

Hardhat Enterprise Updates (v. 1.0.42.30)

A/R Aging Comments

- **Comments** are now available on the **Customer Details** version of the **A/R Aging Report**. Users will need to add the **Comments** column to the report from **Column Chooser**. Once the column appears on the report, text can be added and edited by selecting **Edit Data** on the ribbon. After entering data here, be sure to select **Save** on the ribbon. Comments appear on the Customer Details report, Paper View Reports (See below), and the **Aging** window in **Service Order**.

61-90	Over 90	Comments	
	300.00	Called - no answer. Left voicemail.	
0.00	300.00		

Paper View Reports

- This feature under **Report Options** allows users to get a quick and uniform printable report that is not based on columns they show on the grid version of the report. It will, however, only display the rows that are currently shown on the grid view report. This option is available in the following reports:
 - **A/R Aging Report (241)**
 - Customer Details
 - Customer Totals
 - Invoice Register
 - **A/P Cash Requirements (519)**
 - Invoice Register
 - Vendor Details
 - Vendor Totals

Date: 03/08/2021
 Time: 08:49 AM
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HARDHAT CONTRACTOR'S, INC
 A/R Aging Totals Report
 For Aging Date: 03/08/2021

120000 - RECEIVABLES

Customer Information			0-30	31-60	61-90	Over 90	Balance Due	Retainage
ANGFOR	Angela Ford	(901) 493-3911				300.00	300.00	
COBRO	Brooklyn Cody					503.47	503.47	
CORVID	Coral Video, Inc.	(901) 355-8366				815.00	815.00	

Date: 03/08/2021
 Time: 08:48 AM
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HARDHAT CONTRACTOR'S, INC
 A/R Aging Details Report
 For Aging Date: 03/08/2021

120000 - RECEIVABLES

Customer	Invoice Date	Invoice Number	0-30	31-60	61-90	Over 90	Balance Due	Retainage
ANGFOR - Angela Ford (901) 493-3911								
AF1801								
	09/04/2018	002018042702				300.00		
Invoice Comments: Called - no answer. Left voicemail.								
Job AF1801 Totals:						300.00		
120000 - ANGFOR Customer Totals:						300.00	300.00	

COBRO - Brooklyn Cody

Date: 03/08/2021
 Time: 10:42 AM
 Page 1 of 3

HARDHAT CONTRACTORS, INC
 A/R Invoice Register Report
 For Aging Date: 03/08/2021

120000-RECEIVABLES

Job	Invoice Number	Inv. Date	Distribution	Dist. Amount	Balance Due	0-30	31-60	61-90	Over 90
ANGFOR - Angela Ford (901) 493-3911									
AF1801	002018042702	09/04/18			300.00				300.00
			440100-000000-00						
			AF1801-011000-99	300.00	300.00				300.00
Customer ANGFOR Totals:				300.00	300.00				300.00
COBRO - Brooklyn Cody									
MISCSV	S208	11/05/19			503.47				503.47
			MISCSV-669-99	503.47	503.47				503.47
Customer COBRO Totals:				503.47	503.47				503.47
CORVID - Coral Video, Inc. (901) 355-8366									
CV0019	S153	04/04/19			815.00				815.00
			CV0019-581-97	815.00	815.00				815.00
Customer CORVID Totals:				815.00	815.00				815.00

Date: 03/05/2021
 Time: 03:40 PM
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HARDHAT CONTRACTOR'S, INC
 A/P Cash Requirements Totals Report
 Check Date: 03/05/2021

200000-ACCOUNTS PAYABLE - TRADE
 200400-INTERCOMPANY PAYABLES

Vendor Information		03/15/21	04/15/21	05/15/21	Future	Balance	Retainage
BPI	Building Plastics, Inc. (901) 744-6202	-256.60				-256.60	
CAPONE	Capital One	1,864.56				1,864.56	
HARINC	HARDHAT INC.	29,852.31				29,852.31	

Date: 03/05/2021
 Time: 03:44 PM
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HARDHAT CONTRACTOR'S, INC
 A/P Cash Requirements Details Report
 Check Date: 3/5/2021

200000-ACCOUNTS PAYABLE - TRADE
 200400-INTERCOMPANY PAYABLES

P.O.	Invoice Number	Job	Inv Date	Balance	Due Date	03/15/21	04/15/21	05/15/21	Future	Retainage
BNFDY - BNF DRYWALL										
292	20200214	TJ2001	02/14/20	23.36	02/17/20	23.36				
292	20200316CR	TJ2001	02/14/20	-23.36	02/14/20	-23.36				
Vendor BNFDY Totals:										
BPI - Building Plastics, Inc. (901) 744-6202										
	C71089	HCAFFE	09/27/18	-172.80	09/27/18	-172.80				
	CR20181208	HCAFFE	09/26/18	-26.56	10/26/18	-26.56				
340	C99133	MISCTN	02/13/20	-57.24	03/18/20	-57.24				
Vendor BPI Totals:				-256.60	-256.60					
CAPONE - Capital One										

