

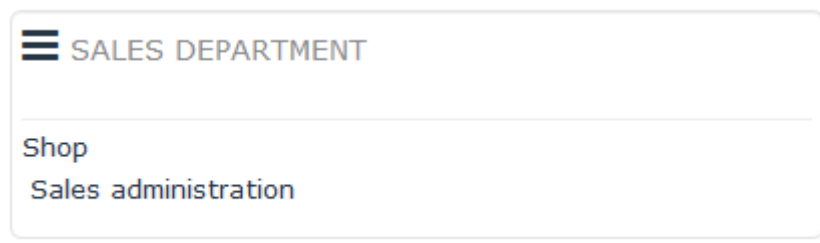


Back Office : Configuration and implementation of a commercial offer

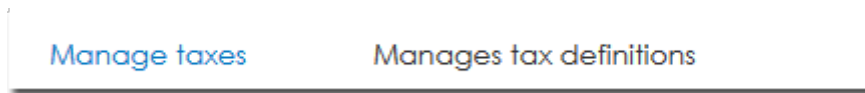
Define and manage taxes

Access using Sales department block

Link to “**Sales administration**” in the [Sales department block \(Shop Access plugin\)](#)



Then follow link “**Manage taxes**” on the Sales services page.



You must create taxes **BEFORE** you place products.

This is the menu from which you can create the taxes that will subsequently be available for the different products.

Add a tax by linking to “Add a tax”, then provide the following attributes:

- An available name for the tax
- A tax ratio
- The country where the tax applies (choose from dropdown list)
- The calculation formula using variables

Tax Ratio

This ratio is given as a percentage and can be a non-integer (e.g. 19.6 or 19,6 depending on the location)

Formula

This formula recognises the variables \$ttc, \$ht, and \$tr (case insensitive), \$rt being the tax ratio.

In general, the typical formula for taxes is:

$$\text{\$ttc} = \text{\$ht} + (\text{\$ht} * \text{\$tr} / 100)$$

Tax exemption

You can define a special tax when certain special conditions lead to a one-off or sectoral exemption (e.g. exempt training initiatives vs. sale of educational materials subject to 10% VAT)

You would choose, for example, the following definition:

- Name: VAT Exempted
- Tax ratio: 0
- Formula: \$ttc = \$ht

Edit tax

- To edit an existing tax, click the gear icon at the end of the corresponding tax line.
- To delete an existing tax, click the cross at the end of the corresponding tax line.

Note : The shop does not allow you to delete a tax *already associated* with products.

Once your products have been created, the number of products attached to a given tax will appear in the "Number of products" column.

| Tax name | Country | Ratio | Formula | Products using | |
|----------|---------|-------|--------------------------------|----------------|--|
| Exonéré | FR | 0 | \$TTC = \$HT + (\$HT*\$TR/100) | 11 | |
| TVA 20% | FR | 20 | \$TTC = \$HT + (\$HT*\$TR/100) | 2 | |
| TVA 5% | FR | 5 | \$TTC = \$HT + (\$HT*\$TR/100) | 0 | |
| TVA 10% | FR | 10 | \$TTC = \$HT + (\$HT*\$TR/100) | 0 | |

[Add new tax](#)

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