

# Allocated Landed Cost For MAS 90/200

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#### Installation Instructions and Cautions

PLEASE NOTE: MAS 90 must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

# Wait! Before You Install - Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, and if you have modified any MAS 90 screens, you must run Customizer Update after you do an enhancement installation.

But wait! BEFORE you run Customizer Update, it is very important that you print all of your tab lists. Running Customizer Update will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. Custom Office is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.



An *asterisk* in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

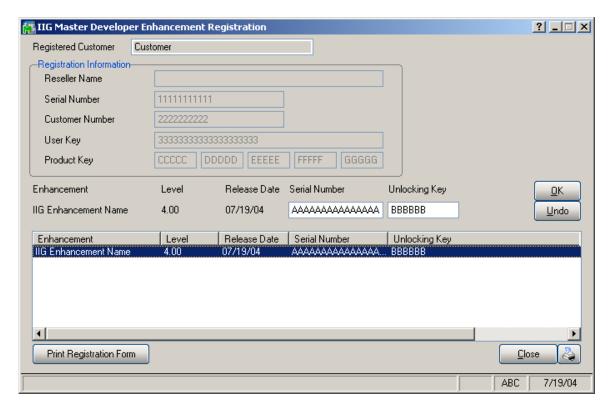
Follow all the instructions on this page before you run Customizer Update!

# Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the MAS 90.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.



Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

IIG Registration Form can be printed by using the **Print Registration Form** button.

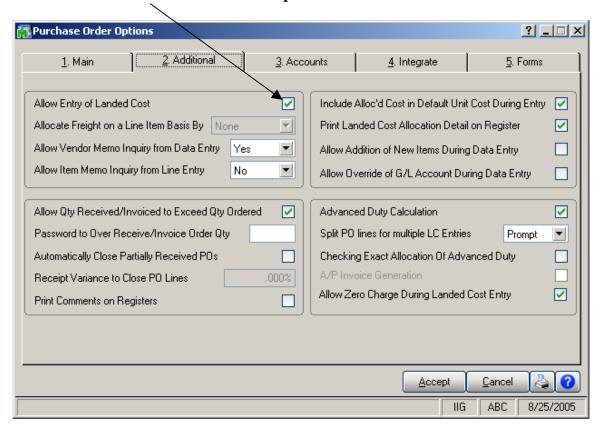
#### Introduction

The **Allocated Landed Cost** enhancement requires the following MAS 90 modules installed and set up: Inventory Management, Accounts Payable, Purchase Order.

The Allocated Landed Cost enhancement supports **Vendor** and **Item Delete/Renumber/Merge**.

# Purchase Order Options

Before using the Allocated Cost Enhancement, the **Allow Entry of Landed Cost** box should be checked in the **Additional** tab on the **Purchase Order Options** screen.



The Allow Qty Received/Invoiced to Exceed Qty Ordered option affects also the Shipped Quantity in the Landed Cost Entry. The Shipped Quantity can exceed the Quantity Ordered, and will be passed as Quantity Received, if this box is checked.

Check the **Advanced Duty Calculation** box to allow calculation of additional advanced Duty for Landed Cost.

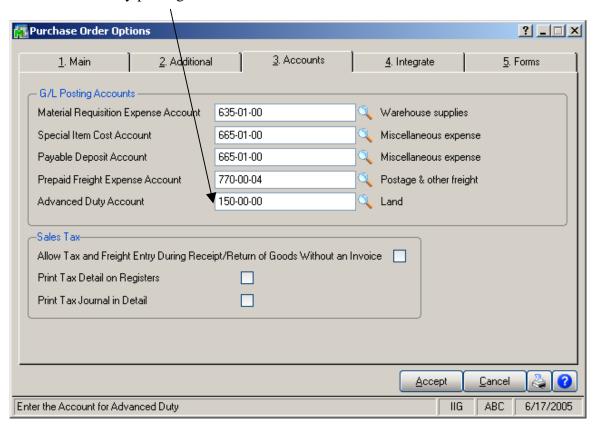
The **Split PO lines for multiple LC Entries** option can be set to Yes, No, or Prompt. When splitting is allowed, the program will split an incompletely shipped line to two lines, so that remaining quantity can be shipped on a different Landed Cost Entry.

If the Checking Exact Allocation Of Advanced Duty box is checked, the Invoiced Duty Amnt field becomes visible on the Totals tab of the Landed Cost Entry program.

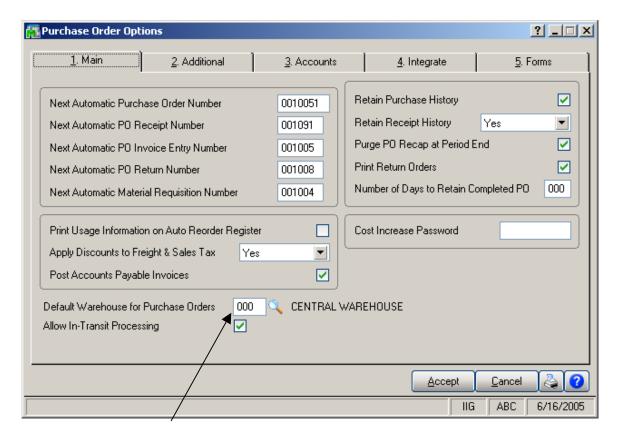
If the A/P Invoice Generation option is specified, the Vendor No., G/L Account, Invoice No fields become visible on the Totals tab of the Landed Cost Entry. The Vendor No. and the G/L Account data can be entered manually or by use of the Lookup button. The A/P Invoice Generation check box optionally allows generating Invoices while generating Landed Costs.

The Allow Zero Charge During Landed Cost Entry checkbox has been added to the Additional tab. If the checkbox is selected, the Landed Cost Entry program allows accepting Landed Cost Entries with zero amount Total Charges.

If the **Advanced Duty Calculation** box is checked on the **Additional** tab, the **Advanced Duty Account** field becomes visible on the **Accounts** tab. Specify the account to be used for Advanced Duty postings.



Click the Main tab.

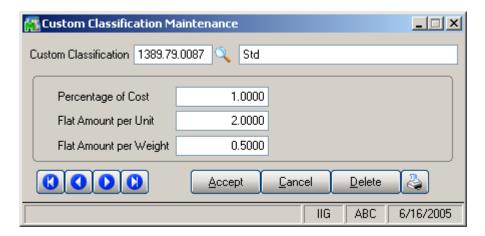


Check the **Allow In-Transit Processing** box to enable working with In-Transit warehouses.

Enter the **Default In-Transit Warehouse**, if In-Transit Processing is allowed.

#### Custom Classification Maintenance

The Custom Classification Maintenance program has been added under the Inventory Management Setup menu.



The Custom Classification allows calculation of mixed duty for landed cost.

**Percentage of Cost** is the percent of the Unit Cost of the item.

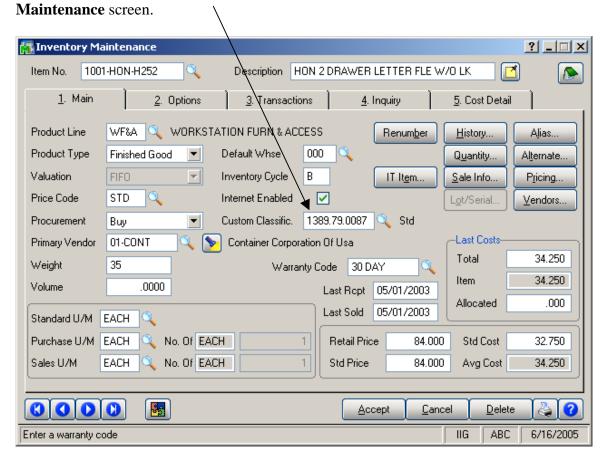
**Flat Amount per Unit** is the amount for each Standard Unit of Measure (Standard Unit is specified for item in the Inventory Maintenance).

