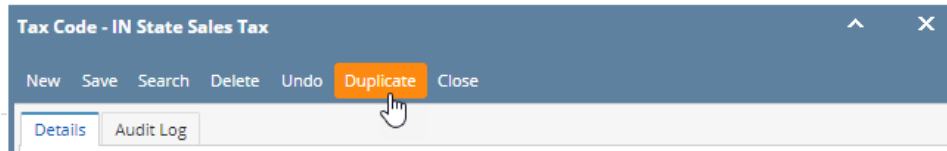


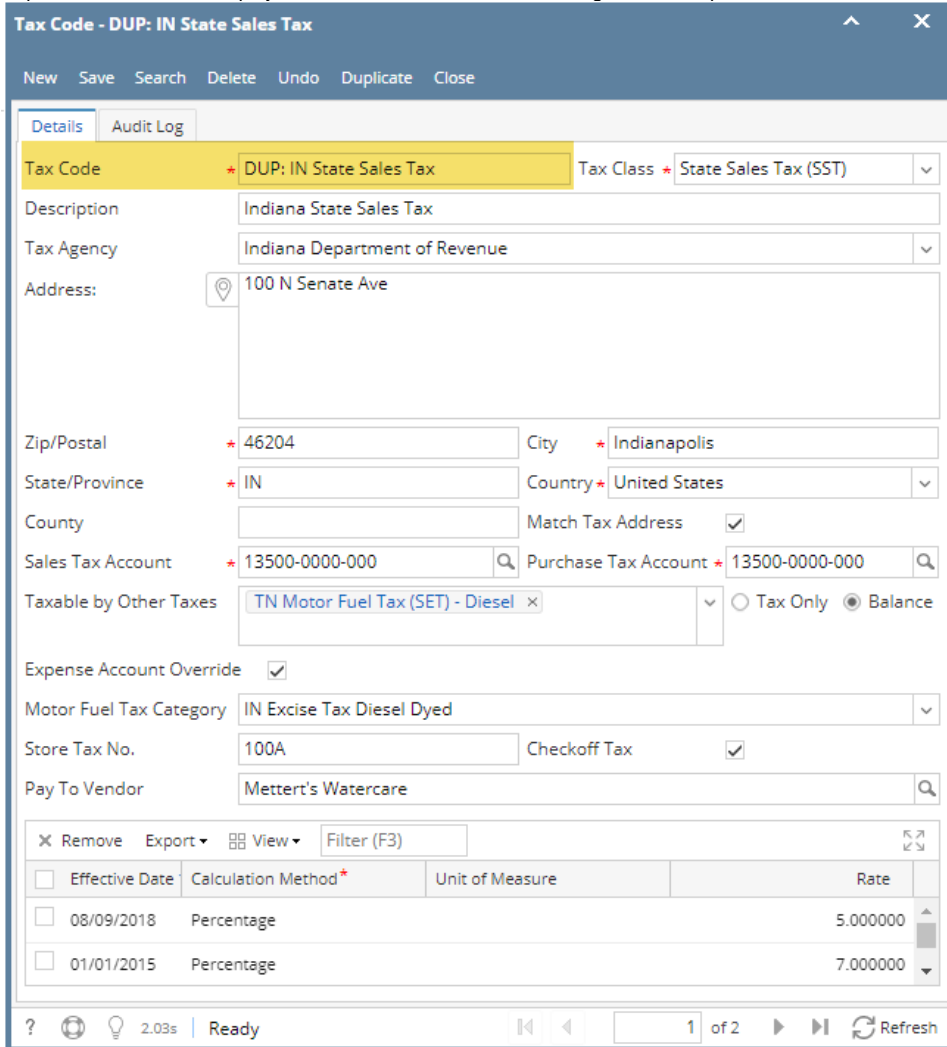
How to Duplicate a Tax Code

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



The screenshot shows a window titled "Tax Code - IN State Sales Tax". The toolbar contains buttons: New, Save, Search, Delete, Undo, Duplicate (highlighted with a mouse cursor), and Close. Below the toolbar are tabs for "Details" and "Audit Log".

Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**



The screenshot shows a window titled "Tax Code - DUP: IN State Sales Tax". The toolbar contains buttons: New, Save, Search, Delete, Undo, Duplicate, and Close. Below the toolbar are tabs for "Details" and "Audit Log". The form contains the following fields:

- Tax Code**: * DUP: 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**: * 13500-0000-000
- Purchase Tax Account**: * 13500-0000-000
- Taxable by Other Taxes**: TN Motor Fuel Tax (SET) - Diesel
- Expense Account Override**: ☒
- Motor Fuel Tax Category**: IN Excise Tax Diesel Dyed
- Store Tax No.**: 100A
- Checkoff Tax**: ☒
- Pay To Vendor**: Mettert's Watercare

Below the form is a table with the following columns: Effective Date, Calculation Method, Unit of Measure, and Rate.

Effective Date	Calculation Method	Unit of Measure	Rate
<input type="checkbox"/> 08/09/2018	Percentage		5.000000
<input type="checkbox"/> 01/01/2015	Percentage		7.000000

The bottom status bar shows: ? 2.03s | Ready 1 of 2 Refresh

1. On the user's menu panel go to **Common Info** 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 ^ X

New Save Search Delete Undo Duplicate Close

Details Audit Log (2)

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

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 v City: Indianapolis

State/Province: IN Country: United States v

County: County 01

Match Tax Address: ☒

Sales Tax Account: 13500-0002-000 v

Purchase Tax Account: 13500-0000-000 v

Taxable by Other Taxes: IN Checkoff x IN State Excise Tax Diesel Clear x v

Checkoff Tax: ☒

Motor Fuel Tax Category: IN Gasoline Use Tax (GUT) v

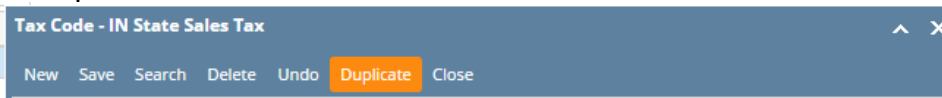
Store Tax No.: 01

x Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
<input type="checkbox"/> 1/1/2010	Percentage	6.000000
<input type="checkbox"/> 1/1/2015	Percentage	7.000000

? ? ? ? ? Ready Page 1 of 1

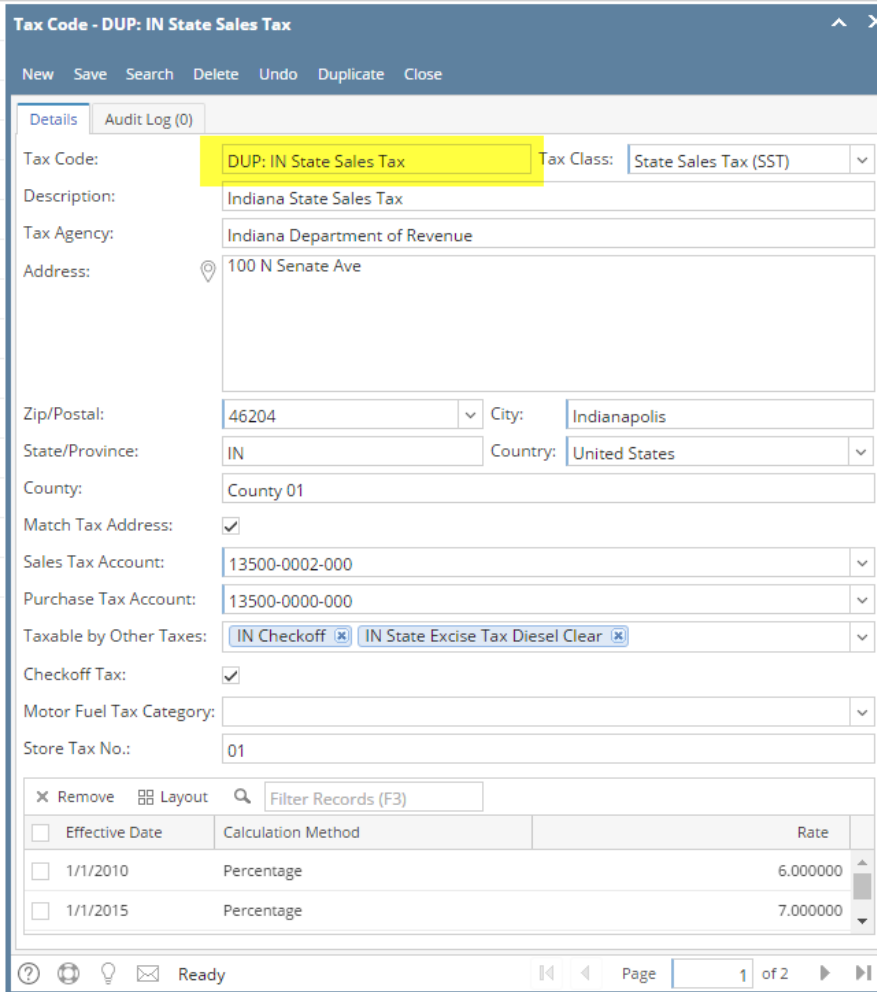
3. Click **Duplicate** toolbar button



Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**



Tax Code - DUP: IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log (0)

