HCSS Accounting Release Notes Central Functionality V1.7

1. Central Admin Functionality

Phase1 of the Central functionality has been released. Once activated this includes Central Payments and Central Bank Reconciliation along with Inter-Company Journals. Any transactions against the Central Bank will be associated with specific establishments.

If Central Payments are not required the Central Functionality can be activated to enable the use of Inter-Company Journals and Establishments in the MAT can continue to work as normal. (Details of the set up required for Central Payments by Establishments is provided later in these release notes)

Note: This must be activated by HCSS and once activated cannot be undone.
There is a lot to consider so please read these notes carefully to fully understand what the Central Admin Function offers before you contact us to enable the functionality.

On first logging onto the system as a MAT user you will see that there is a Central Admin feature
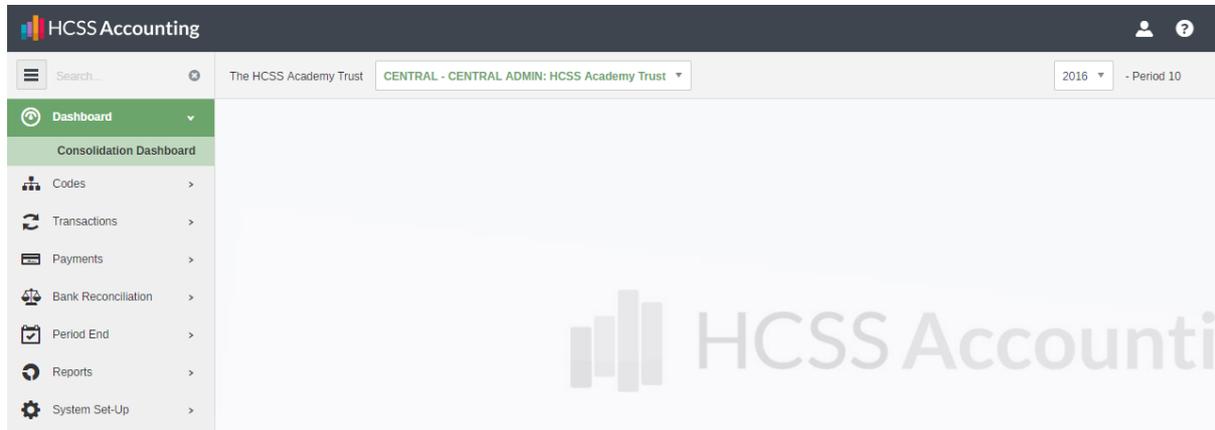
It is still possible to switch between schools as a MAT user by selecting the relevant school on the dropdown list
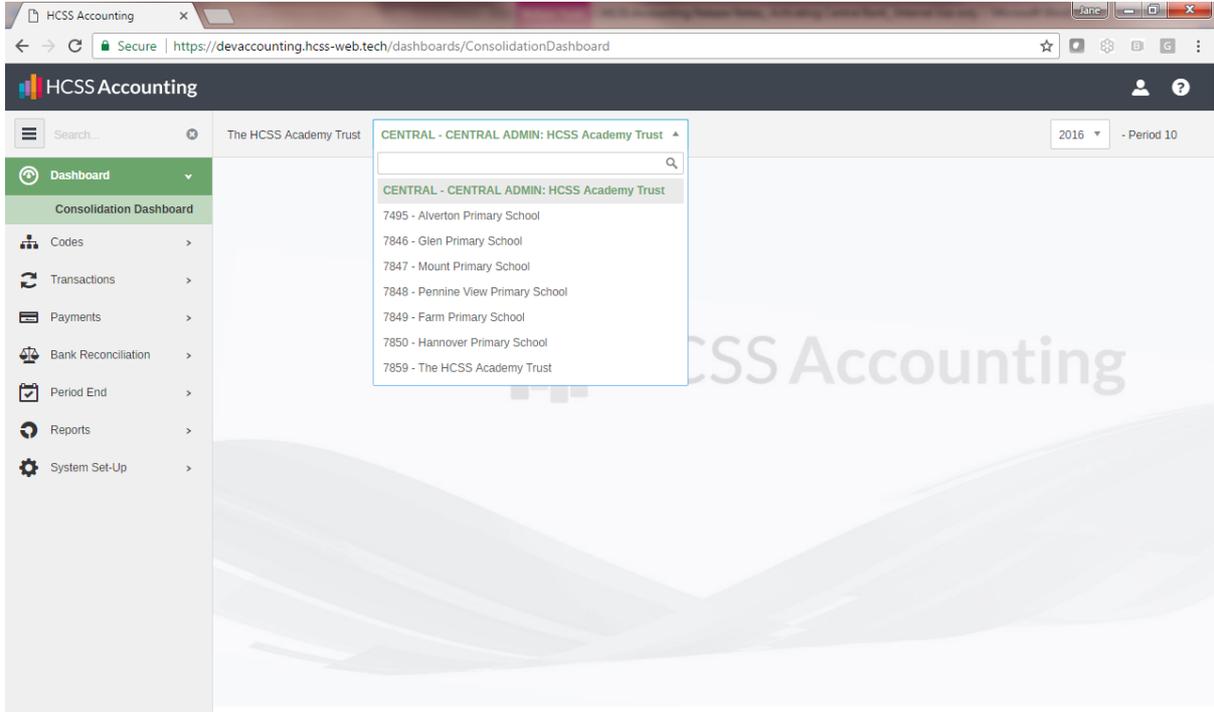
The Central Admin has its own menu which is where the new features for the Central Functionality can be found.
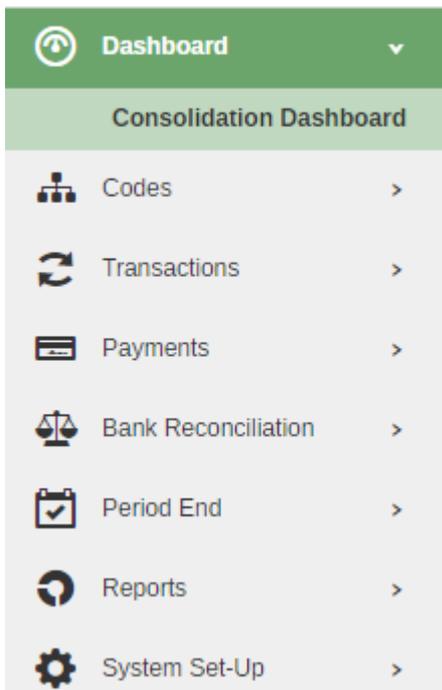
a. Central Admin -Ledger Codes_____

