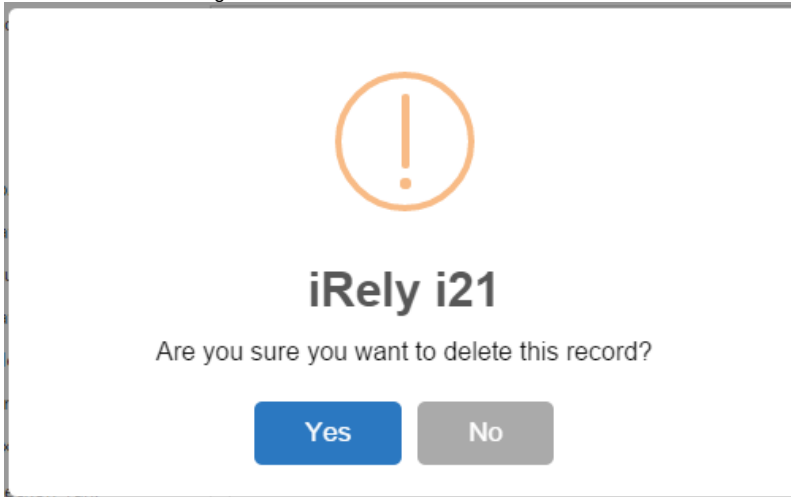


How to Delete a Tax Code

1. On the user's menu panel go to **Common Info** menu then click **Tax Codes**
2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.
3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box.



A Tax Code cannot be deleted if it is a part of a **Tax Group**.

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log (2)

Tax Code: IN State Sales Tax Tax Class: State Sales Tax (SST)

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 City: Indianapolis

State/Province: IN Country: United States

County: State County

Match Tax Address: ☒

Sales Tax Account: 13500-0001-000

Purchase Tax Account: 13500-0001-000

Taxable by Other Taxes: Indiana Checkoff x IN State Excise Tax Gasoline x IN Inspection Fee x

Checkoff Tax: ☐

Store Tax No.: 1A

Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
☐ 01/02/2015	Percentage	7.000000
☐ 11/02/2015	Percentage	8.000000

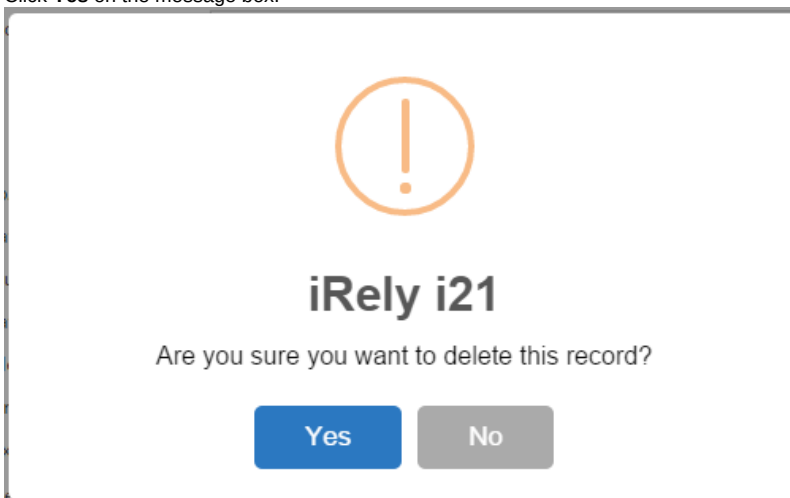
Edited Page 1 of 1

3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code - IN State Sales Tax

New Save Search **Delete** Undo Duplicate Close

4. Click **Yes** on the message box.



1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log

Tax Code: IN State Sales Tax Tax Class: State Sales Tax (SST)

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 City: Indianapolis

State/Province: IN Country: United States

County:

Match Tax Address: ☒

Sales Tax Account:

Purchase Tax Account:

Taxable by Other Taxes: Indiana Checkoff x IN Gasoline Use Tax x

Checkoff Tax: ☐

X Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
☐ 01/02/2015	Percentage	7.000000
☐ 11/02/2015	Percentage	8.000000
☐		0.000000

