How to add a tax and a currency exchange?

help.fracttal.com/hc/en-us/articles/24932658976397-How-to-add-a-tax-and-a-currency-exchange

In this submodule you can establish the different currencies that you can do transactions in (besides your main currency). You can also define your tax rate.



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Here you will find the following tabs:

- **Taxes:** Corresponds to the different tax percentages and structures that the company works with.
- **Currency exchange:** Corresponds to the conversion between the different currencies used in transactions with the goal of unifying them with the main currency and thereby having a better criteria for economical analysis.

How to add a tax

To add a new tax, click on the add symbol at the lower right of the window.

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The system will open a new window where you can fill in the information corresponding to the tax you want to add (name of the tax schema, Tax name, and the tax rate as a percentage). Then click on the save button to register the new tax in the system.

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How to add a currency exchange

To add a currency exchange, click on the add symbol at the lower right of the window.

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S Financial	Euro	\$ CLP 1.627,00	2024-11-25 07:08		
Auxiliary Catalogs	Costa Rican Colon	\$ CLP 10,00	2024-11-18 17:29		
Document Management	US Dollar	\$ CLP 900,00	2024-10-10 18:21		
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The system will open a new window where you can fill in the information corresponding to the currency exchange you want to add (currency, exchange value). Then click on the save button to register the new currency exchange.

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