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## CONTRACTOR ESSENTIALS® - THE VEHICLE MAINTENANCE MODULE®

The Vehicle Maintenance module allows you to track all of the maintenance parts and labor associated with your company vehicles. The module is fully integrated with your existing system, including Payroll and Material Posting, for single entry departmentalized costing of this critical overhead item.

### ACCOUNT REFERENCE TABLE

You specify the G/L expense accounts to be used by the system when costs are posted to your vehicle maintenance jobs. Different accounts can be used for:

Labor	Fringes	Payroll Taxes	Overtime Labor
Equipment	Material	O/T Fringes	O/T Payroll Taxes
Misc Costs	Sales Tax	Sub Contracts	Subsistence
Warranty Equipment		Warranty Material	

### GENERAL INFORMATION

Specify the mileage/months between service items such as tire rotation, oil change, air filters, tire replacement, etc. on the Vehicle Maintenance General Information Screen. These defaults are used for scheduled maintenance reports.

### VEHICLE COSTING PHASES

Vehicle Costing Phases allow the system to track costs by different maintenance functions. The first six Vehicle Costing Phases are hard coded, and additional phases can be added as needed. For accurate reporting, it is important that the proper phase is used when posting costs & mileage to vehicle maintenance jobs. Phase examples: Oil Change, Tire Rotate, etc.

### VEHICLE MAINTENANCE JOBS

Vehicle Maintenance jobs are all phased with vehicle maintenance phases representing various maintenance tasks. Labor, materials and other costs can be posted to vehicle maintenance jobs through Labor Posting, Material Posting and Accounts Payable Invoicing. Costs for these postings track through to your General Ledger according to the accounts specified under Reserved Accounts.

### POST LABOR, MATERIALS & UPDATE MILEAGE

Use the standard Labor and Material Posting and Accounts Payable Invoicing routines to post time and materials to your Vehicle Maintenance jobs, using the vehicle maintenance phase that represents the type of service you are performing. You can use "X codes" in the Material Posting routine to post costs for items that you do not carry in inventory.

Each time you perform maintenance on a vehicle, update the vehicle mileage for each task performed using the appropriate costing phase. This enables the system to track when you are due to perform these maintenance tasks again.

### VEHICLE MAINTENANCE REPORTING

Vehicle Maintenance Reports enable you to see when maintenance has been performed, determine when scheduled maintenance is due, and evaluate operating costs for each vehicle.

**Summarized/Detailed Vehicle Operation Cost Report** – Analyze the cost of operating your vehicles over a specified period of time. Vehicle Cost Per Mile reports provide an average cost per mile for each vehicle.

**Report of Completed Service for Vehicles** – This report shows service completed on each vehicle by date range.

**Report of Scheduled Service for Vehicles** – Uses the General Info. settings and your mileage/service date postings to identify which vehicles are due for a particular type of service.

**Vehicle Profile** – Provides a printout of info for each vehicle.

preserving valuable sales notes and other information on the customer record. In addition, a number of reports can be run on leads to help sales managers analyze leads with regard to referral sources (advertising), salespeople, lead types and/or lead ratings.