How to configure a tax menu?

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.

NOVARTIS