Flat Amount per Weight is the amount for each pound.

If all the components are zeroes, the item with such Custom Classification is considered as duty-free.

#### **Inventory Maintenance**

If the **Advanced Duty Calculation** box is checked in the **Purchase Order Options**, the **Custom Classification** field becomes visible on the **Main** tab of the **Inventory** 



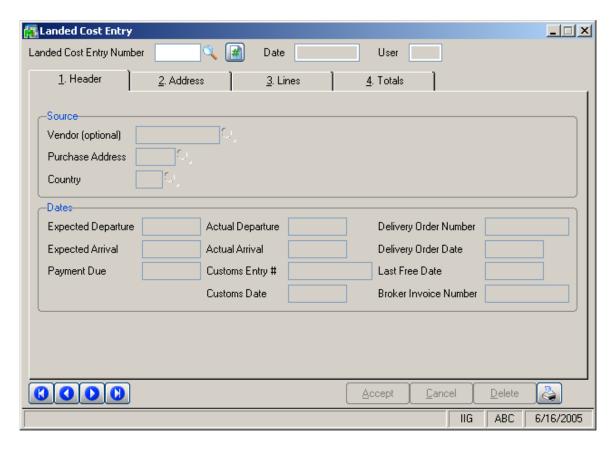
The specified Custom Classification will be used for the item by default in the **Landed Cost Entry**.

#### **Landed Cost**

Information Integration Group has added the following Landed Cost programs to the Purchase Order module of MAS90® FOR WINDOWS accounting software.

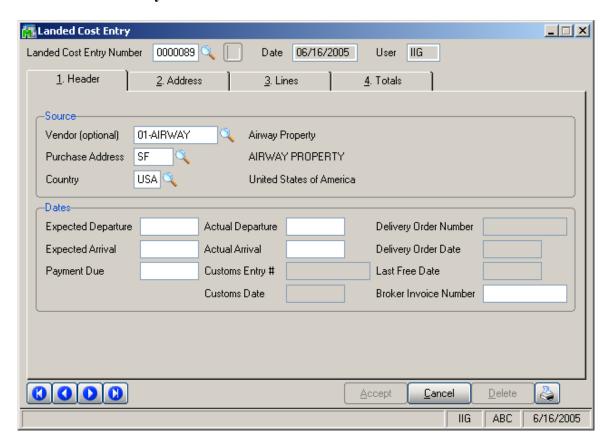
# Landed Cost Entry

The **Landed Cost Entry** program is opened from the **Purchase Order Main** menu.



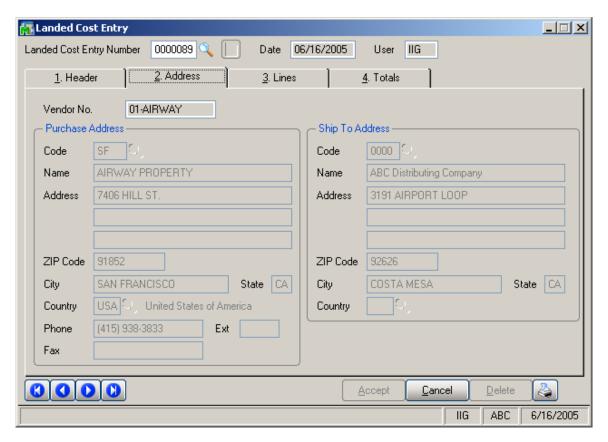
Select the **Landed Cost Entry Number** from the Lookup list or click the **Next Number** button to create a new entry. **Date** and **User** are current system date and logged user.

In the **Header** tab, select **Vendor**, if necessary, **Purchase Address** and **Country**.



Enter **Dates** for Expected and Actual Departure and Arrival, Payment Due, Customs Entry No., Delivery Order information, and Broker Invoice Number.

The **Address** tab displays **Purchase** and **Ship To Addresses**. This screen is for information purposes only.



In the **Lines** tab, enter the **Purchase Order Number** or select it from the lookup list. Only **Standard Orders** are allowed in the **Landed Cost Entry**.

The lookup list displays the Purchase Orders of the Vendor selected in the first tab. If no vendor was selected, the lookup list will include all existing orders.

A Landed Cost Entry can contain lines from multiple purchase orders.

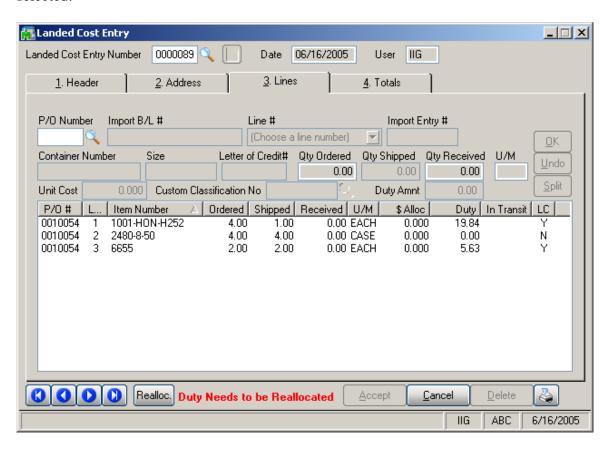
Different lines of the same purchase order can be shipped on different Landed Cost Entries.

If incomplete quantity of a line has been shipped, you will be able to ship the remainder on another Landed Cost Entry only if **Split PO lines** option is set in the Options.

When a Purchase Order is selected, a message is displayed prompting to receive complete purchase order. If user chooses to receive complete, all the lines are included with the Quantities Shipped equal to the corresponding Quantities Ordered. The Quantity Ordered and Received fields display the information of the Purchase Order. For an already added line, select it and change the Quantity Shipped. If this Quantity is set to 0, the line will be deleted.

If the **Split PO lines** is not allowed, a line already included on a Landed Cost Entry, cannot be added on another Entry, even if there is unshipped quantity.

The **Line Number** drop-down list contains the lines of the selected Order. Select a line and enter the **Quantity Shipped**. A line with completely shipped quantity cannot be selected.



If the Advanced Duty Calculation box is checked in the Purchase Order Options, the Unit Cost, Custom Classification and Duty Amount fields become visible.

**Unit Cost** displays the cost of the item, and can be changed for the current Landed Cost Entry.

**Custom Classification** displays the setting of the Inventory Maintenance, and can be changed.

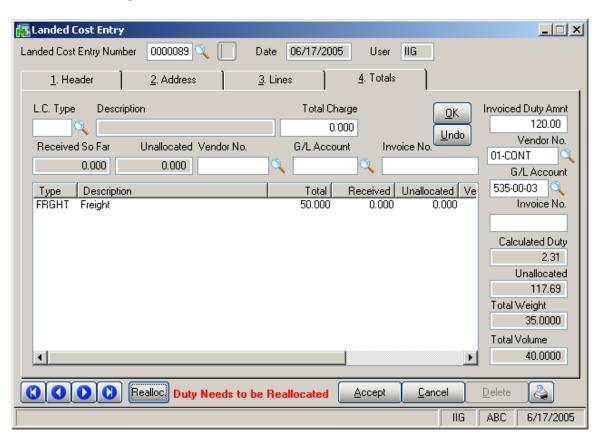
The **Duty Amount** is calculated from the **Unit Cost**, quantity of standard Units, and Weight, according to the **Custom Classification** specified.

