

Password Settings

About:

HITS BPOS includes a very efficient password settings editable grid that provides the capability to edit all password switches for all users on one form. Therefore, we recommend the use of this “grid” for editing password permissions. The following is a list of fields in the password file system along with a brief description and a typical entry, where applicable. Not all fields are used as of yet. Unused fields are listed with n/a. Unless otherwise noted, permission apply to both HITS M/S and HITS BPOS. 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. Please note that a username/password must already exist before you can use the grid to edit a user’s permissions. Please have the primary contact for your store contact the HITS Technical Support Department to add new usernames and passwords to your system.

HOW:

Find the Username in question. Each tab lists the specific range of password permissions available within that specific tab. If you have questions or need assistance, please contact the HITS Technical Support Department.

P1 through P10:

P1: n/a

P2: n/a

P3: n/a

P4: Invoicing: Edit NON-Accounting Information on CLOSED tickets. Of course, you can edit any information on an open ticket. However, once a ticket is closed, only selected non-accounting oriented information can be edited. Nonaccounting information includes such information as PO#, Vehicle, Salesman Code, Mechanic Code, etc. This field indicates whether the user is permitted to edit non-accounting information on closed tickets.

<Y>: User is permitted to edit non-accounting information.

<N>: User is not permitted to edit non-accounting information.

Default: <Y>

TIP: If you close a ticket with incorrect accounting information, the best way to correct the problem is to reverse the ticket using the copy lines capabilities in the body of the ticket.

P5: Utilities: Allows user to access and run the Customer Unlock Utility

<Y> User is permitted to run the Customer Unlock utility

<N> User is not permitted to run the Customer Unlock utility

Default: <Y>

P6: Display GP% On Inventory Scan - When scanning inventory, this switch will enable the display of gross profit percent as a two character value from 1-99 when using Price Levels 1-4 with no adders.

Default: < >

P7: Redirect A/R Charge – (M/S) Permits the user to redirect an invoice balance to an open item customer.

<N>: User is not permitted to redirect.

Default: < >

P8: INVENTORY – Year-to-Date Receipt History - Permits the user to see yearto-date receipts history.

<Y>: User is permitted to see receipts history.

<N>: User is not permitted to see receipts history.

Default: <Y>

P9: INVENTORY - Sales History - Permits the user to see sales history transactions.

<Y>: User is permitted to see sales history.

<N>: User is not permitted to see sales history.

Default: <Y>

P11 through P20:

P10: INVENTORY - Cost - Permits user to see inventory average cost.

<Y>: User is permitted to see average cost.

<N>: User is not permitted to see average cost.

Default: <Y>

P11: INVENTORY - Price Level 1 - Permits user to see inventory price level 1.

<Y>: User is permitted to see price level 1.

<N>: User is not permitted to see price level 1.

Default: <Y>

P12: INVENTORY - Price Level 2 - Permits user to see inventory price level 2.

<Y>: User is permitted to see price level 2.

<N>: User is not permitted to see price level 2.

Default: <Y>

P13: INVENTORY - Price Level 3 - Permits user to see inventory price level 3.

<Y>: User is permitted to see price level 3.

<N>: User is not permitted to see price level 3.

Default: <Y>

P14: INVENTORY - Price Level 4 - Permits user to see inventory price level 4.

<Y>: User is permitted to see price level 4.

<N>: User is not permitted to see price level 4.

Default: <Y>

P15: INVENTORY - Actual Gross Margin % for All Price Levels - Permits the user to see actual gross margin percentages for all price levels (1-4).

<Y>: User is permitted to see price level 1.

<N>: User is not permitted to see price level 1.

Default: <Y>

P16: SALES COUNTER - Invoicing – (M/S Only) Permits user to do invoicing. Does not give permission to close or print an invoice. See P21.

<Y>: User is permitted to generate and create an invoice.

<N>: User is not permitted generate and create an invoice.

Default: <Y>

P17: BOOKKEEPER - ROA (Received On Account) - Permits user to do ROA postings such as payments, debits memos, and credit memos.

<Y>: User is permitted to create & disburse ROAs.

<N>: User is not permitted to create or disburse ROAs.

<1>: User can view/create an ROA, but cannot disburse or alter existing disbursements

Default: <Y>

P18: INVENTORY - Inventory Inquiry and Scan - Permits user to do inventory inquiries and scanning of inventory.

<Y>: User is permitted to inquire and scan inventory.

<N>: User is not permitted to inquire and scan inventory.

Default: <Y>

P19: CUSTOMERS - Customer Inquiry and Scan - Permits user to do inventory inquiries and scanning of customers.

<Y>: User is permitted to inquire and scan customers.

<N>: User is not permitted to inquire and scan customers.

Default: <Y>

P20: All Other Inquiries - Permits user to do all other inquiries except: Password, Store Daily, Store Monthly, Store Yearly, and System Data. See P24.

