



# Documentation:

## **Excise Duties**

Document version: 25.0.4

Date: 12/05/2025

Author: Dynavision Product Team

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Installation .....</b>	<b>4</b>
2.1	Extension .....	4
<b>3</b>	<b>Configuration .....</b>	<b>5</b>
3.1	Excise Setup.....	5
3.2	Excise License number validation .....	8
<b>4</b>	<b>Excise Locations.....</b>	<b>9</b>
4.1	Location Card – Suspension of Excise Duty .....	10
4.1.1	Setup up a Dedicated Zone .....	11
<b>5</b>	<b>Excise periods .....</b>	<b>16</b>
<b>6</b>	<b>Excise Tariffs .....</b>	<b>17</b>
<b>7</b>	<b>Excise Product Categories.....</b>	<b>18</b>
<b>8</b>	<b>Tariff Numbers .....</b>	<b>19</b>
<b>9</b>	<b>Excise Tariff Codes .....</b>	<b>20</b>
<b>10</b>	<b>Plato Conversion .....</b>	<b>21</b>
<b>11</b>	<b>Packaging.....</b>	<b>22</b>
<b>12</b>	<b>Excise Producers.....</b>	<b>23</b>
<b>13</b>	<b>Suspension of Excise Duty Tab .....</b>	<b>24</b>
13.1	Customer Card .....	24
13.2	Ship-to Address .....	26
13.3	Vendor .....	26
<b>14</b>	<b>Items with Excise.....</b>	<b>27</b>
14.1	Item Card – Excise Tab .....	27
14.2	Item Excise parameters .....	28
14.3	Excise Parameters per Variant.....	30
<b>15</b>	<b>Prices and discounts with excise tax .....</b>	<b>31</b>
15.1	Prices.....	31
15.2	Discount on excise items .....	32
15.2.1	Example Purchase document .....	33
<b>16</b>	<b>Excise information on Requisition/Planning Worksheet .....</b>	<b>34</b>
<b>17</b>	<b>Processing excise taxes .....</b>	<b>35</b>
17.1	Excise Ledger Entries .....	35
17.2	Declaration of suspended Excise items .....	35

17.2.1	Clearing through Transfer Order .....	36
17.2.2	Clearing through Sales shipment.....	36
17.2.3	Direct return to Tax zone/location .....	36
<b>17.3</b>	<b>Correct an Excise Ledger Entry .....</b>	<b>37</b>
<b>17.4</b>	<b>Excise Period .....</b>	<b>38</b>
17.4.1	Excise Declaration report .....	39
<b>17.5</b>	<b>Excise Revaluation .....</b>	<b>41</b>
<b>18</b>	<b>Transportation items under suspension of excise duty.....</b>	<b>42</b>
<b>18.1</b>	<b>Introduction – legislation .....</b>	<b>42</b>
<b>18.2</b>	<b>Administrative Accompanying Document (AAD) .....</b>	<b>43</b>
18.2.1	Generating the AAD.....	43
18.2.2	AAD Document.....	46
<b>19</b>	<b>Remark: Invoicing .....</b>	<b>51</b>
<b>19.1</b>	<b>Combine Shipment/Get Shipment Lines .....</b>	<b>51</b>
<b>20</b>	<b>Basic Flows examples .....</b>	<b>52</b>
<b>20.1</b>	<b>Purchasing items under suspension .....</b>	<b>52</b>
20.1.1	Minimum requirements.....	52
20.1.2	Creating a purchase order under suspension .....	52
20.1.3	Purchase Return Orders under suspension.....	52
<b>20.2</b>	<b>Selling items under suspension.....</b>	<b>53</b>
20.2.1	Minimum Requirements.....	53
20.2.2	Creating a sales order under suspension.....	53
20.2.3	Sales Return Order under suspension.....	54
<b>20.3</b>	<b>Transfer orders under suspension .....</b>	<b>54</b>
<b>21</b>	<b>Assembly orders for excise items .....</b>	<b>55</b>
<b>22</b>	<b>Excise License No. Check.....</b>	<b>56</b>

# 1 Introduction

Welcome to the official manual of the Dynavision Excise Duties module.

This extension provides functionalities for beverage excise management according to the Belgian legislation.

The module makes it possible to choose which items are subjected to excise duties and according to the type of beverage (beer, wine, soda, spirits, ...) or packaging (for ecotax purposes) the correct tariff is calculated for the item.

The excise tariff formula can be created and managed, to make sure that the correct amounts are added to the items when the legislation changes.

When giving discounts on items that include excise, it is possible to choose if the discount includes or excludes the taxes.

The extension helps with purchasing and selling items under suspension, print AGD documentation, the creation of excise ledgers, excise depot management, the generation of weekly excise declaration, etc.

## 2 Installation

### 2.1 Extension

The Dynavision Excise Duties module is a separate Business Central extension.

1. Choose the search icon, enter **Extension Management**, and then choose the related link.
2. Choose **Manage** in the Action bar on the page and choose action **Extension Marketplace**.
3. In the search bar, enter **Dynavision Excise Duties** and install this app.
4. Activate the trial as described in following [Get Started guide](#).

## 3 Configuration

### 3.1 Excise Setup

1. Choose the search icon, enter **Excise Setup**, and then choose the related link.
2. This page contains some mandatory settings and options that needs to be set in order for the user to take advantage of all the features in this app.
3. Fill in the information in the **General Tab**.
  - a. **Excise Rounding Precision**  
 Specifies on how many decimals the excise should be rounded. It is advised that this rounding precision is not smaller than the **Unit-Amount Rounding Precision** in the **General Ledger Setup**.  
*Remark: it is recommended that excise taxes be rounded to 4 decimals.*
  - b. **Line Discount on Excise on Sales Documents**  
 Specifies if the discount on the line of an item on sales documents should be calculated using the unit price including excise.  
*Remark: when this field is enabled, on newly created Customer Price Groups the **Line Discount on Excise** field will automatically be checked. When a customer has this Customer Price Group assigned, on sales documents created for this customer, the line discount will be calculated on the unit price including the excise.*  
*This can be overruled on the customer price group and the sales document.*
  - c. **Line Discount on Excise on Purchase Documents**  
 Specifies if the discount on the line of an item on purchase documents should be calculated using the unit price including excise.  
*Remark: when this field is enabled, on newly created Vendors the **Line Discount on Excise** field will automatically be checked. On purchase documents created for this vendor, the line discount will be calculated on the unit price including the excise.*  
*This can be overruled on the Vendor Card and the purchase document.*
  - d. **Check Prices on Edit of Item Params**  
 Specifies if the system needs to ask if the existing prices for the item in the price lists should be updated when editing the Excise Parameters on an item. An adjustment of the Excise Parameters can result in a different excise value. This then requires an update of the price list rules.  
 By default, this check is enabled.  
*In some cases, like when importing using rapid start, the check can be (temporarily) deactivated.*

4. If applicable, check the necessary fields in the **Excise on Assembly BOM Tab**.
  - a. **Assembly BOM** Specifies if in the **Item Excise Parameters** the field **Excise on BOM Components** should be default enabled for the Assembly BOM.  
*Remark: if an assembly order is created for an item with excise, the components that also have excise need to have the same Location as the head excise item.*  
**Combi Item Assembly BOM**  
 Specifies if in the **Item Excise Parameters** the field **Excise on BOM Components** should be default enabled for the Combi Item Assembly BOM.  
*Remark: this field is only visible if the Dynavision Trade app is installed.*  
*Remark: if an assembly order is created for an item with excise, the components that also have excise need to have the same Location as the head excise item.*
5. Fill in the license information in the **Suspension of Excise Duty Tab**.
  - a. **Main Excise License No.**  
 Specifies the Main Excise License No. that is used by the company. This is included in printouts of certain Excise documents.  
*The Main Excise License No. must start with 2 letters of the ISO code of the country of authorization, followed by 11 alphanumeric characters without spaces.*
  - b. **Excise License Check Active**  
 Indicates whether the Excise license check is active. (see [Excise permit no. control](#))
  - c. **Excise License Check Endpoint**  
 Specifies the endpoint of Excise License Check service. (see [Excise permit no. control](#))
6. If applicable, fill in the e-AD information to generate an e-AD for sending items under suspension. This information can be filled in in the **e-AD Tab**.
  - a. **Language Code**  
 Specifies the consignor language code for the e-AD.
  - b. **e-AD Template Name**  
 Specifies the Name of the e-AD template. This is needed in order to set the template name in the e-AD.
  - c. **e-AD Create Declaration**  
 Specifies if a declaration needs to be created.
  - d. **e-AD Sending Mode Test**  
 Specifies if the e-AD declaration should be send in test mode. This indicates that this e-AD is fictive and should not be processed.
  - e. **e-AD Send Declaration**  
 Specifies if the generated e-AD declaration should be send.
  - f. **e-AD Company**  
 Specifies the e-AD Company name.
  - g. **e-AD Printer Name**  
 Specifies the Printer Name that is used for printing the generated e-AD.
  - h. Choose the action **Show Message Type** to open the **Message Type Card** in which the formatting of the generated file can be configured. (See the *Connect manual for the configuration of Message Types*).  
*In the **Format** field in the **Message Type Card**, select **e-AD XML**. The **Message Type** should be **e-AD Document** and the **Direction** should be **Outgoing**.*

It is also possible to download a preconfigured Message Type Card for the e-AD XML document. This can be done by choosing the plus sign next to the action **New** and choosing the action **Get Default Data...** Choose **Apply** and navigate to the newly created card for the e-AD message type to complete the setup of this Message Type.

7. Fill in the information for the revaluation of the excise on items in the **Excise Revaluation Method Tab.**

a. **Excise Revaluation Method**

Specifies the Revaluation Method that is used for the excise.

*Remark: changing this setting isn't recommended after excise revaluation has already been performed, as it has impact on the inventory value.*

The options are:

i. **Manual**

No revaluation will be booked. The excise declarations that are generated will not influence the accounting records. If information needs to be booked to an accounting account, this will need to be done manually.

ii. **Purchase**

When a declaration is generated, the excise taxes that are paid are written to a Revaluation Table. From there, they can be posted to the purchase account of the item posting group of the item on which the excise taxes were paid.

iii. **Inventory**

When a declaration is generated, the excise taxes that are paid are written to the Revaluation Table. From there, a Business Central Revaluation Journal can be used to revalue the Item Ledger entries or value entries.

*Remark: choosing Inventory is only allowed when there are no locations with "Tax Warehouse" active and "Allow Shipping without Suspension" active*

b. **Gen. Prod. Excise Revaluation**

Specifies the General Product Posting Group used for Excise Revaluation.

*The Inventory Adjmt. Account should be set on the General Posting Setup with combination Gen. Bus. Posting Group = blank and this Gen. Prod. Posting Group.*

*Needs to be filled in when **Revaluation Method Purchase** or **Inventory** is chosen.*

c. **Gen. Jnl. Templ. Excise Revaluation**

Specifies the General Journal Template used for Excise Revaluation.

*Needs to be filled in when **Revaluation Method Purchase** is chosen.*

d. **Gen. Jnl. Batch Excise Revaluation**

Specifies the General Journal Batch used for Excise Revaluation.

