

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.

The screenshot shows the WooCommerce General settings page. The left sidebar menu has 'WooCommerce' (1) and 'Settings' (2) highlighted. The 'General' tab (3) is selected. The 'Store Address' section contains fields for Address line 1 (A1), Address line 2 (A2), City (Cape Town), Country / State (South Africa — Western Cape), and Postcode / ZIP (7560). The 'General options' section includes 'Selling location(s)' (Sell to specific countries), 'Ship to specific countries' (South Africa), and 'Default customer location' (Shop country/region). The 'Enable taxes' section (4) has the checkbox 'Enable tax rates and calculations' checked, with a note: 'Rates will be configurable and taxes will be calculated during checkout.' The 'Enable coupons' section has 'Enable the use of coupon codes' checked. The 'Currency options' section includes 'Currency' (South African rand (R)), 'Currency position' (Left), 'Thousand separator' (.), 'Decimal separator' (.), and 'Number of decimals' (2). The 'Save changes' button (5) is at the bottom.

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.

The screenshot shows the 'Tax' settings page in WooCommerce. The 'Tax' tab is selected, marked with a red box and a '1' in a red circle. Under 'Tax options', the 'Prices entered with tax' section has the radio button for 'Yes, I will enter prices inclusive of tax' selected, marked with a red box and a '2' in a red circle. The 'Display prices in the shop' and 'Display prices during cart and checkout' dropdowns are both set to 'Including tax', marked with a red box and a '3' in a red circle. The 'Save changes' button is highlighted with a red box and a '4' in a red circle.

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.

The screenshot shows the 'Standard rates' table in the WooCommerce Tax settings. The 'Standard rates' link is selected, marked with a red box and a '1' in a red circle. A new row is being added with Country code 'ZA', Rate % '15.0000', Tax name 'VAT', Priority '1', and the 'Shipping' checkbox checked, marked with a red box and a '3' in a red circle. The 'Insert row' button is highlighted with a red box and a '2' in a red circle. The 'Save changes' button is highlighted with a red box and a '4' in a red circle.

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.

The screenshot shows the WooCommerce REST API settings page. The 'Advanced' tab is selected, indicated by a red circle '1'. The 'REST API' link is highlighted with a red circle '2'. The 'Add key' button is circled in red with a '3'. A table lists existing API keys, with the 'smartit' key highlighted in red and a red circle '4' next to its description. The 'Apply' button at the bottom is circled in red with a '5'.

Description	Consumer key ending in	User	Permissions	Last access
test	***d613538	admin	Read/Write	Unknown
smartit	***f187285	admin	Read/Write	August 11, 2023 at 1:19 pm