<Y>: User is permitted to inquire and scan all other files.

<N>: User is not permitted to inquire and scan all other files.

Default: <Y>

P21 through P30:

P21: INVOICING - Close and Print Invoices - Permits user to close and print invoices.

<Y>: User is permitted to inquire and scan customers.

<N>: User is not permitted to inquire and scan customers.

Default: <Y>

P22: BOOKEEPING - Daily Closing - After all work has been done for a store day, someone with this permission must run a routine to close the books for the day.

<Y>: User is permitted to do daily closings.

<N>: User is not permitted to do daily closings.

Default: <Y>

P23: n/a

P24: Inquiry/Print - Store Daily, Store Monthly, Store Yearly, System File Maintenance and permission to do Deposits.

<Y>: User is permitted to inquire/print store data and post deposits.

<N>: User is not permitted to inquire/print store data and post deposits.

Default: <Y>

P25: SALES COUNTER - Adding/Editing a cash customer. Permits user to add a new CASH Customer or edit an existing cash customer from the Sales Counter Customer pull down or from the invoice by selecting Add Cash Customer.

<Y>: User is permitted to add/edit cash customers.

<N>: User is not permitted to add/edit cash customers.

Default: <Y>

Note: **P25 = N** blocks add/edit capability at the Sales Counter. See **P40** for controlling access to Customer File Maintenance.

Permits editing the Name/Address fields for an existing Cash Customer.

Does not permit editing the account info fields for an existing Cash Customer.

P26: SALES COUNTER - Adding/Editing a charge customer. Permits user to add a new CHARGE Customer or edit an existing charge customer the Sales Counter Customer pull down.

<Y>: User is permitted to add/edit charge customers.

<N>: User is not permitted to add/edit charge customers.

Default: <Y>

Note: **P26** = N blocks add/edit capability at the Sales Counter. See **P40** for controlling access to Customer File Maintenance.

Permits editing the Name/Address fields for an existing Charge Customer if **25 & 26** = Y.

Permits editing the account info fields for an existing Charge Customer.

P27: Supplier Updating - Permits the user to run special program that enables updating of selling prices using supplier replacement cost data. (Available for selected suppliers.)

<I>: User is permitted to run special program that updates selling prices.

<N>: User is not permitted to run special program that updates selling prices.

Default: < >

P28: n/a

P29: ROA PAYMENTS - Generate a new payment # - Permits user to generate a new payment # by pressing <F7> in the Payment # field. (If you want to be able to manually enter a Payment #, see **P59**.)

<Y>: User is permitted to generate new payment numbers.

<N>: User is not permitted to generate new payment numbers.

Default: <Y>

Note: You can have both **P29** and **P59** set to <Y> which will enable you to both manually enter a payment ticket number or have the computer generate one for you.

P30: ROA PAYMENTS - Same as **P29** but generates a new payment # upon pressing the <Enter> key rather than the <F7> key.

<Y>: User is permitted to use <Enter> key to generate new payment numbers.

<N>: User is not permitted to use <Enter> key to generate new payment numbers.

Default: <Y>

P31 through P40:

P31: Invoicing - Use of Price Level 5 - Price level 5 forces the invoice program to use the price level and factor listed for the customer when invoicing. This option provides the ability for the user to use price level 5.

<Y>: User is permitted to use price level 5.

<N>: User is not permitted to use price level 5.

Default: <Y>

P32: Invoicing - Edit Average Cost During Invoicing. Normally, HITS M/S does not allow the editing of average cost on stocking items during invoicing. However, due to dealer insistence, this option is provided to allow the editing of average cost even on stocking items.

WARNING: By allowing editing of average cost on stocking items, system inventory value will not be adjusted by the program at the proper rate. Therefore, you lose the ability to run the Inventory Value (As Of) report for a prior date range. It will only be valid for the current date and time that you run the report. Also, be aware that if you pay commission on gross profit and you allow a commission sales person to edit average cost, that user can directly affect their commission by editing average cost.

NOTE: In order to activate **P32=!**, Corporate System switch **D6** must also be set to "!". In other words, setting corporate system switch **D6=!** activates the master capability to edit cost. Password permission **P32=!** makes it possible to permit an individual user to perform this function.

<I>: User is permitted to edit average cost.

< >: User is not permitted to edit average cost.

Default: < >

P33: INVENTORY – (M/S Only) Scan Line Break Between Sizes. This option indicates if a line break will be added between sizes when scanning inventory from within the invoice screen.

<Y>: Break line is added.

<N>: Break line is not added.

Default: <Y>

P34: Customer C.O.D. Editing - With Corporate System switch **D10="!"**, setting a user's password permission switch **P34="!"** will enable that user to edit the customer C.O.D. entry.

WARNING: If Corporate System switch **D10** is not set to "!", any user with regular password file maintenance permission **P40=Y** will be able to edit the customer C.O.D. entry. In other words, Corporate System switch activates a higher level of control in conjunction with password permission switch **P34**.