*Needs to be filled in when **Revaluation Method Purchase** is chosen.*



**e. Gen. Jnl. Description**

Specifies the value that will be used as the Description of the General Journal Lines.

Following parameters can be used here:

- i. %1 - Location Code,
- ii. %2 - Excise Period Ending Date.

If left blank, a generic 'Excise Revaluation' text will be used.

*Needs to be filled in when **Revaluation Method Purchase** is chosen.*

**f. Purchase Item Gen. Bus. Posting Group**

Specifies the Gen. Bus. Posting Group that will be used together with the item's Gen. Prod. Posting Group to get the Purchase Account from that General Posting Setup for revaluation.

*Needs to be filled in when **Revaluation Method Purchase** is chosen.*

**g. Jnl. Templ. Excise Revaluation**

Specifies the Journal Template used for Excise Revaluation.

*Needs to be filled in when **Revaluation Method Inventory** is chosen.*

**h. Jnl. Batch Excise Revaluation**

Specifies the Journal Batch used for Excise Revaluation.

*Needs to be filled in when **Revaluation Method Inventory** is chosen.*

**8. Fill in the necessary information to be able to handle Excise corrections in the Correction Tab.****a. Item Jnl. Templ. Excise Correction**

Specifies the Item Jnl. Template used for Excise Correction.

**b. Item Jnl. Batch Excise Correction**

Specifies the Item Jnl. Batch used for Excise Correction.

## 3.2 Excise License number validation

A valid Excise License No. must start with 2 letters of the ISO code of the country of authorization, followed by 11 alphanumeric characters without spaces.

To validate Excise License Numbers that are entered in fields, following validation is used:

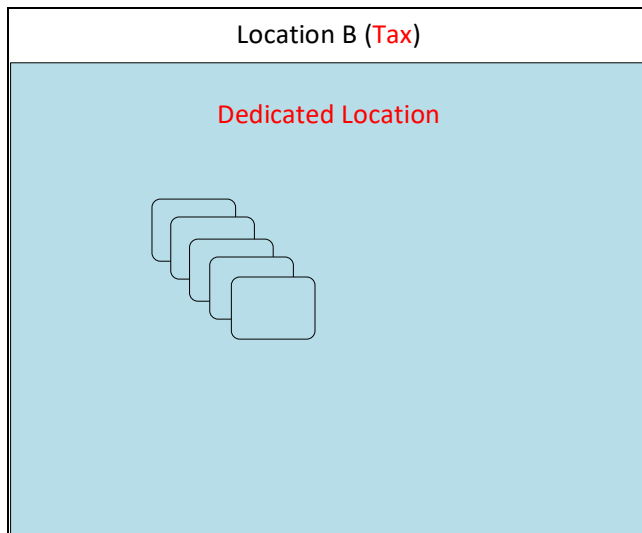
1. Check the 2 characters. These characters should be the country code. The validation of this country is done as follows:
  - a. Fetch the Country/region code that has been assigned to the entity.
  - b. Check the corresponding Intrastat Code that has been assigned to the Country/Region Code.
    - i. If the Intrastat Code has a value in the system, use this code in the validation. The first two characters from the Excise License Number must be equal to this Intrastat Code.
    - ii. If the Intrastat Code is BLANK, use the value in the ISO Code that has been assigned to the Country/Region Code.
2. Check the alphanumeric characters. The number of characters should sum up to 11 and there must not be spaces in these 11 characters.

## 4 Excise Locations

There are 2 different ways to set up an excise location.

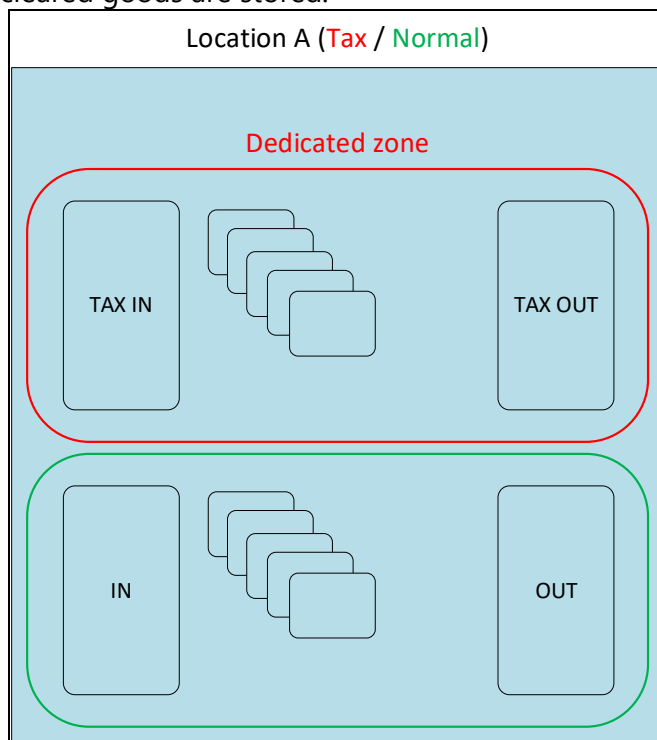
### 1. A dedicated excise warehouse – Dedicated Location

All items that are stored at this location are under suspension.



### 2. A zone based excise warehouse – Dedicated Zone

This warehouse is divided into a zone under suspension, as well as a zone where cleared goods are stored.



## 4.1 Location Card – Suspension of Excise Duty

On the **Location Card** an extra tab is implemented in which the configuration can be done for locations that will (partially) be used as a tax warehouse.

A tax warehouse is the physical place where the authorized warehouse keeper produces, processes, holds, receives or dispatches excise items under the excise duty suspension arrangement.

1. Choose the search icon, enter **Locations**, and then choose the related link.
2. Choose the action **New** to create a new Location or choose a Location that needs to be edited in order to be set up as a tax warehouse.
3. Fill in the needed fields in order to set up the location. In the **Suspension of Excise Duty**, specify the necessary fields.
  - a. **Tax Warehouse**  
Specifies if (part of) this location is used as a tax warehouse and thus will contain items under suspension of excise duties.  
*The **Country/Region Code** has to be filled in in order to configure the Location as tax warehouse.*
  - b. **Tax Warehouse Type**  
Specifies the type of tax warehouse for this location.  
The options are:
    - i. **Dedicated Location**  
The entire Location will be used for tax warehouse activities.  
This means that all items that are stored in this Location are under suspension.
    - ii. **Dedicated Zone**  
The Location will be divided into a suspension zone (which will contain the items under suspension) and a "free" zone (which will contain the cleared items and/or items that do not have excise).
  - c. **Allow Shipping Without Suspension**  
Specifies if shipping of items without suspension is allowed from this location. This will allow goods to be cleared and then shipped directly from the tax warehouse (so the goods "under suspension" will be sold cleared in this case.) In this case, an excise item ledger entry will be created with "To be declared" active when shipping the goods from that location.
  - d. **Allow Direct Return Receipt**  
Specifies if Direct Return Receipt is allowed. This setting makes it possible to allow the return of cleared items in the tax warehouse and put them back under suspension. *(It is important to coordinate this with the customer. This will most likely need to be set up when the customer works with external partners that clear the items.)*
  - e. **Excise License No.**  
It is required to specify an excise license no. when setting up a tax warehouse. This can vary per location.  
*The Excise License No. must start with 2 letters of the ISO code of the country of authorization, followed by 11 alphanumeric characters without spaces.*

How the license No. is validated can be found in chapter [Excise License number validation](#).

**f. EORI No.**

Specifies the Economic Operators Registration and Identification number that is used when exchanging information with the customs authorities due to trade into or out of the European Union.

*It should start with the 2 letters of the ISO code of the country of authorization, followed by code or number of maximum 15 alphanumeric characters that is unique in the Member State.*

*For Belgium is this the enterprise number without space or dots.*

**g. AC4 Nos.**

Specifies the no. series for AC4.

**h. AAD Nos.**

Specifies the no. series for AAD.

**i. Excise Type Address Code**

The address of the customs office to which the declaration needs to be filed.

**j. Language Code**

The language code of the customs office.

## 4.1.1 Setup up a Dedicated Zone

When choosing the **Tax Warehouse Type Dedicated Zone**, some extra input fields become visible that need to be specified.

*Remark: when operating with separate zones, it is not possible to work with a separate price per zone (item under suspension or not, there is only 1 price).*

This will be to configure the **Tax Warehouse Bins**.

First the zones and bins have to be set up.

### 4.1.1.1 Setting up the zones

1. Choose the action **Zones** in the Actions bar on the Location Card to open the Zones list for the Location.
2. Create two or more zones by adding the lines or by choosing **New** and filling in the information in the columns.
3. On the Zone that will contain the items under suspension, the Checkbox in the column **Tax Warehouse Zone** needs to be checked.
4. Create the bins per zone by choosing the action **Zone** and then choosing **Bins**.  
*Remark: when working with warehouse send/receive, you must create a send and receive bin for both the suspension zone and the free zone.*

These bins need to be filled in on the Location card.

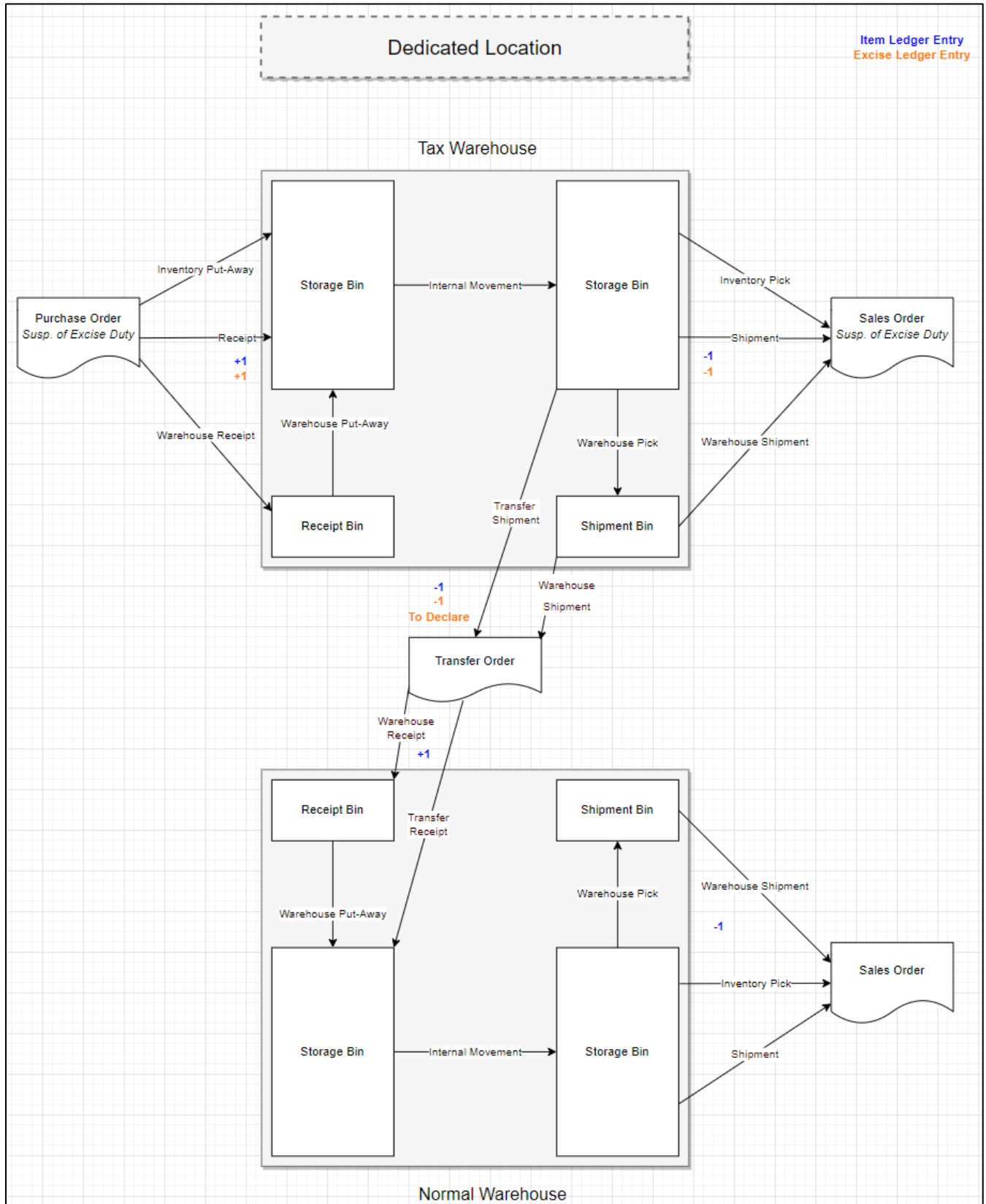
This will ensure that the items will be taken from and put in the correct bin and zone, depending on if a document is under suspension.

