
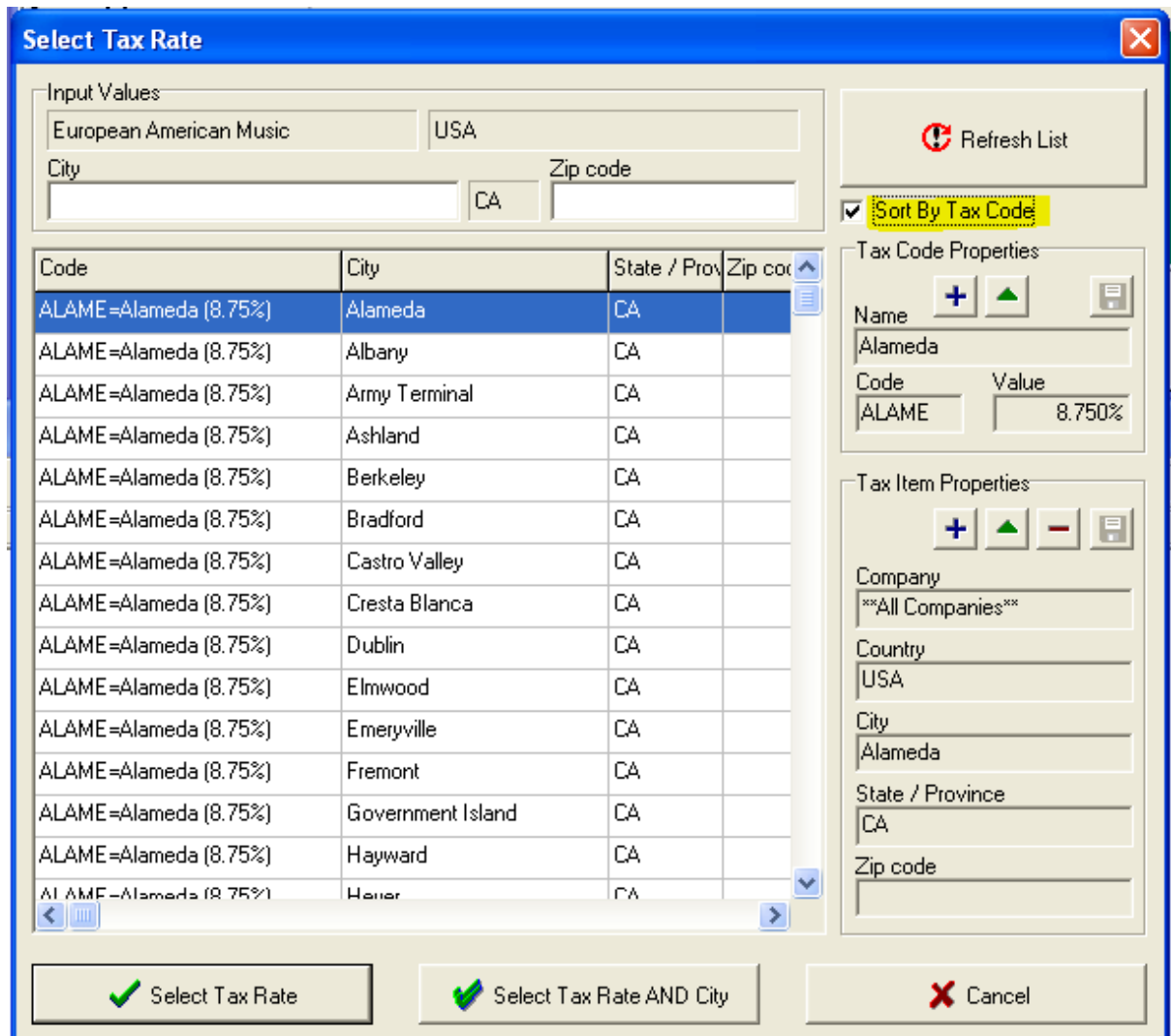


HLMSW: Making multiple changes to the California Tax Rates

1. Create a NEW Account record and enter **CA** into the State field (Do NOT enter anything in the City field)
2. Go to the Account tab and click on the Tax Search Icon  to enter into the Select Tax Rate Screen (you may need to press it twice)
3. Click on the *Sort by Tax Code* option and the screen should look like this:



Select Tax Rate

Input Values
 European American Music USA
 City Zip code
 CA



Sort By Tax Code

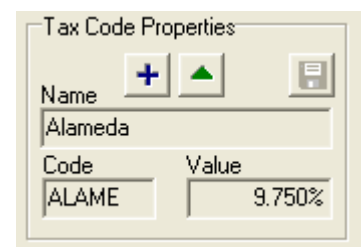
Code	City	State / Prov	Zip code
ALAME=Alameda (8.75%)	Alameda	CA	
ALAME=Alameda (8.75%)	Albany	CA	
ALAME=Alameda (8.75%)	Army Terminal	CA	
ALAME=Alameda (8.75%)	Ashland	CA	
ALAME=Alameda (8.75%)	Berkeley	CA	
ALAME=Alameda (8.75%)	Bradford	CA	
ALAME=Alameda (8.75%)	Castro Valley	CA	
ALAME=Alameda (8.75%)	Cresta Blanca	CA	
ALAME=Alameda (8.75%)	Dublin	CA	
ALAME=Alameda (8.75%)	Elmwood	CA	
ALAME=Alameda (8.75%)	Emeryville	CA	
ALAME=Alameda (8.75%)	Fremont	CA	
ALAME=Alameda (8.75%)	Government Island	CA	
ALAME=Alameda (8.75%)	Hayward	CA	
ALAME=Alameda (8.75%)	Hayward	CA	

Tax Code Properties
 Name: Alameda
 Code: ALAME Value: 8.750%

Tax Item Properties
 Company: ***All Companies***
 Country: USA
 City: Alameda
 State / Province: CA
 Zip code:

Select Tax Rate Select Tax Rate AND City Cancel

4. Now scroll through the list and when you come across a Tax Code that must be edited, on the *Tax Code Properties* screen click on the Edit Button  to edit, enter the new rate and click on the save Button  to commit the changes
5. Repeat the process for all of the rates.
6. When finished, exit from this screen and cancel the New Account because the tax changes have already been made.



Tax Code Properties
 Name: Alameda
 Code: ALAME Value: 9.750%