Store System File

Each store in HITS M/S has it own unique **system** data file that contains store specific information that makes it possible to customize the operation of HITS for each location.

WARNING: Some of the fields in the store system file contain on-line information that is maintained by HITS and should not be changed without assistance from the HTSC. Do not worry, fields used for on-line information are so noted.

Note: Just as there is a **store** system file for each store in HITS M/S, there is also a **corporate** system file for customizing the operation of HITS across all stores.

The following is a list of the fields in the store system file along with a brief description and a typical entry, where applicable. Not all fields are used. Unused fields are identified by, "N/A".

If a field requires specific values, those values will be listed and described. If a field has a typical or preset value, the value will be identified.

COMPANY: Name of the store. This name is displayed at various locations throughout the software. The store name entered here is not used on invoices, receipts, or statements.

Note: The store name that prints on invoices, receipts, and statements is contained in the **Forms Text** file. (Please refer to File Maintenance - Forms Text for instructions on making entries to header and footer information that prints on invoices, etc.)

SYSTEM DATE: This is the current store date set for the store. Each store can have a different current store date set. (Store dates are created and set at the Main Menu, option #5.)

CITY: This is the city where the store is located. This entry is used as the default city when adding new customers to this store.

STATE: This is the state where the store is located. This entry is used as the default state when adding new customers.

ZIP: This is the zip code where the store is located. This entry is used as the default zip code when adding new customers.

Tax Rates

HITS currently supports four base tax rates (1-4) plus **Tax Rate 0** which is always zero. Enter the tax rate percentage for each of the four tax rates. We recommend you enter a tax rate of 99% for any unused tax rates to avoid inadvertent use of a non-assigned tax rate.

> **TIP**: If you need more than the four basic tax rates, contact the HTSC. HITS M/S can be configured to handle additional, unlimited sales tax computations using a special **supplemental** tax capability that computes and lists sales tax as an invoice line item. This capability is typically used by dealers who do commercial delivery outside their local tax authority.

TAX RATE 1: The percentage in this field is used as the tax rate during invoicing for Tax Code (TC) 1. This is typically your retail tax rate.

TAX RATE 2: The percentage in this field is used as the tax rate during invoicing for Tax Code (TC) 2. This rate is typically used for farm tax, recaps, etc.

TAX RATE 3: The percentage in this field is used as the tax rate during invoicing for Tax Code (TC) 3.

TAX RATE 4: The percentage in this field is used as the tax rate during invoicing for Tax Code (TC) 4.

1 : **Thank You Postcard**: If active, the user is prompted at the close of an invoice to indicate if the invoice should be flagged for a Thank You postcard.

<**T**>: Prompts user.
< >: Does not prompt the user.
Default: <T>

2 : **VSR Assignment Prompting**: If this option is set, users will be prompted during invoicing anytime an item is sold that does not have a VSR (vehicle service reminder) code assigned. The user will have the option of assigning a code, skipping the assignment, or flagging the item as not subject to VSR tracking. If you activate this option, be sure to alert your staff so that they do not improperly flag items that should have VSR tracking.

<**V**>: Prompts user.
< >: Does not prompt the user.
Default: < >

4 : Tax code default for tax exempt customers. The entry in this field will indicate which tax code should be used when invoicing a customer with an entry in the tax exempt # field of the customer record.

<0>: Will set the tax code to 0.
<1>: Will set the tax code to 1.
<2>: Will set the tax code to 2.
<3>: Will set the tax code to 3.
<4>: Will set the tax code to 4.

< > If this entry is left blank, the user will be forced to enter a tax code for each line when invoicing a customer with a tax exempt #.
Default: <4>

> **TIP:** If you sell products wholesale, we recommend that you set this default to **tax code 4** and then set the tax rate to zero. Then, you can use the Sale Tax Journal Report to capture the total of all tax exempt sales for non-tax reporting purposes.

5 : General Ledger Period. This field is automatically updated with the numeric value of the month of the current store date. This value is not currently used. However, please do not edit this field.
Default: (Ex:) <03> March

6 : **Customer Store# Scan** - When scanning for customers, this is the default for selecting a single store or all stores.

<1>: Will default to only display customers assigned to store #1.
<2>: Will default to only display customers assigned to store #2.
<3>: Will default to only display customers assigned to store #3.
<4>: Will default to only display customers assigned to store #4.
<5>: Will default to only display customers assigned to store #5.
<6>: Will default to only display customers assigned to store #6.
<7>: Will default to only display customers assigned to store #7.
<8>: Will default to only display customers assigned to store #8.
<9>: Will default to only display customers assigned to store #9.
<A>: Will default to display customers for all stores.
< >: Will default to display customers for all stores.
Default: < >

> **Note:** Any entry other than a valid store # will cause **all** customers to be displayed.

7 : **Ticket Push**
< > automatically pushes open tickets to 12/31/32 during daily closing
<!> Prevents open tickets from being pushed to 12/31/32 during daily closing (use push workorders instead)

8: **Activate Windows Print Mode for Reports** - With this option set, the user will be prompted to print either using Windows print mode or Legacy print mode. Depending on the password setting P67, the user will also be able to Email reports or view them via the Adobe PDF reader, if the Adobe PDF reader is installed on your local workstation. If not set, the report is displayed on the screen in legacy mode and printing is via legacy port mapping.

> **Note:** Windows print **preview** mode requires that the Adobe PDF reader be installed on your local workstation.

WARNING: Some versions of the Adobe PDF reader provide access to your workstation's local email client. Therefore, the only way you can permit a user to use Adobe PDF reader from within HITS M/S is to give that person Email capability via the password permission switch P67=Y.

<**W**>: Activates Windows Print Mode.
Default: < > (Legacy port mapping only)

9 : **Activate Windows Print Mode for Invoices, Workorders, and Quotes** - Same as option #8 above but this option activates Windows print mode for invoices, workorders, and quotes.

Note: Windows print **preview** mode requires that the Adobe PDF reader be installed on your local workstation.

WARNING: Some versions of the Adobe PDF reader provide access to your workstation's local email client. Therefore, the only way you can permit a user to use Adobe PDF reader from within HITS M/S is to give that person Email capability via the password permission switch P67=Y.