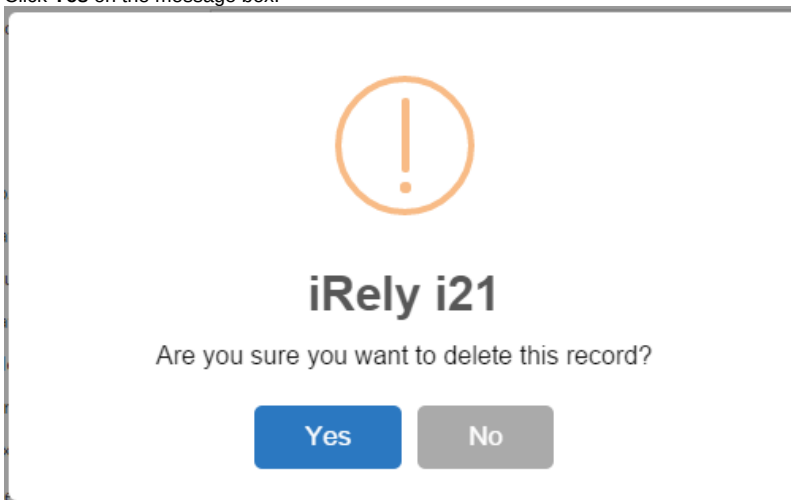
Edited Page 1 of 1

3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

4. Click **Yes** on the message box.



1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **View** button.

Tax Code: DUP: Code 001 Tax Class: SST

Description: Code 001 Description

Tax Agency: Code 001

Address: Makati

Zip/Postal: 1227 City: Makati

State/Province: NCR Country: Philippines

County: Code 001

Sales Tax Account: 20001-1006

Purchase Tax Account: 20002-1006

Taxable by Other Taxes: FET 3 BETH

Checkoff Tax: ☒

Effective Date	Calculation Method	Rate
08/29/2015	Percentage	6.989899
09/17/2015	Unit	6.323232
		0.000000

3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code: Code 001 Tax Class: SST

Description: Code 001 Description

Tax Agency: Code 001

Address: Makati

Zip/Postal: 1227

State/Province: NCR

County: Code 001

Sales Tax Account: 20001-1006

Purchase Tax Account: 20002-1006

Taxable by Other Taxes: FET 3 BETH

Checkoff Tax: ☒

Effective Date	Calculation Method	Rate
08/29/2015	Percentage	6.989899
09/17/2015	Unit	6.323232
		0.000000

4. Click **Yes** on the message box.

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **View** button.

The screenshot shows the 'Tax Codes' application window. The 'Search' button in the toolbar is highlighted. The form contains the following fields:

- Tax Code: Code 001
- Tax Class: Class 2
- Description: Code 001 description
- Tax Agency: Agency 00120
- Calculation Method: Unit
- Rate: 10
- Address: taguig city
- Zip/Postal: 123455
- City: TEST
- State/Province: PH
- Country: Philippines
- County: None
- Sales Tax Account: 10001-1001
- Purchase Tax Account: 10004-1001
- Taxable by Other Taxes: Class 3, Class 4, Class 1
- Checkoff Tax: ☒

