

# Taxes Settings

Navigating tax settings or sections in your system allows you to efficiently search for specific tax information. Whether it's locating existing taxes or adding new ones, following simple steps ensures smooth management of tax-related tasks.

## Search Tax

- To search for a tax, navigate to the search bar or dedicated tax section in your system.
- Enter relevant keywords such as tax name, percentage, or fixed amount to find the desired tax information.

## Add Tax

- To add a new tax, follow these steps:
  - Click on the "Add Tax" option in the tax settings or menu.
  - Fill in the required information:
    - **Tax Name:** Enter a descriptive name for the tax (e.g., VAT, Sales Tax).
    - **Tax Amount:** Specify whether the tax amount is a percentage or a fixed amount.
      - If percentage, enter the percentage value.
      - If fixed amount, enter the specific monetary value.

<https://www.youtube.com/embed/5qQ1Em7O1gA?feature=shared>

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