Date: 03/08/2021
 Time: 10:46 AM
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HARDHAT CONTRACTORS, INC
 A/P Vendor Register Report
 For Aging Date: 03/08/2021

200000-ACCOUNTS PAYABLE - TRADE
 200400-INTERCOMPANY PAYABLES

Invoice Number	Inv Date	Distribution	Balance	Due Date	03/15/21	04/15/21	05/15/21	Future
BNFDY - BNF DRYWALL								
20200214	02/14/2020	JOHNSON DRYWALL	23.36	02/17/2020				
		TJ2001-092600-04						
		TJ2001-092600-08						
		TJ2001-092600-10	23.36		23.36			
20200316CR	02/14/2020	JOHNSON DRYWALL	-23.36	02/14/2020				
		TJ2001-092600-10	-23.36		-23.36			
Vendor BNFDY Totals:								
BPI - Building Plastics, Inc. (901) 744-6202								
C71089	09/27/2018	CREDIT FOR SHOWER BEN	-172.80	09/27/2018				
		HCAFFE-500-04	-172.80		-172.80			
C99133	02/13/2020	CREDIT THRESHOLDS	-57.24	03/18/2020				

Purchase Order

- **Inventory Receiving** has been implemented. Users can now receive quantities on the **Receiving** tab in **Purchase Order Input**.

Inventory Receiving							
Line Number	Account	Cost Code	Warehouse Number	Description	Original Quantity	Received Quantity	Balance
▶ 001	U49200	0002		(2 ANG)1/4" X 2"...	128.00	0.00	

- Arrow keys can be used for moving within line items in the **Detail** tab.
- **Enter** and **Tab** keys can be used to pass all the way through line items in the **Detail** tab and also to add a new row.
- Users can re-enter Distribution data without having to delete the line item row.
- Dragging and dropping to rearrange line item rows is disabled if you are missing required data on any rows.

Type	Account	Cost Code	Expense Code	Description	UOM	Quantity	Unit Price	Ext Amount
JOB	U33200	0002	10	Nuts	Each	6.00	2.96	17.76
JOB	U33200	0002	10	Bolts	Each	1.00	2.00	2.00
JOB	U33200	0002	10	Screws	Each	1.00	5.00	5.00
JOB	U33200	0002	10	Bolts	Each			

- When right-clicking on a row with missing data, the available options are limited (depending on the location of the click).
 - If the last row is missing required data, right-clicking it will allow users to **Remove** the row or **Insert Comment Line**. Right-clicking anywhere else users may just **Insert Comment Line**. Comment Lines are custom text rows for extra description that appear in green.

Type	Account	Cost Code	Expense Code	Description	UOM	Quantity	Unit Price	Ext Amount
JOB	LF2101	011000	5	SUPERVISION	Each	1.00	500.00	500.00
JOB	LF2101	011000	5	SUPERVISION	Each			

- Implemented a **Receiving** tab in **Purchase Order Input**. In order for this tab to appear, it must be turned on in **Configuration** on the ribbon.

Exceed Permission
 Approved
 Confirm
 Use Receiving in Purchase Order

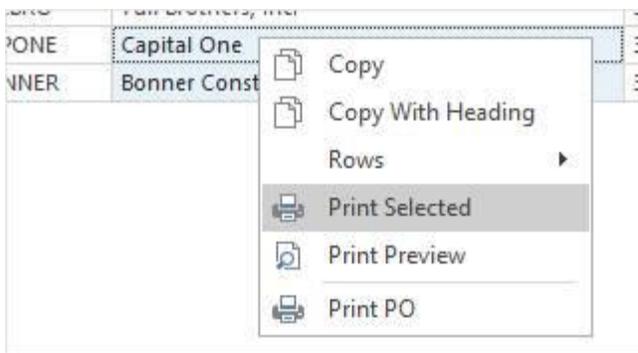
P/O Terms and Conditions

- Associated **Quantity** and **Unit Price** on **Detail** tab to **Received Quantity** field in **Receiving** tab.
- **Receiving** tab row order is determined by **Detail** tab row order.
- You cannot modify **Received Quantity** in **Receiving** tab if no **Unit Price** is entered on **Detail** tab.
- Once a Quantity has been entered in **Received Quantity** on the **Receiving** tab, **Unit Price** can no longer be changed on the **Detail Tab**.

