## Linking Tax Profiles to Postal Codes

- 1. Navigate to Menu > System Admin > Postal Codes.
- 2. Use the <u>Quick Search bar (http://aace5.knowledgeowl.com/help/using-the-quick-search-bar)</u> to find the desired postal codes or click Show All.
- 3. Click Actions > Update Tax Profile for Postal Codes in List.

•	🕨 😑 🕒 Postal Codes									A			
;											Actions		
								_	Send Notice Re: List				
	Postal Codes Unsorted									Update Postal Format for Postal Codes in List			
0					NY							Update Tax Profile for Postal Codes in List	
≞.	Postal Code		City	County	State	Country	Country Code		Postal Format	Tax Profile	Sales Rep	Update Sales Rep for Postal Codes in List	
	10001	*	New York	New York	NY		US	> /	American			Update Account Manager for Postal Codes in List	
	10002	*	New York	New York	NY		US	> /	American			Update County for Postal Codes in List	
	10003	*	New York	New York	NY		US	> /	American			Update State for Postal Codes in List	
	10004	*	New York	New York	NY		US	> /	American			Update Country for Postal Codes in List	
	10005	*	New York	New York	NY		US	> /	American			Update Country Code for Postal Codes in List	
	10006	*	New York	New York	NY		US	> /	American			Update City to Proper Case for Postal Codes in List Remove Duplicate Postal Codes - Found Set Only	
	10014	*	New York	New York	NY		US	> /	American				
	10016	*	New York	New York	NY	USA	US	> /	American				
	10017	*	New York	New York	NY		US	> /	American			Remove Duplicate Postal Codes - Entire Table	
	10018	*	New York	New York	NY		US	> /	American			Delete Postal Codes in List	
	10019	*	New York	New York	NY		US	> /	American			Import Postal Codes	
	10020	*	New York	New York	NY		US	> /	American			Export Postal Codes	
	10021	*	New York	New York	NY		US	> /	American			- <sup>1</sup> K	
	Show All Related Records 🔻												

- 4. At the confirmation dialog box, click Select.
- 5. Choose the tax profile you want to associate with the selected postal codes.

C C Tax Profil	es Selector
Tax Profile	Abbr
Tax Profiles	
Name	Abbr
Default Tax Profile	DEF ^
New York	NY
Out of State	OUT
Displaving 3 of 3 found	
eropraying e or e rolditu	Cancel