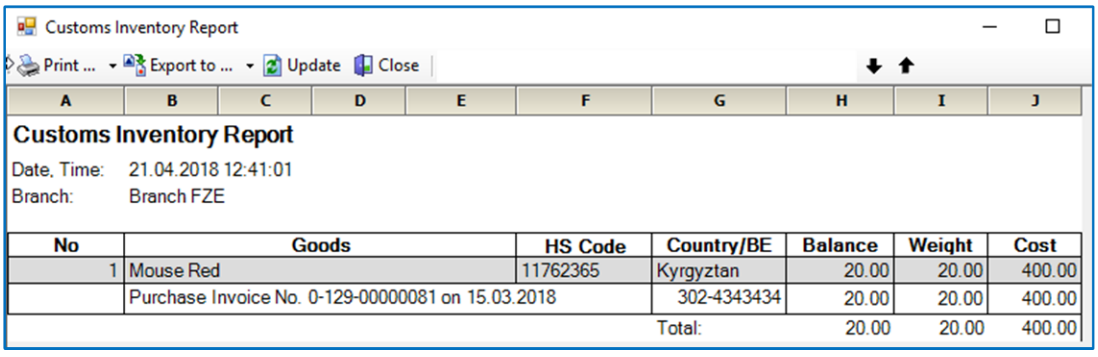


Customs Inventory Report

Date, Time: 21.04.2018 12:41:01
Branch: Branch FZE

No	Goods	HS Code	Country	Balance
1	Mouse-Track Ball	13141563	Kyrgyztan	160.00
2	Keyboard USB	50072000	India	100.00
3	Mouse Small	17124563	India	40.00
4	HD-250GB	50072000	Pakistan	200.00
5	HD-250GB Black	11347834	India	260.00
6	Lenovo ideapad 320	14123576	Pakistan	12.00
7	Lenovo ideapad 320	14123576	Qatar	25.00
8	Lenovo ideapad 320	11762365	India	12.00
9	Lenovo ideapad 550	50079000	India	25.00
10	Dell Inspirion 1445	11762365	Pakistan	5.00
11	ASUS Business 1	13141563	Bahrain	-20.00
12	Pendrive 4 TB	11762365	Pakistan	200.00
13	Quad Core	11762365	Kyrgyztan	80.00
14	HP Scanner	14123576	USA	65.00
15	Mouse Red	11762365	Kyrgyztan	20.00
16	Mouse Black	11762365	Pakistan	80.00
17	Printer Canon MF231	11762365	Bahrain	8.00
18	Mouse projector	13141563	Egypt Country	30.00
19	Mouse projector	14123576	Pakistan	100.00
20	VAT - 0%	17124563	Oman	50.00
21	Lenovo ideapad 110	11762365	India	20.00
22	Lenovo ideapad 110	50079000	Kyrgyztan	25.00
23	Lenovo ideapad 110	50079000	Qatar	45.00
24	Trio Core	14123576	Pakistan	40.00
25	Lenovo ideapad 710	14123576	Pakistan	45.00
			Total:	1,627.00

Fig. Customs Inventory Report



Customs Inventory Report

Date, Time: 21.04.2018 12:41:01
Branch: Branch FZE

No	Goods	HS Code	Country/BE	Balance	Weight	Cost
1	Mouse Red	11762365	Kyrgyztan	20.00	20.00	400.00
	Purchase Invoice No. 0-129-00000081 on 15.03.2018		302-4343434	20.00	20.00	400.00
			Total:	20.00	20.00	400.00

Fig. Customs Inventory Report, Purchase Invoice Balance

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the balance of products in customs goods accounting.
User can also view the details history by clicking on the product and opening customs goods history.
The report is in print friendly format and can be printed on printer connected to system.

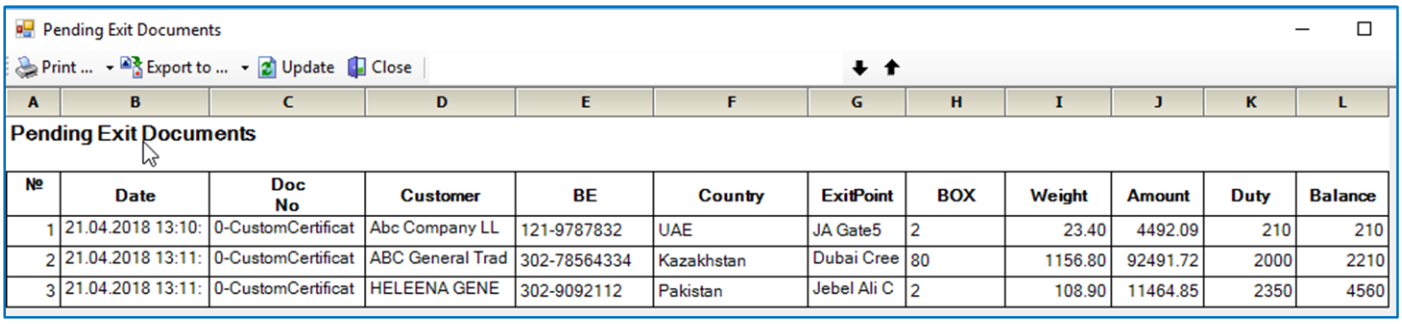
The report can be exported to Excel, HTML and XML formats for further analysis.

3.3 Pending Exit Documents

Purpose – This report displays the list of posted custom certificates which do not have any posted/saved claim receipts.

This report indicates the list of exit certificates which have been sent to forwarder but yet to be received back after processing hence pending exit document.

Menu – Reports > Logistics > Pending Exit Documents



№	Date	Doc No	Customer	BE	Country	ExitPoint	BOX	Weight	Amount	Duty	Balance
1	21.04.2018 13:10:	0-CustomCertificat	Abc Company LL	121-9787832	UAE	JA Gate5	2	23.40	4492.09	210	210
2	21.04.2018 13:11:	0-CustomCertificat	ABC General Trad	302-78564334	Kazakhstan	Dubai Cree	80	1156.80	92491.72	2000	2210
3	21.04.2018 13:11:	0-CustomCertificat	HELEENA GENE	302-9092112	Pakistan	Jebel Ali C	2	108.90	11464.85	2350	4560

Fig. Pending Exit Documents

Display and Exporting –

This report does not have any settings form and directly shows list of posted customs certificate awaited from forwarder.
User can also view the document by clicking on the document row.
The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.4 Standing Guarantee Report

Purpose – This report displays the list of posted custom certificates which occupy the standing guarantee and are yet to be claimed from customs.

