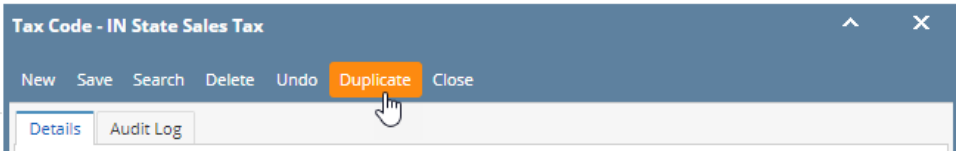
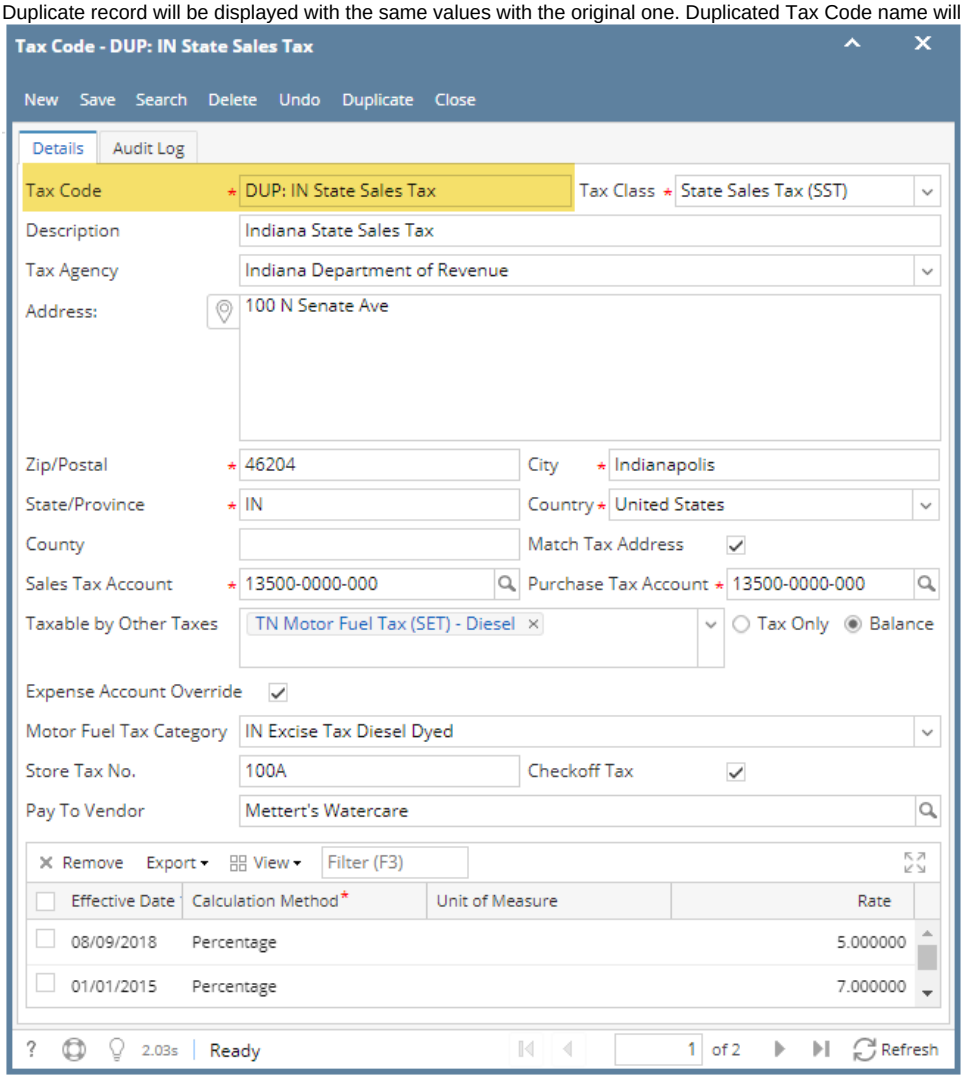
How to Duplicate a Tax Code