Inventory Receiving						
Line Number	Account	Cost Code	Warehouse Number	Description	Original Quantity	
▶ 001	MISCMS	717		Replaced Gutters	27.00	
002	MISCMS	717		Replace downspouts	2.00	
003	MISCMS	717		Labor Only Fascia Replacement	12.00	
004	MISCMS	717		Soffit and 2x4 Replacement 4 LF	1.00	
005	MISCMS	717		vinyl fascia covering Remove & Reset	1.00	
006	MISCMS	717		Custom Flashing METal Work	1.00	

Purchase Order Reports

- **PO Details** shows the individual line item rows of the **Purchase Order**.
- **PO Totals** displays as one row for each **Purchase Order**.
- **P/O Inquiry** and **S/O Inquiry** now have a **Print Selected** option when right-clicking to include only the selected lines in **Print Preview**.



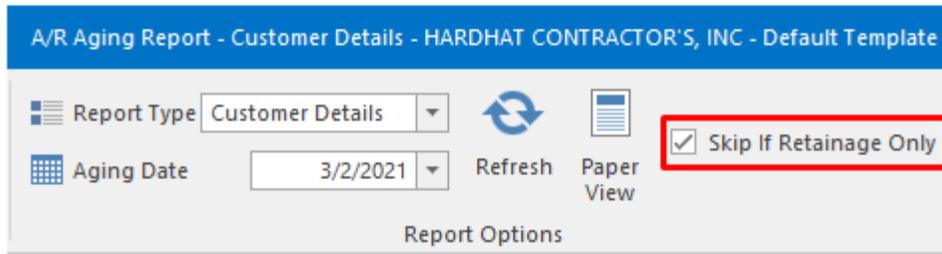
- Any report containing a column called “PO Number” or “Purchase Order” will now provide the option to print the Purchase Order by right-clicking in the row and selecting **Print PO** (excludes some A/R reports). The report prints in the same template that it would if printed from **Purchase Order Input**.

Vendor	Vendor Name (Filtered)	PO Number	PO Description	PO D
	cap			
▶ CAPONE	Capital One	390		12/2
CAPONE	Capital One	391		12/1

- Modernized the default report templates in Print Preview (updated fonts, modified layout, etc.).

New Report Options

- In both Accounts Receivable and Accounts Payable reports, a checkbox to **Skip If Retainage Only** can now be found. This selection can be found in the **Report Options** section of the ribbon. In A/P Cash Requirements, the option to **Run By Posting Date** is also now available.



A/R Aging Report - Customer Details - HARDHAT CONTRACTOR'S, INC - Default Template

Report Type: Customer Details

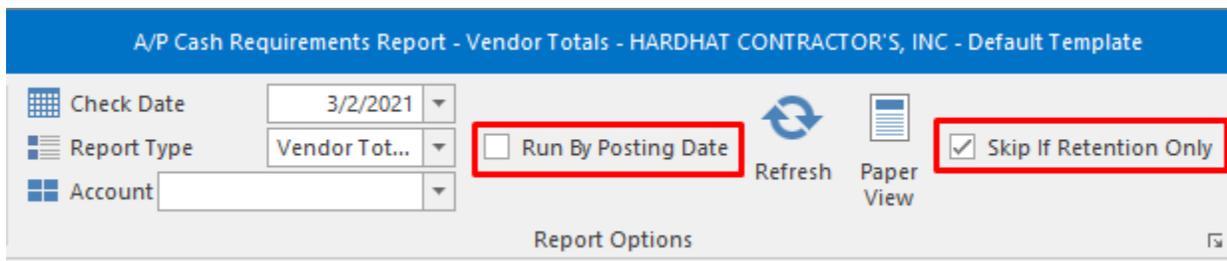
Aging Date: 3/2/2021

Refresh

Paper View

Skip If Retainage Only

Report Options



A/P Cash Requirements Report - Vendor Totals - HARDHAT CONTRACTOR'S, INC - Default Template

Check Date: 3/2/2021

Report Type: Vendor Tot...

Account:

Refresh

Paper View

Run By Posting Date

Skip If Retention Only

Report Options

- **Column Chooser** within reports now has a search field to help users quickly find available columns. The search looks at all words in the column names.



Column Chooser

Date

Anniversary Date

Date Deceased

Date Eligible For 401k

Date Rehired

Date Terminated

Fica Exclude Date

Employee Maintenance

- The date field next to **Alien Authorized To Work Until** now also enables when **Lawful Permanent Resident** is selected.

Additional Information

Verification Information

Drivers License: 1234567890 DL State: None DL Expiration:

DL Class:

United States Citizen Lawful Permanent Resident

Noncitizen National of the United States Alien Authorized to Work Until:

Alien Registration Number/USCIS Number: Foreign Passport Number:

Form I-94 Admission Number: Country of Issuance:

Emergency Contacts

Sick/Vacation/Holiday Hours (Informational)

Attendance Records

Banking Information

Dependents

Retirement Information

Wednesday, June 16, 2021

June 2021

SU	MO	TU	WE	TH	FR
30	31	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	1	2
4	5	6	7	8	9

Clear

- The rollover column is now hidden when no rollover hours are found for an employee.

