How to Remove a Tax Code from a Tax Group

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

Details Audit Log (5)		
Tax Group: IN		
Description: Indiana		
Q Open X Rppove ==	Layout Q Filter Records (F3)	Category Exemption
Tax Code	Description	× Remove
IN State Sales Tax	Indiana State Sales Tax	Category
IN State Excise Tax Gaso.	IN State Excise Tax Gasoline	
IN Gasoline Use Tax	IN Gasoline Use Tax (GUT)	
Federal Excise Tax Gasol.	Federal Excise Tax Gasoline	
Click Remove button. A con	firmation message will appear.	
Click Remove button. A con	firmation message will appear.	
Click Remove button. A con	firmation message will appear.	
Click Remove button. A con Yo Are y	firmation message will appear.	

6. Click Save toolbar button.

- 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	
Q Open 🗙 Remove 🔠 Layout	Q Filter Records (F3)
Tax Code	Description
Federal Excise Gasoline	Federal Excise Gasoline
IN Inspection Fee S	IN Inspection Fee

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



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

- 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.

Q View	v 🤤 Remove 📑 Layout 🗸 🕯	Filter Records (F3)	
Tax	Code	Description	
Co	de 001	Code 001 Description	
Co	de 002	Code 002	
Co	de 003	Code 003	
Co	de 003	Code 003	
Co	de 004	Code 004	

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

🗊 Tax Group - Group 001	*×
New Save Search Delete Undo Duplicate Close	
Tax Group: Group 001	
Description: Group 001 Description	
🔍 View 😑 Remove 🔠 Layout 🗸 🍞 Filter Records (F3)	
Tax Code Description	
Code 001 Code 001 Description	
Code 002 Code 002	
Code 003	
Code 003 You are about to delete 1 row. Code 004 Yes Yes No	
🕝 🔕 🦞 🖗 Saved 🛛 🖓 🖓 🖓 🖓 🖓 🖓	

- 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.

🔍 View 🤤 Remove 🖶 Layout 🗸	Filter Records (F3)
🔲 Tax Code	Description
Code 001	Code 001 description
Code 002	Code 002 description
Code 003	Code 003

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

🌀 Tax Group		× ×
😈 🔒 🔯	🗟 🔗 💽	
New Save Search E	Delete Undo Duplicate Close	
Tax Group: Group 1		
Description: Group 1 des	scription	
🔍 View 🤤 Remove 🚆	Layout • ү Filter Records (F3)	
Tax Code	Description	
Code 001	Code 001 description	
Code 002	Code 002 description	
Code 003	Code 002	×
	You are about to delete 1 row. Are you sure you want to continue	2
	Yes No	
🕜 😧 🏆 Ready	14 4	Page 1 of 1

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

- From Common Info folder, double click Tax Group

 a. If there are existing records, Search Tax Group screen will open
 b. 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.

📝 Edit 🤤 R	emove 🍸 Filter Records (F3)	
Tax Code	Description	Separate on Invoice
001	TES	
002	test	V
003	test	

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

Tax Group		* ×
New Save	Search Delete Undo Close	
Tax Group:	Group1	
Description:	1	
📝 Edit 🥥 F	Remove 💎 Filter Records (F3)	
Tax Code	Description	Separate on Invoice
001	TES	
V 002	test	
003	Relv i21	
	You are about to delete 1 row. Are you sure you want to continue? Yes No	
🕜 😟 🏆 R	eady 🛛 🗐 4 🛛 Page	1 of 1 🕨 🕅 🧞

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