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



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



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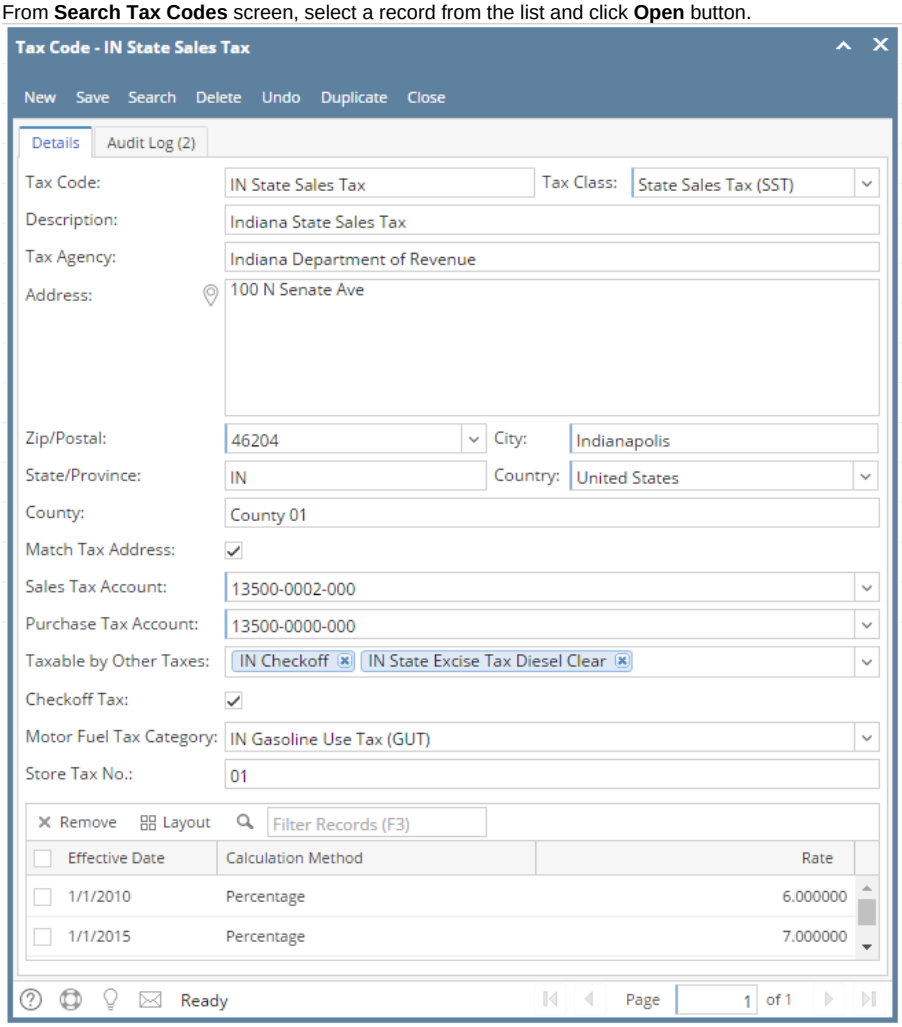

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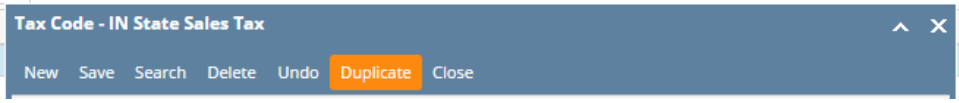