The **LC** column displays **Y** for lines that have the **LC** box checked in the Purchase Order. Landed cost will be allocated only to the lines with **Y** in the **LC** column.

The **Allocated** column remains empty before you enter charge in the **Totals** tab.

In the **Totals** tab select **Landed Cost Type** from the lookup list.

Enter **Total Charge** and click **OK**.



If the A/P Invoice Generation box is checked in the Purchase Order Options, the Invoiced Duty Amount, Vendor Number, G/L Account, Invoice Number, Calculated Duty and Unallocated fields become visible.

The **Calculated Duty** field displays the sum of the Duties calculated for the lines.

Enter **Invoiced Duty Amount**, which can be different from the Calculated Duty.

Unallocated displays this difference.

If the Checking Exact Allocation Of Advanced Duty and the A/P Invoice Generation options are selected on the Additional tab of the Purchase Order Options, select Vendor No. on the Totals tab. The G/L Account will be loaded, but can be changed. Enter A/P Invoice Number to be generated, or leave it empty to use the automatic invoice number.

**A/P Invoice** will be generated with the **Invoiced Duty Amount** for the selected **Vendor**.

Duty is not allocated to the items with **N** in the **LC** column, and to the duty-free items (based on the Custom Classification). Duty is allocated only to the inventory items.

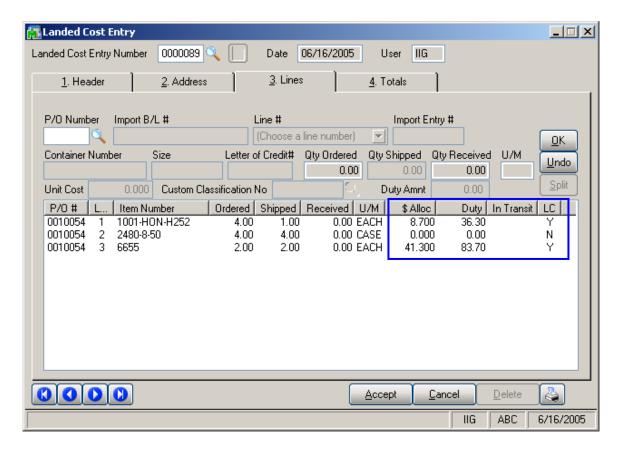
If the Checking Exact Allocation Of Advanced Duty is selected in the Purchase Order Options, the Invoiced Duty Amnt is calculated and checked to be the sum of items' allocated costs after reallocation.

If the **Unallocated** on the **Totals** tab is non-zero, the **Duty Needs to be Reallocated** text is displayed in red at the bottom of the screen.

Click the **Reallocate** button next to that text, to recalculate the Duties on the lines. The recalculation is done related to the line extensions (i.e., product of Cost by quantity).

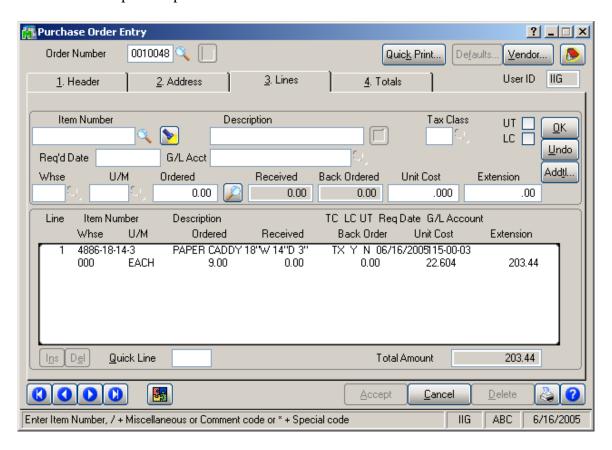
A Landed Cost Entry cannot be accepted with non-zero Unallocated amount.

In the **Lines** tab, the charge set in the **Totals** tab, become allocated to the items with **Y** in the **LC** column.

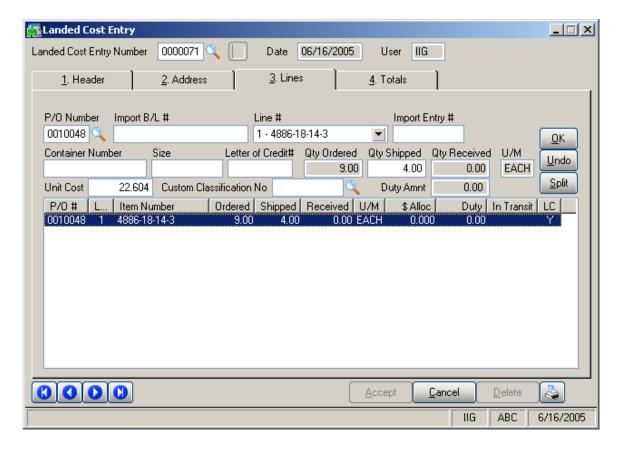


If the **Split PO lines for multiple LC Entries** is set to **Yes** or **Prompt** in the **Purchase Order Options**, the original purchase order line can be split into two separate lines, each of which can be included on a different landed cost entry.

Here is an example of a purchase order:



Create a Landed Cost Entry and include the line of this order:

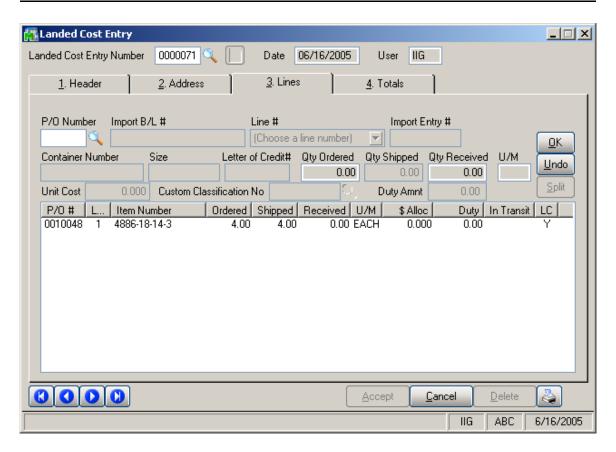


If the **Qty Shipped** is less than **Qty Ordered**, the **Split** button is enabled.

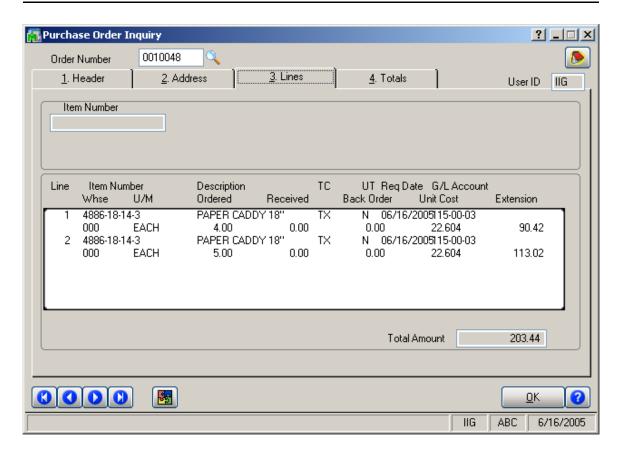
If the **Split PO lines for multiple LC Entries** is set to **Yes**, the line will be split, when you click the **Split** button. If the setting is **Prompt**, the following message will be displayed:



Click **Yes** to split the order line into two. The **Qty Ordered** for the first of the new lines will be set to the **Qty Shipped** (which is visible on the Landed Cost Entry), the remainder will be assigned to the second line of the order.



