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# HITS® Point-of-Sale Manual

PDF Guide on Invoicing, Transfers, and End-Of-Day processes in the point-of-sale. Access this PDF digitally or watch video at:

[peerless.hitshelp.com](https://peerless.hitshelp.com)

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Created for:

**Peerless Tires 4 Less**



Version 21.0806

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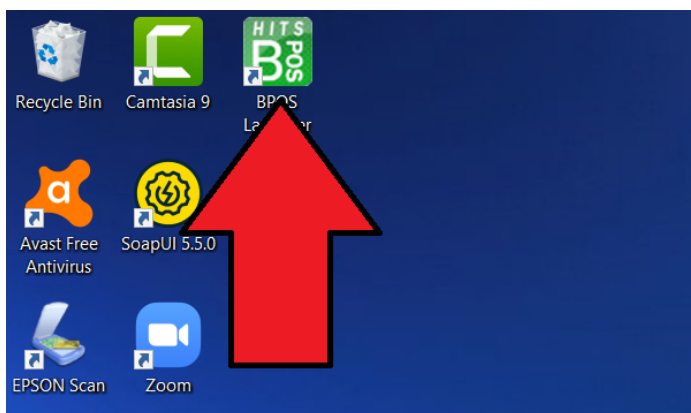
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## 1. Login & Access

The HITS Point-of-Sale system is cloud-based. This means that data within the point-of-sale is “real-time”. Inventory quantities, customer history, and reporting is live across the entire corporation within seconds.

HITS can be accessed from any Windows computer that has been given security permission to access it.

**To open the HITS Point-of-Sale**, click the HITS BPOS icon on the desktop.



Enter the **Username** and **Password** provided by your Manager/ Corporate. Keep in mind that the password **will require CAPS LOCK** on your keyboard.

BPOS Launcher v1.23

Login Info

Account# 17000

Username STORE32

Password \*\*\*\*\*

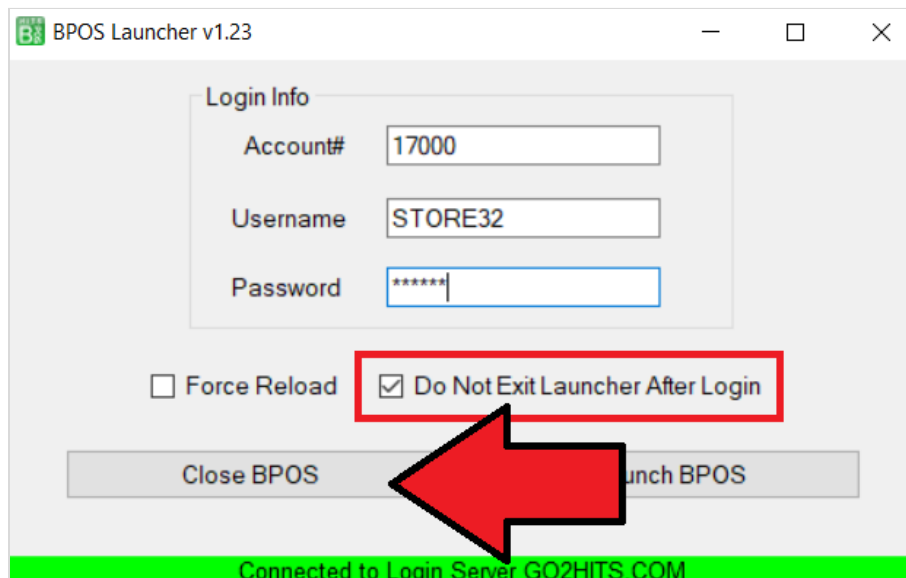
☐ Force Reload ☒ Do Not Exit Launcher After Login

Close BPOS Launch BPOS

Connected to Login Server GO2HITS.COM

Make sure to leave the **Do Not Exit Launcher After Login** selected.

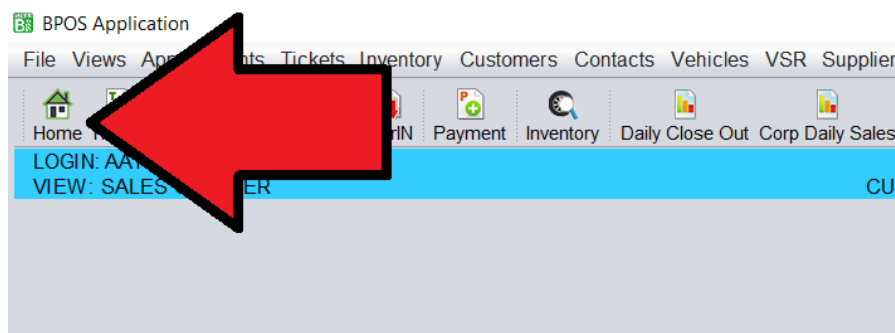
In the rare event the HITS Point-Of-Sale were to freeze or get locked, as long as you can access the Launcher, you can click the **Close BPOS** button to force the Point-Of-Sale to close, so you can restart it.



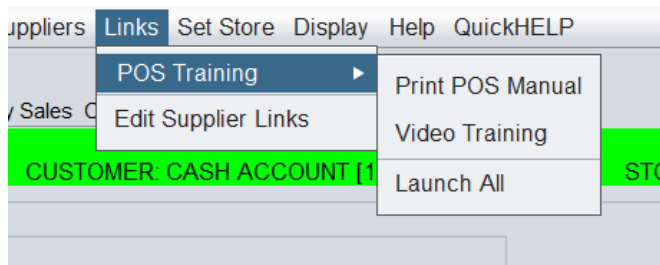
## VERY IMPORTANT !!

HITS has different “Views” for different areas of the business.

If you ever get lost in a “View”, where you are not familiar with the menu options, click the **HOME** button (*upper left hand corner*) to return to the **Sales Counter/ Ticket Lookup Screen**.

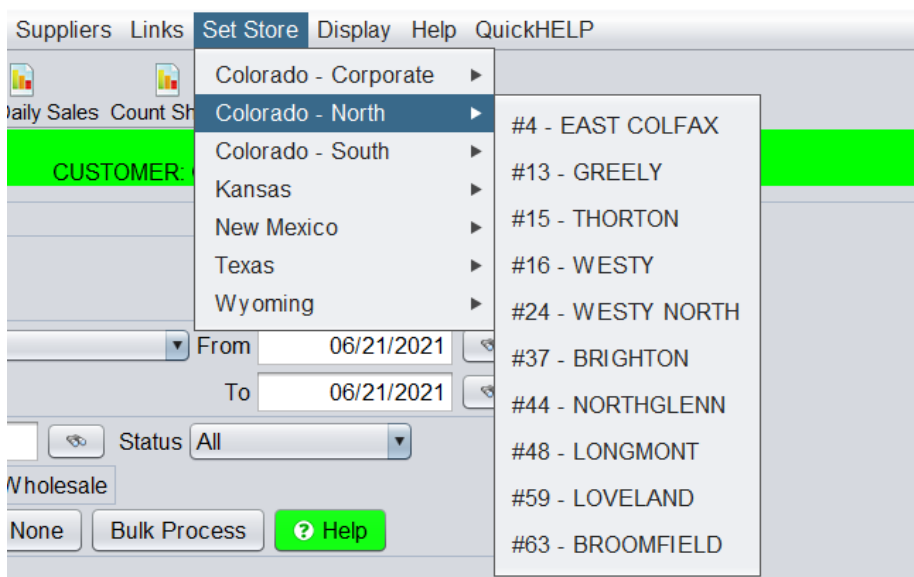


A current version of this training can always be found from the **Links** menu.

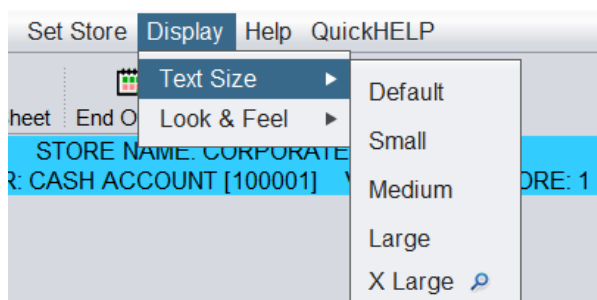


Store users will only be able to login to their store.

District Managers and Corporate Office users will be login to different stores within the organization from the same login name. To change stores, from the top menu, select **Set Store** and select the store you are attempting to access.

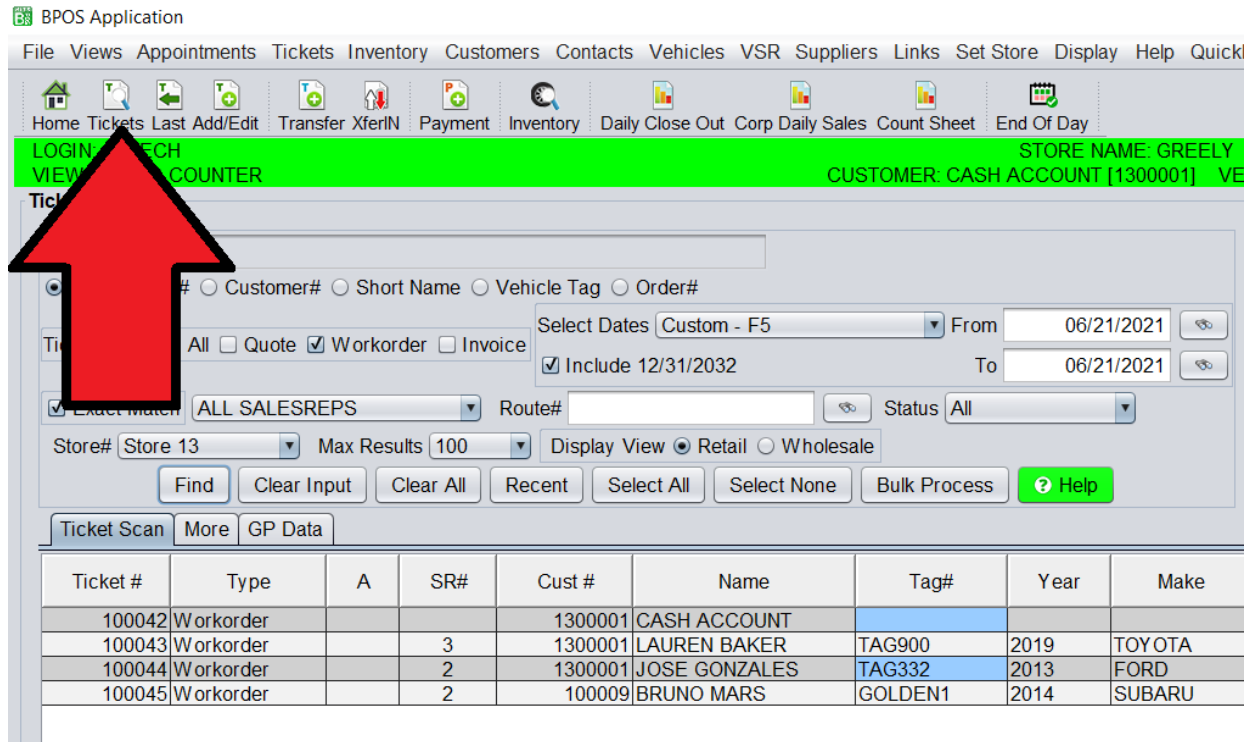


Based on your monitor size, changing the text size under the **Display** option may make the screen easier to read:



# 1. Tickets (Workorders, Quotes, Invoices)

When you log into HITS, the first screen you will likely click on is the **Ticket Lookup** screen.



