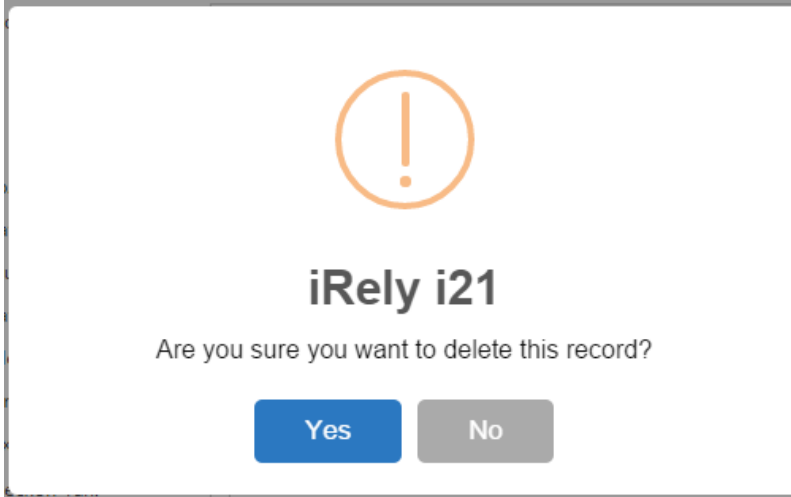



How to Delete a Tax Code

1. On the user's menu panel go to **Common Info** menu then click **Tax Codes**
2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.
3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box.



 A Tax Code cannot be deleted if it is a part of a **Tax Group**.

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log (2)

Tax Code: IN State Sales Tax Tax Class: State Sales Tax (SST)

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 City: Indianapolis

State/Province: IN Country: United States

County: State County

Match Tax Address: ☒

Sales Tax Account: 13500-0001-000

Purchase Tax Account: 13500-0001-000

Taxable by Other Taxes: Indiana Checkoff x IN State Excise Tax Gasoline x IN Inspection Fee x

Checkoff Tax: ☐

Store Tax No.: 1A

Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
<input type="checkbox"/> 01/02/2015	Percentage	7.000000
<input type="checkbox"/> 11/02/2015	Percentage	8.000000


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3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code - IN State Sales Tax

New Save Search **Delete** Undo Duplicate Close

4. Click **Yes** on the message box.



iRely i21

Are you sure you want to delete this record?

Yes **No**

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

2. From **Search Tax Codes** screen, select a record from the list and click **Open** button.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

Details Audit Log

Tax Code: IN State Sales Tax Tax Class: State Sales Tax (SST)

Description: Indiana State Sales Tax

Tax Agency: Indiana Department of Revenue

Address: 100 N Senate Ave

Zip/Postal: 46204 City: Indianapolis

State/Province: IN Country: United States

County:

Match Tax Address: ☒

Sales Tax Account:

Purchase Tax Account:

Taxable by Other Taxes: Indiana Checkoff x IN Gasoline Use Tax x

Checkoff Tax: ☐

X Remove Layout Filter Records (F3)

Effective Date	Calculation Method	Rate
<input type="checkbox"/> 01/02/2015	Percentage	7.000000
<input type="checkbox"/> 11/02/2015	Percentage	8.000000
<input type="checkbox"/>		0.000000


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3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code - IN State Sales Tax

New Save Search Delete Undo Duplicate Close

4. Click **Yes** on the message box.



iRely i21

Are you sure you want to delete this record?

Yes No

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

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

Tax Code: DUP: Code 001 Tax Class: SST

Description: Code 001 Description

Tax Agency: Code 001

Address: Makati

Zip/Postal: 1227 City: Makati

State/Province: NCR Country: Philippines

County: Code 001

Sales Tax Account: 20001-1006

Purchase Tax Account: 20002-1006

Taxable by Other Taxes: FET 3 BETH

Checkoff Tax: ☒

Effective Date	Calculation Method	Rate
08/29/2015	Percentage	6.989899
09/17/2015	Unit	6.323232
		0.000000

3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Code: Code 001 Tax Class: SST

Description: Code 001 Description

Tax Agency: Code 001

Address: Makati

Zip/Postal: 1227

State/Province: NCR

County: Code 001

Sales Tax Account: 20001-1006

Purchase Tax Account: 20002-1006

Taxable by Other Taxes: FET 3 BETH

Checkoff Tax: ☒

Effective Date	Calculation Method	Rate
08/29/2015	Percentage	6.989899
09/17/2015	Unit	6.323232
		0.000000

