

# Hardhat Enterprise Updates (v. 1.0.42.33)

Server Update

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## GENERAL LEDGER

### Account Setup:

- A new column has been added for **Sub Accounts** in **Account Setup** to allow setting an **Alpha Override** that is different from the default name. This brings similar functionality that users may be familiar to from Legacy.

Sub Account		Comments		
Sub Account Number	Name	Alpha Override	Inactive	Da
▶ 218003	Ronald Rogers	Rogers, Ronald	<input type="checkbox"/>	11
534448	Jeremy Johnson	Johnson, Jeremy	<input type="checkbox"/>	7/

## ACCOUNTS RECEIVABLE

### Service Order:

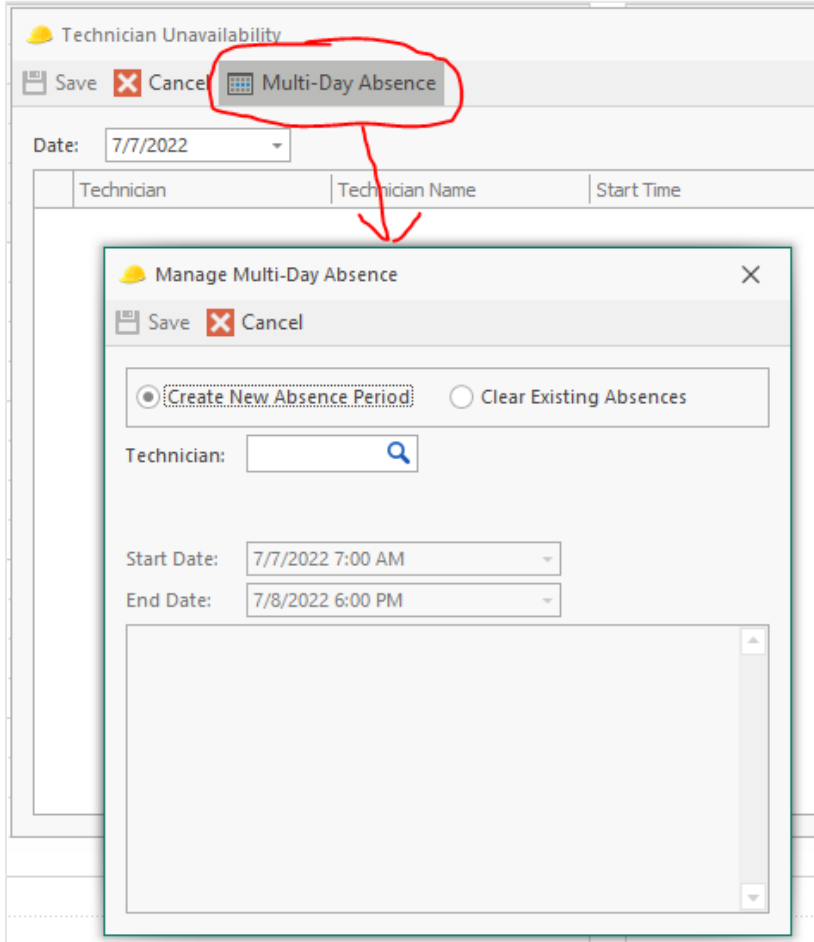
- The **Income/Expense Code** in **Service Order** is now used during invoicing instead of always using the one specified as default under **Income Code** in **Global Settings**.

### Service Order Schedule:

- Technician Availability times are now marked more clearly on the schedule with red diagonal lines, as opposed to just a slightly different color that was hard to see on certain themes.

Monday, June 20	
6 AM	
7 AM	
8 AM	

- The ability to set a multiday absence on the Service Order Schedule is available inside **Technician Availability**. This option allows creating technician absences using a specified date range, with start and end times, rather than requiring users to enter new absences daily (vacation, illness, etc.)



**Service Order Billing Report:**

- A new **S/O Billing** report is available under **Report Type** in **S/O Inquiry**. This report was created to show combined labor and parts information for Service Orders, along with the invoices associated with each. This will help analyze what and how much is being billed for per invoice. This report gives a quick overview of the Billing Items that make up each Service Order, preventing over/under charging, missing parts, labor prices, etc.

Bill	Taxable	Part Number	Unit of Measure	Quantity	Unit Price	Part Description	Employee Id Number	Employee Name	Labor Class Number	Labor Class Description	Labor Hours	Labor Rate	Extended
Yes	Non-Taxable	FUEL	EA	1.00	20.00	FUEL SURCHARGE							20.00
Yes	Non-Taxable	MISC	EA	1.00	81.34	2 roll 16 wire (white)							81.34
Yes	Non-Taxable	MISC	EA	1.00	90.27	2 roll 14ga wire (black)							90.27
Yes	Non-Taxable	MISC	EA	1.00	25.00	1 Insulated connectors							25.00
Yes	Non-Taxable						432	Rogers, Jeremy P.	171	JOURNEYMAN	4.50	110.00	495.00
Yes	Non-Taxable						440	Moffitt, Dewey A.	170	APPRENTICE	4.50	65.00	292.50
No	Non-Taxable						432	Rogers, Jeremy P.	171	JOURNEYMAN	1.50		
No	Non-Taxable						440	Moffitt, Dewey A.	170	APPRENTICE	1.50		

## A/R Statements (270):

- As a reminder, **A/R Statements** are now available in Enterprise under **Accounts Receivable > Invoicing > Statements (270)**. The program is *functionally* the same as Legacy, but with much-improved report design and user interface. **Statement Notes** that print on all statements can be entered in the **A/R Statements** window. Users can bold, underline, or set other options for text entered in that section by right-clicking in the box and selecting **Font**.

