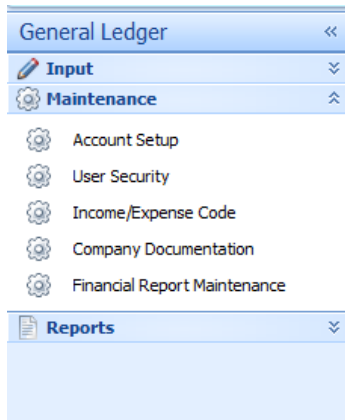




Account Setup

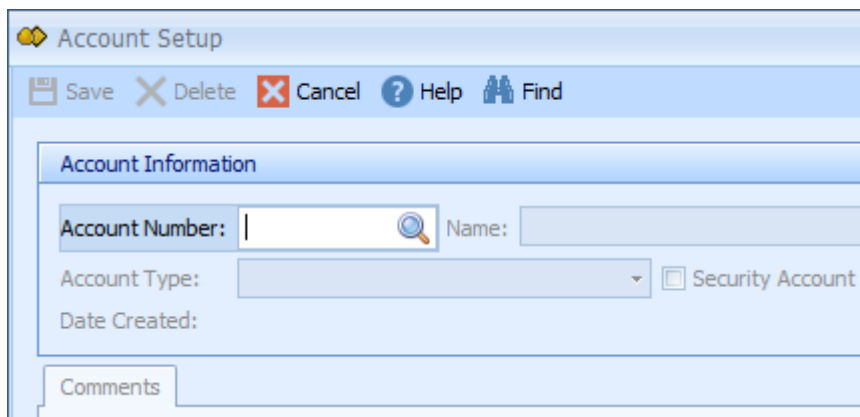
The “heart” of the Hardhat System, it’s where all accounts are setup

From the Main Menu (General Ledger > Maintenance > Account Setup)



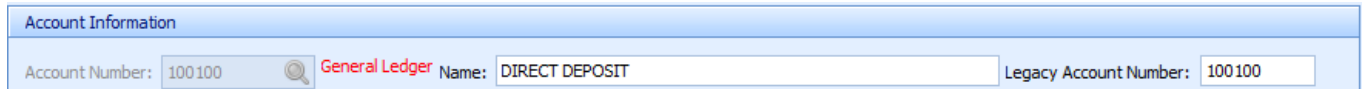
Account Number: This program is to be used for setting up a new account or viewing an existing account. To set an account up simply type in the account you wish to create and answer yes on the next prompt, answering No or Cancel will return with no changes.

You can search for an existing account by clicking on the magnifying glass or hitting F4 on your keyboard.



Name: Account description

Legacy Account Number: Keeps the accounting structure from Enterprise to Legacy, sometimes the numbers are not the same due to the fact that some accounts in Legacy do not follow the guidelines of the accounting structure established in Enterprise.

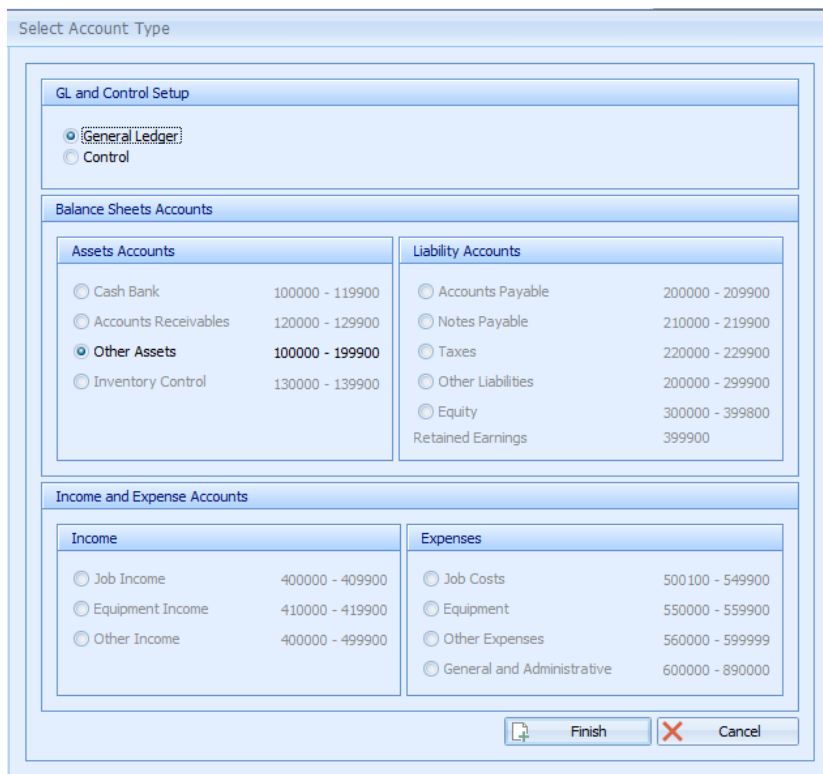


Account Information

Account Number: 100100 General Ledger Name: DIRECT DEPOSIT Legacy Account Number: 100100