Go to Codes>Chart of Accounts>Ledger Codes

The following screen will appear

Codes cannot be entered centrally – this will be available in a future release.
In this release a Central Bank has been created automatically. The description can be changed but **not** the code

This is available to act as the Central Bank for Payments and Bank Reconciliation and can be set to be available in the individual schools (details on how to do this appear later in the notes)

b. Central Admin-System Set-Up_____

Go to System Set-Up>Financial Year
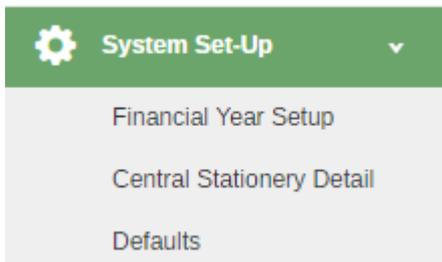
The following screen will appear

Financial Year Setup

Period	Start Date	End Date	Status	Action
Period 1	01/09/2016	30/09/2016	Closed	
Period 2	01/10/2016	31/10/2016	Closed	
Period 3	01/11/2016	30/11/2016	Closed	
Period 4	01/12/2016	31/12/2016	Closed	
Period 5	01/01/2017	31/01/2017	Closed	
Period 6	01/02/2017	28/02/2017	Closed	
Period 7	01/03/2017	31/03/2017	Closed	
Period 8	01/04/2017	30/04/2017	Closed	
Period 9	01/05/2017	31/05/2017	Closed	
Period 10	01/06/2017	30/06/2017	Open	
Period 11	01/07/2017	31/07/2017	Not Started	

This has been added to the Central Admin menu to allow users to manage Central Admin Periods in the same way as applies in Establishments.

New periods can be opened by clicking on which will appear when you are in the month to be opened. This can be done without running period end.

Go to System Set-Up>Central Stationery Detail

The following screen will appear

Central Stationery Details

Select Template:

Add Custom Text:

Default BACS Remittance Advice

Default BACS Remittance Email

APACS 3 - 3 Part

Save   Cancel
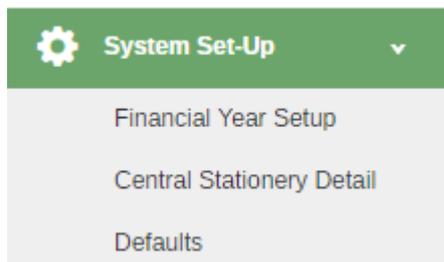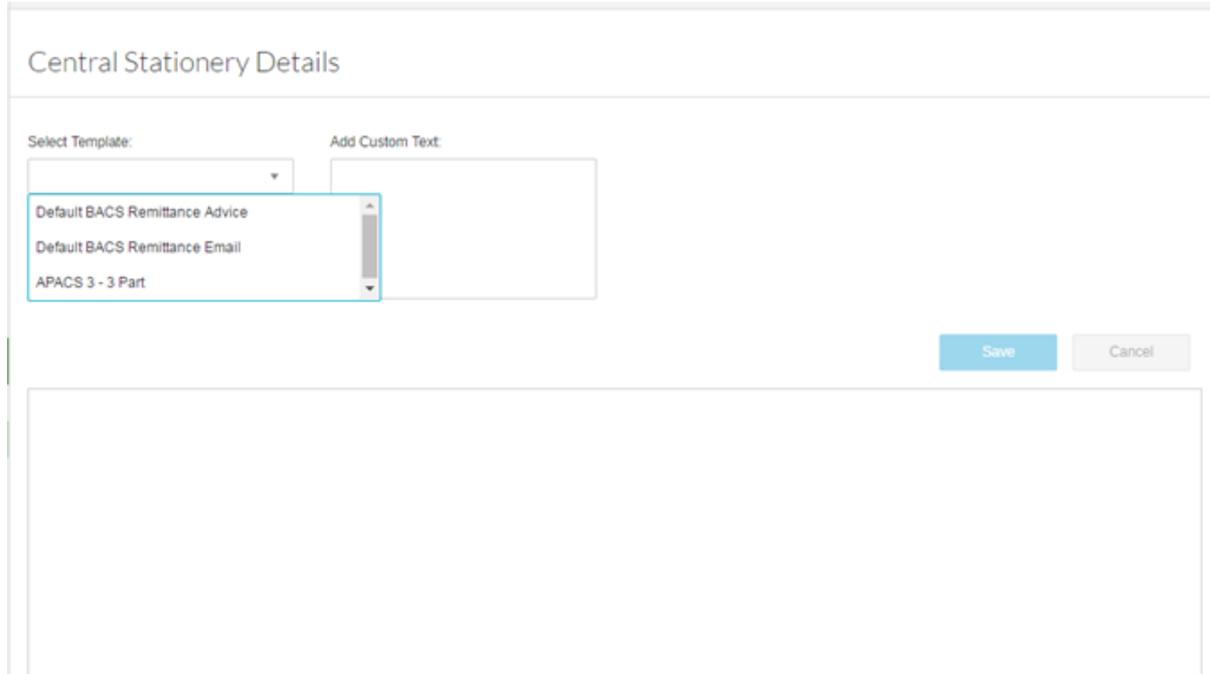
This area is used to add Custom Text to the BACS Remittance Advice and the BACS Remittance Email and to manage Printed Cheque printing positions as used in Central Bank Payment runs.

Select the relevant stationery and enter your required custom text.

Select Template:

Default BACS Remittance Advice

Add Custom Text:

Please allow sufficient time for completion of the transfer process and receipt of any payment.

If there are any problems, please contact the school ensuring that the Payment Reference is quoted in any correspondence.

Save   Cancel
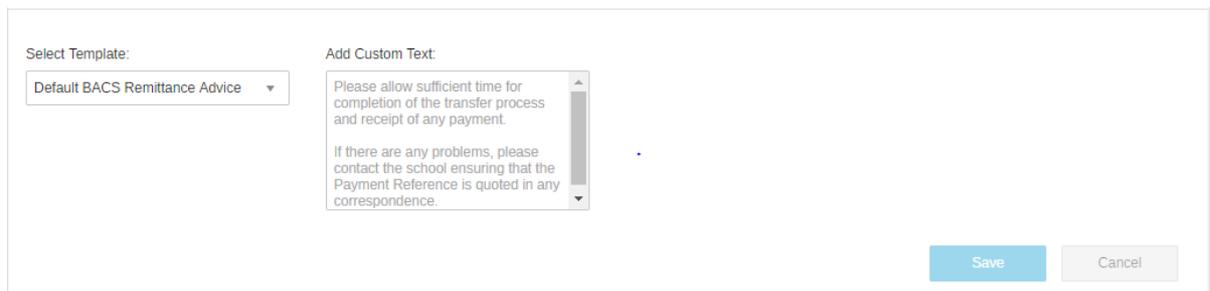
Remember to click on **Save** to save down the text.