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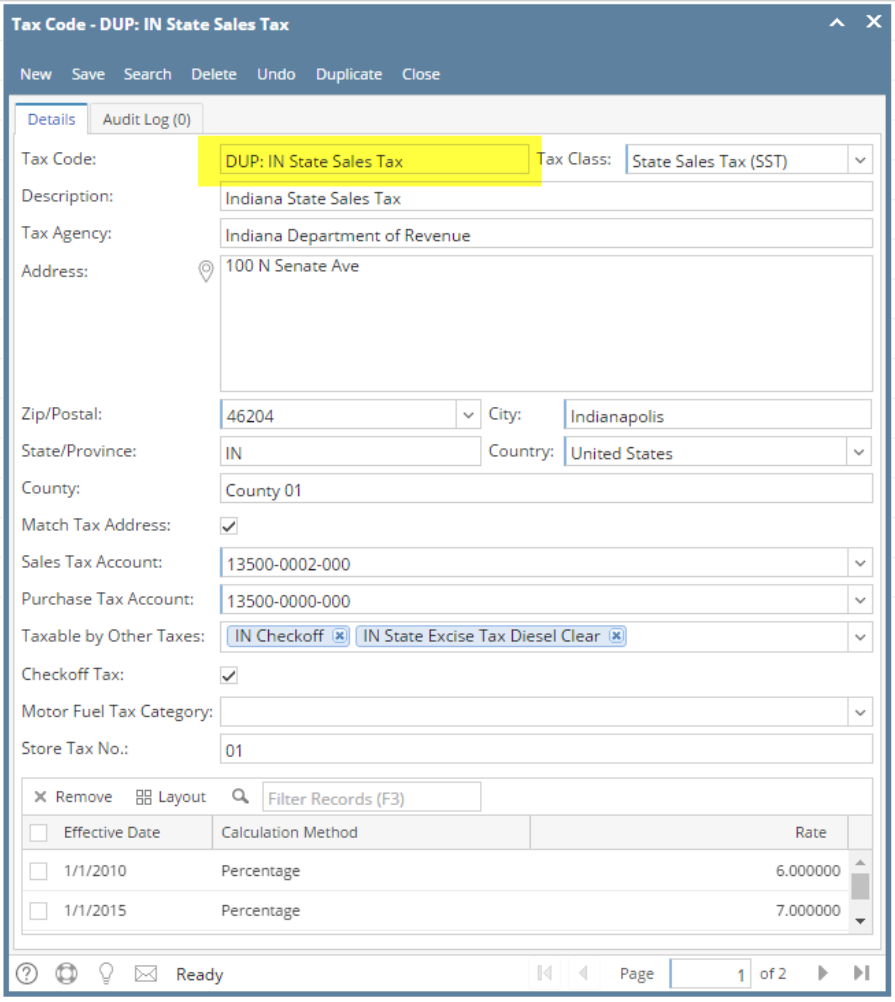

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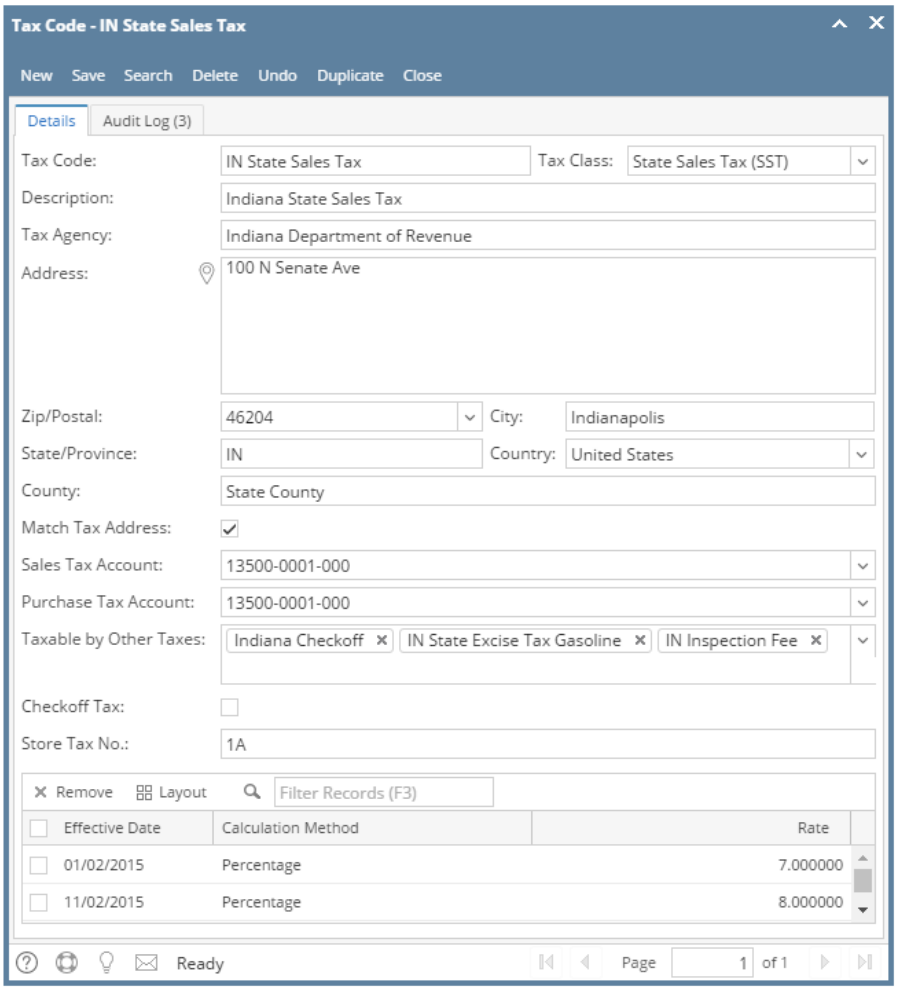

