

Add new tax

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

Menu → Accounting → Management

Then press Add new button to add new Tax

Taxes

Add new

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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

See also

- [Manage Invoice Taxes](#)

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