This report helps to understand how the standing guarantee amount has been blocked by exit certificates. Once a custom certificate is received back from forwarder, the user should create a claim receipt for the customs certificate as they post the claim on customs portal. Once the claim is processed on customs portal, the claim receipt document should be posted with appropriate claim status – accepted/rejected/resubmit.

- If accepted – the claim has been approved and standing guarantee is freed.
- If rejected – the claim was rejected and hence should be settled by payments. Standing guarantee is freed.
- If resubmit – the customs certificate still blocks the standing guarantee.

Menu – Reports > Logistics > Pending Exit Documents

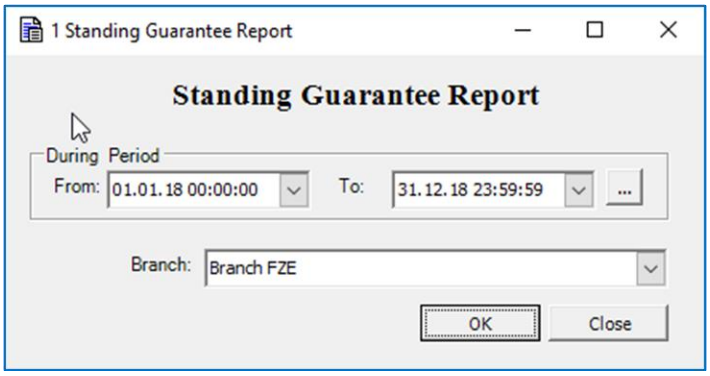


Fig. Standing Guarantee Report

Customizing data in the report –

Following parameters can be set to customize this report:

- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on ... and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected.

Display and Exporting –

Based upon the filters selected, this report shows list of posted customs certificate with standing guarantee duty and have not been accepted/rejected in customs claim yet.

User can also view the document by clicking on the document row.
The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.5 Inventory Warehousing Distribution

Purpose – This report can be used to view details of stock present in different warehousing units in a storage location.

Menu – Reports > Stock > Inventory Warehousing Distribution

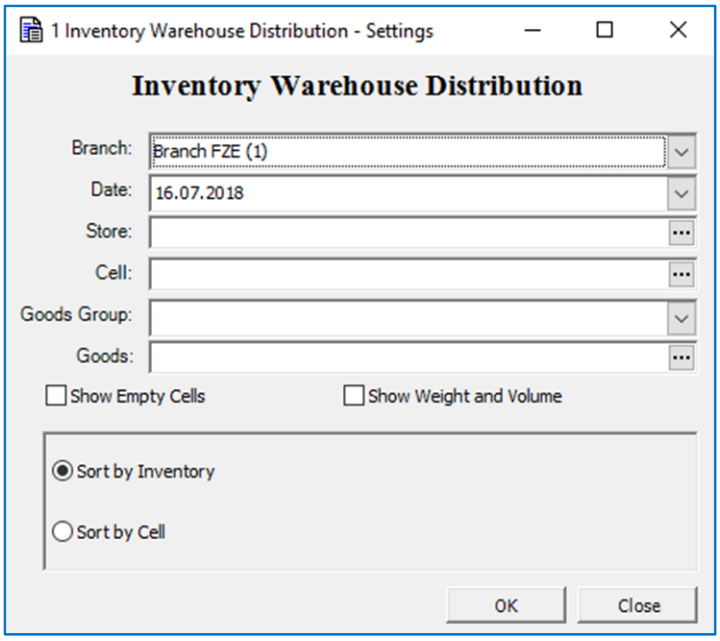


Fig. Inventory Warehousing Distribution

Customizing data in the report –

Following parameters can be set to customize this report:

- Branch – the unit for which the report is generated. Required field, current branch is preselected.
- Date Time – Select the date time on which the inventory balance need to be viewed.
- Store – select the store under whose sub units you need to view stock
- Goods – select the product whose customs balance needs to be viewed in customs goods accounting. If no product selected, the report generated will show all products.
- Group - select the inventory group whose customs balance needs to be viewed in customs goods accounting. If no product selected, the report generated will show all products.

Customizing display of the report –

The display of report can be customized as follows:

- Flag “Show Weight & Volume” – If selected, shows column for weight and volume of the goods stored in warehousing units.
- Flag “Show empty cells” – If selected, shows warehousing units which does not have any goods stored in them.
- Sort by Inventory – Sort the report by inventory item
- Sort by Cell - Sort the report by warehousing unit name

Inventory Warehouse Distribution

Print ... Export to ... Update Close

A	B	C	D	E	F	G
	Inventory Warehouse Distribution					
Branch:	Branch FZE (1)					
Store:	Store Location - FreeZone1					
For date:	16.07.18 11:24:54					
Cell	**Inventory**	**Quantity**	**Weight**	**Total Weight**	**Volume**	**Total Volume**
ABCD	Acer Keyboard	40	1.00000	40.00000	0.00250	0.10000
BlueBells	Acer Keyboard	60	1.00000	60.00000	0.00250	0.15000
ABCD	Keyboard - Fexi	70	1.50000	105.00000	2.50000	175.00000
BlueBells	Keyboard - Fexi	30	1.50000	45.00000	2.50000	75.00000
Riley	LED Monitor-21 Inch	180	1.40000	252.00000	0.01234	2.22120
BlueBells	LED Monitor-21 Inch	20	1.40000	28.00000	0.01234	0.24680
Thompson	Mouse Black	10	0.80000	8.00000	0.00870	0.08700
ABCD	Mouse Black	30	0.80000	24.00000	0.00870	0.26100
BlueBells	Mouse Black	60	0.80000	48.00000	0.00870	0.52200
ABCD	Mouse projector	180	1.00000	180.00000	0.00300	0.54000
BlueBells	Mouse projector	20	1.00000	20.00000	0.00300	0.06000
ABCD	Trio Core	150	2.00000	300.00000	0.00894	1.34100
BlueBells	Trio Core	50	2.00000	100.00000	0.00894	0.44700
				1,210.00000		255.97600

Fig. Inventory Warehousing Distribution, Report Data

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the balance of products in different warehousing units.

The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

3.6 Warehousing Movements History

Purpose – The purpose of this report is to view movement of stock between warehousing units as well between customer/suppliers and store.

