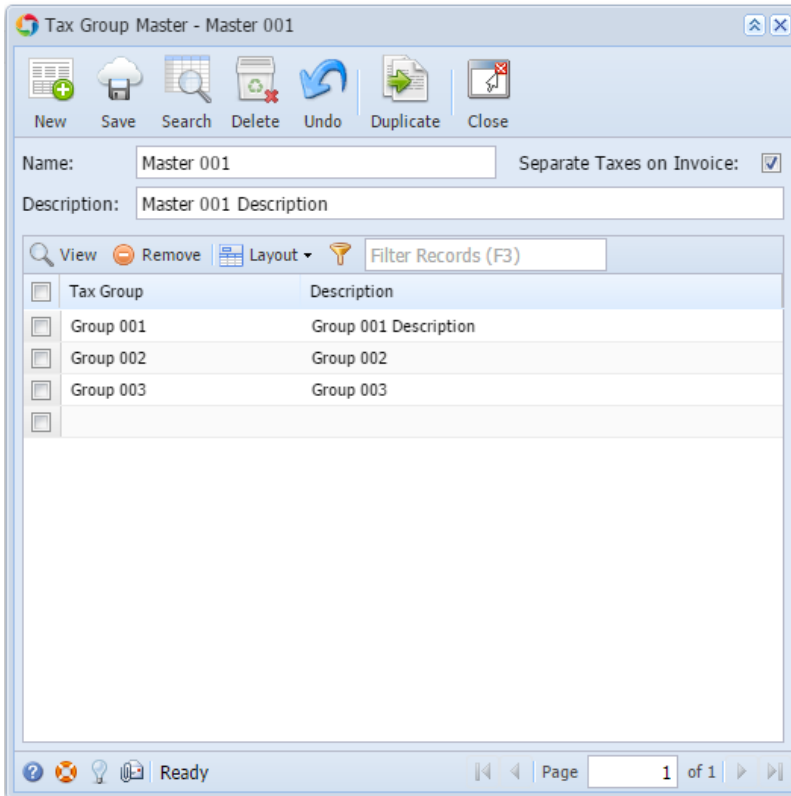


How to View or Edit Tax Groups in a Tax Group Master

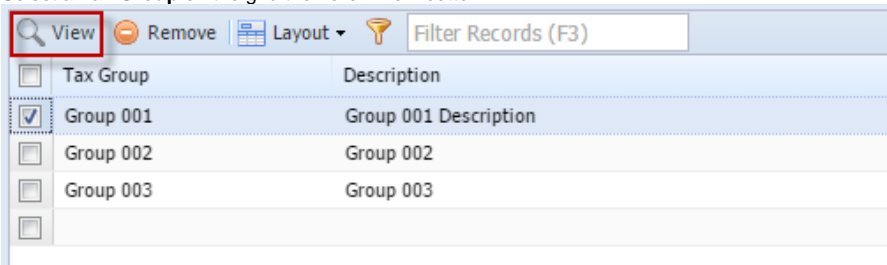
1. On the user's menu panel go to **Common Info** folder then click **Tax Group Masters**
2. From **Search Tax Group Master** screen, select a record from the list and click **View** button.



