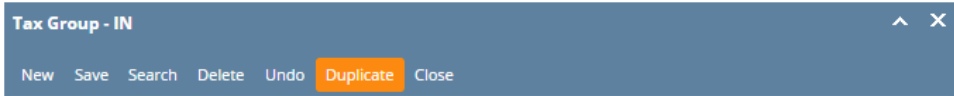
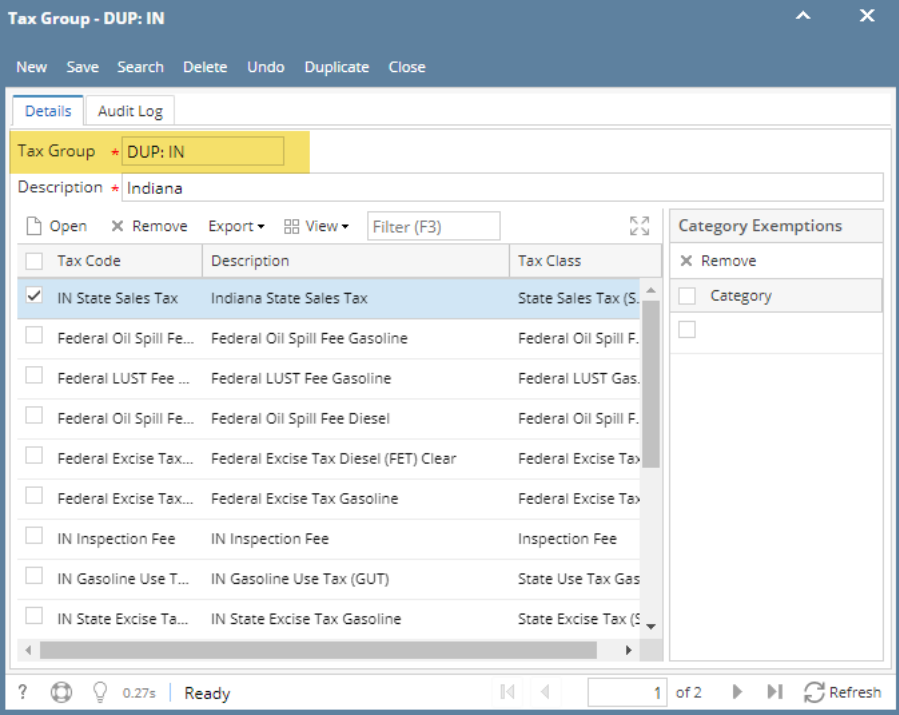


How to Duplicate a Tax Group

- 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 **View** button.
- 3. Click **Duplicate** toolbar button



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



- 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.

The screenshot shows the 'Tax Group - IN' window. The 'Tax Group' field is set to 'IN' and the 'Description' is 'Indiana'. Below these fields is a table with columns 'Tax Code' and 'Description'. The table lists various tax codes and their descriptions, including 'IN State Sales Tax', 'IN State Excise Tax Gasoline', 'IN Gasoline Use Tax', 'Federal Excise Tax Gasoline', 'Federal Excise Tax Diesel (FET) Clear', 'Federal LUST Fee', 'Federal Oil Spill Fee Diesel', 'Federal Oil Spill Fee Gasoline', 'IN Inspection Fee', and 'IN State Excise Tax Diesel Clear'. To the right of the table is a 'Category Exemptions' section with a 'Remove' button and a 'Category' field. The window has a toolbar at the top with buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', and 'Close'. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

3. Click **Duplicate** toolbar button

This screenshot shows the 'Tax Group - IN' window with the 'Duplicate' button in the toolbar highlighted in orange. The other elements of the window, including the 'Tax Group' and 'Description' fields and the table of tax codes, are the same as in the previous screenshot.

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

The screenshot shows the 'Tax Group - DUP: IN' window. The 'Tax Group' field is now 'DUP: IN' and the 'Description' remains 'Indiana'. The table of tax codes and the 'Category Exemptions' section are identical to the previous window. The window title bar now says 'Tax Group - DUP: IN'. The status bar at the bottom shows 'Ready' and 'Page 1 of 2'.

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.

Tax Group - Group 1

New Save Search Delete Undo Duplicate Close

Details Audit Log

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 type="checkbox"/> IN Inspection Fee | IN Inspection Fee |
| <input type="checkbox"/> | |