#### 4.1.1.2 Completing the setup on the Location Card

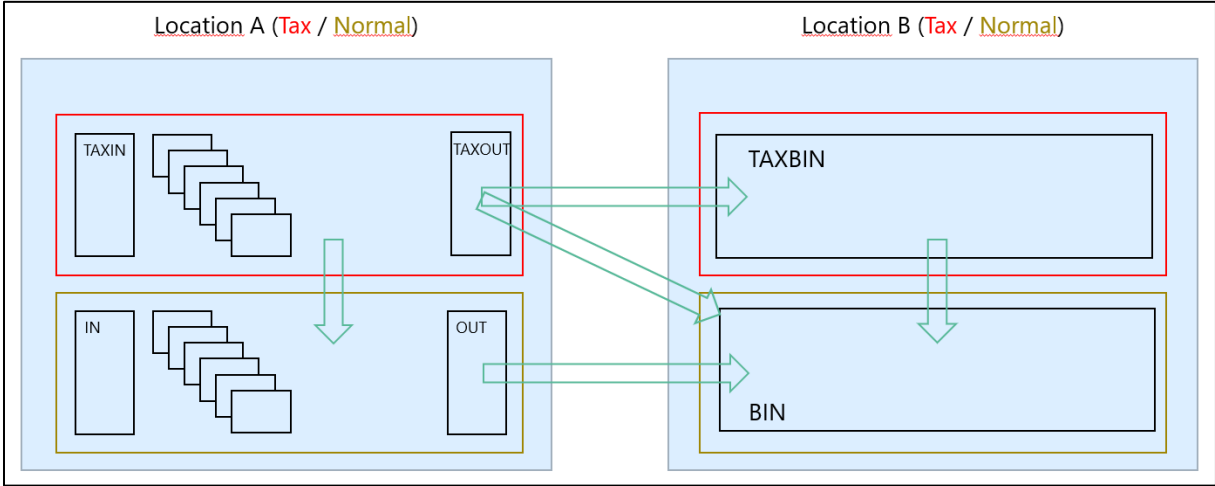
1. In the **Suspension of Excise Duty** set up the needed bins.
  - a. **Tax Receipt Bin Code**  
Specifies the default receipt bin code for receiving items under suspension.  
*Can be set when the **Require Receive** is enabled on the Location in the Warehouse Tab.*
  - b. **Tax Shipment Bin Code**  
Specifies the default shipment bin code for shipping items under suspension.  
*Can be set when the **Require Receive** is enabled on the Location in the Warehouse Tab.*
  - c. **Tax Cross-Dock Bin Code**  
Specifies the bin code that is used by default for the receipt of items under suspension to be cross-docked.
  - d. **Tax To-Assembly Bin Code**  
Specifies the bin in the assembly area where components under suspension are placed by default before they can be consumed in assembly.
  - e. **Tax From-Assembly Bin Code**  
Specifies the bin in the assembly area where finished assembly items under suspension are posted to when they are assembled to stock.
  - f. **Tax Asm.-to-Order Shpt Bin Code**  
Specifies the bin where finished assembly items under suspension are posted to when they are assembled to a linked sales order.

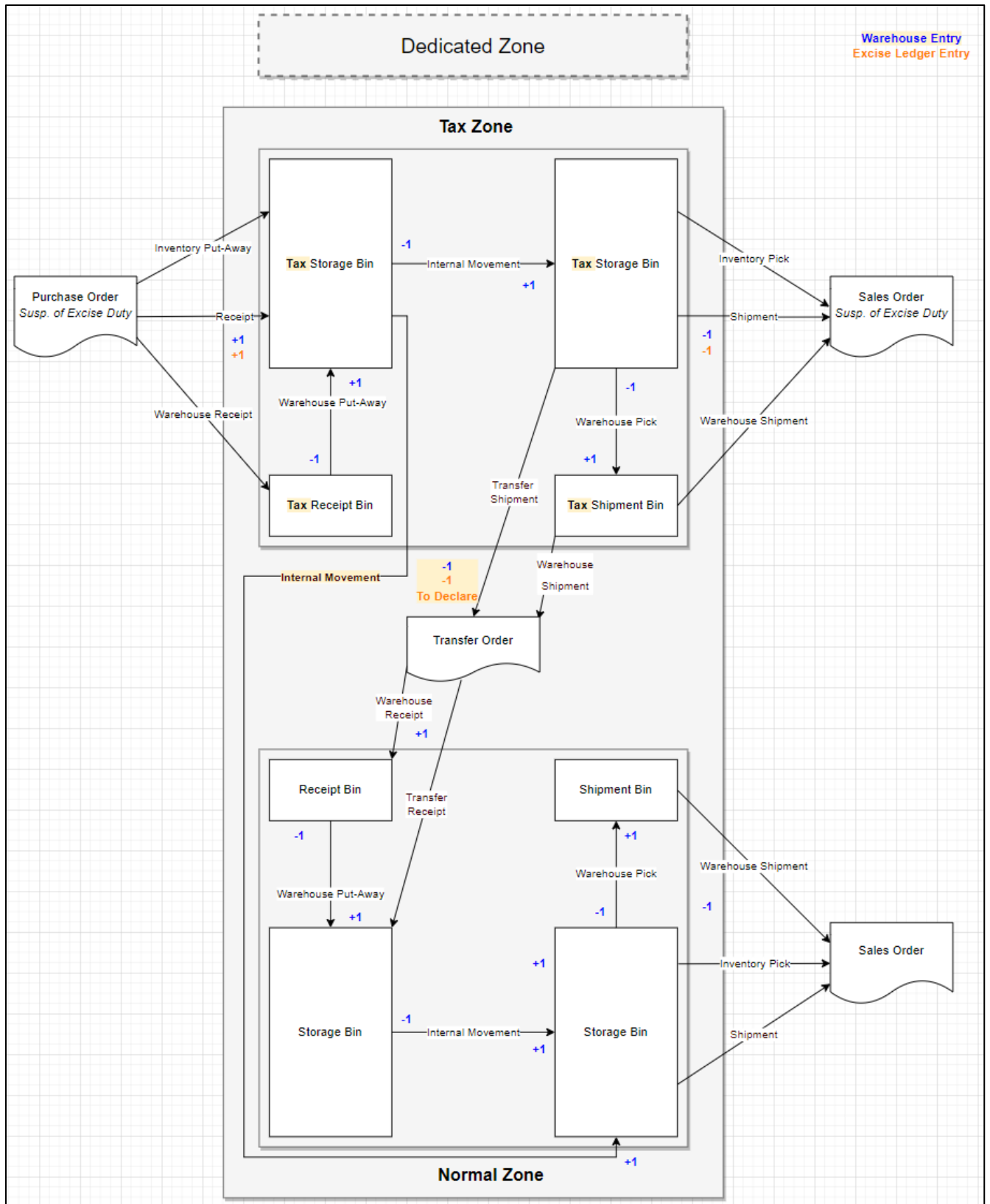
### 4.1.1.3 Possible stock movements

#### 4.1.1.3.1 Dedicated Location



4.1.1.3.2 Dedicated Zone







## 5 Excise periods

The **Excise Periods** can be accessed in three ways.

### Option 1

On the **Excise Setup** page, choose the action **Excise Periods**.

### Option 2

On the **Location Card** of the Tax warehouse, choose the action **Excise Periods**.

### Option 3

Choose the search icon, enter **Excise Periods**, and then choose the related link.

When using **option 1** or **option 3**, a tax warehouse needs to be selected for which the Excise Periods need to be set up. *The Excise Periods need to be set up for each Tax warehouse.*

1. On the **Excise Periods** page that opens, manually add the Excise Periods, or choose the action **Create Excise Periods**, which can be found by choosing the action **Actions** in the Actions bar.

*Excise periods in Belgium run by default from Monday to Sunday.*

*Every Thursday evening, the previous week's declaration must be submitted.*

After choosing the action, the **Create Excise Period** screen opens, in which some fields need to be specified in order to generate the periods.

- a. **Location Code**

The location code for which the periods are generated will be displayed in this field.

- b. **Starting Date**

Specifies starting from what date the periods need to be created.

- c. **Period Length**

Specifies the date formula used to determine the time frame for each period.  
*E.g. 3M, 1W, 1Y, ...*

- d. **Number of Periods**

Specifies the number of periods that need to be generated. *E.g. each new year, enter the number 52 (with Period Length 1W) to create excise periods for the coming year.*

- e. **Split Year Transition**

If active, the period transitioning the year will be split into a period ending at December 31st and another one starting from January 1st for the remainder of the transitioning period.

2. After filling in the necessary fields and choosing **OK** the periods will be generated and shown in the **Excise Periods** page. The Description of the period will be filled in with **Location Code – Period DD/MM/YY**.

## 6 Excise Tariffs

The **Excise Tariffs** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Excise Tariffs**.

### Option 2

Choose the search icon, enter **Excise Tariffs**, and then choose the related link.

The Excise Tariffs table contains the AC4 Codes and Country Codes, and for each combination the related Excise Tariff and Excise Category, the Packaging Code, and the range for the minimum and maximum of Production Quantity, Degrees Alcohol, Degrees Plato and Sugar.

