

## EXEMPTION REPORTS AND REMOVING EXEMPTIONS

### EXEMPTION REPORT

This report prints customer name, contact, phone number, Federal ID number, and expiration date based on the options selected.

#### Menu Select:

From the Customers Submenu select - *Exemption Report*.

Output to: **S = Screen**    **P = Printer**    **F = Text File**    **Q = Quit**

**Option:**    Enter the option for the desired report. Different information could be required for each option.

**1 By Tax Codes**    **2 By Exemptions**    **3 All Fuel Tax Exemptions**  
**4 Sales Tax Exemptions**    **5 Exempt Tax Types**    **6 Both Types**

### BY TAX CODES

**1 - By Tax Codes**    This report will list customers with an exemption to a selected Tax Code or all tax codes.

#### **Please Verify State Initials.**

TX for example.

#### **Enter Tax Code.**

Enter a tax code, leave blank for all, F2 Lookup.

(Options that don't apply are skipped.)

#### **Enter Date Range.**

Enter date range of sales invoices to check.

#### **Input Selection Criteria.**

**Y** to filter the report using the available selection criteria.

**N** to print all customers with exemptions for the selected tax code.

#### **Customer Sort Option.**

**1 = Customer Number**

**2 = Customer Name**

Practice Exempt Listing/Create Labels

Display report on screen

1 By Tax Codes    2 By Exemptions    3 All Fuel Tax Exemptions  
 4 Sls Tax Ex    5 Exempt Tax Types    6 Both Types    1

Please Verify State Initials TX

Enter tax code 1 FEDERAL GASOLINE

Enter exemption code

Tax Types:

Enter date range 01/01/2003 12/31/2003 Input selection criteria? N

Enter State Expiration Date (Y/N) Exp Date / /

Customer Sort Option: 1=By Customer Number 2=By Name 2

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Is Everything OK? (Y/N/P=Printer/Q=Quit)

- Y Print or display the report with the selected options.
- N Edit options before printing or displaying the report.
- P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- Q Exit without printing.

Display Report Customer Exemption Report

Print Save Exit Enlarge Reduce

Date: 10/10/2014    Practice    Page No.  
 Time: 13:44:32    List by TAX CODE #1 FEDERAL GASOLINE    1  
 Date Range: 01/01/2003 to 12/31/2003

Company	Contact	Phone	Id Num.	Exp Date
Acme Construction	JIS Whitesell	512/777-3333	DD12345789	/ /
ACME		FED ID	987811111	/ /
Blue Farm	Bob Sanford	512/783-1234	AG432116111	01/01/01
BLUE		FED ID	123456781	01/01/01
BULK PLANT	Lou Ehrenberg	512-541-2222	AG431112211	/ /
BULK		FED ID	678121111	/ /
Johns Service Station		/ -	AG432456789	/ /
JOHN		FED ID	761121111	/ /
Jones Farm and Ranch	David Culligan	512-399-9999	DD123477777	/ /
JONES		FED ID	121991111	/ /
Name			VESEL	12/01/93
KAT		FED ID	VESEL TAX ID	12/01/93
Lou's Gasoline Station	Lou Ehrenberg	512-541-2222	AG431112211	/ /
LOU		FED ID	678121111	/ /
Montana Fuel Suppliers	Bob Sanford	512/783-1234	AG432116111	01/01/01
PRODET		FED ID	123456781	01/01/01
Co-op	Bob Sanford	512/783-1234	AG432116111	01/01/01
PROSUM		FED ID	123456781	01/01/01

## BY EXEMPTIONS

2 - By Exemptions This report will list customers who have specific exemption codes.

### Please Verify State Initials.

TX for example.

### Enter Exemption Code.

Enter an exemption code, leave blank for all, F2 Lookup.

### Enter Date Range.

Enter date range of sales invoices to check.

### Input Selection Criteria.

Y to filter the report with available selection criteria.

N to print all customers with exemptions for the selected code.

### Customer Sort Option.

1 = Customer Number

2 = Customer Name

### Is Everything OK? (Y/N/P=Printer/Q=Quit)

Y Print or display the report with the selected options.

N Edit options before printing or displaying the report.

P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.

Q Exit without printing.