<**W**>: Activates Windows Print Mode.
Default: < > (Legacy port mapping only)

10: **Last Sold Display During Invoicing**: When you invoice a goods item, the system checks to see if the item has ever been sold to the customer being invoiced. If it has, last sold information is displayed near the bottom of the screen. Some users do not want this information displayed. Others want it displayed but do not want cost to display under any circumstances. This switch setting determines if the information displays at all and if it does, if cost displays.

<**N**>: Do not display last sold information during line item entry.
<**1**>: Display last sold information if it exists but do not display cost
< >: Display all last sold information except only display cost if the user has permission to see cost.
Default: < >

Note: Even if you elect to not display last sold information, you can still access the detail listing by entering "H" (for history) at the PC (price code) entry.

11: **Required Entry - Promised Time & Vehicle Status**: On the Appointment Scheduler, the setting of this switch determines if the Promised Time and/or Vehicle Status are required entries.

<1>: Promised Date & Time is required.
<2>: Vehicle Status is required.
<3>: Both Promised Date & Time and Vehicle Status are required.
< >: Neither entries are required.
Default: < >

12: **TireLink and BPOS**: - Quantity Display Control. Dealers (both single location and multi-location) can control when inventory items are included on a view (either in TireLink or in BPOS Inventory Lookup) based on other than the store level quantity as follows:

<C>: List the inventory item if it is available anywhere in the corporation. (This option is for multi-location dealers only.)
<A>: List the inventory item if it is available in the Aux Qty field.
<B>: List the inventory item if it is available either anywhere in the corporation or in the Aux Qty field.
< >: Default

13: **Quantity On Scan Default**: If you always only want to scan for items with quantity when doing an inventory scan (Menu option #2 on the Sales Counter), you can make an entry in this field that will be used as the default, for example, "*" to only list items that have stock in this store.

<*****>: (asterisk) Only list items with a quantity for this store only.
<**C**>: Only list items with a quantity anywhere in the corporation.
<**+**>: Only list items with a quantity anywhere in the corporation.
< >: List all items regardless of quantity on hand value.
Default: < >

14: **Use Full Inventory Scan On F3 During Invoicing**: If you do **not** wish to jump directly to the Inventory Scan program when you press an F3=Raw Size during line item entry, set this option to "N". Otherwise, the default we be to jump to the scan when F3 is pressed on a line item. This is currently only for invoicing but will also be added to the Inventory Receipts posting routine.

<**N**>: Do **not** jump to the full Inventory Scan when F3 is pressed for Raw Size during line item entry.
< >: Jumps directory to Inventory Scan.
Default: < >

15: Absolute FIND on line items. When entering a product # on a line item of an invoice, this setting determines if you must enter the EXACT product # in order to invoice the item or service.

<Y>: You will be forced to enter the EXACT product code.
< >: You will not be forced to enter in the EXACT product code.
Default: < >

Note: It is not mandatory to use an item's product # to locate and invoice an item or service. There are several ways to look up items including by size or description.

16: **Cash Account Warning During Invoicing**. This field is used to control a warning screen that displays when a user attempts to access or edit customer name and address information on the primary invoice screen.

In earlier versions of HITS, and still today, it is possible to access the customer name and address area on the primary screen and use the **Find, PgUp**, and **PgDn** keys to ***locate*** customer accounts. Additionally, you can still edit the name and address listed on the invoice, though the edits will **not** be saved back to the customer data file. This method of accessing a customer is no longer recommended nor do we recommend changing the name and address of the customer on the invoice screen.

There are other, more preferred functions available for locating customers such as invoice header Action Code "**2**". Also, we recommend that you add all new cash customers to the system for better tracking. New customers can be quickly added upon returning from the customer scan screen via Action Code "**2**".

Note: If you are intent on **not** adding all new cash customers to the customer master file as recommended, then we do recommend that you at least edit the customer's **short name** on the primary invoice screen. The customer **short name** on the invoice screen provides the capability to look up past invoices by short name. In addition to customer short name, we also recommend that you enter the vehicle tag (plate ID) in the field provided on the invoice screen. Vehicle tag is also a searchable field that can be used to retrieve past invoices.

Set this system option as desired for the way you want to use HITS in your business.

< >=Displays a warning page but permits access.
<**1**>=Displays a warning page and does NOT permit access.
<**2**>=Does NOT Display the warning page.

17: **INVOICING** - Retaining/Clearing Invoice #. This option determines if the invoice # is **cleared** after a ticket has been saved, closed, or printed. Some dealers like to **retain** the ticket number on the screen so that they can see what ticket number they last worked on. Also, if you move about the Sales Counter Menu to check inventory and customer accounts while working on a ticket, it is more convenient to retain the ticket number so that you do not have to re-enter the ticket # every time you re-access the Invoice program. Other dealers prefer to have the number **cleared** after leaving the invoice screen.

<**Y**>: **Retain** the last invoice # in the Invoice # field.
<**N**>: **Clear** the last invoice # in the Invoice # field.
Default: <N>

18: **INVOICING** - Default Salesman Code. When you first generate or start a ticket, the salesman code set in this option is used as the default salesman code. Normally, the default code will be **0** (zero) to represent the **House**.

<**0-9**,**A-Z**>
Default: <0>

Note: This default is used in conjunction with store system options **#20** and **#29**. These two system options control **where** the user is prompted for the salesman code. Store system #20 controls if the user is prompted at the beginning of a ticket. Store system #29 controls if the user is prompt at the close of a ticket. If you want to force the user to make a response when prompted, you can change the default in store system **#18** above to an invalid entry such as a **?** (question mark).

19: **INVOICING** - Default Mechanic Code. When you add a line item to a ticket, the mechanic code entered here is used as the default. Normally, the default code will be **0** (zero) to represent the **House**.

<**0-9**,**A-Z**>
Default: <0>

Tip: Entering a default mechanic code of "**?**" forces the person entering the line item to enter a valid mechanic code that exist in the Mechanic Pop Up Table. This assures management that the mechanic code entry is not be skipped.

