

# How to define tax?

To define and create tax please follow the steps mentioned below:

1. In FeetPort web console go to foundation module and click on tax sub module.
2. Now by default you will be able to see tax tab
3. To create tax click on plus icon from right hand top side
4. Fill name, rate and type of tax
5. Click on create

You have now create a tax which can be mapped with activity for use. Tax exemption tab is used for create a order which can be exempted from tax ie: Charity. Default tax preferences will define default tax calculation for activity and you may add GST number from GST setting tab if your company has a GSTIN.

**Know More:** [Mapping tax with Products/goods](#)

## [Configuring tax with activity](#)

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