On selection of the APACS 3 – 3 part cheque you will be given the opportunity to 'nudge' the Supplier Address along with the Payee Name, Amount and Dates so that it prints correctly onto the cheque
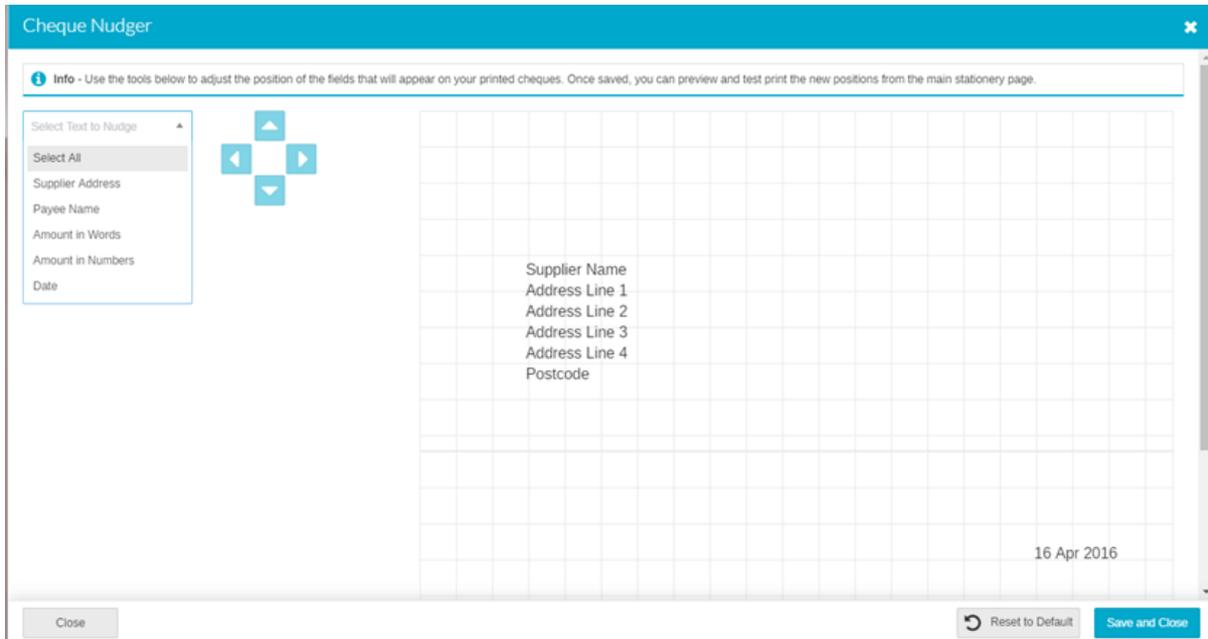
Click on **Save and Close** to save the changes.

Go to System Set-Up>Defaults

The following screen will appear
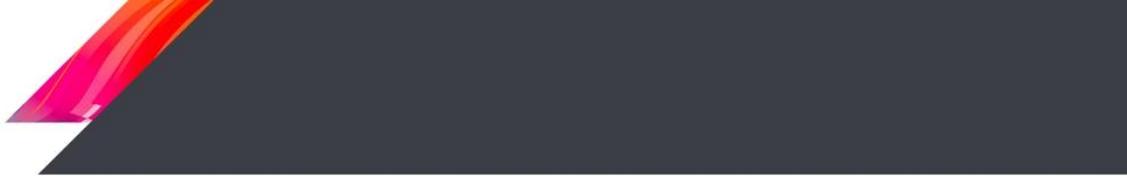
Default Settings

| Bank Accounts | Email |

ⓘ Some items (Central Fund Set/Unset, Cheque Starting Number) cannot be changed if related payments have been stored in the system. You can only have **one** account selected for Printed Cheques or BACS at a time.

BACS Reference Text*   [Enter BACS Reference Text]

∨   o CBK01 - Central Bank - Current Account   ✅ Active

☐ Printed Cheques   ☐ Manual Cheques   ☐ BACS   Account Details

Cheque Type *   Format *   Account Name *

[Choose Default Type   ▾]   Remittance Template   [Choose Default Format   ▾]   [Enter Account Name]

Start Number *   [Choose Default Template   ▾]   Sort Code *

[Enter Start Number]   Start Number *   Email Template *   [Enter Sort Code]

                             [Enter Start Number]   [Choose Default Template   ▾]   Account Number *

                                                         Remittance Template *   [Enter Account Number]

Bank Accounts Tab

If paying by BACS enter a reference in the BACS Reference Text field at the top of the screen

Under Central Bank enter the relevant details for Printed Cheques, Manual Cheques and BACS payments

Note: Manual Cheques are processed in the individual Establishments

Central Payment Establishment provides a dropdown list of Establishments in the MAT. It allows you to select a single Establishment that any Bank Interest or Bank Charges will be made against and will also provide the Remittance Address for BACS Payments and Printed Cheques.

Email Tab

The emails for the BACS Remittance Advice will be sent from no-reply@hcss-web.co.uk but will have the school name in front. The Supplier will not be able to reply to this email address but a school email address can be entered into the Reply to Address.

After any changes remember to click on Save.

c. Central Admin-Inter-Company Journal_____

Inter-Company journal is a new journal that is only available when the Central Functionality is activated. It is only available in Central Admin and can be used to transfer values between establishments.

Two new Ledger Types have been added to the Establishment Chart of Accounts to allow Inter-Company Liabilities or Inter-Company Assets ledger codes to be added. Details of these are provided later in these Release Notes.