20: **INVOICING** - Force Salesman Code Entry. You can use this option to force the entry of a valid salesman code at the beginning of a ticket. Some dealers use this option to ensure that tickets are getting marked for the salesman that starts the ticket.

<**Y**>: Yes, you want to be forced to enter in a Salesman #.
<**N**>: No, you don't want to be force to enter in a Salesman #.
Default: <N>

Note: The salesman code assigned to a customer is automatically set for the ticket when a customer is assigned to a ticket. Therefore, you may not need to use the force entry of a salesman code option. Also, there is a different system option (**#29**) that allows you to force the entry of a salesman code at the **close** of an invoice or before an invoice is printed. Some dealers prefer using this system option to ensure that the salesman that finalizes the ticket gets the credit. You can use both system options **#20** and **#29**, neither, or any combination that best suits your business. You can also use store system **#18** to set a default for the salesman should the customer being invoiced not have a salesman code defined.

21: Default **Customer Type** when adding new customers. When you add a new customer you must specify the **customer (sales) type** of the customer. The four allowable customer types are R=Retail, C=Commercial, W=Wholesale, O=Other. This system option allows you to specify a default when adding new customers.

<**R**>: Retail

<**C**>: Commercial
<**W**>: Wholesale
<**O**>: Other
< >: You will be forced to manually <ENTER> your response each time you add a new customer.
Default: <R>

22: Default **Price Code** when adding new customers. Unless you have EPP "write permission" (Password P41=W), when you add a new customer, the entry in this field is used as the **Price Code** for the customer. If no default price code is defined here, Price Code 1 will be used.

<**0**>: Average Cost from the Inventory item.
<**1**>: Price Level 1 from the Inventory item.
<**2**>: Price Level 2 from the Inventory item.
<**3**>: Price Level 3 from the Inventory item.
<**4**>: Price Level 4 from the Inventory item.
Default: < >

23: Default **Mail Switch** (MS) when adding new customers. When you add a new customer you can specify a single character code to identify a group of customers. The entry in the customer master is used to select specific customers on various reports. This system option simply makes it possible to set a default when adding a new customer. It is not a critical default to set.

Default: < >

24: **INVOICE PRINTING** – Regular Price and Manufacturer # Printing. Selected invoice print formats provide the capability to print a ***regular price*** on the invoice as well as the **manufacturer's product #**. The regular price is actually a computerized 10% markup of the selling price. The true (actual) selling price is listed in a second column as ***your price***. See the formats listed below that currently support manufacturer's # printing.

<**Y**>: Print regular price.
<**N**>: Do not print a regular price.
<**!**>: Print regular price **and** manufacturer's #.*
<**$**>: Print manufacturer's # only.*
Default: <N>

* This option only applies to HITS M/S using Windows Dot Matrix printing. If you are printing to a laser printer, please see switch #X28 for controlling the printing of the values in the inventory master file field labeled Mfg#. [format: bcprint?.flx]

25: **INVOICE PRINTING** - (This option only applies to the SCT or SCR preprinted invoice form.) Normally, the body portion of these formats prints across the entire width of the 8.5" X 11" form using extra spacing. Without extra spacing, the body of the invoice only prints about half way across the page. This is used by some dealers who use a compressed version of the SCT/SCR form.

<**!**>:   Remove extra spacing in body.
Default: < >

26: **INVOICE PRINTING** - Formfeed Command. This option controls whether a formfeed(s) are issued at the end of a printed estimate, workorder, or invoice. Some invoice formats and printers require a formfeed to cause the paper to advance to the very end of the page. This option provides that control.

<**0-9**>: A 0 (zero) deactivates or causes no formfeed to be issued. A number from 1 to 9 will cause that many formfeeds to be issued.
Default: <**1**>

27: **INVOICING** - Screen Saver. This option activates a screen saver that displays after the closing and/or printing of a ticket.

<**Y**>: Activates the screen saver.
<**N**>: Deactivates the screen saver.
Default: <Y>

28: **INVOICING** - Invoice header enhanced printing - SCFPRINT invoice format. On the plain paper (fast) invoice print format, this option will cause the header information (your company name, address, etc.) to print in enhanced (wide) mode.

<**Y**>: Turns on enhanced header printing.
<**N**>: Turns off enhanced header printing.
Default: <Y>

29: **INVOICING** - Skip the prompt for Salesman when closing or printing a ticket. This option provides the ability to skip the prompting for a salesman code when closing or printing a ticket.

<**Y**>: Skip the prompting for salesman code entry.
<**N**>: Do not skip the prompt for entry of a salesman code.
Default: <N>

30: **INVOICING** - Default Tax Code. When you add a line item to a ticket, the tax code entered here is used as the default. Normally, the default code will be **1** to represent the tax rate for tax code 1.

<**0-4**>
Default: <**1**>

31: **INVOICING** - Default Department Code. When you add a line item to a ticket, the department code entered here is used as the default.

<**0-9**,**A-Z**>
Default: <0>

Note: There are three additional System options that affect the entry of department codes. Please see options **#44, #46,** and **#47**.

Tip: Entering a default department code of "**?**" forces the person entering the line item to enter a valid department code that exist in the Department Table. This assures management that the department code entry is not being skipped.

32: **INVENTORY SCANNING** – Prior to the 2006 update, this option provided the ability to by-pass the prompting for a specific customer. This option created more confusion than solution so the option to by-pass has been removed. To perform a non-customer specific scan, simply press the <ENTER> key when prompted. If you wish to enter a specific customer, press “Y” or **any** key on the numeric keypad and you will be prompted for a customer to reference for the scan.

33: **RECEIVED ON ACCOUNT (ROA) RECEIPT PRINTING FORMFEED**. This option simply determines if a formfeed command will be issued at the end of the printing of an ROA. Some printers require that this option be used to force the page to eject from the printer. To disable the use of any formfeeds, set the option to 0 (zero).

<**0-9**>:
Default: <**1**>

34: **Fitment Guide Interface Mode** - This option determines the interface mode used with the fitment guide. Three modes are supported as follows:

<   >: Return **tire** raw size only.
<**W**>: Returns **wheel** raw size only.
<**P**>: Prompts for tire or wheel raw size.
Default: < >

35: **CUSTOMER INQUIRY/ADD** - Default C.O.D. (Collect on Delivery). When adding a new customer, the entry in this field will be used as the default for the C.O.D. field.

