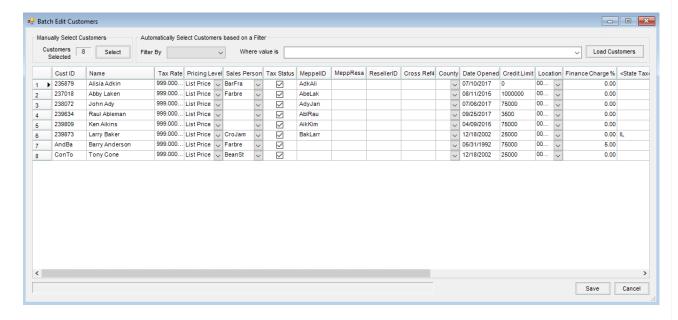
Batch Edit Customers

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The Batch Edit Customers function in Admin Utilities is used to edit several areas of the Customer file without opening Customer files one at a time. Multiple Customers can be selected to edit at the same time.



- 1. To access the utility, go to Hub / Utilities / Admin Utilities / Hub / Batch Edit Customers.
- 2. Choose to Manually Select Customers or Automatically Select Customers based on a Filter by selecting an option in the Filter By drop-down and optionally entering a value in the Where value is field.

Note: When *Filter By* is set to *Pricing Level*, the following numbers entered in the *Where value is* field searches for the specific *Price Level* numeric value:

- 0 List Price
- 1-8 User-Defined Price Levels 1-8
- 9 Average
- 10 Last
- **11** Replacement
- o 12 27 User-Defined Price Levels 9 24
- 28 Estimated Average
- 3. Make the appropriate changes in the grid, editing several Customer settings with this utility. Select Save.
 - o Customer Sales Tax Rate
 - Pricing Level
 - Salesperson
 - Sales Taxable Status
 - Customer Cross-Reference Text Boxes

- o County for the Customer
- o Date Opened
- o Customer Credit Limit
- Location
- Finance Charge %
- State Tax code
- Adj Tax code
- Last Reviewed Date
- o Credit Line
- o Credit Line Name
- Credit Line \$ Amount