

Create a Duty

Phase	Description	Navigation										
Go to the Duty list	<ul style="list-style-type: none"> Search for Duty, using the search function (ALT + Q) 	<p>Tell me what you want to do</p> <input type="text" value="duty"/> <p>Go to Pages and Tasks</p> <p>Duty Lists</p>										
Create a new Duty	<ul style="list-style-type: none"> Click on +New Type a code in Code Type in a description in Description In the field Unit of Measure Code, define the unit of measure the duty is settled. The field Warehousekeeper specifies when the duty is to be settled, if upon receiving, keep the field blank Specify an Item Charge No. to define how the duty is posted upon settlement/reimbursement 	<p>+ New Duty E</p> <table border="1"> <thead> <tr> <th>Code ↑</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ALMOND</td> <td>Almond</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Unit of Measure Code</th> <th>Warehousekeeper</th> <th>Item Charge No.</th> </tr> </thead> <tbody> <tr> <td>KG</td> <td><input type="checkbox"/></td> <td>DUTY</td> </tr> </tbody> </table>	Code ↑	Description	ALMOND	Almond	Unit of Measure Code	Warehousekeeper	Item Charge No.	KG	<input type="checkbox"/>	DUTY
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Define rates for the duty	<ul style="list-style-type: none"> Mark the specific duty and click on Duty Rates Define the Starting Date and Duty Rate. <i>If the future rates are known, these can be added as well</i> 	<p>Duty Rates</p> <table border="1"> <thead> <tr> <th>Starting Date ↑</th> <th>Duty Rate</th> </tr> </thead> <tbody> <tr> <td>01-01-2023</td> <td>25,0</td> </tr> <tr> <td>01-01-2024</td> <td>30,0</td> </tr> </tbody> </table>	Starting Date ↑	Duty Rate	01-01-2023	25,0	01-01-2024	30,0				
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