

ASCI Quick Reference Sheet

End-of-Year Procedures: Import/ABI

2012 Tariff File: 2 Options

Purchase from ASCI: You may purchase a copy of the latest tariff file from ASCI for a fee of \$60. 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 2012 Harmonized Tariff Schedule via its CSMS Messaging System.

Download from ABI: Follow the steps outlined below to create the last year's file and install the new tariff file.

Instructions for Updating the Tariff File:

- Create Last Year's File:** Go to Import Procedures, File Maintenance, Harmonized Tariff, **CREATE LAST-YEAR TARIFF**. Enter 2011 as the cutoff year and press <Enter> to proceed. (Text version asks you to enter a complete date, which should be 12/31/2011). **NOTE: It is very important that the Create Last Year's File program only be performed ONCE to avoid your 2011 tariff file being overwritten.**
- Query the Tariff Update:** Go to ABI Procedures, Queries, **REFERENCE FILES**. Select option 10 for Harmonized Updates, and enter the update number (1107).
- Connect with ABI.** When receiving the information, you will need to select a printer. 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 does not need to be printed.

Data Maintenance:

The end of the year is a good time to clear out the printed Entries file and the Log Book. It's extremely important to clean up these files from time to time, as it refreshes your data in addition to freeing up disk space. Just make sure that you clear these files using the same date for each process.

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

ABI Holidays:

After Christmas Day, go to Resource Manager OR Applications Manager, Company Setup, **OPTIONS AND INTERFACES OR APPLICATION OPTIONS**. Enter AB at the Application ID field, and go to page 4. Enter the dates for the 2012 holidays and press <Page Down> to save.