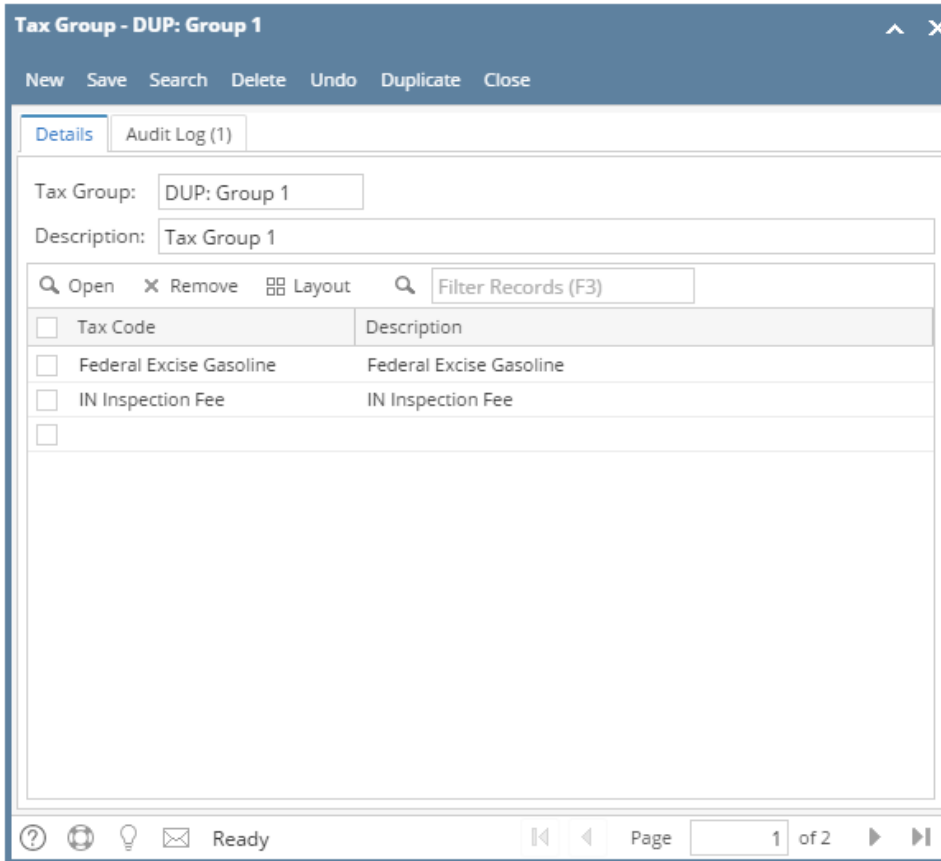
Ready

Page 1 of 1

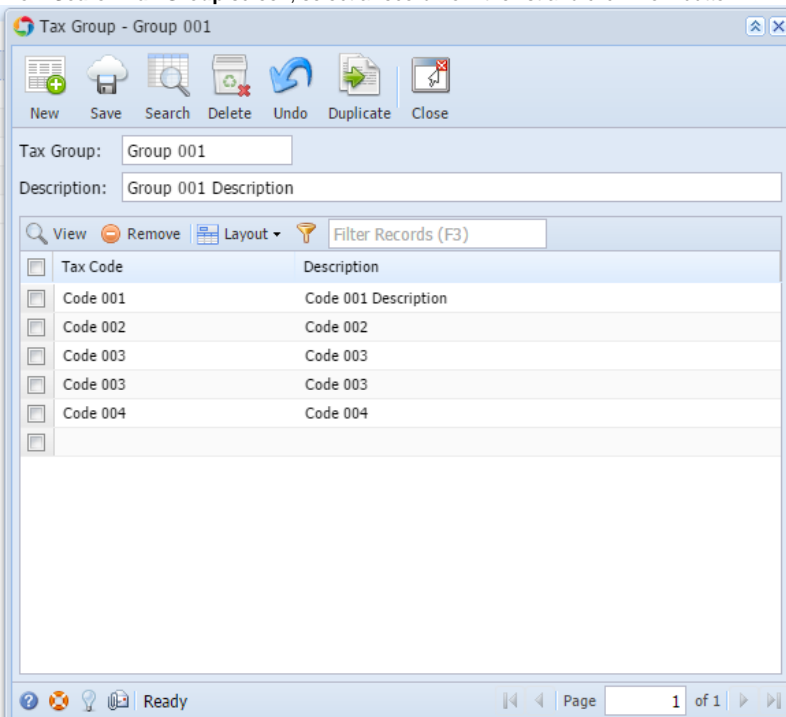
3. Click **Duplicate** toolbar button



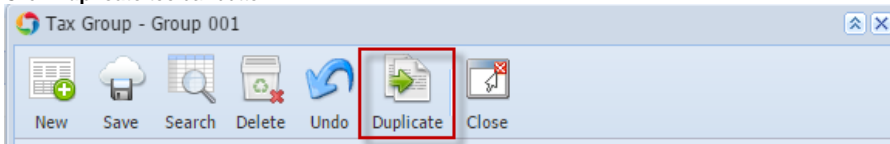
Duplicate record will be displayed with the same values with the original one. Duplicated Tax Group name will have the **DUP: <original name>**