BPOS Application

File Views Appointments Tickets Inventory Customers Contacts Vehicles VSR Suppliers Links Set Store Display Help Quick

Home Tickets Last Add/Edit Transfer XferIN Payment Inventory Daily Close Out Corp Daily Sales Count Sheet End Of Day

LOGIN: TECH STORE NAME: GREELY  
VIEW: COUNTER CUSTOMER: CASH ACCOUNT [1300001] VE

Ticket # ☐ Customer# ☐ Short Name ☐ Vehicle Tag ☐ Order#

Ticket Type: All ☐ Quote ☒ Workorder ☐ Invoice

Select Dates: Custom - F5 From: 06/21/2021 To: 06/21/2021

☒ Include 12/31/2032

☒ Exact Match ALL SALESREPS Route# Status: All

Store# Store 13 Max Results 100 Display View: Retail ☒ Wholesale

Find Clear Input Clear All Recent Select All Select None Bulk Process ? Help

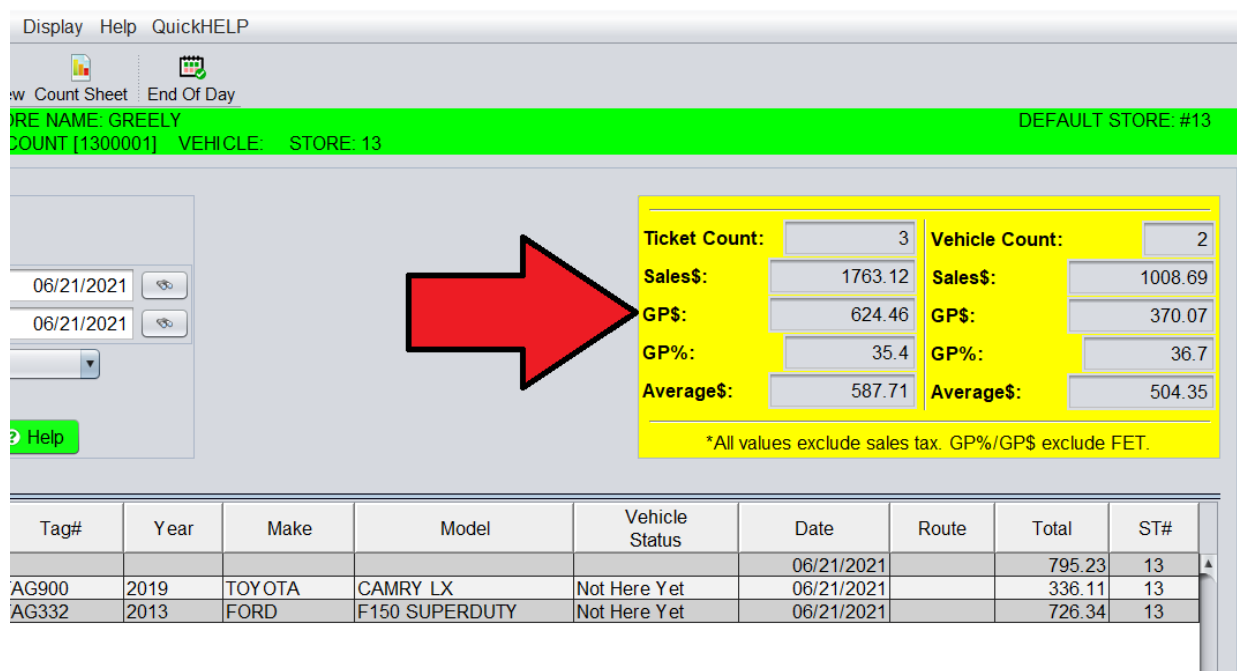
Ticket Scan More GP Data

Ticket #	Type	A	SR#	Cust #	Name	Tag#	Year	Make
100042	Workorder			1300001	CASH ACCOUNT			
100043	Workorder		3	1300001	LAUREN BAKER	TAG900	2019	TOYOTA
100044	Workorder		2	1300001	JOSE GONZALES	TAG332	2013	FORD
100045	Workorder		2	100009	BRUNO MARS	GOLDEN1	2014	SUBARU

The Ticket Lookup screen can be used to see all the Workorders, Quotes, and Invoices for a date range. In HITS:

- **Quotes** are OPEN tickets that can be provided to the customer for pricing. Products on Quotes do not allocate items out of inventory. If the customer decides to go forward with work, Quotes can be converted to a Workorder using the **Convert** button on the button of the ticket.
- **Workorders** are OPEN, in-process tickets that have not yet been “cashed out” or closed for the customer. Products on Workorders will allocate items out of inventory. Once Workorders are “cashed out” and closed, they become Invoices.
- **Invoices** are CLOSED tickets that have been “cashed out” for the customer.

The Ticket Lookup screen, in addition to showing you the sales tickets, will also show you **Gross Profit \$** and **Gross Profit %**.



Display Help QuickHELP

Count Sheet End Of Day

STORE NAME: GREELY DEFAULT STORE: #13

COUNT [1300001] VEHICLE: STORE: 13

06/21/2021

06/21/2021

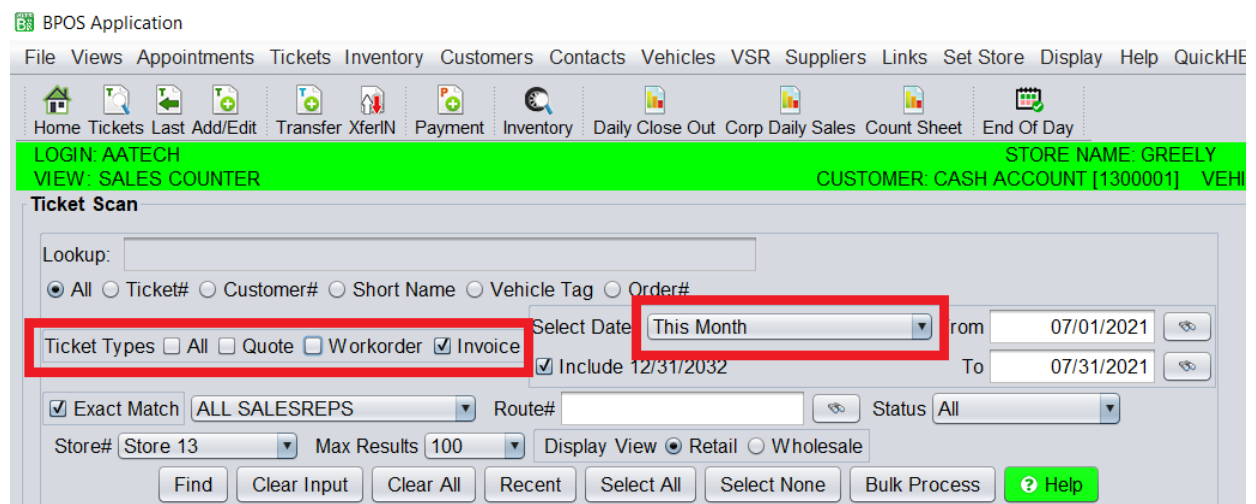
Help

Ticket Count:		Vehicle Count:	
Sales\$:	1763.12	Sales\$:	1008.69
GP\$:	624.46	GP\$:	370.07
GP%:	35.4	GP%:	36.7
Average\$:	587.71	Average\$:	504.35

\*All values exclude sales tax. GP%/GP\$ exclude FET.

Tag#	Year	Make	Model	Vehicle Status	Date	Route	Total	ST#
AG900	2019	TOYOTA	CAMRY LX	Not Here Yet	06/21/2021		795.23	13
AG332	2013	FORD	F150 SUPERDUTY	Not Here Yet	06/21/2021		336.11	13
					06/21/2021		726.34	13

To see Gross Profit for different date periods (example: THIS MONTH), you can change the date period and ticket type (Invoices only) on the Ticket Lookup screen and click **Find**.



BPOS Application

File Views Appointments Tickets Inventory Customers Contacts Vehicles VSR Suppliers Links Set Store Display Help QuickHE

Home Tickets Last Add/Edit Transfer XferIN Payment Inventory Daily Close Out Corp Daily Sales Count Sheet End Of Day

LOGIN: AATECH STORE NAME: GREELY

VIEW: SALES COUNTER CUSTOMER: CASH ACCOUNT [1300001] VEH

**Ticket Scan**

Lookup:

☒ All ☐ Ticket# ☐ Customer# ☐ Short Name ☐ Vehicle Tag ☐ Order#

Ticket Types ☐ All ☐ Quote ☐ Workorder ☒ Invoice

Select Date This Month from 07/01/2021 To 07/31/2021

☒ Include 12/31/2032

☒ Exact Match ALL SALESREPS Route# Status All

Store# Store 13 Max Results 100 Display View ☒ Retail ☐ Wholesale

Find Clear Input Clear All Recent Select All Select None Bulk Process Help

**VERY IMPORTANT!!**

The gross profit numbers in HITS are estimated and not final.

Usually, true accounting numbers vary slightly from the gross profit reporting in HITS. This can be due to edits, adjustments, or bills that are entered directly into the accounting system and not into HITS.

The gross profit numbers in HITS can be used as a **guide** to advise if your day/ week/ month is on track, but be sure to always validate final profitability numbers with corporate reports.

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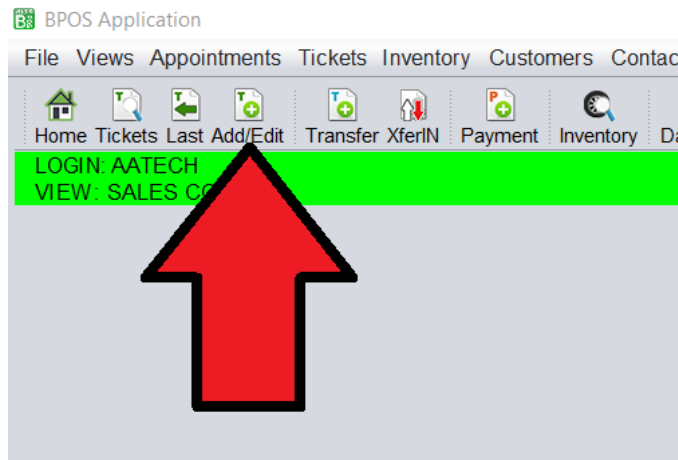


# 1. Invoicing

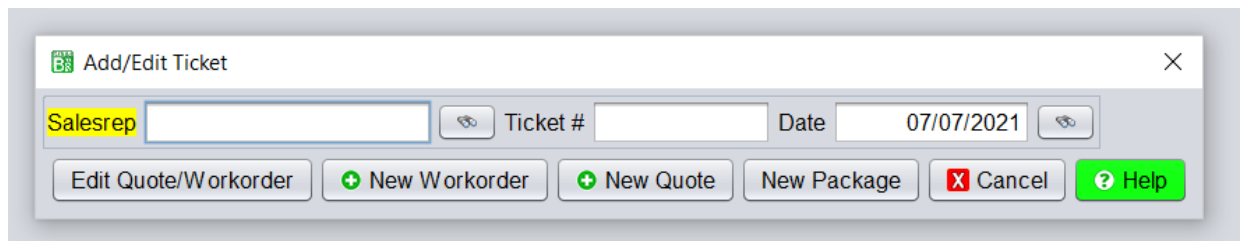
## A. Starting a new sale

To start a new Workorder (or Quote), click the **Add/Edit** button.

(This option can also be used to retrieve and edit a Workorder by entering the Workorder # when prompted.)



1. Enter your Salesrep ID
2. Click the **New Workorder** button



When the new Workorder is started, click to **Select Different Customer** or to **Select Different Vehicle**. It is usually best to lookup by the customer, unless you already have the vehicle's License Plate Tag#.

Attention ×

Do you want to use the active customer and vehicle displayed in the store's information bar at the top of the screen?

Customer: CASH ACCOUNT [1300001]

Vehicle: N/A

☒ OK



## B. Customers

After clicking the **Select Different Customer** button, the system will ask you to look up the customer.

It is always important to ask the customer:

**“Have you been to a Peerless Tire store before?”**

- If they are a returning customer, you will **look up the customer**.
- If they are a new customer, you will **add the customer** in the system

### Lookup the customer

Type in your search and hit ENTER or click FIND, and then click on the correct customer to add them to the Workorder.

