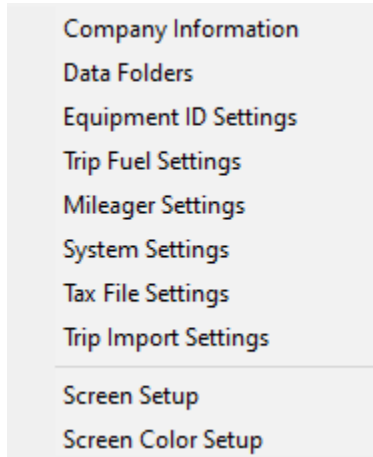# MILEAGE AND FUEL TAX SETUP

Setup Menu

The System Menu manages the user definable functions of the Mileage and Fuel Tax System

Company Information
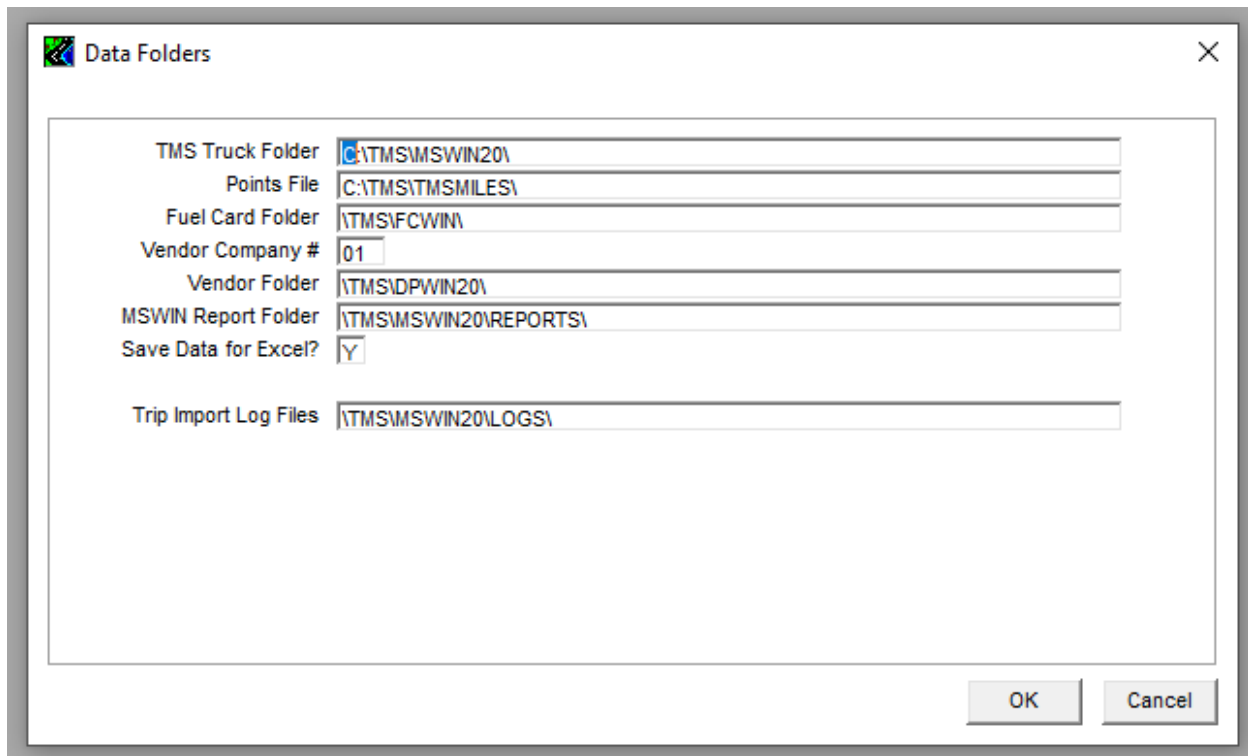

Select `Company Information' and enter company data. When the information is complete, the Mileage System will return to the System Setup Menu. This information is self-explanatory and is primarily for report headings.