<**Y**>: Defaults the C.O.D. entry to yes.
<**N**>: Defaults the C.O.D. entry to no.
Default: <N>

36: **INVOICING** - Default Closing Action Code (AC). Setting this option to an invalid entry will force the user to make a correct response and will reduce errors. The recommended entry for this option is <**X**>.

37: **RECEIVED ON ACCOUNT PRINTING** - Header and Footer printing. This option determines if the header and footer data in the **Forms Text** data file will be printed on the receipt. If you are using preprinted receipts, you should set this option to <N>. Normally, this option will be set to <Y>.

<**Y**>: Activates header and footer printing.
<**N**>: Disables header and footer printing.
Default: <Y>

Note: Another way to control header and footer printing is to blank out any header or footer lines you do not wish to print in the **Forms Text** data file for ROA printing. For example, if you did not want to print a header but did want to print a footer, you would activate the printing option above and then simply blank out the header lines in the forms text data file. See File Maintenance - Forms Text for more information.

38: **RECEIVED ON ACCOUNTS** - Default Action Code. To speed routine posting, you can set a default for the ROA primary Action Code. Because this program is most often used for posting payments, the default setting of this option is normally <P>. However, during initial start up, you may wish to temporarily set this option to <D> for Debit Memos to speed up the posting of initial customer balances.

<**P**>: Payment
<**C**>: Credit Memo
<**D**>: Debit Memo
<**E**>: Edit Account Type & Notes
<**S**>: Scan A/R Active File
<**H**>: Scan A/R History File
< >: You will be forced to manually <ENTER> your response each time you make a posting.
Default: <P>

39: **INVOICING** - Printing Pricing On Workorders. This option determines if prices print on workorders.

<**Y**>: Prints prices on workorders.
<**N**>: Does not print prices on workorders.
Default: <N>

40: **INVENTORY SCAN SCREEN Option**. Normally, the inventory scan screen displays size, description, and manufacturer's #. Using this option, alternate fields of data can be displayed as follows (up to 27 characters and spaces):

<**V**>: Description + Appearance + Tread
<**W**>: Manufacturer Code + Description + Manufacturer’s #
<**X**>: Description + UTQGL + Tread
<**Z**>: Description + Construction + Tread
Default: < >

Note: This option is not as critical as it once was as the Appearance, Construction, and Tread information is now displayed at the bottom of the screen for the item highlighted.

41: **INVOICE Line Item Salesman Tracking**. Normally, the salesman assigned to a ticket is applied to each line item on the ticket automatically. However, entering a <**S**> for this option activates a prompt whereby you can designate the salesman for each line item.

<**S**>: Activate line item salesman prompting and tracking.
Default: < >

42: {n/a-reserved for alt-supplier flag}

43: {n/a-reserved for alt-supplier qty display}

44: **INVOICING** - Skip Department Code Entry. This option determines if the user is permitted to access the department code entry on the line item of a ticket.

<**Y**>: Will skip the Department Code entry.
<**N**>: Will force you to <ENTER> a Department Code (unless one is already defaulted).
Default: <N>

Note: There are two additional System options that affect the entry of department codes. Please see options **#46,** and **#47**.

45: RECEIVED ON ACCOUNTS – Print Control.

Windows Printing: When printing a ROA, this option controls whether the user is prompted to **Print Again?** and if so, how many copies to print.

<**0**>: Prints one copy and prompts the user with **Print Again?**
<**1-9**>: Prints the number of copies indicated but does **not** prompt to **Print Again?**
Default: <0>

Legacy Printing: Print Second Copy. This option determines if a second copy of a ROA is automatically printed. Some dealers print two copies, one for the customer and one for their files.

<**Y**>: Enables automatic second copy printing of ROA.
<**N**>: Disables second copy printing of ROA.
Default: <N>

46: **INVOICING** - Default Department Code From Inventory. In the Inventory Master file you can enter a default department code that can be retrieved and used as the default for the line item during invoicing. This option determines if the department code for an item is used as the line item default.

<**Y**>: Use the department code from the inventory item, if it has one, as the default for the line item during invoicing.

<**N**>: Do not use the department code from the inventory master.

Note: It is not necessary to assign a department code to each item in the inventory master file before using HITS. If you have the system configured to allow access to the department code entry of a line item (System option #**44**) and if there is no department code assigned to the item you are invoicing, the entry made for the department code on the line item of the ticket the **first time** the item is invoiced will be automatically saved to the inventory master file as the new default. **Warning**: That means that if you make a mistake and assign the wrong department code to an item the first time you invoice the item, you must go to File Maintenance - Inventory, retrieve that item and correct the department code in the inventory master file.

47: **INVOICING** - Change Line Item Department Codes For Customer Types W= Wholesale and O=Other. There are a number of ways to track sales by customer type but some dealers also wish to track specific departments by customer type. For example, normally you would capture the sales of all passenger tires under a single department code. However, if you wanted to capture the specific volume of sales of passenger tires to customers designed as **wholesale** or **other** as opposed to **retail** and **commercial**, you could use this option to force the user to enter a different department code for invoice line items for wholesale and other customers. Keep in mind that if you activate this option, it will force users to make an invoice line item department code selection on **each** line of **each** invoice for customers flagged as wholesale or other.

<**Y**>: Will force users to enter a department code if the Customer Type is **W** or **O**.
<N>: Will not force users to enter a department code for customers flagged as wholesale or other.
Default: <N>

48: **INVOICING** - Scrap/Recycle Reminder Prompt. When invoicing an inventory item, in which the item has been flagged as being subject to scrap fees (Utility 1 field of Inventory File Maintenance), a message displays at the bottom of the screen to remind the user that the item is subject to scrap fees. This is a reminder to the user to add the scrap fee(s) items to the ticket. This option makes it possible to disable this warning message.

