## Run Duty Settlement

Phase	Description	Navigation
	• When duties are to be settled, 2 reports are used for this purpose. The Duty Settlement for payable duties and the Duty Reimbursement for receivable duties. This guide shows the Duty Settlement, another guide shows the Reimbursement	
Prepare Purchase Invoice for the Duty Settlement report	<ul> <li>For creation of the Settlement, a purchase invoice must be created for the tax department.</li> <li>Search for purchase invoice</li> <li>Click on + New</li> <li>In Vendor No. Choose the vendor the settlement must be created for</li> </ul>	Tell me what you want to do          purchase invoice         Go to Pages and Tasks         > Purchase Invoices         Purchase Invoices         × Help us continue to improve our servit         Search       Analyze         Hew         General         Vendor No,       V00010         Vendor Name       Tax Department
Run the Settlement Report	<ul> <li>Search for create duty settlement</li> <li>In the field Purhcase Invoice No. choose the created purchase invoice from the previous step</li> <li>Define filters for the report if needed before clicking OK</li> <li>Click Yes in the dialogue box</li> <li>Lines will now be added to the purchase invoice</li> </ul>	reate duty settlement
Post the purchase invoice	<ul> <li>Go the purchase invoice and open it to see the duty lines added and click on <b>Post</b> to settle the duties and turn the purchase invoice into a <b>Posted Purchase Invoice</b>, which can be paid to the tax department.</li> <li>The Duty Entries within the filter has now been settled</li> </ul>	21000013 · Tax Department         Process       Posting       Release       Prepare       Request Approval       Invoice       More options       Implement         Post       Reference       Post and Print       Post Batch       +a         Lines       Manage       Line       Fewer options       Line       Implemente       Location Code       Quantity         Type       No.       No.       Description/Comment       Location Code       Quantity          Charge (Item)       Implemente       Location Code       9.75

