Smart-IT Accounting Software WooCommerce Setup Instructions for Web Designers.

Enable the Tax System in WooCommerce

- 1) Click on the WooCommerce in the main menu.
- 2) Go to Settings
- 3) Make sure you are on the General Tab.
- 4) Scroll down to Enable taxes and tick the box.
- 5) Click on Save changes.

| 🍪 Dashboard | General | | | | | | |
|-----------------------------------|---|--|--|--|--|--|--|
| 📌 Posts | | | | | | | |
| 93 Media | General 3 ts Tax | Shipping Payments Accounts & Privacy Emails Integration Advanced | | | | | |
| 📕 Pages | | | | | | | |
| Comments | Store Address | | | | | | |
| Wa Waa Commerce | This is where your business is located. Tax rates and shipping rates will use this address. | | | | | | |
| Harra O | Audress line 1 | A1 | | | | | |
| Orders | | | | | | | |
| Customers | Address line 2 | A2 | | | | | |
| Coupons | | | | | | | |
| Reports | City 6 | Cape Town | | | | | |
| Settings | 2 | Courts Africa - Ministra Court | | | | | |
| Status | Cantry / State | South Africa — Western Cape | | | | | |
| Stock Locations for WC | Postcode / ZIP 🔞 | 7560 | | | | | |
| Products | | | | | | | |
| Analytics | General options | | | | | | |
| Marketing | Calling leasting(a) | Cull to an offer source in | | | | | |
| | Sening location(s) | Seli to speand countries | | | | | |
| Appearance | Chin to specific countries | | | | | | |
| 😰 Plugins | Ship to specific countries × South Africa | | | | | | |
| 👗 Users | | Select all Select none | | | | | |
| Tools | Default austance la settar | | | | | | |
| Settings | Default customer location | shop country/region | | | | | |
| Collapse menu | Enable taxes | ✓ Enable tax rates and calculations | | | | | |
| | | Rates will be configurable and taxes will be calculated during checkout. | | | | | |
| | • | | | | | | |
| | Enable coupons | | | | | | |
| | Coupons can be applied from the cart and checkout pages. | | | | | | |
| | | Calculate coupon discounts sequentially | | | | | |
| | | When applying multiple coupons, apply the first coupon to the full price and the second coupon to the discount | | | | | |
| | Currency options | | | | | | |
| | The following options affect how price | s are displayed on the frontend | | | | | |
| | the reading options area now price | a de displayed of the nonerful | | | | | |
| | Currency @ | South African rand (R) | | | | | |
| | | | | | | | |
| | Currency position @ | Left v | | | | | |
| | Thousand separator | | | | | | |
| | | | | | | | |
| | Decimal separator | | | | | | |
| | | | | | | | |
| | Number of decimals | 2 🗘 | | | | | |
| | | | | | | | |
| | Save changes | | | | | | |

Setup Tax defaults in WooCommerce

- 1) Click on the Tax Tab.
- 2) Select Yes next to Prices entered with tax.
- 3) Select Including tax next to Display prices in shop & Display prices during cart and checkout.
- 4) Click on Save changes.

