

Add Taxes

4.1 Add Taxes Overview

In the "Taxes" section, users can efficiently manage tax settings for their restaurant. Adding new taxes involves specifying the tax name, choosing the tax type (rate or flat amount), and entering the applicable amount.

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 table titled 'Taxes' lists existing taxes: 'GST' and 'POS FEE', each with a red delete icon. To the right, the 'Edit Tax' form is visible, featuring a '< BACK' link, input fields for 'Name' (containing 'GST'), 'Tax Type' (set to 'Rate'), and 'Amount' (set to '1'). A teal '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.

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