Go to Codes>Transactions>Journals>Inter-Company Journal

The following screen will appear
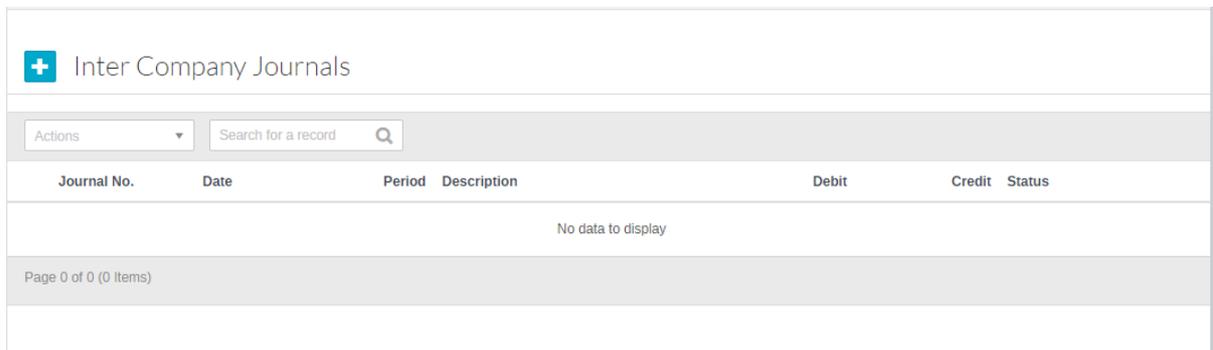
A list of any Inter-Company Journals that have been posted will appear.

To add a new journal click on the [+] button

The following screen will appear

Enter a relevant description. The reference is automatically generated

Click on to add a line

Enter the details of the journal. As each line is entered the values below will be updated:

Journal Credit/Debit values

Transfer Credit/Debit values

All Establishments Balance

The journal will not post until all three balance.

Clicking on the **Yes** or **No** beside 'All Establishments are in Balance' will show a hover text list of the first 5 schools and their balances. Clicking on this hover text displays a full list of the establishments and their balances

Balance Of Establishments

Establishment	Credit	Debit	Balance
The HCSS Academy Trust	£60000.00	£60000.00	£0.00
Alverton Primary School	£10000.00	£10000.00	£0.00
Glen Primary School	£10000.00	£10000.00	£0.00
Mount Primary School	£10000.00	£10000.00	£0.00
Pennine View Primary School	£10000.00	£10000.00	£0.00
Farm Primary School	£10000.00	£10000.00	£0.00
Hannover Primary School	£10000.00	£10000.00	£0.00

Close

Once the journal balances click on **Submit** or **Submit and Add Another** to post.

The journal will be added to the view list of Inter-Company Journals

Inter Company Journals

Actions ▼   Search for a record

	Journal No.	Date	Period	Description	Debit	Credit	Status
☐	ICJ16001	27/06/2017	10	SBS Share July 2017	£120000.00	£120000.00	Posted

Page 1 of 1 (1 Item)

The relevant transactions lines from this journal will appear in the selected Establishments

Period To Date 2016 - Period 10 - Income - GAG

Search records

Ref	Type	Date	Description	Cost Centre	Ledger Code	Analysis Code	Fund Code	VAT Code	Nett Value	VAT Value	Total	Status
ICJ16001	Inter-Company Journal	27/06/2017	SBS Share July 2017	INCGAG	1000		1		-£10000.00	£0.00	-£10000.00	Posted

d. Central Admin – BACS Run

The Central Admin function offers the facility to pay invoices for all Establishments in the MAT centrally. Purchase Invoices and Purchase Credit Notes can be marked as Central Transactions in the Establishment. Once they are marked they become available for payment in Central Admin

Go to Payments>BACS Run

The following screen will appear
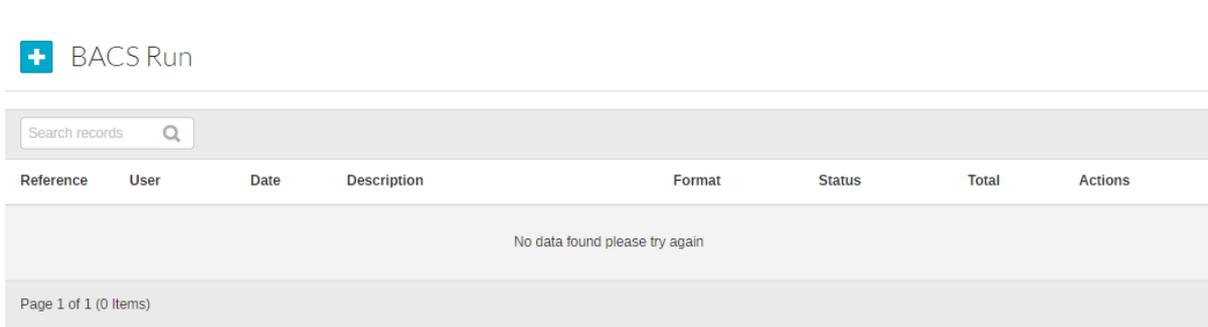
Click on the to create a new Payment Run
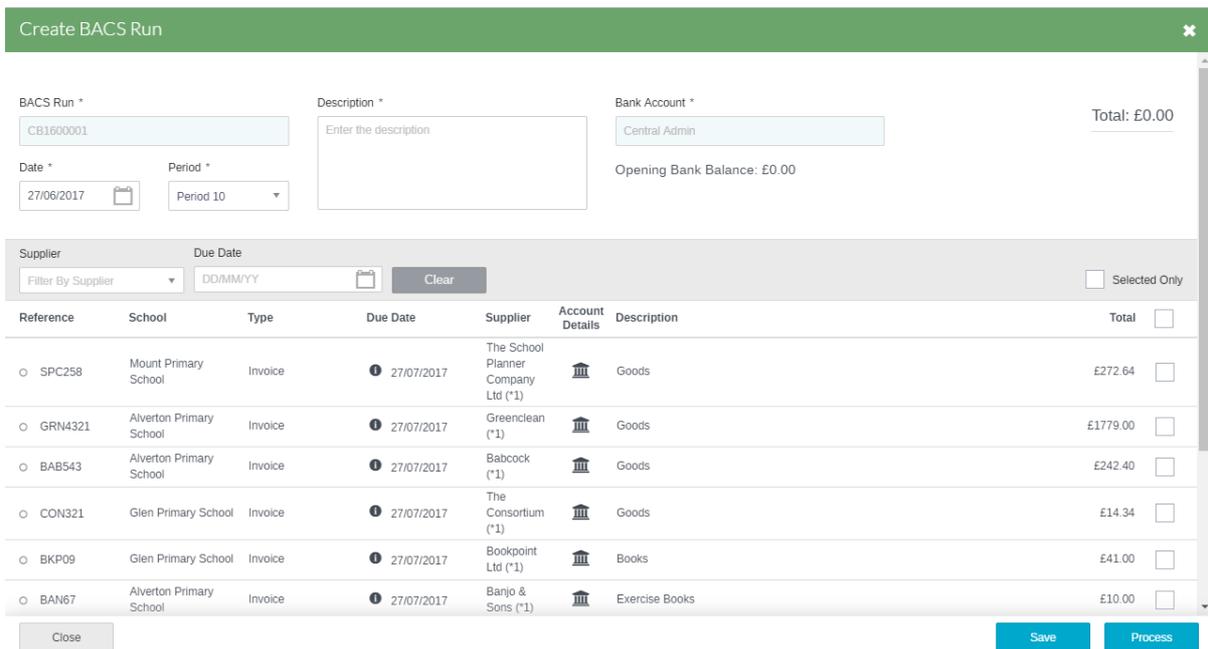
Enter a description for the BACS run and a relevant date. The BACS Run Reference is automatically generated.

