

# Taxes

## Description

The Taxes application is used to define and manage tax rates applied to products, quotes, and invoices. It serves as a central repository of tax types such as VAT, sales tax, or exemptions. Each record includes the name, rate, and status, ensuring consistent tax application across the entire ERP system.

## List view

SaltOS

Dashboard Applications

List - Taxes

Admin

▼

+ New

Search

Search

Reset

| Name                 | Description                             | Value | Active | Default |   |   |   |
|----------------------|---|-------|--------|---------|---|---|---|
| Exempt / Not subject | Operations exempt or not subject to VAT | 0     | ✓      | ✗       | 🔍 | ✎ | 🗑 |
| VAT 4%               | Super-reduced VAT rate of 4%            | 4     | ✓      | ✗       | 🔍 | ✎ | 🗑 |
| VAT 10%              | Reduced VAT rate of 10%                 | 10    | ✓      | ✗       | 🔍 | ✎ | 🗑 |
| VAT 21%              | Standard VAT rate of 21%                | 21    | ✓      | ✓       | 🔍 | ✎ | 🗑 |
| Total: 4             |   |       |        |         |   |   |   |

+ Load more

The following fields are displayed in the list view:

- Name: Name or label used to identify the tax (e.g., VAT 21%).
- Description: Optional explanation or additional details about the tax rule or context of use.
- Value: Percentage value of the tax to be applied (e.g., 21 for 21%).
- Active: Indicates whether this tax is available for selection in documents.
- Default: Indicates whether this tax is selected automatically when creating new documents.

## Form view

This view is used to create, view or edit tax entries.

In **create** mode, a new tax rule can be defined.

SaltOS

Dashboard Applications

New - Taxes

Admin

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Search

Search

Reset

Active

Default

| Name                 | Description                             | Value | Active | Default |       |
|----------------------|---|-------|--------|---------|-------|
| Exempt / Not subject | Operations exempt or not subject to VAT | 0     | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 4%               | Super-reduced VAT rate of 4%            | 4     | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 10%              | Reduced VAT rate of 10%                 | 10    | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 21%              | Standard VAT rate of 21%                | 21    | ✓      | ✓       | 🔍 ✎ 🗑 |
| Total: 4             |   |       |        |         |       |

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Name

Value

Description

New files

Choose Files

No file chosen

New note

Create

Cancel

In **view** mode, tax details are visible but not editable.

SaltOS

Dashboard Applications

Detail - Taxes

Admin

+ New

Search

Search

Reset

Active

Default

| Name                 | Description                             | Value | Active | Default |       |
|----------------------|---|-------|--------|---------|-------|
| Exempt / Not subject | Operations exempt or not subject to VAT | 0     | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 4%               | Super-reduced VAT rate of 4%            | 4     | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 10%              | Reduced VAT rate of 10%                 | 10    | ✓      | ✗       | 🔍 ✎ 🗑 |
| VAT 21%              | Standard VAT rate of 21%                | 21    | ✓      | ✓       | 🔍 ✎ 🗑 |
| Total: 4             |   |       |        |         |       |

+ Load more

Name

Value

Description

Info

Edit

Delete

Close

In **edit** mode, existing values can be updated.

**SaltOS** Dashboard Applications **Modify - Taxes** Admin

+ New Search Search Reset Active Default

| Name                 | Description                             | Value | Active | Default |       |
|----------------------|---|-------|--------|---------|-------|
| Exempt / Not subject | Operations exempt or not subject to VAT | 0     | ✓      | ✗       | Q ✎ 🗑 |
| VAT 4%               | Super-reduced VAT rate of 4%            | 4     | ✓      | ✗       | Q ✎ 🗑 |
| VAT 10%              | Reduced VAT rate of 10%                 | 10    | ✓      | ✗       | Q ✎ 🗑 |
| VAT 21%              | Standard VAT rate of 21%                | 21    | ✓      | ✓       | Q ✎ 🗑 |
| Total: 4             |   |       |        |         |       |

+ Load more

Name VAT 21% Value 21

Description Standard VAT rate of 21%

New files Choose Files No file chosen

New note

✓ Save ✗ Cancel

The form includes the following fields:

- **Active:** Indicates whether this tax is available for selection in documents.
- **Default:** Indicates whether this tax is selected automatically when creating new documents.
- **Name:** Name or label used to identify the tax (e.g., VAT 21%).
- **Value:** Percentage value of the tax to be applied (e.g., 21 for 21%).
- **Description:** Optional explanation or additional details about the tax rule or context of use.

## Delete

Taxes can only be deleted if they are not used in any invoice or product.

If a tax is in use, it must be deactivated instead to preserve system integrity.