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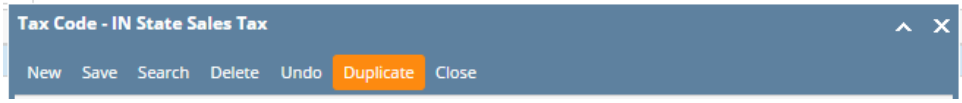

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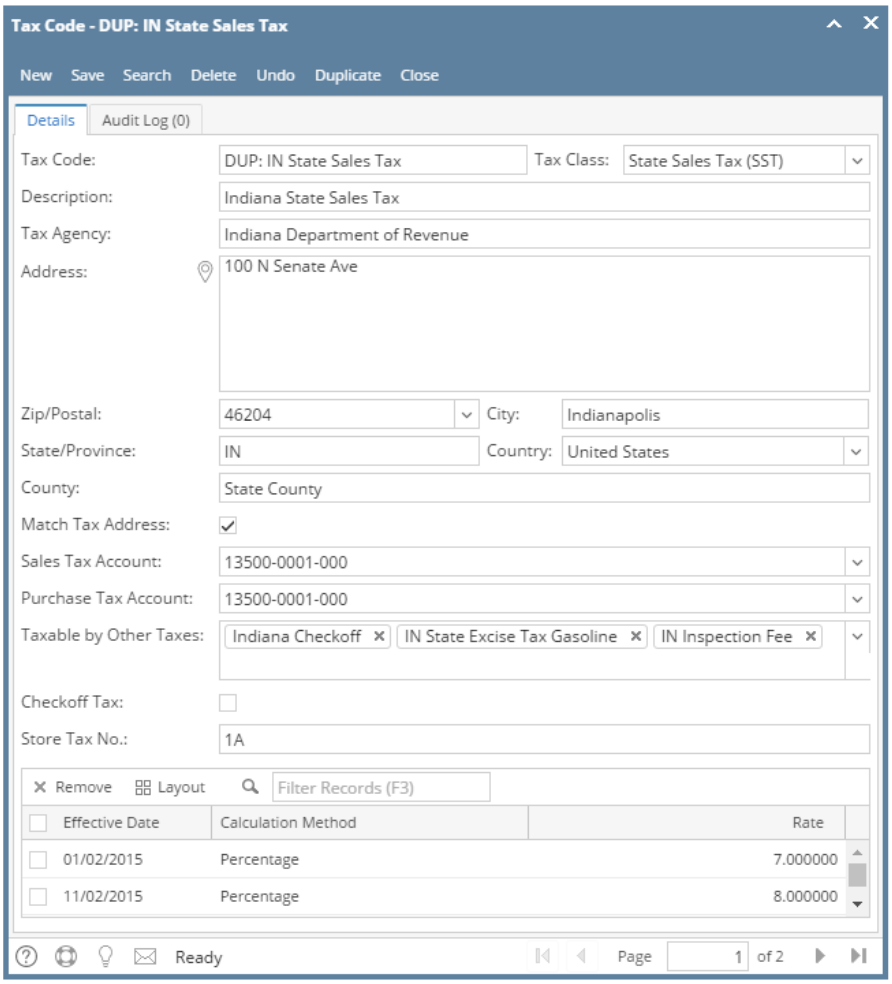