Here are the lines of the purchase order after split:

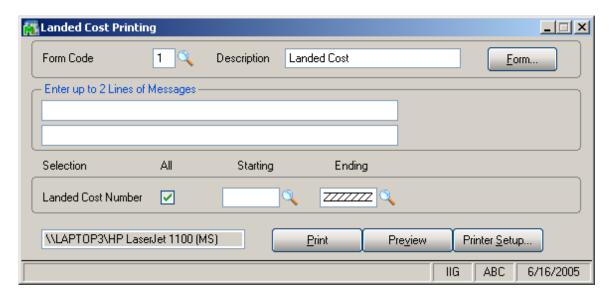


Now, the second line can be added to any other Landed Cost Entry.

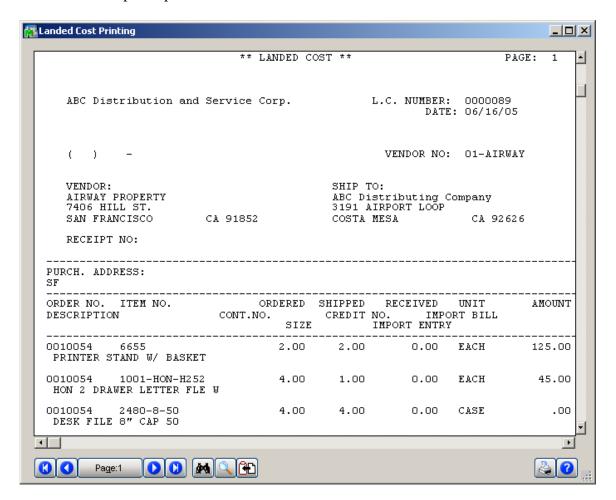
# Landed Cost Printing

The **Landed Cost Printing** program prints Landed Cost Entry information.

The **Landed Cost Printing** screen enables you to select Form and Numbers of Landed Costs, and add a message:

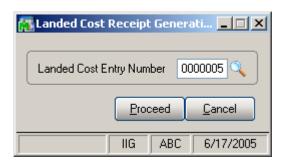


Here is an example of printout:



# Landed Cost Receipt Generation

This program enables you to generate Receipts of Goods for Landed Cost Entries.



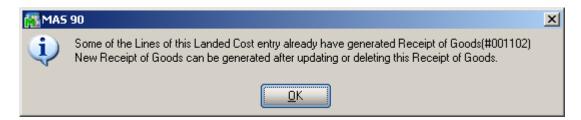
Select a Landed Cost Entry and click Proceed.

A message box displays the numbers of generated receipts.



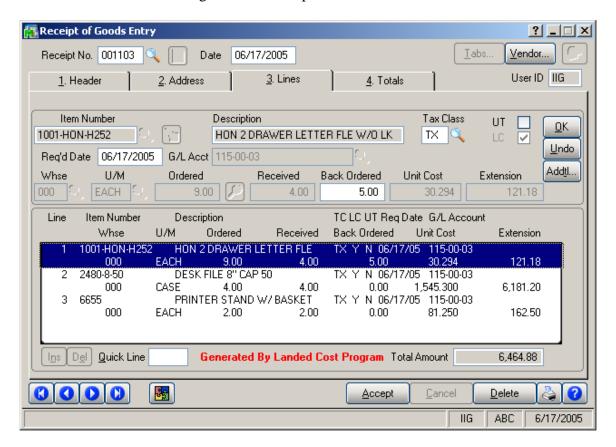
If you open the Landed Cost Entry for which you have generated a receipt, the Lines and Totals tabs will only display the information. You are not allowed to make any changes here.

Receipt Of Goods cannot be generated for a Landed Cost Entry, if another Receipt Of Goods has already been generated for one of the included Purchase Orders.



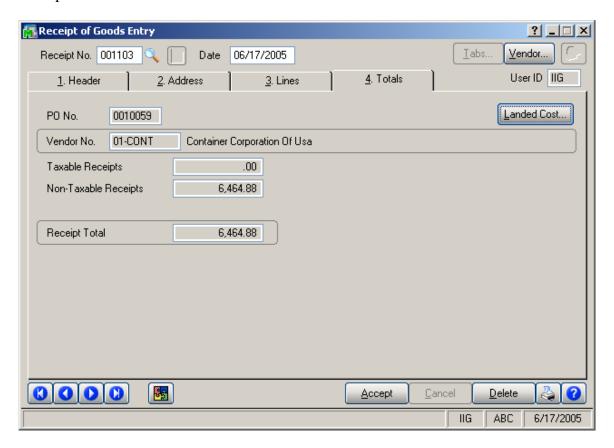
The **Header** tab of the Receipt of Goods contains a new **LCE Number** field displaying the number of the Landed Cost Entry from which the Receipt was generated.

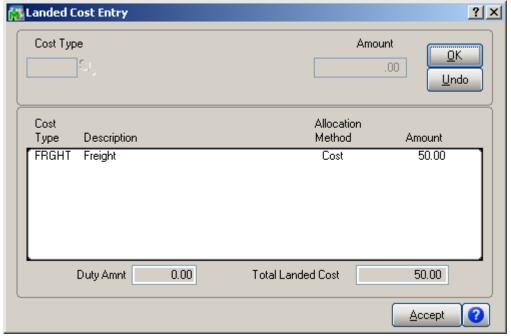
Here is the **Lines** tab of the generated Receipt:



The **Receipt Of Goods** generated by the **Landed Cost Receipt Generation** program will have the **LC** box checked for the lines which have the **LC** box checked in the corresponding Purchase Order. The **LC** check box is a display-only field, and cannot be checked or cleared in the generated **Receipt of Goods Entry**.

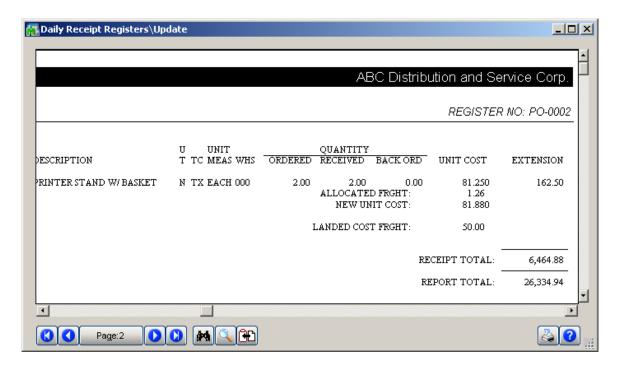
Click the **Landed Cost** button in the **Totals** tab of the Receipt to see the details of the allocated landed costs:





After running **Daily Receipt Registers/Update** the Landed Cost Entry is deleted and remains only in the History.

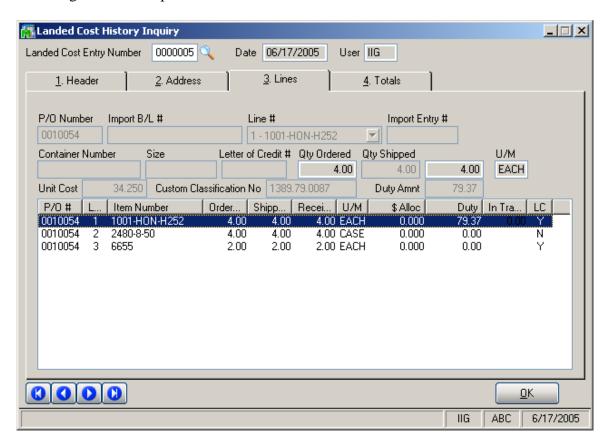
The printout of the Receipt Register includes allocated landed cost information:



# Landed Cost History Inquiry

Open Landed Cost History Inquiry under Purchase Order Inquiry menu.

