Defining Regions

Regions determine the geographic and tax assignment for trips and receipts. They are maintained under *Modules > Travel Module > Regions*.

Master data

- **Short name:** technical key for assignments and selection lists. Do not change after productive use.
- **Name:** visible name of the region.
- **Valid from / Valid to:** period in which the region may be used.
- **ISO code / ISO code numeric:** ISO codes for integrations and standardized country assignments.
- **VAT:** the VAT rates permitted for the region. Several rates can be stored.
- **Legal assignments:** business or country-specific legal bases, insofar as they are used in the installation.
- **Text modules:** language-dependent names and notes.

Procedure

1. Create one region per country or tariff area required from a business perspective.
2. Adopt the short name, name and ISO codes from the integration specification.
3. Set the validity period and make sure that definitions for the same use case do not overlap.
4. Store VAT rates and, if applicable, legal assignments.
5. Use the region in the trip types[1] and, if applicable, the settlement definitions[2].

Notes

Changing the short name or ISO code can affect assignments and interfaces. For a new legal period, a new historized definition or a new validity period should therefore generally be provided. After saving, a receipt must be checked, because the region influences the available VAT rates.

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_editRegion
Artefakt-Typ	Action

1. /daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3150-dsy.html
2. /daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3151-dsy.html