

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 editing a tax. The breadcrumb navigation at the top indicates the path: Food Ordering / Taxes / Edit Tax. The left sidebar is a dark blue navigation menu with 'Taxes' highlighted. The main content area is divided into two sections. On the left, a table lists existing taxes: 'GST' and 'POS FEE', each with a red trash icon. On the right, the 'Edit Tax' form is visible, featuring a '< BACK' link, a text input for 'Name' (containing 'GST'), a dropdown for 'Tax Type' (set to 'Rate'), a text input for 'Amount' (containing '1'), and a teal 'SUBMIT' button.

2. Add New Tax:

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

3. Basic Information:

Enter the fundamental details for the new tax.

- **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.

Revision #1

Created 6 December 2023 18:47:14 by Adnan

Updated 6 December 2023 18:55:50 by Adnan