
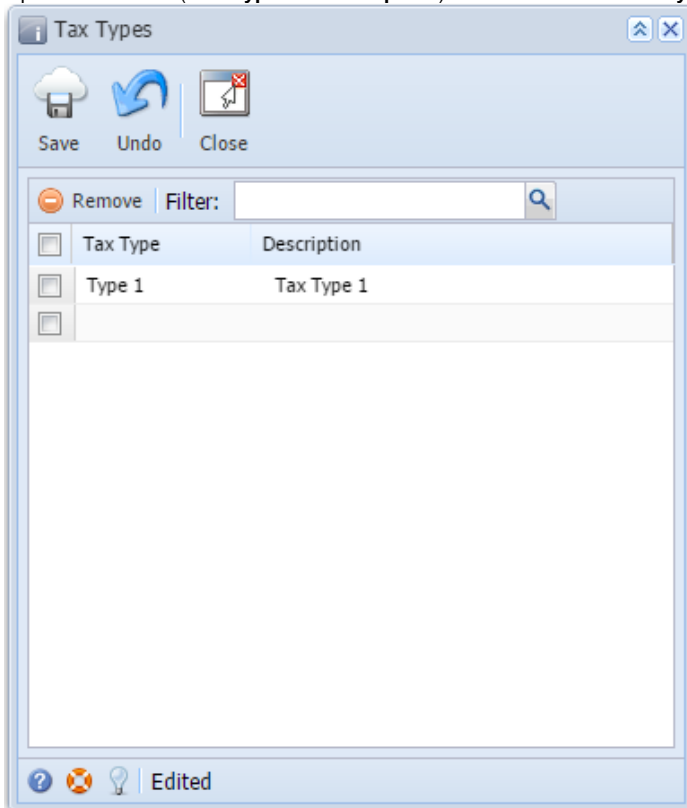


How to Add a Tax Type

 This feature is no longer applicable on i21 version **15.2** and higher

1. Login as **Admin user**
2. On the user's menu panel go to **Common Info** folder
3. Select and double click **Currency** menu
4. Input record details (**Tax Type** and **Description**) on the blank row in **Tax Types** screen



Tax Type	Description
Type 1	Tax Type 1

5. Click **Save** toolbar button