



## **QuickStart Guide**

**Inter-Departmental Sublet**

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## Inter-Department Sublet

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to do inter-departmental sublet work.*

- In this example of inter-departmental sublet work we'll assume the body shop department is repairing damage to a vehicle and sublets the wheel alignment to the mechanical department.

### 1. Create a labor op code for all mechanical work done on body shop tickets.

- a. Take option **50=Application Environment** from the Service Department menu and take option **1=Select** by Labor Operation Codes.
- b. Take the following steps to create a new labor operation code:
  1. Use function **F6=Add** to display the Labor Operation Codes screen.
  2. Enter MECH (for mechanical) in the Code field.
    - a. Or name the code whatever you like.
  3. Enter a description of the code in the Desc field.
    - a. The description displays and prints on the repair order.
  4. Set Extended LOP Desc = Y.
    - a. This way the service writer can describe the mechanical work if necessary.
  5. Use function **F16=Overrides** to display the Labor Operation Codes--Sale Account Overrides screen.
  6. Enter the mechanical labor sale accounts for each payment method and all service groups and press [ENTER] to save.
  7. Leave all of the fields on the Labor Operation Codes--Asset Account Overrides screen blank and press [ENTER] to save.
  8. Press [ENTER] to save the labor operation code and use function **F12=Cancel** to return to the Labor Operation Codes list screen and **F3=Exit**.

### 2. Retrieve a body shop repair order.

- a. Take option **1=Repair orders** from the Service Department menu.
- b. Key in your service writer password and press [FIELD EXIT] to display the Open Repair Orders List screen.
- c. Call up the open repair order by repair order number or key tag number.

- d. Or position to the name of the customer on the Open Repair Orders List screen and take option **2=Change** by the repair order.

**3. Add the mechanical labor op code to the repair order.**

- a. All labor billed out under this labor op code will credit the mechanical labor sale account rather than the body shop labor sale account because of the account overrides added in step 1.