IMPORT & EXPORT MODULE

# Import & Export User Guide

Import side: handling an import, screen by screen

For store, procurement and accounts staff who record imports. Each screen lists what must be done first, the steps in order, and what the system books when you post.

**Tadbir ERP · Version 1.0 · September 2026**

# Contents

**How an import moves** ..... 3
**One-time setup** ..... 4
**1 · Purchase Order (Import)** ..... 7
**2 · Import LC** ..... 8
**3 · LC File** ..... 9
Terms and opening ..... 9
Amendments tab ..... 10
Insurance tab ..... 10
**4 · Import Shipment** ..... 11
**5 · Supplier Invoice (from the shipment)** ..... 13
**6 · LC Retirement** ..... 14
**7 · Customs GD** ..... 16
**8 · Import Expenses** ..... 17
**9 · GRN of import goods** ..... 18
**10 · Landed Cost** ..... 19
**11 · Closing the LC** ..... 21
**Vouchers with an LC #** ..... 22
**LC Ledger** ..... 22
**Correcting a posted entry** ..... 23
**Messages and what to do** ..... 23

*If page numbers are missing, right-click the table and choose Update Field.*

# How an import moves

Every import has an LC number, even a TT or DP import. The LC # is the import file: every cost of the import (bank charges, insurance, duty, freight, clearing) is booked against it, and the landed-cost run spreads those costs over the goods you received.

> **THE FLOW**
>
> - Import PO → Import LC → LC File: post opening → Shipment (lock) → Supplier invoice → Retirement · Customs GD · Expenses → GRN → Landed Cost → Close LC

## Two rules that apply everywhere

- **Save** keeps a draft you can still change. **Post** books it to accounts; after posting the entry is read-only until it is unposted.
- A closed LC disappears from the LC lists. Anything that arrives after closing is booked with a manual voucher.

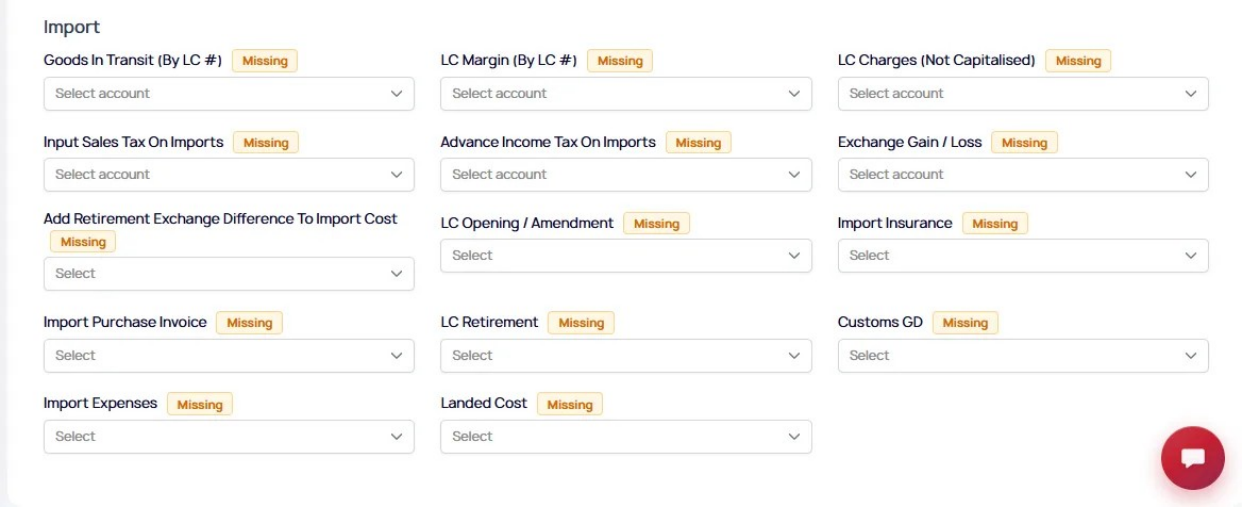
## Where the money sits

- **Goods in Transit (by LC #)** collects the invoice value and every cost until the goods are received and costed.
- **LC Margin (by LC #)** holds the cash margin the bank blocked, until it is adjusted at retirement.

# One-time setup

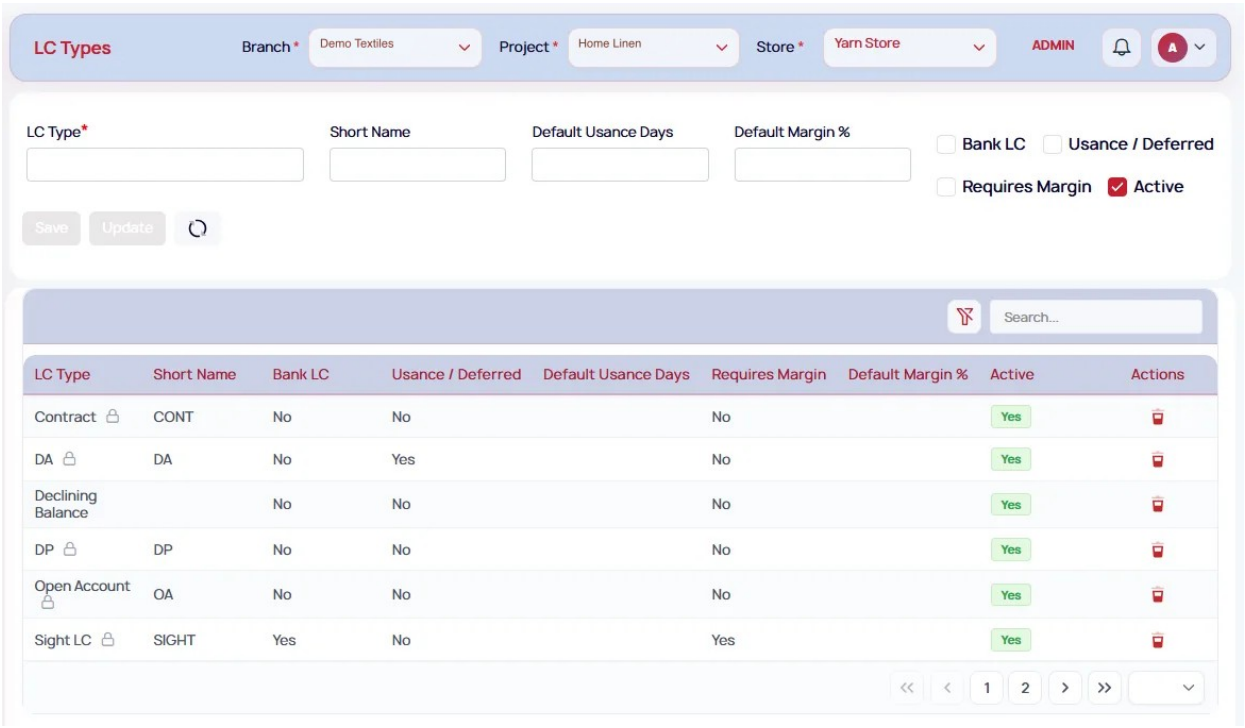
Admin / accounts lead **Done once per branch before the first import**

1. **Grant rights.** In **User Menu Rights** give the Import & Export screens to the right people.
   - Import Shipment: **special right 1** = may approve a substitute item.
   - LC File: **special right 1** = may close and reopen an LC.
2. **Tag the LC accounts.** In **Chart of Accounts**, set the subsidiary type of the Goods in Transit account and the LC Margin account to **Letter of Credit**. Lines on these accounts will then ask for an LC #.
3. **Fill GL Integration Setup → Import.**
   - Accounts: Goods in Transit, LC Margin, LC Charges, Input Sales Tax on Imports, Advance Income Tax, Exchange Gain / Loss.
   - "Add retirement exchange difference to import cost": Yes puts the rate difference into the goods' cost; No books it as exchange gain or loss.
   - Voucher types: LC Opening / Amendment, Import Insurance, Import Purchase Invoice, LC Retirement, Customs GD, Import Expenses, Landed Cost.
   - On the Bank Accounts tab, every bank used for LCs needs its GL account.

