

Company Setup

Category: Setup | Created: June 12, 2026 | Updated: September 01, 2026

Company Setup

Screen Location - Main Menu > Setup > Company Setup

Overview

The **Company Setup** module is the central location for configuring company-wide settings in HaulWare. It controls company information, invoicing preferences, General Ledger defaults, messaging, custom fields, and system switches. Changes made here affect the entire system.

Main Company Setup Tab

This tab contains basic company information and divisions.

Company Setup

Sales/Invoicing General Ledger Files Messages Custom Fields Prevailing Wage

Co Code: HWDEMOB

Co Name: HaulWare Trucking, Inc.

Slogan: The Dumpiest in the Industry!

Inv Contact: Jill Sieloff

PO Contact: Paul Sieloff

Street:

Suite:

City St Zip:

Phone/Fax: (360) 896-6699

E-Mail: support@haulware.com

FEIN:

MC:

Company Logo Path Location: C:\Program Files\Artronix\HW v2twideLogo.gif

Divisions:

Division Name
Eastern Division
Western Division

Note: To use Operational Divisions please contact HaulWare Support.

Print Switches Done

Key Elements:

1. **Company Code, Name, Slogan**
2. **Contacts** (Invoice & PO)
3. **Address and Contact Information**
4. **FEIN, MC Number**
5. **Company Logo Path**
6. **Divisions:** Define operational divisions (Eastern, Western, etc.)

Sales/Invoicing Tab

Configures invoice numbering, processing rules, salespersons, payment terms, and related settings.

The screenshot displays the 'Company Setup' window with the 'Sales/Invoicing' tab selected. The window is divided into several sections for configuring sales and invoicing settings.

Invoice Numbering:

- ☐ Sequential (12345)
- ☒ Date Sequence (150101-01)

Invoice Processing:

- Invoice Style:
- Image Attachment:

Default Credit Limit:

Bid Expire Days:

Numbering:

Code	Next No
Bid	1066
Customer	1190
Deposit	1000
Dispatch	1000
FAM	1084

Salesperson:

Salesperson	Rate	A
☒ Julie	10.00%	☒
☒ Pete	25.00%	☒
☒ Prince	2.00%	☒
☒ Red	5.00%	☒

Type of Payment:

Type	Disc	Disc Days	Due Days	Def
☒ 2% 10	2.0%	10	30	☐
☒ Due Upon Rec	0.0%	0	0	☐
☒ Net 120	0.0%	0	120	☐
☒ Net 15	0.0%	0	15	☐

Buttons at the bottom: **Print**, **Switches**, **Done**

Key Elements:

1. Invoice Numbering (Sequential or Date-based)
2. Default Credit Limit and Bid Expire Days
3. Next Numbering sequences (Bid, Customer, etc.)

4. Salesperson rates and commissions
5. Type of Payment terms (discounts, due days)

General Ledger Tab

Defines default General Ledger accounts for various transaction types.

Company Setup

Company Setup Sales/Invoicing General Ledger Files Messages Custom Fields Prevailing Wage

Sales Credit Memo Account 4006 Credits/Refunds

Vendor Credit Memo Account 5300 Material Expense

Revenue

Accts Receivable 1200- Accounts Receivable, Undeposited Fnds 1100- Undeposited Funds, Default Revenue 4001 Cartage Sales, Material Sales Tx 2500 Sales Tax Liability, Material Revenue 4002 Material Sales, Fuel Surcharge 4004 FSC Revenue

Expense

Accts Payable 2000- Accounts Payable, Material Cost 5300 Material Expense, Discounts 5301 Discounts, Driver Expense 5100- Subcontractor Pay, Driver FSC 5101 Subcontractor FSC

Default Bank Acct 16 Crooked Creek Bank

Default CC 1334 Corrupt One Visa

Retained Earnings 3000- Retained Earnings,

Print Switches Done

Key Elements:

1. Default accounts for Revenue, Expense, Accounts Receivable, Payable, etc.
2. Credit Memo accounts
3. Default Bank Account and Retained Earnings

Files, Messages, and Custom Fields Tabs

Files Tab: Manages file attachment and document storage settings.

Messages Tab: Configures default messages printed on invoices and settlement documents.

