

# Manage Invoice Taxes

In most cases, sales of medical services are exempt from the Sales tax. However, there are some exceptions to the above general rule.


For this reason you should be able to issue a tax invoice, if needed.

## Add new Tax

Go to Accounting Management (Taxes) from the main menu:

Menu → Accounting → Management

Then press Add new button to add new Tax



The screenshot displays a web interface for managing taxes. At the top, there is a header bar labeled 'Taxes'. Below this, a large, empty rectangular area is intended for listing or adding taxes. In the bottom right corner of this area, there is a blue button with the text 'Add new' and a small icon of a document with a plus sign. To the right of the main content area, there is a link that says 'Need help?'. At the bottom of the interface, there is a footer section containing links for 'Terms', 'Privacy', and 'Contact' on the left, and copyright information '© 1997- 2021 MediSign Ltd' on the right.

Add the tax, using the following simple form:

## Add new tax

### Tax

### Title in invoice

If it is expressed as a percentage, give it here:

Percentage %

If it is expressed as a value, give it here. Leave it blank, if it has not a fixed value:

Value (USD)

## Enable Tax

Enable the Tax in Accounting Management page:

Taxes	
Sales Tax	<input type="button" value="Edit"/> <input checked="" type="checkbox"/> in use
<input type="button" value="Add new"/>	

[Need help?](#)

## Add tax to invoice

When you issue a Tax Invoice, just click to [Taxes] switch button to display Taxes.

(You may use more that one Taxes, if needed).

Payment method

Cash

Services management

QTY	Description	Unit \$	Subtotal	
1	Facial Mesotherapy	150.00	150.00	

Total \$150.00

Taxes

Sales Tax 7.25% \$10.88

Grand total \$160.88

Sample Invoice with Tax

Invoice

1 / 1 | - 100% + |

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**TEST INVOICE**

Document unsuitable for tax use. Produced for testing purposes.

NUMBER:	TEST002	CUSTOMER:	John Doe
DATE:	12/13/2021 07:41:50	PROFESSION:	
LOCATION:	NEW YORK	ADDRESS:	
Internal series code:	3		
<b>PAID</b>			
PAYMENT TYPE:	cash		

QTY	Description	Unit price \$	Amount \$
1	Facial Mesotherapy	150.00	150.00
TOTAL \$			150.00
Sales Tax 7.25%			10.88
GRAND TOTAL \$			160.88

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