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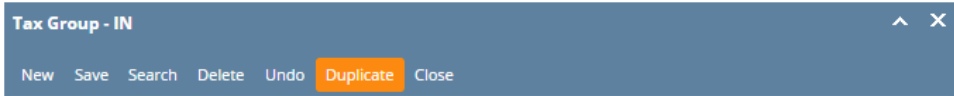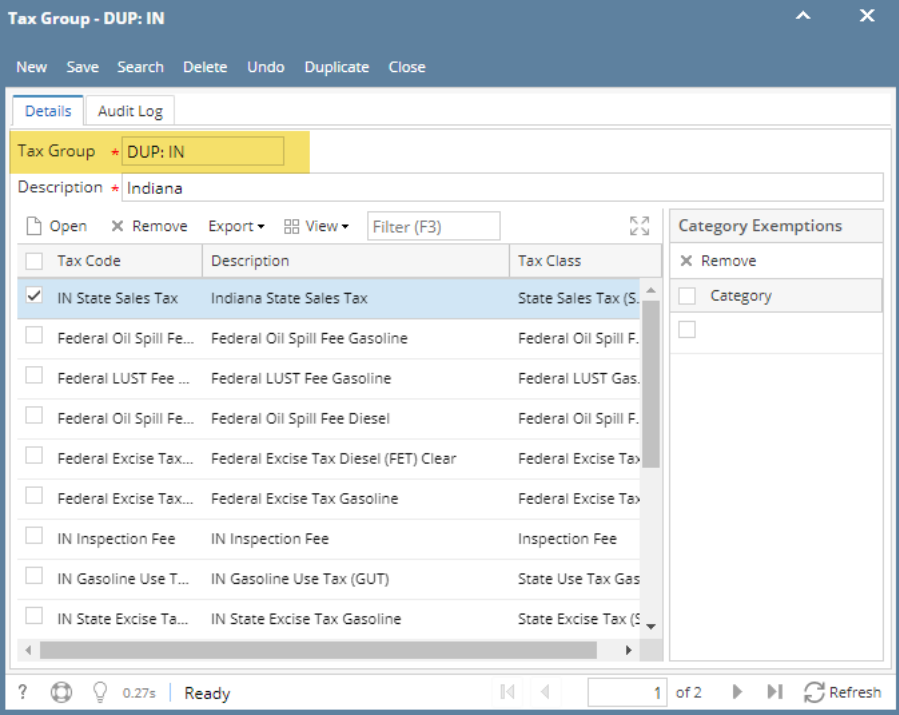
1. On the user's menu panel go to **Common Info** folder then click **Tax Groups**
2. From **Search Tax Group** screen, select a record from the list and click **View** button.
3. Click **Duplicate** toolbar button

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

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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)

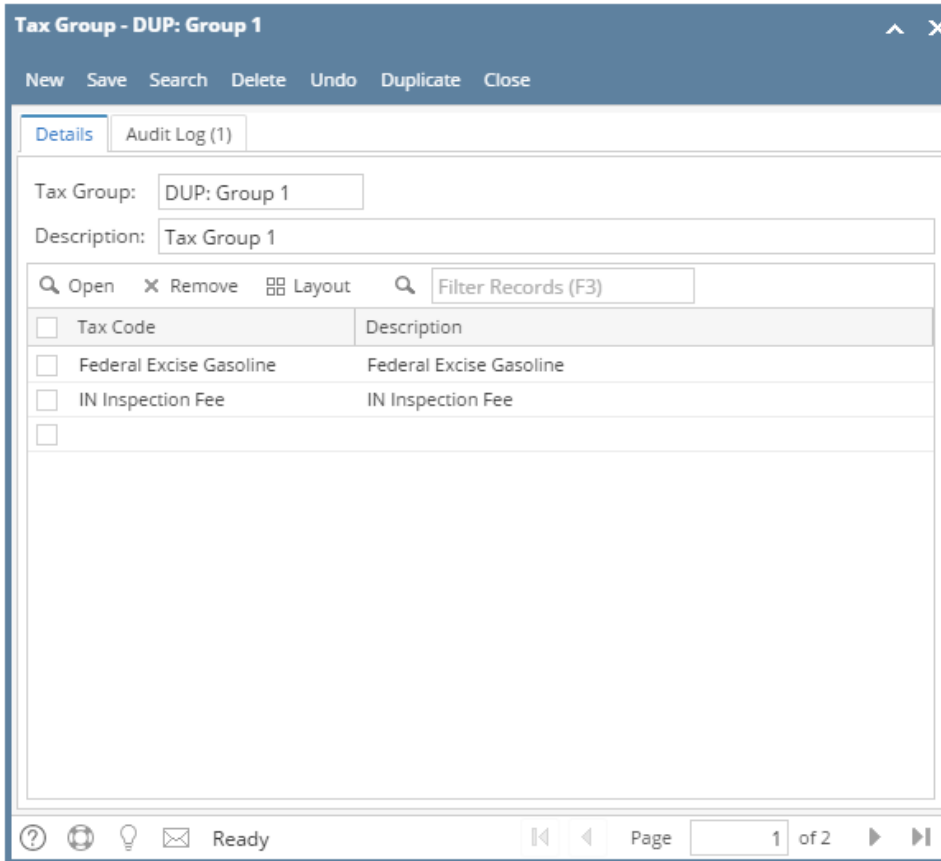|	Tax Code	Description
☐	Federal Excise Gasoline	Federal Excise Gasoline
☐	IN Inspection Fee	IN Inspection Fee
☐		

