

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.

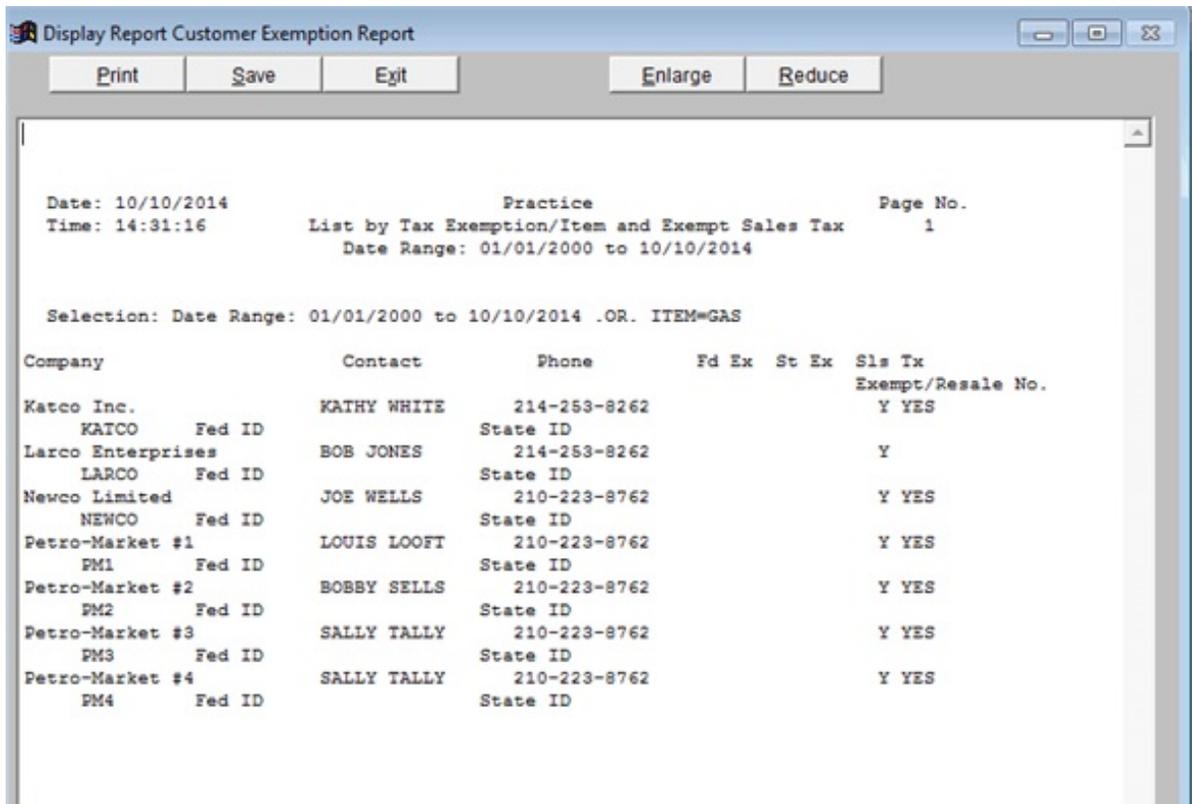
Y to filter the report with available selection criteria.
 N to print all customers with exemptions for the selected options.

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

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| 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

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| 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 | | | TX | N | | |
| JACK | Jacks Construction | | | TEXAS | N | 562211111 | DD112111112 |
| JOHN | Johns Service Station | | | TEXAS | Y 1 | 761121111 | AG432456789 |
| JONES | Jones Farm and Ranch | | | TEXAS | Y | 121991111 | DD123477777 |
| KAT | Name | | | TEXAS | N | | VESSEL TAX ID VESEL |
| KATCO | Katco Inc. | | | TEXAS | N YES | | |
| KATHY | Kathy Frederick | | | TX | N | | |
| LARCO | Larco Enterprises | | | TEXAS | N | | |
| LOU | Lou's Gasoline Station | | | TEXAS | Y | 678121111 | AG431112211 |
| MISC | | | | TX | N | | |
| NEWCO | Newco Limited | | | TEXAS | N YES | | |
| NEWCO | Newco Limited | PLANT | | TEXAS | N | | |
| PETDAT | Petro-Data, Inc. | | | TX | 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 & Sandblaasting | 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