



# HCSS Accounting

## HCSS Accounting Release Notes Central Functionality not activated V1.7



access presents

### 1. MAT View where Central Functionality is not activated

Phase1 of the Central functionality has been released. This includes Central Payments and Central Bank Reconciliation.

For those MAT's not adopting this new feature everything will work as it currently does.

The view will change slightly for MAT users. On first logging onto the system as a MAT user you will see that there is a Central Admin feature which acts as a replacement for the previous Consolidation Menu item in schools.



It is possible to switch between schools and Central Admin as a MAT user by selecting the relevant school on the dropdown list





The Central Admin has its own menu which is where Reports can now be found.



#### a. Consolidated Trial Balance

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

onsolidated Iri	al Balance			
Period From Per Select a Period V S	iod To Financia elect a Period 💌 2016	al Year v		
Exclude Zero Balances	Show Inactive Codes	5		
7495 - Alverton Primary Se 7848 - Pennine View Prim	chool 🗙 7846 - Glen Prima ary School 🗙 7849 - Farm	ary School 🗙 7847 - Mount Primary School 🗙 Primary School 🗙 7850 - Hannover Primary School 🗙		
Group by			Reset	Submit

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.



b. 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 x 7849 - Farm Primary School x 7850 - Hannover Primary School x		
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.



c. Consolidated Income & Expenditure

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

	Period To	Financial Year					
Select a Period 🔻	Select a Period	2016	•				
Exclude Zero F	Balances Show Ir	active Codes					
-							
hools:							
Z405 Alverter D	iman (School ¥ 7946	Glop Drimony School	1 ** 7047	Mount Drimony School, M			
2 2 1 1 2 M				Would Filling School A			
7495 - Alverton Pr		Seller Filling Selles	1 🗶 1841	2 · · · · · ·			
7495 - Alverton Pr 7848 - Pennine Vi	ew Primary School 🗙	7849 - Farm Primary S	School x	'850 - Hannover Primary Scho	iol ×		
7495 - Aivenon Pr 7848 - Pennine Vi 7859 - The HCSS	ew Primary School X	7849 - Farm Primary S	School x	7850 - Hannover Primary Scho	× lo		

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.



d. Consolidated VAT Return

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

) Info	rmation										
•	Choose 'Export D	Detail to Excel' if	you wish to save	a copy of the tr	ansaction deta	ail that will be us	ed to generate you	r return (you sho	ould do this before y	ou generate the	e return
and	claim VAT).	o VAT Doturn' to	apporato o provis		Doturo Vou o	on then choose	to Drint your roturn	and record the		Claimod	
<u> </u>	Choose General	e vat Return to	generate a previe	ew of your var	Return. You d	an then choose	to Print your return	and record the	associated val as	Claimed	
Period I	From	Period To	Financia	l Year							
0	•	10	• 2016		• 🔽 EX	clude Zero Bala	nces				
cnools	S										
7495	- Alverton Primar	ry School ×	7846 - Glen Prima	ry School 🗙	7847 - Moun	t Primary Schoo	×				
7848	- Pennine View F	Primary School	x 7849 - Farm	Primary School	7850 -	Hannover Prima	ary School 🗙				
7859	- The HCSS Aca	demy Trust 🗙							Reset	S	Submit
								Ext	oort Detail to Excel	Generate	VAT Ret
Purch	hases	Sales									
_											
✓ Ra	ate: 20.00%	6									
ode	Description	Rate	Establishment	Date	Туре	Reference	Description	Supplier	NETT Value (£)	VAT Value (£)	GRO: Valu
	NB Standard R	ate 20.00%	1 7495	01/04/2017	Invoice	00167859	School Meals for Mar 17		2458.00	491.60	2949.
				01/04/2017	Invoico	00167950	School Meals		262.04	72.50	/25

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.



HCSS Finance Team V1.7 × HCSS	Accounting	×							Jane	_ 0	x
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Sci	hools										^
	7495 - Alverton Prima	ary School 🗙 7846 - Glen	Primary Scho	ol 🗙 7847 -	Mount Primary School	×					
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1	7859 - The HCSS Ac	ademy Trust 🗶						Reset	S	ıbmit	
							Export Detail	to Excel	Generate	VAT Return	
F	Purchases	Sales									
~	Rate: 20.00	%									
Co	de Description	Alverton Primary School	Date	Туре	Reference	Description	Supplier	NETT Value (£)	VAT Value (£)	GROSS Value (£)	
1	NB Standard Rate	20.00% 1 7495	01/04/2017	Invoice	00167859	School Meals for Mar 17	Riverford Organic Farms Ltd	2458.00	491.60	2949.60	
1	NB Standard Rate	20.00% 🕦 7495	01/04/2017	Invoice	00167859	School Meals for Mar 17	Riverford Organic Farms Ltd	362.94	72.59	435.53	
1	NB Standard Rate	20.00% 1 7495	01/04/2017	Invoice	3684	Re programme existing time clock	Intoheat	122.50	24.50	147.00	
1	NB Standard Rate	20.00% 🕦 7495	01/04/2017	Invoice	3617	Annual servicing of heating	Intoheat	1029.00	205.80	1234.80	
1	NB Standard Rate	20.00% ① 7495	03/04/2017	Invoice	242	M+E condition survey	IQ Engineering Consultants Limited	300.00	60.00	360.00	
1	NB Standard Rate	20.00% 🐧 7495	16/04/2017	Invoice	227590	Sanitary Disposal Service 2017/18	Peake (GB) Ltd	49.50	9.90	59.40	
1	NB Standard Rate	20.00% ① 7495	18/04/2017	Invoice	100620643	Text messaging service	Teachers2Parents	87.50	17.50	105.00	
1	NB Standard Rate	20.00% 🕦 7495	20/04/2017	Invoice	1278209	Washroom supplies	Pattersons (Bristol) Ltd	116.34	23.27	139.61	

The school name is shown by clicking on the

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

VAT Keturn Pro	eview										×
Information Before claimi Used the Printed th Choose 'Claimi Choose 'Claimi	ring WAT, you should first a previous screen to revie his VAT Return (using the im VAT' to mark the trans noelf to return to the previ	have: w and (if required) export the tra- e pdf printer icon). actions as 'Claimed'. Ious screen.	nsaction d	letail that was used to general	le this VAT Return	L.					
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CI V/ Fin Sel	ENTRAL ADMI! AT Return nancial Year: 2016 section Griteria archases	V: HCSS Academy Tri Exclude zero amounts	ust	Date: 20 June 2017 17:30 Period From-To: 0-10						<b>₽</b>	
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CI Vi Fin Set	ENTRAL ADMIN AT Return nandial Year: 2016 election Criteria urchases put Tax	N: HCSS Academy Tre Exclude zero amounts Code Description 1 NB Standard Rate Sub-Total: 2 NB Lower Rate	Rate 20.00% 5.00%	Date: 20 June 2017 17:30 Period From-To: 0-10 Nett Value (f) 53336.34 53396.34 5698.00	VAT Value (6) 10667.32 284.92 284.92	Gross Value (f) 64003.66 5982.93				e <b>●</b> ●	

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