

How to Create Custom Duty

This video will show to users how to Create Custom Duty

Navigate to Inventory, Customs Duty, Create New.
Fill in the header info, i.e. Code, Name.
Enter the customs duty data.

STEP-BY-STEP:

1. Go to Inventory menu
 2. Select Customs Duty
 3. Click Create New
 4. Fill in the header info, i.e. Name, Code, Duty Rate, Accounts.
(mandatory fields in red color or marked with red x)
Click Save button when done editing.
Now this customs duty is ready for use in Inventory transactions.
 5. User able to edit any of the Customs Duty, by selecting the line item in the table above.
Click Save button when done editing.
 6. User able to delete any of the Customs Duty, by selecting the line item in the table above, if they have access rights to delete.
Click Delete button to delete a customs duty.
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