<**Y**>: Will remind you, when an item is subject to scrap.
<**N**>: Will not remind you, when an item is subject to scrap.
Default: <Y>

49: **INVOICING** - Default Printer Port. You can set a default for the printer that is normally used for printing invoices. Using a default saves an extra keystroke as well as having to remember which printer number is used for printing invoices.

<**Y**>: Will prompt to designate a printer port (1-3) each time you print an estimate, workorder, or invoice.

<**N**>: Will not prompt but rather will output the estimate, workorder, or invoice to the printer that has been assigned as the primary printer for the computer you are using.
<**1**>: Sets LPT1 as the default printer port.
<**2**>: Sets LPT2 as the default printer port.
<**3**>: Sets LPT3 as the default printer port.
Default: <1>

Note: Printers **must** be mapped using LPT mapping conventions in order to use HITS. The exception is if you are using our hosting service where printers can normally be mapped using UNC (universal naming conventions). When using UNC mapping, print server names and devices can **not** contain spaces. Additionally, we recommend that print server and device names be kept simple. For example, assign a server the name of COUNTER1 and its printer PRINTER1.

50: **INVOICING** - Default Header Action Code (AC). Though not recommended, some dealers prefer to set a default for the action code in the header portion of the invoice. Set this option as desired. There is no default for this option.

51: n/a

52: **Auto Copy Packages** – By default, if you have assigned a package # to an inventory item, that package will be automatically copied to the ticket when the inventory item is added. This works great for retail but normally is not used for wholesale customers. You can use this setting to prevent packages from being automatically copied to tickets by **customer type**; To **skip** auto copying of packages, simply enter the letter(s) of the customer types to skip.

<**RCWO**>: R=Retail, C=Commercial, W=Wholesale, O=Other.
Default: < >

PRT CTRL STR: n/a

LAST INV#: n/a (HITS M/S tracks the last invoice number used in a different method than previous versions of HITS. This is covered further in this topic.)

CASH CUSTOMER#: The customer account number entered in this field is used as the default customer when a new estimate, workorder, or invoice is generated. HITS uses a default account number that correspond to the store # as follows:

<100001> for Store #1
<200001> for Store #2
<300001> for Store #3
<etc.>

IMPORTANT: A cash customer account **must** exist in the customer master file that matches the default cash account number entered for the store. Otherwise, you will not be able to advance past the ticket # entry field.

We recommend that you do not change the default cash account number without consulting the HTSC first.

Tip: If you suddenly discover one day that you can not get past the invoice # of a newly generated ticket #, the most common reason is that someone has inadvertently deleted the cash account customer in the customer master that is used as the default cash account. Or, someone has changed the default cash account number above to a customer that does not exist in the system.

59: **INVENTORY QUOTE SCAN** - Change Defaults (Y/N/Q/1-4). When accessing the Inventory Inquiry option located on the Sales Counter Menu, you are prompted as to whether you wish to **use** the quote parameters displayed, **change** the parameters, **skip** the parameters, or **skip** the parameters and use a specific price level. Quote parameters are used to compute and display **drive out pricing** on the inventory scan screen.

<**Y**>: Change the parameters (defaults). Using this default will cause the cursor to advance through the quote parameters listed allowing changes to be made before advancing to the scan screen. A default of **Y** is not recommended unless you are making very frequent changes to the quote parameters.

<**N**>: Do **not** change the parameters (defaults). In other words, use the quote parameters displayed to computer **drive out pricing**. ***This is the recommend setting***.

<**Q**>: Skip the use of the parameters (defaults). A default of **Q** will result in what we refer to as a **Quick Scan** that only displays average cost from the inventory master file for each item.

<**1-4**>: Skip the use of the parameters (defaults) and display the price level indicated. In other words, a default of **4** will result in items being listed on the scan screen with price level four displayed with no adders or quote parameters used.

Default: <N>

Note: The Inventory Inquiry function located on the Sales Counter Menu provides access to the HITS Inventory Scan, one of the most powerful features of HITS. Your setting of this default and the quote parameters associated with the scan function can greatly impact your effective use of HITS. The setting and changing of quote parameters, sometimes referred to as **adders** is covered under the tutorial that covers Sales Counter operations. Please be sure to review this tutorial thoroughly to understand how to best use it in your business.

60: **INVOICING** - Allow Edit Of Cash Payment For Charge Customers. By default, the invoice program does not restrict you from applying cash, check, or credit card payments to an invoice for a charge customer. Some dealers prefer to charge the entire invoice balance and then process a Received On Account for any cash payments to charge customers. To restrict access to the cash, check, credit card section of the invoice for charge customers, enter a <**X**> for this option. There is no default for this option.

61: n/a

62: **Default credit limit** - If the Credit Management System is active (Corporate switch #15 either “C” or “X”), this is the default credit limit that is assigned to a charge customer when adding a new customer at the M/S Sales Counter.

63: **SHOP FEES**: HITS M/S provides a powerful and flexible system for computing and applying shop fees. This option is used to designate the mode(s) of shop fee activation that you wish to use. Please refer to the topic **Shop Fees Set Up** under the **Getting Started** book. Then, return to this option to set the mode(s) desired as part of the shop fees set up process. The default for this option is blank which disables the implementation of shop fees since setting up shop fees requires the set up of specific inventory items for capturing shop fee amounts.

Default: < >

64: **Maximum Allowable Days Past Due** - If the Credit Management System is active (Corporate switch #15 either “C” or “X”), this is the default for the maximum allowable days a charge customer can be past due before they are blocked from invoicing.

> Note to HTSC: D64 used in Alaska for maximum allowable sales tax – by store. Will be changed in a future release.

65: **SCAN Highlight Bar Color**. The number entered in this option determines the color of the highlighted bar used in various scan screens. The default is <**78**> which provides a red bar with yellow letters. We do not recommend changing this number. If the default highlighted bar color is not acceptable, please contact the HTSC for assistance in changing to a more acceptable color combination. Limited color combinations are available.

> **Note:** The following four store system options are used for storing printer control codes for IBM ProPrinters and compatible dot matrix printers such as the Oki 320 series. Normally, you will not need to make any changes to these options. If you feel you need to makes a change to these options, we recommend you contact the HTSC first.