*Remark: if the value is respectively 999.999 (max. prod. Qty.), 100 (Max. degr. Alcohol), 100(Max. degr. Plato) or 9.999(Max. sugar), it specifies the maximum possible value for that type.*

For each AC4 Code and Country Code, the related Excise Tariff Lines are displayed with a starting and ending date, an excise code, the excise amount for 1 unit defined by the calculation method.

The Calculation Method can be one of the following options:

- By HL,
- By HL Alcohol,
- By HL Deg Alcohol,
- By HL Plato, and
- By KG.

The data on this page is **fixed** and cannot be edited. It is however possible to define the Excise Tariff Translations by selecting the line for which the translations need to added and choosing the action **Translations**.

## 7 Excise Product Categories

The Excise Product Categories contain the different categories for the products. The **Excise Product Categories** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Excise Product Categories**.

### Option 2

Choose the search icon, enter **Excise Product Categories**, and then choose the related link.

#### 1. Code

The Code used to identify the Excise Product Category.

#### 2. Description

Specifies the description of the Excise Product Category.

## 8 Tariff Numbers

The **Tariff Numbers** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Tariff Numbers**.

### Option 2

Choose the search icon, enter **Tariff Numbers**, and then choose the related link.

The page that opens contains an overview of the Tariff Numbers. The page has been expanded with two columns to assign the Excise Tariff Code to the Tariff Code.

#### 1. Excise Tariff Code

The excise tariff code that corresponds with the commodity code as defined by the government.

#### 2. Excise Category

The Excise Category of the selected Excise Tariff Code is displayed.

## 9 Excise Tariff Codes

The **Excise Tariff Codes** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Excise Tariff Codes**.

### Option 2

Choose the search icon, enter **Excise Tariff Codes**, and then choose the related link.

This page gives information about the Excise Tariff, its required properties.

This data is **fixed** and cannot be modified.

## 10 Plato Conversion

The **Plato Conversions** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Plato Conversion**.

### Option 2

Choose the search icon, enter **Plato Conversions**, and then choose the related link.

This page contains the conversion for the actual degrees Plato, to the degrees Plato used for the calculation of the excise amount.

#### 1. Country Code

The Country Code for which the Plato Conversion is set up.

#### 2. Starting Date

The starting date from which the Plato Conversion is valid.

#### 3. Ending Date

The ending Date that specifies when the Plato Conversion is not valid anymore.

#### 4. Up to and Including Degrees Plato

Specifies the upper bound (including) of the actual degrees Plato that the item needs to have.

#### 5. Calculation Degrees Plato

Specifies the calculated and rounded Degrees Plato that will be used to calculate the excise amount for the item.

# 11 Packaging

The **Packaging** page can be accessed in two ways.

## Option 1

On the **Excise Setup** page, choose the action **Packaging**.

## Option 2

Choose the search icon, enter **Packaging**, and then choose the related link.

This page contains the different packaging types (code and description) that can be assigned to an item.

The data on this page is **fixed** and cannot be edited.

## 12 Excise Producers

The **Excise Producers** page can be accessed in two ways.

### Option 1

On the **Excise Setup** page, choose the action **Excise Producers**.

### Option 2

Choose the search icon, enter **Excise Producers**, and then choose the related link.

This page contains a pre-defined list of known Belgian breweries and some generic producers.

A new record can be added if the Production Capacity would change, using a new starting date.

#### 1. Code

The code used to identify the Excise Producer.

#### 2. Country Code

The country code of the excise producer.

#### 3. Starting Date

The starting date on which the production quota is in effect.

#### 4. Description

The description of the Excise Producer.

#### 5. Production Quantity

Specifies the amount of hectoliters that the excise producer produces.

#### 6. D.A. No.

Specifies the customs and excise number.

#### 7. AC Type

Specifies the AC Type.

#### 8. Home Page

Specifies the homepage of the excise producer.

#### 9. Destination of Origin

Specifies the explanatory Designation of Origin of this excise producer.

#### 10. Short Description Document

Specifies a short description of possible certificates concerning the transported goods on the AAD.



## 13 Suspension of Excise Duty Tab

On the Customer Card, the ship-to addresses and the Vendor Card a tab has been added, the **Suspension of Excise Duty Tab**. In this tab, the excise information can be configured.

### 13.1 Customer Card

1. Navigate to the **Customers** list and add or choose a customer that has an Excise License.
2. There is a Tab **Suspension of Excise Duty** added to the Customer Card in which specific settings can be configured that concern excise.
  - a. **Main Excise License no.**  
Specifies the main excise number of the customer. This number needs to be configured if items need to be sold under suspension to this customer. The Main Excise License No. must start with 2 letters of the ISO code of the country of authorization, followed by 11 alphanumeric characters without spaces. How the license No. is validated can be found in chapter [Excise License number validation](#).
  - b. **Excise License No.**  
The Excise License No. must start with 2 letters of the ISO code of the country of authorization, followed by 11 alphanumeric characters without spaces. Either this field or the EORI Number should have a value to suspend the excise items. How the license No. is validated can be found in chapter [Excise License number validation](#).
  - c. **EORI Number**  
Specifies the Economic Operators Registration and Identification number that is used when you exchange information with the customs authorities due to trade into or out of the European Union. It should start with the 2 letters of the ISO code of the country of authorization, followed by code or number of maximum 15 alphanumeric characters that is unique in the Member State. For Belgium is this the enterprise number without space or dots.
  - d. **Excise License Holder**  
Specifies the current Holder of the Excise License. This is one of the contacts for the customer.
  - e. **Excise License Holder Name**  
The Name of the selected License Holder is displayed.
  - f. **Default Suspension of Excise Duty**  
Specifies if an order is default under Suspension of Excise Duty. This Boolean can only be enabled when the field is 2 "excise permit number" is filled in. This will usually be used in conjunction with the **Location Code** field for shipping. If the Location is a tax warehouse, and **Default Suspension of Excise Duty** is enabled, the orders created for this customer at that location will always be under suspension by default. This can still be overridden manually on the order.

**g. Customs Office Code**

Specifies the Code for the Customs Office. It is possible to select a value from the **Customs Office** list.

**h. Transport Unit Code**

Specifies the code for the Transport Unit for the customer. A Transport Unit can be selected from the **Transport Units** list.

**i. Transport Method Code**

Specifies the Transport Method for the customer. A Transport Method can be selected from the **Transport Methods** list

**j. Transport Arrangement Code**

Specifies the Transport Arrangement for the Customer. A Transport Arrangement can be selected from the **Transport Arrangements** list.

**k. License Plate Lorry**

Specifies the License Plate for the Lorry that transports the suspended items.

**l. License Plate Trailer**

Specifies the License Plate for the trailer that transports the suspended items.

**m. Container No.**

Specifies the Container No. that transports the suspended goods.

It consists of a unique alpha-numeric combination of 4 letters and 7 numbers: first 3 owner prefix letters, then J or U or Z, then 6 numbers, then the check digit

**n. Travel Time**

Taking into account the means of transport and the distance, sets the normal duration of the trip in hours (H) or days (D) followed by two digits (e.g. H12 or D04).

The number after H shall not exceed 24. The number after D shall not exceed 92.

**o. Guarantee**

Specifies who guarantees the security of the items that are being transported.

The options are:

- i.** Addressee,
- ii.** Shipping Agent,
- iii.** Sender,
- iv.** Owner of Excise Goods, and
- v.** No deposit provided according to Article 18.4(b) of 2008/118/EC.

*In Belgium, this should be Sender.*

**p. Movement Guarantee Code**

Specifies the code for the movement guarantee. A Movement Guarantee can be selected from the **Movement Guarantees** list. (*E.g. Sender, Shipping Agent, Addressee.*)

**k. Excise Type Address Code**

Specifies the Excise Type Address.

**q. FOB Country/Region Code**

Specifies the country in which the excise taxes should be calculated. This is especially applicable when selling excisable items abroad.

## 13.2 Ship-to Address

The same settings as mentioned on the Customer Card can be set on each **Ship-to Address** card. These settings can also be found under the tab **Suspension of Excise Duty**.

## 13.3 Vendor

On the Vendor, the same fields as the Customer Card are available to fill in. The same logic applies.

On the **Vendor Card** the option **Line Discount on Excise on Purchase Documents** needs to be checked if a discount for the item should also be given on the unit price including the excise amount.

This setting will be default enabled when enabled in the **Excise Setup** and when this vendor is created after this setting was enabled in the setup.

## 14 Items with Excise

### 14.1 Item Card – Excise Tab

Navigate to the **Items** list and create a new item or select an item that needs to be configured as an excise item.

In the **excise Tab** fill in the necessary fields in order to configure the excise on the item.

#### 1. Apply Excise

Specifies if the excise system is enabled for this item.

*The "Unit Price" will be set to 0, as the excise system is intended to be used in conjunction with pricelists.*

*The "Excise Totals" factbox will be shown.*

**Remark:** the factbox uses the country/region that is specified in the Company information. If there are excise parameters for multiple countries, the excise of the country of the company will still be displayed in the factbox.

**Remark:** The field Apply excise can always be turned on or off after creating posts on an item to use or not use excise on the item.

#### 2. Wine Category Code

Specifies the Wine Category for this item if applicable. This is an informational field that will be displayed on the EAD Document.

#### 3. Wine Growing Zone Code

Specifies the Wine Growing Zone for this item if applicable. This is an informational field that will be displayed on the EAD Document.

#### 4. Wine Operations

Specifies the Wine Operations for this item if applicable. This specifies the number of operations that have been executed on the item. This is an informational field that will be displayed on the EAD Document.

#### 5. Third Country of Origin

Specifies the Country of Origin for this Item if this is wine. A value can be selected from the Countries/Regions list. This is an informational field that will be displayed on the EAD Document.

## 14.2 Item Excise parameters

In order for the correct calculation of the excise amount that is applicable on an Item, the Item Excise Parameters need to be configured.

The **Item Excise Parameters** can be accessed in two ways.

### Option 1

On the **Item Card**, choose Item, and next choose the action **Item excise Parameters**.

### Option 2

Choose the search icon, enter **Item Excise Parameters**, and then choose the related link.

On the page that opens, the Excise Parameters of an Item can be configured in order for the excise amounts to be calculated correctly for the item. *Create a record for the related Country. If left blank, the Country/Region Code will be used.*

1. The parameters have to be filled in in the **Parameters Tab**, not on the line of the item.
  - a. **Country Code**  
The Country for which the excise amount is calculated.
  - b. **Tariff No.**  
Specifies the Tariff Number assigned to the item? This is the same as the intrastate code.
  - c. **Packaging Code**  
Specifies the kind of packaging that is used for this item. *E.g. reusable, disposable,...*
  - d. **Degrees Alcohol**  
Specifies the degrees of alcohol that the item contains.
  - e. **Degrees Plato**  
Specifies the degrees Plato that the item contains.  
*One degree Plato corresponds to one percent by weight of dry, dissolved substances in liquid. The number of percent dry, dissolved substances (mostly sugars) in the wort is called the root wort content. This must be supplied by the customer per product (only applicable to beers).*
  - f. **Calculation Degrees Plato**  
Displays the calculated (rounded) Degrees Plato.
  - g. **Excise Producer Code**  
Specifies the producer that produces this item.  
*For each brewery, an excise code has to be created to which the total number of hectoliters brewed in a year is linked. This number of hectoliters brewed is included in the calculation of excise duties.  
This should be updated by the customer. (Only applicable to beers)*
  - h. **Sugar**  
Specifies the amount of sugar (in kilograms) that the item contains.  
*The amount of sugar in KG is also included in the excise tax calculation for some articles (Currently N/A).*

**i. Excise on BOM Components**

Specifies if the system loops over the BOM components of the item, calculates the excise tax if applicable and sums these excise taxes and shows this value as the excise tax value for the head component item.

