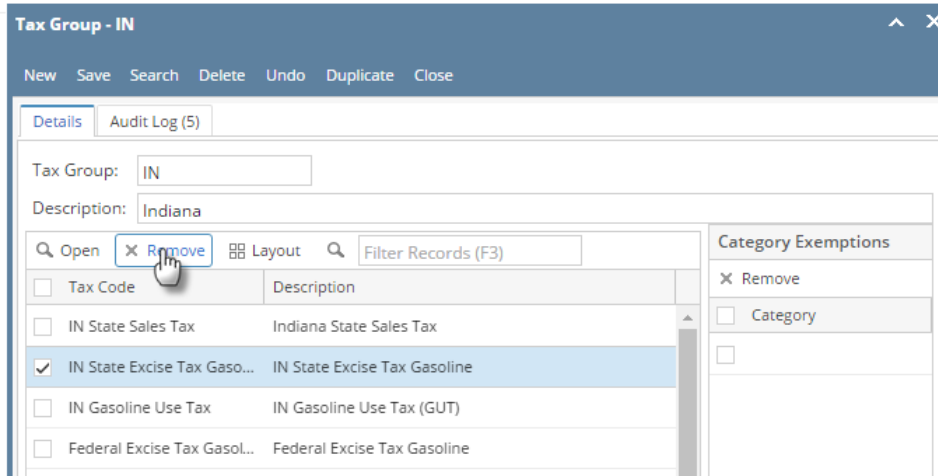
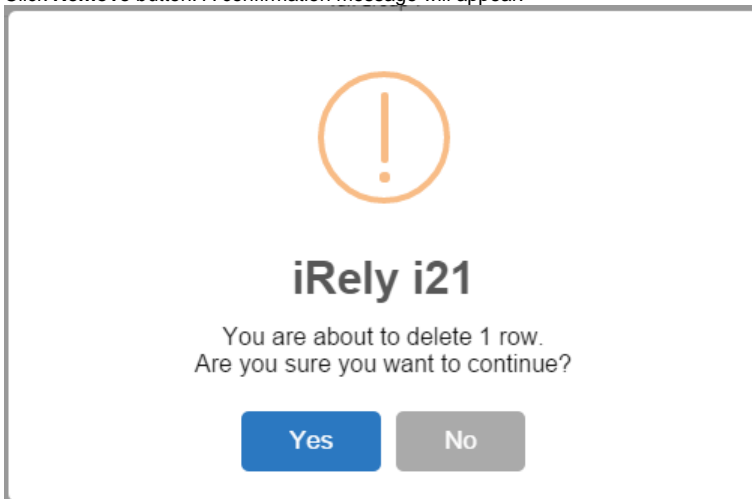


# How to Remove a Tax Code from a Tax Group

1. On the user's menu panel go to **Common Info** folder then click **Tax Groups**
2. From **Search Tax Group** screen, select a record from the list and click **Open** button.
3. Select a tax code from the list by clicking on it or the check box besides it.



4. Click **Remove** button. A confirmation message will appear.



5. Click **Yes** on the message box.
6. Click **Save** toolbar button.

Tax Code will not be associated to the Tax Group anymore.

1. On the user's menu panel go to **Common Info** folder then click **Tax Groups**
2. From **Search Tax Group** screen, select a record from the list and click **Open** button.

3. Select a tax code from the list by clicking on it or the check box besides it.

**Tax Group - Group 1** ^ X

New Save Search Delete Undo Duplicate Close

Details Audit Log (1)


Tax Group: Group 1

Description: Tax Group 1

Open Remove Layout Filter Records (F3)

<input type="checkbox"/> Tax Code	Description
<input type="checkbox"/> Federal Excise Gasoline	Federal Excise Gasoline
<input checked="" type="checkbox"/> IN Inspection Fee S	IN Inspection Fee
<input type="checkbox"/>	

4. Click **Remove** button. A confirmation message will appear.



**iRely i21**

You are about to delete 1 row.  
Are you sure you want to continue?

