

# 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.

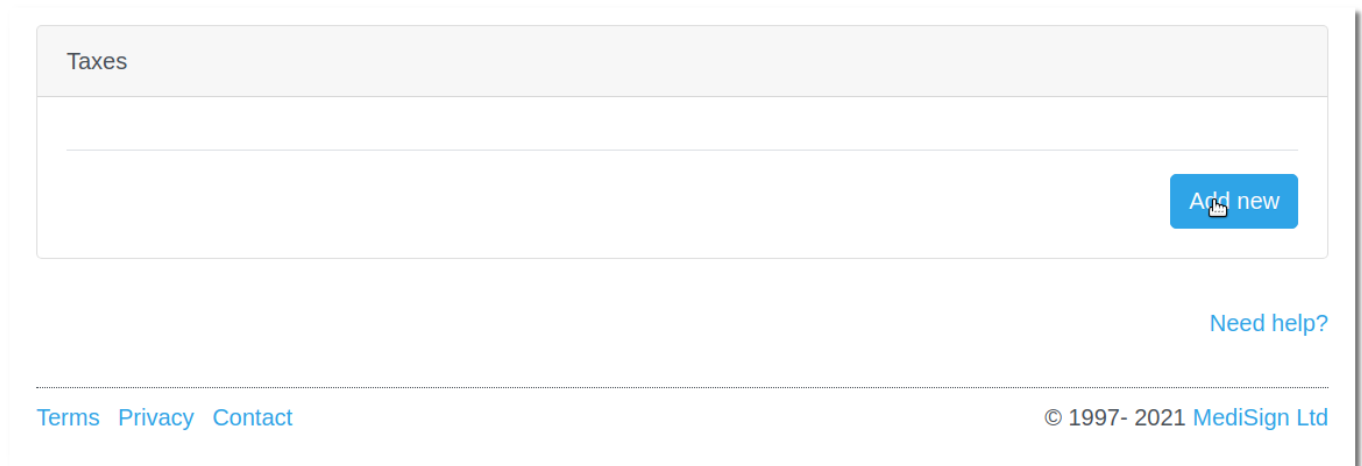
For this reason you should be able to issue a tax invoice, if needed.

## Add new Tax

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

Menu → Accounting → Management

Then press Add new button to add new Tax



Add the tax, using the following simple form:

## Add new tax

### Tax

Sales Tax

### Title in invoice

Sales Tax 7.25%

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

Percentage %

7.25

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

Value (USD)

Insert

Cancel

Accounting Management

## Enable Tax

Enable the Tax in Accounting Management page:

Taxes	
Sales Tax	<a href="#">Edit</a> <input checked="" type="checkbox"/> in use
<a href="#">Add new</a>	

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## 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	
			<b>Total \$</b>	<b>150.00</b>
			<b>Sales Tax 7.25% \$</b>	<b>10.88</b>
			<b>Grand total \$</b>	<b>160.88</b>

Taxes

## Sample Invoice with Tax

Invoice 1 / 1 100%

Michael D. Olive - MD, PhD  
 1525 Angus Road  
 New York, NY 10004  
 Phone: 212-480-8250  
 E-mail: MichaelDOlive@example.com

### TEST INVOICE

**Document unsuitable for tax use. Produced for testing purposes.**

NUMBER: TEST002 DATE: 12/13/2021 07:41:50 LOCATION: NEW YORK Internal series code: 3 <b>PAID</b> PAYMENT TYPE: cash	CUSTOMER: John Doe PROFESSION: ADDRESS:
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QTY	Description	Unit price \$	Amount \$
1	Facial Mesotherapy	150.00	150.00
		<b>TOTAL \$</b>	<b>150.00</b>
		Sales Tax 7.25%	10.88
		<b>GRAND TOTAL \$</b>	<b>160.88</b>

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