



Tax Configuration



Tax Configuration



If you create an invoice and the appropriate tax category is not available, you can add a new category.

STEP 1. At the bottom of the invoice creation page please choose „**Configure Tax Menu**” from the dropdown list.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1			Not Available
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: []

Tax

Line Item Actions [] Delete

- Taxes
- 0% VAT / BLA
- Standard Tax Selections
- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**



Tax Configuration



STEP 2. You will be moved to the next page. Please select „**Create**” button to provide a new tax item. Fill in all necessary fields – “**Tax Category**” with VAT, “**Rate**” and “**Tax description**”. Then press „**OK**”.

Configure Tax

* Tax Category	* Rate	Tax Description
<input type="radio"/> VAT	0 %	VAT 0 %
<input type="radio"/> VAT	23 %	VAT 23%
<input type="radio"/> VAT	24 %	VAT 24%
<input type="radio"/> GST	0 %	GST 0%
<input type="radio"/> VAT	20 %	VAT 20%
<input type="radio"/> Sales Tax	0 %	sales tax 0%
<input type="radio"/> VAT	1 %	NEW TAX

OK Cancel

Delete Create

“Create” button

STEP 3. You will be moved to the previous page. Newly created tax item will appear on the list

Add to Header

Line Items

Insert Line Item Options

Tax Category: 0% Sales Tax / sales tax 0%

No.	No.	No.	Include	Type
1			Not Available	PRANIE

Line Item Actions Delete

Taxes

- 0% VAT / VAT 0 %
- 0% GST / GST 0%
- 0% Sales Tax / sales tax 0%
- 1% VAT / NEW TAX**
- 20% VAT / VAT 20%
- 23% VAT / VAT 23%
- 24% VAT / VAT 24%

Standard Tax Selections

Sales