4. Click **Yes** on the message box.

1. On the user's menu panel go to **Common Info** folder then click **Tax Codes**

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

Tax Codes

New Save Search Delete Undo Duplicate Close

Tax Code: Code 001 Tax Class: Class 2

Description: Code 001 description

Tax Agency: Agency 00120

Calculation Method: Unit Rate: 10

Address: taguig city

Zip/Postal: 123455 City: TEST

State/Province: PH Country: Philippines

County: None

Sales Tax Account: 10001-1001

Purchase Tax Account: 10004-1001

Taxable by Other Taxes: Class 3 Class 4 Class 1

Checkoff Tax: ☒

Ready Page 1 of 1

3. Click **Delete** toolbar button. A confirmation message will appear.

Tax Codes

New Save Search Delete Undo Duplicate Close

Tax Code: Code 001 Tax Class: Class 2

Description: Code 001 description

Tax Agency: Agency 00120

Calculation Method: Unit Rate: 10

Address: taguig city

Zip/Postal: 123455 City: TEST

State/Province: PH Country: Philippines

County: None

Sales Tax Account: 10001-1001

Purchase Tax Account: 10004-1001

Taxable by Other Taxes: Class 3 Class 4 Class 1

Checkoff Tax: ☒

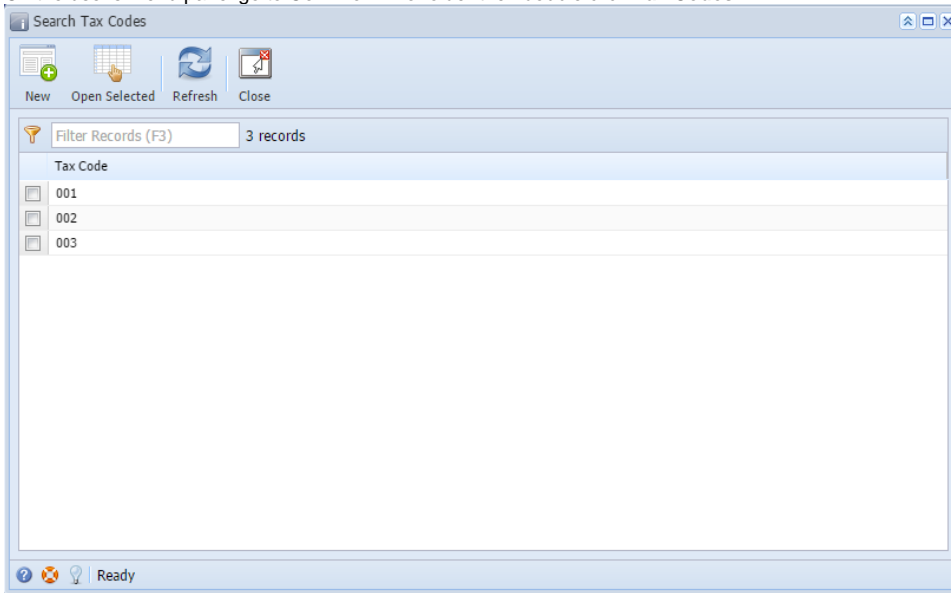
Are you sure you want to delete this record?