Yes No

5. Click **Yes** on the message box.
6. Click **Save** toolbar button.

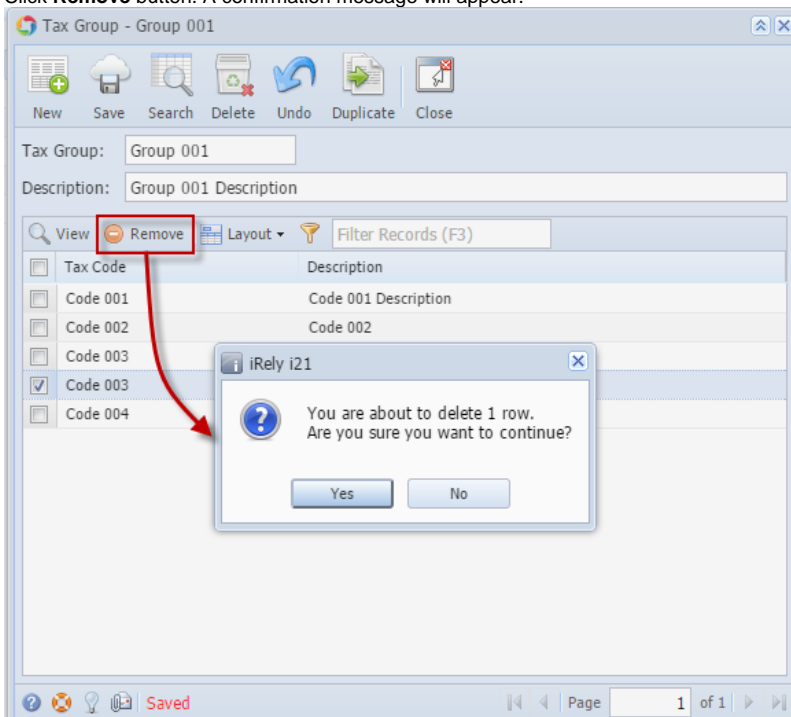
Tax Code will not be associated to the Tax Group anymore.

1. On the user's menu panel go to **Common Info** folder then click **Tax Groups**
2. From **Search Tax Group** screen, select a record from the list and click **View** button.
3. Select a tax code from the list by clicking on it or the check box besides it.

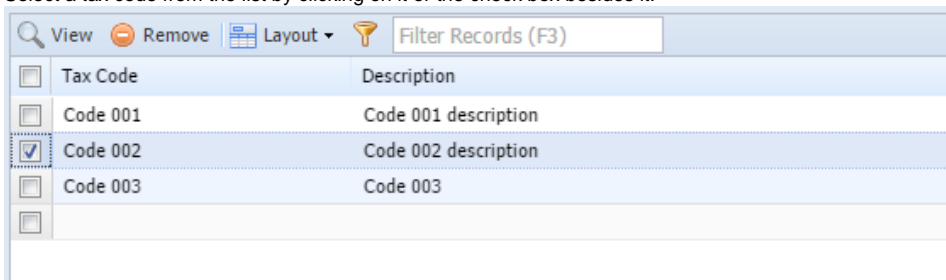
View Remove Layout Filter Records (F3)

<input type="checkbox"/> Tax Code	Description
<input type="checkbox"/> Code 001	Code 001 Description
<input type="checkbox"/> Code 002	Code 002
<input type="checkbox"/> Code 003	Code 003
<input checked="" type="checkbox"/> Code 003	Code 003
<input type="checkbox"/> Code 004	Code 004

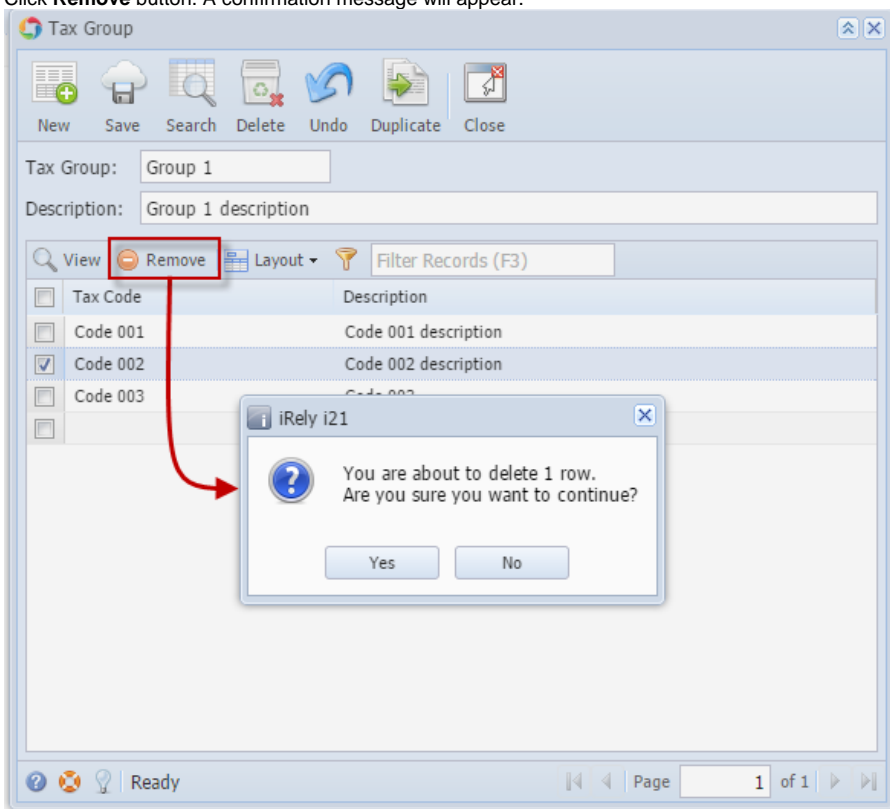
- Click **Remove** button. A confirmation message will appear.



