

# Taxes

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- [Add Taxes](#)

# Add Taxes

## 4.1 Add Taxes Overview

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### 1. Access "Taxes":

Navigate to the "Taxes" section to manage tax settings.

The screenshot displays the SaleRise application interface for managing taxes. The left sidebar contains a navigation menu with options: Sites, Services, Food Ordering, Restaurant Info, Locations, Menu Items, Taxes (highlighted), Payments, Active Orders, Manage Orders, and Appointment. The main content area shows the 'Food Ordering / Taxes / Edit Tax' path. A 'Taxes' table is visible with two entries: 'GST' and 'POS FEE', each with a delete icon. To the right, the 'Edit Tax' form is shown with fields for Name (GST), Tax Type (Rate), and Amount (1). A 'SUBMIT' button is located at the bottom of the form.

### 2. Add New Tax:

Click on "Add New Tax" to create a new tax entry.

Food Ordering / Taxes / Edit Tax

Taxes

GST Add Tax

POS FEE

Edit Tax

BACK

Name  
GST

Tax Type  
Rate

Amount  
1

SUBMIT

### 3. Basic Information:

Enter the fundamental details for the new tax.

Food Ordering / Taxes / Add Tax

Taxes

GST

POS FEE

Add Tax

Name  
Services Charges

Tax Type  
Rate

Amount  
2

SUBMIT

- **Tax Name:** Provide a descriptive name for the tax.
- **Tax Type:** Choose between "Rate" or "Flat Amount."
- **Amount:** Enter the applicable tax amount.

Save Changes:

Click "Save" to confirm the addition of the new tax.