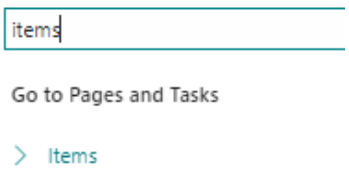
Setup Item Duty

Phase	Description	Navigation
Go to Items	• Search for items, using the search function (ALT + Q)	
Setup Item Duty	• Lookup the item(s) that should be duty on • Open the item and click on **Item -> Duty Reporting** • In the field **Duty Code**, add the duty for the item. *The field **Item base Unit of Measure Code** will be added automatically based on the base unit for the item* • In the field **Qty. per Item Unit of Measure** define how much of the duty that is contained in the base unit of measure of the item • The field **Duty Rate** shows the rate for 1 **Qty. per Item Unit of Measure**, which is defined in the **Duty Rates**. • The field **Duty Amount** shows how duty is added to 1 base unit of the item. • *The field **Roll-up Quantity Adjustment** is used to adjust the **Qty. per Item Unit of Measure** for items where the **Roll-up Value** function has been used. This function is described in another guide.*	