Menu – Reports > Stock > Warehousing Movements History

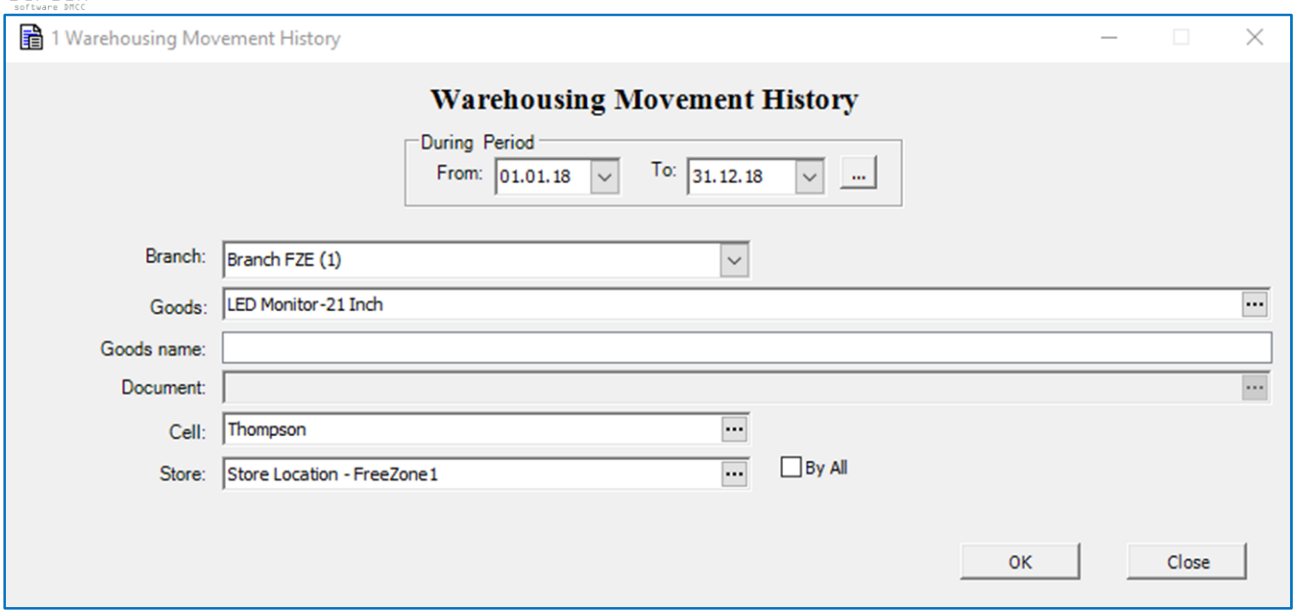


Fig. Report – Warehousing Movements History

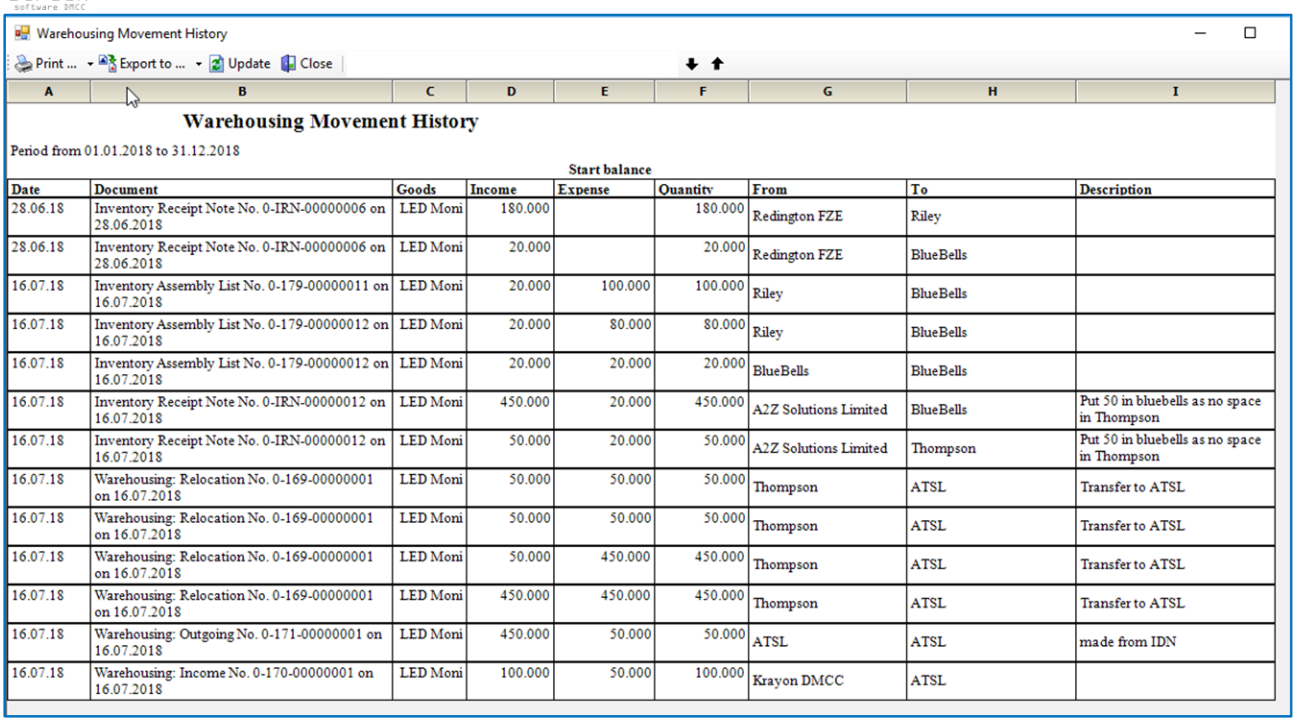
Customizing data in the report –

Following parameters can be set to customize this report:

- For Period – The time period for which the history report is needed. The default selected period which loads can be set from solution settings and is usually set to month. Users can further customize it by clicking on ... and selecting time period. Required field.
- Branch – the unit for which the report is generated. Required field, current branch is preselected.
- Goods – select the product whose history needs to be viewed in customs goods accounting. If no product selected, the report generated will show all credit-debit entries in the given period.
- Goods Name – This field can be used auto-fill the Goods field. User can type the goods name here and if the same product is present in Inventory directory, it gets selected.
- Document – Select from one of the following documents to view detailed movements history:
    - Inventory Assembly List
    - Inventory Receipt Note
    - Warehousing - Dispatches
    - Warehousing - Movements
    - Warehousing - Receipts
- Cell – Select the warehousing unit whose movements need to be viewed.
- Store – Select the main storage location under which warehousing unit movement history needs to be viewed.

