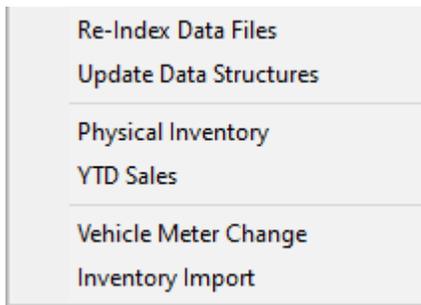


Utilities Menu



This menu contains functions that will be needed periodically, some more often than others. Available menu options are:

[Index Databases](#)

[Update Data Structures](#)

[Physical Inventory](#)

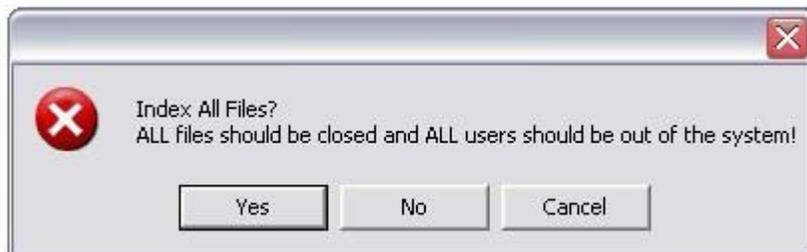
[YTD Sales](#)

[Vehicle Meter Change](#)

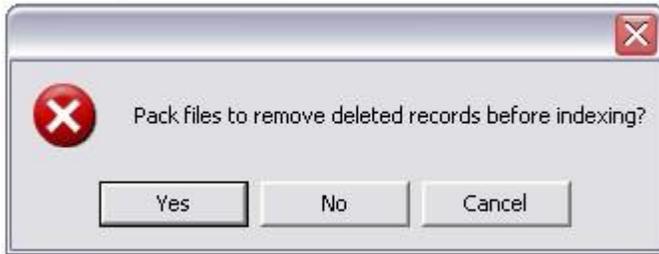
[Inventory Import](#)

Index Databases

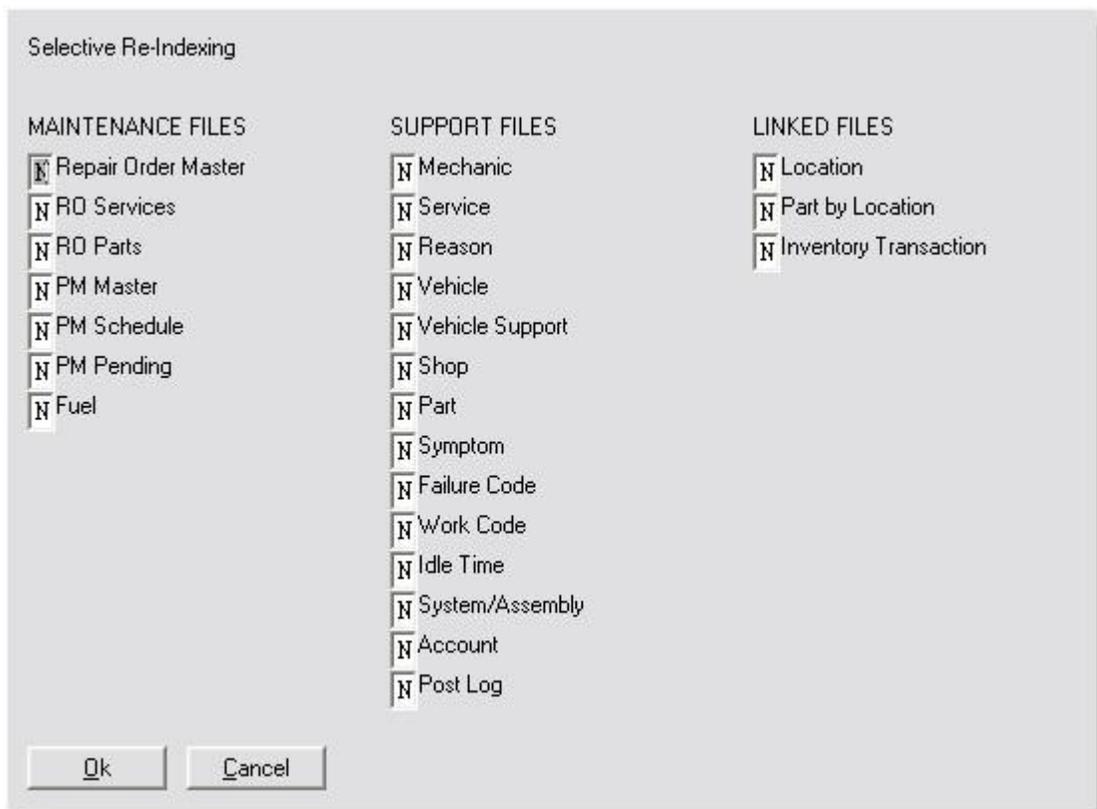
Indexing is recommended on a regular basis, weekly or bi-weekly. The system updates the indexes as records are added or changed, but indexing on a routine basis ensures clean up-to-date indexes and a smoothly running system. The first question is if you want to do all the databases or select from the list to only do one or more databases at a time.



The second question asks if you want to Pack the databases. This option will permanently remove any record that has been marked for deletion. A record is usually marked for deletion by pressing F3. Normally an * will display beside marked records. This option will remove those records from the file permanently.