The screenshot shows the 'A/R Statements' window. It features an 'Aging Information' table with columns for Control Account, Customer Account, Customer Name, and aging periods (0-3, 31-6, 61-9, Over 90), along with Balance Due. The table lists 15 records, with a total balance due of 14,146.90. To the right, 'Configuration Options' include a 'Statement Date' dropdown set to 4/5/2022, and checkboxes for 'Include Paid Invoices on Statement', 'Print Statements for Each Job', and 'Print Subtotals by Job'. Below this, 'Inclusive Range' options are set to 'All Current and Up'. At the bottom, a 'Statement Notes' section contains the text 'Thank you for you business!' and 'Save'/'Cancel' buttons.

	Control Account	Customer Account	Customer Name	0-3	31-6	61-9	Over 90	Balance Due
<input checked="" type="checkbox"/>	120000	GUPLEA	Guppy's Lead Service				428.00	428.00
<input checked="" type="checkbox"/>	120000	TAYJOH	John Taylor				70.00	70.00
<input checked="" type="checkbox"/>	120000	KATTAY	Kat Taylor				3,333.78	3,333.78
<input checked="" type="checkbox"/>	120000	MEMINV	Memphis Invoicing Services				43.94	43.94
<input checked="" type="checkbox"/>	120000	PROSER	Profession Services				12.95	12.95
<input checked="" type="checkbox"/>	120000	PROMAS	ProMasters, Inc.				1,181.16	1,181.16
<input checked="" type="checkbox"/>	120000	RITSMI	Ritson Smith				74.55	74.55
<input checked="" type="checkbox"/>	120000	SHAPRO	Shamrock Properties				656.88	656.88
<input checked="" type="checkbox"/>	120000	TERMEY	Terrell Meyer				4,239.92	4,239.92
<input checked="" type="checkbox"/>	120000	WARCAR	Warren Car Care				187.25	187.25
				0.00	0.00	0.00	14,146.90	14,146.90

- One major addition is that users have the ability to type comments directly on the created statement while in Print Preview. **Additional Statement Comments** are unique to each individual statement, so different text can be printed for each customer. Click within the **Additional Statement Comments** box to enter the desired text.

The screenshot shows a text input box labeled 'Additional Statement Comments:'. Below the box is a small instruction: '(Click in the box above to enter additional comments)'. The box is currently empty.

- Users also have the ability to sort data directly from the report. Simply click a column heading to resort by that column.

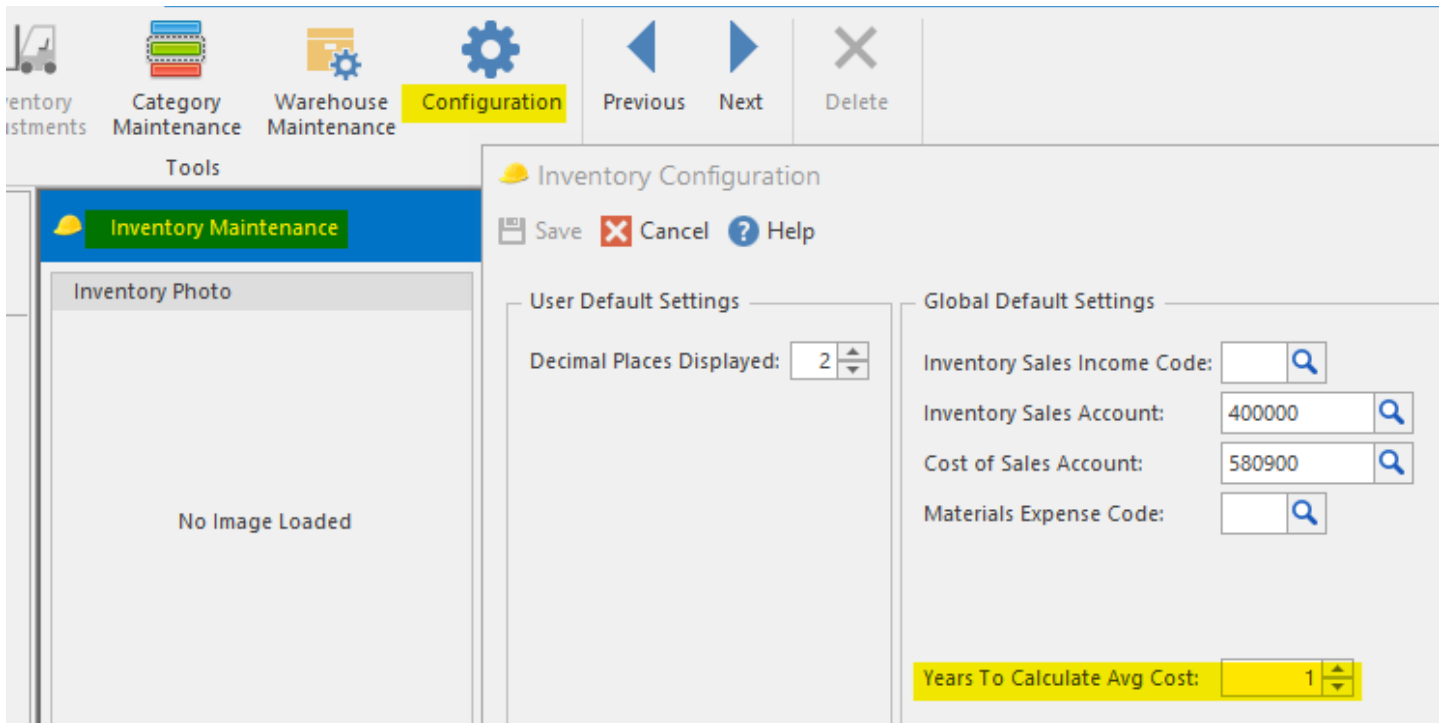
The screenshot shows a report header with five columns: 'Invoice Date', 'Invoice Number', 'Invoice Amount', 'Paid Amount', and 'Balance'. Each column heading has a small upward-pointing triangle icon to its right, indicating that the columns are sortable.