70: Sets printer control code for the ESCAPE sequence used when resetting the printer pitch.

71: Sets the printer control code for 10 CPI.

72: Sets printer control code for the ESCAPE sequence used when setting condensed print.

73: Sets the printer control code for condensed print.

EF#1: n/a

EF#2: Departments To Exclude From Shop Supplies, IF Shop Supplies Mode 4 Is Active. If shop fees mode 4 is active, the entries in this field represent the departments that will be excluded from shop fee calculations. Please refer to the topic **Shop Fees Set Up** under the **Getting Started** book for more information.

Default: <   >

VALID CREDIT CARD CODES: The two character codes (separated by a space) in this field represents the list of acceptable credit cards that can be used during invoicing and ROA posting. Entries for credit cards made during invoicing and ROA posting are checked against this list. If a credit card code is entered during invoicing or ROA posting that does not exist in this list, the entry is rejected.

Default: <MC AX DI VI AC CA>

STATEMENT DUE DATE: n/a (In HITS M/S, the A/R Statement Due Date is maintained in the Corporate System file. Please disregard any entry in this field.)

NEW INV VALUE: This is the running value of inventory for the store. It is based on the average cost of each item times the item's true quantity on hand value. It is current as of the last inventory receipt posted and last invoice processed. This value is maintained by the software. Do not change this value without consulting the HTSC.

Note: To recompute store inventory value, please refer to the Inventory ReCalculate Value routine located on the Inventory Management Menu.

CASH OVER/SHORT: This is the running value of the amount of cash over/short for the store. It is based on the combined overages and shortages posted to the store via the Deposit function located on the Bookkeeping Menu. It is current as of the last deposit posted and assumes that all store days with receipts, have been closed. This value is maintained by the software. Do not change this value without consulting the HTSC.

A/R AGING AMOUNTS: The following A/R aging fields are the running totals for invoices and ROA postings for the store. The totals are maintained by the system and should **not** be changed without consulting the HTSC. These fields are maintained by the software.

A/R OVER 90
A/R 61-90

A/R 31-60
A/R 1/30
A/R CURRENT
A/R FUTURE
A/R TOTAL

Note: Normally, a multi-location dealer will process all A/R Statements from the main office or primary store using a single **Remit To:** address. This is perfectly acceptable, however, please be aware that if a payment is posted and applied at one store (store #1) for an invoice that was originally processed at another store (store #2), the payment information updates the A/R Totals at the store at which the payment was actually posted in this case store #1 and **not** the A/R Totals for the store which initiated the original invoice (store #2). Generally speaking, this will cause the A/R Totals at the store that receives A/R remittances to be arbitrarily low and the A/R Totals at the other store(s) to be arbitrarily high. If you run consolidated A/R Statements, an accurate recap of A/R Totals for the corporation is maintained in the **Corporate** system file.

Note: If you insist on maintaining store level A/R Totals you have two choices. After posting receipts in the primary store, perform two postings; a debit memo to the primary store and an offsetting credit memo to the remote store(s) for the amount of payment that should have been disbursed to the remote store(s). Or, refer to **Corporate** system option **59** which restricts all A/R activity to the store to which the customer is assigned. With this option set, all A/R activity will have to be posted to the store to which the customer is assigned. That means that if you have a customer who will be conducting business at more than one location, you will have to establish an A/R account for the customer at each location. This is **not** recommended.

MONTHLY FINANCE PERCENT - Default. For account types **B** and **S**, you can set a default finance percentage that will be used when **adding new customers**. Percentages are expressed as whole numbers. For example, a monthly percentage of 1.5% is entered as 1.5.

Acct. Type B: <enter the monthly percentage>
Acct. Type S: <enter the monthly percentage>

WARNING: The following fields control automatic number generation. Do NOT attempt to change these fields without assistance from the HTSC. Each item contains entries for setting STORE level or CORPORATE level numbering, a start number, a last generated number, and a stop number.

- **INV.#**
- **REC.#**
- **CUST#**
- **VEND#**
- **ROA#**
- **POA#**

Note: Immediately following the number generation screen, a screen appears that looks identical to the very first screen in Store System File Maintenance. However, please note the **X** that appears in the upper left hand corner of the screen. This screen and the one that follows are used to control options primarily related to **Inventory**, **Purchase Orders**, **Transfers** and the **Receiving Desk** in HITS M/S. **Only those fields that are currently used will be referenced below. Please disregard all others.** Some fields will only indicate the required entry without explanation. Please confirm that the entries referenced below match the entries on your screen.

X1: **Amount Tendered** - This prompts for the input of an amount tendered. If an entry is made, the ticket amount is subtracted from the amount entered and a **Change Due** amount is displayed. (The Amount Tendered and Change Due amounts are also printed on selected invoice formats.)

<**Y**>: Activates Amount Tendered prompting.
Default: < >

X2: **RECEIVING** - This option should be set to "N".

X4: **RECEIVING** - Default Tax Code. This option should be set to "4".

X6: RECEIVING - This option should be set to "N".

X7: INVOICING - Print Again? Control. When printing an invoice, this option controls whether the user is prompted to **Print Again?** and if so, how many copies to print.

<**0**>: Prints one copy and prompts the user with **Print Again?**
<**1-9**>: Prints the number of copies indicated but does **not** prompt to **Print Again?**
Default: <0>

X11: **Master BPOS Switch** – {reserved}

X12: **Print Started, Promised & Completed Times on Tickets (BPOS Only)**
<Blank/Y>: always print
<0>: Never print
<1>: Quotes only
<2>:Workorders only
<3>: Quotes and Workorders
<4>: Invoices only
<5>: Quotes and Invoices
<6>: Workorders and Invoices
<7>: Workorders, Invoices and Quotes
<**!**>**: Special function**. Updates the start time stamp of an open workorder when the workorder is printed. Prints the wording "W/O Prntd:" instead of "Started" to differentiate setting. Currently only available on the new "Long Body" version invoice.

Note: "Long Body" version also prints "Prom/Req" instead of "Promised", and "ClosedOut" instead of "Completed".