Tax Code: DUP: 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: County 01

Match Tax Address: ☒

Sales Tax Account: 13500-0002-000

Purchase Tax Account: 13500-0000-000

Taxable by Other Taxes: IN Checkoff IN State Excise Tax Diesel Clear

Checkoff Tax: ☒

Motor Fuel Tax Category:

Store Tax No.: 01

Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
<input type="checkbox"/> 1/1/2010	Percentage	6.000000
<input type="checkbox"/> 1/1/2015	Percentage	7.000000

Ready Page 1 of 2

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

NewSaveSearchDeleteUndoDuplicateClose

DetailsAudit Log (3)

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

Description:Indiana State Sales Tax

Tax Agency:Indiana Department of Revenue

Address:

100 N Senate Ave

Zip/Postal:46204City:Indianapolis

State/Province:INCountry: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 ×IN State Excise Tax Gasoline ×IN Inspection Fee ×

Checkoff Tax:☐

Store Tax No.:1A

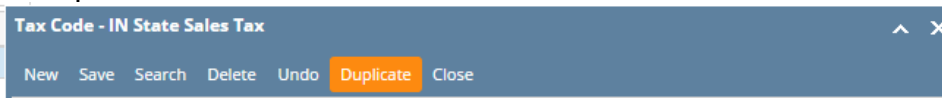
× RemoveLayoutFilter Records (F3)

<input type="checkbox"/> Effective Date	Calculation Method	Rate
<input type="checkbox"/> 01/02/2015	Percentage	7.000000
<input type="checkbox"/> 11/02/2015	Percentage	8.000000