## INVENTORY

### Inventory Maintenance:

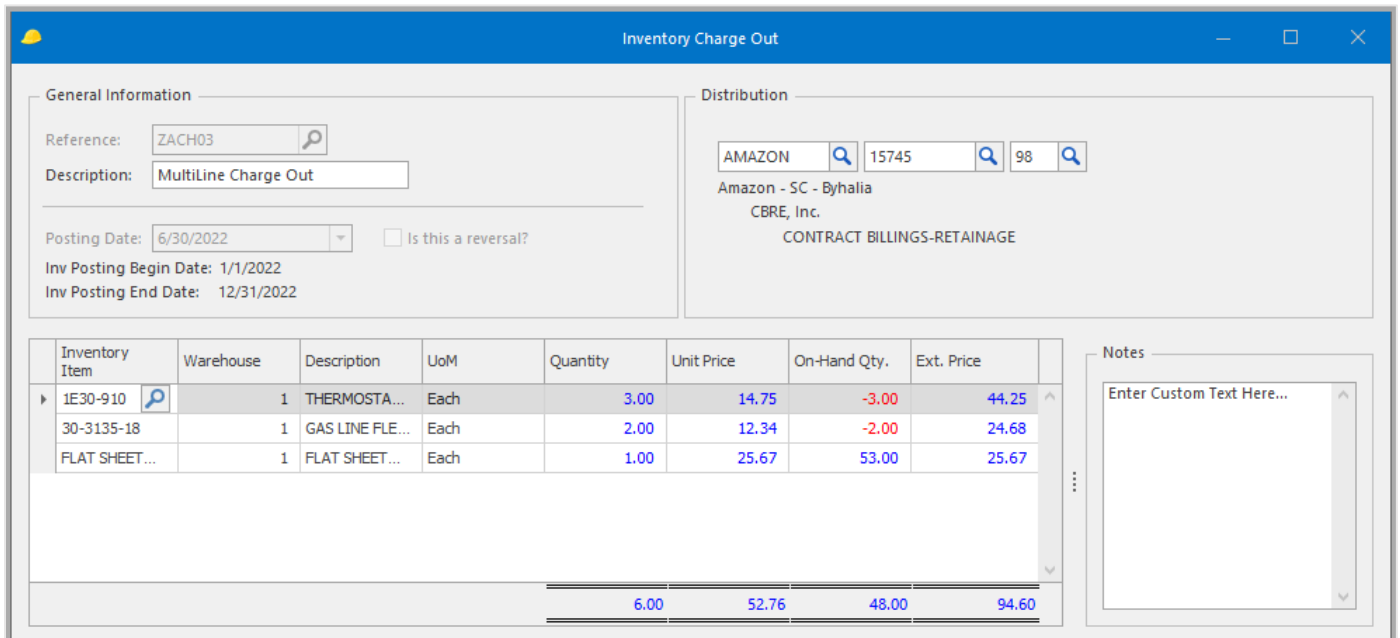
- Changes have been made so that Inventory items can no longer be marked inactive if they contain quantities on-order or quantities on-hand. This modification also applies to individual warehouses of an inventory item.

- A new **Years To Calculate Avg Cost** setting has been added in **Configuration** on the ribbon to determine how many years the average cost will be calculated.