Data Folders

TMS Truck Folder is for the location of the truck database. If the mileage system is being used along with TMS Dispatch, the truck file would most likely be located in \TMS\DPWIN\ or in the directory with TMS Dispatch. This would allow the truck file to be accessed by Dispatch as well as Mileage and Fuel Tax. If no other TMS program is present, the directory for the truck file would be \TMS\MSWIN or blank to default to the current directory.

Points file will need to point to the directory where your tmspoint.dbf is stored. This will more than likely be \TMS\TMSWINML.

Fuel Card folder defines the location of TMS's FCWIN (Fuel Card Program). This program is for transferring fuel and other purchase information directly into the Mileage and Fuel Tax program. The most common location for this program would be \TMS\FCWIN. If TMS FCWIN is not present, leave this field blank.

Vendor information is used to validate the vendor ID in the truck and trailer files.

MSWIN Report Folder defines the location of the storage folder for saved reports. Answering 'Save Data for Excel' turns on the function for select reports to be saved as Excel files instead of TXT files. This popup will appear when saving a report.
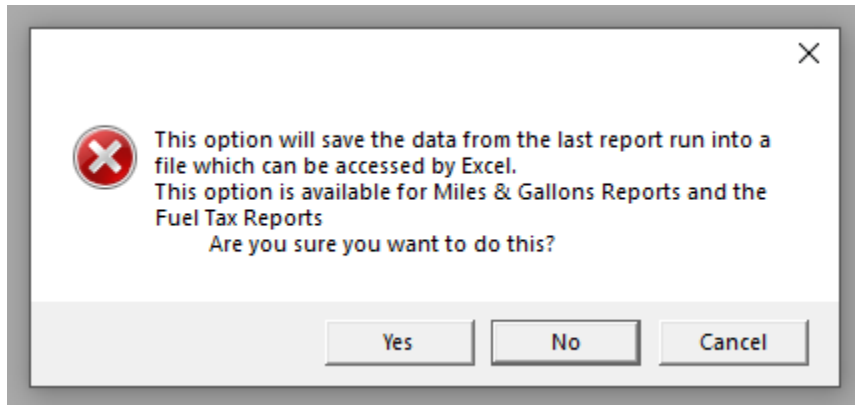
Trip Import Log files defines the location of the storage folder for the logs automatically created when doing Trip imports from your ELD.

Equipment ID settings

The TMS support staff will use this section to define the length and type of your equipment IDs. If you are linked to Dispatch for your truck and trailer files, these settings must match the Dispatch Equipment ID settings EXACTLY.

Trip Fuel Settings

Most of these are self-explanatory

Import non-approved fuel records? – Answer Y if ALL fuel records should be imported regardless of approval. Answer N if only approved records should be imported.

Include Discounts on Fuel? – Answer Y to include fuel discounts on imported fuel records.

Default Fuel Type - this will generally be D for diesel.

Mileager Settings

Select the mileager the system will be using: Bing, Prophesy, PcMiler, RandMcNally or None.

Use Mileage Server will be filled in by the TMS Support staff and determines whether you are using the Mileage Interface or using your mileager software direct.

The Batch Paths are left blank if using a Mileage Server.

The server directories will be filled in by TMS support staff.

Auto F1 on Points will automatically pop up the Mileager listing of points during entry of points if manually entering trips.

System Settings

Fuel Import Options is necessary ONLY if using the TMS Fuel card program, otherwise leave blank. This will allow the system to import purchases of the specified type in addition to diesel fuel purchases. For example; if you enter an upper case O, the system will import purchases of oil in addition to fuel purchases. These will show as separate lines in the fuel purchase portion of the entry screen.

Prompt During Import also has to do with the TMS Fuel card program. If purchases other than diesel fuel are being included in import, should the system prompt before importing them, Y or N?

Use Reference Numbers to Locate Trips? The accepted entry is Y or N. Enter Y ONLY if state mileage information will be imported from the TMS Dispatch program. If this is the case, reference numbers will be the same as manifest numbers from TMS Dispatch.

Supplier Pop-Up Order (State/City) - Answering this with an S will order suppliers by state first then supplier name from the F1 help list. Answering with C will order by state then city.

