Back Office : Configuration and implementation of a commercial offer

Define and anage taxes

Access using Sales department block

Link to "Sales administration" in the Sales department block (Shop Access plugin)

SALES DEPARTMENT	
Shop Sales administration	

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.

I 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.

Taxes					
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	• x
TVA 10%	FR	10	\$TTC = \$HT + (\$HT*\$TR/100)	0	* ×
Add new tax					

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