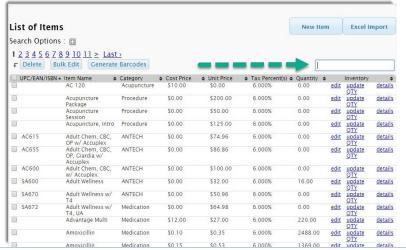
KY Small Animal Vets, Bulk Edit Tax



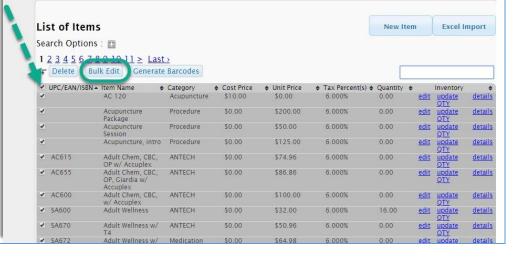
1. To update the sales tax on all items and services, go to Management, then "Items and Services"



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."



KY Small Animal Vets, Bulk Edit Tax



4. Enter "Sales Tax" in the first Editing Multiple Items Edit the fields you want to edit for ALL selected items X field next to Tax 1, then 6.00 Item Name None in the % field. Finally, click Category "Submit." Supplier: None Do Nothing Procedure: Do Nothing Do Nothing Non-stocking Do Nothing Cost Price: Do Nothing % Mark Up: Do Nothing Futhanasia Unit Price Do Nothing 6.00 Tag/Serial Number Description Tax 2: Do Nothing Vaccine: Reorder Level: Do Nothing Allow Alt Description Procedure: Do Nothing Do Nothing Non-stocking Do Nothing Do Nothing Do Nothing Expiration Date: Do Nothing 5. Click "OK" on the pop-up window. app.hippo.vet says Are you sure you want to edit all the items selected? OK Cancel 6. Once all items have been updated, a message in green You have successfully updated the selected items 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 $\frac{https://taxanswers.ky.gov/Sales-and-Excise-Taxes/Pages/Small-Animal-Veterinarians-FAQs.aspx}{specific tax-related questions and answers.}$