| 🚳 Dashboard | Tax | | | | | | |
|--------------------------------------|--|---|----------------------|--|--|--|--|
| 🖈 Posts | | | | | | | |
| 93 Media | General Products Tax | 1 g Payments Accounts & Privacy Emails | Integration Advanced | | | | |
| 📕 Pages | Tax options Standard rates Reduce | ed rate rates lZero rate rates | | | | | |
| Comments | | | | | | | |
| Wee Mee Commerce | Tax options | | | | | | |
| - Woocommerce | Prices entered with tax | Yes, I will enter prices inclusive of tax | | | | | |
| Home 2 | | No. I will enter prices exclusive of tax | | | | | |
| Customers | | | | | | | |
| Coupons | Calculate tax based on | Shop base address | ~ | | | | |
| Reports | • | | | | | | |
| Settings | Shipping tax class | Shipping tax class based on cart items | ~ | | | | |
| Status | | | | | | | |
| Extensions Stock Locations for WC | Rounding Round tax at subtotal level, instead of rounding per line | | | | | | |
| | | | | | | | |
| Products | Additional tax classes Reduced rate Zero rate | | | | | | |
| Analytics | | | 11. | | | | |
| P Marketing | | | | | | | |
| 🔊 Appearance | Display prices in the shop | Including tax | | | | | |
| 😰 Plugins | Display prices during cart and | | _ 3 | | | | |
| 🕹 Users | checkout | Including tax | ~ | | | | |
| 🖋 Tools | - | | | | | | |
| Ef Settings | Price display suffix 🛛 🚱 | incl. | | | | | |
| Collapse menu | Display tay totals | Iterational | | | | | |
| | Usplay lax lotals | Itemized | <u> </u> | | | | |
| | Save changes | | | | | | |

Setup Tax Standard Rate in WooCommerce

- 1) Click on the Standard rates link under the Tax Tab
- 2) Click on the insert row button.
- 3) Type in the Country code as ZA, Rate % as 15, Tax name as VAT, Priority as 1 and tick the box for shipping.
- 4) Click on Save changes.

| 2 Dashboard | Tax | | | | | | | Activity Finish setup |
|------------------------|---|-------------------------------|-----------------------------|--------|------------------|------------|------------|-----------------------|
| 📌 Posts | | | | | | | | Help 🔻 |
| 91 Media | General Products Tax Shipping P | Payments Accounts & Privacy E | Emails Integration Advanced | | | | | |
| 📕 Pages | Tax options Standard rates Read ate rates Zer | ro rate rates | | | | | | |
| Comments | "Standard" tax rates | | | | | | Sear | ch |
| 👼 WooCommerce 🤇 | Country code State code Postco | ode / ZIP 😡 | City e | Rate % | % 😝 🛛 Tax name (| Priority 🛛 | Compound 🚱 | Shipping 🕑 |
| Home 😕 Orders | ZA * * | | | 15.000 | VAT 00 | 1 | | |
| Customers Coupons | Insert row 2 selected row(s) | | | | | | Imp | oort CSV Export CSV |
| Reports Settings | Save changes | | | | | | | |
| Status Extensions | | | | | | | | |
| Stock Locations for WC | | | | | | | | |

Setup an API in WooCommerce

- 1) Click on the Advanced Tab.
- 2) Click on the REST API link.
- 3) Click on the Add key button.
- 4) You can give the key any name, just make sure to give it full read-and-write access.
 A key and secret key will be generated
 Save both these in a secured place and also email us the keys to add to the client's Smart-IT software: support@smart-it.co.za
- 5) Click on the Apply button.

| 2 Dashboard | Advanced | | | | Activity Finish setup | |
|------------------------|--|---|------------|-------------|----------------------------|--|
| 🖈 Posts | - | | | | Screen Options 🔻 Help 🔻 | |
| 9] Media | General 2 cts Tax Shipping Pa | yments Accounts & Privacy Emails Integratio | n Advanced | | | |
| 🗐 Pages | Page setup REST API Webhooks Legacy API WooC | ommerce.com Features | | | | |
| Comments | REXT AP And by 3 | | | | | |
| 🥮 WooCommerce | | | | | Search key | |
| Home 😰 | Bulk actions V Apply | | | | 2 items | |
| Orders | Description | Consumer key ending in | User | Permissions | Last access | |
| Customers | 4 test | ***d613538 | admin | Read/Write | Unknown | |
| Reports | | | | | | |
| Settings | smartit | ***f107d8b | admin | Read/Write | August 11, 2023 at 1:19 pm | |
| Status | | | | | | |
| Extensions | Description | Consumer key ending in | User | Permissions | Last access | |
| Stock Locations for WC | Bulk actions ~ Apply 5 | | | | 2 items | |
| Products | | | | | | |