Customer Lookup

Full Name: ELVIS PRESLEY

☐ Short Name 
 ☒ Full Name 
 ☐ Customer # 
 ☐ Legacy Cust# 
 ☐ Phone# 
 ☐ Last 4 Phone# 
 ☐ Email 
 ☐ Ticket#

Last Activity: N/A ☐ By Days Old ☐ By Date

Salesrep: ALL Route#: Mail Switch:

☒ All Stores ☐ Show Inactive Max Customers: 100

Find Clear Recent (max 20) Cash Acct Temporary Customer Edit Customer Add Cash Customer Help

ST#	Cust#	Short Name	Name	Address	City	ST	Phone	Active	A/R	Balance	Salesrep #	Route #	Mail Switch	Legacy Cust#
13	100008	PRESLEY	ELVIS PRESLEY					Y	C					

OK Cancel

You can look up the customer by:

- Short name (usually last name or business name)
- Full name (first and last name)
- Phone number
- Last 4 Digits phone number
- Email

## Adding a customer

If the customer is a new customer, click the **Add Customer** button on the Customer Lookup screen.

Customer Lookup

Short Name: Full Name:

☒ Short Name 
 ☐ Full Name 
 ☐ Customer # 
 ☐ Legacy Cust# 
 ☐ Phone# 
 ☐ Last 4 Phone# 
 ☐ Email 
 ☐ Ticket#

Last Activity: N/A ☒ By Days Old ☐ By Date

Salesrep: ALL Route#: Mail Switch:

☒ All Stores ☐ Show Inactive Max Customers: 100

Find Clear Recent (max 20) Cash Acct Temporary Customer Edit Customer Add Cash Customer Help

ST#	Cust#	Short Name	Name	Address	City	ST	Phone	Active
-----	-------	------------	------	---------	------	----	-------	--------

This will allow you to add the customer, their address, and contact information. Once entering the required information, click **Save**.


Add Cash Customer X

**Customer Name** BRUNO MARS


Short Name MARS


Address 123 MAIN STREET

Address2

City DENVER State CO Zip 22029 


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Primary Phone 999-999-9999 Ext  Domain (Opt)  

Secondary Phone  Ext  Domain (Opt)  


Email


---


**Sales Type** Retail 

Route#  

---

Track VSR Yes 




Send VSR Postcards Yes 

PostProcess Mode Default (No Notifications) 

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@Notes

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 Save  Cancel  Help

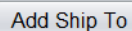
**Customers are saved and viewed across the entire corporation.**


This means a customer could have visited another Peerless Tire store before coming into your store. You will be able to view the customer's history (Invoices) for all stores, even if the vehicle was not previously serviced in your store.



## C. Vehicles

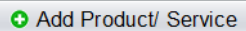
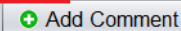
Once you have added the customer to the Workorder, click the lookup button next to the **Tag#** field, to see all vehicles in the system for the customer.

Name JOSHUA SCHARFENBERG P

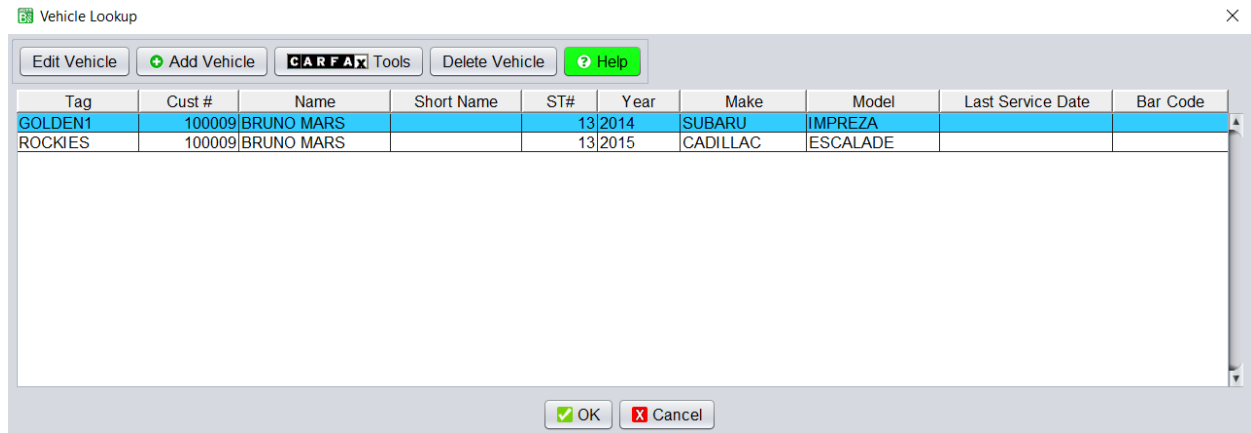
Address  

City BRIGHTON St CO Zip 80601 

Tag#   Year   Make

 Add Product/ Service  Add Comment

If the vehicle being serviced is in the system, select the correct vehicle:



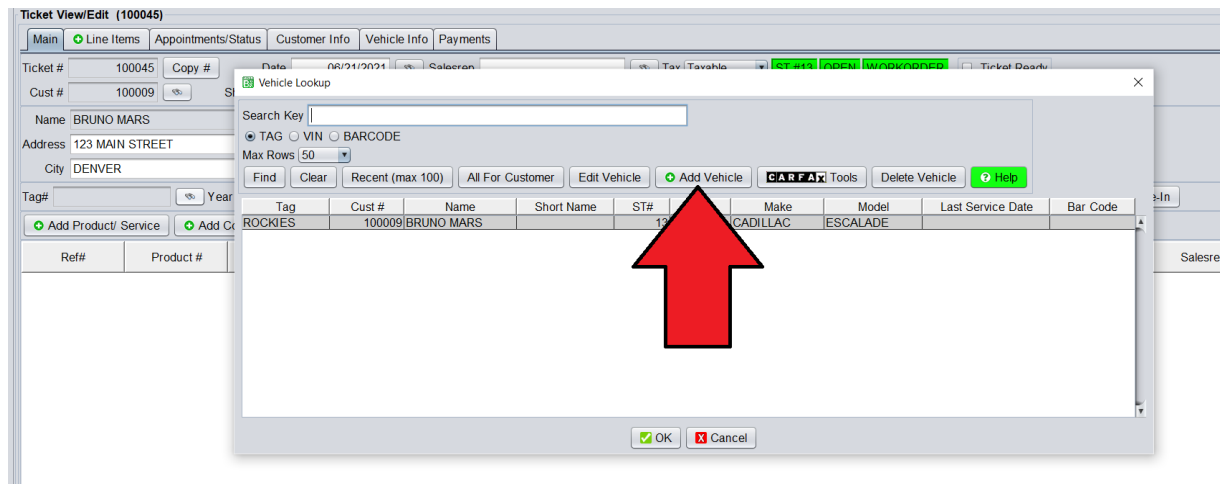
Vehicle Lookup

Buttons: Edit Vehicle, Add Vehicle, CARFAX Tools, Delete Vehicle, Help

Tag	Cust #	Name	Short Name	ST#	Year	Make	Model	Last Service Date	Bar Code
GOLDEN1	100009	BRUNO MARS		13	2014	SUBARU	IMPREZA		
ROCKIES	100009	BRUNO MARS		13	2015	CADILLAC	ESCALADE		

Buttons: OK, Cancel

If the vehicle being serviced has never been to Peerless Tire, or if this is a new customer (who does not have any vehicles in the system), click the **Add Vehicle** button.



Ticket View/Edit (100045)

Buttons: Main, Line Items, Appointments/Status, Customer Info, Vehicle Info, Payments

Ticket # 100045, Copy #, Date: 06/24/2014, Salesperson: [Name], Tax/Taxable: [Dropdown], [Buttons], Ticket Details

Cust # 100009, Name: BRUNO MARS, Address: 123 MAIN STREET, City: DENVER, Tag#: [Dropdown], Year: [Dropdown]

Buttons: Add Product/Service, Add Customer

Ref# [Dropdown], Product # [Dropdown]

Vehicle Lookup overlay:

Search Key: [Text Box]

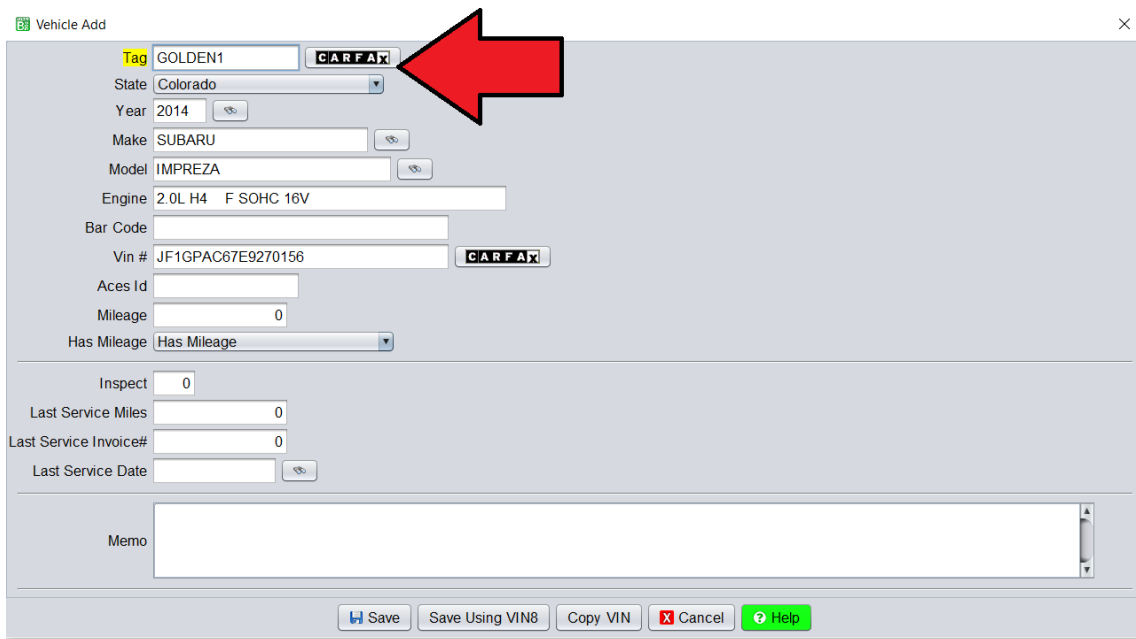
Buttons: TAG, VIN, BARCODE, Max Rows: 50, Find, Clear, Recent (max 100), All For Customer, Edit Vehicle, Add Vehicle, CARFAX Tools, Delete Vehicle, Help

Tag	Cust #	Name	Short Name	ST#	Year	Make	Model	Last Service Date	Bar Code
ROCKIES	100009	BRUNO MARS		13	2015	CADILLAC	ESCALADE		

Buttons: OK, Cancel

A large red arrow points to the 'Add Vehicle' button in the Vehicle Lookup overlay.

To add the vehicle, type in the License Plate Tag# and click the **CARFAX** button. CARFAX will return the vehicle's year, make, mode, and engine.



Vehicle Add

Tag: GOLDEN1 **CARFAX**

State: Colorado

Year: 2014

Make: SUBARU

Model: IMPREZA

Engine: 2.0L H4 F SOHC 16V

Bar Code:

Vin #: JF1GPAC67E9270156 **CARFAX**

Aces Id:

Mileage: 0

Has Mileage: Has Mileage

Inspect: 0

Last Service Miles: 0

Last Service Invoice#: 0

Last Service Date:

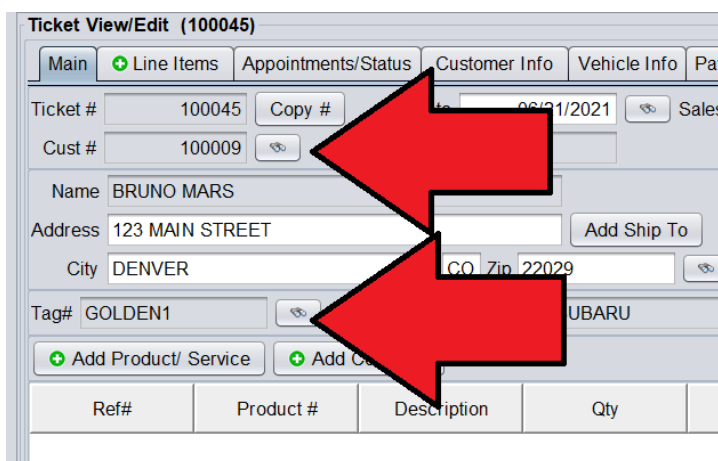
Memo:

Save Save Using VIN8 Copy VIN Cancel Help

Click **Save** to add the vehicle into the system and onto the Workorder.