Select Landed Cost Entry Number from the lookup list. The Lines tab displays the Quantities Received as indicated in the registered Receipt of Goods.

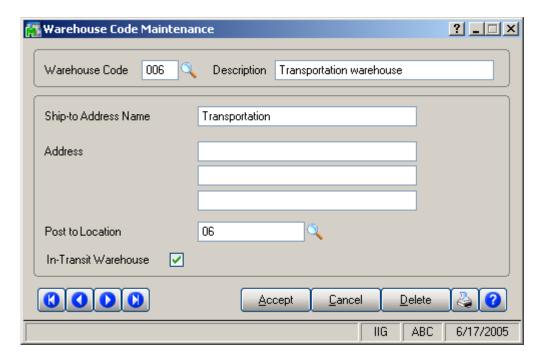


The Period End Processing program under Purchase Order Period End menu will delete the updated and deleted Landed Cost Entries from the Landed Cost History, if the Purchase Order Receipt History is Purged.

# **In-Transit Warehouse Processing**

#### Warehouse Code Maintenance

Select the **Warehouse Code Maintenance** program under the **Inventory Management Setup** menu.

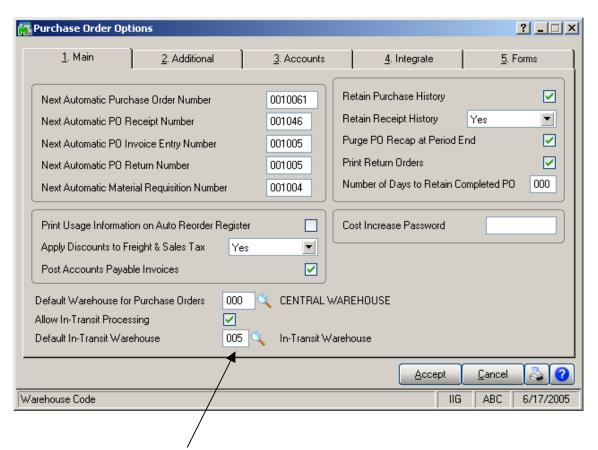


Check the **In-Transit Warehouse** box to designate the warehouse as In-Transit.

**Note:** The **In-Transit Warehouse** check box is disabled and cannot be cleared for the **Default In-Transit Warehouse** (specified in the **Purchase Order Options** program).

# Purchase Order Options

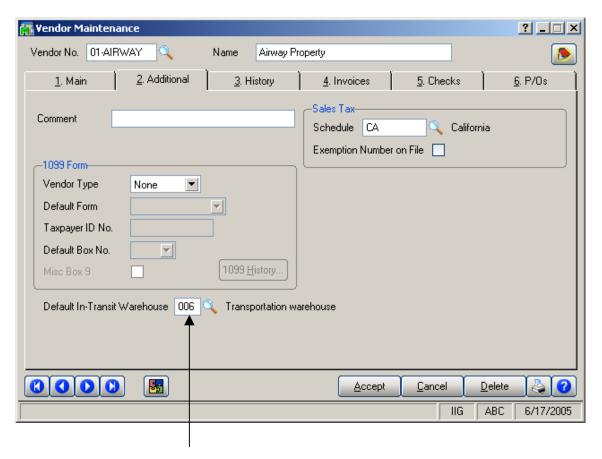
Select the **Purchase Order Options** program under the **Purchase Order Setup** menu.



Select the **Default In-Transit Warehouse** to be used in the Purchase Orders. Only Warehouses set as In-Transit in the **Warehouse Code Maintenance** can be selected as **Default In-Transit Warehouse**.

#### Vendor Maintenance

Select the **Vendor Maintenance** program in the **Accounts Payable Main** menu.

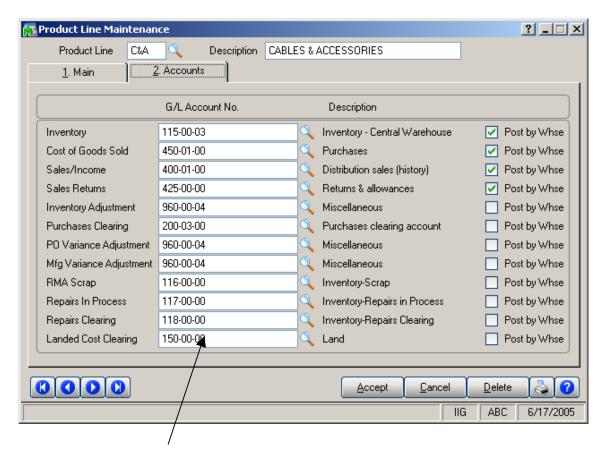


Select the **Default In-Transit Warehouse** to be used in the Purchase Orders for the selected Vendor.

If no default warehouse is specified for the vendor, the program will use the default warehouse set in the Purchase Order Options program.

#### Product Line Maintenance

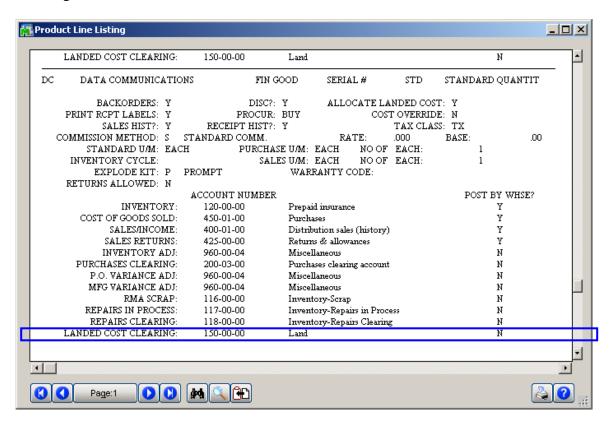
Select the **Product Line Maintenance** program under the **Inventory Management Setup** menu.



Enter the **Landed Cost Clearing** account number from your Chart of Accounts for this product line.

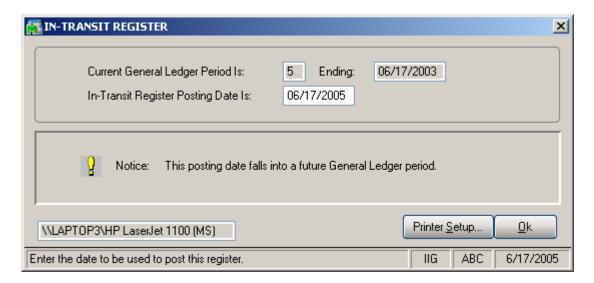
This account is debited when items are registered as intransit. During the **Daily Transaction Register**, the amounts for In-Transit items are added to the account set in the Purchase Order, and subtracted from the Landed Cost Clearing account. After a Receipt of Goods is created for the Purchase Order, during the **Daily Receipt Registers/Update**, the same amounts are balanced back – subtracted from the Purchase Order account and added to the Landed Cost Clearing account. (See the **In-Transit Processing** section of the document for a detailed example.)

The **Product Line Listing** includes the Landed Cost Clearing account information.