X14: **Embedded Terms – Standard Invoice Format Only (wcfhp)** - This option is generally used by wholesalers doing delivery who want an extra degree of control over cash/check collections by their delivery staff. Typically, the wholesale sets ALL accounts to “Open Items” charge. Then, with this option activated with a “P” entered for X14, if the customer’s MS setting (Mail Switch) is set to “C”, the terms printed on the invoice reads “Cash/Check Only”. If the customer’s MS setting (Mail Switch) is set to “G”, the terms printed on the invoice reads “Cash ONLY”-No Check”. This means that all invoices generate an A/R Charge transaction (for tracking purposes). Of course, it also means that an ROA must be posted in order to receive the cash/check into the system and reduce the client’s A/R balance.

<P>: Activates embedded pricing terms
Default: < >

X15: Absolute FIND on line items. When entering a product # on a line item of a receipt, this setting determines if you must enter the EXACT product # in order to receive the item.

<Y>: You will be forced to enter the EXACT product code.
< >: You will not be forced to enter in the EXACT product code.
Default: < >

X17: **RECEIVING** - Retaining/Clearing Receipt #. This option determines if the receipt # is **cleared** after the ticket has been saved, closed, or printed. Some dealers like to **retain** the ticket number on the screen so that they can see what ticket number they last worked on. Also, if you move about the Receiving Desk Menu to check inventory and vendor accounts while working on a ticket, it is more convenient to retain the ticket number so that you do not have to re-enter the ticket # every time you re-access the Receiving Desk program. Other dealers prefer to have the number **cleared** after leaving the receipts screen.

<**Y**>: **Clear** the last receipt # in the Receipt # field.
<**N**>: **Retain** the last receipt # in the Receipt # field.
Default: <N>

X18: **RECEIVING** - Default Salesman Code. When you generate or start a ticket, the salesman code set in this option is used as the default salesman code. Normally, the default code will be **0** (zero) to represent the **House**.

<**0-9**,**A-Z**>
Default: <0>

X19: **RECEIVING** - This option should be set to "0".

X20: **RECEIVING** - Force Salesman Code Entry. You can use this option to force the entry of a valid salesman code at the beginning of a receipt. Some dealers use this option to ensure that receipts are getting marked for the salesman that starts the receipt.

<**Y**>: Yes, you want to be forced to enter in a Salesman #.
<**N**>: No, you don't want to be force to enter in a Salesman #.
Default: <N>

X21: Default **Vendor Type** when adding new vendors. This option should be set to "W".

X24: Print Prices on Declined Items
<**S**>: Prints prices on Declined Items
<**N**>: Does NOT Print prices on Declined Items

X26: **FormFeed Control For Generic Windows Invoice Format.** This value controls the number of formfeeds added to the generic Windows invoice format.

<**0-9**>: A 0 (zero) deactivates or causes no formfeed to be issued. A number from 1 to 9 will cause that many formfeeds to be issued.
Default: <**1**>

X27: **Sets invoice body pitch to 10cpi if set to 1.**
Default: <**1**>

X28: **Windows Invoice Print Option For Line Items**. Normally, the Windows invoice print routine prints size, description, and manufacturer's #. Using this option, alternate fields of data can be printed as follows (up to 29 characters and spaces):

<**V**>: Description + Appearance + Tread
<**W**>: Manufacturer Code + Description + Manufacturer’s #
<**X**>: Description + UTQGL + Tread
<**Z**>: Description + Construction + Tread
Default: < >

*This setting only applies to non-dot matrix Windows printing of quotes/workorders/invoices. For Windows Dot Matrix control of Mfg# printing, see switch #24.

X29: **RECEIVING** - Skip prompt for Salesman when closing or printing a receipt ticket. This option provides the ability to skip the entry of a salesman code when closing or printing a ticket.

<**Y**>: Force the entry of a salesman code.
<**N**>: Do not force the entry of a salesman code.

Default: <N>

X30: **RECEIVING** - This option should be set to "0" (zero).

X31: **RECEIVING** - This option should be set to "0" (zero).

X33: SALES COUNTER – Removes the word “REPRINT” from the Invoice. Generally only used for people who are emailing invoices and don’t want the word “REPRINT” to display on the emailed copy. Please note that this removes “REPRINT” from all reprint copies.

<**X**> removes “reprint”

X35: **RECEIVING** -This option should be set to "N".

X36: **RECEIVING** -This option should be set to "X".

X37: TIRELINK ORDERS - Update Appt. Code or Bay Code Based on Customer Route# – Track Tirelink customer orders on the appointment list based on route number (WHOLESALE CUSTOMER TYPE ONLY)
<A> - Updates appointment code with customer route number.
<B> - Updates bay code with customer route number.
<C> – Updates both appointment code AND bay code with customer route number.

X38: **INVOICING** - If =1, no quantity or unit price is printed on the invoice for ANY “Services” item

> If you want to track actual labor time or do not want to show your per hour rate on the invoice, setting X38=1 will result in the line item printing with no quantity or unit price when printing service items. Only a total prints for the service item. For example, a service line item of 2.4 hours of labor for “A/C Compressor Replacement” at $95 an hour would now just print a total line amount of $228. You actually see the 2.4 hours on your screen and all your sales history tracking shows the 2.4 hours. Only the printed ticket is affected.

X39: **RECEIVING** - This option should be set to "Y".

X40: {HTSC Use Only: Activate Tirelink store level. See scms1.flx for activation code.}

X41: {HTSC Use Only: Activate Tirelink store level order alert via designated printer. Set to “P” and configure wdcmlprn.cmd.}

X42: **Block “Auto” Package Copy In M/S over -100** – If this switch is set to “Y”, items with a default package between -100 and -1000 will **not** be automatically copied to the ticket. This provides a means to implement “good, better, best” packaging in BPOS without forcing automatic package copying in M/S. To use this feature, your lowest numbered BPOS “group header package” should start be at least -110.

X44: **RECEIVING** - Skip Department Code Entry. This option determines if the user is permitted to access the department code entry on the line item of a purchase order or receipt.

<**Y**>: Will skip the Department Code entry.
<**N**>: Will force you to <ENTER> a Department Code.
Default: <Y>

Note: There are two additional System options that affect the entry of department codes. Please see options **#X46,** and **#X47**.