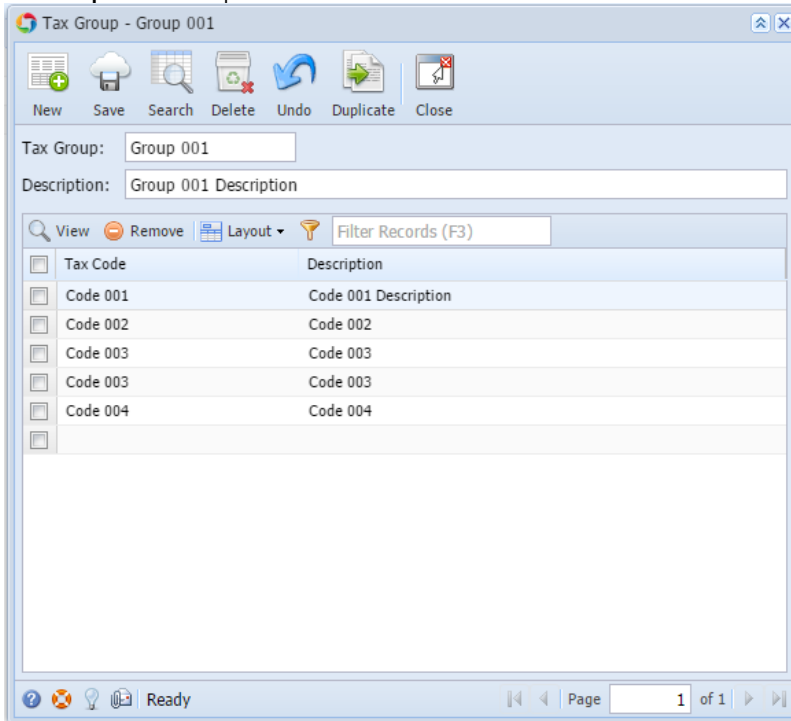
The screenshot shows a software window titled "Tax Group Master - Master 001". The window has a menu bar with icons for New, Save, Search, Delete, Undo, Duplicate, and Close. Below the menu bar, there are two text input fields: "Name:" with the value "Master 001" and "Description:" with the value "Master 001 Description". To the right of the "Name:" field is a checkbox labeled "Separate Taxes on Invoice:" which is checked. Below these fields is a toolbar with icons for View, Remove, Layout, and a filter icon, followed by a text box labeled "Filter Records (F3)". The main area of the window contains a table with two columns: "Tax Group" and "Description". The table has four rows: "Group 001" with description "Group 001 Description", "Group 002" with description "Group 002", "Group 003" with description "Group 003", and an empty row. The status bar at the bottom shows "Ready" and "Page 1 of 1".

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

3. Select a **Tax Group** on the grid then click **View** button



Tax Group screen will open with the record details:



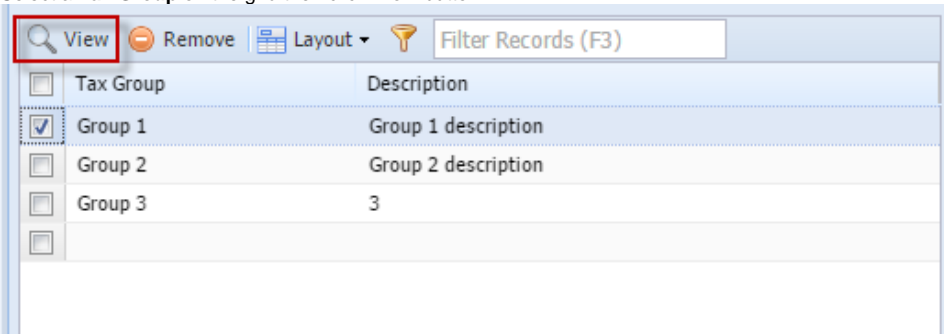
4. When changes on Tax Group is saved, Tax Group Master will automatically be updated
1. On the user's menu panel go to **Common Info** folder then click **Tax Group Masters**

2. From **Search Tax Group Master** screen, select a record from the list and click **View** button.

The screenshot shows the 'Tax Group Master' application window. At the top is a toolbar with icons for New, Save, Search, Delete, Undo, Duplicate, and Close. Below the toolbar are two text input fields: 'Name:' containing 'Master Group 1' and 'Description:' containing 'Master Group 1'. To the right of the 'Name' field is a checkbox labeled 'Separate Taxes on Invoice:'. Below these fields is a control bar with 'View', 'Remove', 'Layout', and a 'Filter Records (F3)' button. The main area contains a table with two columns: 'Tax Group' and 'Description'. The table has four rows, with the first three containing data and the fourth being empty. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