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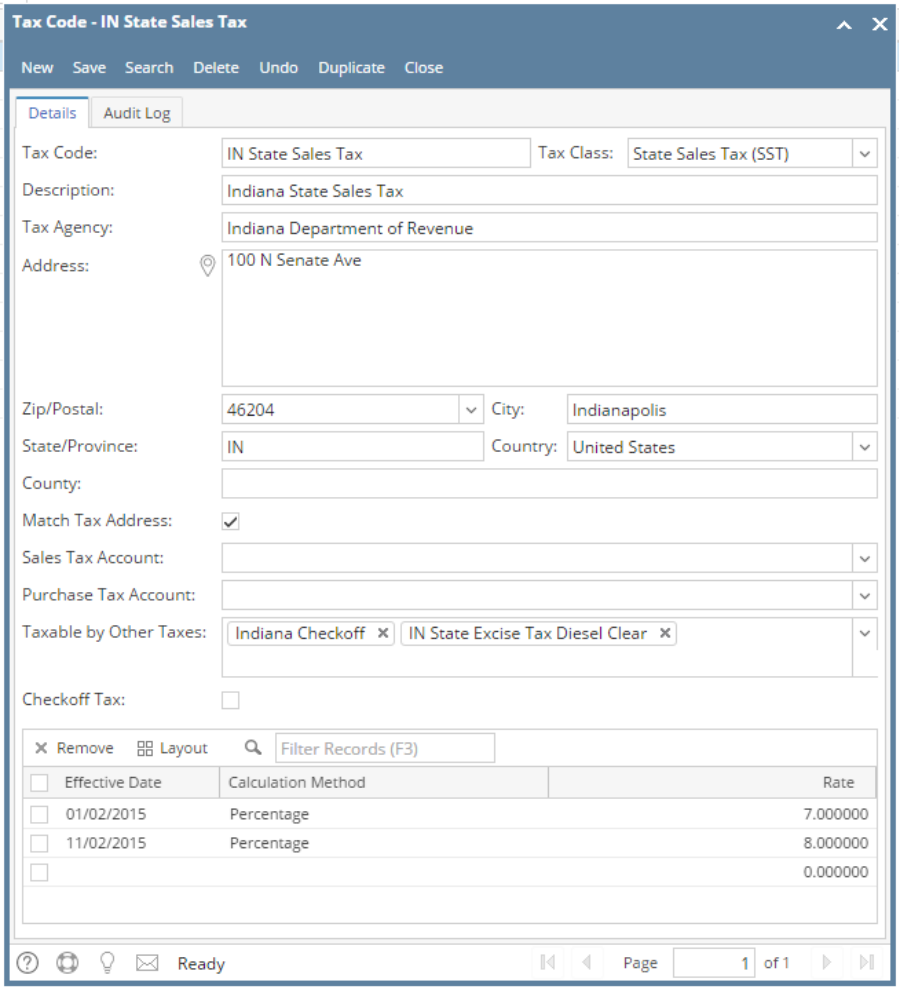