Ready   Page 1 of 1

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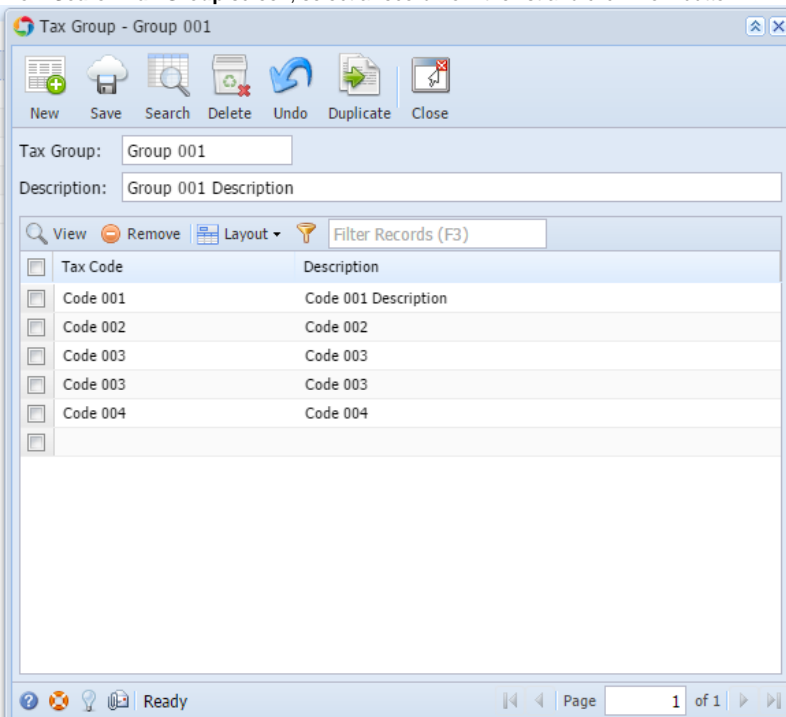
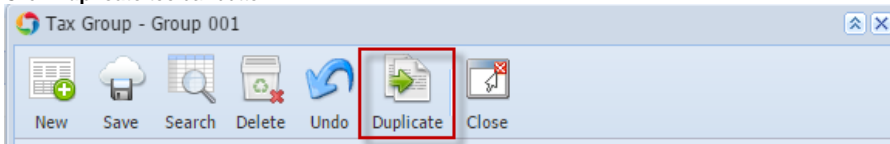3. Click **Duplicate** toolbar button