Sick/Vacation/Holiday Hours (Informational)

Hour Type	Allowed	Taken	Remaining	Total Hours Available
Sick	0.00	0.00	0.00	0.00
Vacation	40.00	0.00	40.00	0.00
Holiday	0.00	0.00	0.00	0.00

- The Driver License State can be cleared by selecting **None**.

Additional Information

Verification Information

Drivers License: 1234567890 DL State: None DL E

Service Order Scheduling

- The **Job Number** now shows on Service Order boxes in **Scheduling**.

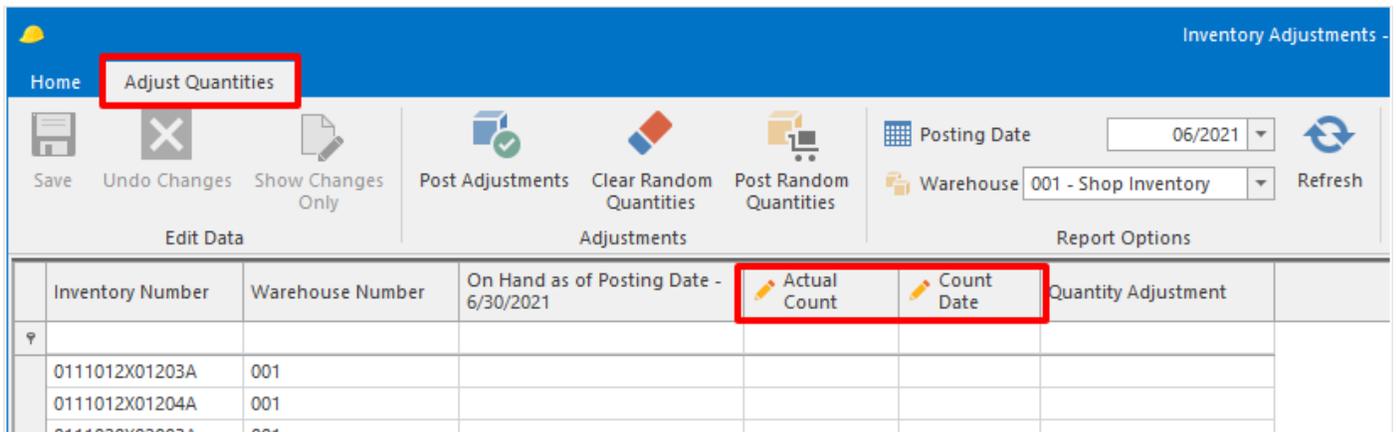
A/P Check Inquiry

A few new columns have been added to **A/P Check Inquiry**. This report now includes the following:

- A/P Invoice Description
- Purchase Order Number
- Purchase Order Description

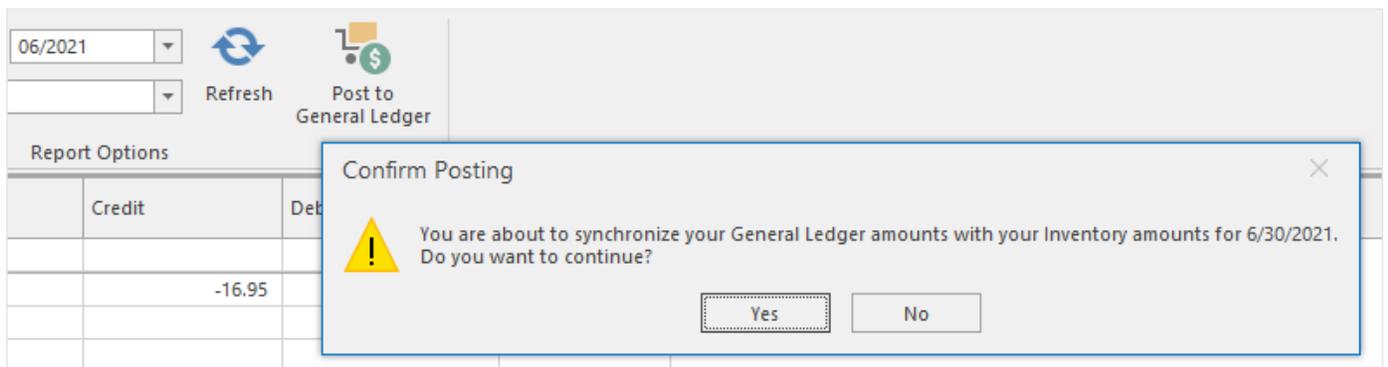
Inventory Reports

- **Inventory by Warehouse** has been added as a **Report Type** under **Inventory > Reports > Inventory Information**.
- **Inventory Adjustments (801)** report/maintenance has been added under **Inventory > Input**. This report has an **Adjust Quantities** tab on the ribbon that allows columns with a pencil to be modified.