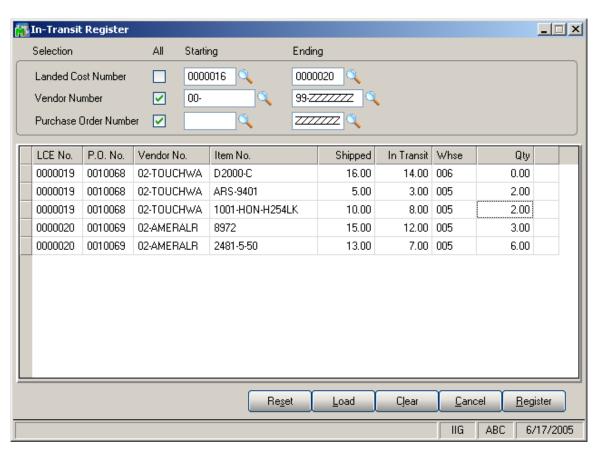


# In-Transit Register

Select the **In-Transit Register** program in the **Purchase Order Main** menu.



Click **Ok** to proceed to the **In-Transit Register** screen.



Select Landed Cost Entry ranges by Landed Cost Number, Vendor Number, Purchase Order Number.

Click the **Load** button to display the selected lines.

Only lines with standard items will be displayed, because only standard items can be registered in transit.

After loading items by certain selections, new selections can be made, and clicking the **Load** button again will display the newly selected lines in addition to previously displayed.

Use the **Clear** button to clear the lines meeting the current selections.

Click the **Reset** button to load maximum available for register quantities.

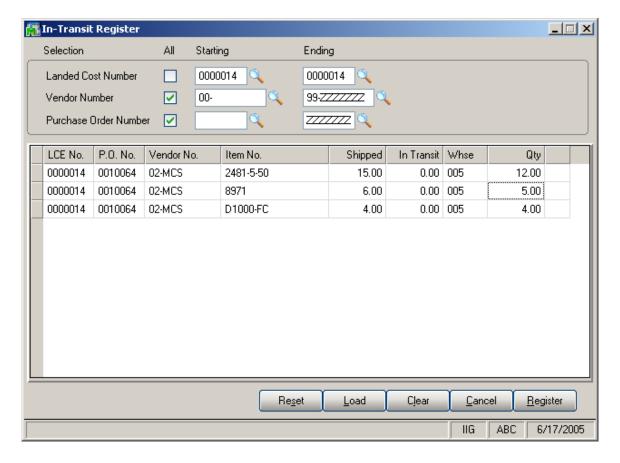
Click the **Cancel** button to clear all the displayed lines.

The Default **Warehouses** are displayed, and can be changed.

Enter the **Quantities** for the lines to be registered as In-Transit. The quantities cannot exceed the difference of Shipped and In-Transit quantities.

Click the **Register** button to register the entered quantities to the specified in-transit warehouses.

Entered quantities before clicking **Register**:



The lines completely registered as in-transit are not displayed in the list.

If there is invalid data on the items to be registered as intransit, the program will not be able to process such lines.

After clicking **Register**, message is displayed, if there are lines the program cannot register:



In the grid, successfully registered lines will display the quantity in-transit, while the lines not registered will display the reason codes in red.

The reasons can be the following:

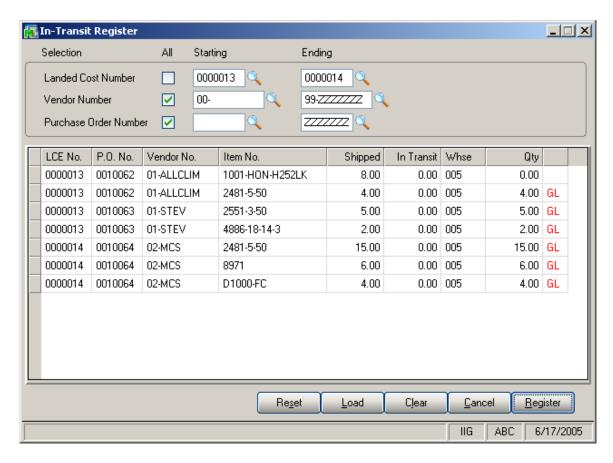
**GL** – invalid or missing G/L account for Inventory or Landed Cost Clearing (in Product Line Maintenance),

**PO** – Purchase Order Header,

**POL** – Purchase Order Line,

LC - Landed Cost Header,

LCC - Landed Cost Line.

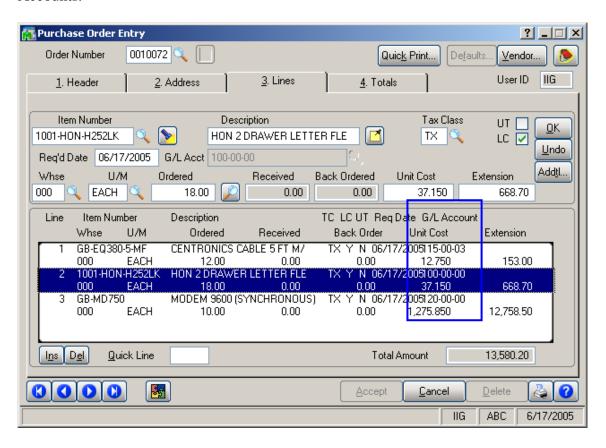


Quantity shipped can be divided among different in-transit warehouses. Select a warehouse for the line and enter the necessary quantity. After registering this quantity, select different warehouse for the same line, enter quantity, and click the **Register** again.

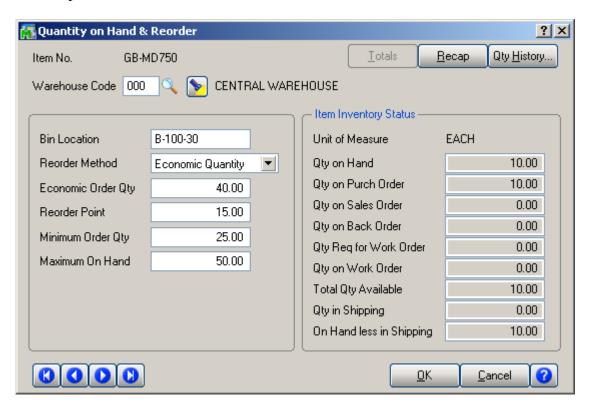
The registered quantities will be printed on the report when closing the **In-Transit Register** screen.

## In-Transit Processing

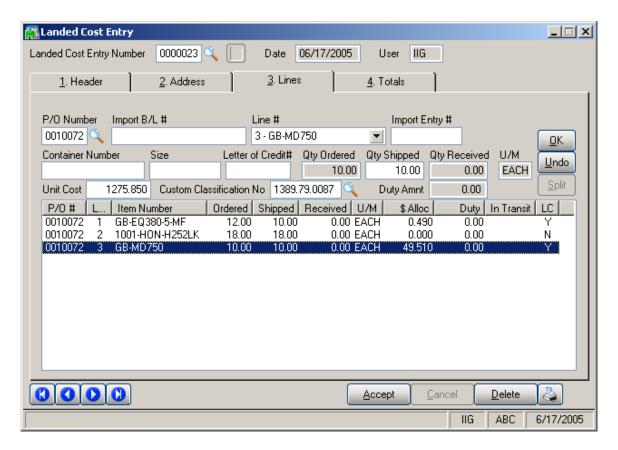
Enter a Purchase Order with items having different G/L Accounts.