Accounting Structure: When setting up a new account Enterprise has established a general guideline as to how you want that account to be by simplifying your choices, to just a click of a button. Then depending on the account number you have chosen. Enterprise will even give you the suggested area the account is to be set up in by bolding the words, this can help eliminate accounts that are set up incorrectly.

Note: We strongly recommend that you NOT use any of these account numbers when setting up jobs! However we do recommend that you use an alpha character as the beginning character of any new job number (Ex: HH1601- HH is the contractor, 16 is the year, and 01 is the number of jobs for that contractor).



Select Account Type

GL and Control Setup

General Ledger
 Control

Balance Sheets Accounts

Assets Accounts		Liability Accounts	
<input type="radio"/> Cash Bank	100000 - 119900	<input type="radio"/> Accounts Payable	200000 - 209900
<input type="radio"/> Accounts Receivables	120000 - 129900	<input type="radio"/> Notes Payable	210000 - 219900
<input checked="" type="radio"/> Other Assets	100000 - 199900	<input type="radio"/> Taxes	220000 - 229900
<input type="radio"/> Inventory Control	130000 - 139900	<input type="radio"/> Other Liabilities	200000 - 299900
		<input type="radio"/> Equity	300000 - 399800
		Retained Earnings	399900

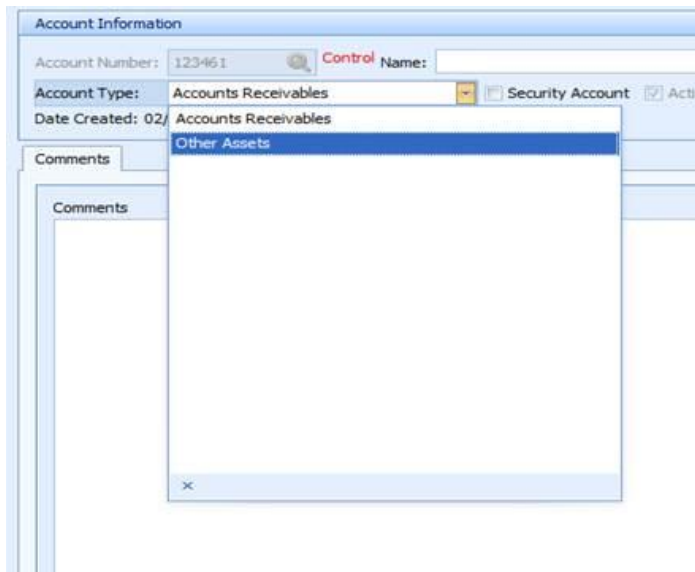
Income and Expense Accounts

Income		Expenses	
<input type="radio"/> Job Income	400000 - 409900	<input type="radio"/> Job Costs	500100 - 549900
<input type="radio"/> Equipment Income	410000 - 419900	<input type="radio"/> Equipment	550000 - 559900
<input type="radio"/> Other Income	400000 - 499900	<input type="radio"/> Other Expenses	560000 - 599999
		<input type="radio"/> General and Administrative	600000 - 890000

Finish Cancel

Account Type: The description of the account, for new accounts type in the name or description of the account. General Ledger accounts are considered "stand alone" accounts such as bank accounts they do not have subsidiary accounts. Control Accounts are those accounts which derive their total balance from subsidiary accounts.

Note: Account type is made when you set up the account. If your account is a Control account you may have more than one option under Account type but if it is a "General Ledger" account more than liking will only have one Account type. (Picture Below)



The screenshot shows a software window titled "Account Information". It contains several fields: "Account Number" with the value "123461", "Control Name" (empty), "Account Type" with a dropdown menu currently showing "Accounts Receivables", "Date Created" with the value "02/...", "Security Account" (checkbox), and "Active" (checkbox). A dropdown menu is open below the "Account Type" field, listing "Accounts Receivables" and "Other Assets". Below the main form, there are two "Comments" text areas.

Security Account: Enter a password if you want to limit access to an individual account.

Active Account: Sets the account to active or inactive status

Allow Direct Postings to Account: Used to indicate whether you wish to allow direct entries, such as a Journal Entry, the account.

Date Created: Date the account was established in Hardhat.

Comments: Notes created on the account.