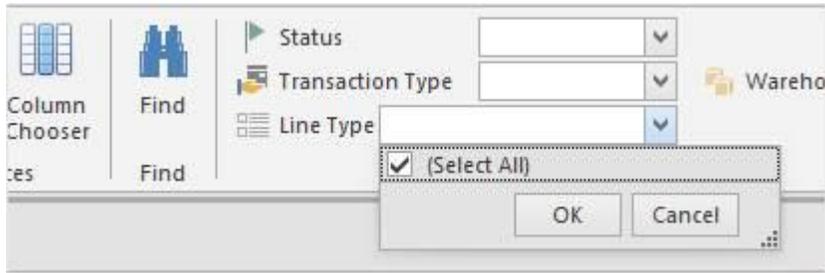
Inventory Number	Warehouse Number	On Hand as of Posting Date - 6/30/2021	Actual Count	Count Date	Quantity Adjustment
0111012X01203A	001				
0111012X01204A	001				
0111012X01203A	001				

- **Inventory Post to GL (802)** report/maintenance has been added under **Inventory > Input**. This report has a **Report Option** to **Post to General Ledger**.



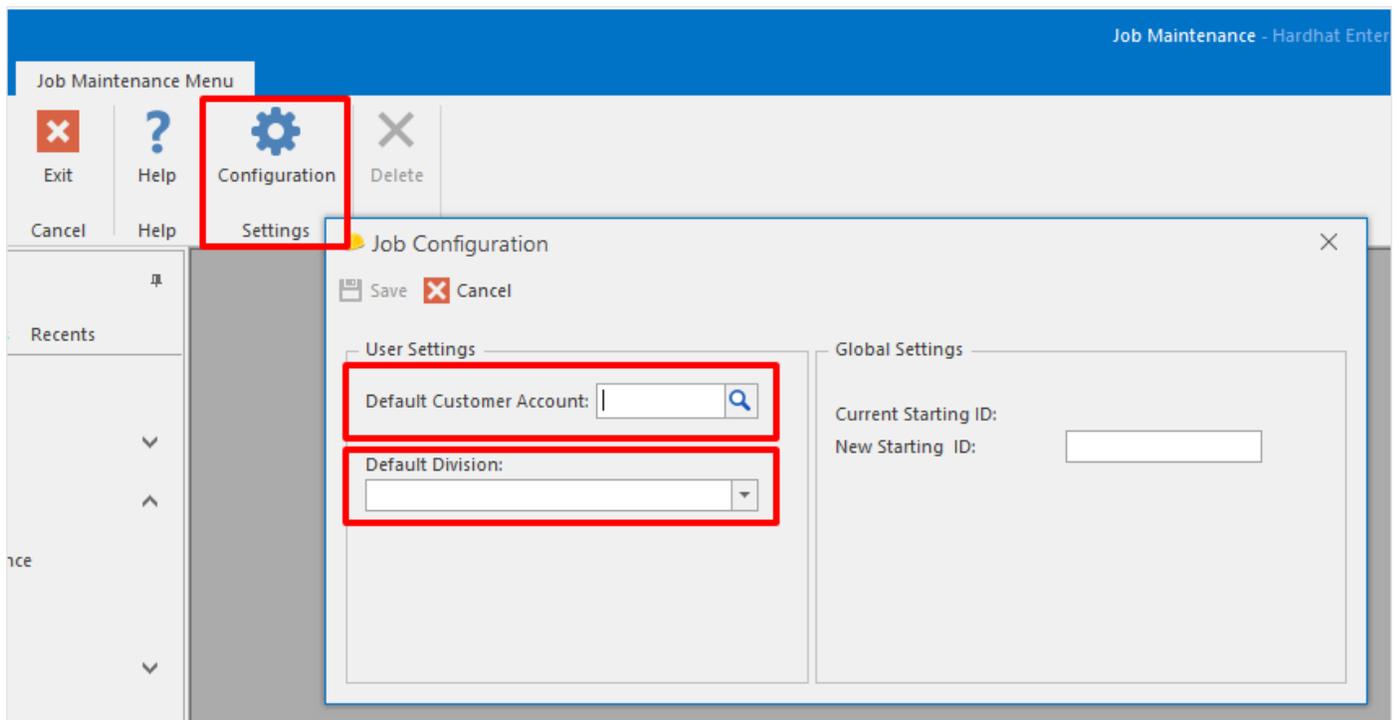
Credit	Debit
	-16.95

- Added **Line Type** to **Report Filters** on the ribbon on **Inventory Transactions** report.



