



## **QuickStart Guide**

### **Tax Exempt Service Sales**

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ARKONA QuickStart Guide

*Use this QuickStart Guide for information on how to change the tax exempt status on a repair order.*

- A customer always owes sales tax unless they have a tax exempt number on their customer record.
- **To make a customer permanently tax exempt**, enter their state tax ID in as follows:
  1. Start a new repair order or retrieve an existing one.
  2. Take option **81=Customer Vehicle Info** to display the Customer/Vehicle Information window.
  3. Key in their tax exempt number in the Tax Exempt No. field in the center right and press [ENTER] twice to save.
- **To override tax on labor on a per line basis**, an authorized user can take the following steps:
  1. Start a new repair order or retrieve an existing one.
  2. Position to the line that needs to be tax exempt and take option **TL=Tax Labor On/Off** to turn the tax off for that line. To turn the tax back on for that line, take option **TL** again.
- **To make a specific labor op code tax exempt**, take the following steps:
  1. Take option **50=Application Environment** from the Service Department menu.
  2. Take option **1=Select** by Labor Operation Codes to display the list.
  3. Position to the labor op code you want to make tax exempt.
  4. Take option **2=Change** by the labor op code.
  5. Set Taxable = N on the center right of the screen and press [ENTER] to save.
- **To make paint and materials tax exempt for body shop repair orders**, take the following steps:
  1. Take option **50=Application Environment** from the Service Department menu.

2. Take option **1=Select** by Initial Values and press [ENTER] to proceed to the second screen.
  3. Set Sales Tax on Paint and Materials = N and press [ENTER] to save.
- **To make internal work charged to an expense account tax exempt**, take the following steps:
    1. Take option **50=Application Environment** from the Service Department menu.
    2. Take option **1=Select** by Initial Values and press [ENTER] to proceed to the second screen.
    3. Set Tax Internal if Expense Account = N and press [ENTER] to save.