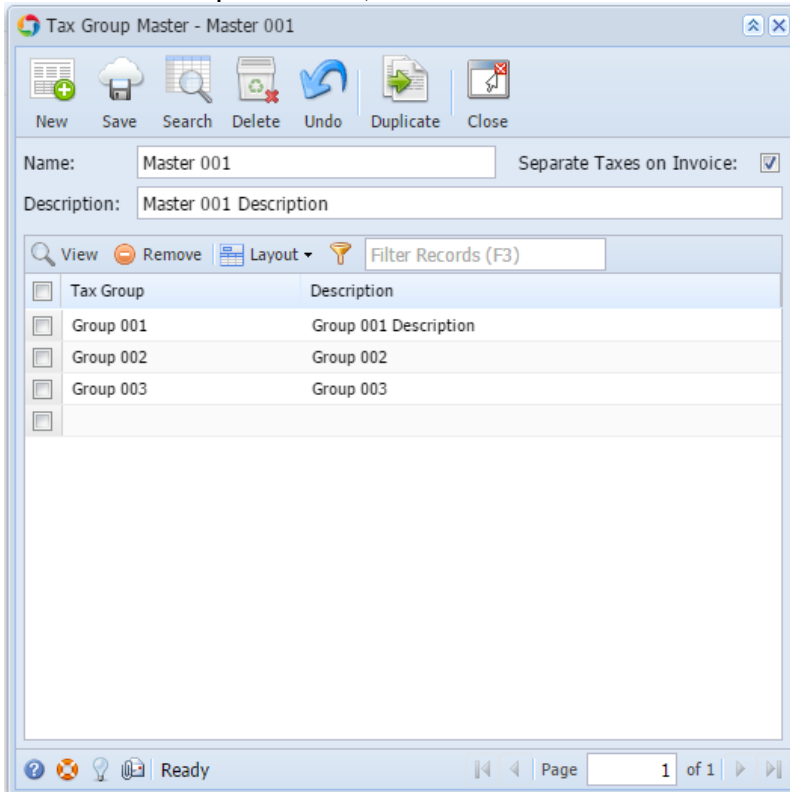


How to Duplicate a Tax Group Master

1. On the user's menu panel go to **Common Info** folder then click **Tax Group Masters**
2. From **Search Tax Group Master** 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 Master name will have the **DUP: <original name>**

Window Title: Tax Group Master - DUP: Master 001

Toolbar: New, Save, Search, Delete, Undo, Duplicate, Close

Name: DUP: Master 001 Separate Taxes on Invoice: ☒

Description: Master 001 Description

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

Status Bar: Page 1 of 2

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

Window Title: Tax Group Master

Toolbar: New, Save, Search, Delete, Undo, Duplicate, Close

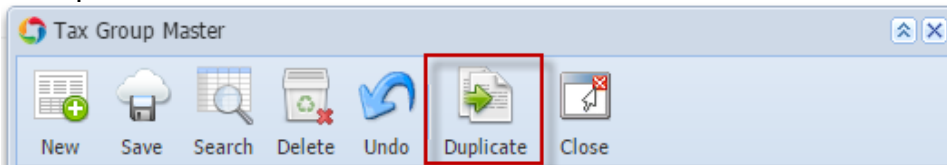
Name: Master Group 1 Separate Taxes on Invoice: ☐

Description: Master Group 1

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

Status Bar: 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 Master name will have the **DUP: <original name>**