While invoicing the customer, if the customer or vehicle needs to change, click:

- > Lookup button next to the **Customer #** field to change the customer.
- > Lookup button next to the **Tag#** field to change the vehicle.



Ticket View/Edit (100045)

Main Line Items Appointments/Status Customer Info Vehicle Info Pay

Ticket #: 100045 Copy # 06/21/2021 Sales

Cust #: 100009

Name: BRUNO MARS

Address: 123 MAIN STREET Add Ship To

City: DENVER CO Zip: 22029

Tag#: GOLDEN1 SUBARU

Add Product/ Service Add C

Ref#	Product #	Description	Qty
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Prior to closing out the Workorder for the customer, you will be required to enter

In the current mileage of the vehicle. The current mileage can be entered onto the MAIN tab of the Workorder.

The screenshot shows the AATECH software interface. At the top, there's a menu bar with options like File, Views, Appointments, Tickets, Inventory, Customers, Contacts, Vehicles, VSR, Suppliers, Links, Set Store, Display, Help, and QuickHELP. Below the menu bar, there's a status bar showing 'LOGIN: AATECH', 'VIEW: SALES COUNTER', 'CUSTOMER: BRUNO MARS [100009]', 'STORE NAME: GREELY', 'VEHICLE: 2014 SUBARU IMPREZA [TAG: GOLDEN1]', and 'STORE: 13'. The main window is titled 'Ticket View/Edit (100045)'. It has several tabs: 'Main' (highlighted with a red box), 'Line Items', 'Appointments/Status', 'Customer Info', 'Vehicle Info', and 'Payments'. The 'Main' tab contains various fields for ticket information, including Ticket # (100045), Copy #, Date (06/21/2021), Salesrep (2 - JAMIE SM.), Tax (Taxable), ST #13, OPEN, WORKORDER, Ticket Ready, Cust # (100009), Short Name (MARS), Parking Space, Route#, Pay Method (TERMS), Name (BRUNO MARS), Primary Phone ((999) 999-9999), Address (123 MAIN STREET), Add Ship To, Alt Phone, City (DENVER), St (CO), Zip (22029), Email, Tag# (GOLDEN1), Year (2014), Make (SUBARU), Model (IMPREZA), Engine (2.0L H4 F SOHC 16V), and Mileage (0). A red arrow points to the Mileage field.

IF the mileage has not been entered prior to closing/ cashing out the Workorder, you will prompted at time of closing to enter the current mileage.

The screenshot shows the 'Close & Print Ticket' dialog box. It has a title bar with a green icon and the text 'Close & Print Ticket'. The dialog box contains several options: 'Print Method' (Print, View PDF, Email PDF, Dot Matrix), 'Num Copies' (2), 'Selected Printer' (Always Prompt For Printer), 'Closing Date' (07/07/2021), 'Remember Selection' (unchecked), 'Mileage' (95105, highlighted with a red box), 'Thank You Reminder' (No Thank You), 'Salesrep' (2 - JAMIE SM.), 'Set Tech - All Items', and 'Create Follow-Up Ticket' (unchecked). At the bottom, there are four buttons: 'Close & Print' (checked), 'Close Only', 'Cancel', and 'Help'.

## NOTE ON CARFAX:

Because CARFAX makes the adding of vehicle information so simple, it often best to get the License Plate Tag# from the vehicle **FIRST** before adding the vehicle in the system. Thus, getting the Tag# from the vehicle can be done during the parking lot carside inspection process at check in.

In rare occasions, if CARFAX does not return the year, make, and model, this information will need to be manually entered.

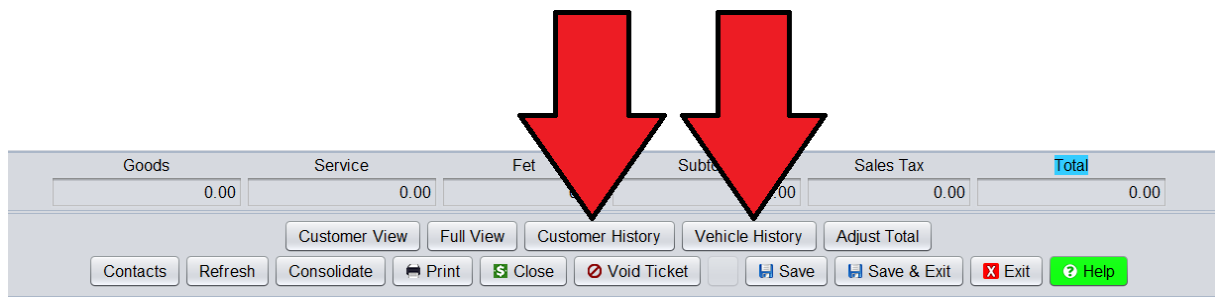
To save a vehicle in the system, you **MUST** enter the License Plate Tag#.

## D. History

The system allows you to view customer and vehicle history (Invoices) across the entire organization.

> Click the **Customer History** button to see all of the customer's Invoices.

> Click the **Vehicle History** button to see all Invoices for the specific vehicle.



The screenshot shows a software interface with a top section containing input fields for 'Goods', 'Service', 'Fet', 'Subt', 'Sales Tax', and 'Total'. Below these fields is a row of buttons: 'Customer View', 'Full View', 'Customer History', 'Vehicle History', and 'Adjust Total'. At the bottom of the interface is a row of buttons: 'Contacts', 'Refresh', 'Consolidate', 'Print', 'Close', 'Void Ticket', 'Save', 'Save & Exit', 'Exit', and 'Help'. Two large red arrows point to the 'Customer History' and 'Vehicle History' buttons.

Once you are viewing the customer's history, each Invoice will be separated by a black background row. You can click on a black background row to open that Invoice.

Quick Vehicle Report For Tag [D3D4A] From 06/21/2017

Ticket Date	Ticket #	Product #	Description	QTY	PC	Amount	ST	Dept	ST#	Tech	SR#	Mileage	Inv2Inv Mileage	Life2Date Mileage	Unit Price	Total
02/11/2021	330896	Closed Workorder				0.00			3			168963.0	1935.8	5087.0		268.87
		OPP	Lower Ball Joint	2.00		71.50		E		-3	0				35.7800	
		OPL_B	Remove & Replace F Ball Joint - One Side	0.90		85.50		A		-3	0				95.0000	
				1.00		0.00		Z		-3	0					
		OPL_B	Remove & Replace Tie Rod End	0.90		85.50		A		-3	0				95.0000	
				1.00		0.00		Z		-3	0					
		SS99-3	SHOP SUPPLIES/ENVIRONMENT FEES	1.00	0	19.40		N		-3	0				19.4000	
07/12/2019	330161	Closed Workorder				0.00			3			165887.0	19131.2	9269.5		1033.20
		TH0076	215/60R16 95H Mach I R201	4.00	5	296.00		1		809	0				74.0000	
		MB	MOUNT/BALANCE	4.00	1	60.00		B		809	0				15.0000	
		DIS	TIRE DISPOSAL	4.00	1	8.00		R		809	0				2.0000	
		MTT	TIRE TAX	4.00	1	2.00		X		809	0				0.5000	
			DECLINED TIRE PROTECTION PLAN	1.00	0	0.00		Z		809	0					
		DOT##	THUNDERER 1258963470	1.00	0	0.00				-3	0					
		DOT##	THUNDERER 1258963470	1.00	0	0.00				-3	0					
		DOT##	THUNDERER 1258963470	1.00	0	0.00				-3	0					
		DOT##	THUNDERER 1258963470	1.00	0	0.00				-3	0					

## E. Products & Services

After you have started a Workorder, you will be adding products and/ or services to the Workorder. To add products and/or services:

> Click the **Line Items** Tab **OR**



> Click the **Add Product/ Service** button (on Main Tab)

Ticket View/Edit (100045)

Main + Line Items Appointments/Status Customer Info Vehicle Info Payments

Ticket # 100045 Copy # Date 06/21/2021 Salesrep

Cust # 09 Short Name MARS

Name B MARS Primary Phone

Address 12 STREET Add Ship To Alt Phone

City DENVER St CO Zip 22029

Tag# GOLDEN1 Year 2014 Make SUBARU Mod

+ Add Product/ Service + Add Comment

Ref#	Product #	Description	Qty	Unit Price
------	-----------	-------------	-----	------------

If you know the article number/ product number of the item you are adding to the Workorder, you can type it in.

Ticket View/Edit (100045)

Main + Line Items Appointments/Status Customer Info Vehicle Info Payments

Ref#	Product #	Description	Qty	Unit Price	Unit FET	Amount	Tech	Dept	Price Code	Tax Code	Salesrep	St
------	-----------	-------------	-----	------------	----------	--------	------	------	------------	----------	----------	----

Ticket GP% 100.0 Ticket GP\$ Store GP% 100.0 Store GP\$ Subtotal 0.00 Sales Tax 0.00 Ticket Total

Product # 24 22657 Description 225/65R17 GRAND PRIX TOUR Unit Cost w/FET 65.93

Available Quantity 1.00 Price Code 1 - Price 1 (\$92.88) Unit Price 92.8800 Unit FET 0.00 Tax Code 1 - Tax Code 1 (7.0...) Amount 92.88

Technician -13 - HOUSE Salesrep 2 - JAMIE SM Dept 1 - NEW TIRES Package (-100) TIRE INSTALL W/ RH (CO)

Save Adjust Items Kit Price Add Separator Set Tech Set Sales Set Vendor Info Item History Return Goods Toggle Declined Item Audit Authorize Work Tire Fitment Clear

If you do not know the article number/ product number you are adding the Workorder, you can click the:

1. **Inventory Lookup** button to lookup inventory across the organization
2. **Codes & Services** lookup button to see a list of services and generic product codes

## 1. Inventory Lookup      2. Codes & Services

Once you have found the article number/ product number to add to the ticket, there is some additional information you may need to edit within the product edit box. Once you are done editing any information, click the **Save** button.

## Tire Sales

When a tire article number has been added to the Workorder, you will have the ability to change the **tire package that is being sold with the tire**.

Line #	Product #	Description	Unit Cost w/FET
0	24 22657	225/65R17 GRAND PRIX TOUR	65.93

Available	Quantity	Price Code	Unit Price	Unit FET	Tax Code	Amount
0.00	4.00	1 - Price 1 (\$92.88)	92.8800	0.00	1 - Tax Code 1 (7.0...	371.52

Technician	Salesrep	Dept	Package
-13 - HOUSE	2 - JAMIE SM.	1 - NEW TIRES	(-100) TIRE INSTALL W/ RH (CO)

No Package Selected.....  
 (-100) TIRE INSTALL W/ RH (CO)  
 (-101) TIRE INSTALL (CO)  
 CUSTOM

Buttons: Kit Price, Add Separator, Set Tech, Set Sales, Set Vendor Info, Item History, Return, Authorize Work, Customer View, Full View, Customer History, Vehicle

Most often, this will be for deciding if the tire is being sold with a road hazard warranty or without the road hazard warranty.

Always make sure to select the correct package that is being sold.

**!! DO NOT** delete the road hazard line item off the road hazard warranty tire package, instead, if the customer has declined the road hazard warranty, change the package to the basic **Tire Install** package.