<I>: User is permitted to edit customer C.O.D. when Corporate System switch **D10="!"**)

<I>: User can edit the COD entry.

Default: < >

P35: Main Menu - Set Store Day. In order to do processing in HITS M/S, a store day (date) must be set for the store. This option determines if the user is permitted to set a store day.

<Y>: User is permitted to set a store day.

<N>: User is not permitted to set a store day.

Default: <Y>

Note: Being able to set a store day is different than being able to create a store day. To be able to create a store day, password permission **P36** must be set to <Y>.

P36: Main Menu - Add A Store Day. Permits user to create (add) a new store day. (We recommend that only management and bookkeeping level users have this capability.

<Y>: User is permitted to create (add) a store day.

<N>: User is not permitted to create or add a store day.

Default: <Y>

P37: Main Menu – (M/S Only) Run A Program. Permits user to run a HITS M/S program file directly from the Main Menu. This capability enables a user to run a custom or utility program not listed on the any of the HITS menus. Normally, we recommend that only management level staff have this option activated.

<Y>: User is permitted to run a HITS program from the Main Menu.

<N>: User is not permitted to run a HITS program from the Main Menu.

Default: <Y>

P38: n/a

P39: Query Access. HITS includes an elementary report writer that allows access to files outside of HITS password control. Once a user accesses Query, the user has access to all fields of data in the HITS files. Therefore, do not set this option to allow access to a user who normally should not see company information such as inventory average cost, profitability, etc.

<Y>: User is permitted to access Query and run pre-built reports.

<N>: User is not permitted to access Query.

<W>: User is permitted to create and save queries and can export the data to a CSV

Default: <Y>

P40: File Maintenance And ROA - Permits the user to access virtually all of the file maintenance programs including selected areas of ROA. This is the most powerful option in the entire password system as it grants access to information such as inventory average cost and customer profitability.

WARNING: We strongly recommend that only the highest levels of management activate **P40**.

<Y>: User is permitted to access File Maintenance.

<N>: User is not permitted to access File Maintenance.

Default: <Y>

P41 through P50:

P41: EXTENDED Customer Price Profiles - Permits the user to "R" (read) or "W" (write) records to the extended customer price profile file within the Customer file. (This is the file that controls pricing by customer by either manufacturer, style, or item.)
Note: There is no default for this option. It must be explicitly set.

<R>: User is permitted to "read" (or view) extended price profiles.

<W>: User is permitted to "write" (add/edit/delete) extended price profiles.

Default: < >

P42: Delete Open Invoices – User has permission to run the utility to delete open invoices that do not have a total or line items.

<Y>: User is permitted to delete open invoices.

<N>: User is not permitted to delete open invoices.

Default: <N>

P43: Restrict Shop Fee Credit - Setting this option prevents a user from crediting off shop fees using the required SS99CREDIT item. Normally, you would only set this option for a user that consistently credits off shop fees when he/she should not do so.

<A>: Prevents the user from using the SS99CREDIT item to write off shop fees.

Default: <there is no default>

P46: Style Card Base Price Updating - This entry controls access to the program that updates inventory selling prices using style cards. Updating pricing by style cards is a very powerful capability in HITS M/S. Therefore, care should be taken when allowing this permission.

<Y>: Permits user to update selling prices using style cards.

Default: < >

P47: Acknowledgement For Item Package - HITS M/S allows for the entry of a default package to be used with an inventory item. If an item is set to use a particular package, the user is reminded with a prompt at the bottom of the screen during invoicing. Unfortunately, many dealers find that their staff will not take note of this reminder and fail to add the necessary package to an invoice. This option provides the capability to force the user to acknowledge that an item requires a package. If activated, this option requires the user to enter a randomly generated number from 0-9 in order to continue invoicing. This confirms that the user knows that an item requires a particular package.

<Y>: User is forced to acknowledge item package.

<N>: User is not forced to acknowledge item package.

Default: <N>

P48: Invoicing - Block Invoices to Past Due Customers. Permits the user to close and print an invoice to customers who are past due.

< >: User is permitted to close and print to past due customers.

<N>: User is not permitted to close and print to past due customers.

Default: <Y>

P49: Invoicing And Receiving Desk - Change Prices During Invoices and Receiving Desk. Permits user to change prices during these two routines.
(M/S ONLY)

<Y>: User is permitted to change prices.

<N>: User is not permitted to change prices.

Default: <Y>

P50: Bookkeeping - A/R Aging. Permits the user to run the A/R Aging programs for aging accounts and applying finance charges.

<Y>: User is permitted to run A/R Aging.

<N>: User is not permitted to run A/R Aging.

Default: <Y>

P51 through P60:

P51: Bookkeeping - A/R Statements. Permits the user to print A/R Statements.

<Y>: User is permitted to print A/R Statements.

<N>: User is not permitted to print A/R Statement.