**j. Work Date**

Displays the current work date of the system.

2. Choose the action **Item Unit of Measure** to fill in the **Liters Per Unit** column on the Item Unit of Measures of the current selected item. If the Liters per Unit for the base unit has a value, when creating a new unit and filling in the Qty. per Unit of Measure, the new Liters per Unit gets automatically calculated. This **Liters Per Unit** field is used to correctly calculate the excise amount.
3. Choose the action **Excise Checklist** to check if all needed parameters are filled in for the item. This checklist can be used to view which parameters need to be completed. *This can be used when no excise amounts are calculated and shown for the item. This means that there are missing parameters that first need to be completed before the setup is complete.*

On the page there are some factboxes set up in the Factbox Pane, which display additional information concerning the Excise of the item.

In the **Excise Factbox** the total calculated excise amounts are visible, shown for the different Unit of Measures (base, sales, purchase UoM). In the **Excise Composition Base/Sales/Purchase** the Excise amount per Excise Code can be found. This shows how the total Excise amount is composed.

For excise on beverages, the excise amount will generally be calculated using the 3 following codes:

- **Code 100:** this includes the general excise tax,
- **Code 200:** this includes the special excise tax,
- **Code 500:** this refers to the packaging tax charged on the use of different types of packaging. (Eg: reusable packaging will be charged less than disposable packaging).

## 14.3 Excise Parameters per Variant

When working with variants of an item, it is possible to configure different Excise Parameters for each variant. *Example given, Variant A may have a different alcohol content as Variant B.*

The new variant of the item needs to be set up in the following way:

1. Create the main **Item** from which the variants will be created and the configure the Units of Measure.
2. Configure the **Excise Parameters** for the Item.
3. Create the **Variant(s)** for the item.
4. Specify the **Excise Parameters** for each Variant if needed (*if the alcohol percentage differs e.g.*).

*Remark, when a new Variant is created, the Excise Parameters for the new variant will only be created when the user has navigated to the **Excise Parameters** page for that variant, and clicked on the **Degrees Alcohol** field. The parameters are not just copied to the variant. The reason that this is not automatically copied, is to have an additional check for the user to make sure that the Degrees Alcohol are filled in correctly before selling the variant.*

## 15 Prices and discounts with excise tax

The Sales Price Lists and Purchase Price Lists have been expanded with two columns concerning the excise for an item if applicable. These columns are:

- Excise Duty, and
- Net Price.

### 15.1 Prices

Two columns have been added on the purchase and sales price lists:

- **Excise Duty**

This reflects the calculated Excise Duty Excl. VAT for the item.

*Remark: unless explicitly stated otherwise, the excise amounts shown always exclude VAT.*

*Example given: The system indicates an excise tax of €8.40 on a bottle of gin. Then that € 8.40 is part of the price excluding VAT. The VAT is then automatically calculated on this amount by Business Central.*

- **Net Price**

Shows the unit price without the Excise Duties.

*When this Net Price is adjusted, the system will automatically reevaluate the Unit Price by adding the Excise Duties to this Net Price. If the Unit Price is adjusted, the Net Price will be recalculated.*

**Remark:** *for non-excise items, when the Net price field cannot be adjusted. Instead the Unit price field needs to be used to adjust the price of the item.*

In order to update all prices after entering the Item Excise Parameters, a report is implemented. This also updates the prices when Currency Exchange Rates are updated.

This report can be run manually or it can be scheduled.

After editing the Excise Parameters on the **Item Excise Parameters** page, the user will see a message asking if the report must be run to update the prices in the price lists.

Also, when editing excise parameters of an item, one will receive a report asking if one wishes to update the prices.



## 15.2 Discount on excise items

It is possible to calculate the discount on the price including the Excuse duties, or to exclude these duties in the calculation and adding them to the newly calculated price with the discount.

The discount on excise tax option can be set hierarchically in the following places:

LEVEL	PURCHASE	SELL
1	Excise Setup	Excise Setup
2	Vendor Card	Customer Price Group
3	Document header	Document header
4	Document line	Document line

*Remark: 4 = highest level*

1. When enabling the field in the **Excise Setup** page, each time a **Vendor** or **Customer Price Group** is created, the setting of the field is inherited from the setup.
2. Each time a Sales or Purchase Document is created and a Customer or Vendor is selected, the setting is adopted from the Customer Price Group or Vendor respectively on the document.
3. Each time a line is created, the setting is inherited from the header of the document.
4. At each level, it is possible to manually override this option.

The setting on the document line will overrule all other settings.

### 15.2.1 Example Purchase document

If the fields **Rule discount on excise duty on Purchase documents** is set to false, the discount will be calculated on the Net Price of the item, as noted in the price list for the vendor.

If the fields **Rule discount on excise duty on Purchase documents** is set to true, the discount will be calculated on the Unit Price that is specified in the Purchase Price List.

E.g.:

Rule discount on excise duty on procurement documents	Price of item	Discount	Line amount
"false"	€10 (with excise duty of €0.63 included)	10%	$€10 - €0.63 = €9.27$ $€9.27 - 10\% = €8.34$ $€8.34 + €0.63 = €9.06$
"false"	€20 (with excise duty of €0.603 included)	Amount: 5 euro Percentage: 35.80351%	$€20 - €0.63 = €19.37$ $€19.37 - €5.00 = €14.37$ $€14.37 + €0.63 = €15$
"true"	€10 (with excise duty of €0.63 included)	10%	$€10 - 10\% = €9$
"true"	€20 (with excise duty of €0.603 included)	Amount: 5 euro Percentage: 25%	$€20 - €5 = €15$

When discount Method Amount is selected, this will be applied on the item, this does not take into account if the discount is on Excise or not, because this is a fixed discount amount.

When the Discount Method is set to Amount, or Amount Per Quantity, the line discount percentage will be calculated based on the specified discount amount as can be seen in the example above.

*Remark: when Discount Method is set to amount (per quantity) and the Direct Cost Price is set to 0, the line discount will be applied, showing a negative amount, and the line discount percentage will be set to 0%.*

*The same applies to Sales documents.*

## 16 Excise information on Requisition/Planning Worksheet

When an item with Excise parameters is added on the worksheet lines, the excise information will also be visible on the worksheet lines for that item.

These fields can be used as filter for the worksheet lines, in order to accept the corresponding lines.

The information that is added to the worksheet lines are:

- **Apply Excise**  
Specifies if there is excise applied on the item. This information is taken over from the item card of the item No. on the line.
- **Default Suspension of Excise Duty**  
Specifies if the order is default created with the option **Default Suspension of Excise Duty** on. This information is taken over from the vendor card of the vendor No. on the line.

## 17 Processing excise taxes

### 17.1 Excise Ledger Entries

Any movement of items that are subjected to excise and are stored under suspension in the system will be recorded in the excise Ledger.

In case the items that are under suspense are moved in the system and if they stay under suspension, the entries in the ledger for this item will have the **To Declare** set to false. This means that the item is not yet included in the final excise declaration and therefore the excise duties on these items have not yet been paid.

1. Choose the search icon, enter **Excise Ledger Entries**, and then choose the related link.
2. On the page that opens, an overview is shown containing the Excise Entries of all items subjected to Excise. These entries are created for the different Entry Types that are made in the system containing these items (Sale, Purchase, Transfer, ...). All incoming and outgoing movements are recorded.  
The excise amounts that are calculated are also noted for the item in the **Lines Tab** when an item is selected.  
The document that has created the entries is linked in the **Document No.** column on the page.

### 17.2 Declaration of suspended Excise items

The clearing of items that are under suspension is possible in two ways in the system. It can be done by creating:

- Transfer orders, or
- A Sales Shipment.

### 17.2.1 Clearing through Transfer Order

Items that are subjected to excise and are stored under suspension in the system can be cleared by creating a transfer order containing these items from a tax warehouse to another location that is not a tax warehouse.

After sending from the tax warehouse and receiving the items in the location that does not store items under suspension, the ledger entry is created for the outgoing movement (the shipment) with **To Declare** set to true. In case the shipment is undone, the goods will be returned to the tax location and will be noted as **To Reclaim** in the ledger entry. This will have to be noted in the excise declaration.

This is also the case for transfers between bins. In case a transfer is done from a tax bin to a non-tax bin, the ledger entry is created for the outgoing movement with **To Declare** set to True. In case the shipment is undone, the Ledger Entry will be marked as **To Reclaim**, as the goods will be returned to the tax location. This information is noted in the excise declaration.

*Remark: when a transfer order is created that moves an item under suspension from one tax warehouse to another tax warehouse, both outgoing and incoming excise entries will be noted in the **Excise Ledger Entries**. For both entries **To Declare** will be false.*

### 17.2.2 Clearing through Sales shipment

It is possible to clear items under suspension by creating a sales order for these goods and sending these goods.

This is however only possible when the **Allow Shipping without Suspension** is set to **Active** in the **Location Card** of the **Tax Warehouse**.

After sending the items on the sales order when this setting is enabled, the ledger entry will be created for the outgoing movement (the shipment) with **To Declare** set to true. This will have to be noted in the excise declaration.

### 17.2.3 Direct return to Tax zone/location

It is possible to receive items under suspension, directly in a tax location by creating a sales order Return for these goods and sending these goods.

This is however only possible when the **Allow Direct Return Receipt** is set to **Active** in the **Location Card** of the **Tax Warehouse**.

After receiving the items on the return order when this setting is enabled, the ledger entry will be created for the incoming movement with **To Reclaim** set to true. This will have to be noted in the excise declaration.

## 17.3 Correct an Excise Ledger Entry

It is possible to correct an Excise Ledger Entry when a mistake has been made when clearing items under suspension.

*Example given:*

- 10 items under suspension have to be transferred and cleared.
- Due to human error, 100 units were transferred and cleared.
- The 90 items that have been transferred by mistake have be corrected and put back under suspension.