Job Maintenance

- Added Default Customer Account as a user setting in **Configuration**.
- Added **Default Division** for customers using Divisionalized Accounting in **Configuration**.

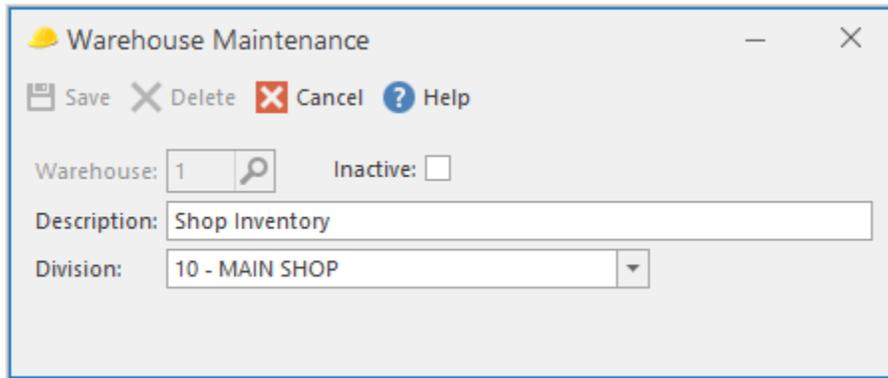


Job Cost Report

- **Job Cost by Date** report has been added under **Job Cost > Reports > Job Cost by Date** (Company Specific).

Warehouse Maintenance (805)

- Added a selectable warehouse **Division** for companies using divisionalized accounting.



- Updated to check that the quantities on hand for the warehouse are zero before allowing deletion.

Continued Development on WIP Projects

- Journal Entry
- Document Manager
- Inventory Charge Out

REPORTS AVAILABLE IN ENTERPRISE

- **GENERAL LEDGER**
 - Account Information (421)
 - Account List
 - Sub Account List
 - Income Expense Code Report (470)
 - Trial Balance (440)
 - General Ledger
 - Subsidiary
 - Detail Inquiry (430)
- **PAYROLL**
 - Employee Information (131)
 - Employee Allowed Hours
 - Employee Attendance
 - Employee Balances
 - Employee Bank Accounts
 - Employee Deductions
 - Employee List
 - Employee Pay Rate Comparison
 - Employee Rate List
 - Employee Tenure
 - Labor Class Report (143)
 - Workers Comp Report (142)
 - Service Order Inquiry (265)
- **ACCOUNTS PAYABLE**
 - Vendor Information (507)
 - Vendor Address Information
 - Vendor Contacts
 - Vendor List
 - A/P Cash Requirements Report (519)
 - Vendor Details
 - Vendor Totals
 - Invoice Register *New
 - A/P Invoice Inquiry (550)
 - Invoice Details
 - Invoice Register
 - Vendor Totals
 - Check Inquiry (531)
 - P/O Inquiry (580)
 - PO Details *New
 - PO Totals *New
 - Product Status Report (695)
- **EQUIPMENT**
 - Equipment Information (341)
- **INVENTORY**

- Current
- History
- Employee Ledgers (132)
 - Employee Details
 - Employee Totals
- Labor Information (145)
 - EEO-1 Employee Salaries
 - EEO-1 Hours
 - Labor Workforce Development

- **ACCOUNTS RECEIVABLE**

- Customer Information (207)
 - Customer Address Information
 - Customer Contacts
 - Customer List
- A/R Aging Report (241)
 - Customer Details
 - Customer Totals
- A/R Cash Receipts (260)
- A/R Invoice Inquiry (240)
 - Customer Totals
 - Invoice Details
 - Invoice Register
- A/R Sales Tax Report (231)
 - Details by Cash Received
 - Details by Invoice Amount
 - Totals by Cash Received
 - Totals by Invoice Amount
- A/R Check Inquiry (229)
- A/R Salesman Report (247)

- Inventory Adjustment (801) *New
- Inventory Post to G/L (802) *New
- Inventory Information (850)
 - Inventory by Warehouse *New
 - Inventory List
 - Inventory Transactions