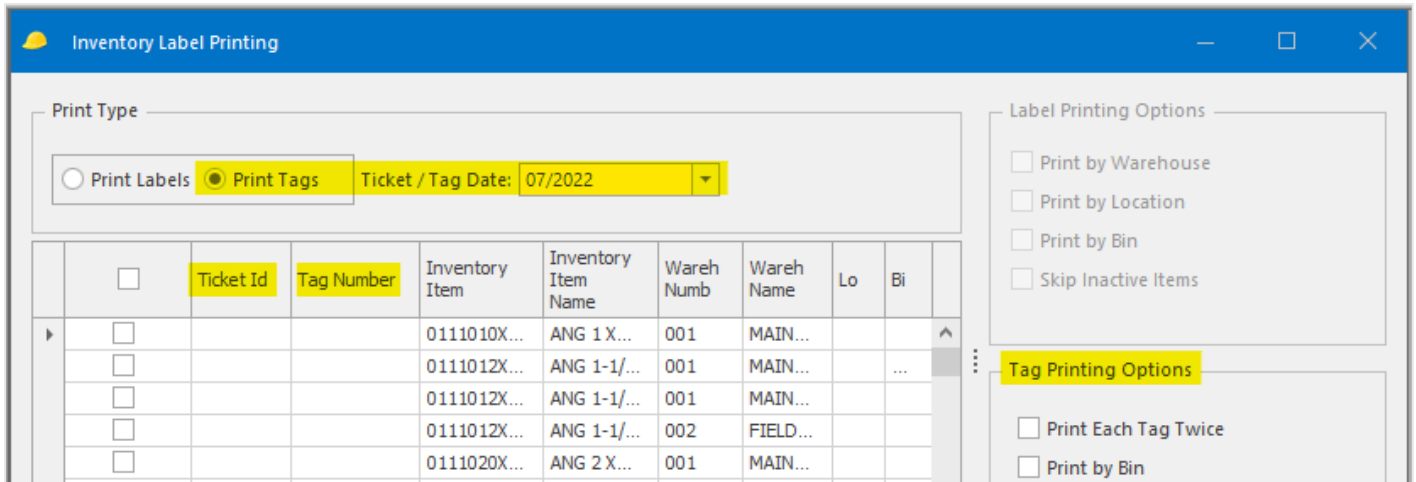
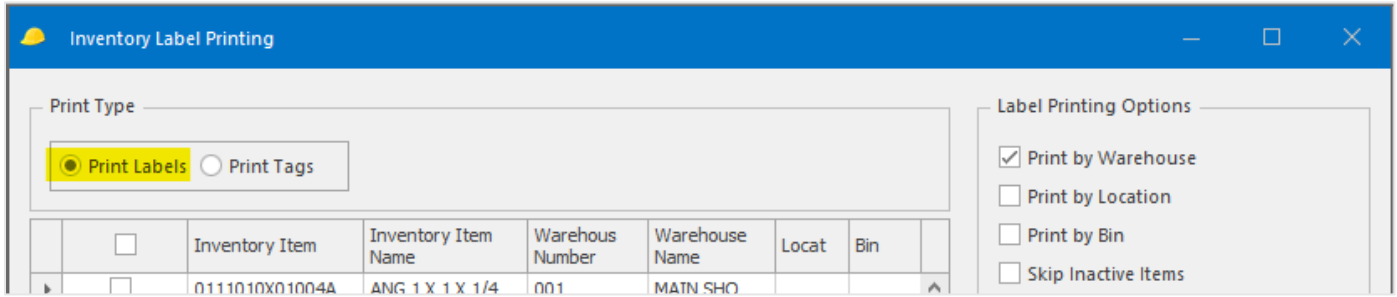
**Inventory Charge Out (815):**

- Inventory Charge Out (815)** is available. This allows for inventory to be charged out to jobs during the billing process.



