

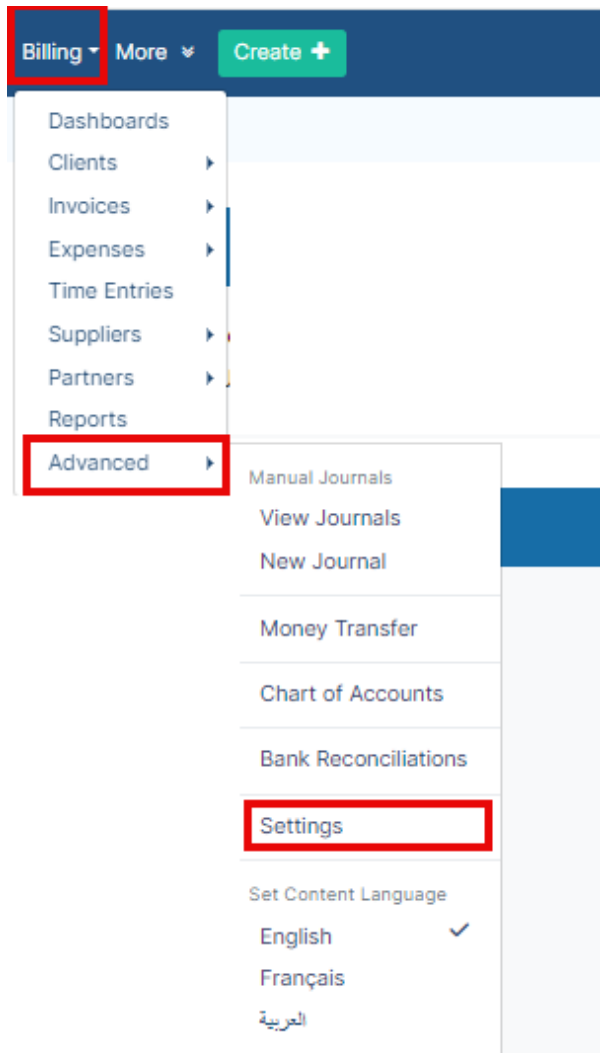
# How to Setup Taxes on Invoices?

## Objectives

- Enable Taxes on Invoices
- Add and Manage Taxes

## Steps

In LEXZUR, you can set Taxes on Invoices. First, you must enable it from the Billing Settings. Go to the **Billing Advanced Settings**



Then open the **Setup & Configuration** page under the **Money** Section:

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

Lexzur-USD - USD

Entities

Setup Entities

Import Entity Settings

Expenses

Expense Categories

Petty Cash to User Mapping

Partners

Activate Partners Commissions Tools

Partner Expenses Account

Partner Statement Templates

Invoices

Taxes

Discounts

Terms

Services

Invoice Templates

Invoice Notes

Invoice Details Format

Discount in Invoices

Adjustment in Invoices

Invoice Number Prefix

Invoice Custom Fields

Credit Note Reasons

Credit Note Number Prefix

Debit Note Reasons

Debit Note Number Prefix

Email Templates

Money

Setup & Configuration

Users Rate per Hour

Default Exchange Rate

Time Entries Sales Account

Advisor Time Entries Expense Account

Set Prefix for Account Types

Trust Account

Money Dashboard

Bills

Taxes

Bills Templates

Bills Approval Center

From the first tab (**Activate Taxes**), click to enable taxes on invoices.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Settings / Setup & Configuration

Activate Taxes

Bill Languages

Expenses Values

Invoice Services

Invoice Languages

Invoice Status Values

Module Languages

Money Currency

Partner Statement Languages

Partner's Settlements Per Invoice


User Rates

Save All

Property	Default Value	Actions
Enabled	<div><div>Yes</div><div>Yes</div><div>No</div></div>	<div>Save</div>

Now, to manage and add new taxes you must open the Taxes pages under Invoices Settings:

Under **Invoices**, click on **Taxes**.

Invoices

Taxes

Discounts

Terms

Services

Invoice Templates

Invoice Notes

Invoice Details Format

Discount in Invoices

Adjustment in Invoices

Invoice Number Prefix

Invoice Custom Fields

Credit Note Reasons

Credit Note Number Prefix

Debit Note Reasons

Debit Note Number Prefix

Email Templates

From this page, you can view the invoice taxes list, edit them, or add a new one.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced


App4Legal-USD - USD

Settings

Taxes

Add New Invoice Tax

List of Invoice Taxes

Code	Tax Name (English)	Tax Name (Français)	Tax Name (العربية)	Percentage (%)	Related Account	Description	Actions
	VAT			11.00	Tax Receivables - USD (2)	VAT 11%	

Total Records: 1

You can add a new Tax by clicking on the **Add New Invoice Tax** hyperlink.

## Add New Invoice Tax

Code\*

Choose One

Tax Name (English)\*

Tax Name (Français)

Tax Name (العربية)

Percentage\*

Related Account\*

Choose Account

Description\*

Save

There are 5 mandatory fields to be filled:

- **Code:** either a Standard Rate or Zero-rated goods



According to ZATCA, Standard Rated includes all the taxable supplies with the application of VAT in each emirate, and Zero-rated supplies include supplies with VAT tax rated at zero percent.

Countries designate products as zero-rated because they are leading contributors to other manufactured goods and a significant component of a broader supply chain.

- **Tax Name**
- **Percentage**
- **Related Accounts:** relate this tax to a receivable or payable account
- **Description**

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!