1. Choose the search icon, enter **Excise Ledger Entries**, and then choose the related link.
2. Select the entry that needs to be corrected and choose the action **Correct Entry**.  
*Remark: this action can only be executed for entries with **To Declare** set to True, and for which the Excise Period has not yet been closed.*
3. On the screen that opens, fill in the fields in order to process the correction.
  - a. **Item No.**  
Displays the Item No. of the item on the selected entry to correct.  
*Fixed value.*
  - b. **Item Description**  
Displays the Item Description of the item on the selected entry to correct.  
*Fixed value.*
  - c. **Posting date**  
Displays the Posting date of the selected entry to correct.  
*Fixed value.*
  - d. **Original Posting Quantity**  
Displays the original posting quantity of the item on the selected entry to correct.  
*Fixed value.*
  - e. **From Bin Code**  
Specify the location where the goods can be found that need to be picked and put back in the Tax Warehouse.
  - f. **Quantity**  
Displays the Quantity of the item on the selected entry to correct.  
*Fixed value.*
  - g. **Unit of Measure Code**  
Displays the Unit of Measure of the item on the selected entry to correct.  
*Fixed value.*
  - h. **Quantity To Correct**  
Specifies the quantity that needs to be corrected of the item in a new excise entry. *This is the quantity that was cleared by mistake.*
  - i. **Resulting quantity**  
Specifies the total resulting quantity after the correction of the item in the excise entry. *This is the quantity that will be noted on the original Excise Ledger Entry after processing the correction.*  
*Fixed value.*

**j. To Bin Code**

Specify the location where the mistakenly cleared items need to be transferred to. *This will be the Tax warehouse from which they had been mistakenly taken.*

4. After filling in the necessary information, choose **OK** to process the correction.

*Remark: a correction made to an Excise Ledger Entry cannot be undone.*

## 17.4 Excise Period

Each Excise Period, the excise taxes need to be declared for all cleared items for each Tax Warehouse Location.

This Declaration can be generated in Business Central using the Dynavision Excise Duties module.

For general information of the fields on the **Excise Periods** page, see chapter [Excise periods](#).

1. Navigate to the **Excise Periods** page and select a location if necessary.
2. Select the period for which the declaration needs to be created and choose the action **Excise Declaration** to create the excise declaration.
3. After selecting the action and optionally specifying additional filters, select **Print** to generate and print the excise declaration.
4. The generated document contains the information that needs to be submitted in the portal of the government to which the excise needs to be declared.

## 17.4.1 Excise Declaration report

The Excise Declaration is built up as follow:

- The AC4 Code is mentioned, and there is a line per individual excise Tariff subcode.
- There is a column **HL** and **HL Degrees** that contains the individual value for the **Calculation Method** on that Tariff line.

- **HL PLATO**

When calculating the excise duty for an AC4 Code, when the **subcodes** contains the **Calculation Method HL PLATO**, the way it should be calculated is as follows:

01. Take the sum of liters for that AC4 code and the Excise Category;
02. Convert it into HL by dividing by 100 and flooring to 2 decimals;
03. Multiply this result by the rounded Plato factor;
04. Floor to whole integers.
05. *Example given: For S006 and 12 degrees Plato, consider following tariffs 57,25 liters of beer are declared.*

For code 100 following is calculated:

- The total sum of liters for Category BEER is **57,25**;
- $\text{FLOOR}(57.25, 2) = \mathbf{0,57HL}$ ;
- $0.57HL * 12 \text{ Plato} = \mathbf{6.84}$ ;
- $\text{FLOOR}(6.84, 0) = \mathbf{6 \text{ HL Plato}}$ .

- **HL DEG ALCOHOL**

When calculating the excise for an AC4 Code, when the **subcodes** contain the **Calculation Method VIA HL DEG ALCOHOL**, the way it should be calculated is as follows:

01. Take the sum of liters for that AC4 code and Excise Category and floor this to 1 decimal;
02. Take the degrees alcohol and floor this to 1 decimal;
03. Multiply 1 and 2, divide by 100 and floor to 1 decimal;
04. Convert to HL by dividing by 100 and not rounding the result.
05. *Example given;*

- *For S562 and 40,37 degrees alcohol, consider the following tariffs:*
- *57,25 liters of distilled alcohol will be declared;*
- *For subcode 100 we calculate:*

- $\text{FLOOR}(57.25, 1) = \mathbf{57,2}$ ;
- $\text{FLOOR}(40.37, 1) = \mathbf{40.3}$
- $\text{FLOOR}((57,2 * 40.3 / 100), 1) = \text{FLOOR}(23.0516, 1) = \mathbf{23}$
- $23 / 100 = \mathbf{0.23 \text{ HL DEG ALCOHOL}}$

06. The totals of the subcodes will be summed and rounded. This total will be shown on Level 3 with proper rounding.

- **BY KG**

The KG value is set as read in the PLDA guidelines to the net weight of the sum, rounded to 3 decimals after the KG.

- **BY HL ALCOHOL**

This Calculation Method is allowed in EU for excise on Beer, as alternative for "BY HL PLATO".

this value is calculated by multiplying the liters for the AC4 Code for the Excise Category and multiplying this value with the degrees alcohol that has been defined.



Remark: when the excise tariffs are represented in a weight unit the box for code 52 will not be filled in. The weight is sent to the box 38 Netto weight of the declaration AC4. See the manual for the [Declaration of AC4](#).

The lines that are indicated with a red lining and that are indicated by a number are the values that are of interest for the user and that need to be declared to the authorities.

### Excise Declaration

7/10/2023 2:40 PM  
Page 1/1

Excise Ledger Entry Header: Posting Date: 07/10/23..07/16/23, Location Code: DEPOT

AC4 Code	Plato/ Item No. + Alcohol Description	Quantity (Base)	UoM (Base)	Quantity (Base)	UoM (Base)	Quantity of Liters	HL	2 HL Degrees	Excise Total
S013	14.0 9500003 TEST-BIER2	111	STUKS	111	STUKS	36.63			
S013	14.0 TEST-BIER3 TEST-BIER3	131	STUKS	131	STUKS	43.23			
S013	14.0	242		242		79.86	0.790	0.000	21.5629
S013-100	14.0	242		242		79.86	0.790	11.000	4.3626
S013-200	14.0	242		242		79.86	0.790	11.000	16.0864
S013-500	14.0	242		242		79.86	0.790	0.790	1.1139
S013	18.0 9500002 TEST-BIER	731	STUKS	731	STUKS	226.61			
S013	18.0	731		731		226.61	2.260	0.000	77.5466
S013-100	18.0	731		731		226.61	2.260	40.000	15.864
S013-200	18.0	731		731		226.61	2.260	40.000	58.496
S013-500	18.0	731		731		226.61	2.260	2.260	3.1866
<b>S013</b>		<b>973</b>		<b>973</b>		<b>306.47</b>	<b>3.050</b>		<b>99.1095</b>
S403	41.2 9500001 TEST-STERKEDRANK	31	STUKS	31	STUKS	24.49			
S403	41.2	31		31		24.49	0.240	0.000	301.6457
S403-100	41.2	31		31		24.49	0.244	0.100	22.3104
S403-200	41.2	31		31		24.49	0.244	0.100	276.9689
S403-500	41.2	31		31		24.49	0.240	0.240	2.3664
<b>S403</b>		<b>31</b>		<b>31</b>		<b>24.49</b>	<b>0.240</b>		<b>301.6457</b>
		1,004		1,004		330.96	3.290		400.7552

Functionally, generating the Declaration and entering the values is done in following way:

- Generate the Excise Declaration in Business Central and print the values.
- Using the values, go to the government portal and enter the AC4 codes/HL.
- Check that the amount has to be paid matches the values on the report.
- Enter this expense with G0 VAT in Business Central.

Remark: the reason that the expense has to be registered with G0 is because of the fact that no VAT is charged on Excise Duties.

Remark: as of version 20.0.15, there is an option to post return receipts of orders where items are cleared on a Tax Warehouse. These returns are marked as **to reclaim** in the **Excise Ledger Entry**.

When generating and printing the declaration, there is an option to also display these returns according to their AC4 code.

These returns are not included in the calculated values of the declaration.

## 17.5 Excise Revaluation

Once the Excise Declaration has been generated and printed, the system will push the excise taxes to an intermediate table when the **Revaluation Method** in the **Excise Setup** has been set to **Purchase** or **Inventory**.

The **Excise Revaluation** intermediate table can be accessed in two ways.

### Option 1

On the **Excise Periods** page, choose the action **Excise Revaluation**.

### Option 2

Choose the search icon, enter **Excise Revaluation**, and then choose the related link.

On the page that opens, when the **Revaluation Method** has been set to **Purchase** in the **Excise Setup** page, choose the action **Revalue Lines** to perform the revaluation.

After the Revaluation has been executed, the lines are put into the General Journal. Choose the action **Open Journal** to open this journal that contains these revaluation lines. From this page, the lines have to be posted.

If the **Revaluation Method** is set to **Purchase**:

- The revaluation can be posted and processed in the system.
- Items are grouped and summed by dimension, by item posting group and by excise period.

If the **Revaluation Method** is set to **Inventory**:

- Only items for which a purchase invoice line is posted will be eligible to be revalued. Other items will remain on hold until there has been a posted purchase invoice line for the item.
- Items are not grouped and summed.

## 18 Transportation items under suspension of excise duty

### 18.1 Introduction – legislation

It is not only possible to purchase and sell items that are subjected to excise duty under suspension, but it is also possible to transport these items under suspension.

Council Directive 2008/118/EC of 16 December 2008 concerning the general arrangements for excise duty and repealing Directive 92/12/EEC lays down the entire procedure concerning excise duty.

Chapter IV of this document contains the legislation concerning the transportation of excise items under suspension of excise duty.

What is included in transportation:

Moving items under suspension from a Tax Warehouse to:

- Another tax warehouse;
- A registered addressee, or
- A place where excise goods leave the territory of the Community.

The transportation of these excise items under suspension is only possible with an **Electronic Administrative Document**. The means of transportation in that moment behaves as a moving Tax Warehouse.

Just like a fixed Tax Warehouse, it has to be possible to list at all times which/how many items are stored under suspension in this warehouse.

The **Electronic Administrative Document** has to be declared to the relevant Customs Authorities before the items under suspension can be transported. This means that this Electronic administrative document is only valid proof that justifies the transportation of the items under suspension.

## 18.2 Administrative Accompanying Document (AAD)

### 18.2.1 Generating the AAD

1. Create a sales order with items that are subjected to Excise and sell these items under suspension (*on the sales order, the field **Suspension of Excise Duty** in the **Suspension of Excise Duty Tab** is enabled*).
2. Create the **Warehouse Shipment** for this document.
3. **Post** the Warehouse shipment.
4. Navigate to the **Posted Sales Shipment** and choose the action **Create AAD** to generate the AAD document.
5. If asked, choose the option **Yes** and the **AAD Card** will be shown.
6. Fill in the Necessary fields in order to have the correct information on the AAD document that can be printed from this page.
  - a. The **General Tab** contains the general information of the sales shipment. This contains the Document and Shipment date.
    - i. **LRN**  
This Local Reference Number is chosen by the sender himself and consists of a number and letter combination of up to 22 characters. It must identify the consignment in the sender's records.
    - ii. **ARC No.**  
An ARC (Administrative Reference Code) number consists of a series of 21 digits and letters. This number is issued by the authorizes authorities of the Member State of dispatch upon validation of the provisional e-AD and identifies the consignment.
  - b. The **Lines Tab** contains the items that will be noted on the AAD Document. These are the items that are transported under suspension, taken from the Posted Sales Shipment.
  - c. The **Emergency Procedure Tab** can be filled in, in case the emergency procedure is active for the generation of the EMCS. This will be communicated by the authorities. Fill in the information that will be communicated on the page, in order to create an e-AD document that is used during this emergency procedure for transporting excise items.
    - i. **Emergency Procedure Pending**  
Activate this option if the Emergency Procedure is active.
    - ii. **Emergency Procedure No.**  
Fill in the Emergency Procedure number that is communicated by the authorities.
    - iii. **Emergency Starting Date**  
Fill in the Emergency starting date that is communicated by the authorities.
    - iv. **Emergency Starting Time**  
Fill in the Emergency ending date that is communicated by the authorities.
  - d. The **From Tab** contains information of the sender of the items. This will be the information of the Tax Warehouse from which the items will be send. The

address and License number of the location need to be specified in this tab. By Default this will be filled in with the information that has been set in the **Location Card** of the Tax Warehouse.