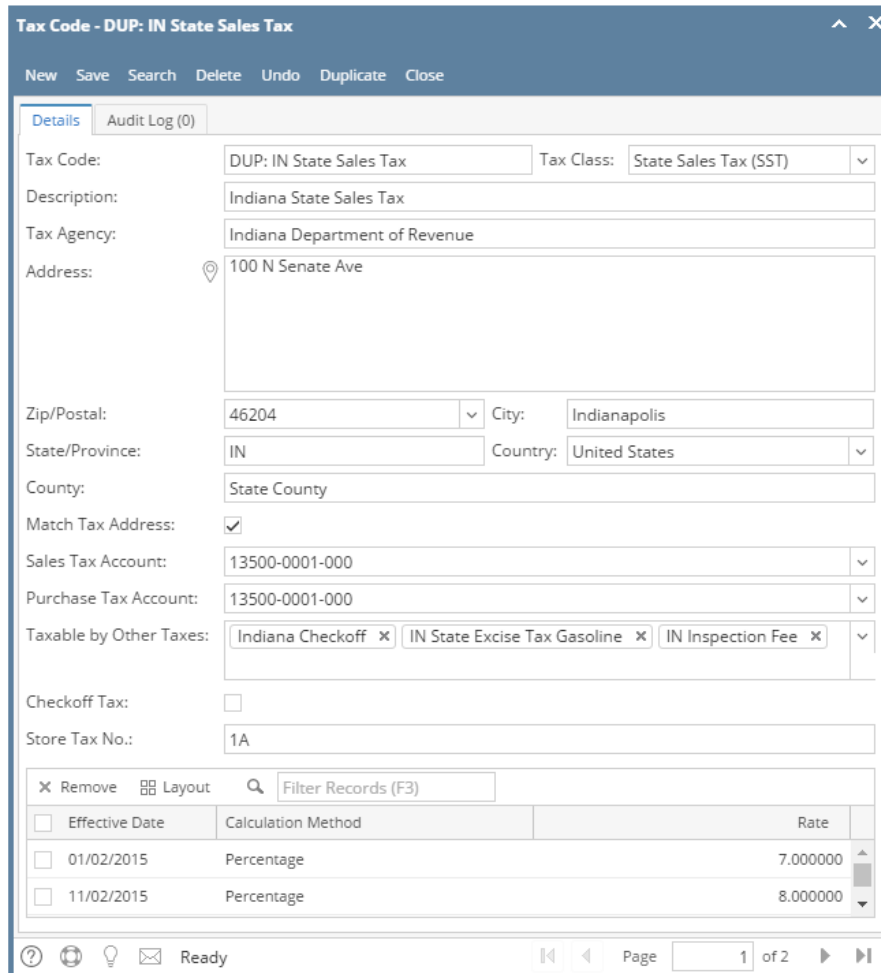
Ready

Page 1 of 1

3. Click **Duplicate** toolbar button



Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**



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

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) v

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 v City: Indianapolis

State/Province: IN Country: United States v

County:

Match Tax Address: ☒

Sales Tax Account: v

Purchase Tax Account: v

Taxable by Other Taxes: Indiana Checkoff x IN State Excise Tax Diesel Clear x v

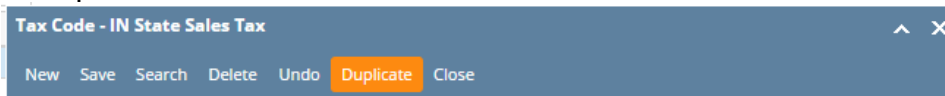
Checkoff Tax: ☐

x Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
<input type="checkbox"/> 01/02/2015	Percentage	7.000000
<input type="checkbox"/> 11/02/2015	Percentage	8.000000
<input type="checkbox"/>		0.000000

? ? ? ? Ready Page 1 of 1

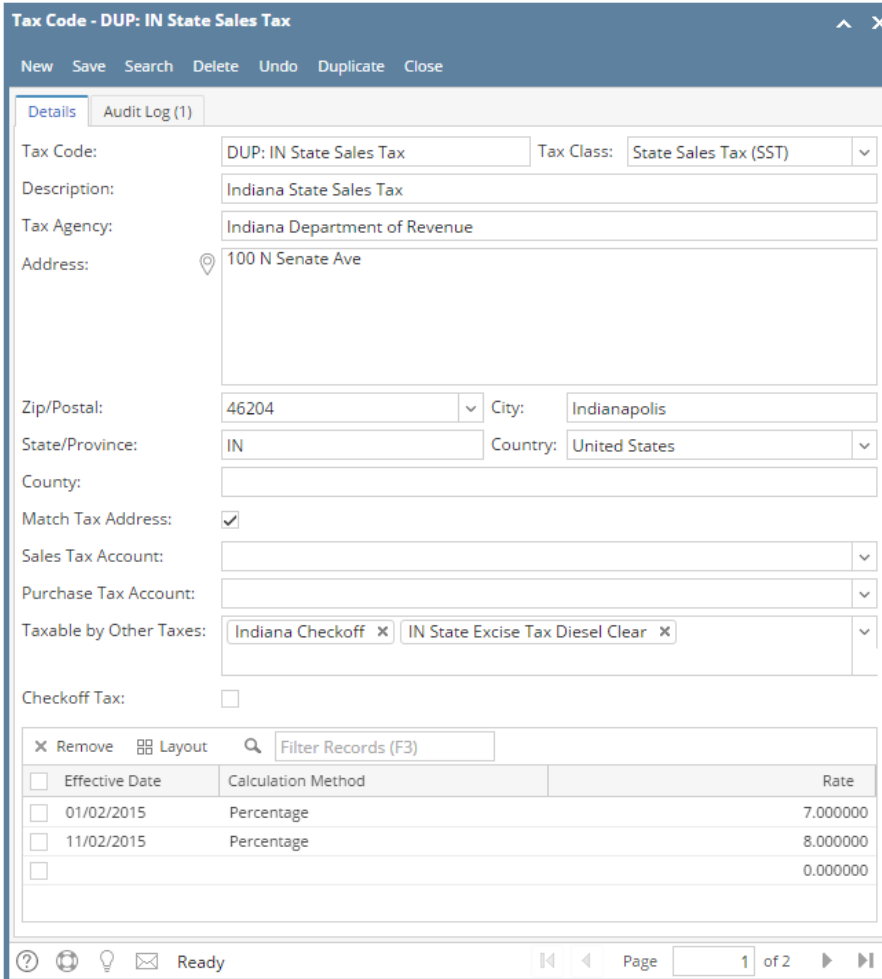
3. Click **Duplicate** toolbar button



Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**



Tax Code - DUP: IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log (1)

