

# VanS

The **VanS Job Cost** system provides file maintenance, report printing and update processing for detailed revenue and cost transactions on orders. These transactions are tracked for both Moving & Storage and Van Line orders.

## Functions

- ♦ View revenue and cost transactions on individual orders. Display Gross Profit for each order.
- ♦ Change or add detail to each order.
- ♦ Specify a date range of detail to display. Also, display the information in summary or detail form.
- ♦ Set up Labor, Material, and Overhead percentages, and automatically generate detailed transactions using these percentages.

## Purge

- ♦ Delete detailed Job Cost information for orders with all activity on or before a cutoff date entered by the user.

## Reports

- ♦ List all revenue and cost transactions for an order with the *Job Cost* report. Transactions include revenue, material costs, revenue overhead costs, labor costs, labor overhead costs, driver costs, 3rd party vendor costs, sales commission costs, and miscellaneous user-entered costs.
- ♦ Print productivity information for each employee and the company as a whole with the *Employee Productivity* report.

- ♦ Display an "action list" or print orders that require processing and immediate action.
- ♦ Complete tasks by entering the date and contact.
- ♦ Create memos automatically for completed tasks.
- ♦ Use the Memo System to log important conversations for future reference.

## Missed Action Report

- ♦ Show which tasks were not completed by the scheduled date.
- ♦ Use as a management tool to monitor and follow up on incomplete tasks.
- ♦ Designed to help managers improve efficiency.