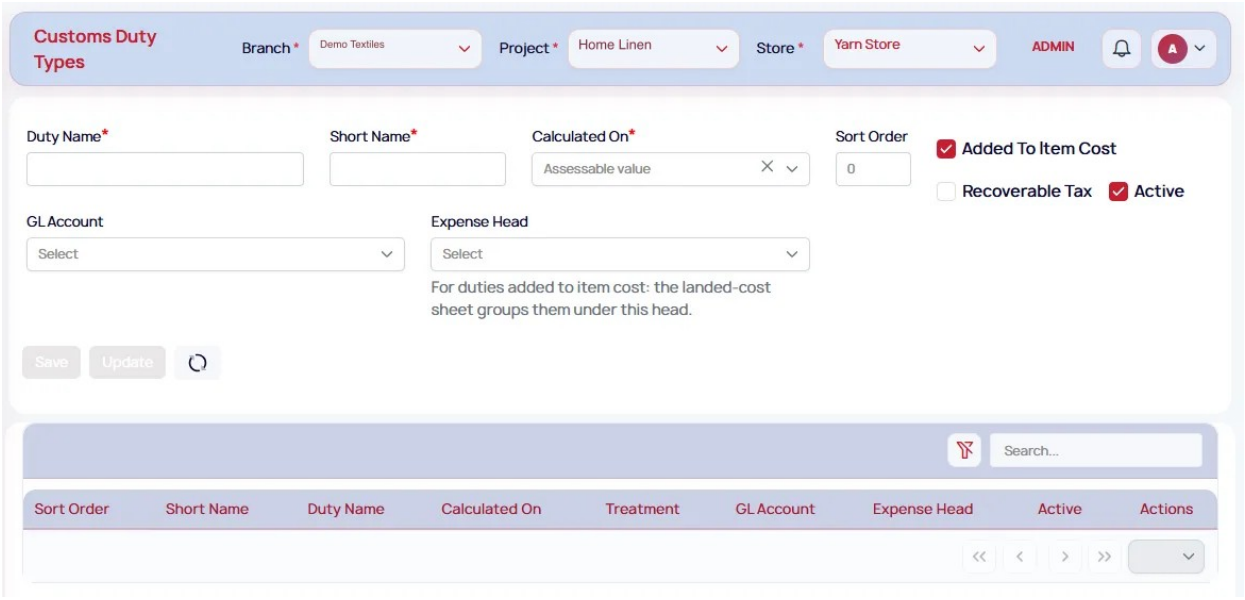



*GL Integration Setup, General tab, Import section. Each field shows Missing until it is set.*

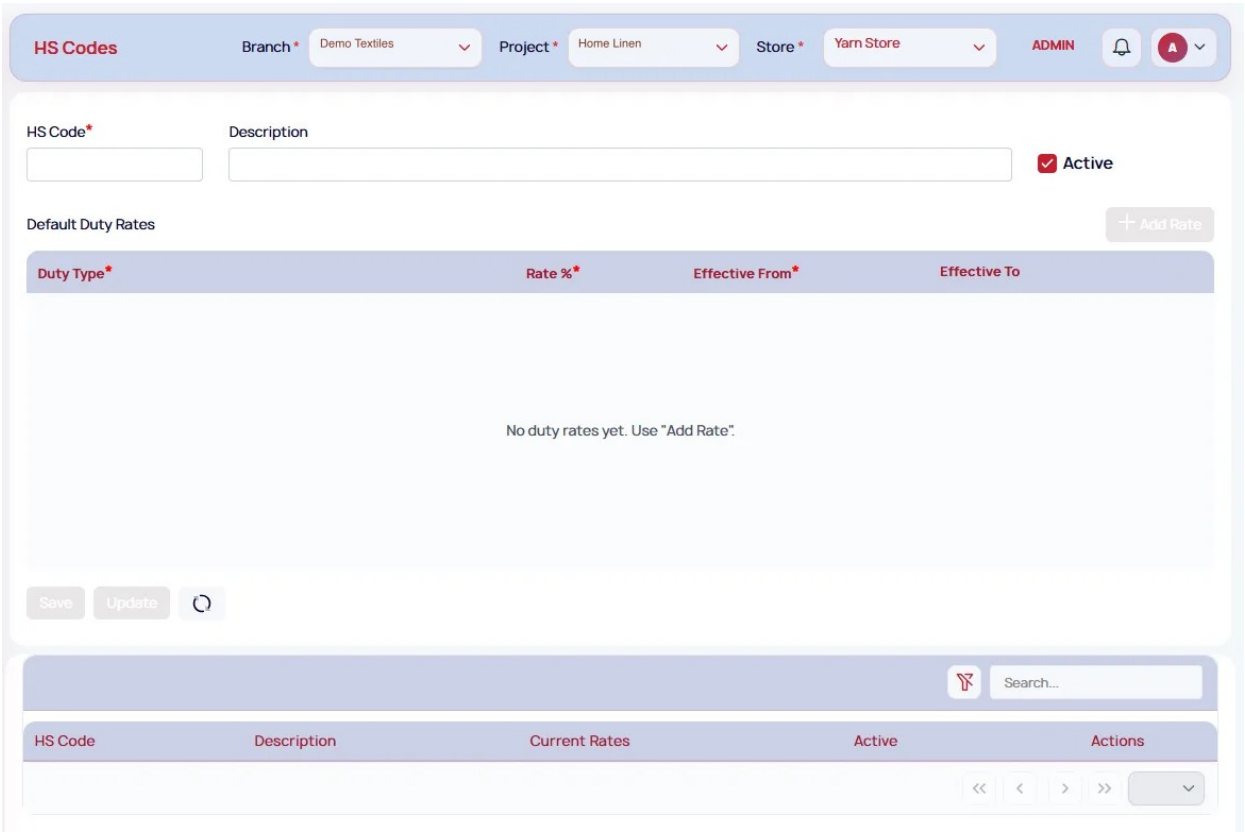
1. **Masters under Import & Export → Import & Export Setup.**
   - **LC Types**: Sight, Usance, TT, DP, DA… (built-in types are ready; add your own if needed).
   - **Customs Duty Types**: CD, RD, ACD, ST, AST, IT or VAT. Mark each one as added to item cost or as a recoverable tax, and give recoverable taxes a GL account. Sort order matters: sales tax is calculated after the duties with a lower sort order.
   - **HS Codes**: each code with its default duty rates and the date they apply from. Set the HS code on each item too.




*LC Types. Locked rows are built in.*




*Customs Duty Types.*




*HS Codes with the default duty-rate grid.*

1. **Parties and expense heads.** Suppliers, clearing agents, shipping lines and insurers are parties whose party type has a payable account. Import cost heads (freight, port, DO, clearing, transport) must be marked as import charges; heads that are not added to cost need a default account.
2. **Voucher Entry Configuration.** Tick **Letter of Credit (LC #)** on the voucher types where people book LC costs by hand (JV, bank payment).

# 1 · Purchase Order (Import)

Procurement → Purchase Order **Procurement**

An import PO is a normal PO with PO type **Import**. Choosing that type shows an extra **Import Details** section.