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

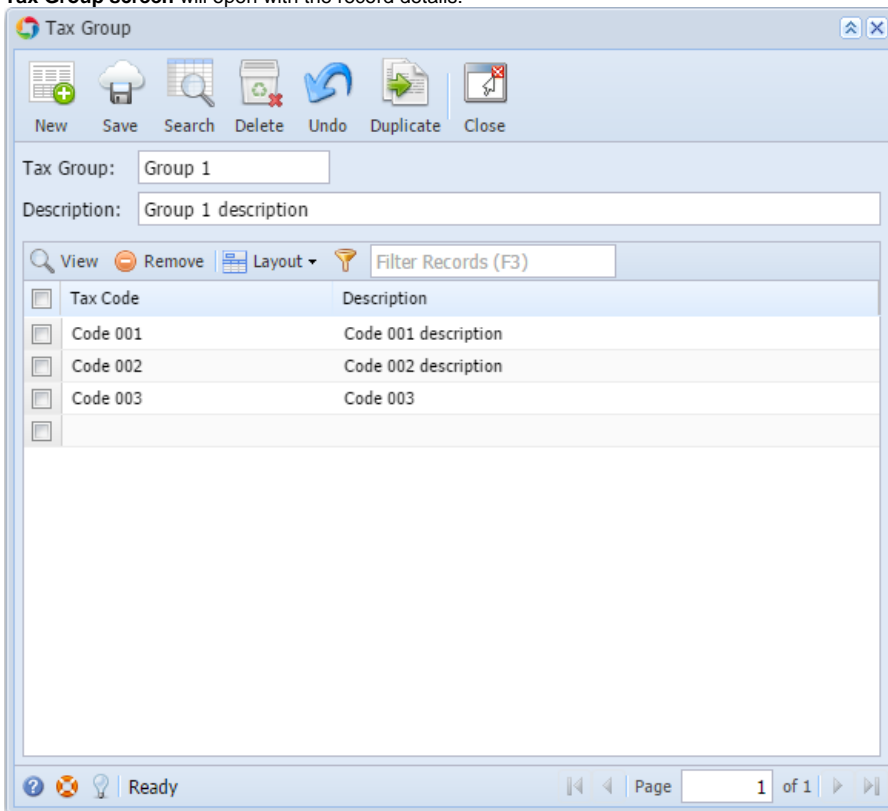
3. Select a **Tax Group** on the grid then click **View** button



The screenshot shows a software interface for managing Tax Groups. At the top, there is a toolbar with buttons for 'View' (highlighted with a red box), 'Remove', 'Layout', and a 'Filter Records (F3)' search box. Below the toolbar is a table with two columns: 'Tax Group' and 'Description'. The table contains three rows: 'Group 1' with description 'Group 1 description', 'Group 2' with description 'Group 2 description', and 'Group 3' with description '3'. Each row has a checkbox in the 'Tax Group' column. The 'View' button is highlighted with a red box.

Tax Group	Description
<input checked="" type="checkbox"/> Group 1	Group 1 description
<input type="checkbox"/> Group 2	Group 2 description
<input type="checkbox"/> Group 3	3

Tax Group screen will open with the record details:



The screenshot shows the 'Tax Group' detail screen. It has a title bar 'Tax Group' and a toolbar with icons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', and 'Close'. Below the toolbar, there are two text input fields: 'Tax Group:' with the value 'Group 1' and 'Description:' with the value 'Group 1 description'. Below these fields is a smaller version of the 'Tax Group Master' grid. This grid has a toolbar with 'View', 'Remove', 'Layout', and 'Filter Records (F3)'. The grid table has columns 'Tax Code' and 'Description' and contains three rows: 'Code 001' with description 'Code 001 description', 'Code 002' with description 'Code 002 description', and 'Code 003' with description 'Code 003'. Each row has a checkbox in the 'Tax Code' column. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

Tax Group:

Description:

Tax Code	Description
<input type="checkbox"/> Code 001	Code 001 description
<input type="checkbox"/> Code 002	Code 002 description
<input type="checkbox"/> Code 003	Code 003

4. When changes on Tax Group is saved, Tax Group Master will automatically be updated