The Bank Account will default to the Central Admin Bank Account

Filter by Supplier or Due Date

To pay an invoice by BACS the supplier must have a valid email address; if they don't then they will not be selectable for payment.

For one payment to a Supplier with invoices from a number of schools the Supplier details used on the BACS run must be identical in each school (email address, account details etc.). Where there are variances these are identified by a number in brackets after the supplier and the separate instances will be treated as separate payment targets when processing the run.

○	BAN67	Alverton Primary School	Invoice	ⓘ 27/07/2017	Banjo & Sons (*1)	🏛	Exercise Books
○	BAN09	Glen Primary School	Invoice	ⓘ 27/07/2017	Banjo & Sons (*2)	🏛	Goods

Select the invoices to be paid in this run by ticking the checkbox

Click on **Process**

Enter an Anticipated Payment Date

Click on **Process**

The BACS file will be created and go to Downloads. Do not open this file in excel but save or copy to a secure area ready for upload to your BACS provider.

➕ BACS Run

Reference	User	Date	Description	Format	Status	Total	Actions
CB1600001	Link Test	27/06/2017	BACS Run 27_06_17	Lloyds LoLi	Completed	£337.98	☰ ⬆

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Note: the BACS run will not process if the period of the run does not exist or is not open in all Establishments that form part of the run.

The status of the invoices in the BACS run will be updated in the relevant Establishments to Paid.

Note: There may be some performance issues with large BACS runs. Whilst this is being investigated it is suggested that BACS Runs be limited to 350 invoices.

a. Central Admin – Printed Cheque Run

The Central Admin function offers the facility to pay invoices for all Establishments in the MAT centrally. Purchase Invoices and Purchase Credit Notes can be marked as Central Transactions in the Establishment. Once they are marked they become available for payment in Central Admin

Go to Payments>Printed Cheque Run

💳 **Payments** ⌄
BACS Run
Printed Cheque Run

The following screen will appear

Click on the to create a new Payment Run

Enter a description for the Printed Cheque run and a relevant date. The Printed Cheque Run reference is automatically generated

The Bank Account will default to the Central Admin Bank Account

Filter by Supplier or Due Date

For one payment to a Supplier with invoices from a number of schools the Supplier details used on the Printed Cheque run must be identical. Where there are variances these are identified by a number in brackets after the supplier.

Select the invoices to be paid in this run by ticking the checkbox

Click on **Process**

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Enter a Cheque date and ensure that the first cheque number is correct. If it is incorrect click on the [lock icon] and enter the correct cheque number, providing a reason for the change.

Click on **Process** to continue

Print the cheques ensuring that they have printed correctly before clicking on **Confirm** as this action cannot be undone and the cheques will need to be reversed.

The Payment from address on the Cheques will be the address chosen in Defaults

Note: the Printed Cheque run will not process if the period of the run does not exist or is not open in all Establishments that form part of the run.

The status of the invoices in the Printed Cheque run will be updated in the relevant Establishments to Paid.

b. Central Admin – Reversals _____

The Central Admin function also includes the ability to reverse Central Payments.

Go to Transaction>Corrections>Reversals

The following screen will appear
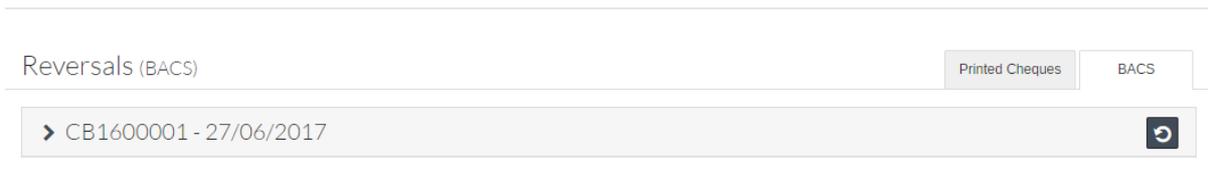
The Reversals process works in the same way as in the individual Establishments.

Select either the Printed Cheque or the BACS tab and locate the payment to be reversed. It is possible to reverse the whole BACS run or an individual payment.

Click on [icon] to reverse the transaction. This will unmatch the payment from the invoice and reverse the payment.

The invoice will become Ready to Pay. The target period for the reversal is the current period in Central Admin and this must be open in all affected Establishments

Note: Manual Receipts for the Central Bank are processed and reversed at the Establishment level

c. Central Admin – Bank Reconciliation

The Central Admin function includes the ability to centrally reconcile all transactions posted through the Central Bank including those such as Manual Cheques and Receipts that were posted against the Central Bank in an Establishment

Go to Bank Reconciliation>Manual Reconciliation

The following screen will appear

Select the Central Bank
Ensure the date and period are correct
From the Bank Statement enter a Statement Reference, the Opening Bank Balance and the Closing Bank Balance.
Any interest or charges entered will be posted against the Establishment chosen in Defaults.
Click on **Next** to continue

Reconcile the relevant transactions by ticking the checkbox

Click on **Reconcile** once all the items on the Bank Statement are ticked off correctly and the running total matches the difference.

Undo Reconciliation works in the same way as it does in the schools.

d. Central Admin – Period End

The processing of Payments and posting of Inter-Company Journals is not possible if the period selected in Central Admin does not exist or is not open in the target Establishment. Central Admin must Run Period End to ensure it is in alignment.