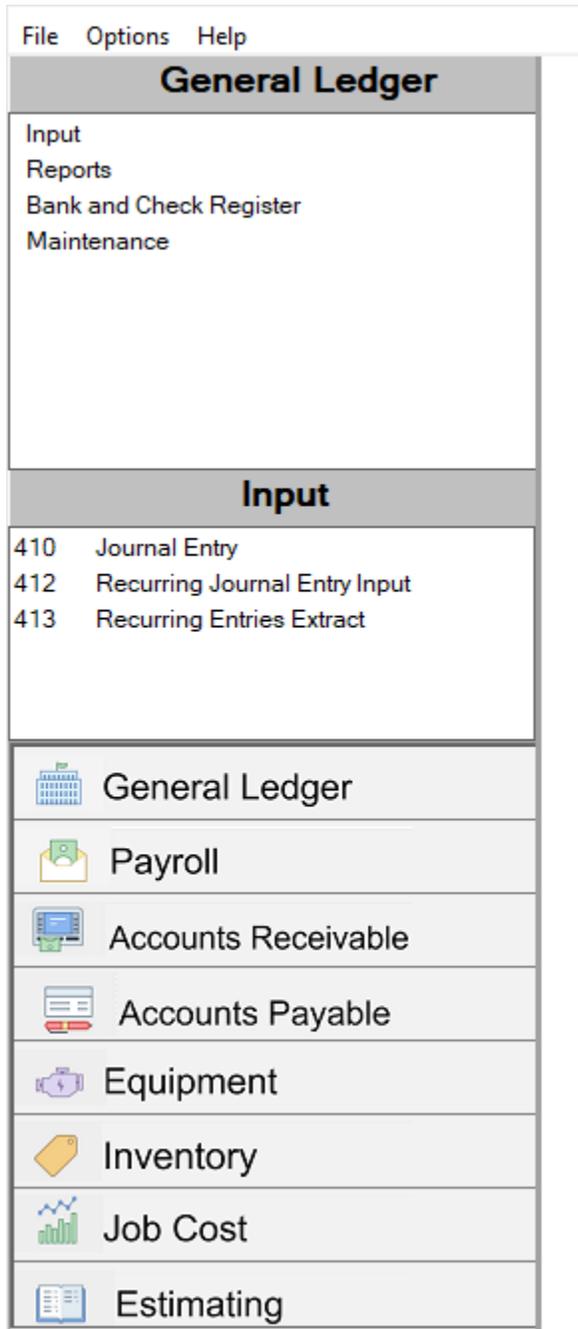
- **JOB COST**

- Daily Field Input (620)
 - Payroll Input Report
 - Payroll Employee Activity
 - Labor Hours
 - Equipment Hours
 - Production Quantities
- Job Information (612)
 - Job List
 - Job Phase List
 - Job Phase Library
 - Job Contacts
 - Job Budgets
- Job Analysis Report (668)
- Jobs in Progress Report (678)
- Job Summary (631)
- Billing Item Information (296)
 - Billing Item Details
 - Billing Item List
- Billing Item Quantity Report (292)
- Job Variance Report (293)

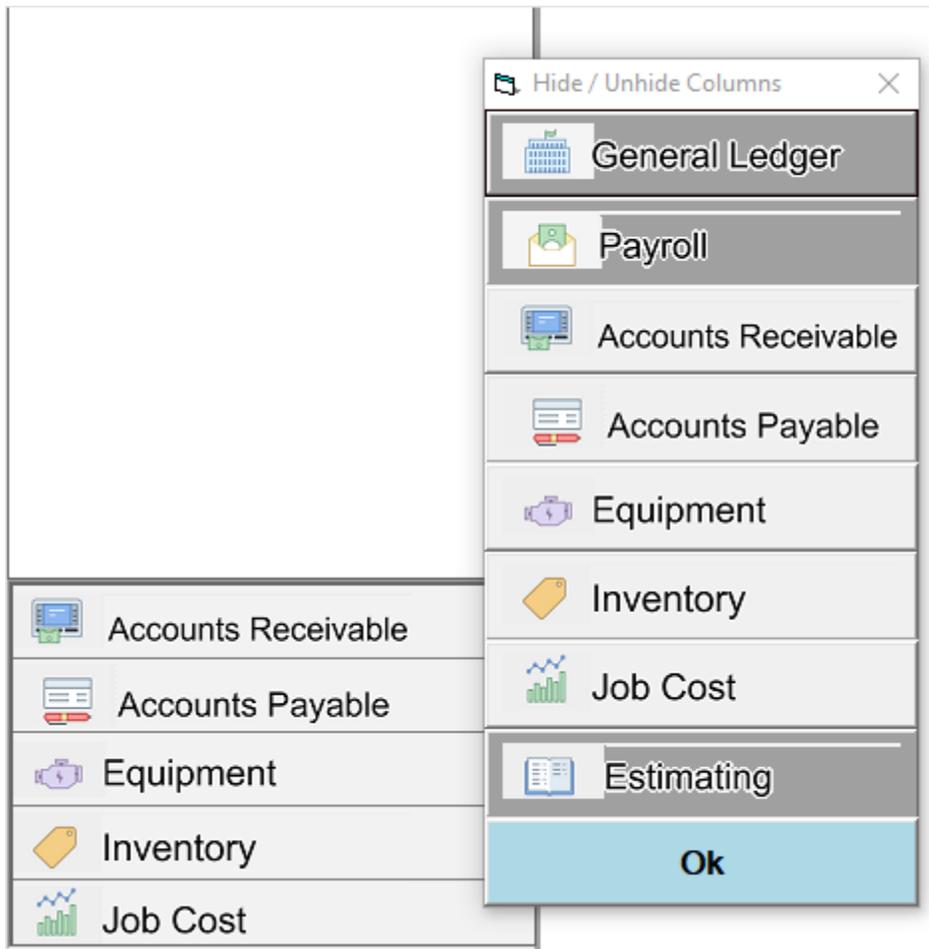
Hardhat Legacy Updates (v. 20210811)

