

## Bulk Change feature in QuickBooks 2010:

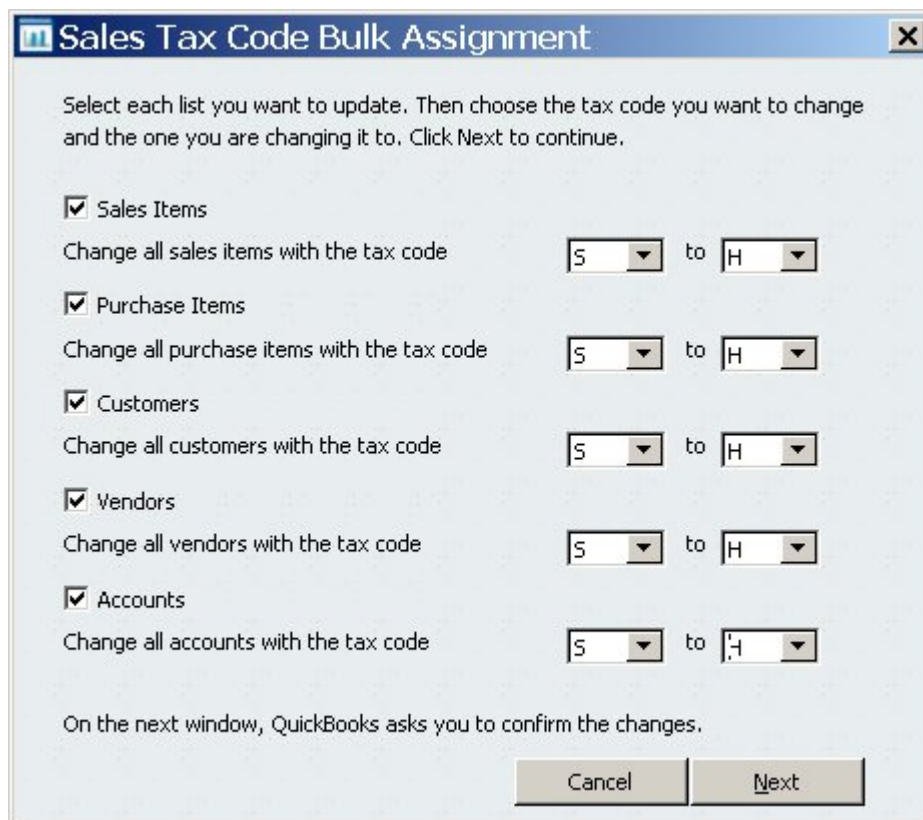
We have added a "**Bulk Change**" button to the Assign Tax Codes window. This feature will automatically update all items, customers & vendors, and accounts to the new HST code. You do not want to use this feature until July 1.

### To use the Bulk Change feature:

**Important:** Do not perform this step until July 1.

1. On the **Assign Tax Codes** window, click the **Bulk Change** button.
2. When asked, we highly recommend you make a back up of your company file.
3. Select the items, cust/vendor, and accounts you want to update to the new HST tax code.
4. In the first drop-down box, select the tax code you want changed.
5. In the second drop-down box, select the new HST code you want to change it to.

For example, in the picture below, we want to change all from an S code to an H (HST) code.



Select each list you want to update. Then choose the tax code you want to change and the one you are changing it to. Click Next to continue.

Sales Items  
Change all sales items with the tax code  to

Purchase Items  
Change all purchase items with the tax code  to

Customers  
Change all customers with the tax code  to

Vendors  
Change all vendors with the tax code  to

Accounts  
Change all accounts with the tax code  to

On the next window, QuickBooks asks you to confirm the changes.

Cancel Next

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