Default: <Y>

P52: Inventory Inquiry - Change Prices During Inventory Inquiry. Permits the user to change prices during inventory inquiry.

<Y>: User is permitted to change prices during inventory inquiry.

<N>: User is not permitted to change prices during inventory inquiry.

Default: <Y>

P53: Sales Counter - Customer Notes. Provide controlled access to the 26 pages of customer notes.

<Y>: Allows user to edit customer notes.

< >: Allows user to access customer notes but prohibits edits to customer notes.

Default: <Y>

P54: Sales Counter - Customer Notes Degree of Access. With P53 set to allow access to customer notes, this option controls the degree of access. Customer notes have 26 pages named A-Z. The letter that you enter here determines the last page of notes the user can access. This is a very powerful feature if you need to enter notes information on customers that not all employees should see such as credit and employment history. For example with the this option set to "M", the user would not be able to access any customer notes pages from N-Z.

<A-Z>: Sets degree of customer notes page access.

Default: <Z>

P55: Credit Management System – Controls access and degree of access to the Credit Management System.

<1>: User can set allowable number of days a client can be past due and still be invoiced.

<2>: User can override an invoice that is on credit hold and permit it to be processed.

<3>: User can do both 1 and 2.

Default: < >

SUGGESTION: We recommend that you request a copy of the Credit Management System document which provides details on this powerful credit management system.

P56: Bookkeeping - Post Miscellaneous Receipts And Paid Outs. Permits user to post misc. receipts and paid outs.

<Y>: User is permitted to post misc. receipts and paid outs.

<N>: User is not permitted to post misc. receipts and paid outs.

Default: <Y>

P57: Reports

<Y>: User is permitted to run reports.

<N>: User is not permitted to run reports.

Default: <Y>

P58: Invoicing – Add/Edit Notes on Invoices OR Edit A Batch Closed Ticket. This option is dual function. It is used to control if a user can add or edit notes to invoices and/or is used to control if a user is permitted to edit a ticket that has been flagged for batch closing.

Note: Batch Mode is a mode of operation in HITS M/S in which tickets are flagged (marked) for batch close at the point of sale. Tickets flagged as batch closed can only be edited by users with this option activated. All other users see the tickets as regular closed tickets. This option provides a high degree of control from the bookkeeper or manager. Edits can be made to correct for mistakes or omissions made at the point-of-sale. A separate bookkeeping routine provides the capability to final post all batch closed tickets for a day. See Corporate System File Maintenance option field <3> for more information on batch mode.

<Y>: User is permitted to access and add notes to an invoice but is not permitted to edit batch closed tickets.

<N>: User is not permitted to access and add notes to an invoice or edit batch closed tickets.

<Z>: User is permitted to access and add notes to invoices and is permitted to edit batch closed tickets.

Default: <Y>

P59: Bookkeeping - Manually Generate ROA Numbers. Permits user to manually enter a ticket number for ROAs.

<Y>: User is permitted to manually enter a new ROA #.

<N>: User is not permitted to manually enter a new ROA #.

Default: <Y>

P60: Accounting Link FTP Authorization – Permits user to extract HITS transaction data to The Accounting Link.

<A>: User is authorized to extract transaction data to The Accounting Link.

<N>: User is not permitted to use this function.

Default: < >

P61 through P70:

P61: Invoicing – (M/S Only) Supplemental Tax Administration. Permits user to access an invoice to remove the supplemental tax line(s) so that more line items can be added and supplemental taxes recomputed on all items. (HTSC: inv_det.ut1=T)

<I>: User is permitted to change supplemental tax lock out.

< >: User is not permitted access.

Default: <I>

P62: Sales Counter – (M/S Only) Tag Deletion Menu Options. From the Vehicle Inq./Add option on the Sales Counter menu a user can access a listing of vehicles. Once vehicles are listed on a scan, pressing <F6> provides access to a Tag Deletion Menu. The option controls access to options #5 and #7 on that menu.

<Y>: User is permitted to access and delete tags (vehicles) using menu options #5 on the Tag Deletion Menu.

<@>: User is permitted to access and delete tags (vehicles) using menu options #5 and #7 on the Tag Deletion Menu.

<N>: User is not permitted access.

Default: <Y>

P63: Invoicing – (M/S Only) Permits user to set up an item in that store's inventory that exists in the inventory master but not in the store file. Normally, you would permit this control by all users. Limit control when you have items in the inventory master that you do not wish to be added to all stores' inventories.

<Y>: User is permitted to add items to store's inventory.

<N>: User is not permitted to add items to store's inventory.

Default: <Y>

P64: Reports - Inventory and Store Comparison Report (Corporate). Permits user to run the Store Comparison report, Corporate version. (This report compares sales for up to four different periods.) Add/Edit Stock Levels

<Y>: User is permitted to run the report & to add/edit stock levels.

<N>: User is not permitted to run the report.