Updated Menu

- The menu on the homepage now has a more modern appearance.



- Right-clicking on the module will open a windows allowing users to hide or unhide modules in their menu. The hidden items will appear with a darker gray background. Click to select/unselect the modules that are wanted.



Search Windows

- The Search windows in many programs have been updated to a grid format. Right-clicking allows users to select different options as far as the appearance of the Search window. These options include **Change Fonts**, **Grid Lines**, **Alternate Row Colors**, and a **Column Chooser**.

Employee Search

Search Find Clear

First Name	Last Name	Full Name	SSN
JAMEY	Sample	JAMEY Sample	123-45-6820
JASON	Sample	JASON D Sample	123-45-6813
JEFFERY	Sample	JEFFERY Sample	123-45-6802
JENNIFER	Sample	JENNIFER Sample	123-45-6816
JENNIFER,	Sample	JENNIFER, N Sample	123-45-6846
JEREMY	Sample	JEREMY Sample	123-45-6794
JEREMY	Sample	JEREMY Sample	123-45-6857
JODY	Sample	JODY Sample	123-45-6795
JOHN	Sample	JOHN Sample	123-45-6861
JOHNNY	Sample	JOHNNY Sample	123-45-6841
JONATHAN	Sample	JONATHAN Sample	123-45-6798
JOSEPH	Sample	JOSEPH Sample	123-45-6817
JOSEPH	Sample	JOSEPH Sample	123-45-6826
Justin	Sample	JUSTIN Sample	123-45-6790
JUSTIN	Sample	JUSTIN Sample	123-45-6849
JUSTIN	Sample	JUSTIN Sample	123-45-6836
LOUIS	Sample	LOUIS Sample	123-45-6834
MACK	Sample	MACK Sample	123-45-6840
MARLO	Sample	MARLO Sample	123-45-6860
MICHAEL	Sample	MICHAEL Sample	123-45-6837
NATHAN	Sample	NATHAN Sample	123-45-6855
NICHOLAS	Sample	NICHOLAS Sample	123-45-6858

Row 1 of 76 Time to Load: 00:00

Show Terminated

- Change Fonts
- Select All
- Clear Selection
- Copy
- Copy With Headers
- Alternate Row Colors
- Grid Lines
- Column Chooser

- For users that are not familiar with the **Column Chooser** in **Hardhat Enterprise**, this feature allows you to add or remove the columns that are displayed. To hide a column, drag and drop the column header outside of the grid area. This places the column back in **Column Chooser**, where it can be clicked and will reappear in the Search window.

Employee Search

Search Find Clear

First Name	Last Name	Full Name	SSN
JAMEY	Sample	JAMEY Sample	
JASON	Sample	JASON D Sample	
JEFFERY	Sample	JEFFERY Sample	
JENNIFER	Sample	JENNIFER Sample	
JENNIFER,	Sample	JENNIFER, N Samp	
JEREMY	Sample	JEREMY Sample	
JEREMY	Sample	JEREMY Sample	
JODY	Sample	JODY Sample	
JOHN	Sample	JOHN P Sample	
JOHNNY	Sample	JOHNNY F Sample	
JONATHAN	Sample	JONATHAN R Sam,	
JOSEPH	Sample	JOSEPH Sample	
JOSEPH	Sample	JOSEPH Sample	
Justin	Sample	Justin David Sample	
JUSTIN	Sample	JUSTIN Sample	
JUSTIN	Sample	JUSTIN T Sample	
LOUIS	Sample	LOUIS Sample	
MACK	Sample	MACK C Sample	
MARLO	Sample	MARLO Sample	
MICHAEL	Sample	MICHAEL Sample	
NATHAN	Sample	NATHAN Sample	

Row 1 of 76 Time to Load: 00:00

Show Terminated

- The columns are also able to be resized by hovering to the left and right edges of the column header. When the I is visible, the column width can be shortened or expanded by dragging and dropping.