

**How-To Guide**

SAP Business One 9.0

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**PUBLIC**

# How to Create Broker Invoice in SAP Business One

All Countries



# Typographic Conventions

| Type Style     | Description  |
|----------------|--|
| <i>Example</i> | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.<br>Textual cross-references to other documents.                              |
| <b>Example</b> | Emphasized words or expressions.   |
| EXAMPLE        | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example        | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.                                   |
| <b>Example</b> | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.  |
| <Example>      | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.   |
| EXAMPLE        | Keys on the keyboard, for example, F2 or ENTER.  |

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# 1 Introduction

When purchasing goods, a user may hire brokers to assist them with the import and the customs procedures. To reflect this in the accounting, the user can create a broker invoice document - a service invoice based on costs added to the landed costs document.

## 1.1 Document Workflow



You can base a landed costs document either on a goods receipt PO or on an A/P invoice.

In the landed costs document, you define the supplier and the broker.

In the last step, you create an A/P invoice and base it on the landed costs.

Costs are recorded to allocation accounts defined in the following windows:

- *Landed Costs - Setup* window (*Purchasing-A/P* → *Landed Costs* → *Costs* tab → *New Landed Costs* button)

The screenshot shows the 'Landed Costs - Setup' window. The main window has tabs for 'Items', 'Costs', 'Suppliers', 'Details', 'General', and 'Attachments'. The 'Costs' tab is active, showing a table of costs with columns for '#', 'Landed Costs', 'Allocation by', 'Amount', 'Factor', and 'Include for Duty'. A smaller 'Landed Costs - Setup' dialog box is overlaid on top, showing a table with columns for '#', 'Code', 'Name', 'Allocation by', and 'Landed Costs Alloc. Account'. The 'Landed Costs Alloc. Account' column is highlighted with a red box, showing values of 1795 for each row.

| # | Code | Name      | Allocation by          | Landed Costs Alloc. Account |
|---|------|-----------|------------------------|-----------------------------|
| 1 | 01   | Insurance | Cash Value Before Duty | 1795                        |
| 2 | 02   | Shipment  | Cash Value Before Duty | 1795                        |
| 3 | 03   | Volume    | Volume                 | 1795                        |
| 4 | 04   | Weight    | Weight                 | 1795                        |
| 5 | 05   | Spedition | Cash Value Before Duty | 1795                        |
| 6 |      |           | Cash Value Before Duty |                             |

- *Customs Group - Setup* window (*Administration* → *Setup* → *Inventory* → *Customs Groups*)

## 2 Creating Landed Costs with Broker

### Prerequisite

You have created either a goods receipt PO or an A/P invoice on which you want to base the landed costs.

### Procedure

#### 1 Note

In this procedure, only steps that are relevant to the new functionality are described. For the detailed process on creating a landed costs document, see the online help for SAP Business One.

1. From the SAP Business One *Main Menu*, choose *Purchasing - A/P* → *Landed Costs*.

In the header, define the *Supplier* and *Broker* fields.

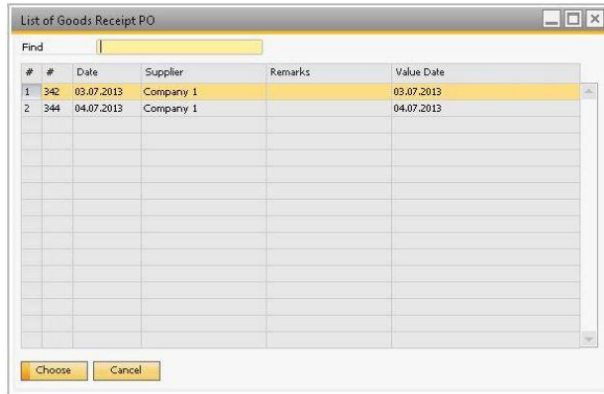
Choose the *Copy From* button and select *Goods Receipt PO* or *AP Invoices*, depending on which document you want to base the landed costs.

The screenshot shows the SAP Landed Costs window. The header section includes fields for Supplier (V001), Broker (S10000), and Currency (EUR). The main table has columns for Item No., Qty, Base Doc., Base Doc. Value, Proj. Duty, Expenditure, Whse Price, Total, Duty Value, Alloc. Cost..., Total Costs, Warehouse, Release No., Var. C..., and F. The bottom section contains summary fields for Projected Duty, Actual Duty, Customs Date, Total Freight Charges, Amount to Balance, Tax 1, Tax 2, and Total. The 'Copy From' dropdown menu is open, showing 'Goods Receipt PO', 'Landed Costs', and 'AP Invoices'. The 'Goods Receipt PO' option is highlighted.