Date: 10/10/2014  
Time: 14:01:12

Practice  
List by EXEMPTION #1 BONDED  
Date Range: 01/01/2003 to 12/31/2003

Page No.  
1

Company	Contact	Phone	Id Num.	Exp Date
BULK PLANT	Lou Ehrenberg	512-541-2222	AG431112211	/ /
BULK		FED ID	678121111	/ /
Blue Farm	Bob Sanford	512/783-1234	AG432116111	01/01/01
BLUE		FED ID	123456781	01/01/01
Co-op	Bob Sanford	512/783-1234	AG432116111	01/01/01
PROSUM		FED ID	123456781	01/01/01
Lou's Gasoline Station	Lou Ehrenberg	512-541-2222	AG431112211	/ /
LOU		FED ID	678121111	/ /
Montana Fuel Suppliers	Bob Sanford	512/783-1234	AG432116111	01/01/01
PRODET		FED ID	123456781	01/01/01

ALL FUEL TAX EXEMPTIONS

- 3 - All Fuel Tax Exemptions This report prints all customers with an exemption from any tax code.

**Please Verify State Initials.**

**Enter Date Range.**

Enter date range of sales invoices to check.

**Input Selection Criteria.**

Y to filter the report using available selection criteria.

N to print all customers with exemptions for the selected tax code.

**Customer Sort Option.**

1 = Customer Number

2 = Customer Name

**Is Everything OK? (Y/N/P=Printer/Q=Quit)**

Y Print or display the report with the selected options.

N Edit options before printing or displaying the report.

P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.

Q Exit without printing.

**SALES TAX EXEMPT**

- 4 - Sales Tax Exempt This report prints all customers who are sales tax exempt. Tax screen in the customer file - 'Tax Exempt' has Y.

**Please Verify State Initials.**

**Enter Date Range.**

Enter date range of sales invoices to check.

**Input Selection Criteria.**

Y to filter the report using available selection criteria.

N to print all customers with exemptions for the selected option.

**Enter State Expiration Date (Y/N)**

**Customer Sort Option.**

1 = Customer Number

2 = Customer Name

**Is Everything OK? (Y/N/P=Printer/Q=Quit)**

Y Print or display the report with the selected options.

N Edit options before printing or displaying the report.

P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.

**Q** Exit without printing.

## **EXEMPT TAX TYPES**

**5 - Exempt Tax Types** This report prints customers who are exempt from tax on particular tax types (GAS, DSL, HSD, JET, AVG, KER, etc.).

**Please Verify State Initials.**

**Tax Types.**

Enter up to four tax types, the computer will select exempt customers.

**Enter Date Range.**

Enter date range of sales invoices to check.

**Input Selection Criteria.**

**Y** to filter the report using the available selection criteria.

**N** to print all customers with exemptions for the selected option.

**Customer Sort Option.**

**1 = Customer Number**

**2 = Customer Name**

**Is Everything OK? (Y/N/P=Printer/Q=Quit)**

**Y** Print or display the report with the selected options.

**N** Edit options before printing or displaying the report.

**P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.

**Q** Exit without printing.

## **BOTH TYPES**

**6 - Both Types** This report prints customers who had exempt sales for the selected fuel items and range of dates.

**Please Verify State Initials.**

**Enter Tax Types.**

Enter up to four tax types (GAS, DSL, etc.)

**Enter Date Range.**

Enter date range of sales invoices to check.

