

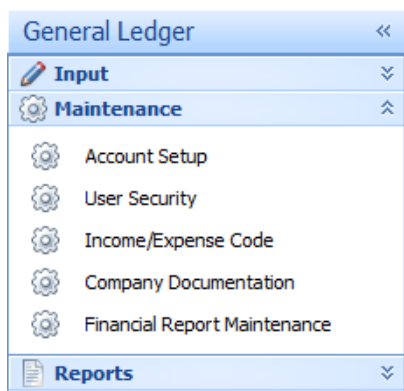


## Income / Expense Code

The purpose of income and expense codes is to identify each area in which income and expenses occur. You should break down the income and expenses in such a manner that you can estimate the cost of future jobs accurately.

From the Main Menu (General Ledger > Maintenance > Income / Expense Code)

*Note: If your company utilizes Divisional Accounting or you wish to begin Divisional Accounting there is a specific method to be used when establishing prior to setting up these accounts*



**Job / Equipment:** To maintenance Job income and expense codes, select Job Codes. To maintenance Equipment income and expense codes, select Equipment Codes.

Job and Equipment codes should mirror each other as an example if you have 1 labor in Job codes, you should also have 1 as labor for equipment codes. So while setting these up be sure to leave room for growth on both sets of code. And that the coding is done logically. Some payroll functions actually require that the job and equipment codes are identical by expense number.

Number	Description	Account	Account Name	Expense
1	LABOR-REGULAR	510100	JOB COSTS / LABOR-REGULAR	Yes
2	LABOR-PREMIUM	510200	JOB COSTS / LABOR-PREMIUM	Yes
3	LABOR-OVERHEAD	510300	JOB COSTS / LABOR-OVERHEAD	Yes
4	MATERIAL	510400	JOB COSTS / MATERIAL	Yes
5	PERMITS	510500	JOB COSTS / PERMITS	Yes
6	EQUIPMENT-OWN	510600	JOB COSTS / EQUIPMENT OWN	Yes
7	EQUIPMENT-RENTAL	510700	JOB COSTS / EQUIPMENT RENTAL	Yes
8	INSURANCE & BONDS	510800	JOB COSTS / INSURANCE & BONDS	Yes
9	SALES & ESTIMATING	510900	JOB COSTS / SALES & ESTIMATION	Yes
10	SUBCONTRACT	511000	JOB COSTS / SUBCONTRACT	Yes
11	SUBCONTRACT-RETAINAGE	511100	JOB COSTS / SUBCONTRACT-RET.	Yes
12	SUBCONTRACT-LABOR	511200	JOB COSTS / SUBCONTRACT LABOR	Yes
13	EMPLOYEE EXPENSE	511300	JOB COSTS / EMPLOYEE EXPENSE	Yes
14	COMMUNICATION	511400	JOB COSTS / COMMUNICATION	Yes
15	REINSPECTION	510500	JOB COSTS / PERMITS	Yes

**Adding a New Income/Expense Code:** To add a new income/expense code right click on the small arrow then select NEW, a box will pop up asking if this is a new code an expense if you select YES Hardhat will automatically put YES in the expense box, if you select NO then Hardhat will put a No. As a general rule Expense codes usually begin with the number 1 working upwards, Income codes usually start at the bottom with 99 working backwards.

Number	Description	Account	Account Name	Expense
+ New	LABOR-REGULAR	510100	JOB COSTS / LABOR-REGULAR	Yes
2	LABOR-PREMIUM	510200	JOB COSTS / LABOR-PREMIUM	Yes
3	LABOR-OVERHEAD	510300	JOB COSTS / LABOR-OVERHEAD	Yes
4	MATERIAL	510400	JOB COSTS / MATERIAL	Yes
5	PERMITS	510500	JOB COSTS / PERMITS	Yes
6	EQUIPMENT-OWN	510600	JOB COSTS / EQUIPMENT OWN	Yes
7	EQUIPMENT-RENTAL	510700	JOB COSTS / EQUIPMENT RENTAL	Yes
8	INSURANCE & BONDS	510800	JOB COSTS / INSURANCE & BONDS	Yes
9	SALES & ESTIMATING	510900	JOB COSTS / SALES & ESTIMATION	Yes
10	SUBCONTRACT	511000	JOB COSTS / SUBCONTRACT	Yes

Type Selection

Expense Code
  Income Code

**Entering in new code:** After choosing if it's an Income or Expense, enter Account Number, Description, Account, Account Name, and Expense.

You have now successfully set up your new Income or Expense Code.

	Number ▲	Description	Account	Account Name	Expense
I	50	test	510100	JOB COSTS / LABOR-REGULAR	Yes