TMS FUEL CARD

The TMS Fuel Card program allows you to import your fuel and advance transactions from external AND internal sources. Any source that creates a file can be utilized. The Fuel Card program can be used "stand alone" or in concert with the Trip Auditor program. The basics are the same for either method; import transactions and then approve and export to other TMS modules such as Mileage and Fuel Tax or the Maintenance module.

Once your fuel company is setup you will download a transaction file to your computer. The next step is to import the file into the Fuel Card program.
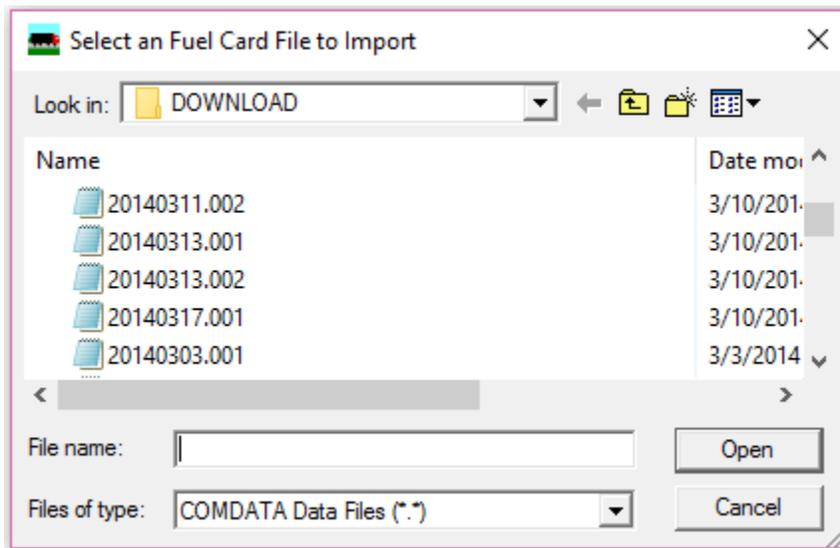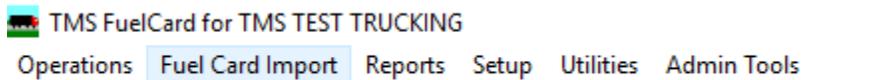
You will select your file, the import will begin, and then an approval screen will appear. Here you will correct any transactions highlighted in red and then MARK the transactions to either IMPORT which sends the advances immediately to Dispatch for settlement and readies the fuel transactions for the Mileage and Fuel Tax program or MAINT to send the fuel transactions directly to the Maintenance Fuel and Mileage section. Also, note with this screen you can MANUALLY enter transactions.

View/Edit NEW Fuel Card Records

MARKED	CARDCOMP	DATEIMP	INDP	INMS	TRUCKNUM	FLEETNUM	DISPKEY
N	E.F.S.	11/20/15	N	N	32		NEW
N	E.F.S.	11/20/15	N	N	32		NEW
N	E.F.S.	11/20/15	N	N	102	80	NEW
N	E.F.S.	11/20/15	N	N	114		NEW
N	E.F.S.	11/20/15	N	N	114		NEW
N	FLEETONE	07/20/16	N	N	220		NEW
N	E.F.S.	11/20/15	N	N	858		NEW
N	E.F.S.	11/20/15	N	N	859		NEW
N	E.F.S.	11/20/15	N	N	859		NEW
N	E.F.S.	11/20/15	N	N	860		NEW
N	E.F.S.	11/20/15	N	N	860		NEW
N	E.F.S.	11/20/15	N	N	861		NEW
N	E.F.S.	11/20/15	N	N	861		NEW
N	E.F.S.	11/20/15	N	N	862		NEW
N	E.F.S.	11/20/15	N	N	864		NEW
N	E.F.S.	11/20/15	N	N	864		NEW
N	E.F.S.	11/20/15	N	N	864		NEW
N	E.F.S.	11/20/15	N	N	866		NEW
N	E.F.S.	11/20/15	N	N	867		NEW

Old/New   InMS-AltM   InDP-AltD   Maint   Index

Spce-Mark   Edit-F2   Delete-F3   Add-F4   Mark All   Un-Mark   Import   Search

If you are unable to complete the process at this point, you can come back at any time and go to the OPERATIONS menu and view/edit transactions. If you only want to see NEW un-exported transactions say YES.

View/Edit New Transactions Only?

Yes   No   Cancel
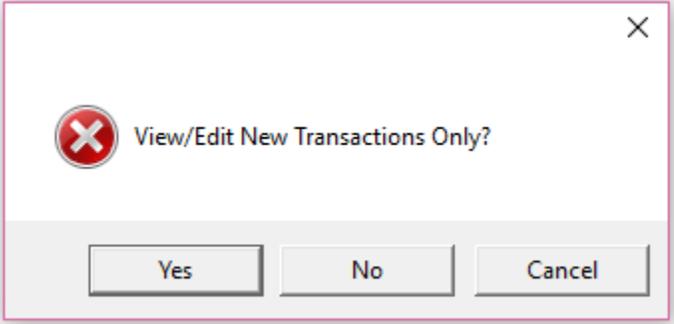
To edit a transaction highlighted in red click on EDIT and the detail screen will appear. You will fill in any blank fields, most of which have a F1 pop up screen associated, and enter your initials at the bottom and click OK. If you have missed a field or have an invalid entry the program will alert you.

Edit Advance

Advance Detail

Invoice #		Transaction Date 04/22/08	Time 09:23	
Card #				
Supplier # 46	Truck Stop # 5543	Name TRUCK WORLD INC		
Driver # 235		HUBBARD, OH		
Driver Name BARNETT, ALEX		Truck # 102	Fleet # 80	
			Hub	

Total Invoice	0.00	Fee	0.00
Discount Amount	4.00		

Total $

			Total $		
Fuel ----->	Gallons	79.91	330.76	Fuel Type	D
Cash ----->	Amount	100.00	Fee $	0.00	Product Code 1
Reefer---->	Gallons	0.00	0.00	Code ☐ Amt 0.00
Oil------->	Quarts	0	0.00	Product Code 2
Additives->	# Units	0.00	0.00	Code ☐ Amt 0.00
Repairs--->	Code		0.00	Product Code 3
Misc------>	Code		0.00	Code ☐ Amt 0.00

Tax Paid N   Bulk N   Your Initials BD

OK   Cancel

When transactions have been exported to Dispatch you will see NEW in the DispKey column and Y in the INDP column.* After they are successfully imported into the Mileage and Fuel Tax program either manually or by using the Trip Auditor program you will also see a Y in the INMS column. If either of these need to be manually corrected you only need to click the appropriate button at the bottom of the screen. These are "toggles" and will change Y to N or vice versa. As with most of our browser screens you can ADD, EDIT, DELETE, INDEX and SEARCH by your chosen index.

*If any of these columns do not show on your browser contact TMS support. Remember all of our browser screens can be edited to add, delete, and rearrange columns.

All of the TMS modules have their OWN utilities section. The FCWIN utility menu choices are RE-INDEX, UPDATE STRUCTURES and PURGE. This allows you to re-index only the FCWIN files without interfering with the other modules. You only need to update structures if instructed so by TMS support staff. If you need to purge transactions always make a backup first as the process deletes the exported transactions. Of course they still remain in the modules they were exported to.   If you need assistance with purging and/or backing up your data files, please contact TMS support staff.