**Inventory Label Printing (855):**

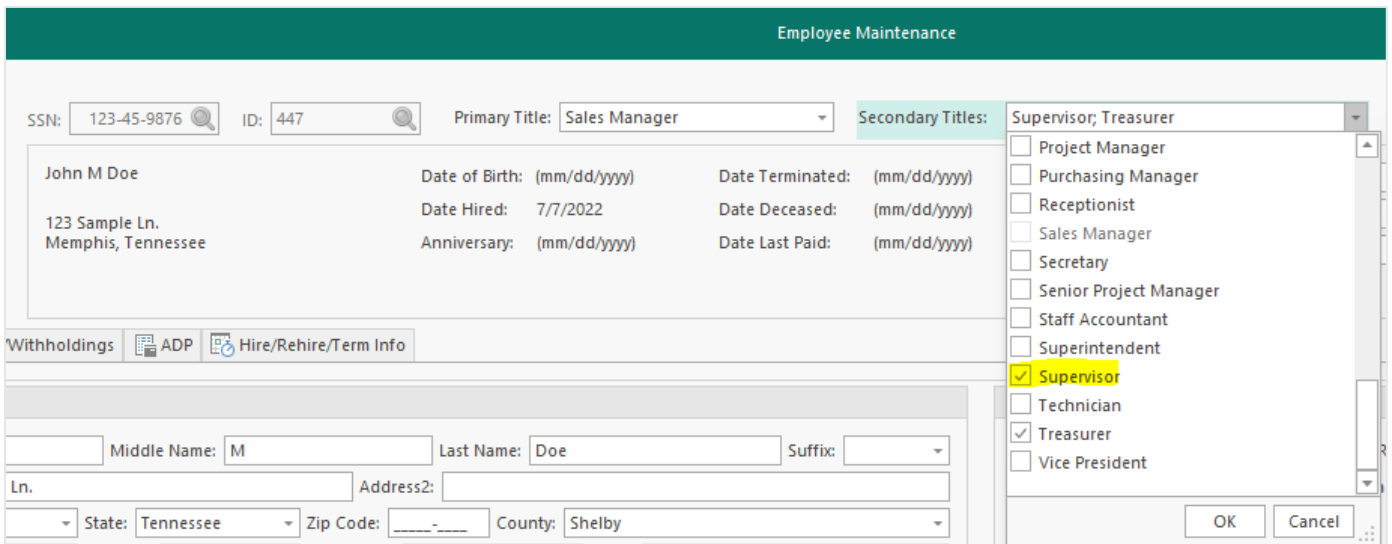
- This program allows users to create labels for their inventory items. Users select which inventory items they want to print labels for, and may choose several ordering/printing options on the right side. This program is located under **Inventory > Input > Inventory Label Printing (855)**.



**JOB COST**

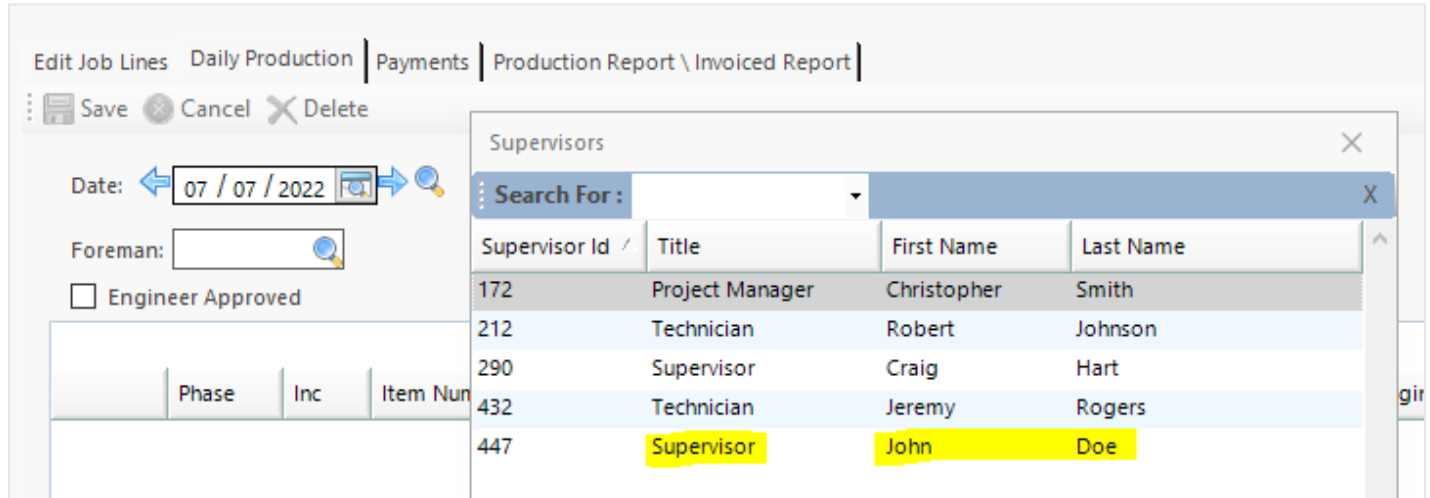
**Employee Maintenance:**

- The existing "Title" field has been renamed to "Primary Title", and a new dropdown has been added for "Secondary Titles". This allows a single employee in a company to fulfill multiple roles. This option was created in regards to Pay Estimate Tracking.



## Pay Estimate Tracking:

- Employees that have been given a primary **or** secondary title in **Employee Maintenance** of Supervisor, Foreman, Technician, Account Manager, or Project Manager will now be available to be selected as a **Foreman** for jobs in **Pay Estimate Tracking**.



