

Define individual sales tax rate

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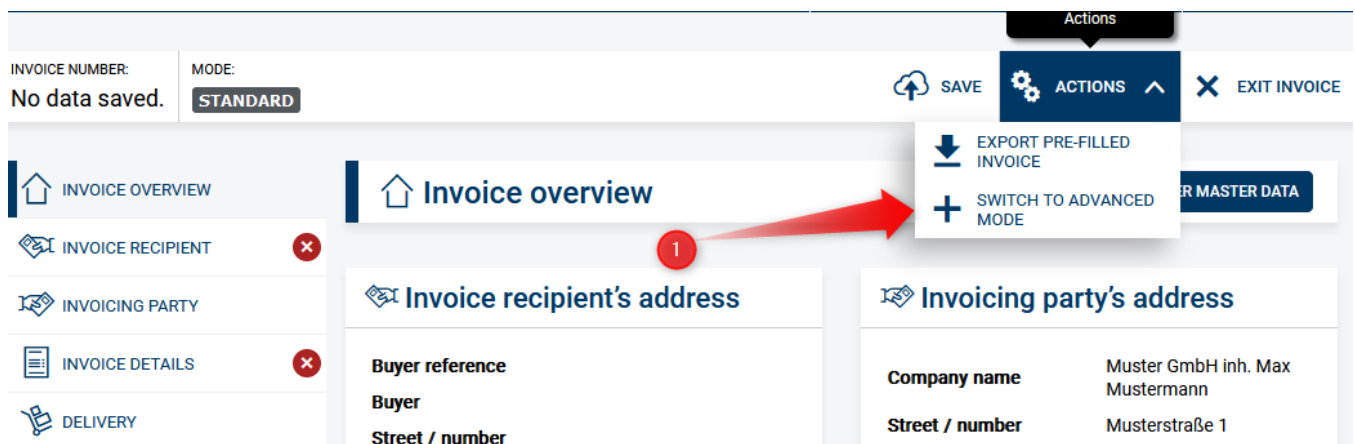
Introduction

The application allows you to define individual VAT rates for your invoice. The individual tax rates are created per invoice.

Below we show you an example of how an individual tax rate of 2.5% is created and applied.

1. Switch to advanced mode

Use the "Actions" navigation element to switch to "Advanced" mode (1).



2. Open VAT Breakdown Module

The left navigation bar will now additionally display the **VAT Breakdown** module, please click on it (1) and scroll down to the "Add VAT Breakdown" button (2) at the bottom of the page.

INVOICE NUMBER:

RN-10203040-00

MODE:

ADVANCED

SAVE

ACTIONS

EXIT INVOICE

INVOICE OVERVIEW

INVOICE RECIPIENT

INVOICING PARTY

TAX REPRESENTATIVE

INVOICE DETAILS

DELIVERY

% VAT BREAKDOWN

ITEMS

TOTAL AMOUNTS

PAYMENT METHOD

ATTACHMENTS / REFERENCES

GENERATE INVOICE

% VAT breakdown

VAT BREAKDOWN NO. 1

This VAT rate is being used by existing items, allowances or charges and therefore cannot be modified or deleted.

VAT category

Standard rate

VAT rate

19.00

Exemption reason code

please choose

Reason for exemption

DELETE

VAT BREAKDOWN NO. 7

VAT category

Zero rated goods

VAT rate

0.00

Exemption reason code

please choose

Reason for exemption

DELETE

+ ADD VAT BREAKDOWN

3. Add new VAT rate

Now click on the "Add VAT breakdown" button (1) and enter the value 2.5 as the "VAT rate" (2).

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% VAT BREAKDOWN

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GENERATE INVOICE

% VAT breakdown

VAT BREAKDOWN NO. 1

This VAT rate is being used by existing items, allowances or charges and therefore cannot be modified or deleted.

VAT category

Standard rate

VAT rate

19.00

Exemption reason code

please choose

Reason for exemption

DELETE

VAT BREAKDOWN NO. 8

VAT category

Standard rate

VAT rate

2.50

Exemption reason code

please choose

Reason for exemption

DELETE

+ ADD VAT BREAKDOWN

4. Use sales tax rate

You can now use the added VAT rate. In the **items** module (1), the new VAT rate of 2.5% can be selected for a line item (2).

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INVOICE RECIPIENT

INVOICING PARTY

TAX REPRESENTATIVE

INVOICE DETAILS

DELIVERY

VAT BREAKDOWN

ITEMS

TOTAL AMOUNTS

PAYMENT METHOD

ATTACHMENTS /
REFERENCES

GENERATE INVOICE

ItemNo.: Pos.1	Quantity:10	Unit price (without VAT):	100.00	Delete
Name: Wasser	VAT %: 19.00	Total (without VAT):	1,000.00	

Details

Item number



Pos.1

Name



Wasser

Unit



litre

Price per unit (without VAT)



100.00

Discount amount



0.00

Unit price (without VAT) excl.
discount



100.00

Quantity



10

Total price incl. allowances and
charges (without VAT)



1,000.00

VAT rate



19

Please select

19

10.7

9.5

9

7

5.5

0

2.5

Account



Product



Item number for order



Code for an invoice matter



Line item types

No line item type has been
saved.