- e. The **Sell to Tab** contains the information of the customer to whom the items are sold. This will be the address of the Customer that is entered on the sales order for which the shipment has been posted. This will be filled in with the information set on the **Customer Card**.
- f. The **Ship to Tab** contains the information of the destination to which the items are transported under suspension. This will be filled in with the information in the **Shipping and Billing Tab** in the linked Sales Order.
- g. In the **Shipping Tab** the information needs to be entered to specify the transportation itself that will transport the items under suspension.
  - i. **Shipping Agent Code**  
Specifies the Shipping agent that will transport the items.
  - ii. **Transport ID**  
The ID of the transport can be specified in this field.
  - iii. **Shipment Time**  
Specifies the shipment time.
  - iv. **Certificate Text**  
A Standard Text Code can be selected that will be noted on the AAD in the field 6b - Serial No. Certificate.
  - v. **Shipment Language**  
Specifies the Language that needs to be used to generate and print the AAD Document.
  - vi. **Customs Office Code Shipment**  
Select the **Customs Office** that checks and handles the shipment of items under suspension.
  - vii. **Customs Office Code Export**  
Select the **Customs Office** that checks and handles the export of items under suspension.
  - viii. **Transport Unit Code**  
Specifies the Transport Unit that is used to transport the items. (*E.g. Container, trailer, truck.*)
  - ix. **Transport Method**  
Specifies the Transport Method that is used for the transportation of the items under suspension. (*E.g. air, track,...*)
  - x. **Transport Arrangement Code**  
Specifies who makes the arrangements for the transportation of the items. (*E.g. consignor, consignee, owner of goods, other.*)
  - xi. **License Plate Lorry**  
Specifies the license plate for the lorry that transports the suspended items.
  - xii. **License Plate Trailer**  
Specifies the license plate for the trailer that transports the suspended items.
  - xiii. **Container No.**  
Specifies the Container No. that transports the suspended goods. It

consists of a unique alpha-numeric combination of 4 letters and 7 numbers: first 3 owner prefix letters, then J or U or Z, then 6 numbers, then the check digit.

**xiv. Travel Time**

Taking into account the means of transport and the distance, sets the normal duration of the trip in hours (H) or days (D) followed by two digits (e.g. H12 or D04). *The number after 'H' cannot exceed 24. The number after 'D' cannot exceed 92.*

**xv. Guarantee**

Specifies who guarantees the security of the items that are being transported.

The options are:

- Addressee,
- Shipping Agent,
- Sender,
- Owner of Excise Goods, and
- No deposit provided according to Article 18.4(b) of 2008/118/EC.

*In Belgium, this should be Sender.*

**xvi. Movement Guarantee Code**

Specifies the code for the movement guarantee. A Movement Guarantee can be selected from the Movement Guarantees list. (E.g. Sender, Shipping Agent, Addressee.)

**xvii. Excise Type Address Code**

Specifies the Excise Type Address.

**xviii. Excise Country/Region Code Calculation**

Specifies the Country/Region Code for the Excise Calculation.

**xix. Id. Commercial Seal**

Specifies the Identification of the Commercial Seal, if this is used to seal the transport unit.

**xx. Information Seals**

Specifies additional information about the Trade Seals (*e.g. the type of Seals used*).

**xxi. Additional information**


Specifies additional information about the transportation, *e.g., identity of any subsequent carriers, information about subsequent transportation units.*

**h. The e-AD Tab** contains the information for generating the e-AD document as explained in section [Excise Setup](#).

7. After filling in all necessary fields, choose the action **AAD** which can be found by selecting **AAD** in the Actions bar of the **AAD Card**. This will open the **AAD report** page in which additional filters can be set and the layout and printer can be edited if needed.
8. Choose the action **Print** to print the AAD document.

## 18.2.2 AAD Document

Following document will be printed. This document contains all the fields that are required for a complete and correct AAD document.

COMMISSION OF THE EUROPEAN UNION		 ARC No. 123465	
PRODUCTS SUBJECT TO EXCISE DUTY			
(2) Consignor Drinkmaster365 - TestAnneleen Teststraat 25 9000 GENT		Excise No. BE45678912301 Commercial Reference AAD000022 Validated on 07/08/2023 (9a) Local Reference Number TESTDYNVISION (9c) Invoicedate 07/08/2023 (9b) Invoice No. VVZ+23/00169	
(3) Place of Consignment Depot onder schorsing 1000 BRUSSEL België		Ref. Tax Warehouse BE12301056156 (1c) Transport Arrangement Consignor (14) Transport Organizer Excise No. BE45678912301 Drinkmaster365 - TestAnneleen Teststraat 25 9000 GENT	
(5) Recipient Groothandel onder schorsing Tester Oude eedstraat 4 9810 EKE		Excise No. BE1G000113599 (15) Transporter VAT No. Daan	
(7) Place of Delivery Groothandel onder schorsing oude eedstraat 4 9810 EKE België		Excise No. BE01234567891 Vervoerderstraat 12 9000 GENT België (15g) Language NL (9d) Origin Code 1 Tax Warehouse (1a) Destination Type Code 1 Tax Warehouse	
(3) Place of Consignment BRUSSEL		(9e) Date (9f) Time Consignment 08/08/2023 (11a) Guarantee Type Code 1 Afzender (1b) Travel Time D02	
(6a) Member State BE		(6b) Serial No. Certificate (10a) Identifier Authorized Office Consignment DOUANE1 (8a) Identifier Authorized Office Export DOUANE1	
Total Items	Total Packaging	Total Gross Weight	Total Net Weight
2	3	72	48
(13a) Transport Method Weg		(16a) Transport Container (16b) Transport Identification 1-ABC-987 (16c) Commercial Seal (16d) Seal Info (16f) Additional Information	
(6a) Date of Arrival of Excise Goods		(6b) General Conclusion on Receipt	
(6c) Export Denied			
(18a) Short Description Document			
1 (17b) Code Excise Goods B000 Bier (17c) GN Code 2203 00 01 (17d) Quantity 12,00 (17e) Gross Weight 72,00 (17f) Net Weight 48,00 (17g) Degrees Alcohol 5,00 (17h) Degrees Plato 6,00 (17i) Size of Producer 200.001,00 (17j) Density (17.2.a) Wine Category TEST (17.2.b) Wine Growing Zone (17.2.c) Third Country of Origin AG (17i) Designation of origin (17p) Commercial Description Jupiler 25cl (17r) Brandname Product Jupiler 25cl			
(17.1.a) Code type colli	(17.1.b) Quantity colli	Shipping Marks	(17.1.d) ID Commercial Seal
BI Bak	2		

### 18.2.2.1 Fields explained

The following fields are required to be printed on the AAD document:

1. **(2) Consignor**  
Contains the information of the Sender that ships the items under suspension.
2. **(3) Place of Consignment**  
Contains the information of the Location from which the items are shipped.  
*This is the information of the From tab that was filled in when generating the AAD.*
3. **(5) Recipient**  
This contains the information of the Customer to whom the items are sold. *This is the information of the Sell to tab that was filled in when generating the AAD.*
4. **(7) Place of Delivery**  
Contains the information where the items need to be transported to. *This is the information of the Ship tab that was filled in when generating the AAD.*
5. **(3) Place of Consignment**  
Displays the City from the location from which the items are transported.
6. **(9b) Date (9f) Time Consignment**  
the date on which the shipment begins and the Time of shipment: It is mandatory in Belgium to indicate the time at which the shipment starts. The specified time is the local time and is expressed in hh:mm:ss.
7. **(6a) Member State**  
The land code of the member state of the destination.
8. **(6b) Serial No. Certificate**  
This is an alphanumeric number not exceeding 255 characters. If a serial number is indicated on the excise tax exemption certificate, this number should be shown here.
9. **Commercial Reference**  
The number generated by Business Central for the AAD document.
10. **Validated on**  
Displays the Document Date of the AAD document. This is the date that the document is generated.
11. **(9a) Local Reference Number**  
It is mandatory that the document contains a local reference number that is unique for each shipment per operator. This number is filled in in the **AAD Card**.
12. **(9c) Invoicedate**  
It is mandatory (in Belgium) to note the date of the invoice (dd/mm/yyyy).  
If there is no invoice in the system for the shipment, the date of the delivery note or other commercial document should be mentioned.
13. **(9b) Invoice No.**  
It is mandatory to provide the number of the invoice or delivery note related to the items, this is an alphanumeric number of up to 35 characters.
14. **(1c) Transport Arrangement**  
It is mandatory to indicate the party that is responsible for organizing the first transport. This information is fetched from the **Transport Arrangement Code** field, set in the **AAD Card**.
15. **(14) Transport Organizer**  
Displays the information of the organizer of the first transport of the items.



**16. (15) Transporter**

Displays the person who performs the first transport. This is the contact that is set in the Shipping Agent that is selected in the **Shipping Agent Code** field in the **AAD Card**.

**17. (9d) Origin Code**

It is mandatory to indicate the origin of the document: this is either the authorized warehouse keeper or import.

**18. (1a) Destination Type Code**

It is mandatory to indicate the code for the type of destination:

- a. 1 tax warehouse,
- b. 2 registered consignee,
- c. 3 temporary registered consignee,
- d. 4 direct delivery,
- e. ? exempt consignee,
- f. 6 export (outside EU) or
- g. ? destination unknown.

The value is extracted from the **Excise Type Address Code** field in the **AAD Card**.

**19. (11a) Guarantee Type Code**

Specifies who guarantees the security of the items that are being transported. This information is fetched from the **Movement Guarantee Code** field in the **AAD Card**.

*In Belgium, according to the legislation, only the consignor can guarantee the shipment, meaning this field should contain Sender.*

**20. (1b) Travel Time**

Displays the Travel time set in the **Travel Time** field on the **AAD Card**. This is mandatory.

**21. (10a) Identifier Authorized Office Consignment**

This field displays the Code of the Customs office that checks and handles the shipment of items under suspension. This information is mandatory and is fetched from the **Customs Office Code Shipment** field in the **AAD Card**.

**22. (8a) Identifier Authorized Office Export**

This field displays the Code of the Customs office that checks and handles the export of items under suspension. This information is mandatory and is fetched from the **Customs Office Code Export** field in the **AAD Card**.

The blocks with information that follow the fields described above contain information about the items that are transported.

**23. Total Items, Total Packaging, Total Gross Weight, Total Net weight**

These fields are filled in with the calculations that are done with the information that is configured in the **Item Cards** of the Items that are included in the **Posted Shipment**.