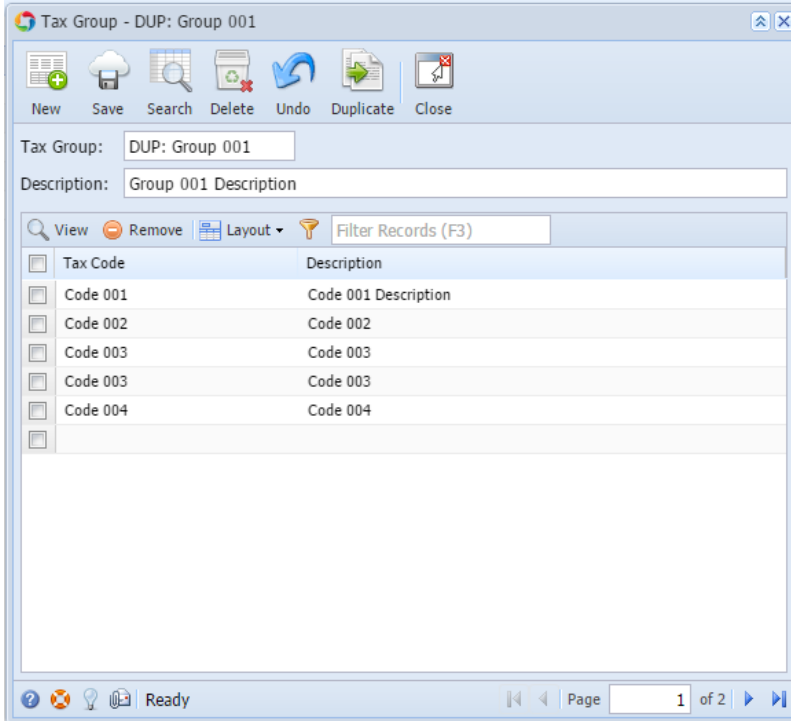
1. On the user's menu panel go to **Common Info** folder then click **Tax Groups**
2. From **Search Tax Group** screen, select a record from the list and click **View** button.



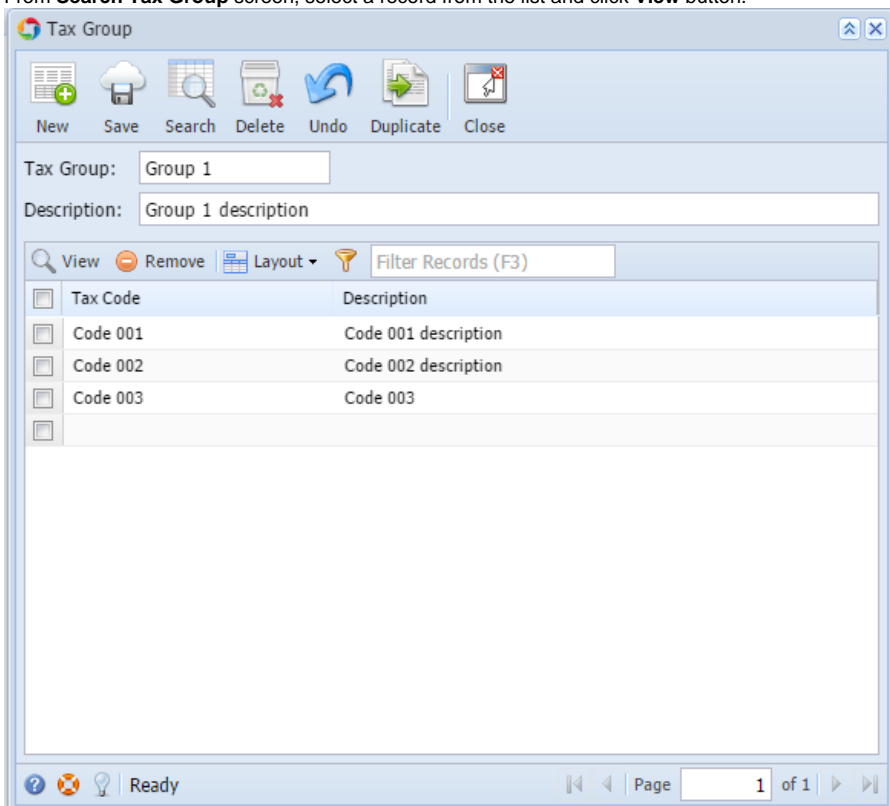
3. Click **Duplicate** toolbar button



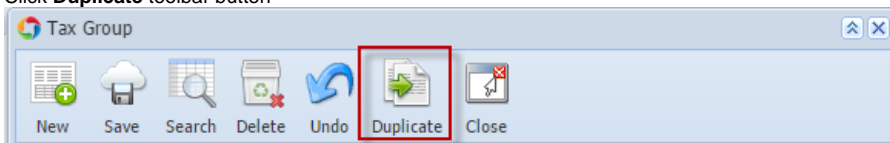
Duplicate record will be displayed with the same values with the original one. Duplicated Tax Group name will have the **DUP: <original name>**



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. Click **Duplicate** toolbar button



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