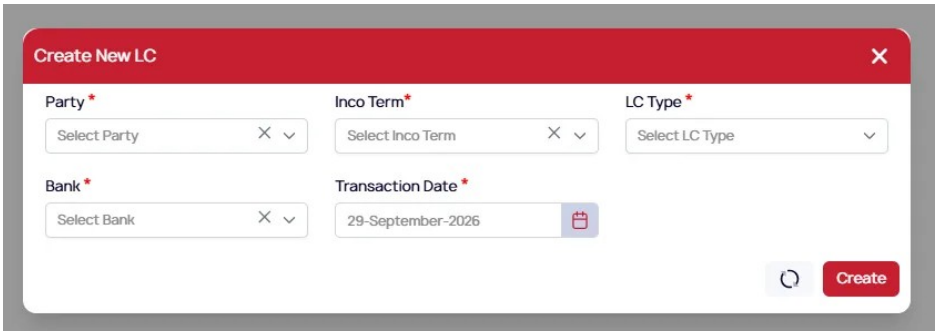
1. Create the PO as usual with PO type **Import**, supplier, currency and exchange rate, and add the lines.
2. In **Import Details**, fill the terms from the supplier's proforma: Incoterm, Payment Mode (LC type), Port of Loading, Port of Discharge, Country of Origin, Proforma No and Date, Latest Shipment Date, and whether partial shipment and transshipment are allowed.
3. For each line, check the **HS Code**. It comes from the item; change it only if customs will classify the item differently.
4. If the supplier may ship a replacement item, pick it in **Alternate Item**. Only items set up as alternates of that item appear. Shipping this alternate later needs no extra approval.
   - "No alternates set up" means the item has no alternates in its item setup.
5. Click **Save Import Details**, then lock and approve the PO as usual. Import details can't be changed once the PO is locked.

# 2 · Import LC

Inventory ⟶ Import LC **Import / accounts**

Create the LC and bring in the PO lines it covers. Every import gets an LC here, including TT, DP and DA imports (choose that LC type).

1. Click **Add New**. In **Create New LC** choose the Party (supplier), Inco Term, LC Type, Bank and Transaction Date, then click **Create**.




*Create New LC dialog.*

1. On **Letter Of Credit Details** fill Bank No (the bank's LC number), LC Open Date, Shipment Date, LC Expiry Date, Payment Terms, **Currency** and FC Rate, FI No and Date, and Remarks. Click **Update**. The currency must be saved before lines can be added.
2. Click **Import From PO** and pick the lines of the locked Import PO. The HS code and alternate item come over from the PO line. Save.
3. The LC is now **Draft**. Continue in **LC File** to record the margin and charges and open it.
   - Don't use the Insurance and Add EXP buttons on this screen for imports; they don't post. Use LC File → Insurance and the Import Expenses screen instead.

# 3 · LC File

Import & Export ⟶ Import ⟶ LC File **Import / accounts**

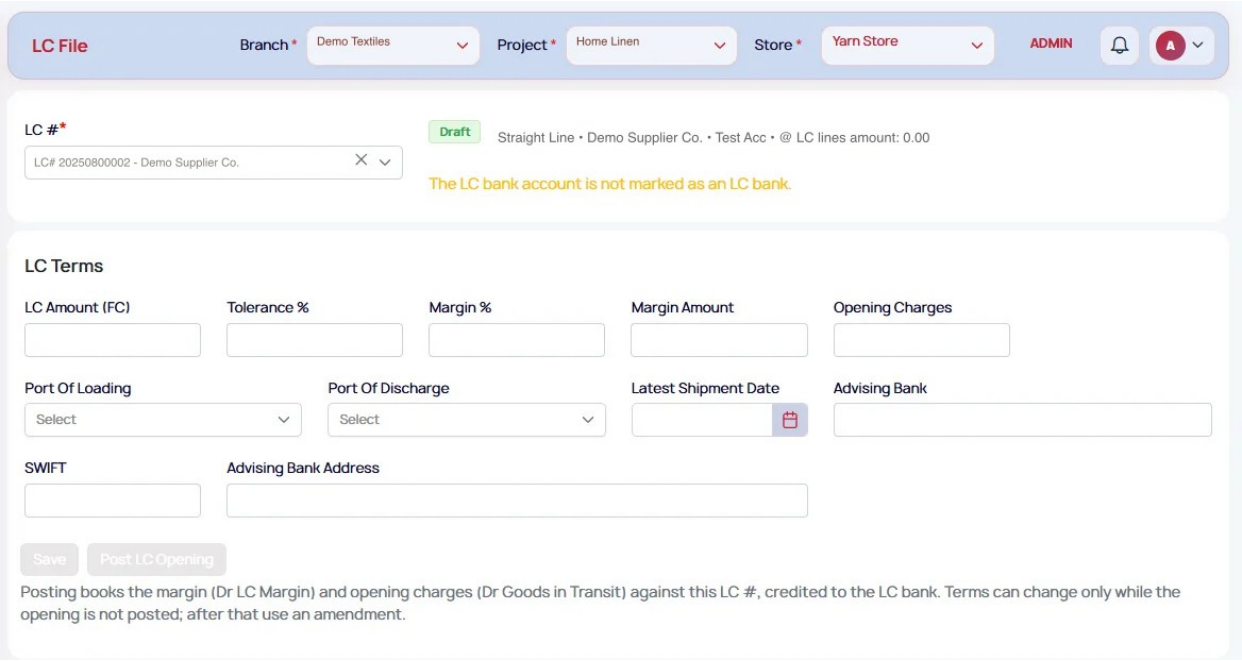
One place for the LC's terms, its opening entry, amendments, marine insurance, and its costs and closing.

**BEFORE YOU START**

- The LC exists on the Import LC screen with its PO lines.

## Terms and opening

1. Pick the **LC #**. The strip beside it shows status, type, supplier, bank and currency. A warning appears if the bank is not marked as an LC bank.
2. Fill **LC Terms**: LC Amount (FC), Tolerance %, Usance Days (usance LCs), Margin %, Margin Amount, Opening Charges, advising bank name, SWIFT and address, ports and latest shipment date.
   - Entering Margin % fills Margin Amount as LC amount × rate × %. You can overwrite it.
3. Click **Save**.
4. Click **Post LC Opening** and confirm.



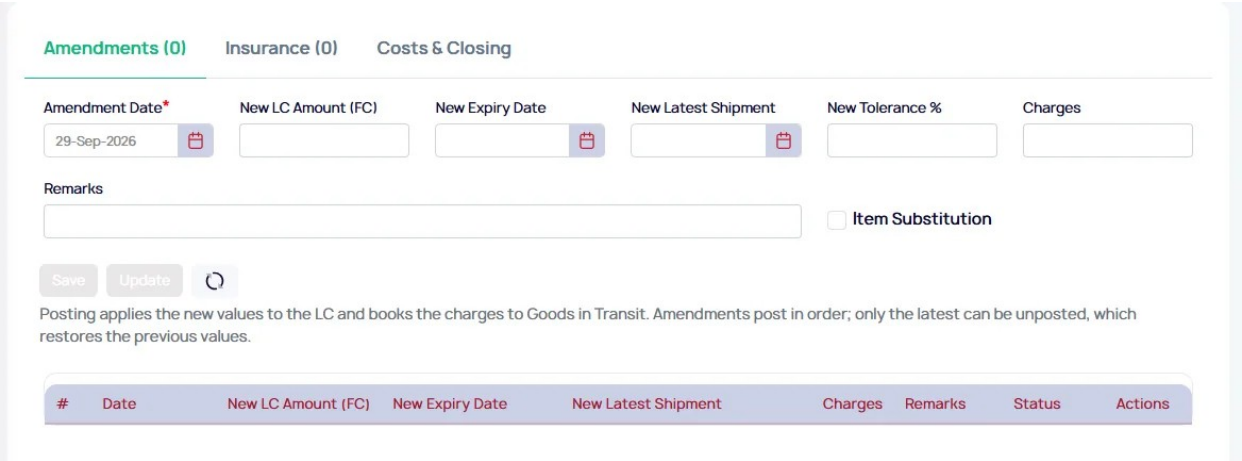

*LC File: LC picker, status strip and LC Terms. The yellow line warns that the bank is not marked as an LC bank.*

**WHAT GETS BOOKED**

- Dr LC Margin (LC #) with the margin; Dr Goods in Transit (LC #) with the opening charges; Cr the LC bank.
- Status becomes **Opened**. With no margin and no charges (TT, DP, DA) the LC is opened without a voucher.
- After posting, the terms are locked. Record later changes as an amendment.

