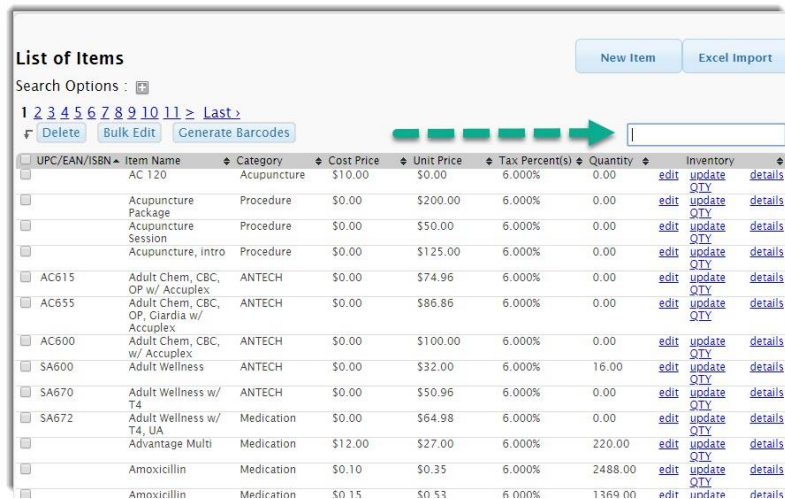


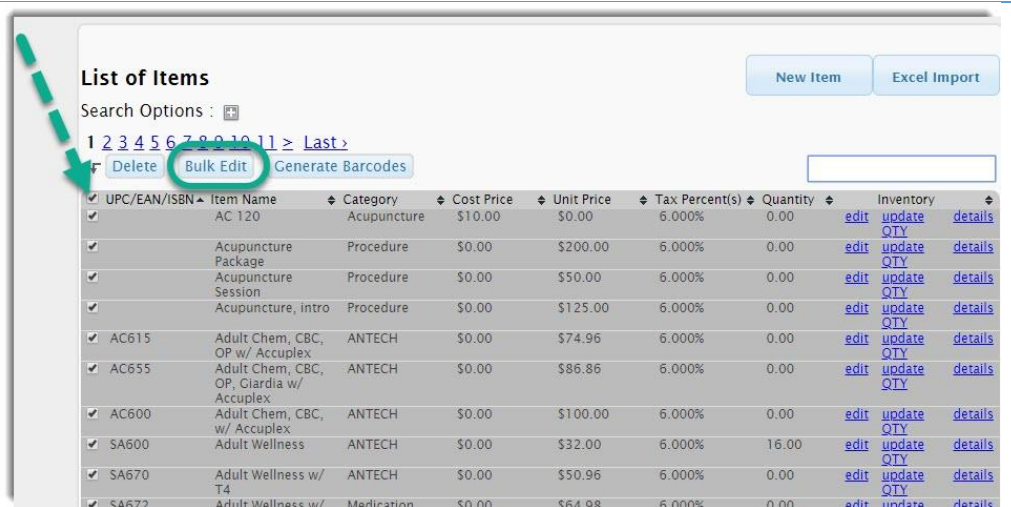
1. To update the sales tax on all items and services, go to Management, then “Items and Services”



2. Place your cursor in the search box, then press enter. This will pull up all of your Items and Services.

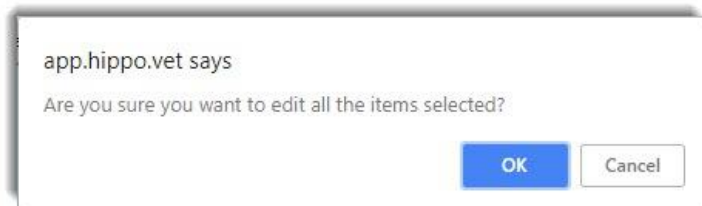


3. Select all Items and Services by checking the box in the upper left corner next to “UPC/EAN/ISBN,” then select “Bulk Edit.”



4. Enter “Sales Tax” in the first field next to Tax 1, then 6.00 in the % field. Finally, click “Submit.”

5. Click “OK” on the pop-up window.



6. Once all items have been updated, a message in green will appear at the bottom of the screen to confirm the changes have been made.



NOTE: If you do plan to change all of your codes at once, please be aware that it may take some time to process. We recommend doing this bulk update outside of business hours.

For any questions or further assistance, please contact Support at support@hippomanager.com or +1 877.819.0159 ext. 2.

See also <https://taxanswers.ky.gov/Sales-and-Excise-Taxes/Pages/Small-Animal-Veterinarians-FAQs.aspx> for specific tax-related questions and answers.