

# TRIMS Grounds Management Software®

# Year End Newsletter



## Getting Ready for 2018

There are several procedures in TRIMS that should be performed before entering transactions for 2018. These include resetting Year to Date Counters for Inventory and Equipment Usage (if used) as well as the Creation of a New Fiscal Year to receive Budget Transactions for 2018.

Resetting Year to Date Counters can be done using the Inventory End of Period Procedure and the Equipment Reset YTD Totals Procedure.

The **Budget Create or Change Fiscal Year** procedure is performed in preparation for the next accounting year. Failure to do this will cause the notice “you must create new fiscal year before posting to this date” to appear in Budgets, Purchase Orders, Chemical Applications, as well as Fuel Inventory and Work Orders.

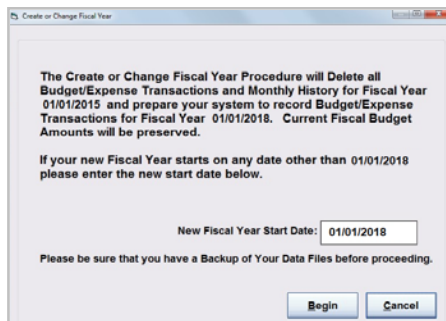
If the Password System has been activated, the Create or Change New Fiscal Year procedure may only be performed by a TRIMS Administrator.

*Back-up your files before starting this procedure. Changes made in the Budget/Expense File by this procedure cannot be reversed. Multi-User/Multi-Tasking Notice: Before starting the Create or Change fiscal Year procedure, please insure that all other PROGRAM FUNCTION TASKS on all workstations are terminated. Create New Fiscal year cannot be run while other procedures are accessing the Budget Files.*

From the Budgets & Expenses Browse Table, click on the Procedures Toolbar Menu, then choose Create or Change Fiscal Year.

If the New Fiscal Year begins on a date other than the displayed New Fiscal Year Start Date, enter the New Start Date.

Click on Begin to create the New Fiscal Year.



*Current Fiscal Budgets **are not** erased; they are carried forward to the New Year allowing you to change budgets as necessary.*

Once the New Fiscal Year has been created a pop-up notice will appear recommending that you run End of Year Procedures in both Inventory and Equipment to reset Year To Date totals.

## Golf Industry Show

It's that time of year where we get ready to head to San Antonio. Please stop by our NEW Booth, say Hello, and let us show you the new features of TRIMS Release 18.



Golf Industry Show, San Antonio, TX  
February 7-8, 2018  
Booth 21097

## New Computer without a CD Drive?

Are you about to get a New Computer and it doesn't have a CD Drive and you don't know how to install TRIMS again? Well TRIMS has a SOLUTION!

You have a couple of options:

1. You can go to another computer to copy the CD to a USB thumb drive and install from the thumb drive.
2. **OR, we now have web page** in which you can get a **quick download** of TRIMS for reinstallation. Contact TRIMS Technical Support at (800) 608-7467 ext 1 for this link. At time of performing the download you will need the following information: Registration Name, Serial Number, Module Codes, and Activation Code. TRIMS Tech Support can assist with getting this information to you.

**Download TRIMS Grounds Management Software®**  
**Version 17 Installer**

Call TRIMS Technical Support if you have any questions (800) 608-7467 ext 1 or Email: [support@trims.com](mailto:support@trims.com)

1. Enter System Registration Information exactly as shown on your TRIMS Registration Certificate.

Registration Name:   
Serial Number:   
Module Codes:   
Activation Code:

2. Select Install Type  
 Stand Alone (Programs and Data Structure)  
 Work Station (Programs Only)  
 Server (Data Structure Only)

3. Click Download Installer Button and select Save File when message appears.

4. Once download has been completed, open the Download folder, select Installer File and right click the mouse to select RUN AS ADMINISTRATOR.  
Click [HERE](#) to open the TRIMS Installation Guide.