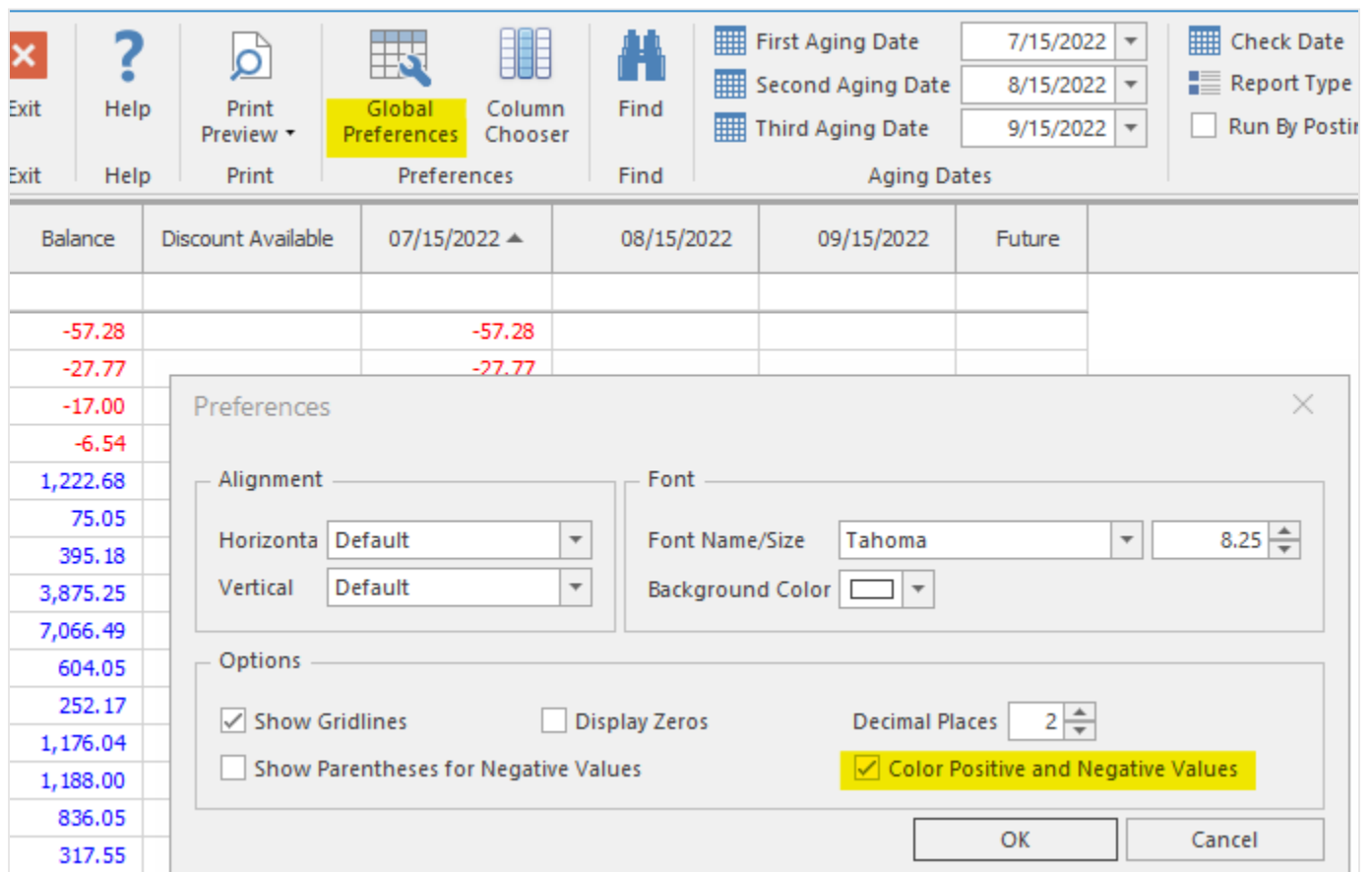
Supervisors

Supervisor Id	Title	First Name	Last Name
172	Project Manager	Christopher	Smith
212	Technician	Robert	Johnson
290	Supervisor	Craig	Hart
432	Technician	Jeremy	Rogers
447	Supervisor	John	Doe

## REPORT BASICS

### Reports:

- A new option has been added in **Global Preferences**, that once selected, will color all positive values blue and negative values red similar to **Trial Balance**.



Global Preferences

Alignment

Horizontal: Default

Vertical: Default

Font

Font Name/Size: Tahoma 8.25

Background Color: [ ]

Options

Show Gridlines  Display Zeros  Show Parentheses for Negative Values

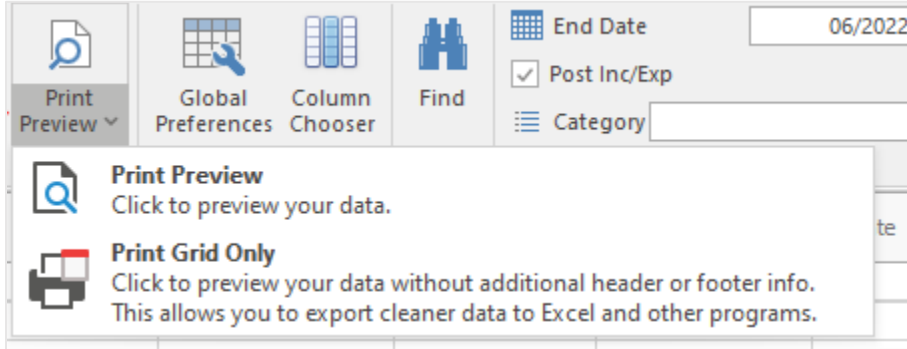
Decimal Places: 2

Color Positive and Negative Values

OK Cancel

Balance	Discount Available	07/15/2022	08/15/2022	09/15/2022	Future
-57.28		-57.28			
-27.77		-27.77			
-17.00					
-6.54					
1,222.68					
75.05					
395.18					
3,875.25					
7,066.49					
604.05					
252.17					
1,176.04					
1,188.00					
836.05					
317.55					

