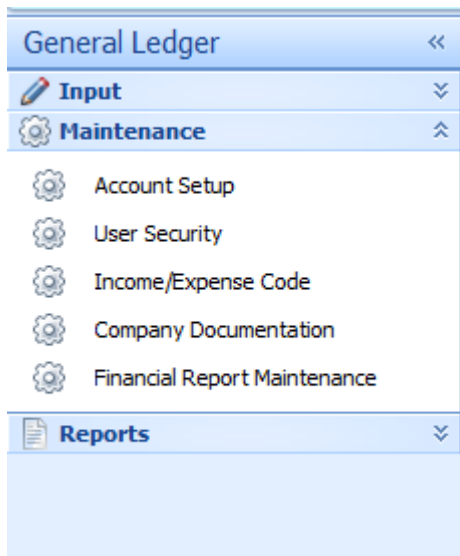




# Account Setup

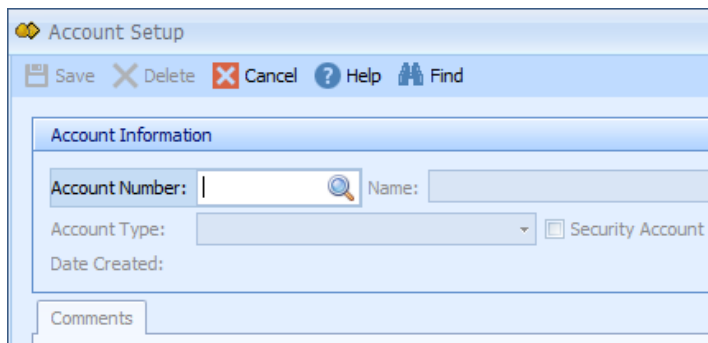
The “heart” of the Hardhat System, it’s where all accounts are setup

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



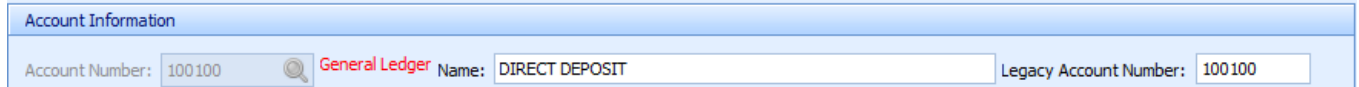
**Account Number:** This program is to be used for setting up a new account or viewing an existing account. To set an account up simply type in the account you wish to create and answer yes on the next prompt, answering No or Cancel will return with no changes.

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



**Name:** Account description

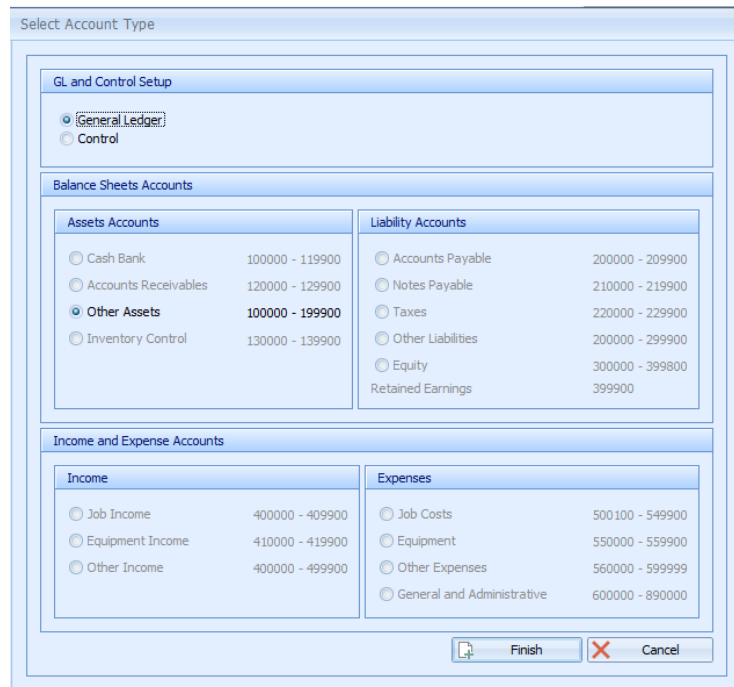
**Legacy Account Number:** Keeps the accounting structure from Enterprise to Legacy, sometimes the numbers are not the same due to the fact that some accounts in Legacy do not follow the guidelines of the accounting structure established in Enterprise.