Default: <Y>

P65: Reports - Store Comparison Report (Store version). Permits user to run the Store Comparison report. (This report compares sales for up to four different periods.)

<Y>: User is permitted to run the report.

<N>: User is not permitted to run the report.

Default: <Y>

P66: TireLink & Simple Tire Alert Notification – If you are a wholesaler with clients who use

TireLink (e-commerce), this option provides the capability to disable the TireLink order alert notification for those users who access the Sales Counter programs but who are not responsible for converting TireLink orders.

1. Y = 1
2. Empty = 1
3. ! = 0
4. C = 3
5. Any number is taken as it is

1 = Show tirelink alerts, 2 = Allow them to be processed, 3 = Both

P67: Win32 Print Control - Controls access to configuration parameters used by the A&A Win32 Print Engine when printing reports that use the HITS report previewer.

<*>: Permits Windows printing. Permits changing Native/Raw print control parameter. Cannot PDF view/Email.

<!>: Permits Windows printing. Blocks all access to print control parameters. Cannot PDF view/Email.

<Y>: User is permitted full access; can print to Windows, access all control parameters, and can PDF view/Email.

Default: < >

P68: TireLink Access - Controls access to TireLink e-commerce client information which indicates if the client is activated for WebDCM and the clients master owner/manager password.

<R>: Permits Read-Only access to TireLink information.

<W>: Permits Write access to TireLink information. Users with this permission can activate and deactivate individual TireLink accounts as well as edit the master owner/manager password for a client.

Default: < >

P69: Receiving Desk – closing receipts marked as Returned Goods

<1>: Allows to close receipt marked as returned goods

<2>: Returned Goods on Invoice – allows user to create a single returned goods receipts for all/multiple items

<3>: Allows both options above

P70: “X” Raw Size During Inventory Scan & Block Saves To Quote

Parameters – (M/S Only) This is a dual function switch. Function #1: A toggle that permits the user to “insert” or “remove” an “X” at the front of the raw size of an item provided the item has no true quantity on hand. Action is performed by pressing F10, then F9 when the desired item is highlighted. The user is notified with a message as to which action is performed. Function #2: User is blocked from saving any changes to the quote parameters screen in M/S.

Note: As dual function switch, a user with permission to “X” raw sizes automatically has permission to save quote parameters. Concurrently, a user who is blocked from saving quote parameters will also not be able to “X” raw sizes.

<Y>: User is permitted to “X” and UN-“X” a raw size.

< >: User is not permitted to perform this action.

<!>: User is not permitted to save quote parameters in M/S.

Default: < >

P71 through P80:

P71 – BPOS Transfers/Receipts Control

{blank}=Full access.

N=Not permitted access. You would only set this permission to ‘N’ when P76 above is set to “Y”. This would permit the user to access M/S Receiving but not BPOS receiving. This would be an unusual circumstance.

1=User is permitted to do Transfers only (no Receipts) and the Transfer can be “open-ended”.

3=User is permitted to do Transfers only (no Receipts) but must reconcile each transfer with the other store.

2=User is permitted to do Transfers and Receipts but must reconcile each transfer with the other store.

4=User is permitted to do Transfers and Receipts, is not required to reconcile transfers but can do so, and can perform an “auto-cross” post transfer.

5=User is only permitted to do Transfers but can perform an “auto-cross” post transfer.

6=User is required to either “auto-cross” post on transfers or enter a valid transfer # for cross-posting. (This setting always results in a transfer being created in both

stores involved in the transfer process) User can also post receipts.

Typical User Setting Examples:

Typical Transfer Only User: Set P71=3

Typical Transfer & Receipts Posting User: Set P71=2

*Typical “forced cross-post” Transfer & Receipts Posting User: Set P71=6

Typical Power User (typically management): Set P71=4

Settings for P71 for BPOS Multi-Store Clients

IMPORTANT: The BPOS Receiving Desk provides two distinctively different “modes” for controlling transfers. Both modes provide “closed loop” updating of transfers. In other words, using these modes (and setting P76=B for all users) you can ensure that “open ended” transfers are posted in HITS.

What are “open-ended” transfers? If only one store involved in a transfer creates and closes a ticket for a transfer, you have what we call an “open ended” transfer. The design

of these two addition “modes” was done to provide the control necessary to eliminate open ended transfers.

Forced Reconciliation – In this mode, a user must key in the offsetting transfer ticket# from the other store involved in the transfer. In other words, a transfer ticket must exist for the other store (and match) before either ticket can be closed.

Example: A user with this permission creates an outbound transfer for store#1 for inventory going to store#3 but is not permitted to close it. The user at store#3 creates an inbound transfer (which can be done by copying the ticket# from the other store with the “reverse quantity” option). When the user proceeds to “Close” the transfer, he/she is prompted to enter the “Reconciling Transfer Ticket#” from the other store. Upon entering the ticket# from the other store, BPOS verifies that the line items and totals match and then proceeds to close both tickets. Concurrently, the inventory stays in one store until the instant it is transferred to the other store.