## Amendments tab

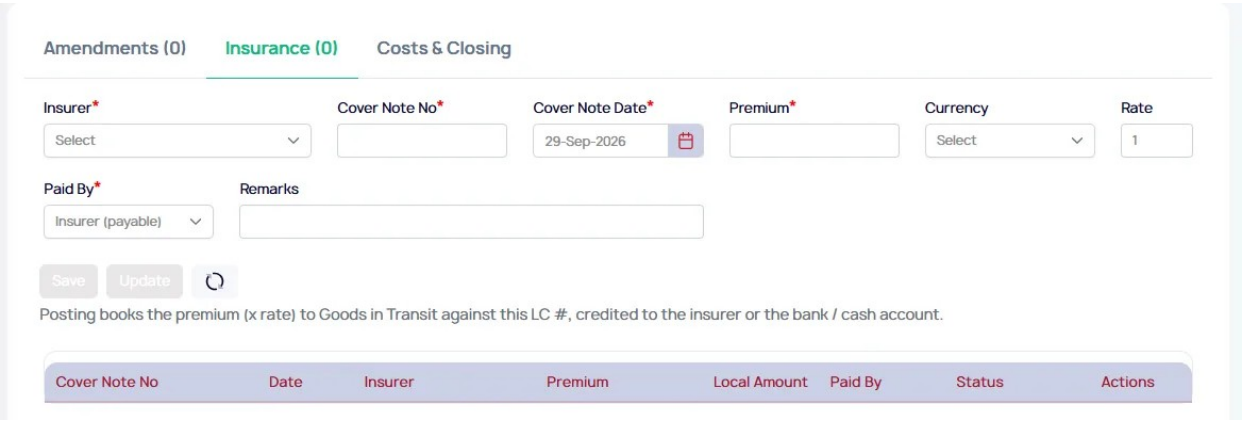
1. Enter the Amendment Date and only what the bank changed: New LC Amount, New Expiry Date, New Latest Shipment, New Tolerance %, and the bank's Charges. Tick **Item substitution** if the amendment accepts a different item.
2. **Save**. Double-click a saved row to edit it.
3. Click the post icon on the row. The new values replace the LC's values, the charges go to Goods in Transit (LC #), and the status becomes **Amended**.
   - Amendments post in order. Only the latest one can be unposted; unposting puts the old values back.




*Amendments tab.*

## Insurance tab

1. Enter the Insurer, Cover Note No and Date, Premium, Currency and Rate.
2. Choose **Paid By**: *Insurer (payable)* if you owe the insurer, or *Bank / Cash* with the account it was paid from.
3. **Save**, then post the row. Premium × rate is debited to Goods in Transit (LC #).




*Insurance tab.*

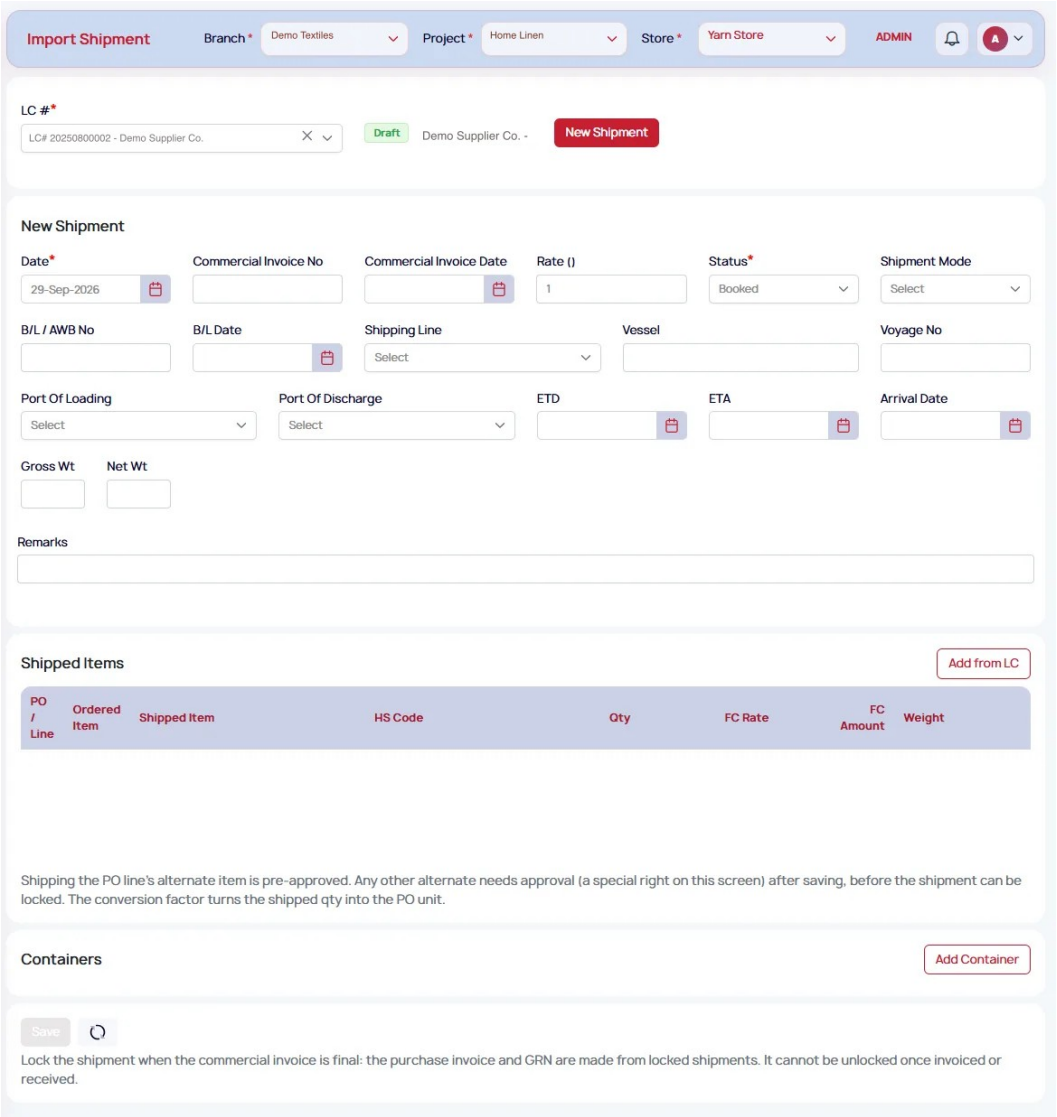
# 4 · Import Shipment

Import & Export ⟶ Import ⟶ Import Shipment **Import**

One shipment per consignment: the supplier's commercial invoice and the B/L. An LC can have several shipments.

> **BEFORE YOU START**
> - The LC opening is posted in LC File.

