Create Duty Entries

Phase	Description	Navigation
	• Duty Entries are created when purchasing, crediting, and adjusting items where duty is present, depending on the setup and combination of item/vendor/customer. This guide shows the purchase part.	
Creation of Duty Entries from a Purchase Order	• Search for purchase order • Click on **+ New** • Add the vendor and the given item line(s) • Click on **Post -> Receive -> OK** to receive the items and duty entries are created for the item based on the setup • *The created entries can be seen on the in the **Item Duty Setup** by marking the given item and click **Actions -> Duty Entries***	