### Other services and product codes

To see a list of non-inventory service and generic products, click the second button next to Product #:

Line #	Product #
0	


Buttons: Ticket GP% 100.0, Ticket, Quantity, Price Code

The second button next to Product # (a small square icon with a magnifying glass) is highlighted with a red box.

This will show a list of services and generic (non-inventory) products. You can click on an item to add it to the Workorder.

Services		Packages															
Product #	MFG	Size	Description	Qty St	Qty Corp	Aux	Price w/FET	GP%	Warranty	Side Wall	Load Index	Speed Rate	UTQGL	Tread Depth	PIC	CUST Days	Item Days
OPT		OUTSIDE	PURCHASE TIRE											0.00			9
OPW		OUTSIDE	WHEEL											0.00			107
1---														0.00			
TLABOR		TIRE LABOR					115.00	100						0.00			7
TIRE3		TIRE REPAIR					20.00	100						0.00			107
TIRE2		TIRE REPAIR	(NO CHARGE)											0.00			
TIRE6		TIRE ROTATION					20.00	100						0.00			9
TIRE7		TIRE ROTATION	(NO CHARGE)											0.00			
TIRE8		TIRE BALANCE					10.00	100						0.00			9
TIRE9		TIRE BALANCE	(NO CHARGE)											0.00			
RR PKG		PACKAGE	REPAIR & ROTATE				55.99	100						0.00			
2---														0.00			
OPP		OUTSIDE	PURCHASE PART											0.00			9
OPD		OUTSIDE	DEALER PART (OE)											0.00			
OP_CORE	P96	CORE												0.00			
3---														0.00			
ALIGN		SERVICE	ALIGNMENT				75.00	100						0.00			9
SLABOR		SERVICE	GENERAL LABOR				115.00	100						0.00			
4---														0.00			
MIS	P96	MISCELLANEOUS												0.00			
SNAP		SNAP FINANCE												0.00			10

After making any edits to the service or product, click the Save button to add it to the Workorder.



Line #	Product #	Description	Unit Cost w/FET
0	TIRE3	TIRE REPAIR	0.00

Flag Time	Quantity	Price Code	Unit Price	Unit FET	Tax Code	Amount
0.00	1.00	2 - Price 2 (\$20.00)	20.0000	0.00	0 - No Tax	20.00

Technician	Salesrep	Dept	Package
-13 - HOUSE	4 - DAGEN S.	5 - WHEELS	No Package Selected

## F. Comment

If you need to add a customer comment or technician comment to the ticket, you can either:

- > Click the **Add Comment** button (from the Main tab)

**Ticket View/Edit (100045)**

Ticket # 100045 Copy # Date 06/21/2021 Salesrep 2 - JAM  
 Cust # 100009 Short Name MARS Parking  
 Name BRUNO MARS Primary  
 Address 123 MAIN STREET Add Ship To  
 City DENVER St CO Zip 22029  
 Tag# GOLDEN1 Year 2014 Make SUBARU

Ref#	Product #	Description
1000	24 22657	GRAND PRIX TOUR
1002	TIRE1	ON & LIFETIME SPIN BALANCE
1004	TIR INC	STEMS, LIFETIME ROTATIONS, & REPAIRS
1006	TIR DISP	DISPOSAL FEE
1008	TIR STATE	REQUIRED ENVIRONMENTAL FEE
1010	RH	HAZARD WARRANTY

OR

> Right-click in ticket body and select “**Append Comment**” (from Line Item tab)

**Ticket View/Edit (100045)**

Ref#	Product #	Description	Qty	Unit Price
1000	24 22657	225/65R17 GRAND PRIX TOUR	4.00	92.880
1002	TIRE1	INSTALLATION & LIFETIME SPIN BALANCE		18.990
1004	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS		2.500
1006	TIR DISP	TIRE DISPOSAL FEE		1.250
1008	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE		14.860
1010	RH	ROAD HAZARD WARRANTY		

Append New Item... Alt+A  
 Edit Item... Alt+E  
 Insert New Item... Alt+I  
 Delete Item(s)... Alt+D  
 Delete ALL...  
 Adjust Items...  
 Zero Price...  
 Create Shop Credit... Alt+S  
 Toggle Declined Items Alt+T  
 Return Selected Items...  
 Launch Website...  
 Apply Kit Pricing to Selected Items  
 Remove Kit Pricing from Selected Items  
 Append Comment... Alt+C  
 Insert Comment Before Selected Item Append Comment Alt+K  
 Insert Separator... Alt+Minus

## G. Special Orders / Outside Purchases

To sell a Special Order tire/ part, use the following article numbers/ product

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numbers when adding products to the Workorder:

Line #	Product #	Outside Part#	Description	Unit Cost w/FET
-1	OPT		OUTSIDE PURCHASE TIRE	0.00

Quantity	Price Code	Unit Price	Unit FET	Tax Code	Amount
1.00	Select Price Code.....	38.9900	0.00	1 - Tax Code 1 (7.0...	38.9

Technician	Salesrep	Dept
-13 - HOUSE	2 - JAMIE SM.	1 - NEW TIRES

<b>OPT</b>	Outside Purchase Tire
<b>OPW</b>	Outside Purchase Wheel
<b>OPP</b>	Outside Purchase Auto Part
<b>OPD</b>	Outside Dealer Auto Part (OE)
<b>OP_CORE</b>	Core charge

The system will require that you enter the:

- **Cost**
- **Vendor**
- **Vendor Invoice #** (If you have taken advanced payment from the customer and do not have a Vendor Invoice # at time of the sale, enter "DEPOSIT" in this field).
- **Vendor Invoice Date**

You must enter this information prior to cashing out/ closing the ticket.

Description	Unit Cost w/FET	Vendor Code	Vendor Inv#	Vendor Date
MICHELIN DEFENDER LTX	124.56	10721 - AMERICAN TIRE	90029812	06/21/2021

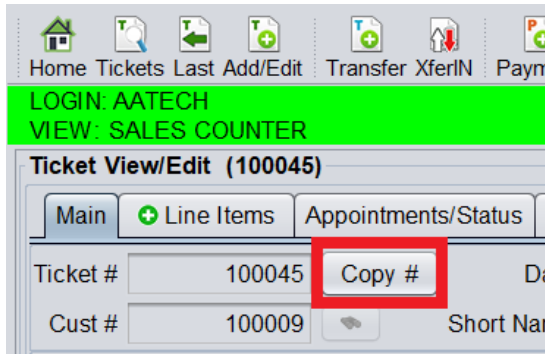
Unit FET	Tax Code	Amount
0.00	1 - Tax Code 1 (7.0...	141.99

Dept	Package
1 - NEW TIRES	(-100) TIRE INSTALL W/ RH (CO)

**VERY IMPORTANT !!** When placing an order with a vendor (example. ATD, USAutoForce, NAPA, etc.) **always use the HITS Workorder # as the PO#.**

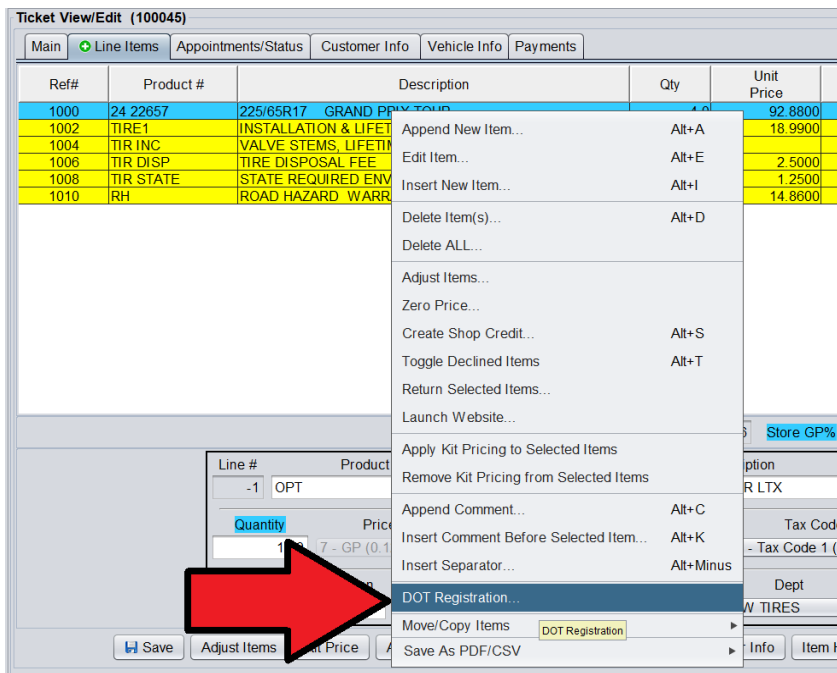
You can use the **COPY#** button to copy the Workorder # to the clipboard, so you can easily paste it on the vendor's website when ordering.



## H. DOT#s for Tire Installations

When selling tires, the system will require that you add the DOT # to the Workorder. This will allow the customer to complete the registration process for their tire purchase.

> To add DOT#s, **right-click** on the tire sold, and select **DOT Registration**



Enter the DOT#s and the number of tires for each DOT#. When done click the **Add DOT Entries** button.

The screenshot shows the 'DOT Registration Info' window. At the top, there is a header bar with the text '24 22657 - 225/65R17 GRAND PRIX TOUR'. Below this is a form with a 'Mfg' field containing 'MICHELIN'. There are two columns: 'Quantity' and 'Dot #'. The 'Quantity' column has a dropdown menu with values 2, 2, 0, and 0. The 'Dot #' column has text input fields containing '73C2KLH0918' and '73C2KLH1119'. At the bottom, there is a yellow warning box that reads: 'BPOS is NOT configured to transmit DOT registration data to the CIMS Tire Registration service. Please contact the HITS Technical Support Center and request that BPOS be set to transmit data to CIMS. Please note that CIMS requires that you subscribe for the actual registration service, which is a separate fee paid directly to CIMS. For more information, click the button below to subscribe to CIMS.' Below the warning box are four buttons: 'Add DOT Entries' (with a green checkmark), 'Subscribe To CIMS', 'Cancel' (with a red X), and 'Help' (with a question mark).

## I. Warranty Adjustments

If a customer comes in for a warranty adjustment, first verify that the tire is valid for road hazard warranty adjustment claim.



Once you have verified that tire is valid for adjustment and have located the replacement product and price, you can determine the adjusted replacement price on: **tire-warranty-calculator.com**

### Calculate By Mileage

**Manufacturer Mileage Warranty:**

60,000

**Miles Obtained:**

32,400

**Percent of Mileage Received:**

54.00%

**Replacement Price:**

92.88

Calculate

[Download Mileage Warranty Chart \(PDF\)](#)

**Discounted Price:**

\$50.16

Price is discounted by the % of the Mileage Received.