In order to ensure that forced transfers is implemented properly, you will need to do two things. One, make sure that anyone who has password permission to do a transfer has the

proper mode set in P71. Two, if a user is not to do transfers or receipts, block their access using P76=N. P76=N will block access to both BPOS and M/S transferring and receiving.

Auto-Cross Post – In this mode, the user performing the transfer need not have an offsetting ticket already created for the other store before finalizing a transfer. That is because with “auto-cross post” mode, the offsetting ticket for the other store will be automatically created and posted when the original transfer ticket is posted.

Example: A user with this permission creates an outbound transfer for store#1 for inventory going to store#3. The user enters the line items with negative quantity, proceeds to “Close” the transfer and is prompted for “Create Cross Posting Ticket?”.

The

user clicks the checkbox and upon closing the ticket, an offsetting transfer is posted in the

other store.

This is a very powerful mode and should only be made available to those users who are qualified and authorized to post transfers for all stores.

P72: Post Vendor Outside Purchases – Permits user to post vendor outside purchases to your office accounting system via The Accounting Link.

<P>: User is permitted to post vendor outside purchases.

P73: Receiving Desk - Closing and Printing Receipts. Permits the user to close and print receipts and adjustments.

<Y>: User is permitted to close and print.

<N>: User is not permitted to close and print.

Default: <Y>

P74: Special Invoice Control - SCTPrint format control. Provides the ability to block the printing of mechanic and tax codes on lines items for the SCT invoice format.

<X>: Block the printing of mechanic and tax codes.

< >: Permit the printing of mechanic and tax codes.

Default: < >

P75: Pop Up Help – (M/S Only) This option controls whether helpful pop-up prompts are displayed during invoicing and in other areas of the program. For the new user, we recommend that this be activated.

<X>: Block the pop-up help prompts.

< >: Permit the pop-up help prompts to display.

Default: < >

P76: Receiving Desk - Receipts and Transfers access. Permits access to receipts and transfers functions.

<Y>: Allow access (Both M/S and BPOS).

: BPOS Only access.

Default: <Y>

P77: Theft Management System - This activates the Theft Management system for the user. When activated, the user cannot process a ticket for the store's cash account and cannot print a workorder for one customer and then change the customer on the ticket to another customer and re-use the ticket.

<!>: Activates theft management.

<1>: User can change the customer or line items on a ticket with a CASH customer, but cannot close or print without changing the customer to a non_CASH account.

Default: < >

P78: Force Entry Of A Customer For Scanning – (M/S Only) If you operate a wholesaler or commercial business, you can ensure that your sales staff always reference a customer when quoting prices by activating this option. With this

option activated, the user is forced to identify a customer before being permitted to do an inventory scan.

<I>: Forces entry of a customer.

Default: < >

P79 – BPOS Workstation Registration – Before BPOS can be used on a workstation, the workstation must be “registered” for the use by the dealership. Also, each user must at least be designated as a BPOS “User” in order to use BPOS on a workstation. This is the main security access control system for BPOS. Assign this permission very carefully. If you have any questions regarding which permission to use for you and your staff, log a call to the HITS Technical Support Center for clarifications.

<R>: (Registration permission) User can “register” a workstation for access to BPOS. Generally, this permission should only be assigned to owners and possibly managers. It is not recommended that you assign this permission to regular staff as it would enable them to log onto your store from any PC with Internet access, such as from their home. This is the most powerful of the P79 settings.

<M>: (Mobile Registration permission) Same capability as “R” above. However, when you “log out” of BPOS, the workstation’s BPOS registration is removed. As an owner, use this permission if you are traveling and logging into BPOS from a PC with Internet access that you do not own. In other words, this permission will “Unregister” the workstation provided to “Log Out” of BPOS.

<U>: User has permission to access BPOS provided the workstation has already been “registered”.

<X>: Unregisters the workstation when the user tries to log on and the user will not be able to log back on at that workstation. Designed for the user who has access to BPOS from home but who is no longer with the company.

P80: Multi-Use

Inventory File Maintenance – Secondary Control – A “X” in this field prevents the user from accessing Inventory File Maintenance. It is a secondary control to P40.

Or

Multi-Session Setting – Set to the number of multiple sessions allowed for each user. The # added equals the # of sessions the user is allowed to have open on one workstation.

P81 through P90:

P81: Invoicing - Manually Generate An Invoice #. Permits the user to enter a number for an invoice. If that number does not already exist, it is generated as a new invoice #.

<Y>: User is permitted to manually generate an invoice #.

<N>: User is not permitted to manually generate an invoice #.

Default: <Y>

P82: Invoicing - Auto Generate An Invoice #. Permits the user to generate a system sequenced invoice # by pressing <F7>.

<Y>: User is permitted to generate an invoice # with <F7>.

