

Define individual sales tax rate

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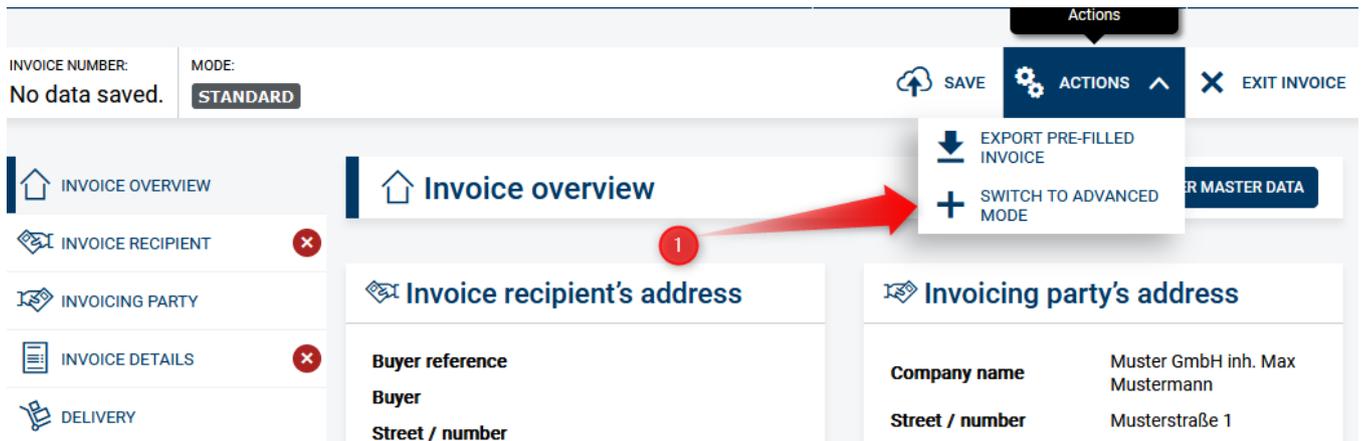
Introduction

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).



The screenshot shows the 'Invoice overview' page. At the top, there is a header with 'INVOICE NUMBER: No data saved.' and 'MODE: STANDARD'. To the right, there are buttons for 'SAVE', 'ACTIONS', and 'EXIT INVOICE'. The 'ACTIONS' menu is open, showing options: 'EXPORT PRE-FILLED INVOICE' and 'SWITCH TO ADVANCED MODE'. A red arrow points to the 'SWITCH TO ADVANCED MODE' option, which is marked with a red circle containing the number '1'. The main content area is divided into two columns: 'Invoice recipient's address' and 'Invoicing party's address'. The recipient's address includes fields for 'Buyer reference', 'Buyer', and 'Street / number'. The invoicing party's address includes fields for 'Company name' (Muster GmbH inh. Max Mustermann) and 'Street / number' (Musterstraße 1). A left sidebar contains navigation items: 'INVOICE OVERVIEW', 'INVOICE RECIPIENT', 'INVOICING PARTY', 'INVOICE DETAILS', and 'DELIVERY'.

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 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

VAT BREAKDOWN NO. 1

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

VAT category
i Standard rate

VAT rate
i 19.00

Exemption reason code
i please choose

Reason for exemption
i

i DELETE

VAT BREAKDOWN NO. 7

VAT category
i Zero rated goods

VAT rate
i 0.00

Exemption reason code
i please choose

Reason for exemption
i

i 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).

- 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

VAT BREAKDOWN NO. 1

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

VAT category: *i* Standard rate
VAT rate: *i* 19.00

Exemption reason code: *i* please choose
Reason for exemption: *i*

i DELETE

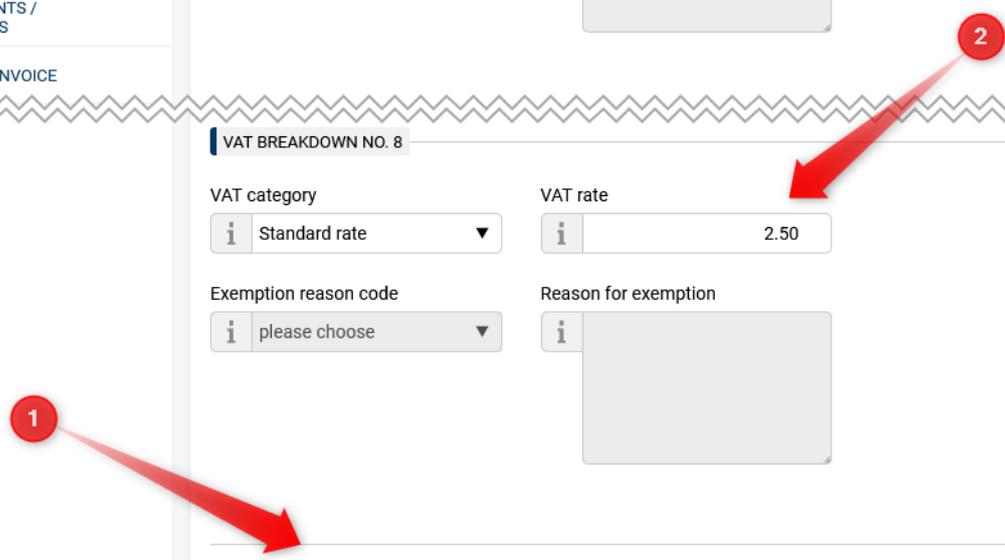
VAT BREAKDOWN NO. 8

VAT category: *i* Standard rate
VAT rate: *i* 2.50

Exemption reason code: *i* please choose
Reason for exemption: *i*

i 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).

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

Name

Unit

Price per unit (without VAT)

Discount amount

Unit price (without VAT) excl. discount

Quantity

Total price incl. allowances and charges (without VAT)

VAT rate

- Please select
- 19
- 10.7
- 9.5
- 9
- 7
- 5.5
- 0
- 2.5

Address

Account

Product

Item number for order

Code for an invoice matter

Item code of buyer

Line item types

No line item type has been saved.

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