The screenshot shows the 'Company Setup' window with the 'Messages' tab selected. The window contains several tables for configuring default messages:

- Revenue Categories:** A table with columns: Description, Revenue Acct, Type. It lists items like Cartage, Material, Dump Fees, Hourly, Bridge Toll, and Service Fee.
- Expense Categories:** A table with columns: Description, Expense Acct. It lists items like Material, Dump Fees, and Tolls.
- Vendor Types:** A table with columns: Description. It lists items like Subcontractor, Operations, and Material/Dump.
- Bank Account Transaction Types:** A table with columns: Description. It lists items like Adjustment, Bank Charge, Bill Pay, EFT, and Transfer.
- Driver Types:** A table with columns: Description, Pay Type, Cert, Expense Account. It lists items like Company Driver, Subcontractor, DBE Subcontractor, and Employee.
- Dispatch Groups:** A table with columns: Description, Division. It lists items like 5 Truck Run, Barry, Company Drivers, Jave, and KillerBs.

At the bottom of the window, there are buttons for 'Print', 'Switches', and 'Done'.

Custom Fields Tab: Allows definition of user-defined custom fields for various modules (Jobs, Tickets, Customers, etc.). This is used to capture additional data specific to your business needs.

Prevailing Wage Tab

Configures settings related to prevailing wage jobs, certifications, and driver/employee types.

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Company Setup Sales/Invoicing General Ledger Files Messages Custom Fields Prevailing Wage

Contact

Title

Company

Address

City ST Zip

Phone

Case File No

Print Switches Done

Key Elements:

1. Revenue and Expense Categories
2. Vendor Types
3. Bank Account Transaction Types
4. Driver Types and Pay Settings
5. Dispatch Groups

Switches (System Configuration)

Accessed by clicking the **Switches** button at the bottom of the Company Setup screen. This advanced screen controls hundreds of system behaviors and feature toggles.

Switch Configuration

Switch Options: Add Switch

Name	Description	On/Off	Value
AddJobLineUOM	Show and prompt for additional job line quantities	☒	
AutoEmailRemittance	Automatically Email Vendor the Remittance Advice	☒	HTML
AutoPromptPWHours	Automatically prompt for Driver PW hours in ticket entry	☐	
BidCustomFieldsToJob	Copy custom fields from bid when creating a job from the bid	☒	
CreditHold	Check Bill To customer if credit hold flag is set	☒	
CreditLimit	Check Bill To customer if current balance > limit.	☒	
DefaultDueDays	Default due days for Invoices w/out Terms	☒	30
DefaultOrderStartTime	Default Start Time for new Daily Orders (HH:MM)	☒	06:00
DrvSupExpAct	Use Driver's Supplier Expense Account on Settlements	☒	Use default expense account
DuplicateTagNoCheck	Check for a duplicate Tag Number for a Ticket Date, Job & Driver. 0 = prompt, 1 = stop.	☒	0
DuplicateTicketNoCheck	Check for a duplicate Ticket Number for a Job, Order or Driver. 0 = prompt, 1 = stop.	☒	0
ExpireInDays	Number of Days to Include in the Calc of a Custom Field Expiration Date	☒	2
ForceTimeEntry	Force time entry in Import Audit	☒	
FSCbyLineItem	Calculate the FSC by LineItem	☐	
InvoiceTicketOnly	Show Ticket Number only and do not show Tag No. on invoice	☐	
JobLineOverrideWarning	Show warning when overriding the Job Line when entering Tickets for Orders	☒	
NoEditBtnBids	Do not display edit button on Bids	☐	
NoEditBtnJobs	Do not display edit button on Jobs	☐	
PayPeriodBeginningDay	1=Sun,2=Mon,3=Tue,4=Wed,5=Thu,6=Fri,7=Sat	☒	2
PostFAMToAP	Create posted AP Bill when posting FAM transaction	☒	
ShowEquipFuelMiles	Show Fuel Miles tab on Equipment records	☒	
ShowFBBARCode	Show bar code on Invoices	☐	
TicketRecap	Email dispatched sub-haulers a recap of that days ticket numbers, tonnages, and images	☒	
TicketTimeWamOver40	Warn if Ticket Time entry will take Driver over 40 hours for the week	☒	
TruckLoadedNotification	Email notify dispatcher if driver clocks out before unloading	☒	
UseTicketTimeEntry	Enter time entries during ticket entry	☒	

Done

Switch: 1 of 26 No Filter Search

Key Elements:

1. **Switch Name** and **Description**
2. **On/Off Value** or specific configuration values
3. Search and filter capabilities

How to Access

1. Navigate to the main menu and select **Company Setup**.
2. Click **Switches** for advanced system options.
3. Click **Done** to save and exit.

Common Uses

1. Updating company contact and address information.
2. Configuring GL account defaults when setting up a new company.
3. Customizing invoice formats and messages.
4. Defining revenue/expense categories and driver types.
5. Enabling or disabling system features via Switches.

Tips

1. Always document changes made to Switches for future reference.

Please call or [Email](#) us for Information on this topic.