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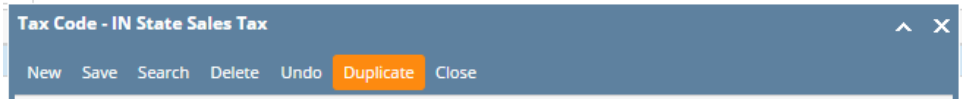

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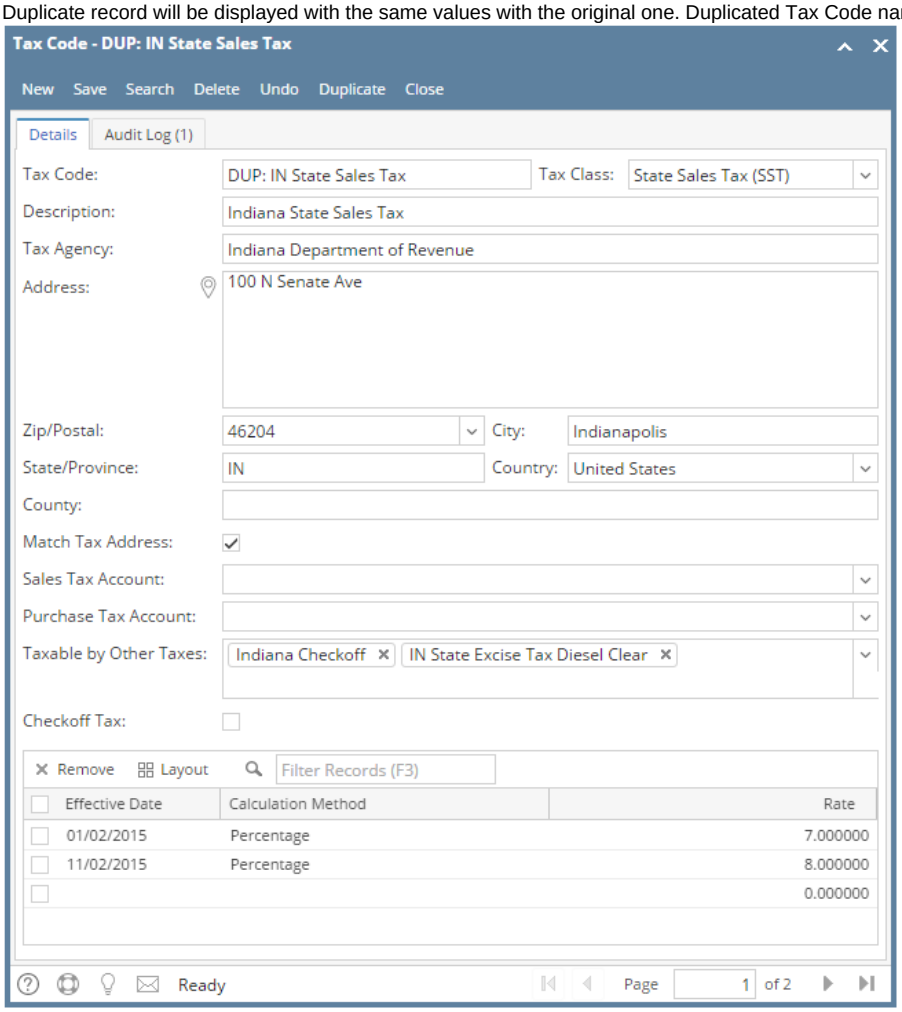