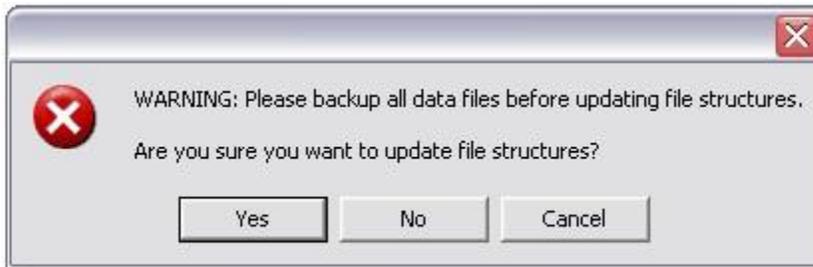


If you have selected to not index all the databases, you will get a pop up window to selectively choose your databases. To select from list, move the cursor/or mouse to the necessary file and type a 'Y' to mark that file. Continue until all files to be updated are marked, then click **OK**.



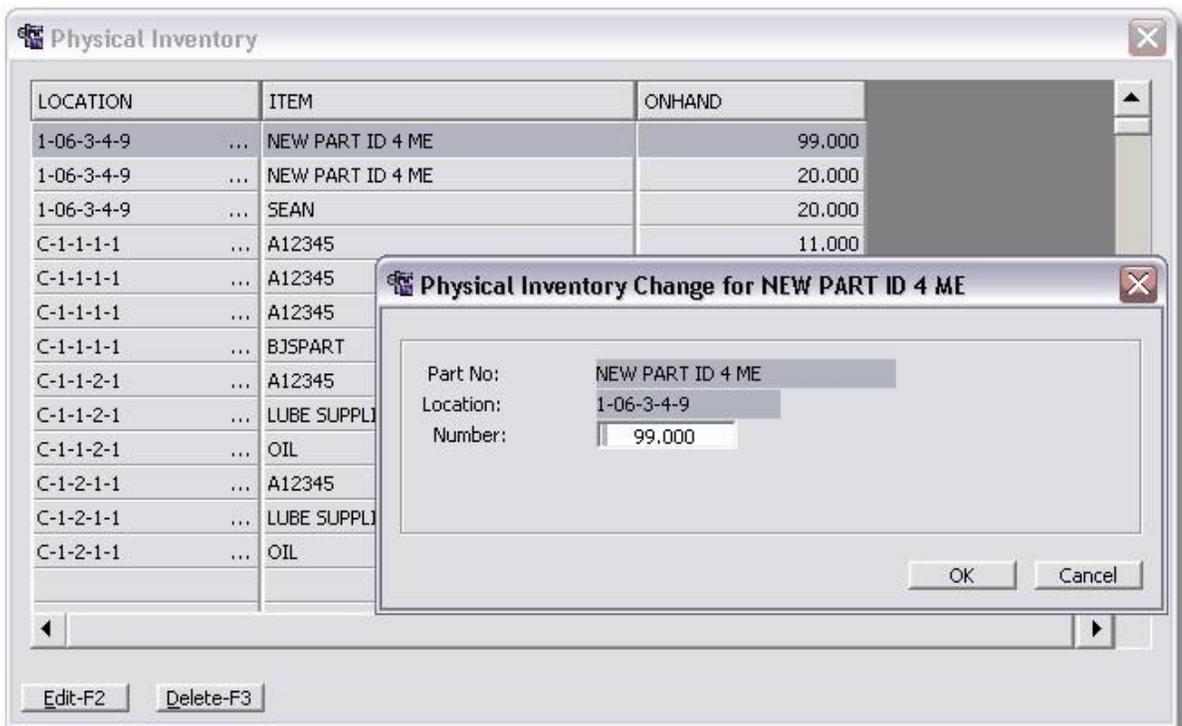
Update Data Structures

This option needs to be performed whenever the system set up is edited or a new company added (same as above). This may need to be done on other occasions such as using a new update or an error message indicates "Variable does not exist," or "File not found."



Physical Inventory

When a physical count is done, the changes are made here in the [Physical Inventory](#) screen.



Inventory Control

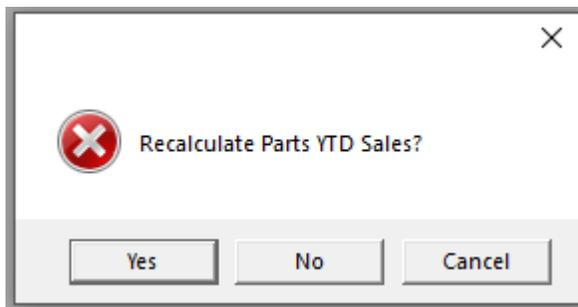
Most of the inventory control processes are handled in the Parts Master file in Setup and File Maintenance. The usage of parts is the only process performed elsewhere.

As parts are included on repair orders the system *allocates* those parts and displays total allocated in the Parts Master file. Only after a repair order is posted, will the on-hand value decrease and the allocated total return to zero.

Additions and changes to other values are done here in the [Physical Inventory](#) or in the Parts by Location screen on the Operations Menu.

Year to Date Sales

This option allows you to recalculate the YTD Sales in Parts Inventory.



When a meter is PHYSICALLY changed on a unit, this option will continue to accumulate miles, but will set the current readings back to zero to account for the new meter. The system tracks the number of meters replaced on a unit using this option. When replacing a meter the start and current will most likely be the same (unless the meter was replaced out on the road). You will use the F4 Add function to replace a meter.

If the meter of your unit rolls over, you will also need to "add" a new meter, in order for the miles to still accumulate, and your PM's calculate properly. In this instance when you add the new meter, make sure the final meter reading is the very last mile before the rollover and the start meter reading is zero. The current can be whatever the current miles are. This will ensure that you capture all of the miles the truck actually ran.

On occasion, a meter reading may be entered erroneously. If that happens, this option may be used to make a correction. Use caution with this option, as it will affect PM scheduling. You will use the F2 Edit function. You can also edit any of the meters in 'Trucks' under either Operations Menu or Setup Menu.

Inventory Import

Please contact your TMS Digital Support team.