Once you have calculated the discounted adjustment price of the new tire from Tire-warranty-calculator.com:

1. From the **Line Items** tab of the Workorder
2. Highlight the replacement tire and click the **Adjust Items** button

**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Ref#	Product #	Description	Qty	Unit Price	Unit FET	Amount
1000	24 22657	225/65R17 GRAND PRIX TOUR	4.0	92.8800		371.52
1002	TIRE1	INSTALLATION & LIFETIME SPIN BALANCE	4.0	18.9900		75.96
1004	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS	1.0			
1006	TIR DISP	TIRE DISPOSAL FEE	4.0	2.5000		10.00
1008	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE	4.0	1.2500		5.00
1010	RH	ROAD HAZARD WARRANTY	4.0	14.8600		59.44
1012	DOT## (24 22657)	MICHELIN 73C2KLH0918	1.0			
1014	DOT## (24 22657)	MICHELIN 73C2KLH0918	1.0			
1016	DOT## (24 22657)	MICHELIN 73C2KLH1119	1.0			
1018	DOT## (24 22657)	MICHELIN 73C2KLH1119	1.0			

Ticket GP% 49.5 Ticket GP\$ 258.16 Store GP% 100.0 Store GP\$

Product # Outside Part# Description Unit Cost w/FET  
 OPT MICHELIN DEFENDER LTX 124.56 10721 -

Price Code Unit Price Unit FET Tax Code Amount  
 7 - GP (0.1200) 141.9900 0.00 1 - Tax Code 1 (7.0... 141.99

Technician Salesrep Dept  
 HOUSE 2 - JAMIE SM. 1 - NEW TIRES (-100) TIRE INSTALL W

Save Adjust Items Kit Price Add Separator Set Tech Set Sales Set Vendor Info Item History Return Goods Togg

3. Select the Discount Type: **Warranty Adjustment (PCD!WA)**
4. Enter the discounted **Target Price**
5. Click **Adjust Price For Selected Items..**

**Adjust Price For Selected Items \*\*\* BETA \*\*\***

Discount Type **WARRANTY ADJUSTMENT (PCDIWA)** Show Hidden

Description **WARRANTY ADJUSTMENT**

Current Price 371.52

Target Price **200.62**

☒ Target Price 
 ☐ Dollar Discount 
 ☐ Percent Discount 
 ☐ Warranty Discount

☐ Apply Kit Pricing 
 ☐ Add Separator

**NOTICE: Item adjustments are always done before sales tax is added.**  
**If you selected part of a package, the entire package will be used.**  
**The symbol "###" in Description will be replaced by the adjustment amount or percentage.**  
**The symbol "@@@" in Description will be replaced by the word "Items".**

☒ Adjust Price For Selected Items

\*\* For non-warranty adjustments use code: (PCD!WAN) Non-Warranty Adjustment \*\*

## J. Discounts and Coupons

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To apply a discount or coupon to the Workorder, click the:

>> **Adjust Total** button - to apply discount to entire ticket

>> **Adjust Items** button - to apply discount to specific items

The screenshot shows the 'Ticket View/Edit (1300023)' window. At the top, there are tabs: Main, Line Items, Appointments/Status, Customer Info, Vehicle Info, and Payments. Below the tabs is a table with columns: Ref#, Product #, Description, Qty, Unit Price, Unit FET, Amount, Tech, Dept, Price Code, Tax Code, Salesrep, and Status. The table contains several rows of items, including '225/60R16 ECOPIA EP422', 'TIRE1', 'TIR INC', 'TIR DISP', 'TIR STATE', and 'DRH'. Below the table, there are fields for 'Ticket GP%', 'Ticket GPs', 'Store GP%', 'Store GPs', 'Subtotal', 'Sales Tax', and 'Ticket Total'. At the bottom, there are buttons for 'Save', 'Adjust Items', 'Kit Price', 'Add Separator', 'Set Tech', 'Set Sales', 'Set Vendor Info', 'Item History', 'Return Goods', 'Total Declined', 'Item Audit', 'Authorize Work', 'Tire Fitment', 'Clear', 'Customer View', 'Full View', 'Customer History', 'Vehicle History', 'Adjust Total', 'Contacts', 'Refresh', 'Consolidate', 'Print', 'Close', 'Void Ticket', 'Save & Exit', 'Exit', and 'Help'. Two red arrows point to the 'Adjust Items' and 'Adjust Total' buttons.

When applying discount to multiple items (some discounts can only be applied to products, not services,) hold down the **CTRL** key on your keyboard to select the multiple items that you are applying discount to.

**Ticket View/Edit (1300023)**

Ref#	Product #	Description	Qty
1000	38 2266	225/60R16 ECOPIA EP422	2.0
1002	TIRE1	INSPECT AND LIFETIME SPIN BALANCE	2.0
1004	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS	1.0
1006	TIR DISP	TIRE DISPOSAL FEE	2.0
1008	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE	2.0
1010	DRH	DECLINED ROAD HAZARD WARRANTY	1.0
1012	38 2166	215/60R16 ECOPIA EP422	2.0
1014	TIRE1	INSPECT AND LIFETIME SPIN BALANCE	2.0
1016	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS	1.0
1018	TIR DISP	TIRE DISPOSAL FEE	2.0
1020	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE	2.0
1022	DRH	DECLINED ROAD HAZARD WARRANTY	1.0
1024	TPMS	TPMS KIT	1.0

After clicking the **Adjust Items** or **Adjust Total** button:

Select the appropriate discount, coupon, or adjustment code from the dropdown menu and click the **Adjust Price** button.

This will add the discount line to the Workorder.

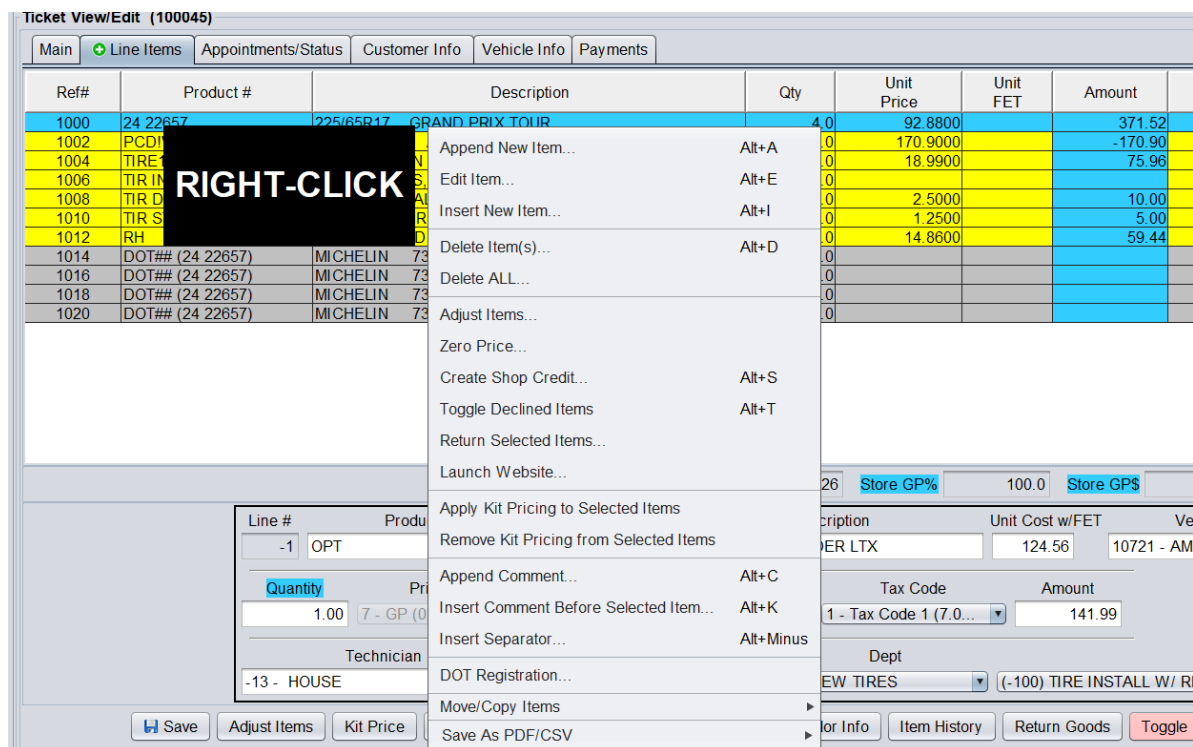
This line can be deleted if the discount needs to be removed or re-applied.

Ref#	Product #	Description	Qty	Unit Price	Unit FET	Amount
1000	38 2266	225/60R16 ECOPIA EP422	2.0	86.4500		172.90
1002	TIRE1	INSPECT AND LIFETIME SPIN BALANCE	2.0	19.9900		39.98
1004	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS	1.0			
1006	TIR DISP	TIRE DISPOSAL FEE	2.0	2.5000		5.00
1008	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE	2.0	1.2500		2.50
1010	DRH	DECLINED ROAD HAZARD WARRANTY	1.0			
1012	38 2166	215/60R16 ECOPIA EP422	2.0	83.1300		166.26
1014	TIRE1	INSPECT AND LIFETIME SPIN BALANCE	2.0	19.9900		39.98
1016	TIR INC	VALVE STEMS, LIFETIME ROTATIONS, & REPAIRS	1.0			
1018	TIR DISP	TIRE DISPOSAL FEE	2.0	2.5000		5.00
1020	TIR STATE	STATE REQUIRED ENVIRONMENTAL FEE	2.0	1.2500		2.50
1022	DRH	DECLINED ROAD HAZARD WARRANTY	1.0			
1024	TDMS	TDMS KIT	1.0			
1026	PCD!MIL	MILITARY DISCOUNT	-1.0	16.9600		-16.96

## K. More functions

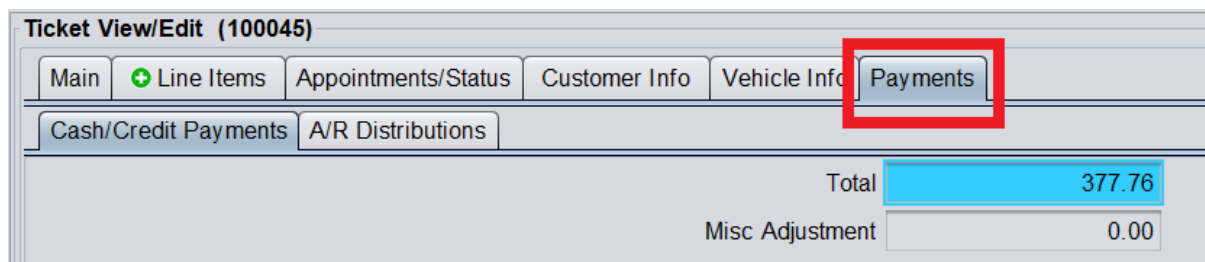
There are a number of other helpful tools accessible from the **Line Items** tab of the Workorder, such as moving line items, deleting line items, etc.

These additional functions can be located by **right-clicking** on your mouse from the body of the Workorder.



## L. Cashing Out/ Closing Invoices

To cash out the customer and close the Workorder, go to the **Payments** tab.



From the Payments tab, you can enter the customer's payment type.

> If the customer pays with **Cash**, enter the cash amount paid.

**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Cash/Credit Payments A/R Distributions

Total	377.76
Misc Adjustment	0.00
Cash & Checks Tendered	0.00

Check/Cash #1  Check/Cash #1 Amount 0.00

Check/Cash #2  Check/Cash #2 Amount 0.00

Change 0.00

> If the customer pays with **Credit Card**, select the correct credit card from the drop down menu.

**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Cash/Credit Payments A/R Distributions

Total	377.76
Misc Adjustment	0.00
Cash & Checks Tendered	0.00

Check/Cash #1  Check/Cash #1 Amount 0.00

Check/Cash #2  Check/Cash #2 Amount 0.00

Change 0.00

Credit Card #1  Credit Card #1 Amount 377.76

Credit Card #2  Credit Card #2 Amount 0.00

Credit Card #3  Credit Card #3 Amount 0.00

Credit Card #4  Credit Card #4 Amount 0.00

Balance Due 0.00

> If the customer pays with a **finance option**, select the correct type from the drop down menu.

**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Cash/Credit Payments A/R Distributions

Total	377.76
Misc Adjustment	0.00
Cash & Checks Tendered	0.00

Check/Cash #1  Check/Cash #1 Amount 0.00

Check/Cash #2  Check/Cash #2 Amount 0.00

Change 0.00

Credit Card #1  Credit Card #1 Amount 377.76

Credit Card #2  Credit Card #2 Amount 0.00

Credit Card #3  Credit Card #3 Amount 0.00

Credit Card #4  Credit Card #4 Amount 0.00

Balance Due 0.00

## The customer can pay with multiple (split) payment types.

As an example, if the customer paid an online deposit for tires through Tire Connect (\$50.00); paid cash (\$200); and put the rest on a Visa credit card (\$278.12), the payments would be noted like this:

The screenshot shows the 'Ticket View/Edit (100045)' interface with the 'Payments' tab selected. The 'Cash/Credit Payments' sub-tab is active. The total amount is \$528.12. The payment is split into three types: Cash & Checks Tendered (\$200.00), Credit Card #1 (TIRE CONNECT, \$50.00), and Credit Card #2 (VISA, \$278.12). The balance due is \$0.00.