Go to Period End>Run Period End
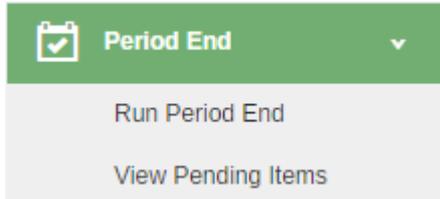
The following screen will appear

To run the period click . This will close the current period and open the next available period

It is also possible to open the next available period without closing the current within Financial Year Setup.

e. Central Admin – Reports_____

Go to Reports>
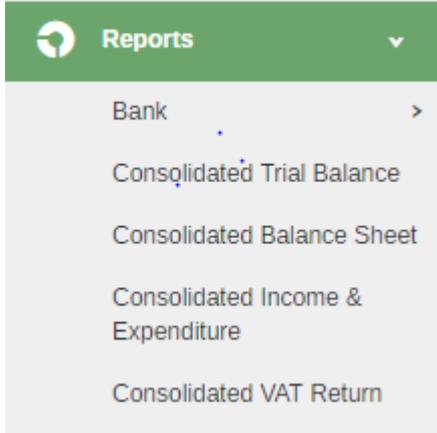
a. Bank Reconciliation Statement

Go to Central Admin Reports> Bank>Bank Reconciliation Statement
The following screen will appear

The Central Bank will default, to run the report click on **Submit**

A Bank Reconciliation Statement will be produced similar to the one provided in the individual Establishments. This can be exported to excel or printed as a pdf.

b. Bank Reconciliation Transactions

Go to Central Admin Reports> Bank>Bank Reconciliation Transactions
The following screen will appear

The central bank will automatically default.
Select the relevant data and click on **Submit**
A report will automatically output to excel.

    c.   Consolidated Trial Balance

Go to Central Admin Reports> select Consolidated Trial Balance.
The following screen will appear

Select the relevant period and relevant academies (they all appear by default)
Click on submit to produce the Consolidated Trail Balance for the schools selected.

d. Consolidated Balance Sheet

Go to Central Admin Reports> select Consolidated Balance Sheet.
The following screen will appear

Consolidated Balance Sheet

Financial Year
2016

Schools

7495 - Alverton Primary School ×   7846 - Glen Primary School ×   7847 - Mount Primary School ×
7848 - Pennine View Primary School ×   7849 - Farm Primary School ×   7850 - Hannover Primary School ×
7859 - The HCSS Academy Trust ×

Reset   Submit

Select the relevant period and relevant academies (they all appear by default)
Click on submit to produce the Consolidated Balance Sheet for the schools selected.

e. Consolidated Income & Expenditure

Go to Central Admin Reports> select Consolidated Income & Expenditure
The following screen will appear

Consolidated Income and Expenditure

Period From   Period To   Financial Year
Select a Period ▼   Select a Period ▼   2016   ▼

☑ Exclude Zero Balances   ☐ Show Inactive Codes

Schools
7495 - Alverton Primary School ✕   7846 - Glen Primary School ✕   7847 - Mount Primary School ✕
7848 - Pennine View Primary School ✕   7849 - Farm Primary School ✕   7850 - Hannover Primary School ✕
7859 - The HCSS Academy Trust ✕

Group by
Ledger Code ✕   Reset   Submit

Select the relevant period and relevant academies (they all appear by default)
Click on submit to produce the Consolidated Income & Expenditure for the schools selected.

f.   Consolidated VAT Return

Go to Central Admin Reports> select Consolidated VAT Return
The following screen will appear

Select the relevant period and relevant academies (they all appear by default)
Click on submit to produce the Consolidated VAT Return for the schools selected.
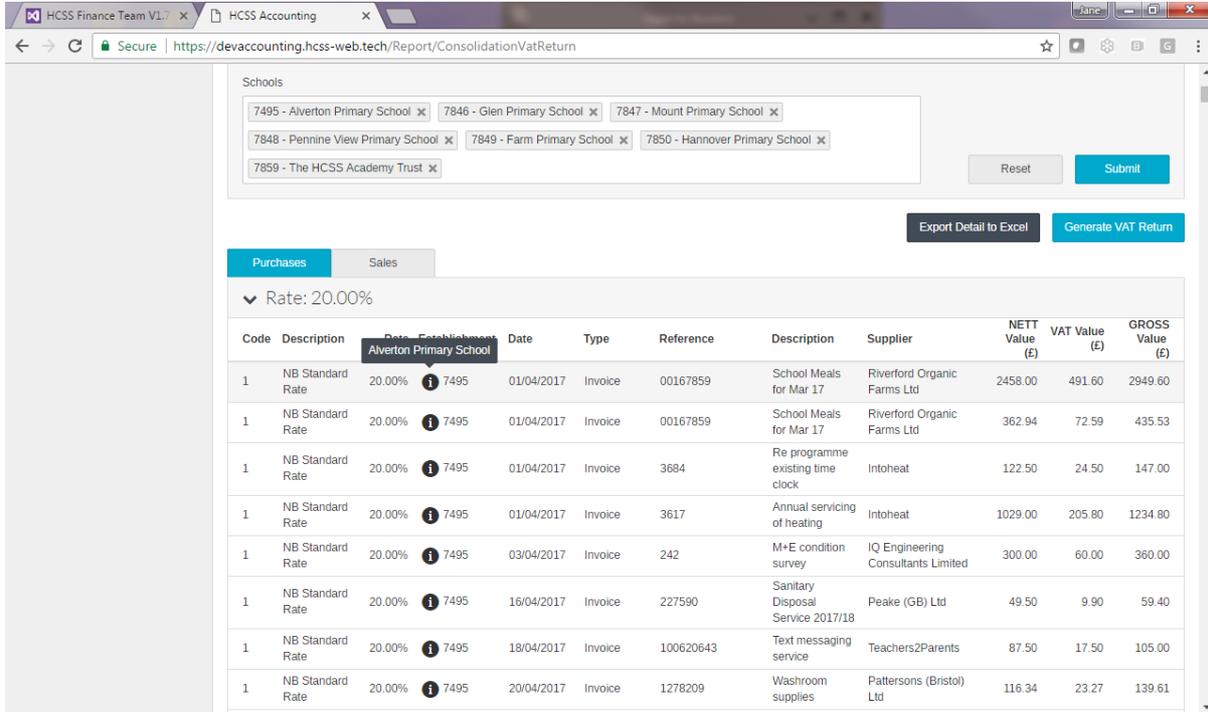
The school name is shown by clicking on the ℹ️ .

The full VAT Detail report can be downloaded to excel. It is recommended that this is downloaded and a copy kept for your records.