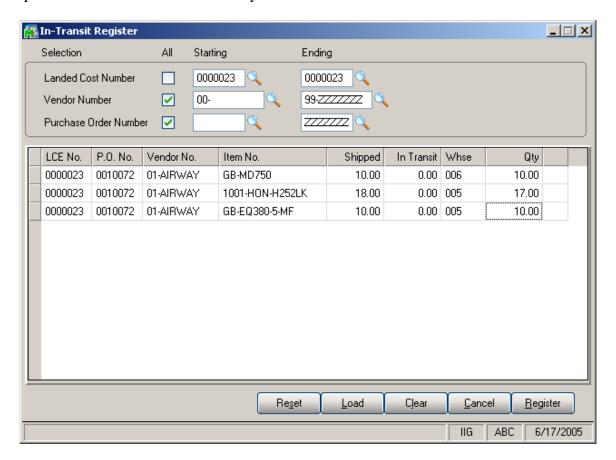
The quantity ordered is added to the Qty on Purchase Order for the specified Warehouse:



Enter a Landed Cost Entry with the lines of that Purchase Order.

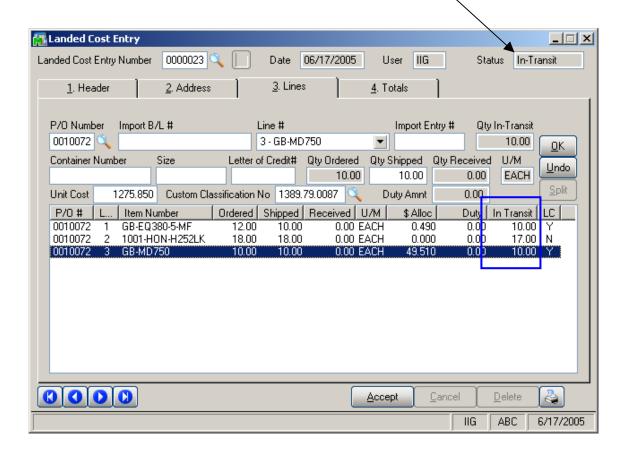


Run the In-Transit Register program and register some quantities for that Landed Cost Entry as In-Transit.

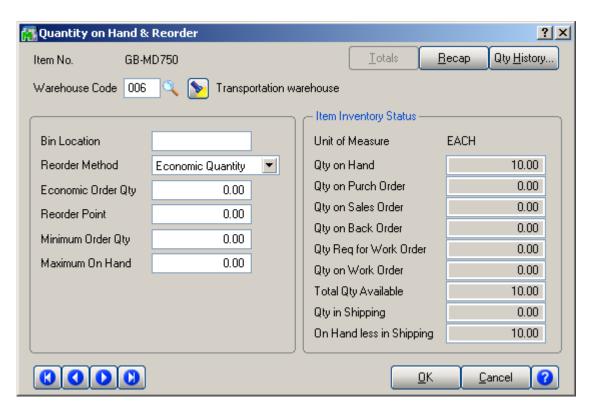


Now that the Landed Cost Entry has quantity in transit, the **Status** field is enabled and displays **In-Transit**, in the top right corner of the screen.

The **In-Transit** field in the Landed Cost Entry displays those registered quantities.

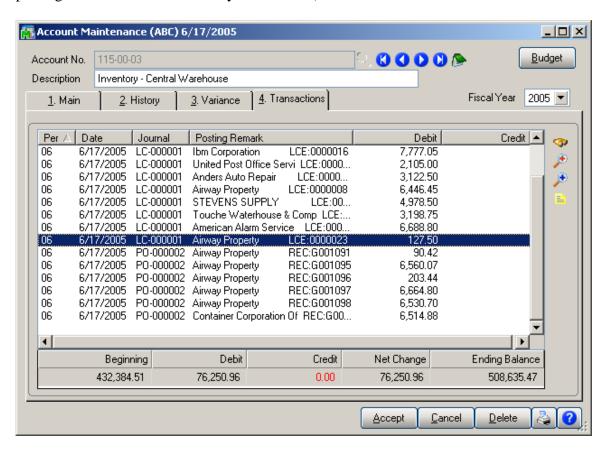


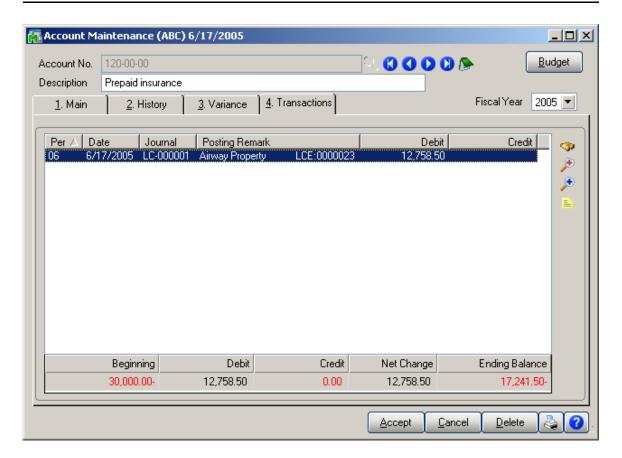
The registered quantity is added to the Qty on Hand for the In-Transit Warehouse:



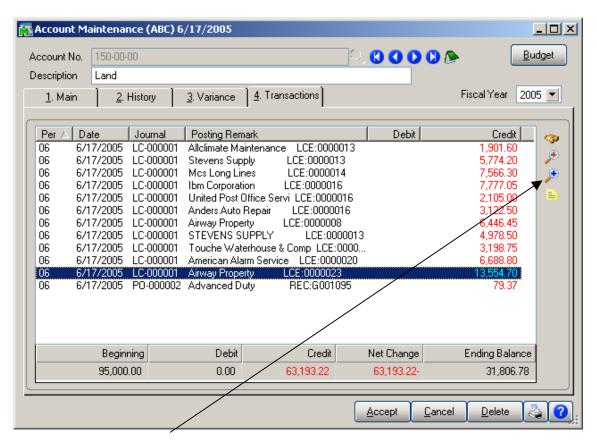
After running the **Daily Transactions Register**, the amounts of the items registered as In-Transit, are posted to the G/L accounts of the Lines of the Purchase Order.

The following are transactions of these accounts (the postings of the Landed Cost Entry are selected):

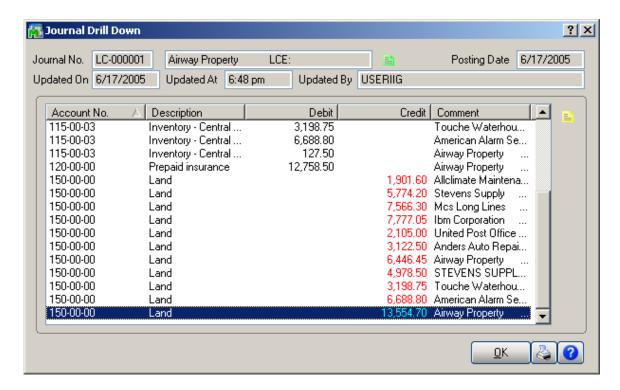




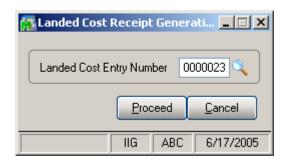
The sum of these amounts is posted from the Landed Cost Clearing account specified in the Product Line Maintenance (selected line):



Click the **Journal Zoom** button to view the **Journal Drill Down** for that selected transaction:



## Run the Landed Cost Receipt Generation:

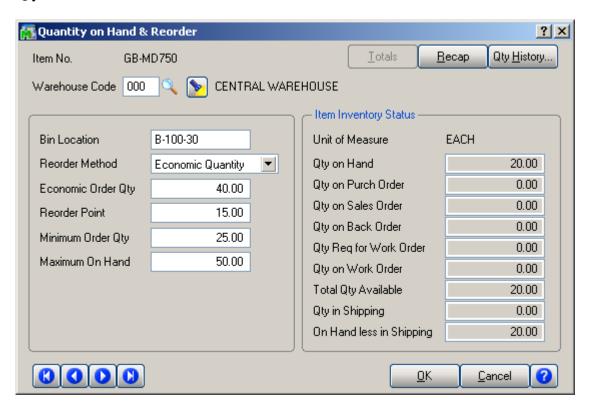


The program generates a Receipt of Goods for the specified Landed Cost Entry:



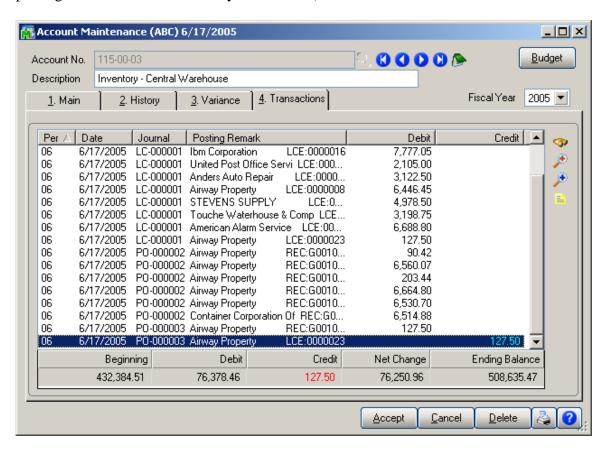
Run the **Daily Receipt Registers/Update**, and then the **Daily Transaction Register**.

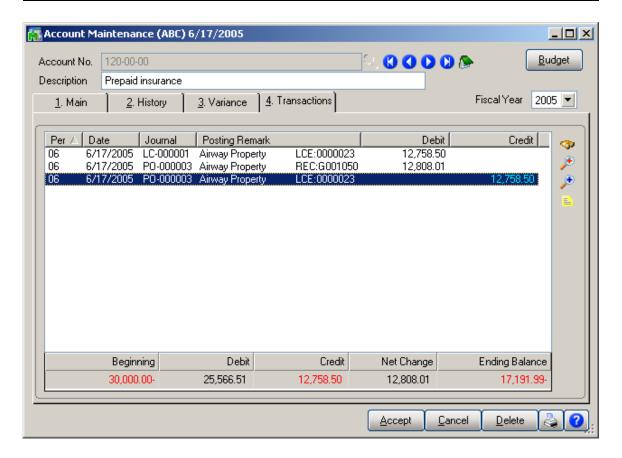
The quantities being In-Transit before the update, are subtracted from the Qty on Purchase Order and added to the Qty on Hand for the PO line Warehouse:



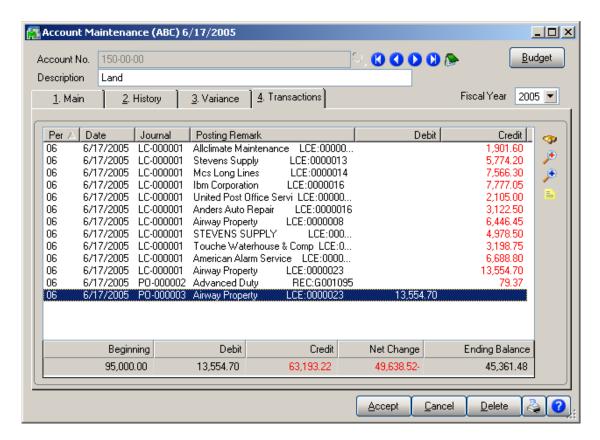
The amounts of the items registered as In-Transit, are posted back from the G/L accounts of the Lines of the Purchase Order.

The following are transactions of these accounts (the postings of the Landed Cost Entry are selected):

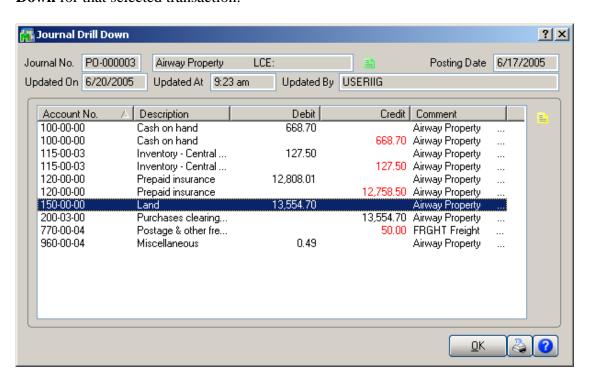




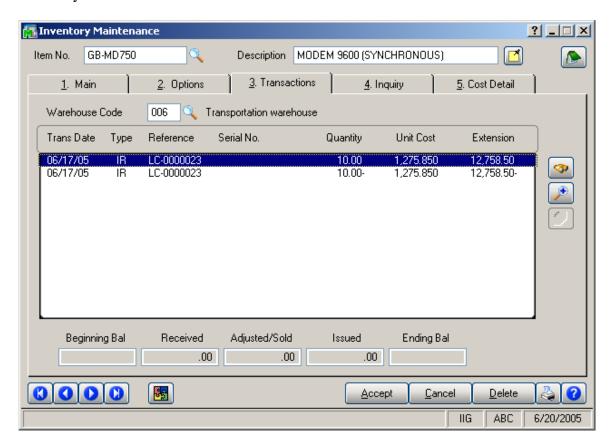
The sum of these amounts is posted to the Landed Cost Clearing account specified in the Product Line Maintenance (selected line):



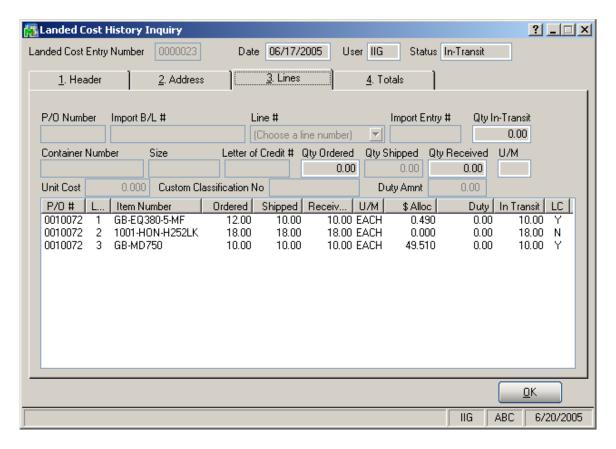
Click the **Journal Zoom** button to view the **Journal Drill Down** for that selected transaction:



The In-Transit transactions can be viewed from the Inventory Maintenance.



The **Zoom** button displays the **Landed Cost History** Inquiry.



The program tracks the Sales Orders having lines for the In-Transit warehouses. During the **Daily Receipt Registers/Update**, the program tries to find corresponding sales order lines, when items are received from an In-Transit warehouse. If there is a line, the entire ordered (or backordered for Back Orders) quantity of which has been received from the line warehouse (In-Transit) to a regular warehouse, the line warehouse will be replaced. If the quantity received is not enough to cover the ordered quantity of the found line, that line will be split into two. One of the new lines will have the ordered quantity equal to the quantity received and the warehouse where it has been received. The other one of the new lines will have the remaining quantity and the same In-Transit warehouse.