

ASCI Quick Reference Sheet

End-of-Year Procedures: Import/ABI

Installing the 2008 Tariff File: 2 Options

Purchase from ASCI: You may purchase a copy of the 2008 tariff update from ASCI for a fee of \$60 plus shipping. We will install the file and set up your last year tariff file. Keep in mind that the purchase of the tariff file does not relieve you of the responsibility to keep your tariff file updated throughout the new year. ABI will continue to inform you of new updates to the 2008 Harmonized Tariff Schedule via its Administrative Messages.

Download from ABI: ABI Administrative Message 07-0264 gives the first update number for 2008. (Update 0708) Follow the steps outlined below to create the last year's file and install the new tariff file.

Those clients who use only a limited number of tariffs, such as those who only import a specific commodity such as flowers, may simply query the necessary tariff numbers using the **HARMONIZED TARIFF** program in the Queries menu of ABI Procedures. This query should be performed on or after January 1 to ensure that the appropriate rates for 2007 are applied to entries processed in late December.

Instructions for Installing the Tariff File:

- Create Last Year's File:** Go to Import Procedures, File Maintenance, Harmonized Tariff, **CREATE LAST-YEAR TARIFF**. Enter 2007 as the cutoff year and press <Enter> to proceed. (Text version asks you to enter a complete date, which should be 12/31/2007).
- Query the Tariff Update:** Go to ABI Procedures, Queries, **REFERENCE FILES**. Select option 10 for Harmonized Updates, and enter the update number specified (0708)
- Connect with ABI.** When receiving the information, you will be asked to select a printer. You may select a printer, but make sure that you answer NO when asked to if you want to print the Query report. This update contains a very large amount of information and will take days to print.

NOTE: It is very important that the Create Last Year's File program only be performed ONCE to avoid your 2007 tariff file being overwritten.

Data Maintenance:

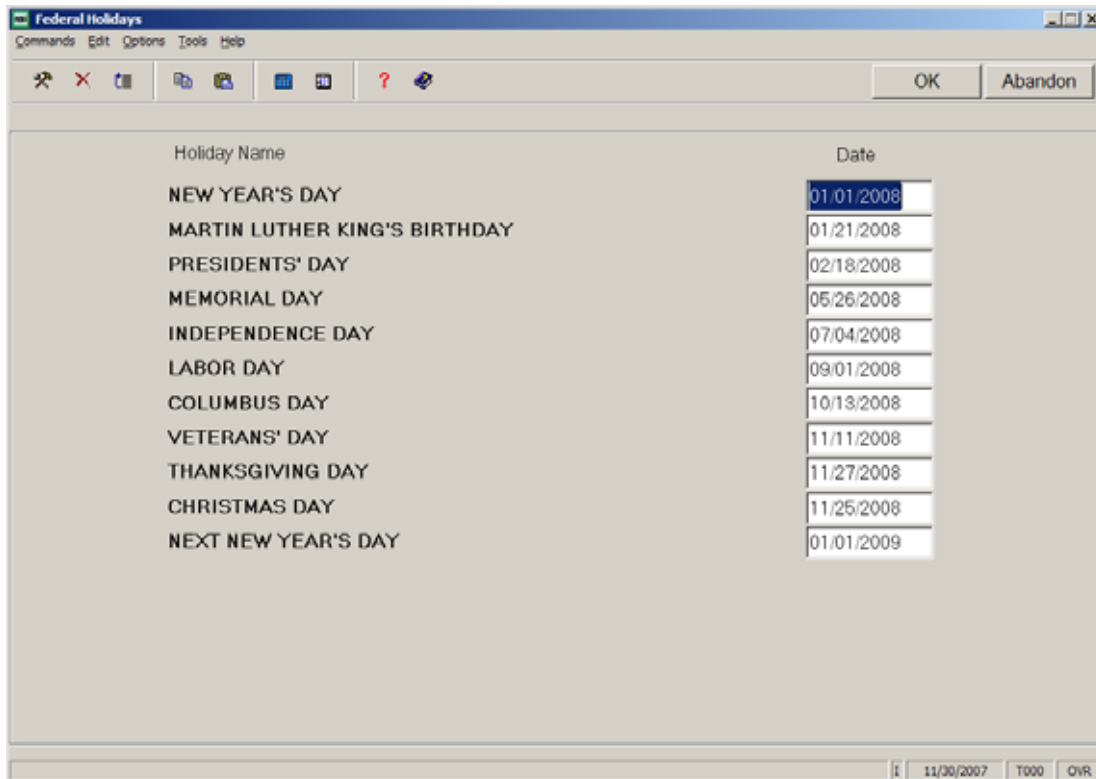
The end of the year is a good time to clear out the printed Entries file and the Log Book. While Customs does require that you keep Log Book information for 5 years, the printed entries do not need to be stored for that long. It's a good idea to clean up these files from time to time, as it refreshes your data in addition to freeing up disk space.

- Import Procedures / File Maintenance / Clear Printed Entries**
- Import Procedures / Daily Work/ Log Book / Purge Log Book**

ABI Holidays

Please refer to ABI Administrative Message 07-0257 for the 2008 Federal Holidays.

After Christmas Day, go to Resource Manager, Company Setup, **OPTIONS AND INTERFACES**. Enter AB at the Application ID field, and go to page 4. Enter the dates for the 2008 holidays, including New Year's Day, 2009, and press <Page Down> to save.



The screenshot shows a window titled "Federal Holidays" with a menu bar (Commands, Edit, Options, Tools, Help) and a toolbar with icons for back, forward, and search. The main area contains a table with two columns: "Holiday Name" and "Date". The table lists various federal holidays with their corresponding dates. The "Date" column for "NEW YEAR'S DAY" is highlighted in blue. At the bottom right, there are "OK" and "Abandon" buttons. A status bar at the bottom shows "11/30/2007", "T000", and "OVR".

Holiday Name	Date
NEW YEAR'S DAY	01/01/2008
MARTIN LUTHER KING'S BIRTHDAY	01/21/2008
PRESIDENTS' DAY	02/18/2008
MEMORIAL DAY	05/26/2008
INDEPENDENCE DAY	07/04/2008
LABOR DAY	09/01/2008
COLUMBUS DAY	10/13/2008
VETERANS' DAY	11/11/2008
THANKSGIVING DAY	11/27/2008
CHRISTMAS DAY	11/25/2008
NEXT NEW YEAR'S DAY	01/01/2009