The screenshot shows a dialog box titled "Account Information". It contains three input fields: "Account Number" with the value "100100", "General Ledger Name" with the value "DIRECT DEPOSIT", and "Legacy Account Number" with the value "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).*



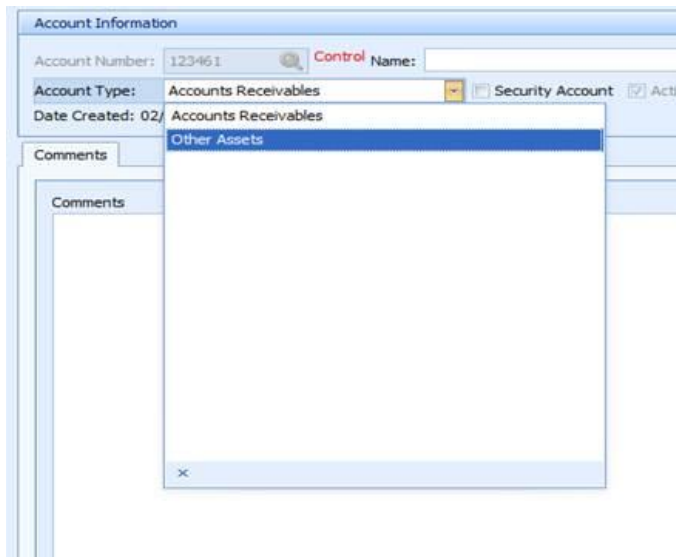
The screenshot shows a dialog box titled "Select Account Type". It has three main sections: "GL and Control Setup", "Balance Sheets Accounts", and "Income and Expense Accounts".

- GL and Control Setup:** Contains two radio buttons: "General Ledger" (selected) and "Control".
- Balance Sheets Accounts:** Contains two columns of radio buttons:
  - Assets Accounts:** "Cash Bank" (100000 - 119900), "Accounts Receivables" (120000 - 129900), "Other Assets" (100000 - 199900, bolded), and "Inventory Control" (130000 - 139900).
  - Liability Accounts:** "Accounts Payable" (200000 - 209900), "Notes Payable" (210000 - 219900), "Taxes" (220000 - 229900), "Other Liabilities" (200000 - 299900), "Equity" (300000 - 399800), and "Retained Earnings" (399900).
- Income and Expense Accounts:** Contains two columns of radio buttons:
  - Income:** "Job Income" (400000 - 409900), "Equipment Income" (410000 - 419900), and "Other Income" (400000 - 499900).
  - Expenses:** "Job Costs" (500100 - 549900), "Equipment" (550000 - 559900), "Other Expenses" (560000 - 599999), and "General and Administrative" (600000 - 890000).

At the bottom right, there are "Finish" and "Cancel" buttons.

**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 displays the 'Account Information' window. At the top, the title bar reads 'Account Information'. Below it, there are several fields: 'Account Number' with the value '123461', 'Control Name' (empty), 'Account Type' (set to 'Accounts Receivables'), 'Date Created' (set to '02/'), 'Security Account' (checkbox), and 'Active' (checkbox). A dropdown menu is open under 'Account Type', showing three options: 'Accounts Receivables', 'Other Assets', and 'Security Account'. Below the fields, there are two sections labeled 'Comments', each with a text area for input.

**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.