- A dropdown menu option has been added to **Print Preview** in reports to allow printing report data without any headings (report name, template name, dates, etc.). The **Print Grid Only** Options allows for easier exporting to Excel without having to realign columns.



# Hardhat Legacy Updates (v. 20220818)

## Retirement Plans

- A new **Ameritas / GENS Export** option has been added to **401K/Section 125 Plan Report (148)**. This option produces a report in CSV format that can be uploaded to Ameritas.

The screenshot shows the 'HARDHAT CONTRACTOR'S, INC - 401K/SECTION 125 PLAN REPORT' window. The interface includes a menu bar with 'Feature', 'Options', and 'Help'. Below the menu bar is a toolbar with icons for Calculator, Detail Inquiry, Run / F11, Print Settings, Cancel / F9, and Help. The main area contains several sections:

- Report Type:** Radio buttons for 401(K) Report (selected), Section 125 Plan Report, Deduction Report, and Fringe Reduction Report.
- Period Date Range:** Text boxes for Beginning Date (08 / 01 / 2022) and Ending Date (08 / 31 / 2022).
- Security:** Radio buttons for Non-Security Employees (selected), Security Employees, and Both Security and Non-Security.
- Sort Options:** Radio buttons for Print By Social Security Number (selected), Print Alphabetically, and Print by Division.
- 401(K) Report Options:** A checkbox for Print All Employees and a dropdown for 401(k) Plan to Report On (00-ALL 401 (K) PLANS).
- 401(k) Export Format:** A dropdown menu with options: 01-No Export, 09-Union Central Format, 10-Bisys Format, 11-ING Export, 12-401 (k) Loan Export, 13-Employee 401 (k) Export, 14-Hartford Census, 15-Signature Benefit Employee Census, 16-Blue Star Retirement, 17-John Hancock Export, and 18-Ameritas / GENS Export (highlighted).
- Social Security Number:** A text box with a search icon.

## New Grid Reports and Additions:

- A new **Inventory List Spreadsheet** has been added that will list additional inventory item information (Warehouse, UOM, Last Cost, Alternate Description, Location, PO Number, etc.). This report functions much like the search windows where columns can be moved, resorted, resized, and even searched within.



HARDHAT CONTRACTOR'S, INC - INVENTORY LIST SPREADSHEET

Feature Help

Calculator    Detail Inquiry    Find    Refresh /F11    Print Preview /F5    Global Preferences    Column Ch

Date: 08 / 17 / 2022

Inventory Number	Inventory Name	Warehouse	Warehouse Name	UOM	Quantity on Hand	Last Cost	Av
000100	1/4-in x 1-1/2-in Zinc-Plated	001	North Warehouse	EA			
MLGW	UTILITIES	001	North Warehouse				
MISC	MISC	001	North Warehouse		-1.000		

- An **Alpha Override** column has been added to the **Customer List** and **Vendor List**.

Account: 120000 ... RECEIVABLE

AlphaOverride

**New Options in Grid Reports (Similar to Enterprise):**

- A **Find** field has been added so users can easily find any text in any column. This option can be activated from the **Find** button on the ribbon or right-clicking inside of the report data and selecting **Show Find Panel**. Once selected, a text field will appear above the report data.

HARDHAT CONTRACTOR'S, INC -ACCOUNTS RECEIVABLE CUST. LIST

Feature Actions Help

Calculator    Detail Inquiry    Refresh /F11    Print Preview    Find    Global Preferences

Account: 120000 ... RECEIVABLES

**Report Options**  
 Active Accounts

X memphis    Clear    Find

DESCRIPTION-1	CITY	DESCRIPTION-3	C
Memphis Invoicing Services	Cordova		ME
Ashraf Alkhatib	Memphis		AL

- Added a filter row so you can filter by exact data in a specific column. This field searches left to right for data in a specific order, unlike the find option, searches any order throughout the report. Right-click in any column and select **Show Filter Row** to add this option to your report.

Account: 120000 RECEIVABLES <input checked="" type="checkbox"/> Act		
DESCRIPTION-1	CITY	DESC
	memphis	
Angela Forrester	Memphis	ANGFOR
HARDHAT INC	Memphis	HARDHAT INC

- Added the ability to reverse signs for positive and negative figures in **Job Detail (634)**.

