

# How to configure a tax menu?

This screenshot shows the 'Insert Line Item Options' dialog box. A yellow circle with the number '1' is placed over the 'Tax Category' dropdown menu, which is currently set to 'VAT'. A red arrow points from the 'VAT' text to the dropdown arrow. Below the main table, there is a 'Standard Tax Selections' list with options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and 'Configure Tax Menu'. The 'Configure Tax Menu' option is highlighted with a red box.

No.	Include	Type	Part #
10	<input checked="" type="checkbox"/>	MATERIAL	108600
20	<input checked="" type="checkbox"/>	MATERIAL	108600

This screenshot shows the 'Configure Tax' dialog box. A yellow circle with the number '2' is placed over the 'OK' button. A red box highlights the table below, which contains two rows of tax categories. The first row is 'VAT' with a rate of 21%. The second row is 'VAT' with a rate of 0%. A red arrow points to the 'Create' button at the bottom left.

* Tax Category	* Rate	Tax Description
VAT	21 %	VAT 21%
VAT	0 %	VAT 0%

This screenshot shows the 'Insert Line Item Options' dialog box with the 'Tax Category' dropdown set to 'VAT'. A yellow circle with the number '3' is placed over the 'Add to Included Lines' button. A red arrow points from the 'VAT' dropdown to the 'Add to Included Lines' button. The main table shows a line item with 'No.' 10, 'Include' checked, 'Type' MATERIAL, and 'Part #' 1086002500. The 'Taxes' section shows '0% VAT / VAT 0%' and '21% VAT / VAT 21%'. The 'Standard Tax Selections' list is also visible.

No.	Include	Type	Part #
10	<input checked="" type="checkbox"/>	MATERIAL	1086002500

When creating an invoice, you can set up different tax rates in the **Tax Category Menu**.

Please follow these steps:

1) During the invoice creation, open the Tax Category Drop Down Menu and choose Configure Tax Menu.

2) Click on Create, then insert the Rate and click on OK. For **EU countries** always keep the Tax Category type as **VAT**. For non-EU countries, use local tax category.

3) Open Tax Category Drop Down Menu and choose the Tax you want to use, then click on **Add to included lines**.

Note: From now on you can simply use the Tax Categories you created in your next invoices.