<N>: User is not permitted to generate an invoice # with <F7>.

Default: <Y>

P83: Block Price Code Change on Invoice Line Item Entry – This option prevents your sales staff from changing the defaulted Price Code (Level) for a customer. The user can still override the pricing for a line item but a deviation report will enable management to monitor when that situation occurs.

<I>: Blocks user from changing Price Code on invoice line item entry.

Default: < >

P84: Invoice – (M/S Only) Determines if the user is reminded that customer is COD, forced to confirm that they know that the customer is COD, or if COD advisement is skipped altogether. If the customer is COD, then...

< >: User must key a number to by-pass reminder.

<P>: User is prompted with a reminder but can press any key to continue.

<S>: User is not advised of any warning or prompting regarding COD status.

Default: < >

P85: ROA – Determines what ROA types the user can post.

Y = Can process Payment, Credits, Debits

P = Can only process Payments

N = Cannot process anything.

P86: ATD – (BPOS Only) Determines if the user is blocked from performing Receiving Desk operations that could compromise data integrity of processed Purchase Orders for ATD via the ATDConnect interface. When a purchase order is submitted to ATD from within BPOS, the line items on the order are flagged as having been successfully ordered. Editing or deleting the line is blocked. Setting this password permission to “N” causes the user to NOT be blocked from altering a line item that has been ordered. Otherwise, the user is blocked and receives a warning that no editing or deleting is permitted. (Note: ATD does not permit “negative quantity” or cancellation of orders electronically via the interface, some dealers may prefer to edit line items after placing an order when they have been advised that ATD does not actually have stock. This password switch enables the owner to control who can make such important edits.)

<N>: User is not blocked from deleting ATD purchase order line items.

P87: Customer Add/Edit Control From Pull Down – Controls whether the BPOS user can add and edit Customers from the Sales Counter ☐ Customer pull down. We recommend you only give this permission to back office and bookkeeper staff. Otherwise, your sales staff might try to add a new customer here instead of first looking to see if the customer already exists via one of the two Customer Lookup dialogs. These dialog require that a “search” be performed before the “Add” button can be used.

<I>: User is permitted to add/edit Customers from the main pull down.

Default: < >

P89: Vendor Add/Edit - BPOS – Controls whether the BPOS user can add and edit Vendors.

<Y>: User is permitted to add/edit Vendors.

<N>: User is not permitted to add/edit Vendors.

Default: < >

P90: BPOS99 Technician Add/Edit – This setting determines if the user has permission to add/edit technician master records in BPOS99.

<I>: User is permitted to add/edit technician master records

Default: < >

P91 through P99:

P91: Receiving Desk - Manually Generate A Receipt/Adjustment/Transfer #. Permits the user to enter a number for a receipt/adjustment/transfer. If that number does not already exists, it is generated as a new number.

<Y>: User is permitted to manually generate a #.

<N>: User is not permitted to manually generate a #.

Default: <Y>

P92: Receiving Desk - Auto Generate A Receipt/Adjustment/Transfer #. Permits the user to generate a system sequenced # by pressing <F7>.

<Y>: User is permitted to generate a # with <F7>.

<N>: User is not permitted to generate a # with <F7>.

Default: <Y>

P93: Inter-Store Reporting Permission – Indicates if user is permitted to run reports for other stores. Otherwise, a user can run a BPOS report for his/her assigned store only.

<I>: User is permitted to run reports for any store.

Default: < >

P94: M/S Sub-Menu Lock – The (capital) letter entered indicates the M/S submenu to which the user is “locked”. For example, if the entry is “K”, when the user runs “M/S Launch” from BPOS, Menu K in M/S will be the only menu the user can access. Use this option when you want to restrict a user to a single M/S submenu (that usually contains just the selected M/S programs you want that user to access). Be sure to test this with at least one user account to ensure that the proper master menu program has been loaded to your system.

<A-Z, except Y and N>: Represents the M/S submenu that the user is able to access. (Please note that “Y” or “N” will take the user the regular Main Menu.)

Default: < >

NOTE: This option is not currently a standard option in M/S or BPOS. If you wish to implement this option but find that the restricted Menu option you configured for a user does not work, log a call to the HITS Technical Support Center and request that we check to ensure that the necessary program has been loaded to your system to support this option. There is no charge for the revised menu program used to implement this option..

P95: n/a

P96: Price Code Block on Invoice Line Item

<X>: User is not permitted to edit cost, selling price or amount on a line item. (Adjustments to ticket total are made through a set of user defined discount codes, making the tracking of discounts and price adjustments possible.) In addition to the built in discount product code "PCD!", you may wish to create other non-stocking service codes for specific discount and adjustment tracking. If you implement P96=X, be sure to also set a "bypass" Mfg Code in the System Defaults - Invoice View/Edits settings. Only product codes assigned to the "bypass" Mfg Code can have their quantity and pricing edited when the user is set to P96=X. For ease of report exclusion, we recommend you set your "bypass" Mfg Code=ZCP. Likewise, to see all discounts and adjustments, sales transaction reports can be run for just the ZCP manufacturer code using the Mfg Code range selection capability.)

