



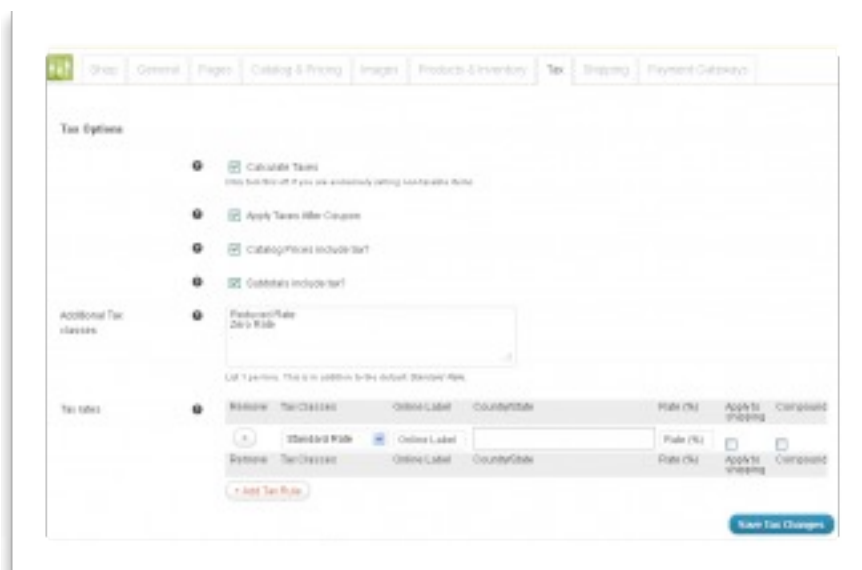
APOGEE
design systems

Apogee Design Support Center

User Manual: *How to Manage Taxes*

How to Manage Taxes

Login to WordPress Admin panel and go to **Jigoshop -> Settings -> Tax**.



In order to add Tax, click **Add Tax Rule** button.

Specify Tax Class, Online Label, choose Country/State for which this particular tax will be applied and tax rate.

We may also adjust **Tax Options**

Calculate Taxes

If you are not calculating taxes then you can ignore all other tax options.

Apply Taxes After Coupon

If enabled, taxes get applied after coupons. Otherwise, taxes get applied before coupons.

Catalog Prices include tax?

If prices include tax then tax calculations will work backwards.

Subtotals include tax?

Should any subtotals be shown including or excluding tax on the Cart and Checkout? This will include Shipping subtotals.