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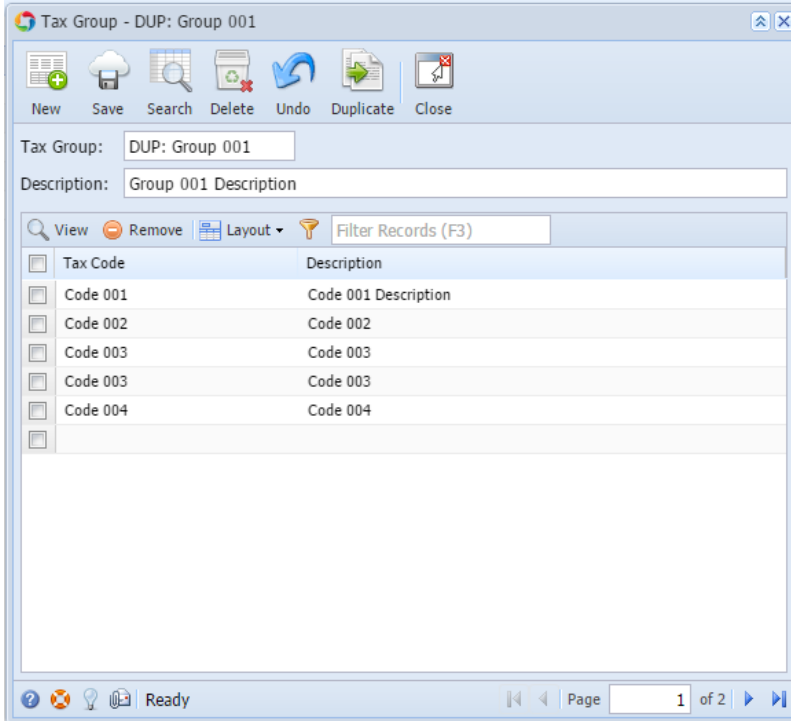

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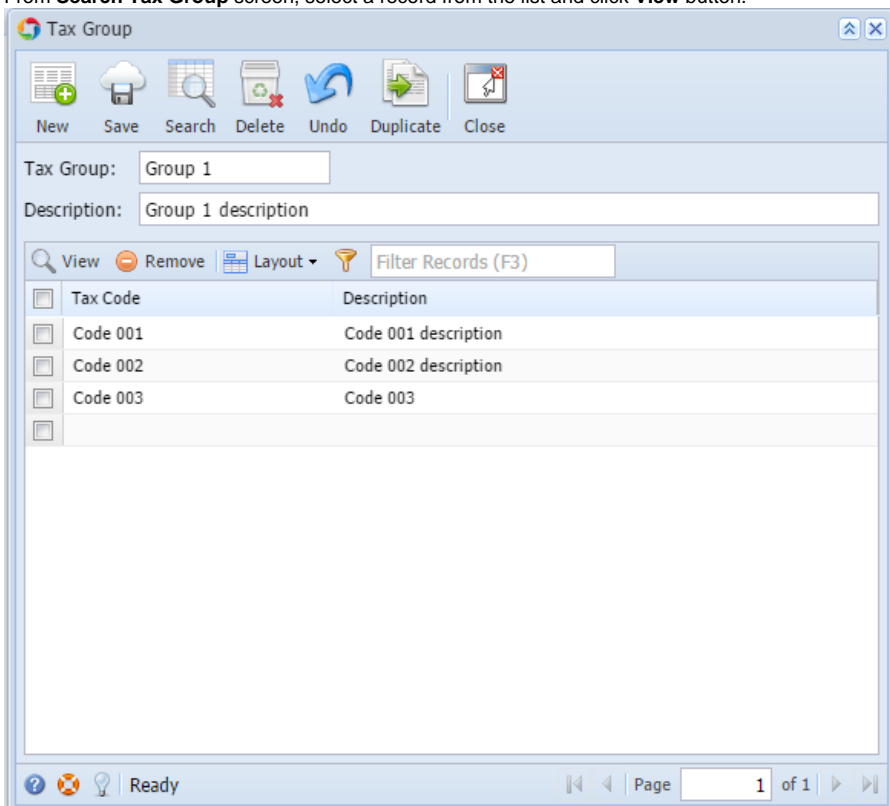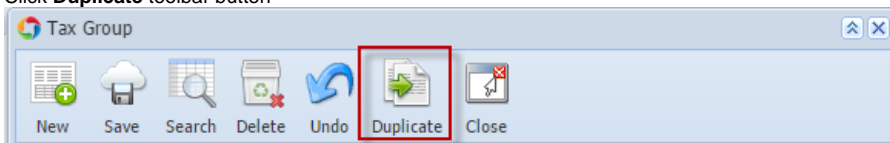
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