1. Pick the **LC #**, then **New Shipment**. The list below shows the LC's existing shipments; click one to open it.
2. Fill the header: Date, Commercial Invoice No and Date, Rate, Status (Booked, Shipped or Arrived), Shipment Mode, B/L or AWB No and Date, Shipping Line, Vessel, Voyage, ports, ETD, ETA, Arrival Date, weights.
3. Click **Add from LC**. Tick the PO lines in this consignment and click **Add Selected**. Each line shows the PO qty, qty already shipped and the balance.
4. On each line enter the shipped **Qty** and the **FC Rate** from the commercial invoice. Qty over the PO balance is refused unless the LC tolerance covers it.
5. If the supplier sent a different item, choose it in **Shipped Item**.
   - The PO's alternate item shows *Pre-approved alternate*.
   - Any other alternate shows *Substitute – needs approval*. Enter the conversion factor to the PO unit and the reason.
   - The HS code changes to the shipped item's code.
6. Add the **Containers** (container no, type, seal no, packages, weight) and click **Save**.
7. If a line needs approval, a user with the approval right clicks the tick icon on that line.
8. When the commercial invoice is final, click **Lock**. You need the commercial invoice no and no substitute awaiting approval.




*Import Shipment after New Shipment: header, Shipped Items (filled by Add from LC) and Containers.*

**AFTER LOCKING**

- The LC status becomes **Shipped**.
- The shipment can now be invoiced, declared on a GD and received on a GRN.
- Once invoiced or received, it can no longer be unlocked.

# 5 · Supplier Invoice (from the shipment)

Import Shipment → Supplier Invoice card **Accounts**

The supplier's liability is booked from the shipment, not from the GRN. The card appears on a locked shipment.

1. Choose the Invoice Type, invoice Date, exchange Rate and Due Date.
2. Click **Create Purchase Invoice**. It carries every shipment line at FC amount × rate.
3. Click **Post** and confirm.

**WHAT GETS BOOKED**

- Dr Goods in Transit (LC #); Cr the supplier.
- The invoice is verified and approved, so it can be paid through Purchase Payment or retired through the bank.
- It opens read-only on the normal Purchase Invoice screen. Change or delete it only from the shipment.

# 6 · LC Retirement

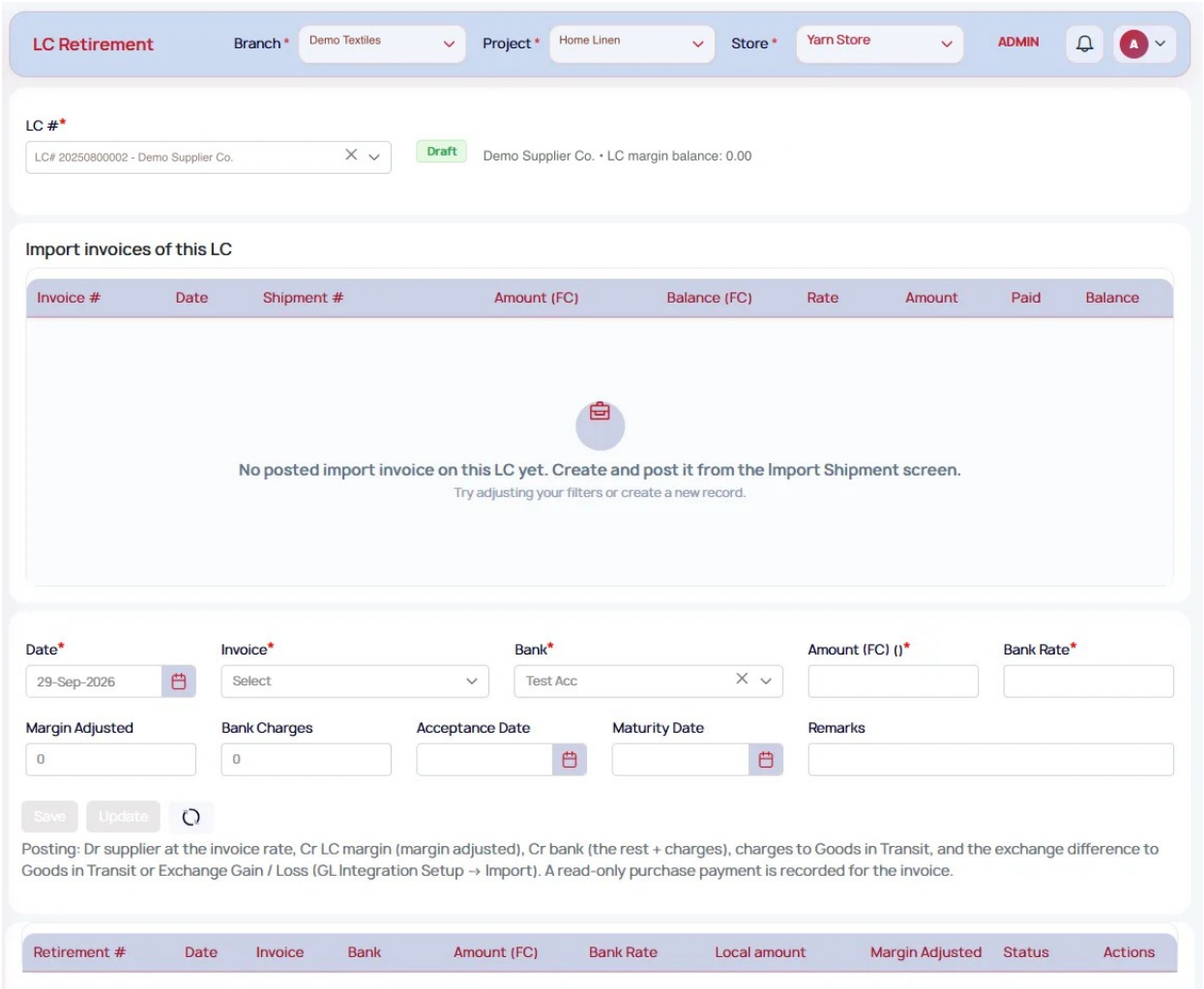
Import & Export ⟶ Import ⟶ LC Retirement **Accounts / treasury**

Record the bank paying the supplier under the LC, from the bank's debit advice.

**BEFORE YOU START**

- The shipment's purchase invoice is posted.

1. Pick the **LC #**. The top table lists its posted import invoices with FC balance and local balance, and the LC margin balance.
2. Enter the Date, pick the Invoice (FC amount fills with its balance) and the Bank.
3. Enter the **Bank Rate** from the advice, the **Margin Adjusted**, the **Bank Charges**, and acceptance and maturity dates for usance or DA.
   - The line below the form shows local amount, book value at the invoice rate, exchange difference and what the bank pays. Check it against the advice.
4. **Save**, then post the row.




*LC Retirement: posted invoices of the LC on top, then the retirement form and the saved retirements.*

**WHAT GETS BOOKED**

- Dr supplier at the invoice rate. Cr LC Margin with the margin adjusted. Cr the bank with the rest plus charges. Charges go to Goods in Transit (LC #). The rate difference goes to cost or exchange gain / loss,

as set up.

- A purchase payment is recorded against the invoice, so it shows as paid. That payment can only be changed from this screen.
- The LC status becomes **Retired**.

