



Detailing Tax Service Charges

When entering duty or any tax-related cost or revenue, ensure they are itemized and not combined with the cost of the Customs clearance, delivery, or any other services. This applies to both revenue and cost. Combining these items into a single line item will produce error messages and over or under payment of sales commissions.

1. Start by entering the duty or tax service amount on the cost screen, based on the Customs form 7501 (for import shipments) or the amount provided from an overseas agent.
2. Enter the cost of Customs clearance as a separate line item.
3. Go to the revenue screen and enter the duty on its own line, independent from any Customs clearance or other fees.
4. The duty or tax amount entered on the revenue side must match the amount entered on the cost side, dollar-for-dollar. An error message will appear if the amounts are not the same. If you do get the error message, go back and examine the amounts, ensuring no other costs have been added.

We recommend billing the client for duty or tax upon clearance. This helps with cash flow.