X45: **TIRELINK AUTO ORDER CONVERT –** Will cause TireLink orders to be converted directly to workorders rather than to quotes. The “SUBMITTED” keyword in the vehicle tag is left intact so that the user will be alerted that there is a tirelink order.

<**1**>: Auto Convert Tirelink Orders

Note: Temporarily Deactivating Auto-Convert. Some wholesalers like to de-activate the auto convert function during times of physical inventory counting so that TireLink orders to not change quantities. To temporarily deactivate auto-convert, simply blank out the value for X45. Be sure to re-activate after completing physical counts.

X46: **RECEIVING** - Default Department Code From Inventory. In the Inventory Master file you can enter a default department code that can be retrieved and used as the default for the line item during purchase orders and receipts. This option determines if the department code for an item is used as the line item default.

<**Y**>: Use the department code from the inventory item, if it has one, as the default for the line item during purchase orders and receipts.
<**N**>: Do not use the department code from the inventory master.

Note: It is not necessary to assign a department code to each item in the inventory master file before using HITS. If you have the system configured to allow access to the department code entry of a line item (System option **#X44**) and if there is no department code assigned to the item you are receiving, the entry made for the department code on the line item of the ticket the **first time** the item is received will be automatically saved to the inventory master file as the new default. **Warning**: That means that if you make a mistake and assign the wrong department code to an item the first time you receive the item, you must go to File Maintenance - Inventory, retrieve that item and correct the department code in the inventory master file.

X47: **RECEIVING** - This option should be set to "N".

X48: **RECEIVING** - This option should be set to "N".

X49: **PRINTING - /PDP Option –** Some computer/printer combinations will not properly print the invoice background image. This switch invokes a special option to use the Adobe Reader as a “print processor” so that background images will properly print. This option should not be activated unless you are specifically having problems with background images and only after checking with the HTSC. Background image printing, especially the size the image prints, is controlled in the Forms Text file. The HTSC can confirm that your Forms Text entries are correct and invoke this option for you when it is confirmed that the image printing problem is due to a local computer/printer combination.
(BPOS Only)

Use the number listed below for the combination of forms on which you use background image printing.

<**1**>: Quotes only
<**2**>: Workorders only
<**3**>: Quotes & Workorders
<**4**>: Invoices only
<**5**>: Quotes & Invoices
<**6**>: Workorders & Invoices
<**7**>: Quotes, Workorders, & Invoices
Default: < >

X52: **PRINTING –** This switch now controls the use of Windows Dot Matrix printing for invoices/receipts/transfers in HITS M/S. If you are using a dot matrix printer and your output is printing in NLQ mode, use this option to force output to print in Utility or Draft mode.

<**D**>: Enables prompting for Windows Dot Matrix printing for invoices/receipts/transfers.
<**X**>: Automatically select Windows Dot Matrix printing for invoices/receipts/transfers. Use this option only if you do not intend to print to a laser printer or wish to view an invoice/receipt/transfer as a PDF.
Default: < >

Tech Note: BCPRINT.flx must be copied to BCPRINT?.flx {where “?” equally store#} to invoke this option.

X59: **Tirelink** - If you are using Tirelink, this option should be activated so that you will be alerted to pending orders placed electronically by your customers using Tirelink. If you are not using Tirelink, be sure to set this option to "N" to reduce unnecessary processing.

<**Y**>: Enables order alert function.

<**N**>: Disables order alert function.
Default: <N>

Note: If you do wholesale or commercial sales, we encourage you to investigate using Tirelink. Contact the sales department for a free trial at 800-438-4487, Ext. 32.

X60: **Tirelink - Display Quantity?** - Some dealers only want their Tirelink customers to see pricing and not quantity. If you do not want to display quantity available for sale, enter "N" for this option.

<**N**>: Disables displaying of quantity.
Default: < >

X63: **INVOICING** - Time Zone Adjustment. This option provides the ability to **adjust** the time in increments of an hour from the time that is set on the hosted server to your local time. Use the table below to set the necessary time adjustment factor based on the time zone in which your store is located.

<**0**>: Eastern
<**1**>: Central
<**2**>: Mountain
<**3**>: Pacific
<**4**>: Alaska
<**5**>: Hawaii

X65: Tirelink Alert Value. This setting determines how often you are notified of a pending Tirelink order. This value should be set in minutes. A blank entry will default to 5 minutes.
Default: < >
<**1**>: 1 minute
<**2**>: 2 minutes
<**3**>: 3 minutes
<**4**>: 4 minutes

X70: **Default BPOS Invoice Print Mode**. The number entered for this option is the default print mode that gets set when you attempt to print a quote, workorder, or invoice in BPOS. The options are:

<1>: Windows (laser) Print Mode. This is the basic default Window invoice format. It prints best using a laser printer.
<2>: PDF Mode: This causes the ticket to be loaded into the Adobe Reader, provided Adobe is installed on your workstation.
<3>: Email w/PDF Mode: This causes your local email client software to be loaded and the invoice attached to the email as a PDF file.
<4>: Dot Matrix Mode: This causes your ticket to be printed using Windows dot matrix utility or draft mode, which prints a dot matrix ticket much faster.
Default: < >

Note: If you are using a dot matrix printer, we recommend that you use option #4 – Dot Matrix. If you attempt to print to a dot matrix printer using the regular Windows (laser) Print Mode, your document will print extremely slow since the default print mode in Windows will print your document in using <Windows graphics mode> printing. The dot matrix option uses a special /RAW mode so that printing can be performed in Utility or Draft mode rather than NLQ (Near Letter Quality) mode.

XMONTHLY FINANCE PERCENT – Appointment list start and ending time. Time is expressed using the 24 hour clock. For example, a start time of 6:00am would be entered as 6.00 and 6:30am would be entered as 6.30. An ending time of 9:00pm would be entered as 21.00 and 9:30pm would be entered as 21.30. Only hour and half hour values are acceptable.

Acct. Type B: <enter the appointment list start time>
Acct. Type S: <enter the appointment list ending time>

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