# 7 · Customs GD

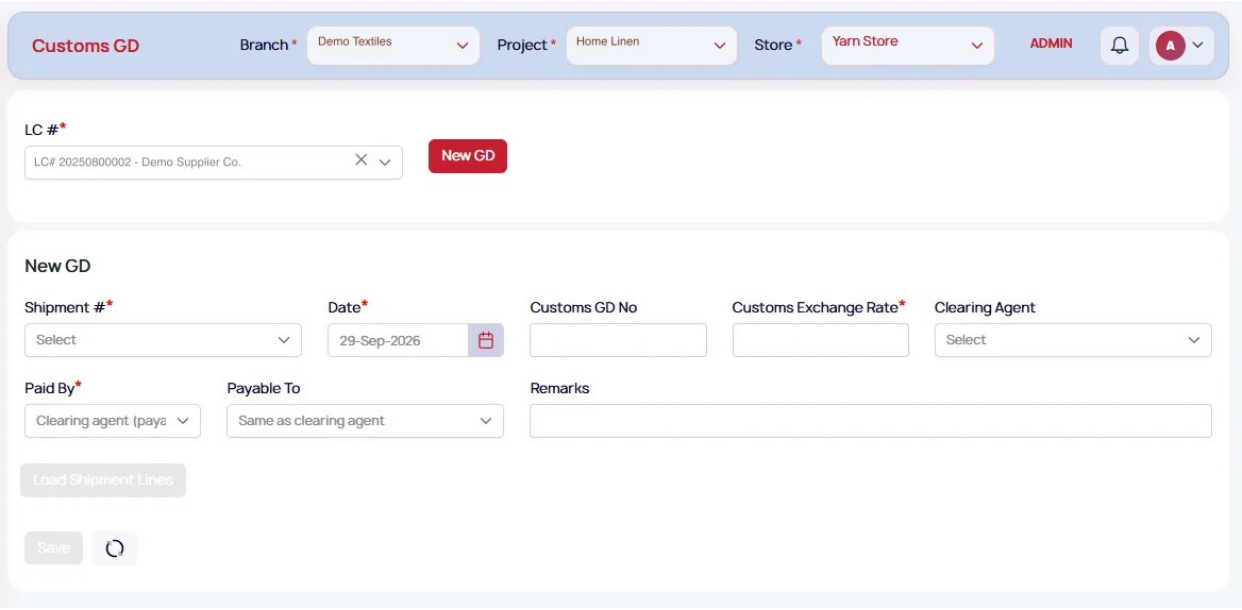
Import & Export ⟶ Import ⟶ Customs GD **Import / clearing**

Enter the goods declaration from customs and its duties.

**BEFORE YOU START**

- The shipment is locked.
- HS codes have duty rates for the GD date (HS Codes screen).

1. Pick the **LC #**, then **New GD**. Choose the Shipment, the GD Date and the Customs GD No.
2. Enter the **Customs Exchange Rate** and click **Load Shipment Lines**.
3. For each line check Qty, Declared (FC) and **Assessable Value**, which is Declared × customs rate; change it to what customs assessed. Check the HS code.
4. Duty rates fill from the HS code. Change them to match the GD, or clear a rate that isn't charged. The small figures under each rate preview the duty.
5. Choose **Paid By**: Clearing agent (and Payable To, if not the agent) or Our bank with the account.
6. **Save**, then **Post**.




*Customs GD after New GD. The lines and duty grid appear after Load Shipment Lines.*

**WHAT GETS BOOKED**

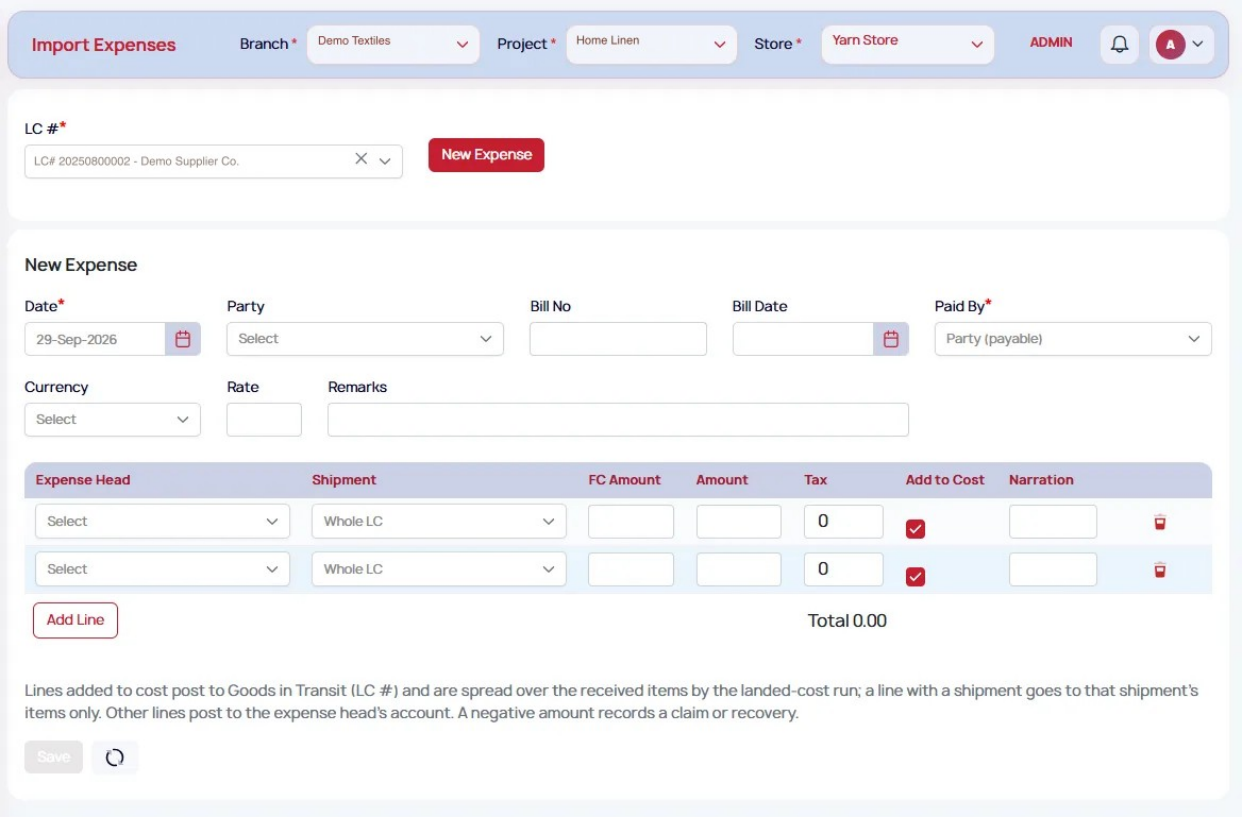
- Duties added to cost: Dr Goods in Transit (LC #). Recoverable taxes (sales tax, advance income tax): Dr their own accounts.
- Cr the clearing agent or the bank.
- The shipment status becomes **Cleared**.

# 8 · Import Expenses

Import & Export ⟶ Import ⟶ Import Expenses **Accounts**

Any other bill for the import: freight not in the price, port and DO charges, clearing agent fee, transport, labour, demurrage. One bill is one expense with several lines.

1. Pick the **LC #**, then **New Expense**.
2. Fill Date, Party, Bill No and Date, **Paid By** (Party payable, Bank or Cash with its account), and currency and rate if the bill is in foreign currency.
3. Add a line per charge: Expense Head, Shipment (leave "Whole LC" if it covers the whole import), FC Amount (fills Amount through the rate), Amount, Tax, and **Add to Cost**.
   - Add to Cost is ticked for heads that belong in the goods' cost.
   - A negative amount records a claim or recovery.
   - If the LC already has a GD, don't repeat the duties here. The agent's bill carries only fee, port, DO, transport.
4. **Save**, then **Post**.




*Import Expenses after New Expense, with two lines.*

**WHAT GETS BOOKED**

- Lines added to cost: Dr Goods in Transit (LC #). Other lines: Dr the expense head's account. Tax: Dr input tax.
- Cr the party, bank or cash.
- Paying the party later goes through the normal payment screens.