Use Driver ID on Trips - If this is answered Y, an additional field will be available in the Trips and Miles entry screen for driver ID. Normally the driver ID field is not a part of the Mileage and Fuel Tax module. Use trailer ID is similar.
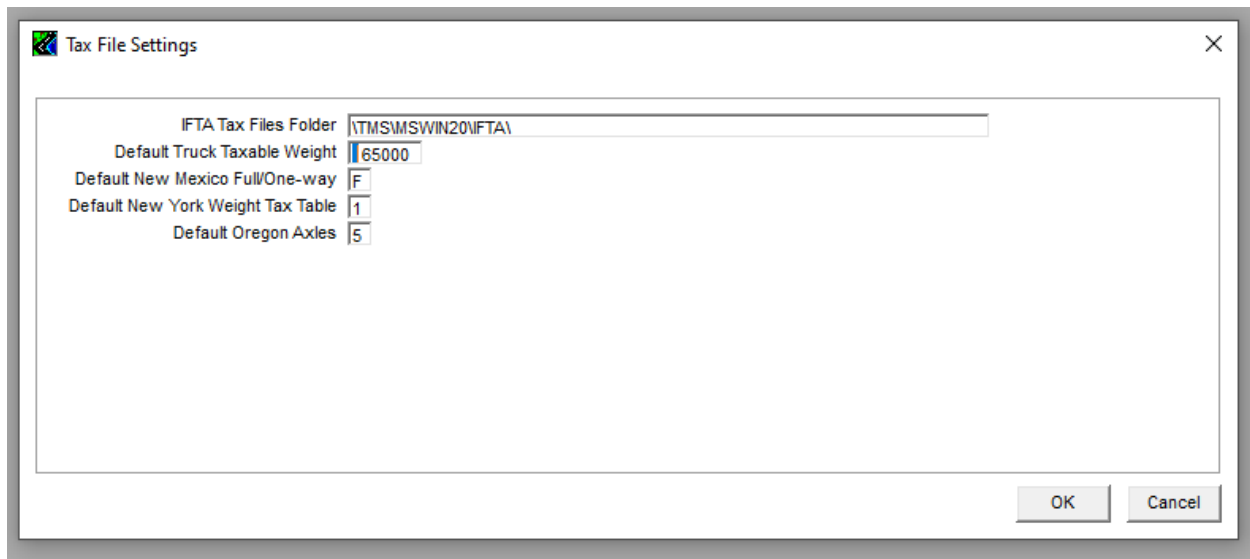
Use Trip Templates - answer Y to turn this function on. Templates are used for trips that are repeated often. This can save a great deal of time if manually entering trips, especially for complicated trips with multiple stops.

Several Settings are self-explanatory

Default Display Active Trucks/Trailers Only: Answering Y will default the Truck and/or Trailer Browsers to show ONLY active equipment. Use the SHOW ALL button to view previously inactivated equipment.

Use expanded Fleet IDs should only be turned on by TMS support staff as there is other companion setup necessary.

Tax File Settings

IFTA Tax Files Folder is the storage location for the CSV tax files downloaded from the IFTA website through the Utilities menu.

Default Truck Taxable Weight is used for states with extra weight taxes KY, NY, NM, and OR. It is not the same as the actual weight of the trucks, but is an estimate of what the largest total weight a truck would be hauling.

