Order (Taxes)

Overview

The **Taxes** section allows administrators to create and manage tax entries that can be applied to packages and orders within the application.

Tax configurations help calculate the applicable tax amount during the ordering process and can be associated with specific packages as required.

Add New Tax

To create a new tax:

1. Navigate to **Modules → Taxes**.
2. Click **Add New Tax**.
3. Enter the **Title** of the tax.
4. Configure the required tax details.
5. Click **Submit** to save the tax.

After successful creation, the system displays the following confirmation message:

> **Add: Success!**
> *Tax Added Successfully.*

Tax Details

The following field is available while creating a tax:

Field	Description
Title	Enter a unique and meaningful name for the tax (e.g., GST, VAT, Service Tax).

Taxes List

After a tax is created, it appears in the **Taxes** list.

The list contains the following information:

Column	Description
Title	Displays the name of the configured tax.
Tax Rate	Displays the configured tax percentage or rate.
Packages	Shows the number of packages associated with the tax.

Manage Taxes

Administrators can:

- Add new tax configurations.
- View all available taxes.
- Associate taxes with packages.
- Modify existing tax information.
- Remove unused tax configurations if required.

Best Practices

- Use meaningful and descriptive tax names.
- Configure the correct tax rate before assigning it to packages.
- Verify tax settings before making them available for orders.
- Regularly review tax configurations to ensure they remain up to date.

> **Important:**
> A tax is created only after entering the required details and clicking the **Submit** button. Once saved, it becomes available for assignment to applicable packages.

Revision #4
Created 2026-07-13 04:32:51 UTC by Akshit Jain
Updated 2026-07-15 05:54:47 UTC by Akshit Jain