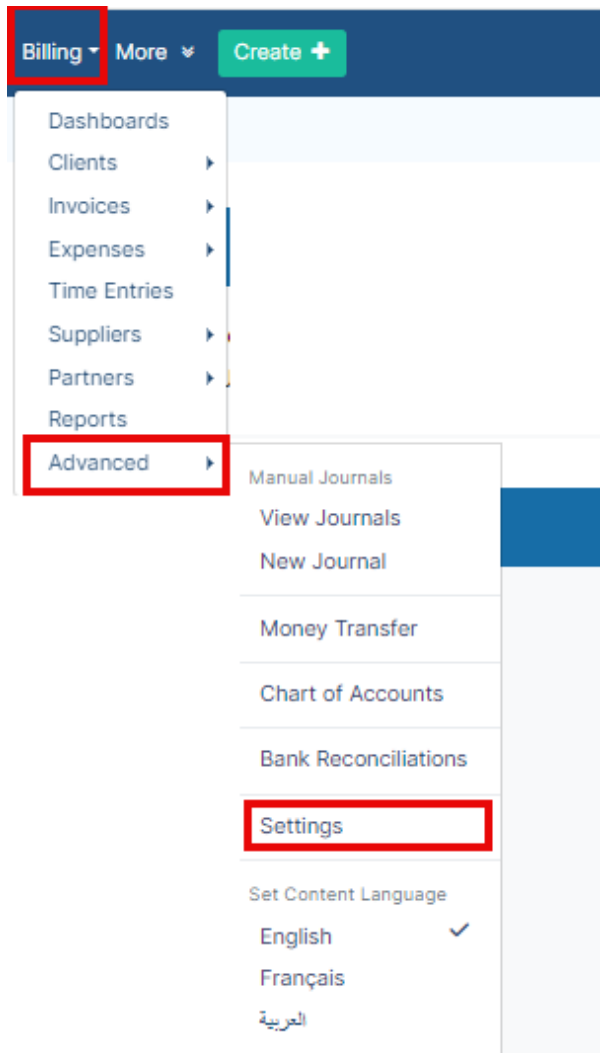# How to Setup Taxes on Invoices?

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:

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

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

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

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

> (i) 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.

Thank you!