



## **QuickStart Guide**

**Sublet Work by Outside Vendors**

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## Sublet Work by Outside Vendors

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to add sublet work performed by an outside vendor to a repair order.*

### 1. Retrieve the 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.

### 2. Add a line for the sublet work.

- a. Use function **F6=Add** to create an undefined labor operation, e.g., TOW IN;
- b. Or add a line by typing in a labor operation code.

### 3. Display the sublet screen.

- a. Take option **50=Enter/Change Sublet** by the job to display the sublet screen.

### 4. Complete the sublet information.

- Use this step only if you are not going to associate a purchase order with the sublet work.
  - **If you have to create a purchase order for the sublet**, skip this step and go to step 5.
  - **If someone else has already created a purchase order for the sublet**, skip this step and proceed with step 6.
- a. To add the sublet information, take the following steps:
    1. Enter the vendor number or hit F4 on the Vendor\* line to display a list of vendors.
      - a. Position to the vendor name in the list and take option **1=Select** by the vendor.

2. Enter the invoice amount in the Cost field and hit [FIELD EXIT].
  - i. **The sublet invoice amount is automatically marked up** according to the defaults in the Service Department Application Environment Initial Values.
  - ii. If **sublet labor or sublet parts are taxable**, there will be a cost field for both labor and parts so that the sublet charges can be split for tax purposes.
  - iii. **If both are taxable or non-taxable**, only one cost field displays.
3. Enter the vendor's invoice number.
4. Override the retail amount if necessary.
5. Change the status to C for Complete.
6. The Correction, Claim Type, and Renal information may only be required for warranty by certain manufacturers.
7. Press [ENTER] to save and return to the Service Repair Order screen.

#### 5. Create a purchase order for the sublet work.

- **If someone else has already created a purchase order for the sublet**, skip this step and proceed with step 6.
- b. Use function **F6=Create PO** to display the Purchase Order screen.
    - a. Enter the vendor number and hit [FIELD EXIT];
    - b. Or hit F4 on the Vendor\* line to display a list of vendors, position to the vendor name in the list, and take option **1=Select** by the vendor.
    - c. Press [ENTER] to assign the purchase order number.
    - d. Enter the quantity, amount, and description of the sublet work and press [ENTER] to add it to the purchase order amount.
    - e. Use function **F12=Cancel** to return to the sublet screen and pull the purchase order number and sublet invoice amount into the repair order.
      - **The sublet invoice amount is automatically marked up** according to the defaults in the Service Department Application Environment Initial Values.
      - **If sublet labor or sublet parts are taxable**, there will be a cost field for both labor and parts so that the sublet charges can be split for tax purposes.
      - **If both are taxable or non-taxable**, only one cost field displays.
    - f. Enter the vendor's invoice number.
    - g. Override the retail amount if necessary.
    - h. Change the status to C for Complete.

- i. The Correction, Claim Type, and Renal information may only be required for warranty by certain manufacturers.
- j. Press [ENTER] to save and return to the Service Repair Order screen.

## 6. Select the purchase order.

- This step is only necessary if someone else created a purchase order for the sublet work on this repair order.
- c. Use function **F5=Select Open PO** to display the list of open purchase orders.
    - a. Key in the purchase order number in the PO Number field if you have it;
    - b. Or, key in the vendor invoice number in the Invoice field if you have it;
    - c. Or, position to the vendor name and take option **1=Select** by the purchase order number.
      - **The sublet invoice amount is automatically marked up** according to the defaults in the Service Department Application Environment Initial Values.
      - **If sublet labor or sublet parts are taxable**, there will be a cost field for both labor and parts so that the sublet charges can be split for tax purposes.
      - **If both are taxable or non-taxable**, only one cost field displays.
  - d. Enter the vendor's invoice number.
  - e. Override the retail amount if necessary.
  - f. Change the status to C for Complete.
  - g. The Correction, Claim Type, and Renal information may only be required for warranty by certain manufacturers.
  - h. Press [ENTER] to save and return to the Service Repair Order screen.