The VAT Return is generated by clicking on the Generate VAT Return button
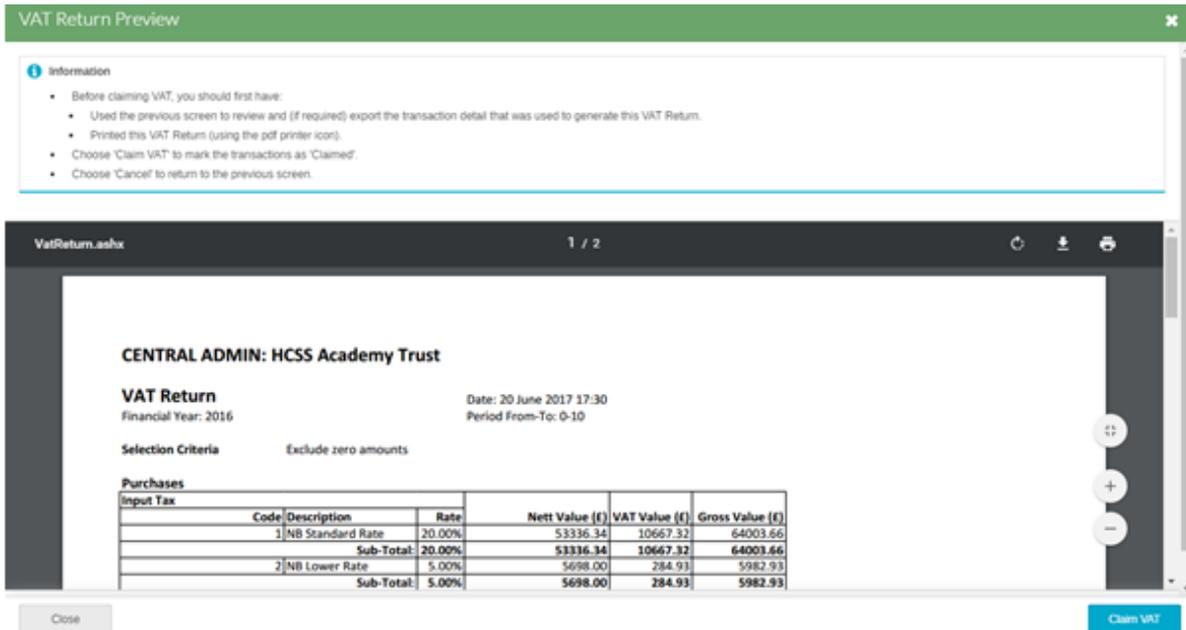
The VAT Return should be printed to PDF by clicking on the print button and a copy kept for your records
To mark the transactions in all the schools as claimed click on the Claim VAT button.
Chose Cancel to return to the selection screen

Known Issue: Some reports may timeout whilst running; this is a known issue and is under investigation

1. Establishment – Central Functionality Set Up_____

To enable the Central Functionality additional set up is required in the individual establishments in the MAT. These functions only become available when the Central Functionality is activated.

    a.   **Establishment Codes**

Go to Codes>Chart of Accounts>Ledger Codes
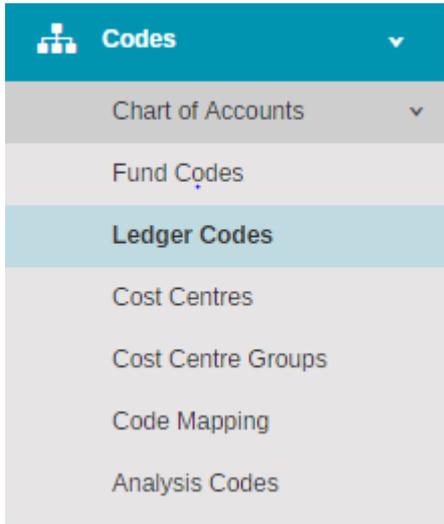
Two new ledger types have been added to the system:

CRI – Inter-Company Liability
DRI – Inter-Company Asset

When adding a new ledger code these can be added as the Ledger Type and will appear in the Balance Sheet

The Central Bank is visible in the individual establishments Chart of Accounts

It has a Fund Code of CBK which is set to inactive and cannot be attached to any other code. Drill down on PTD and YTD for Central bank is not available in this release but will be in a future release.

Note: Any codes used in transactions entered in Central Admin will appear PTD and YTD in the specific establishments.

b. System Set-Up

Go to Codes>System Set-Up>Ledger Options
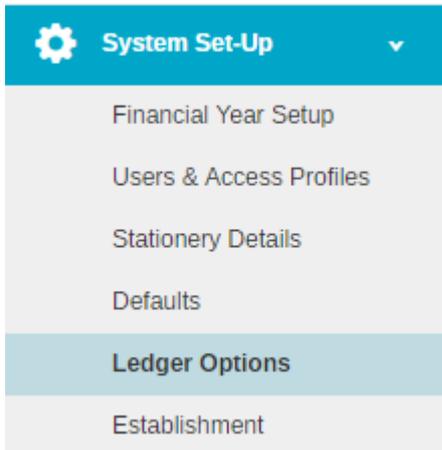
The following screen will appear

When Central Functionality has been switched on Central Users can set the Bank Control Account in Establishments. This account is used for Credit Card Expenses, Direct Debit Expenses and Supplier Refund. This should be ticked if these transactions are to be processed thought the Central Bank.

Note: Note that where Central Bank is in use (with Central BACS and Printed Cheque Runs made in Central Admin) it will still be possible (as at present) for schools to perform BACS and Printed Cheque Runs locally on a school bank account (subject to set-up).

Note also that for expenses & Petty Cash top-up this means that Establishment Users who have permission to access expenses can Credit the Central Bank (unlike other areas), so if Trusts wish to limit this they need to manage through user permissions.

Establishment Users can do Supplier Refunds as these debit the bank.

Click on **Save** to save down the changes

Go to Codes>System Set-Up>Defaults

The following screen will appear

On the Purchases tab is a new option to allow Purchase Orders to use a different 'From' address when the Purchase Order is marked as a Central Transaction. A list of all the establishments in the MAT will appear in the dropdown list

Click on **Save** to save the address details

On the Petty Cash tab the Central Bank can be selected by a Central user as the Top-Up bank., or as at present the setting can be for one of the establishment's bank accounts (e.g. if the school has an imprest account that is topped up using the Inter-Company Journal).

Default Settings

Auto Generation	Purchases	Sales	Petty Cash	Bank Accounts	Tolerances	Email

Petty Cash Bank

7085 - Petty Cash ▾

Top-Up Bank

CBK01 - Central Bank - Current Account   ☑ Use Central Bank

Petty Cash Amount

200.00

Petty Tolerance Level

0.50

Cancel   Save

Click on **Save** to store down the change.

