## Run Duty Reimbursement

Phase	Description	Navigation
	<ul> <li>The Duty Reimbursement report is used if some of the paid duty can be deducted in the duty settlement for a given period</li> </ul>	
Prepare Purchase Credit Memo for the Duty Reimbursement report	<ul> <li>For creation of the Reimbursement, a purchase credit memo must be created for the tax department.</li> <li>Search for purchase credit memo</li> <li>Click on + New</li> <li>In Vendor No. Choose the vendor the reimbursement must be created for</li> </ul>	purchase credit memo         Go to Pages and Tasks         > Purchase Credit Memos         Purchase Credit Memos         Ø Search Analyze + New         General         Vendor No.       V00010         Vendor Name       Tax Department
Run the Reimbursement Report	<ul> <li>Search for create duty reimbursement</li> <li>In the field Purhcase Credit Memo No. choose the created purchase credit memo 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 credit memo</li> </ul>	create duty reimbursement   Go to Reports and Analysis   Create Duty Reimbursement   Create Duty Settlement   Create Credit Memo Lines   Purchase Credit Memo No.   2000003   Fiters   Duty Code Filter   Starting Date   Inding Date   Schedule   OK   Cancel   The Settlement?   Yes
Post the purchase credit memo	<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 deducted in the payment to the tax department.</li> <li>The Duty Entries within the filter has now been settled</li> </ul>	23000003 · Tax Department         Process       Posting       Release       Prepare       Request Approval       Credit Memo       More options         If Post       If Preview Posting       If Post and Print       If Post and New         Lines       Manage       Functions       Iner       Fewer options         Type       No.       Description       Location Code       Quantity

