

Setup – Departments

AV Ref # 695

About:

As part of the HITS setup process, you will want to determine your HITS Departments.

Every Product Code that is sold (on an Invoice) or received (on a Receipt) must be assigned to a Department (aka product category).

In HITS, Departments will affect the following functions:

1. **Reports** – Many HITS reports will be organized by Departments. For example, one of the most popular end of day reports is the Department Recap which would report sales units, dollars, and profits by Department. (*Representative example below...*)

Department	Sales	Profit	GP%	Units
Pass/LT Tires -	\$2200	\$554	25.2	24
Truck Tires -	\$ 845	\$171	20.2	4
Off Road Tires -	\$1250	\$251	20.1	4
Tire Labor -	\$ 440	\$440	100.0	32
Inventory Parts -	\$ 395	\$219	55.4	12
Outside Parts -	\$ 620	\$199	32.1	26
Mechanical Labor -	\$2045	\$2045	100.0	28
Alignments -	\$ 485	\$485	100.0	5
Flush -	\$ 725	\$496	68.4	7
<u>Discounts -</u>	<u>\$(275)</u>	<u>\$(275)</u>	<u>-----</u>	<u>-----</u>
Total	\$8750	\$4585	52.4	

2. **Accounting** – If you are using The Accounting Link to export data to your back office accounting system, within your Accounting Link configuration you will map your HITS **Departments** to your **Chart of Accounts** in your back office accounting system.

This can be a 1:1 mapping or multiple HITS Departments can map to a single Account in your back office accounting system.

Your HITS Departments may be inventory (aka cost-of-goods-sold) Departments, or you may have Departments for non-inventory items like Tire Disposal Tax or Shop Expenses.

3. **Inventory Management** - There are a number of inventory management functions that are best managed by having properly assigned Departments. These include, but are not limited to, Stocking Purchase Orders, Price Updating, Performing a Physical Inventory, etc...

For example, you may want to set a Pricing Matrix to all items in your Off Road Tire Department.... Or you may want to segregate Consignment Batteries into their own Department so they can be omitted from your Physical Inventory count.

4. **Shop Supplies** – Shop Supplies are activated at the Department level. Each Department can have it's own Shop Supplies %, and can have a different % for Goods and Services within the Department.

For example, the Tire Department, Wheel Department, and Tire/Wheel Labor Department could be exempt from having Shop Supply fees calculated.

How well your Departments are organized can help improve how HITS works for you relative to reporting, accounting, and inventory management.

While it will be best to set your Departments during the HITS Setup process, you can always make edits to your Departments and your inventory department assignment at any time after "go live."

On the following page are the *default* Departments in HITS for retail businesses.

Department Code Editor

	Short Description	Long Description
Dept Code 0	TIRE-PASS	PASS / LT TIRES
Dept Code 1	TIRE-TRK	TRUCK / OFF RD TIRES
Dept Code 2	TIRE-OTH	OTHER TIRES
Dept Code 3	OPT	OUTSIDE TIRES
Dept Code 4	TIREPARTS	TIRE PARTS
Dept Code 5	TIRESERV	TIRE SERVICE
Dept Code 6		
Dept Code 7	WHEELS	INVENTORY WHEELS
Dept Code 8	OPW	OUTSIDE WHEELS
Dept Code 9		
Dept Code A	PARTS	INVENTORY PARTS
Dept Code B	FLUIDS	INVENTORY FLUIDS
Dept Code C	OPP	OUTSIDE PARTS
Dept Code D	OPD	OUTSIDE DEALER PARTS
Dept Code E		
Dept Code F	LABOR	GENERAL LABOR
Dept Code G		
Dept Code H	ALIGN	ALIGNMENT
Dept Code I	FLUSH	FLUSH
Dept Code J	RDH	ROAD HAZARD
Dept Code K	OIL	OIL CHANGE
Dept Code L		
Dept Code M	MISC	MISCELLANEOUS MERCH
Dept Code N		
Dept Code O	PCD	SALES DISCOUNTS
Dept Code P		
Dept Code Q	SS FEE	SHOP SUPPLIES FEE
Dept Code R	SCRAP FEE	DISPOSAL / SCRAP FEE
Dept Code S	SCRAP TAX	SCRAP TAX
Dept Code T	RETADJ	RETURN ADJUSTMENTS
Dept Code U	SHOP SUPP	SHOP SUPPLIES***
Dept Code V	BIZ SUPP	BUSINESS SUPPLIES***
Dept Code W	EXPENSES	OTHER EXPENSES ***
Dept Code X		
Dept Code Y	***	*** NON REVENUE DEPT
Dept Code Z	PKG	COMMENTS / PKG