Estimated	Previous	Month To Date	Year To Date	Job To Date
-12,700.00		-5,203.00	-9,317.51	-9,317.51
		-708.75	-810.00	-810.00
-540.00				
-5,435.67				
-325.00				
-7,228.86				
-310.00				
-600.00				
67,341.77				

Configuration Settings

Font: Microsoft Sans Serif, 9.75

Bold  Italic

Colors: Selected Background (Blue), Selected Foreground (Black)

Grid Options:  Show Gridlines,  Show Alternating Row Colors

Number Options:  Display Zeroes,  Display Parentheses for Negative Values,  Reverse Signs for Numeric Columns

OK Cancel

- Export file types have been added for most reports inside **Print Previewer**. These much awaited features allow for reports to be exported to PDF and Excel-friendly formats.

Print Previewer

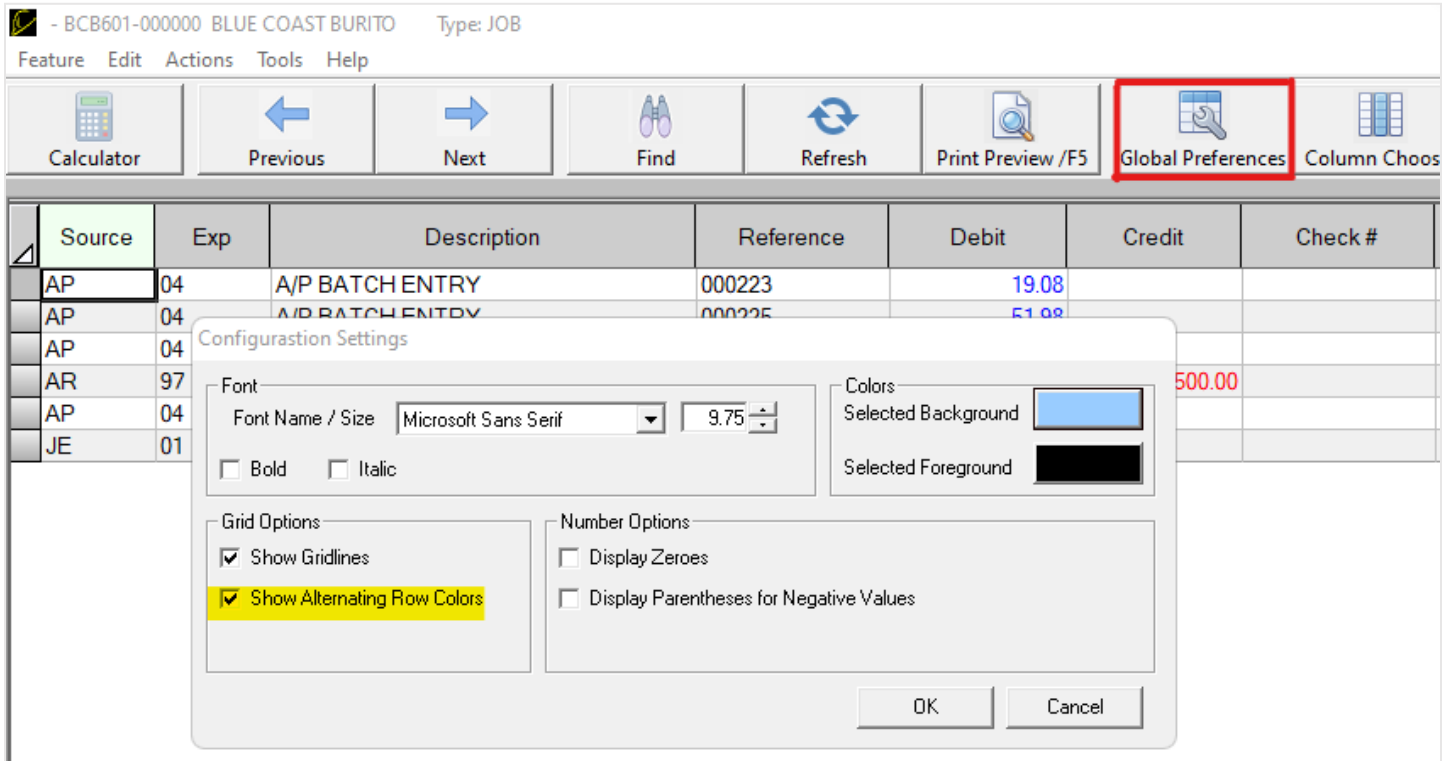
Print Quick Print Orientation Scaling Zoom Out Zoom In **Export to** Pages Cancel

Export to XLS  
Export To XLSX  
Export to CSV  
Export to Tab Delimited  
Print to Pdf

Run Date: 8/18/2022 HARDHAT C  
Run Time: 4:01:25 PM (626) JOB D  
Run Page: 1 of 2 08/01/2

Book Date System Date Source Exp Description

- The ability to **Show Alternate Row Colors** for visibility has been added to all report grids under **Global Preferences**. The **Global Preferences** window also provides a few other visual improvements such as the ability to change fonts, background colors, or hide gridlines.



- The ability to reopen reports with the same column order and sizing settings that they held upon the last exit has been added.