Tax Code: DUP: 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:

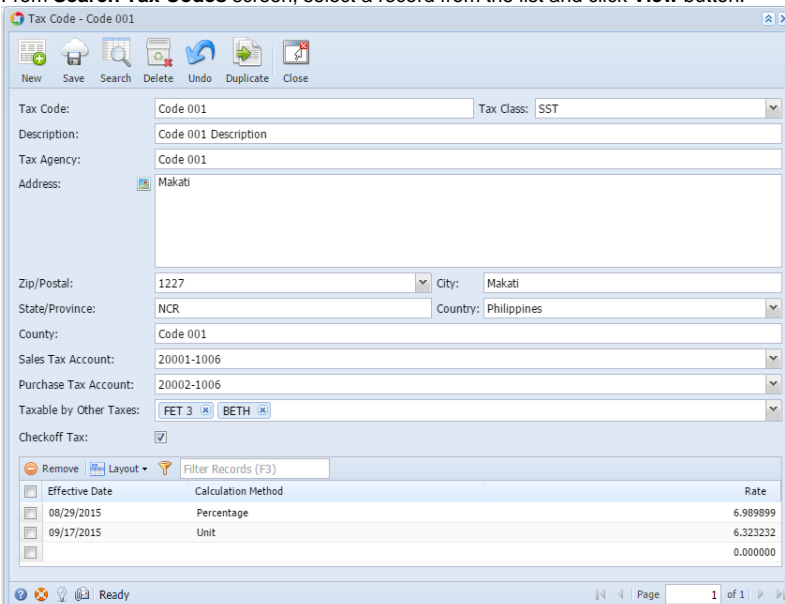
Taxable by Other Taxes: Indiana Checkoff x IN State Excise Tax Diesel Clear x

Checkoff Tax: ☐

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

Page 1 of 2

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 - Code 001

New Save Search Delete Undo Duplicate Close

Tax Code: 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

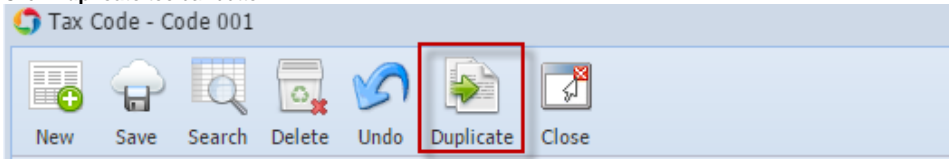
Taxable by Other Taxes: FET 3 x BETH x

Checkoff Tax: ☒

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

Page 1 of 1

3. Click **Duplicate** toolbar button



Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**

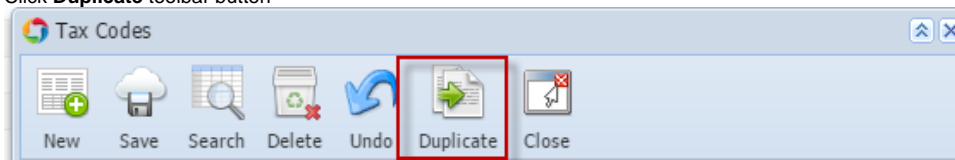
A screenshot of a software window titled 'Tax Code - DUP: Code 001'. The window displays the details of a duplicated tax code record. The fields are as follows:
Tax Code: DUP: Code 001
Tax Class: SST
Description: Code 001 Description
Tax Agency: Code 001
Address: Makati
Zip/Postal: 1227
City: Makati
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: ☒
Below the fields is a table with the following data:

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

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.

A screenshot of a software window titled 'Tax Codes'. The window displays the details of a selected tax code record. The fields are as follows:
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: 1234SS
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: ☒

3. Click **Duplicate** toolbar button



Duplicate record will be displayed with the same values with the original one. Duplicated Tax Code name will have the **DUP: <original name>**

A screenshot of the 'Tax Codes' application window showing a form for a duplicated tax code record. The 'Tax Code' field is populated with 'DUP: Code 001'. Other fields include 'Tax Class' (Class 2), 'Description' (Code 001 description), 'Tax Agency' (Agency 00120), 'Calculation Method' (Unit), 'Rate' (10), 'Address' (taguig city), 'Zip/Postal' (1234SS), '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), and 'Checkoff Tax' (checked). The status bar at the bottom shows 'Ready' and 'Page 1 of 2'.