



Your Custom Software Solution

## Hardhat Update 10/28/2021

### Legacy Addition:

#### W-2 Electronic Filing

The IRS is requiring electronic filing for all companies with 100+ employees for the 2021 tax year and will require electronic filing for all companies with 10+ employees for the 2022 tax year. Hardhat already has a program for **W-2 Electronic Filing (196)**. Companies will need to register with the Social Security Administration in order to submit W-2s. This process is free, will save time and reduce errors. Please click on the link provided below for more information:

[Taxpayer First Act \(ssa.gov\)](https://ssa.gov)

#### Bank Reconciliation

Adjustments have been made that prevent Bank Reconciliation from freezing upon exit. A change was also made to restructure the balance section, (on the right), that is displayed in Bank Reconciliation more readable.

We now have a way to reverse a Bank Reconciliation after it has been updated. In a rare case that you need to reverse a Bank Reconciliation, just give Support a call and we can get it done.

#### Void Check (This was in the September 2021 update)

Corrected an issue that could cause Accounts Payable Checks to be voided out of the wrong bank. If there were checks to a Vendor that was cut out of multiple banks it could void out of the incorrect bank.

#### Search Enhancements

**City, County, and State** columns have been added to **Account Search** windows. Search windows have also been improved to correct some minor issues from the previous update. Ascending/descending sorting now works as intended.

All of the searches can be resized and repositioned, and the next time you open the search it will be in the last position and size.

We have added a Search For in all of the searches, you can start typing and it will search all of the column for the text that you type.



# HARDHAT

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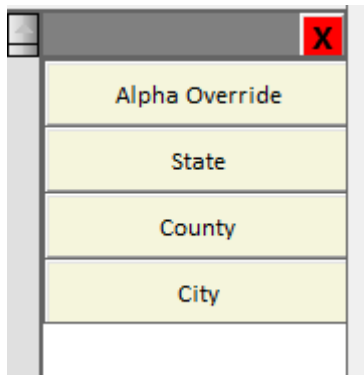
ACCOUNT SEARCH ×

Control: 200000    ACCOUNTS PAYABLE - TRADE

homdep    Find    Clear

Name	Vendor #	Address	Alpha Override	City	State	County
THE HOME DEPOT	HOMDEP	1234 N. MAIN ST.	THE HOME DEPOT	MEMPHIS	TENNESSEE	SHELBY

### Column Chooser



We have added a Column Chooser, that can be accessed to show all of the hidden columns. To show the Column Chooser, Right click on any and column heading, example (Name) and select Column Chooser from the menu.

If you left click on the column and drag it up it will automatically go into the Column Chooser. Once the column is in the Column Chooser you can click on the column and the column will be put back in the search where it was originally.



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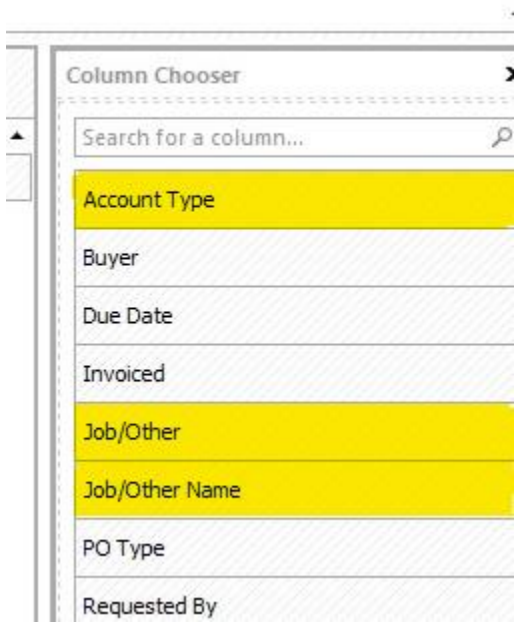
## Hardhat Update 10/28/2021

### Enterprise Software addition:

#### Purchase Order Inquiry Report

We have added 3 new columns, open the column chooser to get access to them and add them to your report. Don't forget if you want to keep the columns on the report, click the Save As on the Ribbon Menu.

Special thanks to Brianna Finger, at Porter Roofing Contractors, Inc. in Tennessee.

	<p><b>Account Type:</b></p> <p><b>Job, Equipment, GL, Multiple</b></p> <ol style="list-style-type: none"><li>1. <b>Job:</b> this will show all of the Purchase Orders that have only one Job.</li><li>2. <b>Equipment:</b> this will show all of the Purchase Orders that have only one piece of equipment.</li><li>3. <b>GL:</b> this will show all of the Purchase Orders that have only one General Ledger Account.</li><li>4. <b>Multiple:</b> this will have a mix of Jobs or Equipment, or GL accounts.</li></ol> <p><b>Job/Other:</b></p> <p>This show's all of the account numbers, if its show's Multiple, then you can double click on the line to open Purchas Order to view the accounts. You can see them as well in PO Details on the Ribbon Menu.</p>
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As always, we program to please all of our customers. Don't hesitate to let us know your needs.

Thank you