2. Establishment – Transactions_____

A Central Transaction check box has been added to Purchase Orders, Purchase Invoices, Purchase Credit Notes, Sales Invoices and Sales Credit Notes.

When this is ticked on a Purchase Order the 'From' address selected in Defaults>Purchases will be applied.

When it is ticked on a Purchase Invoice or Purchase Credit Note these will not be available to pay in the establishment payment runs but will be available for payment through Central Admin.

When it is ticked on a Sales Invoice or Sales Credit Note these will be available to receipt in the establishment against the Central Bank using Manual Receipts.

Central Bank is available for selection in the following journals Accruals, Cash Book journal, VAT Reimbursement, VAT Payment, Payroll Payment, Bank Transfer, SBS Advance, Prepayment, Opening Balances Journal and Unreconciled Transactions Journal.

Only Central Admin Users will be able to post a credit line to the Central Bank and if an establishment user tries to post a credit line they will get the message

"It is not possible to complete this transaction as it includes a transfer of money from the Authority's Central Bank Account. Only Centrally Authorised Users can complete this sort of transaction. "

The target period must exist and be open in the establishment and Central Admin. If it is not the following message will appear

"It is not possible to complete this operation as the selected period must also exist and be open for Central Admin. Please contact your Central Admin Team to resolve this issue. "

A Period End may need to be run or the period opened in Central Admin.

A Non Central user can't reverse an entry if the reversal would Credit the central bank. A warning message will appear
"It is not possible to reverse this item as it includes a transfer of money from the Authority's Central Bank Account. Only Centrally Authorised Users can complete this sort of reversal. "

When a reversal includes the Central Bank the target period in the reversing establishment must exist and be present in the Central Admin.

3. Establishment – Receipts_____

Receipts for the Central Bank can be posted through Manual Receipts

Go to Receipts>Manual Receipts

The following screen will appear

If the receipt is for a Central Transaction enter the relevant details and select the Central bank from the drop down list.

Click on Income Matching. The Central Transaction invoice will be available to match. This process can be completed by a Non-Central user.

A check box has been added to the Income Matching Match Screen to show Central Receipts and Invoices.

Non-Central Users can Income Match to Central Bank [Manual] Receipts
Non-Central Users can Unmatch Income to Central Bank [Manual] Receipts.
Only Central Users can Reverse Central Bank [Manual] Receipts

4. Establishment – Payments

Bulk payments for Central Transactions are managed through the Central Admin Function but a Manual payment can be processed in an individual establishment.

The Manual Cheque details must be entered in Central Admin System Set-Up Defaults

Go to Payments>Manual Cheque Payment

Payments	⌄
Manual Cheque	
BACS Run	
Printed Cheque Run	
Cash Matching	
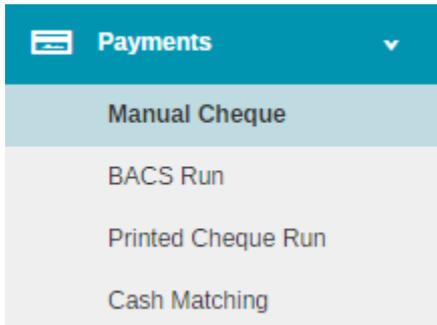
The following screen will appear

Manual Cheque Payment

Date *	Supplier *	Bank *
28/06/2017	Please Select an Option	CBK01 - Central Bank - Current Account
Period *	**Description**	**Cheque Value ***
Period 10	Enter Description	
Cheque Number *		
000800 🔒		Cash Matching

Submit

The Central Bank can be chosen to make the payment. Only Central Users can Add Central Bank [Manual] Cheques.

A check box has been added to the Cash Matching Match Screen to show Central Payments and Invoices.

Cash Matching (Match)

| | Match | Unmatch |

Supplier *
BAB001 - Babcock ▼

Date Range
DD/MM/YYYY 📅

Period
Select a Period ▼

☑ Show Central Payments and Invoices

🔻 Filter   ✕ Clear

Matching Total: £ 0.00

Invoices   Search records 🔍

	Type	^ Reference	Date	Value	Description
☐	Invoice	BAB543	27/06/2017	242.40	Goods

Payments   Search records 🔍

Reference	^ Date	Value	Description

No data available in table

Non-Central Users can Cash Match to Central Bank [Manual] Cheques.
Only Central Users can Unmatch Cash from Central Bank [Manual] Cheques.
Only Central Users can Reverse Central Bank [Manual] Cheques

5. Establishment – Reports_____

The individual establishment Financial Reports will include any transactions that are posted against the Central Bank and through the Inter-Company Ledger Type for the individual establishment.

The establishment dashboard Key Balances includes Central bank for any amounts that relate to that establishment.

Go to Reports>Financial>Balance Sheet
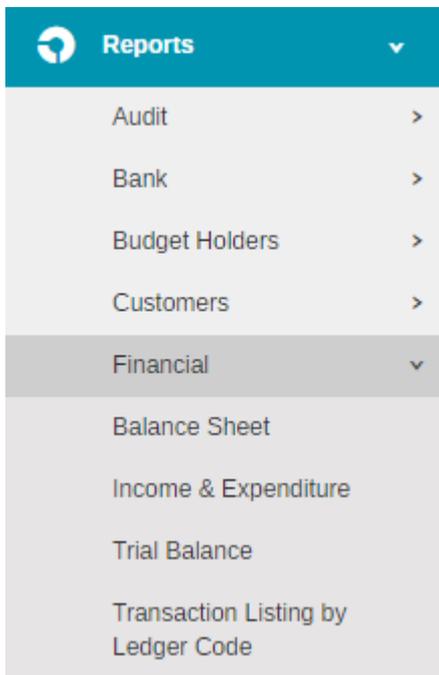
The following screen will appear

Click on Submit and the Balance Sheet will be displayed. It shows additional fields for the Inter-Company Ledger Types and any transactions against the Central Bank will appear under Bank

HCSS Accounting Release Notes Consolidation

Current Assets

	Debit	Credit	Actual
Stock	0.00	0.00	0.00
Debtors	491.10	0.00	491.10
Inter Company Asset	0.00	0.00	0.00
VAT	3138.31	-29.07	3109.24
Bank	141765.81	-127899.38	13866.43
Cash	0.00	0.00	0.00
Total Current Assets			**17466.77**
Total Assets			**17466.77**

Less Current Liabilities

	Debit	Credit	Actual
Creditors	17829.96	-31083.06	-13253.10
Inter Company Liability	0.00	0.00	0.00
Payroll	57053.89	-268429.42	-211375.53

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