

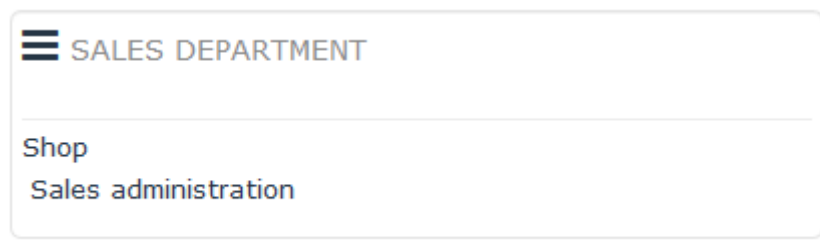


## Back Office : Configuration and implementation of a commercial offer

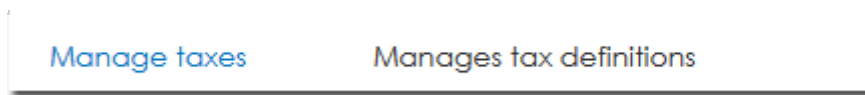
### Define and manage taxes

#### 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:

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

## 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.



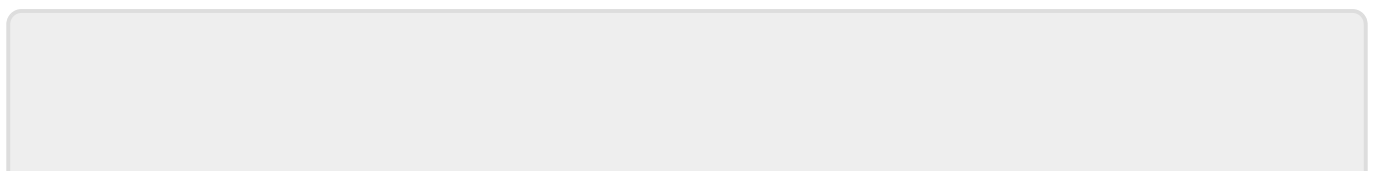
**Note :** The shop does not allow you to delete a tax **already associated** with products.

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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