**Input Selection Criteria.**

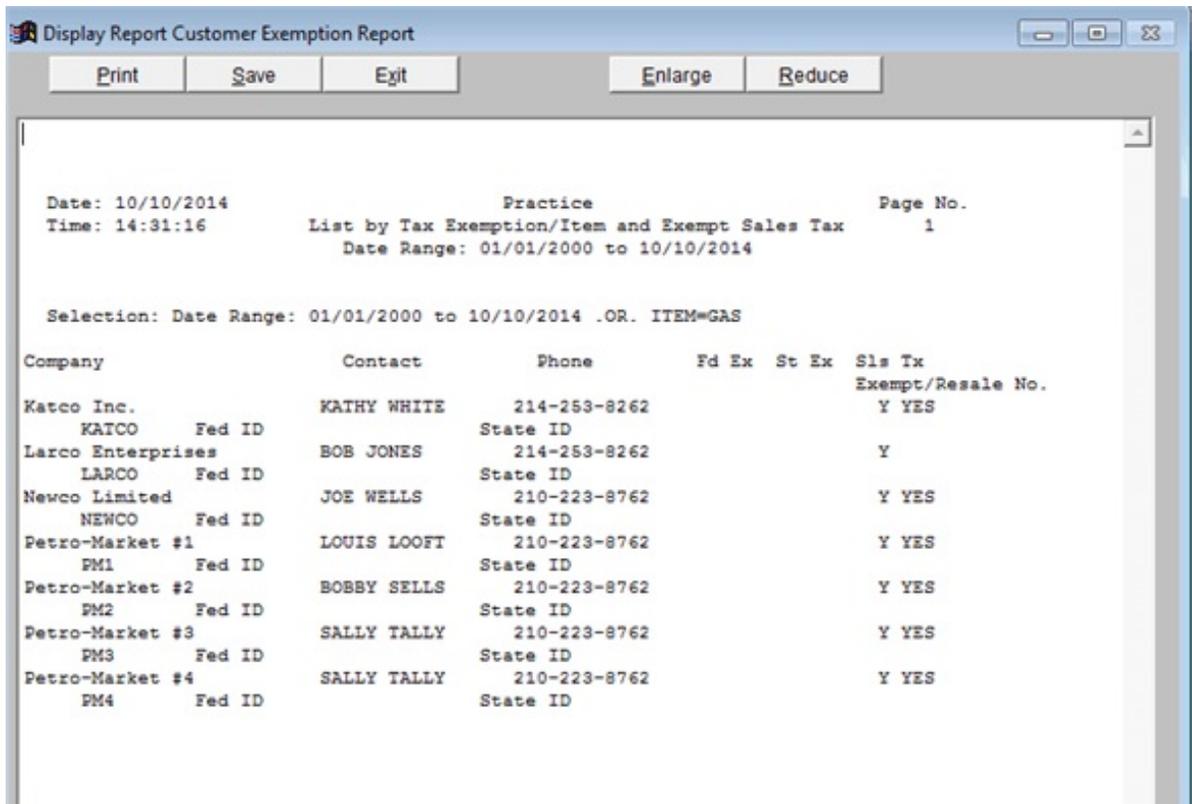
Y to filter the report with available selection criteria.  
 N to print all customers with exemptions for the selected options.

**Customer Sort Option.**

- 1 = Customer Number
- 2 = Customer Name

**Is Everything OK? (Y/N/P=Printer/Q=Quit)**

- Y Print or display the report with the selected options.
- N Edit options before printing or displaying the report.
- P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- Q Exit without printing.



**TAX STATUS REPORT**

This report prints customer with fuel tax exemptions with the option to show exemptions and also show only customers with exemptions.

**Menu Select:**

From the Customers Submenu select - *Tax Status Report*.