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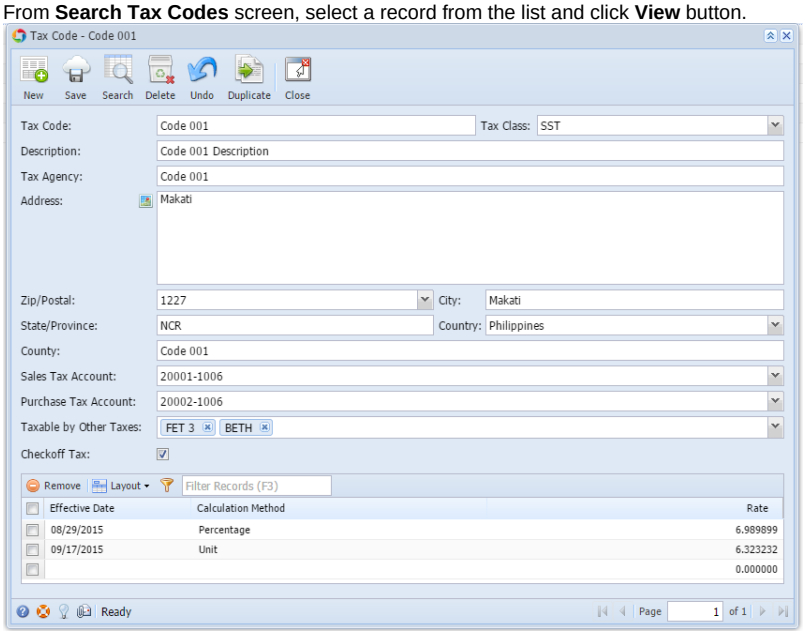

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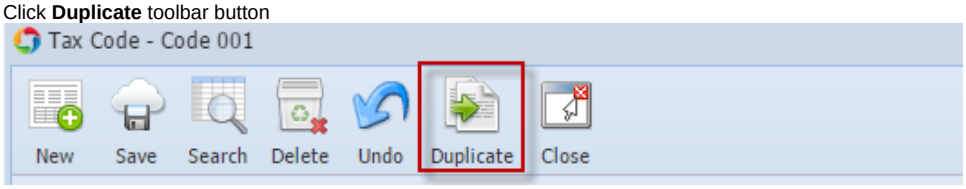

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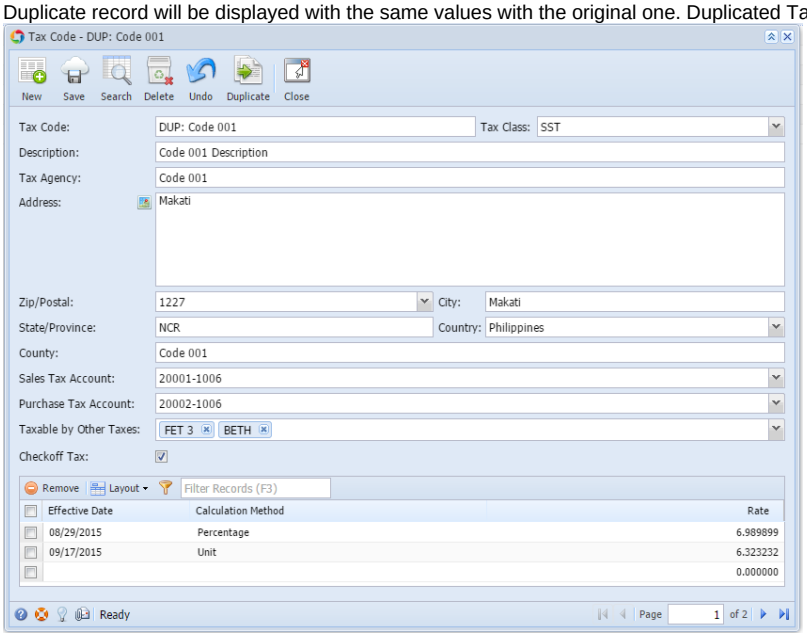