- Click **Yes** on the message box.
- Click **Save** toolbar button.
- On the user's menu panel go to **Common Info** folder then click **Tax Groups**
- From **Search Tax Group** screen, select a record from the list and click **View** button.
- Select a tax code from the list by clicking on it or the check box besides it.



- Click **Remove** button. A confirmation message will appear.



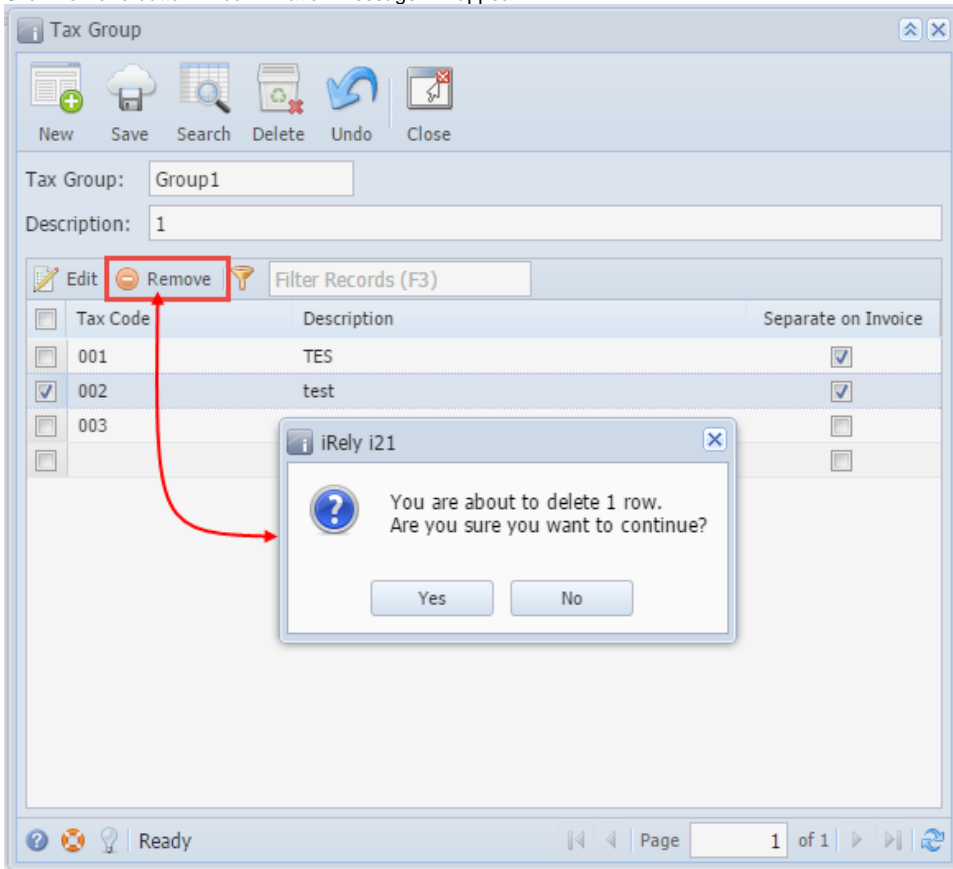
- Click **Yes** on the message box.
- Click **Save** toolbar button.

Tax Code will not be associated to the Tax Group anymore.

- From **Common Info** folder, double click **Tax Group**
  - If there are existing records, **Search Tax Group** screen will open
  - If there is no existing record, the new **Tax Group** screen will open
- From **Search Tax Group**, open a Tax Group
- Select a tax code from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Tax Code	Description	Separate on Invoice
<input type="checkbox"/>	001	TES	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	002	test	<input checked="" type="checkbox"/>
<input type="checkbox"/>	003	test	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

4. Click **Remove** button. A confirmation message will appear.



5. Click **Yes** on the message box.  
6. Click **Save** toolbar button.

Tax Code will not be associated to the Tax Group anymore.