Ticket View/Edit (100045)	
Main   Line Items   Appointments/Status   Customer Info   Vehicle Info   Payments	
Cash/Credit Payments   A/R Distributions	
Total	528.12
Misc Adjustment	0.00
Cash & Checks Tendered	200.00
Check/Cash #1 CASH	CASH
Check/Cash #1 Amount	200.00
Check/Cash #2 SELECT...	
Check/Cash #2 Amount	0.00
Change	0.00
Credit Card #1 TIRE CONNECT	Credit Card #1 Amount
Credit Card #1 Amount	50.00
Credit Card #2 VISA	Credit Card #2 Amount
Credit Card #2 Amount	278.12
Credit Card #3	Credit Card #3 Amount
Credit Card #3 Amount	0.00
Credit Card #4	Credit Card #4 Amount
Credit Card #4 Amount	0.00
Balance Due	0.00

If the customer is a commercial customer “on account”, the Payments tab will default to the A/R Distributions sub-tab, where you can proceed to click the **Apply Customer’s Default Payment Terms** button to charge to their account.

**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Cash/Credit Payments A/R Distributions

Total **528.12**  
Balance **0.00**

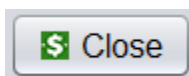
PO #  Account  Customer   
Terms No Terms POS Description  IWS ☐

Description	Due Date	Amount

Clear **Apply Customer's Default Payment Terms** Authorize Charges Discard Payments Changes

Once you have applied payment, the **Balance Due must = \$0.00**.

Once the Balance Due = \$0.00, you can click the **Close** button on the bottom on the screen to close the ticket and print out the Invoice for the customer.



**Ticket View/Edit (100045)**

Main **Line Items** Appointments/Status Customer Info Vehicle Info Payments

Cash/Credit Payments A/R Distributions

Total **528.12**  
Misc Adjustment 0.00

Cash & Checks Tendered **200**

Check/Cash #1 CASH Check/Cash #1 Amount 200.00 Process Check  
Check/Cash #2 SELECT... Check/Cash #2 Amount 0.00 Process Check  
Change **9.00**

Credit Card #1 TIRE CONNECT Credit Card #1 Amount 50.00 Process Credit Card  
Credit Card #2 VISA Credit Card #2 Amount 278.12 Process Credit Card  
Credit Card #3 Credit Card #3 Amount 0.00 Process Credit Card  
Credit Card #4 Credit Card #4 Amount 0.00 Process Credit Card

Balance Due 0.00

Clear Apply Customer's Default Payment Terms Authorize Charges Discard Payments Changes

Customer View Full View Customer History Vehicle History Adjust Total  
Contacts Refresh Consolidate Print **Close** Void Ticket Save Save & Exit Exit Help





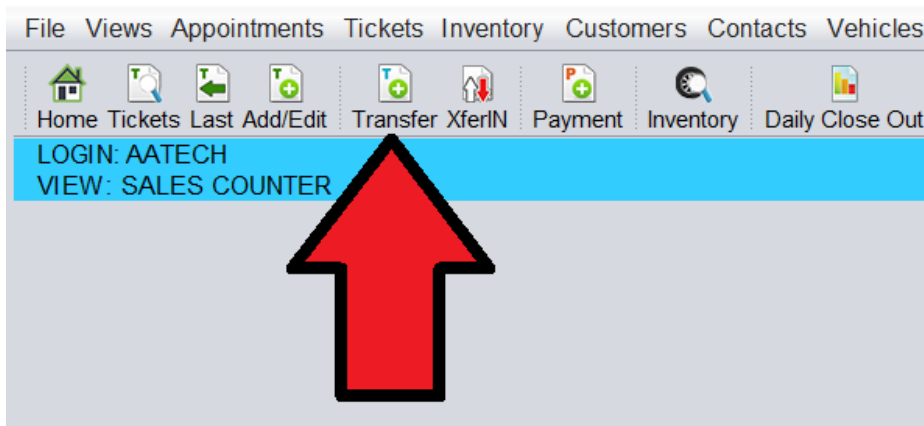
## 4. Create Transfer

In HITS, stores can transfer inventory to other stores.

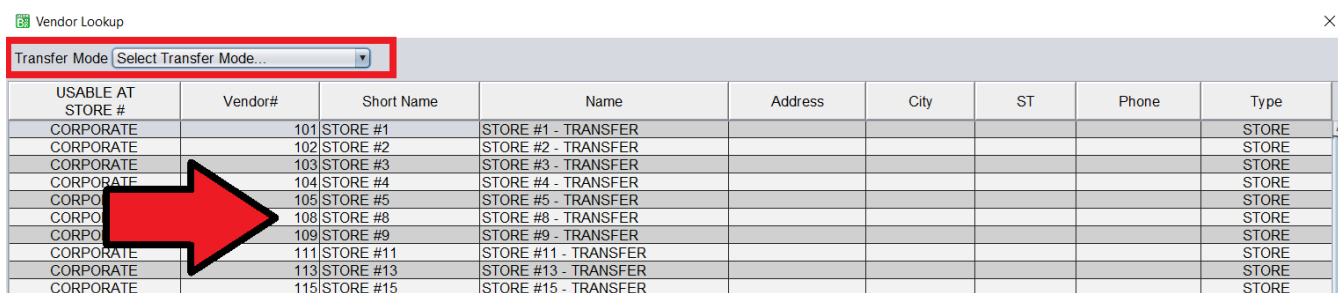
**!!! The transfer must start at the OUTBOUND STORE.**

### Outbound Store

Click the **Transfer** button on the top toolbar.



1. Select **Transfer Mode: OUTBOUND**
2. Select the Store you are transferring products to.



Once the Transfer ticket has been created, click the **Add Product/ Service** to enter the product and quantity you are **transferring out**.

**Receipt/Transfer View/Edit (51)**

Ticket #  Copy #  Date


Vendor #   Short Name

Name

Address

City  State  Zip

	Product #	Description

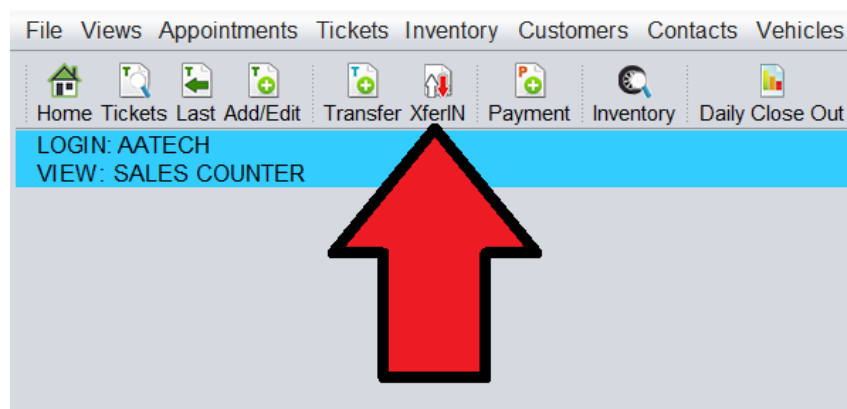


After adding products to the transfer ticket, you can exit the ticket.

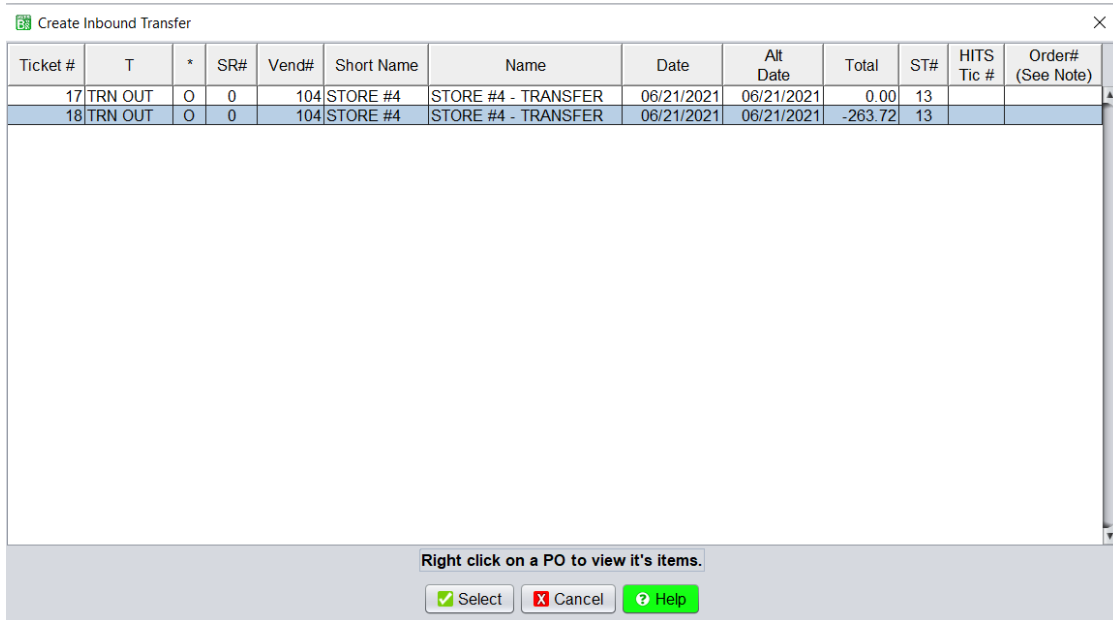
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## Inbound Store (Receiving Transfer)

When the physical transfer arrives at the inbound store, to accept the transfer at the Inbound store, click the **XferIn** button on the toolbar.



Select the transfer ticket you are receiving from the list that pops-up..



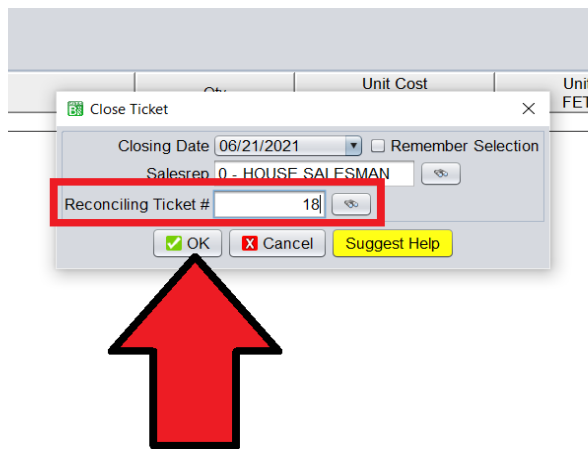
The screenshot shows a window titled "Create Inbound Transfer" with a close button (X) in the top right corner. Inside the window is a table with the following columns: Ticket #, T, \*, SR#, Vend#, Short Name, Name, Date, Alt Date, Total, ST#, HITS Tic #, and Order# (See Note). The table contains two rows of data. The first row has Ticket # 17, T TRN OUT, \* O, SR# 0, Vend# 104, Short Name STORE #4, Name STORE #4 - TRANSFER, Date 06/21/2021, Alt Date 06/21/2021, Total 0.00, ST# 13, HITS Tic #, and Order#. The second row has Ticket # 18, T TRN OUT, \* O, SR# 0, Vend# 104, Short Name STORE #4, Name STORE #4 - TRANSFER, Date 06/21/2021, Alt Date 06/21/2021, Total -263.72, ST# 13, HITS Tic #, and Order#. Below the table is a large empty rectangular area. At the bottom of the window, there is a text prompt "Right click on a PO to view it's items." and three buttons: "Select" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a green question mark icon).

Ticket #	T	*	SR#	Vend#	Short Name	Name	Date	Alt Date	Total	ST#	HITS Tic #	Order# (See Note)
17	TRN OUT	O	0	104	STORE #4	STORE #4 - TRANSFER	06/21/2021	06/21/2021	0.00	13		
18	TRN OUT	O	0	104	STORE #4	STORE #4 - TRANSFER	06/21/2021	06/21/2021	-263.72	13		

Right click on a PO to view it's items.

