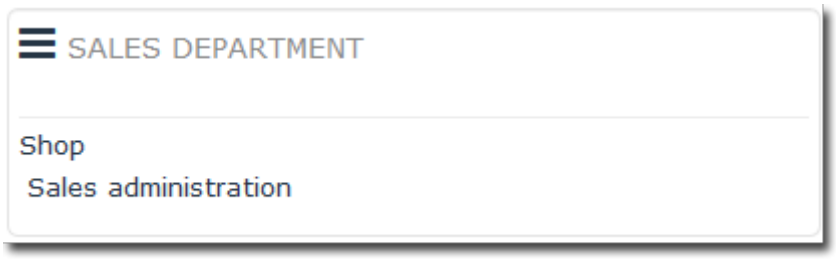
Back Office : Configuration and implementation of a commercial offer

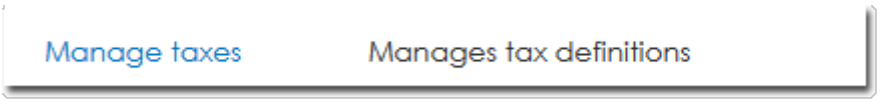
Define and manage taxes

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:

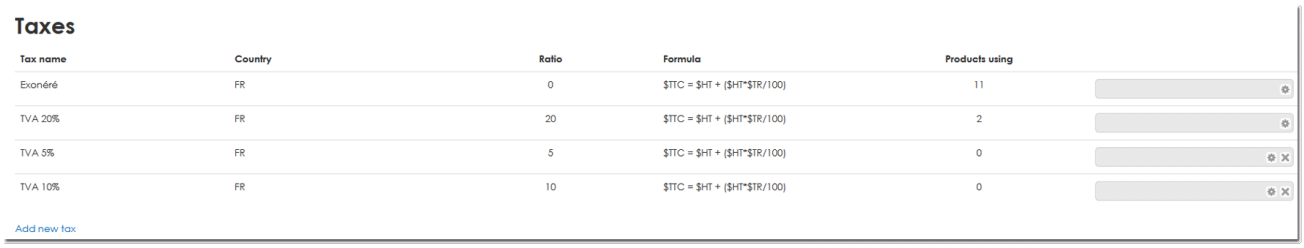
- Name: VAT Exempted
- Tax ratio: 0
- Formula: $ttc = $ht

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.



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