Customizing display of the report –

The display of report is customized based upon the filters selected.



Warehousing Movement History

Period from 01.01.2018 to 31.12.2018

Date	Document	Goods	Start balance Income	Expense	Quantity	From	To	Description
28.06.18	Inventory Receipt Note No. 0-IRN-00000006 on 28.06.2018	LED Moni	180.000		180.000	Redington FZE	Riley	
28.06.18	Inventory Receipt Note No. 0-IRN-00000006 on 28.06.2018	LED Moni	20.000		20.000	Redington FZE	BlueBells	
16.07.18	Inventory Assembly List No. 0-179-00000011 on 16.07.2018	LED Moni	20.000	100.000	100.000	Riley	BlueBells	
16.07.18	Inventory Assembly List No. 0-179-00000012 on 16.07.2018	LED Moni	20.000	80.000	80.000	Riley	BlueBells	
16.07.18	Inventory Assembly List No. 0-179-00000012 on 16.07.2018	LED Moni	20.000	20.000	20.000	BlueBells	BlueBells	
16.07.18	Inventory Receipt Note No. 0-IRN-00000012 on 16.07.2018	LED Moni	450.000	20.000	450.000	A2Z Solutions Limited	BlueBells	Put 50 in bluebells as no space in Thompson
16.07.18	Inventory Receipt Note No. 0-IRN-00000012 on 16.07.2018	LED Moni	50.000	20.000	50.000	A2Z Solutions Limited	Thompson	Put 50 in bluebells as no space in Thompson
16.07.18	Warehousing: Relocation No. 0-169-00000001 on 16.07.2018	LED Moni	50.000	50.000	50.000	Thompson	ATSL	Transfer to ATSL
16.07.18	Warehousing: Relocation No. 0-169-00000001 on 16.07.2018	LED Moni	50.000	50.000	50.000	Thompson	ATSL	Transfer to ATSL
16.07.18	Warehousing: Relocation No. 0-169-00000001 on 16.07.2018	LED Moni	50.000	450.000	450.000	Thompson	ATSL	Transfer to ATSL
16.07.18	Warehousing: Relocation No. 0-169-00000001 on 16.07.2018	LED Moni	450.000	450.000	450.000	Thompson	ATSL	Transfer to ATSL
16.07.18	Warehousing: Outgoing No. 0-171-00000001 on 16.07.2018	LED Moni	450.000	50.000	50.000	ATSL	ATSL	made from IDN
16.07.18	Warehousing: Income No. 0-170-00000001 on 16.07.2018	LED Moni	100.000	50.000	100.000	Krayon DMCC	ATSL	

Fig. Report – Warehousing Movements History

Display and Exporting –

Based on the parameters specified and display options selected, the report generated shows the movement pattern of the products in, out and within warehousing units.
The report is in print friendly format and can be printed on printer connected to system.
The report can be exported to Excel, HTML and XML formats for further analysis.

4. Working with Registries

4.1 Inventory Dispatch Notes

Purpose – The purpose of this registry is to view list of inventory dispatch notes and their corresponding invoices in the system.

Following documents are included:

- Inventory Dispatch Notes
- Sales Invoice
- Sales Invoice Correction

Menu – Registry > Stock > Inventory Dispatch Notes

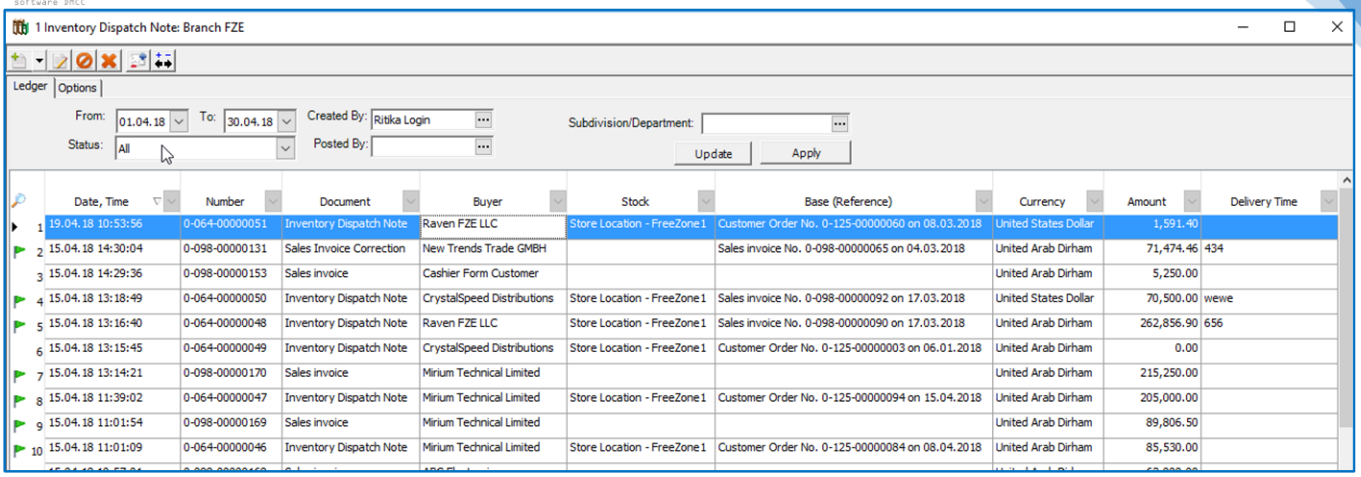


Fig. Registry – Inventory Dispatch Note

4.2 Sales Export

Purpose – The purpose of this registry is to view list of documents related to export flow.