# 9 · GRN of import goods

Inventory → GRN **Store**

Receive import goods on the normal GRN screen, from the PO or the IRN as you do today. The system links each line to its shipment.

**BEFORE YOU START**

- The shipment of these goods is locked.

1. Make the GRN against the Import PO and enter received, accepted and rejected qty.
2. Save. Each line is linked to the oldest locked shipment line of that PO line with qty left to receive.
   - The line takes the item actually shipped (a substitute shows the shipped item).
   - The rate is shipment FC rate × invoice rate, or the shipment rate if it isn't invoiced yet.
3. Lock and post the GRN as usual.

*No new screen: the GRN looks the same as today.*

**WHAT GETS BOOKED**

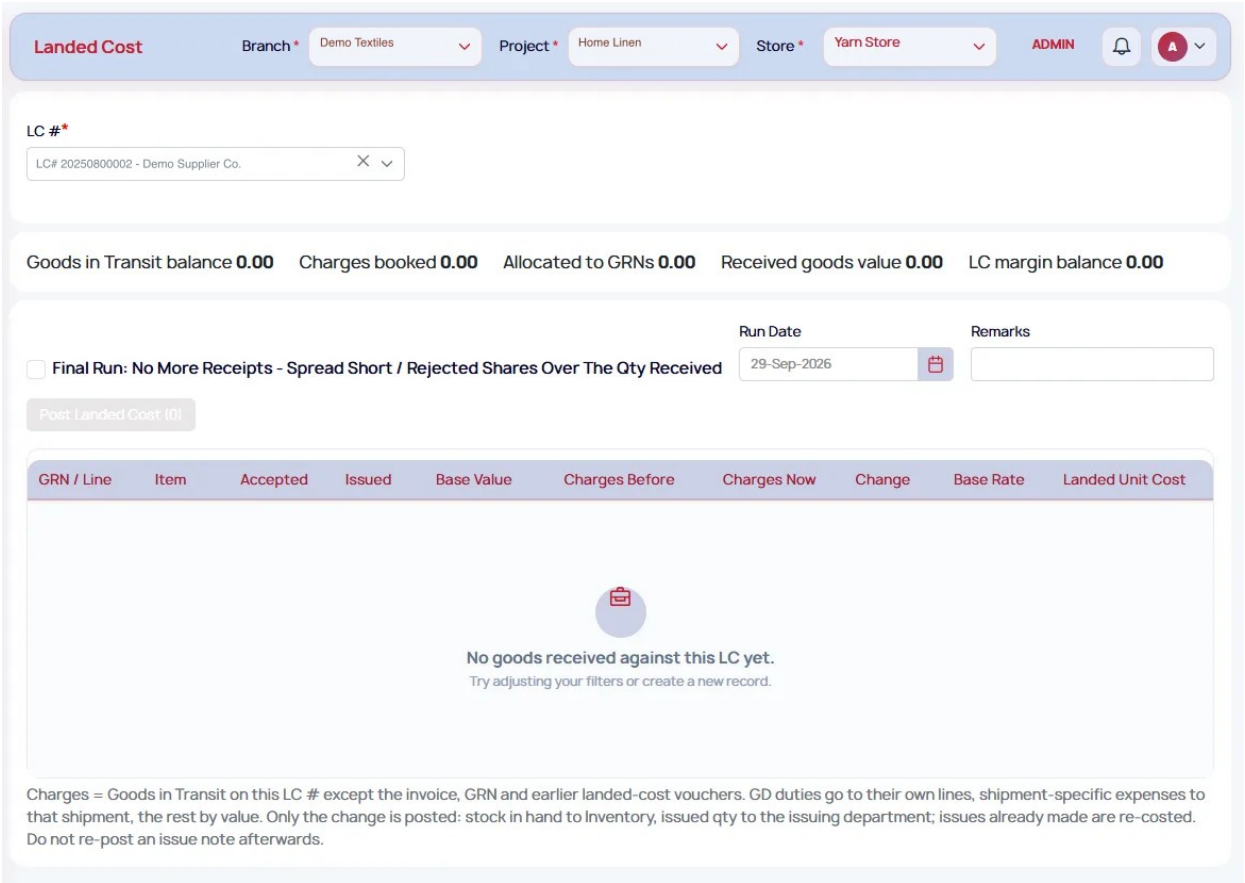
- Dr Inventory; Cr Goods in Transit (LC #). No supplier and no input-tax line: the supplier came from the invoice, the taxes from the GD.
- The shipment tracks received qty and becomes **Received** when every line is in.
- Import GRN lines don't appear in the Purchase Invoice's pending list.

# 10 · Landed Cost

Import & Export ⟶ Import ⟶ Landed Cost **Costing / accounts**

Spreads the LC's costs over the goods received, so stock and issues carry the full cost. Run it after the GRN, and again whenever a late bill arrives.

1. Pick the LC, or click it in **LCs with charges not yet allocated**.
2. Read the summary: Goods in Transit balance, Charges booked, Allocated to GRNs, Received goods value, LC margin balance.
3. Check the preview. Each GRN line shows accepted and issued qty, base value, charges before and now, the change, and the new landed unit cost. Bold rows will change.
   - GD duties go to their own item; a shipment's expenses to that shipment's items; the rest by value.
   - Charges for goods not received yet stay in Goods in Transit.
4. Tick **Final run** only when no more goods are coming. Short-received or rejected shares are then spread over the qty received.
5. Enter the Run Date and remarks, click **Post Landed Cost** and confirm.
6. The run appears in the list below. Double-click it or click the list icon for its cost sheet.




*Landed Cost: LC summary, run options and the preview grid (empty until goods are received).*

**WHAT GETS BOOKED**

- Only the change since the last run. Stock in hand: Dr Inventory. Qty already issued: Dr the issuing department's consumption or WIP account. Cr Goods in Transit (LC #).
- The GRN lines and the issues already made from them take the new landed unit cost.

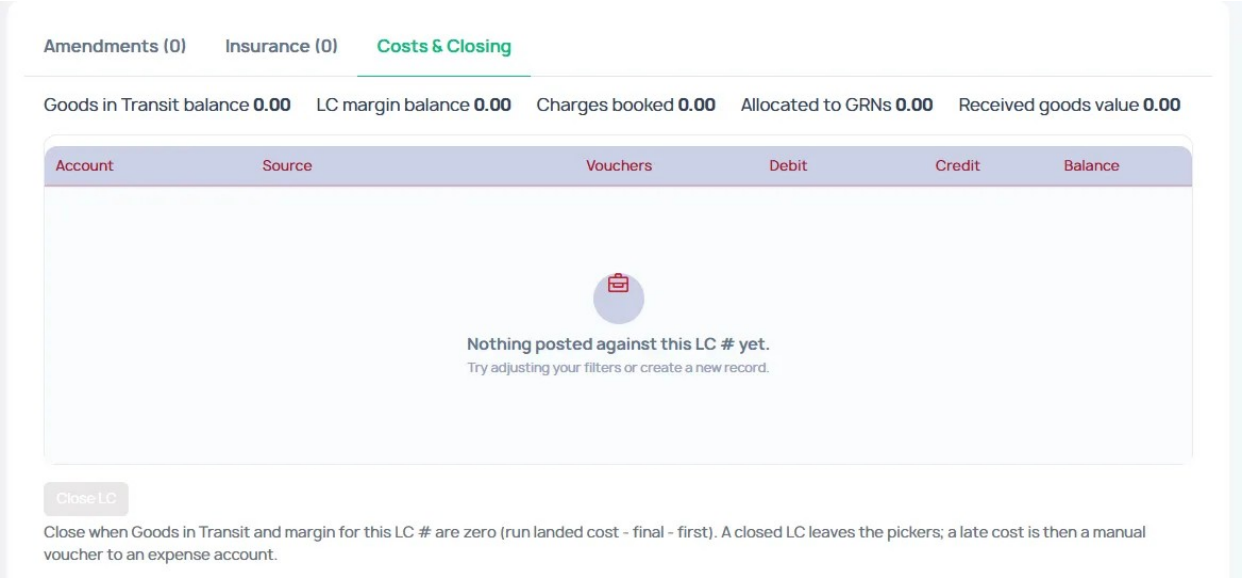
**IMPORTANT**

- Do not re-post an issue note after a landed-cost run has re-costed it. The run already booked its share of the difference.
- Only the latest run can be unposted.