P97: M/S Only

<Y>: User is permitted to see Dealer Base Cost, but not Average Cost with

P98 – Block access to MS Main Menu

<X>: User is NOT permitted to access Hits MS Main Menu

Default: < >

P99 – Super Management Password – Allows user to access Management areas such as the system’s View/Edit Default Settings and the BPOS Password Edit Grid Access.

<1>: Can access the password edit grid.

Default: < >

PN1 through PN9:

PN1: RTS Systems Alert and Transfer Close Override

<1> Show Alert

<2> Allow Processing of Alert

<3> Both

<4> Allow Transfer Close Override on transfers that do not match due to RT mismatches on quantities

Default: < >

PN2: Inventory Repair Tool

<1> Allow Running of Repair Tool

Default: < >

PN4: Edit Customer Address While Theft Deterrent is turned on and enabled for user

<1> Allows user to edit address information on customer's account ONLY

<2> Allows user to edit address information on customer's account (but not name) AND on the workorder

Default: < >

PN6: Ship To Addresses

<1> Ability to Add a Ship To Address to an account

Default < >

PN7: Delete Quote/Reuse Ticket Operation

<1> Permission to Right-Click → Delete Quote/Reuse Ticket on Ticket Lookup screen

Default < >

PN8: Print a ticket as a Quote

<1>= User has permission to print a workorder as a Quote (and thus see pricing on the ticket)

Default: < >

PN10 through PN19:

PN10: Store Date on open ticket will default to the creation date if store date is still open

<1> Allows user to close tickets on original store date without having to manually change the store date back to original date each time when closing ticket

Default: < >

PN11: Allows user to access and run the Master Inventory Export / Import routine (SSINVMST)

<1> = Permits general access and use of the utility

<2> = Permits the user to update Average Cost even when there is existing quantity on-hand or in-process quantities for an item. A user with this permission understands and accepts that certain Inventory Value reports will be affected by changing Average Cost on items with quantities other than zero.

Default: < >

PN12: Allows user without multi-store access to view tickets from other stores in the Ticket Lookup screen. Also required for any user who uses the Restocking PO function for **Corporate** orders (versus store-level order).

<1> = Gives user permission

Default: < >

PN13: n/a

PN14: Block the editing of Tax rate pulldowns on the invoice & invoice line items

<1> = Block line item tax change

<2> = Block Invoice Tax Change

<3> = Block both

PN15: n/a

PN16: n/a

PN17: n/a

PN18: n/a

PN19: n/a

Miscellaneous Switches Tab:

Auxmenu: Access To Auxiliary Menus - Access to the various supplemental (auxiliary) menus within HITS M/S and BPOS is controlled by the entries in this field. In order to access a particular auxiliary menu, you must enter the letter(s) of the desired menus.

Below is a list of the auxiliary menus. Enter the desired letters for the degree of access you wish to grant the user.

Note: The "@" indicates if the user will be prompted with software license expiration reminders when the license is within 15 days of expirations.

Generally, the "@" is only included on the password records for management and ownership passwords.

Note: The master password can access all the auxiliary menus and, therefore, does not use the auxiliary menu field.

Available Menus/Views include the following options but can include any menu A through Z that is found in HITS M/S:

- Bookkeeping
- <C> Corporate Menu
- <F> File Maintenance
- <I> Inventory
- <J> Demo/Other
- <M> Management
- <P> Style Cards
- <R> Reports
- <S> More Reports
- <U> Utilities
- <@> Display Software License Reminders

@extra1 = n/a

Store #: This is the store to which the user is assigned. Enter a number from 1 to 9 to correspond to the store #.

<1-9>: Store number assigned to the user.

Default: <1>

Istore: This option provides the capability to access all stores with just one password.

<Y>: User is permitted multi-store access.

<N>: User is not permitted to access other than his/her store.

Default: <N>

WARNING: M/S Only. Through experience, we have discovered that a number of dealers who have a password set to access all stores, frequently forget that

they have logged into a store other than their primary store. For this reason, we no longer recommend the use of this option. Instead, we recommend that a user who needs to access other stores should have a unique password for each store to avoid these kinds of errors. However, the function stills works should you elect to use it. (Note: This warning does not apply to BPOS, which is uses an “in memory” store#. For example, it is technically possible for two people to use the same BPOS password and each log in to a different store# without creating a problem. This is an advantage of BPOS over M/S

SMTP Settings:

Display: The Email Display Name for the user for sending emails to customers via BPOS Invoice screen

Email: The email address that that specific username will using to email/text customers

Password: The password associated with the above email address

Disabled: If **N**, will block user from sending any emails/texts from that specific email address.

Default: < >