

How to Add a Tax Group Master

- 1. On the user's menu panel go to **Common Info** folder then click **Tax Group Masters**
 - a. If there are existing records, **Search Tax Codes** screen will open
 - b. If there is no existing record, the new **Tax Codes** screen will open
- 2. From **Search Tax Group Master** screen click **New** toolbar button
- 3. Input record details (**Tax Group Master Name** and **Description**) on the header in **Tax Group Master** screen. Tick **Separate Taxes on Invoices** if necessary

Tax Group Master - Master 001

New

Save

Search

Delete

Undo

Duplicate

Close

Name:

Master 001

Separate Taxes on Invoice:

☒

Description:

Master 001

- 4. Select Tax Groups on the grid

View

Remove

Layout

Filter Records (F3)

<input type="checkbox"/>	Tax Group	Description
<input checked="" type="checkbox"/>	Group 001	Group 001 Description
<input type="checkbox"/>	Tax Group	Description
<input type="checkbox"/>	Corn	Corn Taxes
	Group 001	Group 001 Description
	Group 002	Group 002
	Group 003a	Group 003
	Group 005	Group 005
	Group 004	Group 004
	Test Group	Group 003
	DUP: Group 001	Group 001 Description

5. Click **Save** toolbar button

Tax Group Master - Master 001

New Save Search Delete Undo Duplicate Close

Name: Master 001 Separate Taxes on Invoice: ☒

Description: Master 001 Description

View Remove Layout Filter Records (F3)

Tax Group	Description
Group 001	Group 001 Description
Group 002	Group 002
Group 003	Group 003

Page 1 of 1 Saved

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3. Input record details (**Tax Group Master Name** and **Description**) on the header in **Tax Group Master** screen

Tax Group Master

New Save Search Delete Undo Duplicate Close

Name: Master Group 1 Separate Taxes on Invoice: ☐

Description: Master Group 1

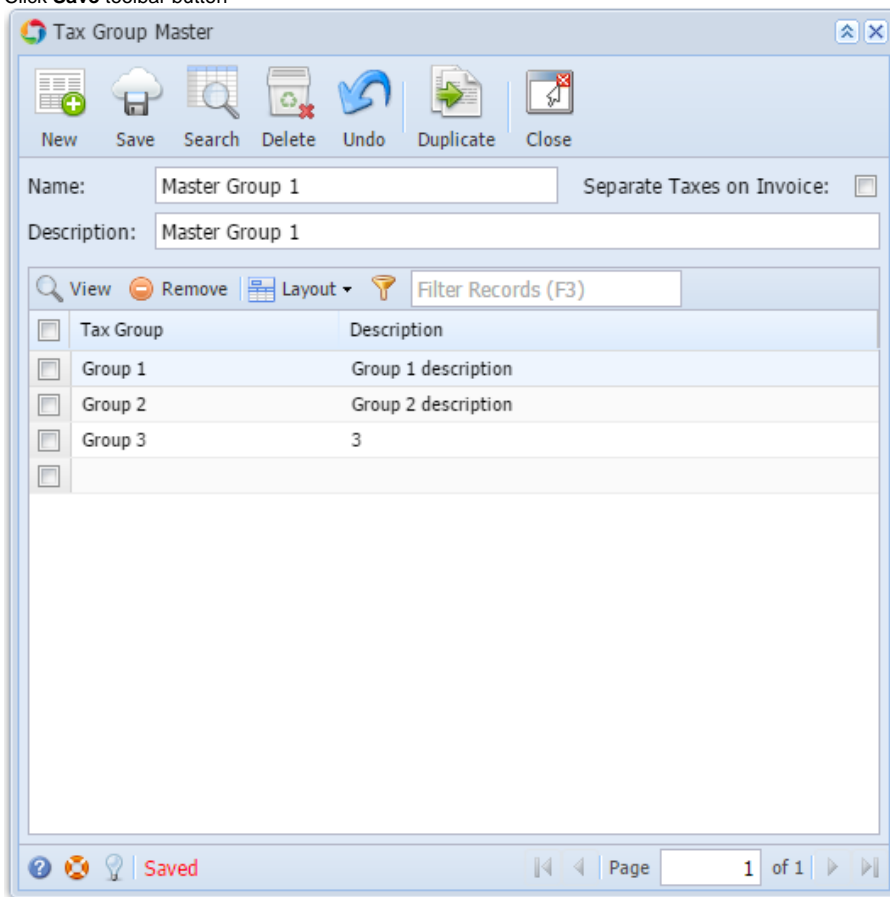
Tick Separate Taxes on Invoices if necessary

4. Select Tax Groups on the grid

View Remove Layout Filter Records (F3)

Tax Group	Description
Group 2	Group 2 description
Group 3	3
Group 1	Group 1 description
DUP: Group 1	Group 1 description

5. Click **Save** toolbar button



The screenshot shows the 'Tax Group Master' application window. The title bar reads 'Tax Group Master'. The toolbar contains icons for New, Save, Search, Delete, Undo, Duplicate, and Close. The 'Save' button is highlighted. Below the toolbar, there are input fields for 'Name' (containing 'Master Group 1') and 'Description' (containing 'Master Group 1'). A checkbox labeled 'Separate Taxes on Invoice:' is present. Below these fields is a search bar with a magnifying glass icon and the text 'Filter Records (F3)'. The main area displays a table with two columns: 'Tax Group' and 'Description'. The table contains three rows of data.

Tax Group	Description
Group 1	Group 1 description
Group 2	Group 2 description
Group 3	3

At the bottom of the window, there is a status bar with a 'Saved' indicator and a page number '1 of 1'.