# 11 · Closing the LC

LC File → Costs & Closing **Accounts lead (special right)**

1. Open the LC in LC File and go to **Costs & Closing**. It shows Goods in Transit and LC Margin by source, and any document still in draft.
2. Clear what is left.
   - Post or delete every draft listed.
   - Goods in Transit not zero: receive the rest and run a final landed cost, or clear the balance with a voucher on the LC #.
   - Margin not zero: adjust it in a retirement, or record the refund with a voucher on the LC #.
3. Click **Close LC** and confirm. Balances within 1.00 are accepted.




*LC File, Costs & Closing tab.*

**AFTER CLOSING**

- Status **Closed**; the LC leaves every LC list and the voucher LC # field.
- A cost that arrives later is a manual voucher to an expense account, without an LC #.
- **Reopen LC** reverses the close if it was done too early.

# Vouchers with an LC #

Accounts → Voucher **Accounts**

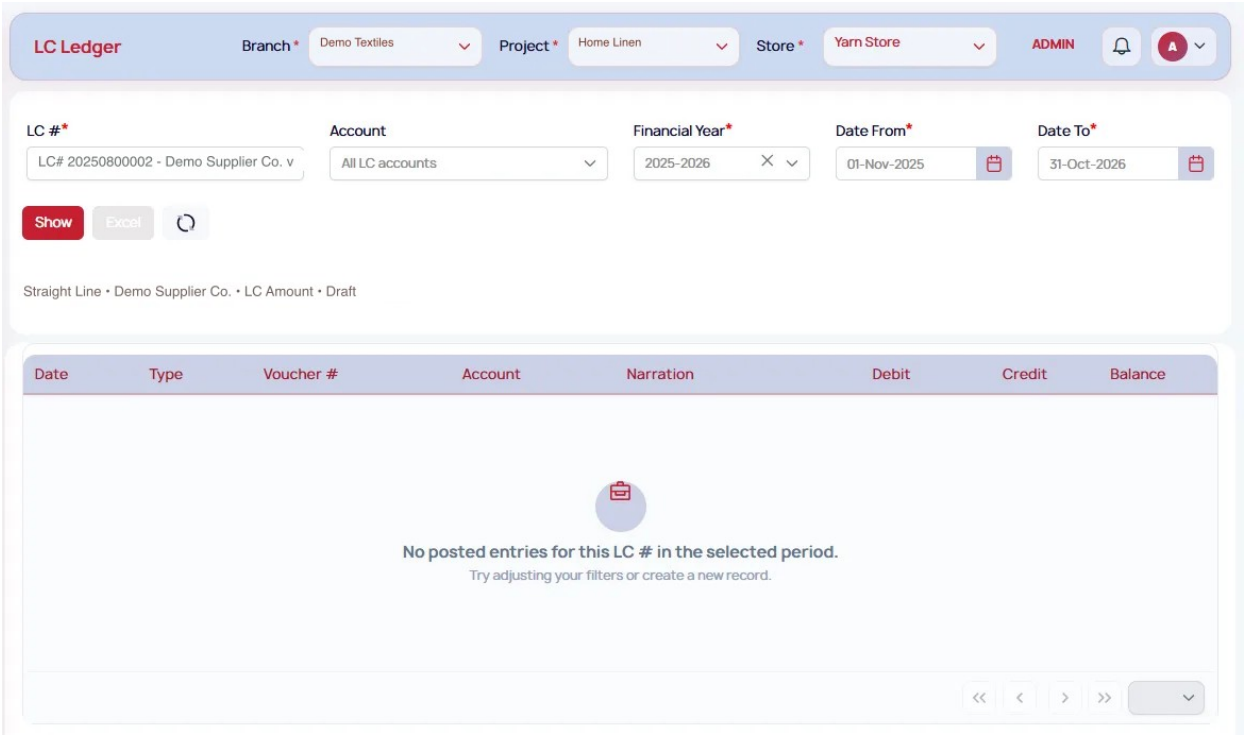
Any JV or payment voucher can book a cost to an import.

1. Add a line on the Goods in Transit or LC Margin account. An **LC #** field appears and is required.
2. Pick the LC. Only LCs that are not closed are listed.
3. Save and post as usual. The next landed-cost run picks the amount up; the voucher grid shows "LC# n" in the account name.

# LC Ledger

Import & Export → Import & Export Reports → LC Ledger **Everyone**

1. Pick the LC # (closed LCs are listed too), optionally one account, the financial year and dates.
2. Click **Show** for every posted line with a running balance, and **Excel** to download it.




*LC Ledger.*

The trial balance and GL tracking also show an "LC# n" row under Goods in Transit and LC Margin; clicking it opens the same ledger.

# Correcting a posted entry

Every import screen has **Unpost** on a posted entry. Unposting deletes its voucher so you can correct and post again.

### Unpost is refused when

| Entry | Refused when |
|---|---|
| Any entry | Its voucher is already posted in the Voucher screen (unpost the voucher there first), or the LC is closed. |
| LC amendment | A later amendment is posted. |
| Supplier invoice | A payment or retirement is recorded against it. |
| Shipment (unlock) | It is invoiced or received. |
| Landed cost run | A later run exists. |

> - Undo in reverse order: landed cost, then GRN, retirement, invoice, shipment.

# Messages and what to do

| Message | What to do |
|---|---|
| Post the LC opening in LC File first. | Open LC File and click Post LC Opening (TT, DP, DA LCs post with zero amounts). |
| Set the "Goods in Transit" account in GL Integration Setup → Import. | Ask the accounts lead to finish the setup. The same applies to any other "Set the ..." message. |
| The LC bank account has no GL account. | Map the bank in GL Integration Setup → Bank Accounts. |
| ... has no payable account (party type payable ...) | Give the party's party type (or the invoice type's party type) a payable account in GL Integration Setup → Party Types. |
| Enter the commercial invoice no before locking. | Fill the Commercial Invoice No on the shipment and save. |
| Substitute items are waiting for approval. | A user with the approval right approves the substitute lines, then lock. |
| ... shipped qty ... is more than the PO qty + ... tolerance. | Reduce the qty, or amend the LC tolerance. |
| Line n is on an Import PO and no locked Import Shipment has qty left to receive for it. | Lock the shipment (or check the shipped qty), then make the GRN again. The import lines were not saved. |
| Voucher ... is posted in GL. Unpost it in Vouchers first. | Unpost the voucher in the Voucher screen, then unpost here. |
| Margin adjusted is more than the LC margin balance ... | Reduce the margin adjusted to the balance shown. |
| Nothing to allocate: every received line already carries its charges. | No new cost or receipt since the last run. |
| Goods in Transit for this LC # is ... | See Closing the LC, step 2. |
| The LC is closed. | Reopen it (special right), or book the cost with a manual voucher. |

*Import & Export module, import side. Screenshots taken from the live system on 29-Sep-2026 using a test LC with nothing posted yet. Export screens are not covered yet.*