Output to: S = Screen P = Printer F = Text File Q = Quit

```
F2-Lookup F3 F4 F5 F6 F7-Start Over F8-Quit
Practice *** Customer Tax Status List *** 10/10/
Display report on screen
Enter the date 10/10/2014
Show Customer Address? N
Show Fuel Tax Exemptions? Y
Only Show Customers With Fuel Tax Exemptions Y
Input selection criteria? N
Sort: 1=by Name 2=Alpha customer number 3=Numeric
      4=Alphasort 5=City 2
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

File \CUR\ARTAXREP.XLS was created in excell format if you need it.

The 5 Sales Taxes are listed first and then the Fuel Taxes.

**YES** to the right of the tax description means they PAY the tax.

**NO** to the right of the tax description means they are EXEMPT and do NOT pay the tax.

The following report was produced with the options selected above.

**Show Fuel Tax Exemptions = Y**

**Only Show Customers With Fuel Tax Exemptions = Y**

Display Report Short Customer Report

Print Save Exit Enlarge Reduce

Date: 10/10/2014  
Time: 14:46:23

Practice  
CUSTOMER TAX STATUS LIST10/10/2014

Page No.  
1

Cust No.	Company Name	ShipTo	Auth	STx Exem	Reseller No	Fed ID	State Id
ACME	Acme Construction			TEXAS		987811111	DD12345789
San Antonio Texas	NO	COUNTY TAX	YES	STATE SALES TAX	NO	NONE	YES
NONE	YES	FEDERAL GASOLINE	NO	STATE GASOLINE TAX	NO	STATE HSD TAX	YES
STATE LSD TAX	YES	STATE LSD TAX	NO	STATE LUBE/OIL TAX	YES		
BLUE	Blue Farm			TEXAS	Y 98-9911111	123456781	AG432116111
San Antonio Texas	NO	COUNTY TAX	YES	STATE SALES TAX	YES	NONE	YES
NONE	YES	FEDERAL GASOLINE	NO	STATE GASOLINE TAX	YES	STATE HSD TAX	YES
STATE LSD TAX	YES	STATE LSD TAX	YES	STATE LUBE/OIL TAX	YES		
BLUE	BLUE FARM	1		TEXAS	Y	123456781	AG432116111
San Antonio Texas	NO	COUNTY TAX	YES	STATE SALES TAX	YES	NONE	YES
NONE	YES	FEDERAL GASOLINE	NO	STATE GASOLINE TAX	YES	STATE HSD TAX	YES
STATE LSD TAX	YES	STATE LSD TAX	YES	STATE LUBE/OIL TAX	YES		

Fuel Tax Exemptions = N  
Only Show Customers With Fuel Tax Exemptions = N

Display Report Short Customer Report

Print Save Exit Enlarge Reduce

Date: 10/10/2014  
Time: 14:56:24

Practice  
CUSTOMER TAX STATUS LIST10/10/2014

Page No.  
1

Cust No.	Company Name	ShipTo	Auth	STx Exem	Reseller No	Fed ID	State Id
ACME	Acme Construction			TEXAS		987811111	DD12345789
ACME	ACME CONTRUCTION	ACM1		TEXAS			
ACME	ACME CONTRUCTION	ACM2		TEXAS			
BLUE	Blue Farm			TEXAS	Y 98-9911111	123456781	AG432116111
BLUE	BLUE FARM	1		TEXAS	Y	123456781	AG432116111
BLUE	BLUE FARM	BLU1	CLA	Y		123456781	AG432116111
BLUE	BLUE FARM	BLU2		Y		123456781	AG432116111
BLUE	Blue Farm Construction Site Hw	CON		Y		123456781	AG432116111
BULK	BULK PLANT			Y		678121111	AG431112211
CASH	Cash Customer			N			
JACK	Jacks Construction			N		562211111	DD112111112
JOHN	Johns Service Station			Y	1	761121111	AG432456789
JONES	Jones Farm and Ranch			Y		121991111	DD123477777
KAT	Name			N		VESSEL TAX ID	VESEL
KATCO	Katco Inc.			N	YES		
KATHY	Kathy Frederick			N			
LARCO	Larco Enterprises			N			
LOU	Lou's Gasoline Station			Y		678121111	AG431112211
MISC				N			
NEWCO	Newco Limited			N	YES		
NEWCO	Newco Limited	PLANT		N			
PETDAT	Petro-Data, Inc.			N			

## REMOVE EXEMPTIONS

This option removes selected exemption codes from selected tax codes in selected customer records. It can also change the Sales Tax Exempt code from 'Tax Exempt' N to Y if there is a reseller number in that field in the customer record.

### Menu Select:

From the Customers Submenu, select - *Remove Exemptions*.

F2=Lookup F3 F4 F5 F6 F7-Start Over F8-Quit

Practice Remove Exemptions from Customers

Enter Fuel Tax which is exempt (Blank=None) STATE HSD TAX

Enter exemption code to remove 12 OFF ROAD USE

Input selection criteria? N

Verify every customer? (Y/N) Y

Clear Sales Tax exemption for every customer? (Y/N) N

Give Sales Tax exemption if Reseller number exists? (Y/N) N

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

### Enter Fuel Tax which is exempted (Blank=None)

Enter a tax code, F2 Lookup. Leave blank if you are removing a certain exemption code from all fuel tax codes OR if you are not removing fuel tax exemption codes.

### Enter exemption code to remove.

Enter an exemption code, F2 Lookup.

### Input selection criteria?

Y to filter by an available Selection Criteria feature.  
N to skip.

### Verify every customer?

Y to stop on every customer with the option to NOT remove the exemption code.  
N to remove all applicable exemptions with no display.

### Clear sales tax exemption for every customer.

N - Usually N unless you will use the next option to give customers who have a

reseller number the exemption.

**Y** - To change every customer 'Tax Exempt' to N marking them as NOT sales tax exempt. Sales tax will be charged in invoicing on every taxable item. *Note: This option can be used in conjunction with the next option to exempt only customers who have reseller numbers.*

**Give Sales Tax exemption if Reseller number exists? (Y/N)**

**Y** to change 'Tax Exempt' to 'Y' if a Reseller (Resaleno) number exists in the customer file.

**N** do NOT change the 'Tax Exempt' code in the customer record.

**Is Everything OK? (Y/N/P=Printer/Q=Quit)**

- Y** Print or display the report with the selected options.
- N** Edit options before printing or displaying the report.
- P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer).
- Q** Exit without printing.

If the option to VERIFY was selected, the following screen displays:

Cust No.	Customer Name	Tax Code	Old Ex	New Ex	Remove
BLUE	BLUE FARM	1	01		N
WILLOG	Sammie L. Williams Logging	1	01		N
WILMER	WILMER CITGO	1	01	00	Y
WILPAI	Williams Painting & Sandblasting	1	01	00	Y
WILREG	Reginald W. Willis	1	01		

Y=Remove exemption      N=Do not remove exemption      Q=Quit  
 Record: 904/2073      Record Unlocked