The next block contains information about the transportation.

**24. (13a) Transport Method**

It is mandatory to indicate the method of transport at the start of the shipment. The value from the **Transport Method** field in the **AAD Card** is fetched and displayed.

**25. (16a) Transport**

Displays the transport unit that will do the transport of the items. The description of the **Transport Unit Code** field in the **AAD Card** is fetched and printed.

**26. (16b) Transport Identification**

Displays the identification of the Transport Unit. This is the value entered in the **License Plate Trailer** field and/or **License Plate Lorry** field in the **AAD Document**.

**27. (16c) Commercial Seal**

Specifies the Identification of the Commercial Seal, if used to seal the transport unit. This field is required to be filled in if commercial seals are used. The information that has been entered in the **Id. Commercial Seal** field in the **AAD Document** is noted in this field.

**28. (16d) Seal Info**

Specifies additional information about these trade seals (e.g., the type of seals used). The information that has been entered in the **Information Seals** field in the **AAD Document** is noted in this field.

**29. (16f) Additional information**

Specifies additional information about the transportation, e.g., identity of any subsequent carriers, information about subsequent transportation units. The information that has been entered in the **Additional Information** field in the **AAD Document** is noted in this field.

The last block on the AAD document displays the more detailed information about the different items that are transported.

**30. (17b) Code Excise Goods**

Displays the **Excise Product Category Code** of the item. This code is set in the **Excise Tariff Codes** page in the **Excise Product Category Code** field.

**31. (17c) GN Code**

Displays the **Tariff No.** assigned to the item.

**32. (17d) Quantity:**

Indicates the quantity in the unit of measure (*mentioned in the field 17.1.a*).

**33. (17e) Gross Weight, (17f) Net weight, (17g) Degrees Alcohol, (17h) Degrees Plato, (17.2.a) Wine Category, (17.2.b) Wine Growing Zone, (17.2.c) Third Country of Origin, (17o)Density**

These fields display values that are set on the **Item Card** in the **Item Excise Parameters**.

**34. (17l) Designation of Origin**

This box may be used to issue a statement:

- a. For certain wines, on the protected designation of origin or geographical indication in accordance with the relevant Community legislation.
- b. For certain spirits, on the place of production in accordance with the relevant Community legislation.
- c. For beer brewed by a small independent brewery as defined in Council Directive 92/83/EEC, for which it is intended to claim a reduced rate of excise duty in the Member State of destination. The statement should read **"Statement: the above product has been brewed by a small independent brewery"**.

- d. For ethyl alcohol distilled by a small distillery as defined in Council Directive [92/83/EEC](#), for which it is intended to claim a reduced rate of excise duty in the Member State of destination. The declaration should read as follows:

**"Declaration: the above product has been produced by a small distillery".**

This field is linked to the producer code on the item.

This field is a value that is set on the **Item Card** in the **Item Excise Parameters**.

### **35. (17p) Commercial Description**

It is mandatory in Belgium to indicate the sale description of the goods for the purpose of identifying the items that are being transported. Here the item description is displayed from the **Item Card**.

### **36. (17r) Brandname Product**

It is mandatory in Belgium to state the brandname of the items. Often this field is filled in with the same information as the Commercial Description field.

### **37. (17.1.a) Code type colli**

Indicates the type of package according to the codes in Annex 38. These codes are set up in the **Custom Packaging Types** page using the values defined by the [European Union](#). This Custom Packaging Type needs to be assigned to the UoM using the **Unit of Measure** page.

### **38. (17.1.b) Quantity Colli**

Indicate the number of packages if they can be counted. *(this will usually be the quantities on the sales order for the item.)*

## 19 Remark: Invoicing

### 19.1 Combine Shipment/Get Shipment Lines

The excise flow has no influence on the invoice functionality. It is still possible to use the Combine Shipment functionality or Get shipment lines in order to make an invoice for a customer.

It is however not possible to add an additional line on the invoice for items that need to be sent from a Tax Warehouse when a grouped invoice is created.

## 20 Basic Flows examples

### 20.1 Purchasing items under suspension

#### 20.1.1 Minimum requirements

The **minimum requirements** for purchasing under suspension are the following:

1. The vendor must be in possession of an **Excise License No.**. This can be entered on the **Vendor Card**.
2. The **Location** in which the items will be received must be a Tax Warehouse.  
If a Location is set up to be a Tax Warehouse (*By setting the field **Tax Warehouse** on **true** in the **Location Card***), this Location should also have an **Excise License No.** assigned.
3. The item that is subjected to Excise needs to have the field **Apply Excise** set to **True**.  
*In addition, all excise parameters must be entered correctly on the item.*

#### 20.1.2 Creating a purchase order under suspension

1. Navigate to the **Purchase Orders** list and choose the action **New** to create a new Purchase Order.
2. Select the Vendor that has the Excise License No. set up.
3. If the **Ship-to Location Code** is not automatically filled in with the Tax warehouse, select the Tax warehouse to receive the items.  
Choosing this Tax Warehouse will automatically enable the **Suspension of Excise Duty** field on the purchase order. This will make sure that the items are purchased under suspension.
4. Enter the items that are set up as Excise items to purchase and process the purchase order. *As can be seen on the lines in the Purchase order, the Excise amount will be 0 because the purchase is done under suspension.*

*Remark: it is possible to purchase items that are not subjected to excise duties at a Location that is set up as a Tax Warehouse.*

*If a Purchase order is created and a Vendor is chosen that has no Excise License No. the field **Suspension of Excise** will be disabled.*

#### 20.1.3 Purchase Return Orders under suspension

When items that were purchased under suspension need to be returned to the Vendor, it is possible to create a Purchase Return Order under suspension.

When a Purchase Return Order is send, a Posted Return Shipment will be created. From this Shipment, an AAD can be generated for the transporting of items under suspension.

The creation of this AAD Document works in the same ways as explained in the section

[Generating the AAD.](#)

## 20.2 Selling items under suspension

### 20.2.1 Minimum Requirements

The **minimum requirements** for purchasing under suspension are the following:

1. The customer must be in possession of an **Excise License No.**. This can be entered on the **Customer Card** and/or on the **Ship-to Addresses** that are defined for the customer.
2. The **Location** from which the items will be shipped must be a Tax Warehouse. If a Location is set up to be a Tax Warehouse (*By setting the field **Tax Warehouse** on **true** in the **Location Card***), this Location should also have an **Excise License No.** assigned.
3. The item that is subjected to Excise needs to have the field **Apply Excise** set to **True**. *In addition, all excise parameters must be entered correctly on the item.*

### 20.2.2 Creating a sales order under suspension

1. Navigate to the **Sales Orders** list and choose the action **New** to create a new Sales Order.
2. Select the Customer that has the Excise License No. set up.
3. If the **Location Code** is not automatically filled in with the Tax warehouse select the Tax warehouse in the **Location Code** in the **Shipping and Billing Tab**. Choosing this Tax Warehouse will automatically enable the **Suspension of Excise Duty** field on the sales order. This will make sure that the items are sold under suspension.
4. Enter the items that are set up as Excise items to the sales order and process the order. *As can be seen on the lines in the sales order, the Excise amount will be 0 because the sale is done under suspension.*
5. For the Posted Sales Shipment, create the AAD document as shown in the chapter [Generating the AAD](#).

### 20.2.3 Sales Return Order under suspension

When items that were sold under suspension need to be received from a customer, it is possible to create a Sales Return Order under suspension.

The information in the **Suspension of Excise Duty Tab** cannot be modified on the **Sales Return Order**.

It is important that the location on which the items need to be received is set to a Tax Warehouse.

## 20.3 Transfer orders under suspension

It is possible to transfer items under suspension. The requirement to make this possible is that the items are moved from one Tax Warehouse to another Tax Warehouse.

In other words, **during the transfer the items remain under suspension**.

This of course means that the AAD Document needs to be generated as explained in the chapter [Generating the AAD](#).

This transfer will create both an outgoing and incoming Excise Ledger Entry.

## 21 Assembly orders for excise items

If an assembly order is created for an item that is subjected to excise, and the BOM components are also subjected to excise, the excise on the BOM components need to be taken into account.

- If the **Excise on assembly BOM** is enabled for the main item, *meaning the excise for the output item will be calculated by summing the excise from the components*, the assembly order can have different locations on the header and lines of the order.
- If there are **Excise on assembly BOM** is not enabled, *meaning the excise is calculated on the assembly output item*, check where the output of the assembly will be stored.
  - If the output of the assembly is stored on a **Tax Warehouse**, the components that are subjected to excise also need to be used from a **Tax Warehouse**.
  - If the output of the assembly is stored on a **Normal Warehouse**, the excise components can also only be used from the normal warehouse.



## 22 Excise License No. Check

The Dynavision Excise Duties application contains a functionality that makes it possible to check the validity of an Excise License Number.

The validity of the license number is checked by using the European Commission website.

To enable the License No. Check, two additional fields were added to the **Excise Setup** page.

These fields contain a default value and can be found in the **Suspension of Excise Duty Tab**.

### 1. Excise License Check Active

Indicates whether the Excise license check is active. *If this is disabled, the Check License No. function on the **Excise License No. Check** page cannot be executed.*

### 2. Excise License Check Endpoint.

Specifies the endpoint of Excise License Check service. This is the endpoint that will be used to check the validity of the License No.

If the endpoint is specified and the check is active, the license can be checked.

1. Choose the search icon, enter **Excise License No. Check**, and then choose the related link.
2. On the page that opens, some actions can be executed. The page will also display the details of previously performed checks for the selected filters in the **filters** field on top of the page.
3. In order to check the License No. the filters need to be defined before the function will be available.

#### a. Excise License No. Source

Specifies where the License Number that needs to be checked can be found.

The options are:

- i. Location,
- ii. Customer,
- iii. Vendor,
- iv. Ship-to Address, and
- v. Excise Setup.

#### b. Record ID

After selecting the Source, for all Sources except the **Excise Setup** a prompt will open in which the record ID needs to be selected as filter for retrieving the License No. *Example given, when selecting Customer as the Source, the Customer needs to be selected from which the License No. needs to be checked.*

4. After selecting the source and the Record ID (if applicable) choose the action **Check Excise License No.** to perform the License Check.
5. If the number that is found through the filters is a valid License Number, the categories that are allowed for this License will be returned and shown in the rules lines if the valid permit number rule is selected.  
If the permit number is invalid, the returned error message will be displayed in column Error.
6. Choose the action **Open record** to open the related record of the selected line. *E.g. when selecting a line that has the License No. check result of a Customer, the Customer Card will be opened.*

7. Choose the action **SEED Documentation** to open the URL to the SEED Documentation of Taxation and Customs Union on the European Commission website.  
When selecting the number in the column **Excise License No.**, the page for the SEED check on the European Commission website will open and the selected License Number will be pre-filled in.
8. Choose the action **Retention policy**, which can be found by choosing **Related** in the Actions bar to view the retention policy that is applicable to the related table containing the data of the **Excise License No. Check** page can be accessed.  
The retention policy can only be changed by persons with the correct permissions.