Verify all items have been received.

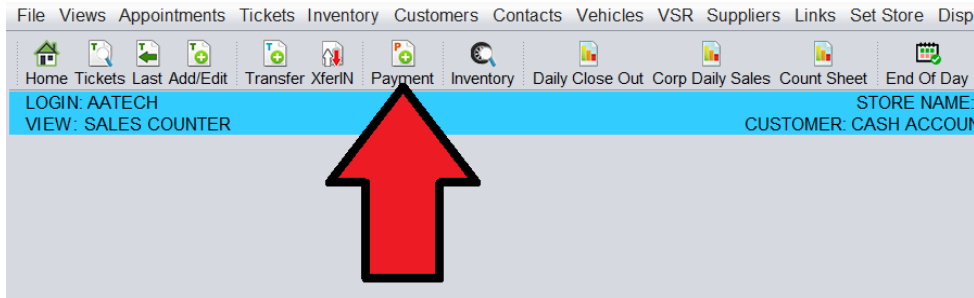
1. To finalize the transfer, click the **Close** button on the bottom on the screen.
2. You will be required to enter the **Reconciling Ticket #** which is the ticket # of the transfer you received from the other store.
3. After entering the reconciling ticket #, click **OK** to finalize the transfer at your store as well as the other store.



## 5. Create ROA (Payment On Account)

Some commercial customers may have an account on file with Peerless Tire. These commercial accounts can make payments on their account in the store.

To post a payment for a commercial account making a payment in the store, click the **Payment** button on the top toolbar.



1. Click the **lookup button** to add the customer making a payment.
2. Enter the: **Amount**
3. Enter the **Payment Type**
4. Enter the **Check#** (if applicable)
5. Click **Create Payment**

**Add Payment**

1. Invoice #  Optional

Customer #

Name

Address

Address2

City  State  Zip

Contact  Phone

Type

2. Amount  Process Credit Card Process Check

3. CC/Cash  Check #  4.

Description

Transaction #  Leave Blank To Generate

Transaction Date

Due Date

5. Create PAYMENT Create PAYMENT & Apply Edit Ticket Cancel Help

6. Once the payment has been created you can **Print** a payment receipt for the customer.

7. When done, click **Exit**.

**Payment View/Edit (34360)**

Main A/R Summary Create Disbursements

Trans #  Sub #  STORE #5 PAYMENT

Transaction Date  Due Date

Customer #  Short Name

Name

Address

City  State  Zip

**Disbursement Summary (Select Create Disbursements Tab To Add More)**

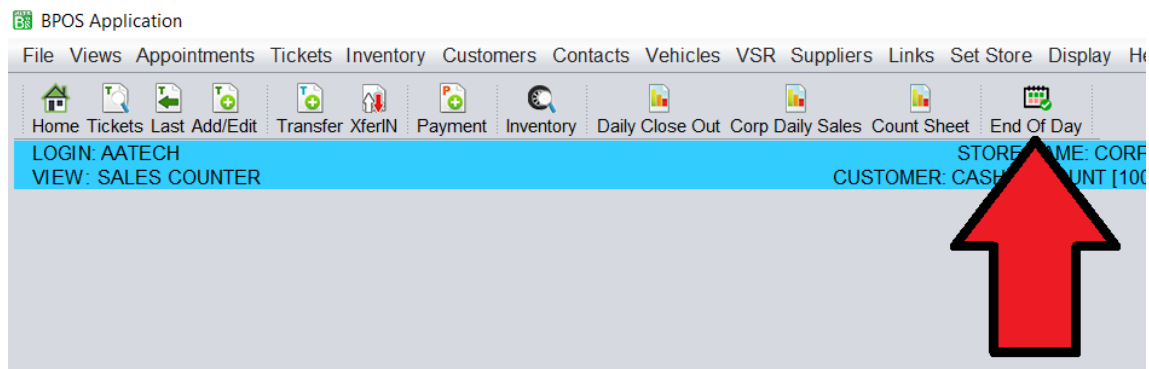
Type	Original Trans Date	Trans #	Sub #	Disbursement Date	Description	Amount
Payment	CA - PA				Amount	200.00
					Unapplied	200.00

Remove Selected Disbursements Remove All Disbursements

Contacts Refresh Print Create New Payment Exit Help

## 6. End Of Day

At the end of the day, click the **End Of Day** option on the top toolbar.



Confirm each payment and card type is showing the correct totals.

End Of Day Deposit and Store Close

Select Store: 4 - EAST COLFAX

Date: 06/21/2021

June 2021

Display: Ending Deposit Over/Short Day Closed Day Open

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 - n/a	7 - Open	1 - Open	2 - Open	3 - Open	4 - Open	5 - Open
13 - n/a	14 - Open	8 - Open	9 - n/a	10 - Open	11 - Open	12 - n/a
20 - n/a	21 - Open	15 - n/a	16 - Open	17 - n/a	18 - n/a	19 - n/a
27 - n/a	28 - n/a	22 - n/a	23 - n/a	24 - n/a	25 - n/a	26 - n/a

Starting Drawer:

Total Cash:

Total Check:

Total Cards:

Total A/R Charge:

Total Sales:

Total ROA:

Deposit Amount:

Ending Drawer:

Over/Short:

Includes: ☒ Cash ☒ Check ☐ Cards ☐ A/R

End Of Day Comments (optional):

ALERT! This screen is currently for design and feedback purposes only. No actual data is being included and deposits or store dates cannot be posted or closed on this screen.

☒ Post Deposit
 ☒ Close Day
 ☒ Post Deposit & Close
 ☒ Cancel

Enter in the **deposit** being made as well as ending **cash in the drawer**.

Total Sales:

Total ROA:

Deposit Amount:

Ending Drawer:

Over/Short:

Includes: ☒ Cash ☒ Check ☐ Cards ☐ A/R

design and feedback purposes only.

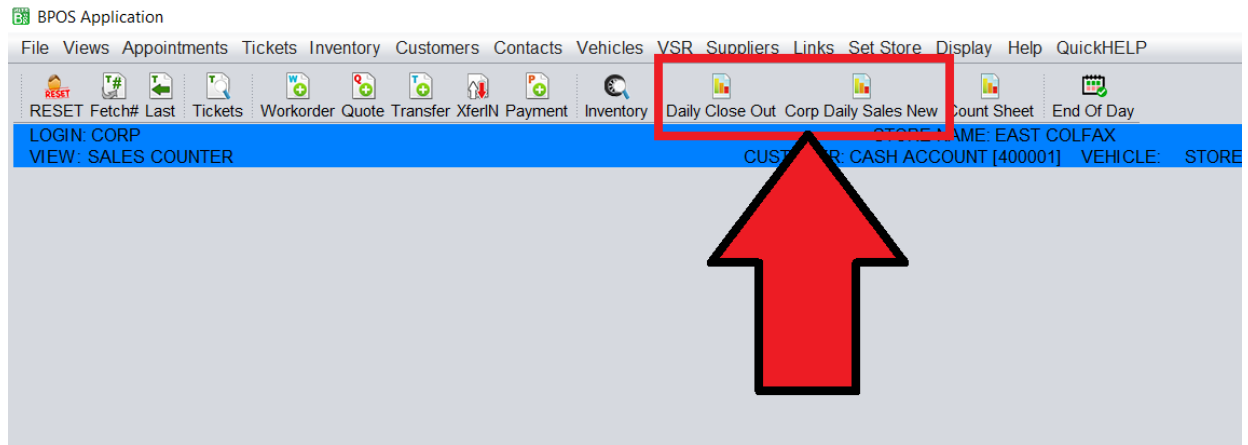
No actual data is being included and deposits or store dates cannot be posted or closed on this screen.

☒ Post Deposit
 ☒ Close Day
 ☒ Post Deposit & Close
 ☒ Cancel

Click the **Post Deposit** button.

Before or after posting the deposit for the store, you may want to run either the

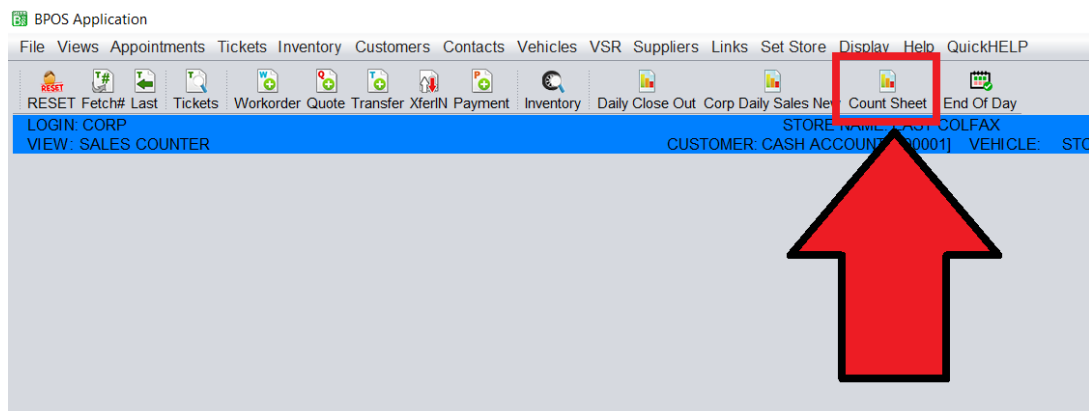
**Daily Close Out** report or the **Corporate Daily Sales** report to check your sales and payment totals.



**Note!!** Be sure to follow all closing procedures outlined by Peerless Tire Corporate. Certain processes like **scanning** receipts and deposit slips may occur outside of the HITS point-of-sale.

## 7. Physical Inventory Counts

To print out a physical inventory count sheet, click the **Count Sheet** report option from the top toolbar.





1. Select to **Sort By: Size**, then **Manufacturer**
2. Click to include **Positive Qty** and **Negative Qty**,
3. **Run Report**

The screenshot shows a web-based report configuration interface. At the top, there are input fields for 'BIN#' and 'To:'. Below these, a 'Sort By' dropdown is set to 'Size', and 'then by 2' is set to 'Manufacturer'. Other sorting options include 'Rawsize', 'Unused', and 'Unused'. A 'Show Fields' section contains checkboxes for 'Show BIN#', 'Stocking Level', 'Sold Qty', 'G/L Code', 'Show Cost', 'Show Last Cost', 'Show Last Sold', and 'Last Received'. The 'Include Items' section has checkboxes for 'All', 'Positive Qty' (checked), 'Zero Qty', 'Negative Qty' (checked), and 'WIP/RIP/TIP/OIP'. Below this is a 'Reports Options' section with checkboxes for 'Double Space' and 'Export As CSV'. At the bottom, there are buttons for 'Run Report' (highlighted in green), 'Save Selections', 'Copy Report', 'Hide Report Parameters', 'Reset', 'Cancel', and 'Suggest Help'.

This will print out a physical inventory count sheet where you can verify your quantities on hand.

Count Sheets Report Date: 06/21/2021 Time: 2:57 PM Page: 1

Store #4 - EAST COLFAX

Mfg	Product #	Rawsize	Size	Description + Mfg#	Style	Available	Count	WIP	RIP	TIP	OIP	True	Dept
	DOT##												
	*	COMMENT	COMMENT										
	TEMPLATE-1												1
	OPT	OPT	OUTSIDE	PURCHASE TIRE									1
BRS	98 1764	1756514	175/65QR14	BLIZZAK RADIAL	EF								1
BRS	98 1864	1856514	185/65QR14	BLIZZAK RADIAL	EF								1
BRS	38 1865	1856515	185/65R15	ECOPIA EP422	BI								1
BRS	98 1865	1856515	185/65QR15	BLIZZAK RADIAL	EF								1
BRS	38 195	1956015	195/60R15	ECOPIA EP422	BI								1

You are responsible for performing your store's physical inventory.

Report any variances to your District Manager at the end of the month.

Your District Manager will be **on-site to audit** your physical inventory 2-4 times per year.