Following documents are included:

- Customer Order
- Customer Order Correction
- Inventory Dispatch Notes
- Commercial Invoice

Menu – Registry > Logistics > Sales Export

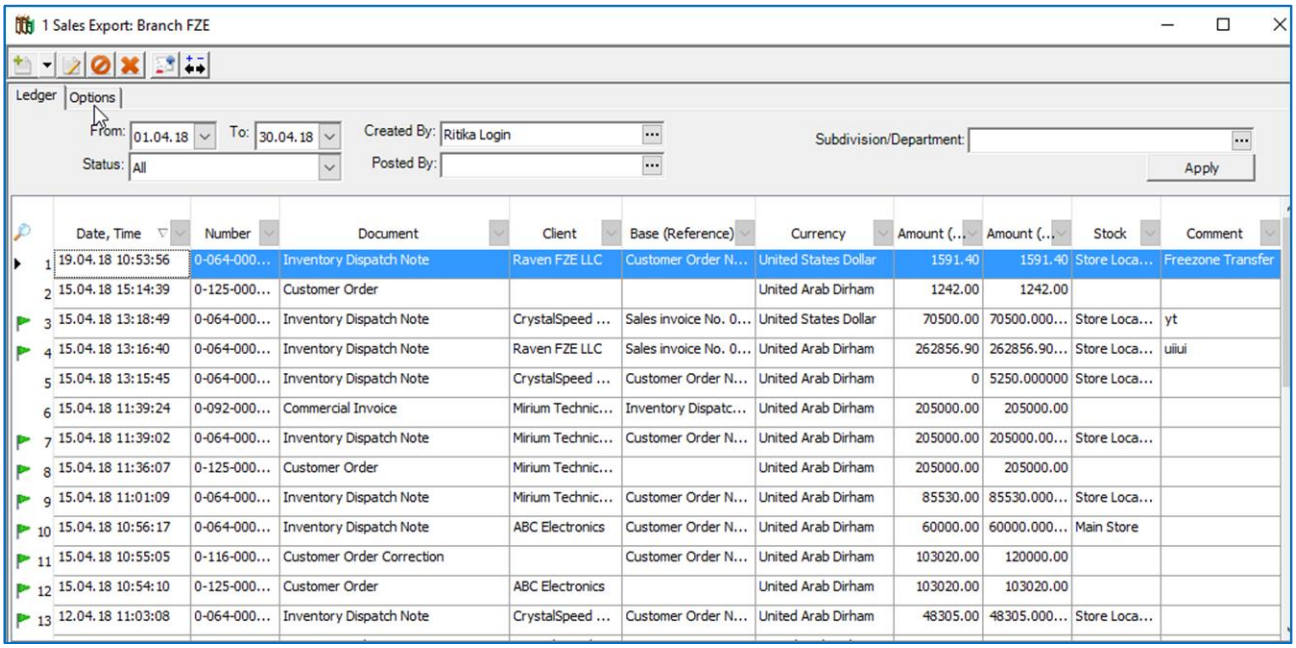


Fig. Registry – Sales Export

4.3 Customs Invoice

Purpose – The purpose of this registry is to view list of customs invoice documents in the system.

Following documents are included:

- Customs Invoice

Menu – Registry > Logistics > Customs Invoice

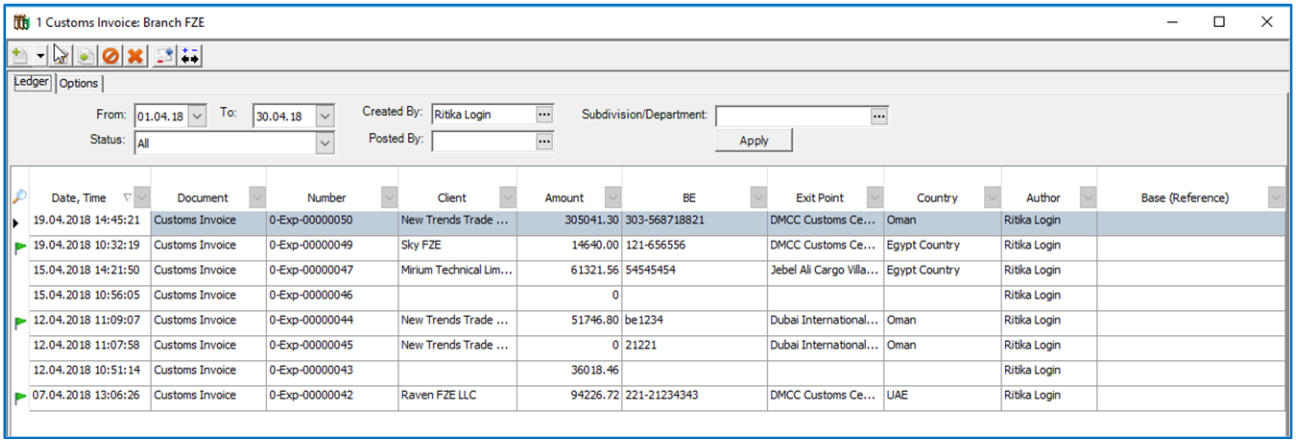


Fig. Registry - Customs Invoice

4.4 Customs Certificate

Purpose – The purpose of this registry is to view list of customs certificate documents in the system.

Following documents are included:

- Customs Certificate

Menu – Registry > Logistics > Customs Certificate

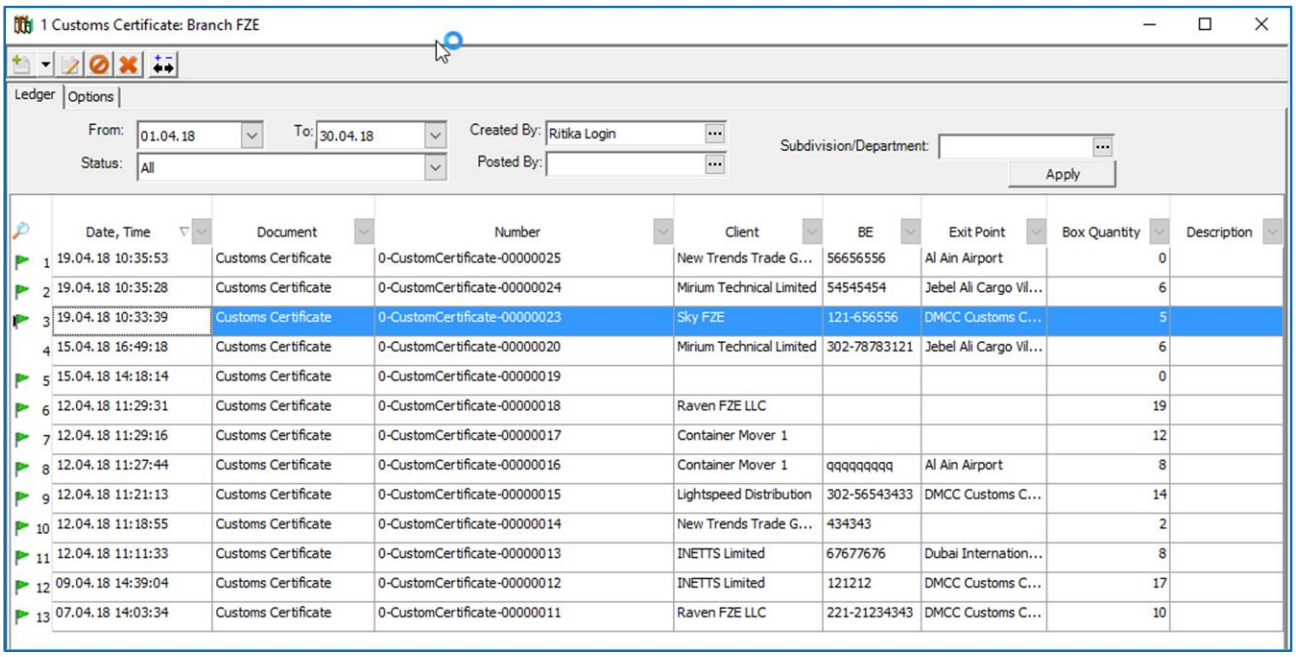


Fig. Registry - Customs Certificate

4.5 Logistics

Purpose – The purpose of this registry is to view list of logistics related document in the system.

Following documents are included:

- Claim Receipt
- Commercial Invoice
- Customs Inventory Correction
- Customs Invoice
- Inventory Assembly List

Menu – Registry > Logistics > Logistics

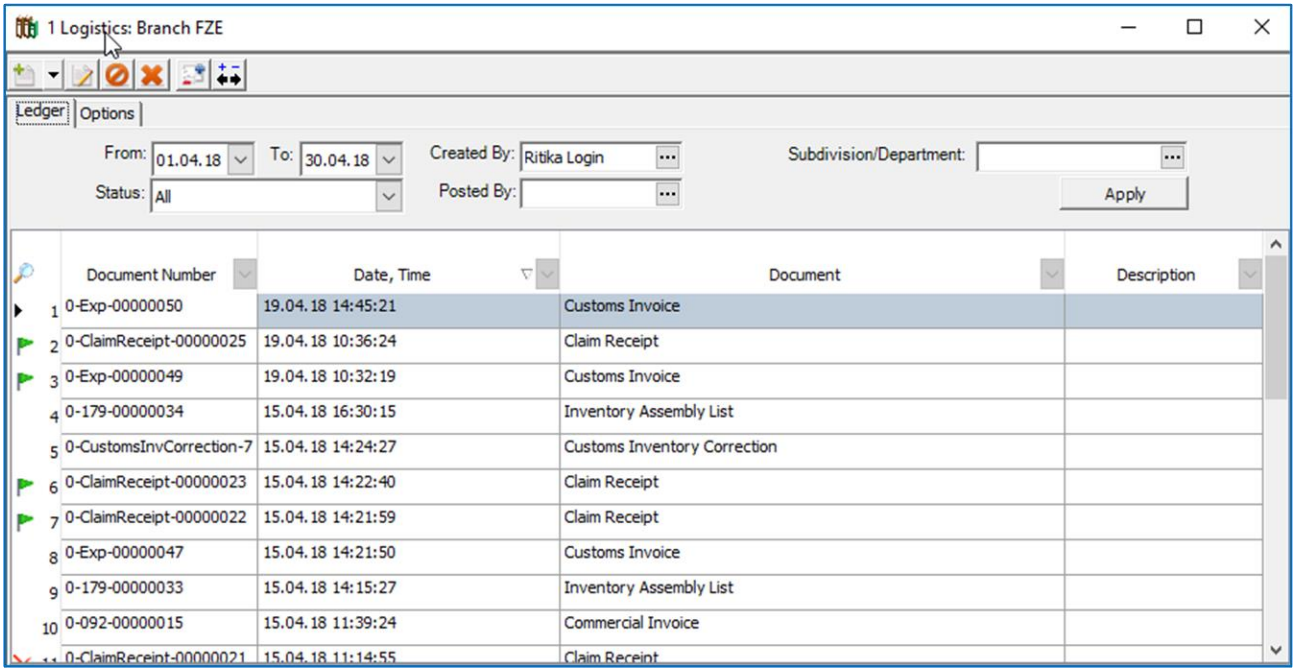


Fig. Registry - Logistics

4.6 Warehousing Movements

Purpose – The purpose of this registry is to view list of documents affecting warehousing like dispatch or receipt of goods from warehouse.

Following documents are included:

- Inventory Assembly List
- Inventory Receipt Note
- Warehousing - Dispatches
- Warehousing - Movements
- Warehousing - Receipts