In addition, NM, NY and OR have additional data that needs to be in place to determine the tax rate. Number of axles for OR, a Full or One-way designation for NM, and a Table 1-5 for NY.
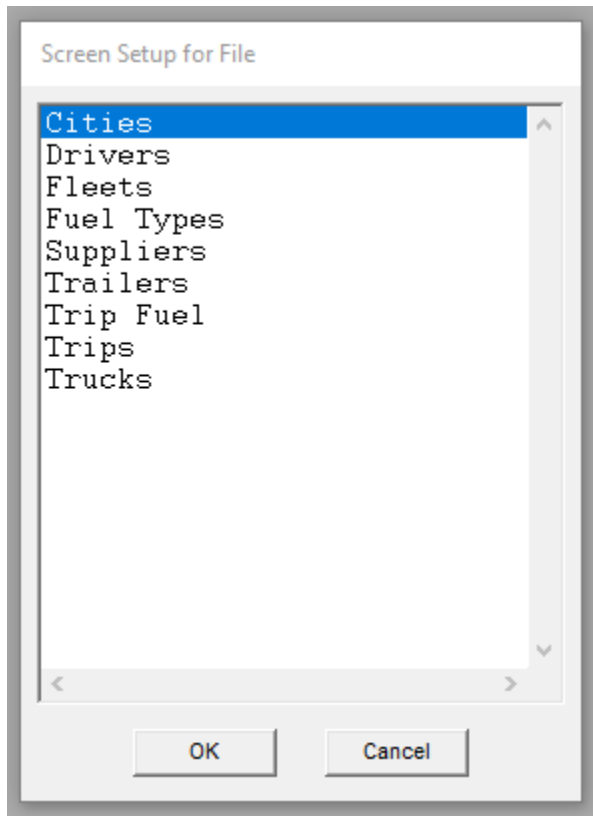
These fields are also in the truck file for each truck if they are needed to be different than the defaults.
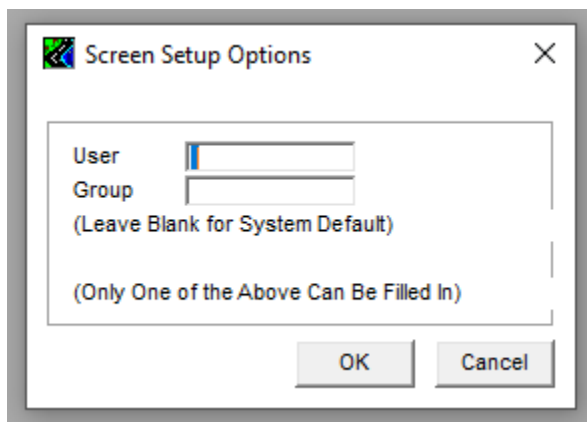
Trip Import Settings

This area is for TMS support staff to define custom trip imports.

Screen Setup

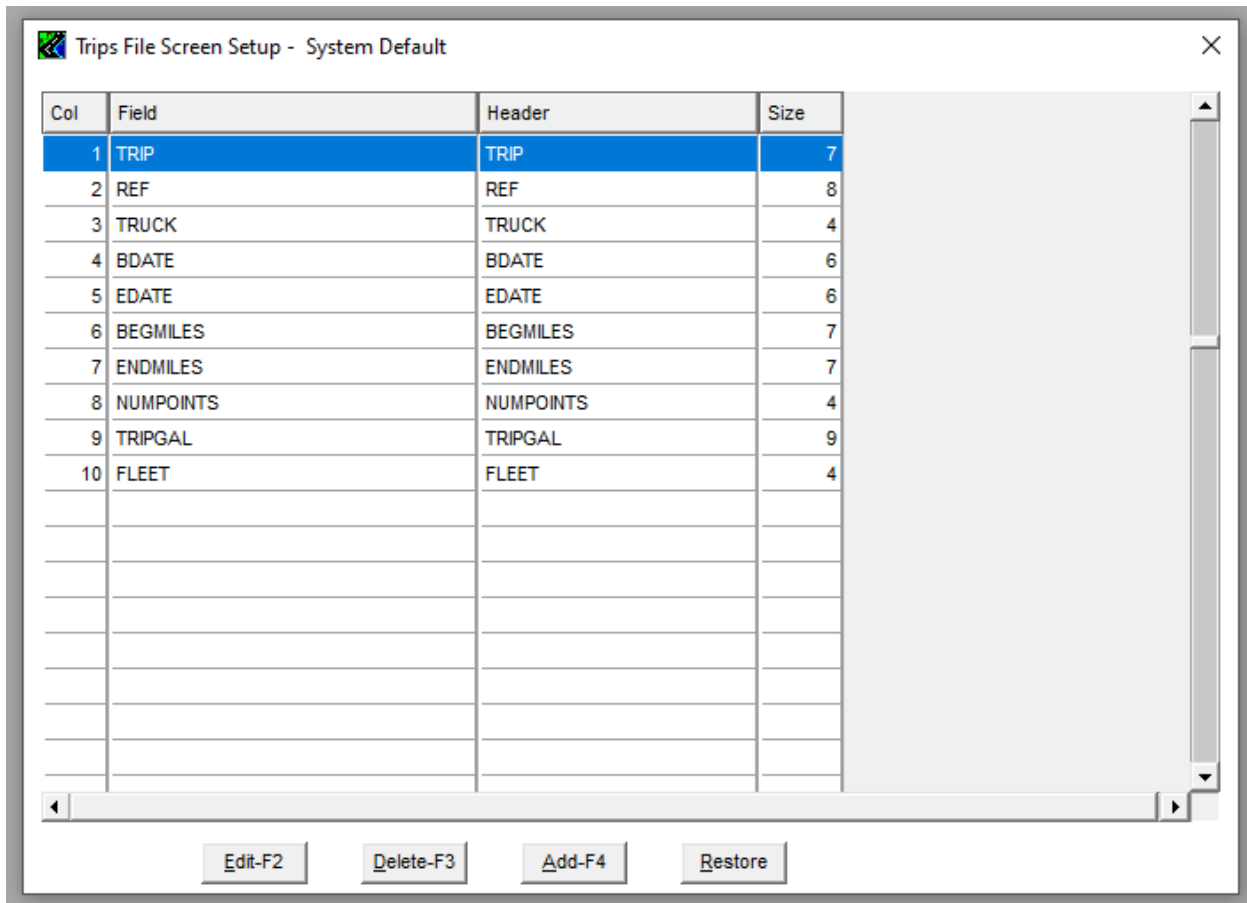All of our browsers may be customized.