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**TRIMS 18 will be released 2<sup>nd</sup> Qtr of 2018.**  
**Here's a summary of New Features**

**Start Menu** - TRIMS 18 adds new functionality to the **TRIMS Start Menu**. We've added a Desktop Pull Down Toolbar Menu that allows you to display your choice of a Desktop Photo, TRIMS Calendar, or the new Thumbnail Budget Graphs. Pull Down Toolbar Menu font sizes have been enlarged to make the descriptions easier on your eyes.

The **TRIMS Calendar** now has the ability to display All Activities or only those activities within a specific Classification. You can also add your own Custom Activity Classifications as well.

**Thumbnail Budget Graphs** allow you to display Year-To-Date bar graphs with Budget Comparisons for up to eight Budget/Expense groups such as Labor Cost, Equipment Repairs, Chemical Expense and more. The Thumbnail Budget Graphs are automatically updated to reflect current Year-to-Date status as you record expense items within TRIMS.



**TRIMS Help - Help Movie Icon** buttons have been added to the tool bars on many TRIMS procedures. The all new Help Movies illustrate how to use the related procedures and make learning TRIMS easier than ever.



**Budgets & Expenses - TRIMS Budget/Expense Setup** has been modified to allow you to define the Budget/Expense Accounts to be included in the Menu Thumbnail Graphs and select your preference of Monthly or Year-to-Date graph presentation format.

**Inventory & Purchasing - Purchase Order Add/Edit** screen has been improved. TRIMS now displays additional columns for each line item showing Qty Ordered, Qty Received, Qty Open and Open Amount. You can now see current status of each Purchase Order Line Item.

**Equipment & Property** - TRIMS 18 includes changes relating to recommended spare parts on **Equipment PM Check Lists and Work Orders**.

When printing from the Check List browse table the printed Check List now includes the recommended spare parts. The recommended spare parts list printed at the end of Work Orders generated by the Maintenance

Scheduling Report will only appear if more than one Work Order Check List has recommended spare parts.

A listing of Active Work Orders for all or selected Equipment Groups can now be viewed on TRIMS Cloud.

**Chemicals & Fertilizers** - In response to requests from TRIMS users, we've made a number of improvements to the **Chemicals & Fertilizers** functions.

In the Chemical/Fertilizer Browse Tables we now give you the option of displaying a column of either the EPA Registration Number or Active Ingredient. This option also allows you to sort by Active Ingredient.

All Spray Applications and Reports have been expanded to include up to **15 products** in a Tank Mix.

We've removed the Download SDS & Label Documents function, combined its function with the SDS & Document Viewer and included a more powerful SDS & Label Document internet search tool.

**Bar Coding** - For those of you using Bar Codes, we have added the ability to print Inventory and Equipment Bar Codes directly to the Dymo 450 Label Writer printer.

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**Employee White Board** - Have you started to use the Employee White Board to display work assignments for your work crews? We've added two new features:

1. A **Note Tool** that gives you the ability to include general notes regarding the days activities.
2. Ability to display **Current Local Weather** conditions and forecasts from AccuWeather.com or any other web weather source.

Employee	Activity	Comments
WILSON, WOODY	CLUBHOUSE GROUNDS-MISCELLANEOUS	multi
	CLUBHOUSE GROUNDS-MISCELLANEOUS	plant flower beds
	FAIRWAYS-SEEDING/DIVOT REPAIR	new task

**Good Morning!**

This is going to be a busy week and there are some changes that you should be aware of:

1. Grounds crew will refrain from removing their hats while on the course.
2. All machine operators are instructed to monitor their vehicle speed and not exceed 8 mph.

World > North America > United States > Arizona > Glendale

AccuWeather in partnership with FOX 10

Glendale, AZ

United States Weather | Glendale, AZ 48°F | Personalized Forecasts



**From your TRIMS Programming  
and Support Staff.**

**Please call (800)608-7467 ext 1  
if you have any questions.**