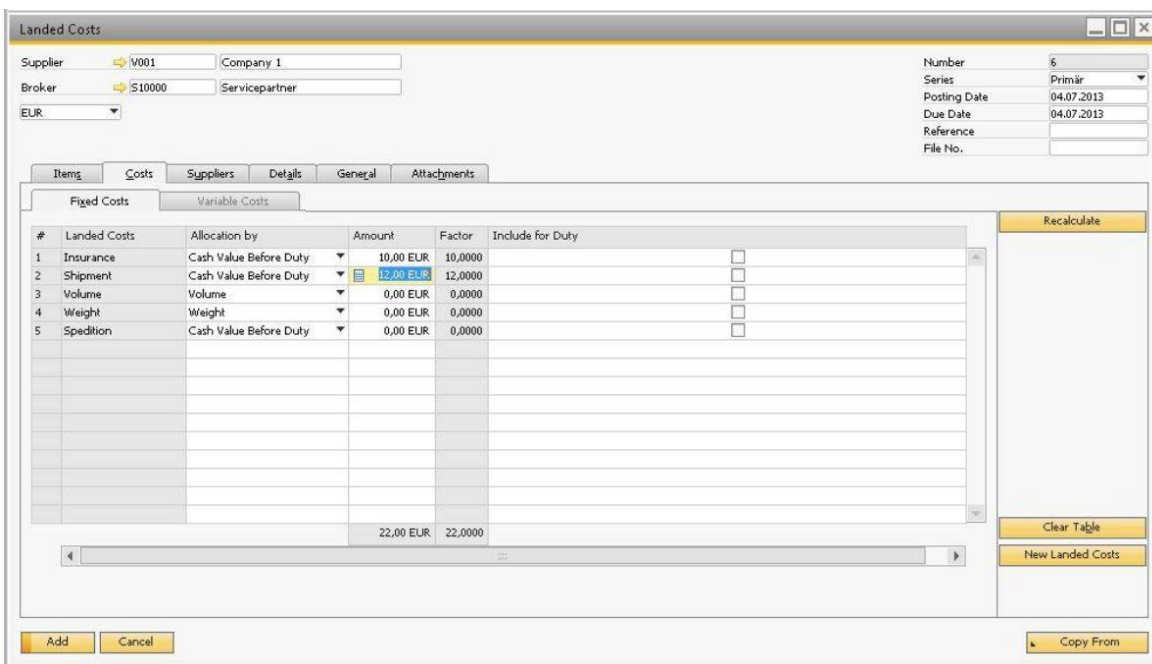
Select the base document.

#### Example

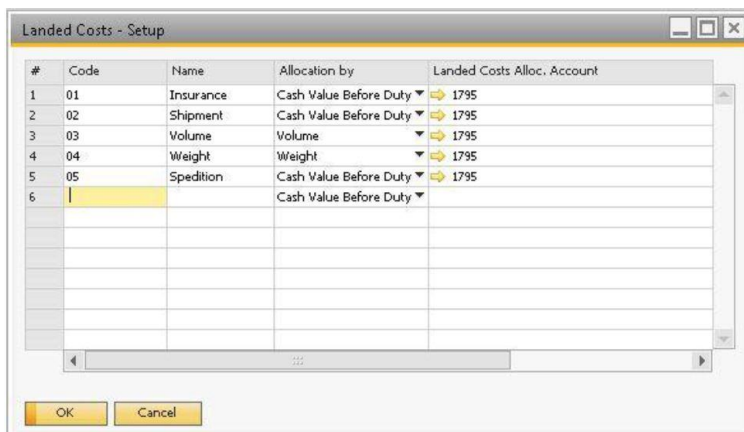
If you have selected *Goods Receipt PO* in step 1, in the *List of Goods Receipt PO* window, select the desired goods receipt and choose *Choose*.



2. On the *Costs* tab, define the amounts for the costs as needed.



3. If you need to define additional costs, choose the *New Landed Costs* button. The *Landed Costs - Setup* window appears.



Define the *Code*, *Name*, *Allocation By*, and *Landed Costs Alloc. Account* fields, and choose *OK*.

4. Define the other fields in the *Landed Costs* window as needed and choose *Add*.

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## 3 Creating Broker Invoice

### Prerequisite

You have created a landed costs document as described in Creating Broker Invoice.

### Procedure

1. From the SAP Business One *Main Menu*, choose *Purchasing - A/P* → *A/P Invoice*.
2. In the *Vendor* field, define the business partner.

**i** Note

The vendor must be the same business partner as the one you defined in Broker field of the landed costs document.

3. Choose the *Copy From* button and select *Landed Costs*. Select the landed costs on which you want to base the broker invoice.

**i** Note

You can copy all the costs from the landed costs into the broker invoice or make a selection of one or a few costs from the landed costs.

4. In the *A/P Invoice* window, choose *Add*.

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## 4 Journal Entries Behind Landed Costs and Broker Invoice

- The journal entry created behind the landed costs debits the inventory account and credits one or more allocation accounts, depending on the costs the user has defined.
- The journal entry created behind the broker invoice debits the landed costs allocation accounts as well as the VAT value and credits the BP's control account.





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**Material Number**

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