Choose a screen from the list. You will then see this popup.

You may choose to either have the screen be the same for all users (by leaving this option blank) or setup a special screen for each user/group (by entering a user or group).

Your TMS support staff will assist with screen setups. At this point you can add/edit/delete columns. Restore returns to your pre-editing screen if you make an error during edit. System returns your screen to the system default screen.
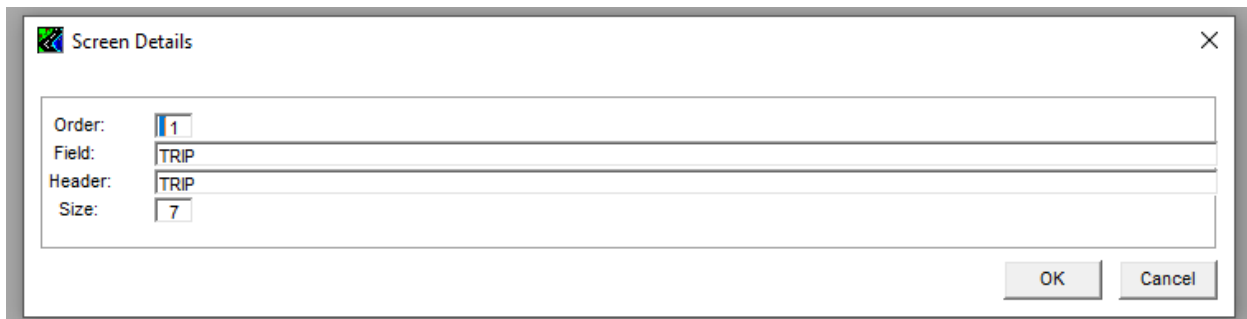
The order is the column number you want the item to appear in. You can hit F1 on the Field: box and get a listing of the available fields from the database to choose from. It will then populate the rest of the information. You can change the Header to be something more understandable by just typing in whatever you desire. Click OK and you can continue adding or editing in the same manner.

Screen Color Setup

This section allows you to determine what custom color schemes your TMS support staff can set up for you to best help you catch discrepancy issues.

If you do not see this as a choice on your setup menu, contact TMS support staff for an update!