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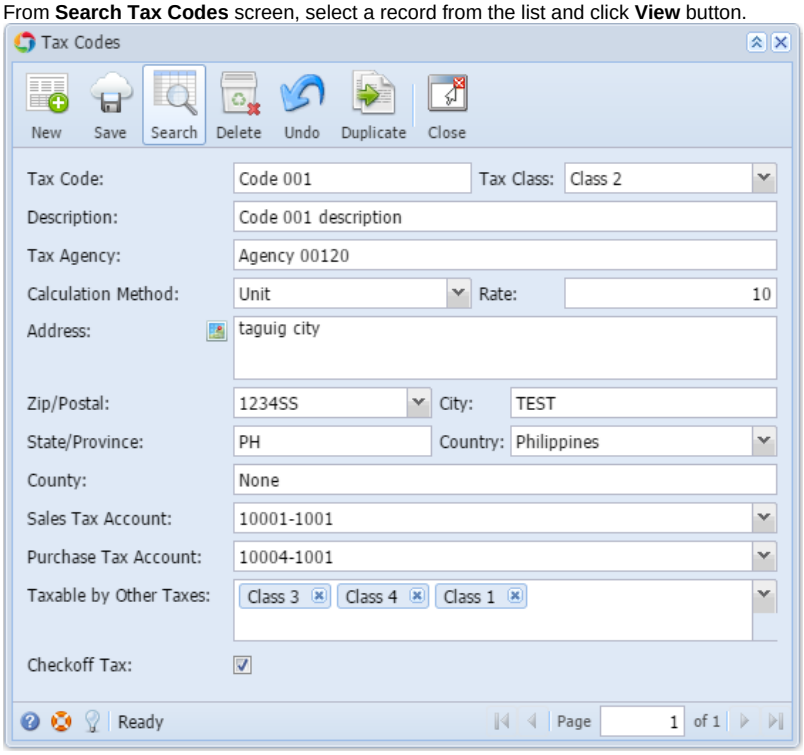

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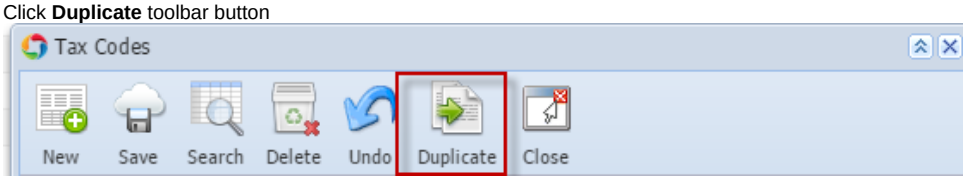
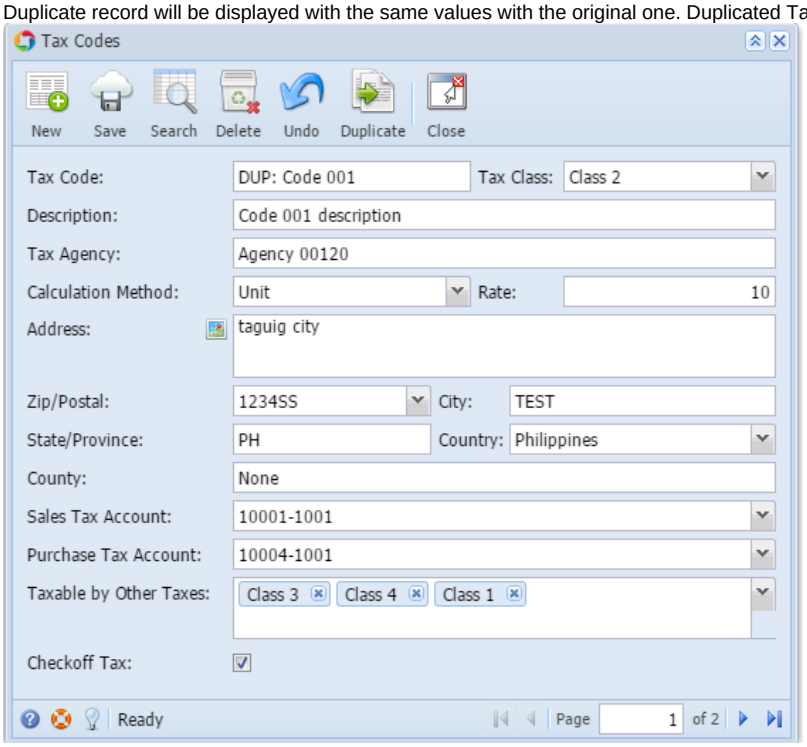
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