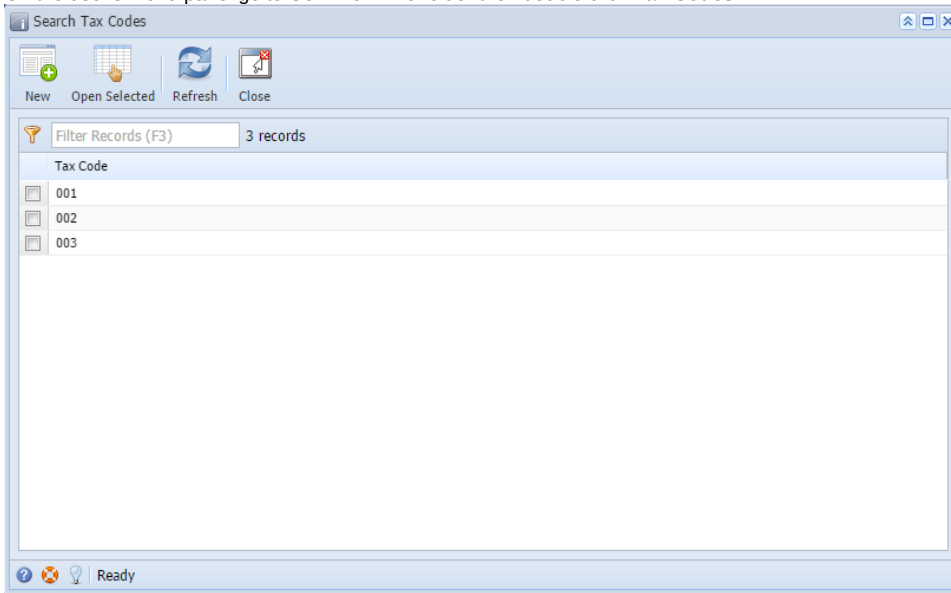
The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

3. Click **Delete** toolbar button. A confirmation message will appear.

This screenshot shows the same 'Tax Codes' form as before, but with a red box highlighting the 'Delete' button in the toolbar. A confirmation dialog box is open in the foreground, asking: 'Are you sure you want to delete this record?'. The dialog has 'Yes' and 'No' buttons. The background form fields remain the same as in the previous screenshot.

4. Click **Yes** on the message box.

1. On the user's menu panel go to **Common Info** folder then double click **Tax Codes**

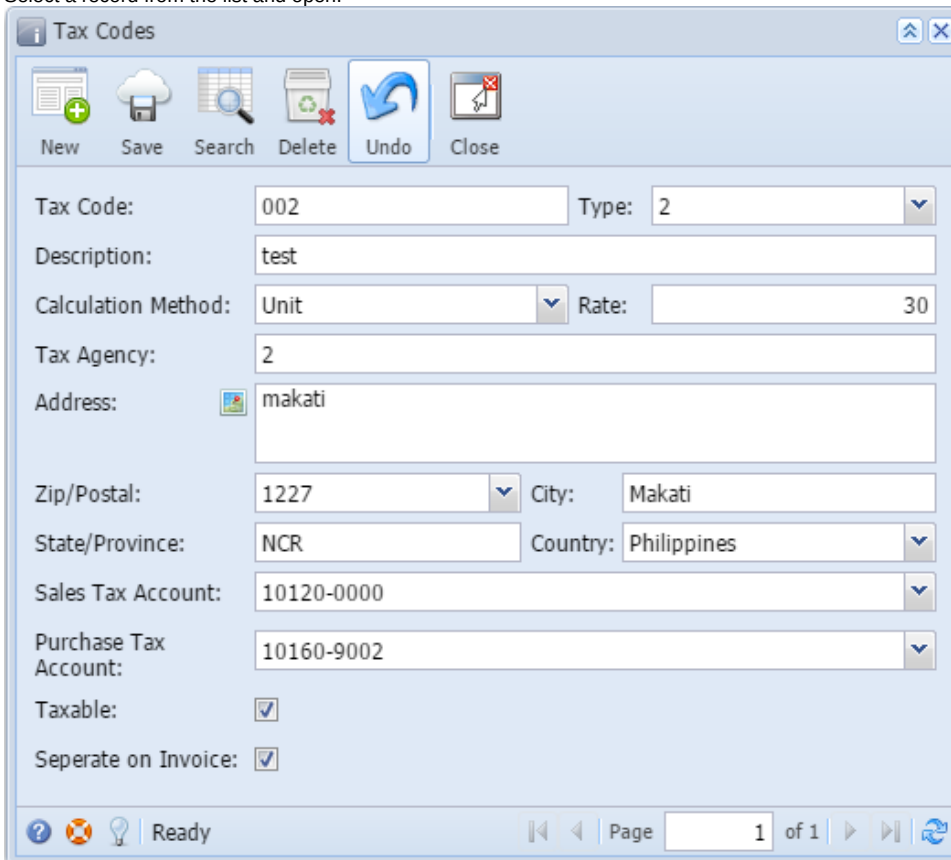


The screenshot shows a window titled "Search Tax Codes". It has a toolbar with icons for "New", "Open Selected", "Refresh", and "Close". Below the toolbar is a search bar labeled "Filter Records (F3)" with the text "3 records" to its right. The main area contains a table with the following data:

Tax Code
☐ 001
☐ 002
☐ 003

The status bar at the bottom shows a help icon, a lightbulb icon, and the text "Ready".

2. Select a record from the list and open.



The screenshot shows a window titled "Tax Codes". It has a toolbar with icons for "New", "Save", "Search", "Delete", "Undo", and "Close". The form contains the following fields:

Tax Code: 002 Type: 2

Description: test

Calculation Method: Unit Rate: 30

Tax Agency: 2

Address: makati

Zip/Postal: 1227 City: Makati

State/Province: NCR Country: Philippines

Sales Tax Account: 10120-0000

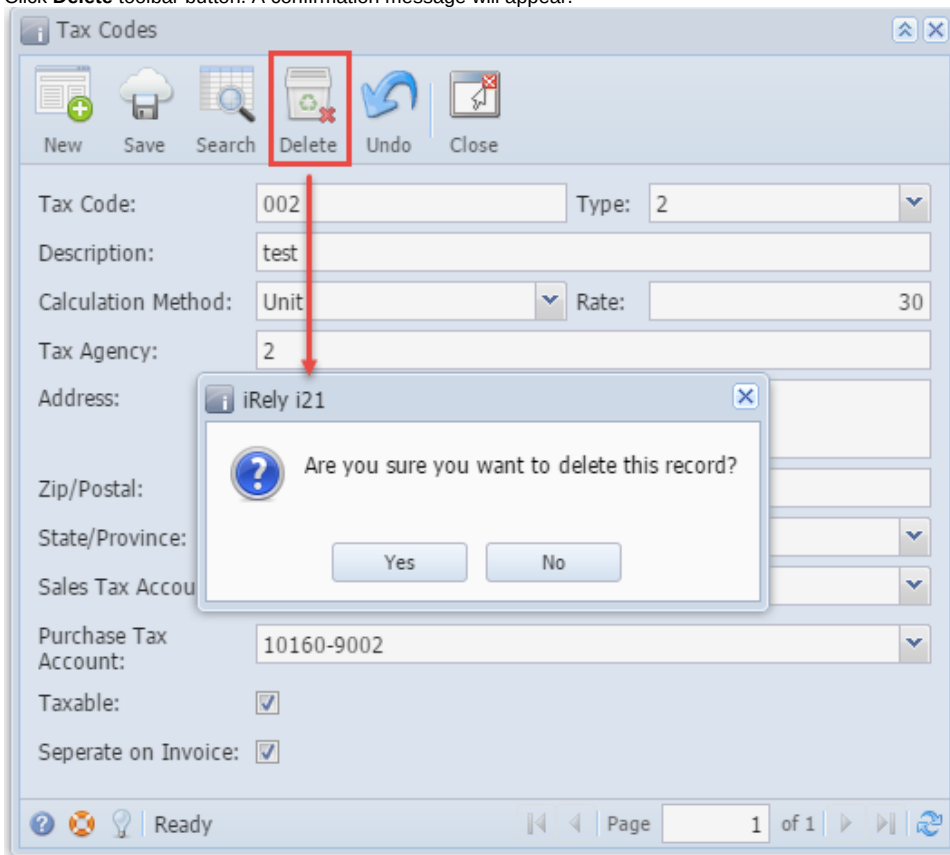
Purchase Tax Account: 10160-9002

Taxable: ☒

Seperate on Invoice: ☒

The status bar at the bottom shows a help icon, a lightbulb icon, the text "Ready", and a page indicator "Page 1 of 1".

3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box.