Menu – Registry > Logistics > Warehousing Movements

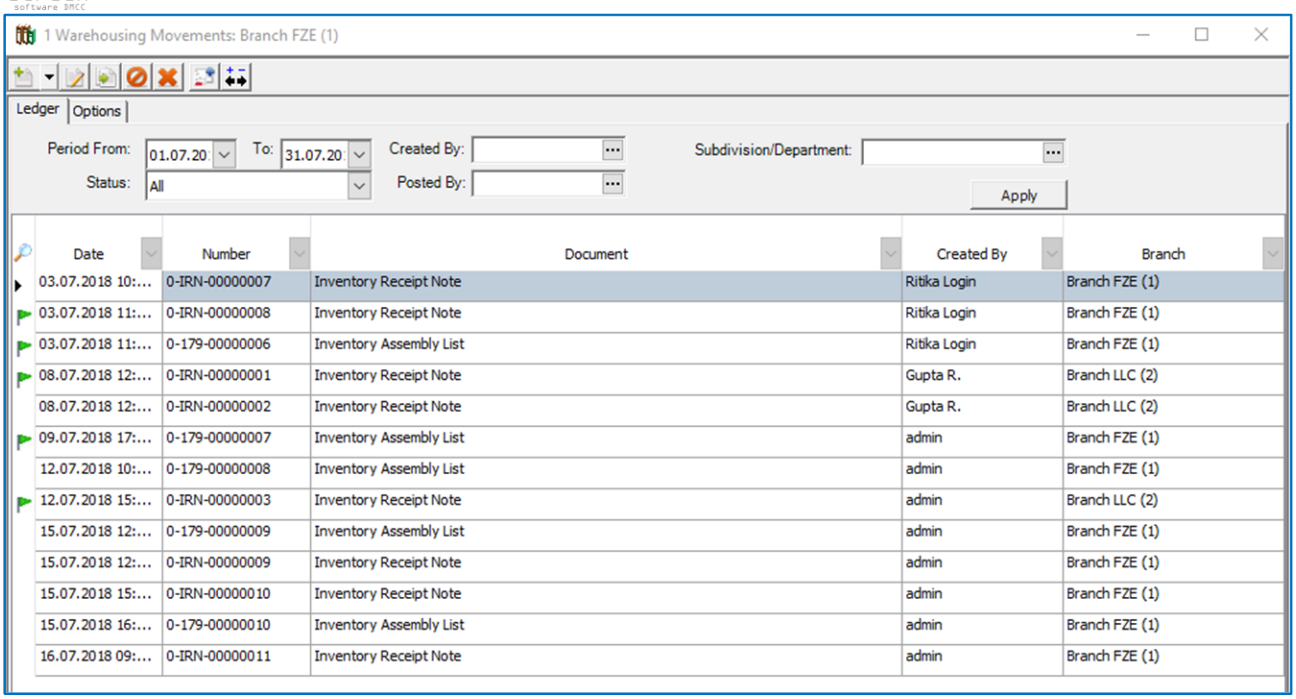


Fig – Registry - Warehousing Movements

4.7 Customs Documents

Purpose – The purpose of this registry is to view all customs related documents in one place.

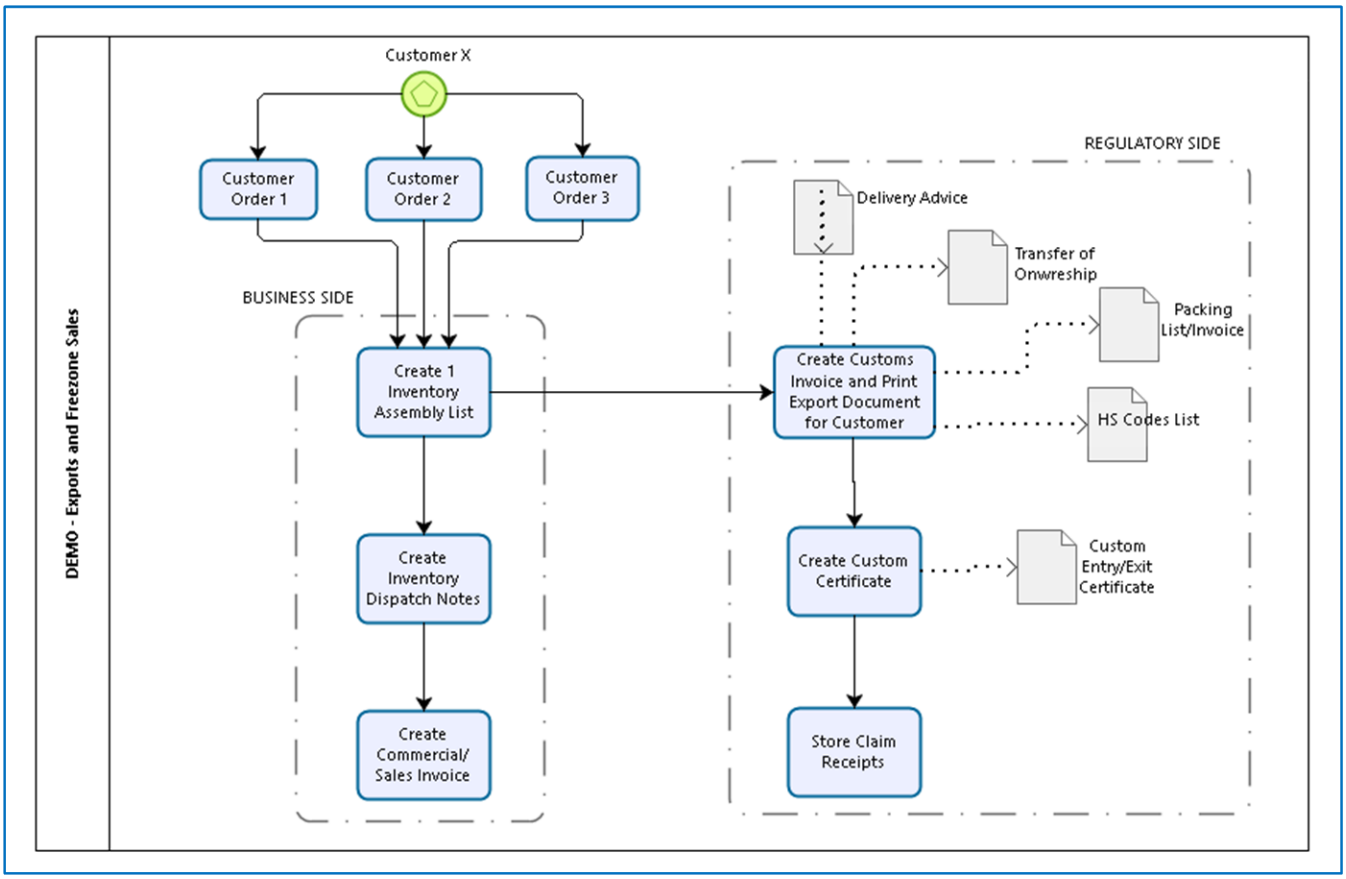
Following documents are included:

- Customs Invoice
- Customs Certificate
- Claim Receipt

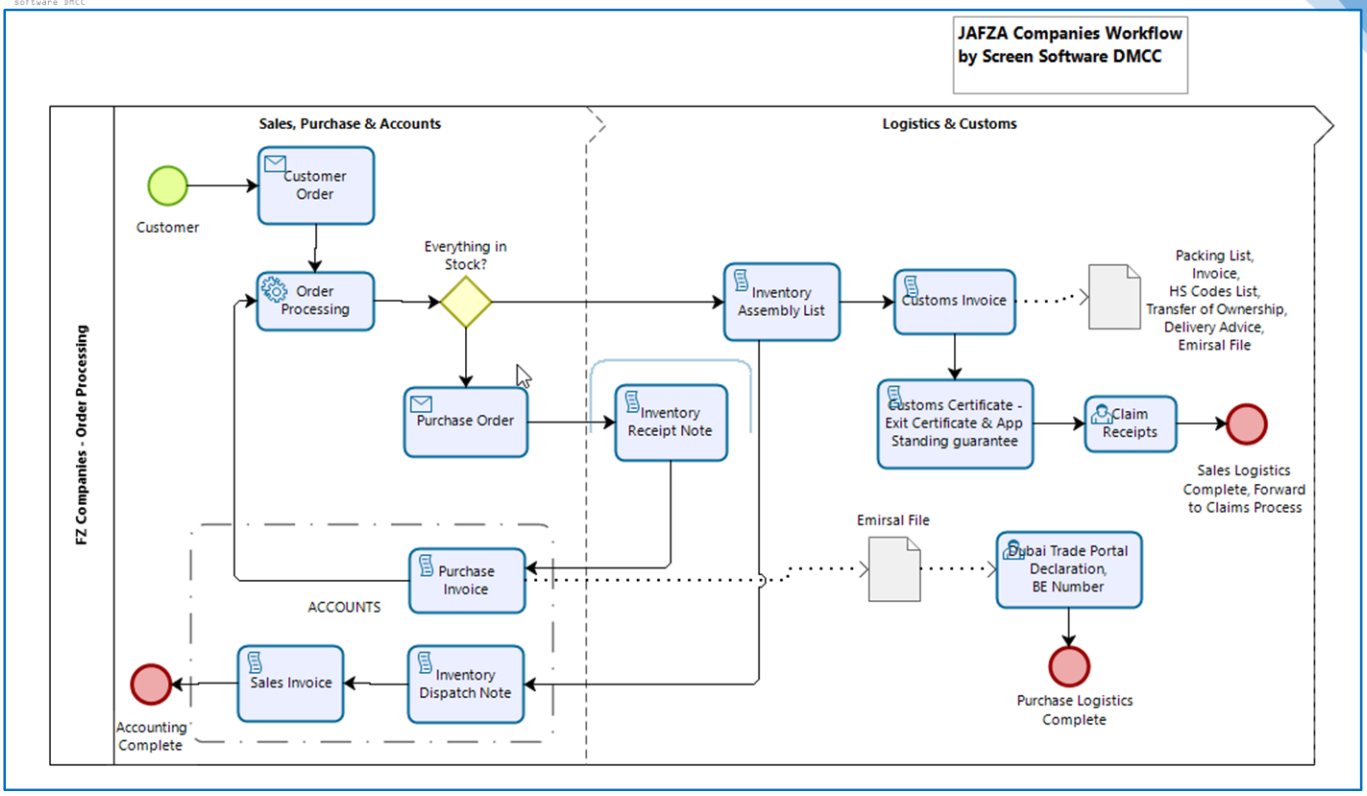
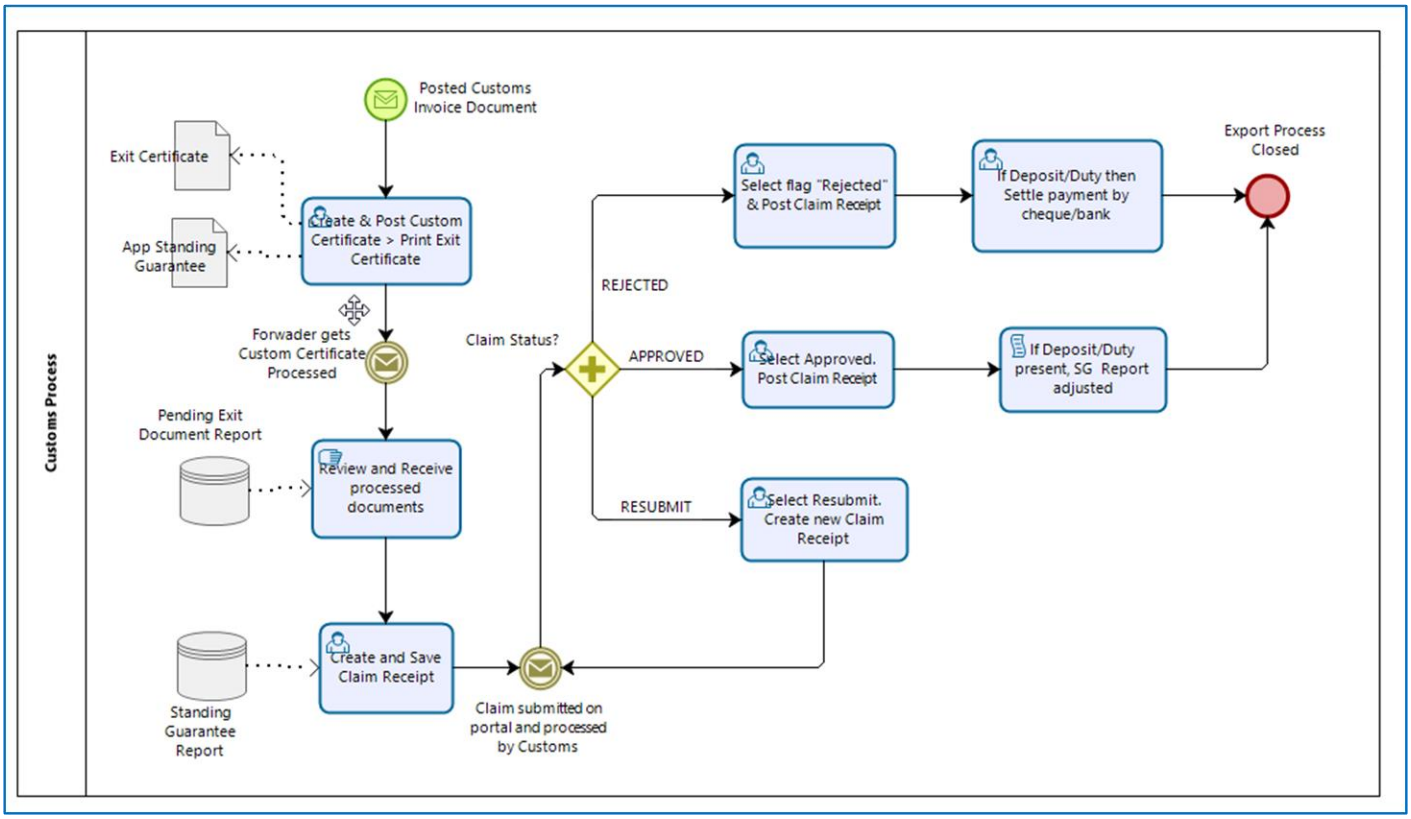
Menu – Registry > Logistics > Customs Documents

Appendix 1 – Suggested Workflows

Process for FZ Companies - Export and Freezone Sales



Process for FZ Companies – Logistics Intensive



Process – Customs Certificate and Claims