Yes No

Ready Page 1 of 1

4. Click **Yes** on the message box.

1. On the user's menu panel go to **Common Info** folder then double click **Tax Codes**

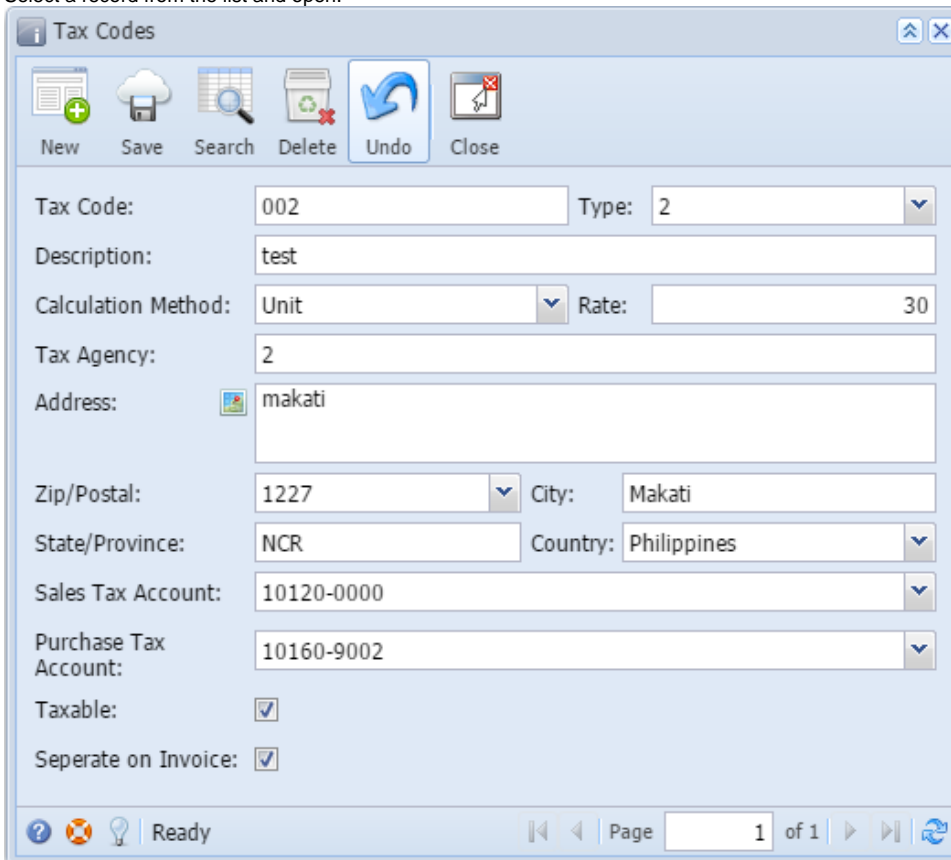


The screenshot shows a window titled "Search Tax Codes" with a toolbar containing "New", "Open Selected", "Refresh", and "Close". Below the toolbar is a search bar labeled "Filter Records (F3)" with "3 records" displayed. A table lists the tax codes:

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

The status bar at the bottom shows a help icon, a lightbulb icon, and the text "Ready".

2. Select a record from the list and open.

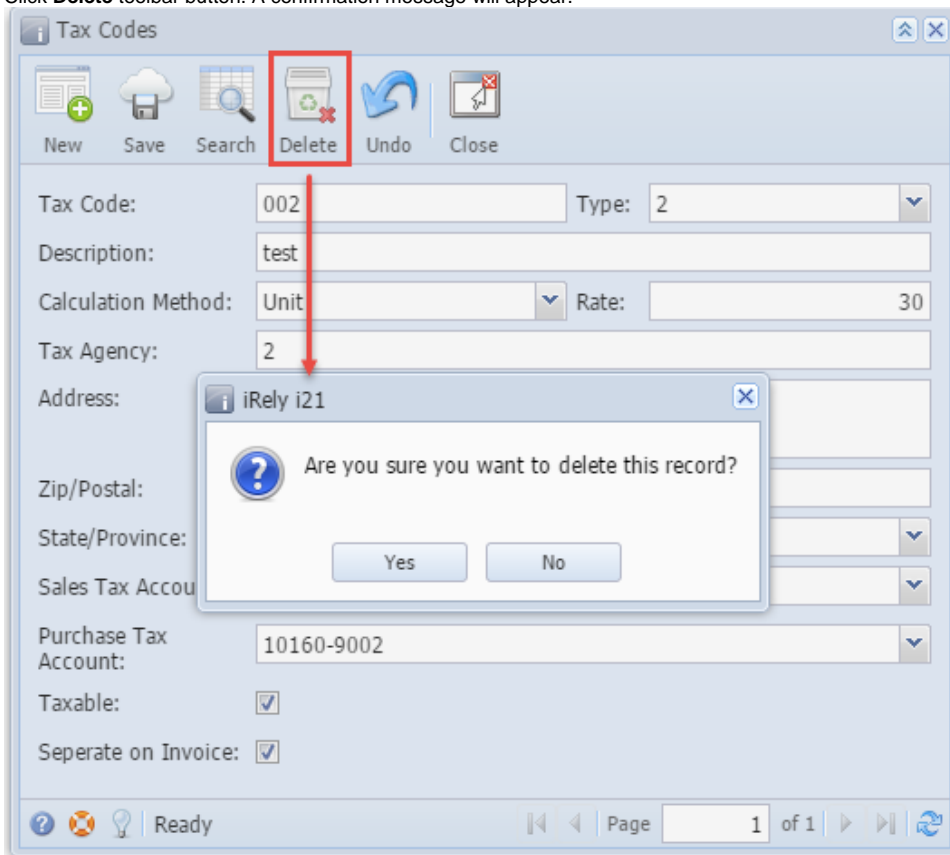


The screenshot shows a window titled "Tax Codes" with a toolbar containing "New", "Save", "Search", "Delete", "Undo", and "Close". The form contains the following fields:

Tax Code: 002 Type: 2
Description: test
Calculation Method: Unit Rate: 30
Tax Agency: 2
Address: makati
Zip/Postal: 1227 City: Makati
State/Province: NCR Country: Philippines
Sales Tax Account: 10120-0000
Purchase Tax Account: 10160-9002
Taxable: ☒
Seperate on Invoice: ☒

The status bar at the bottom shows a help icon, a lightbulb icon, the text "Ready", and a page indicator "Page 1 of 1".

3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box.