HCSS Accounting Release Notes v1.4

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1. Journals – Payroll Control Journal using VAT

It is now possible to select a VAT Code on a Cash Book Journal – this is not a mandatory field.

Go to Transactions>Journals>Payroll Journal
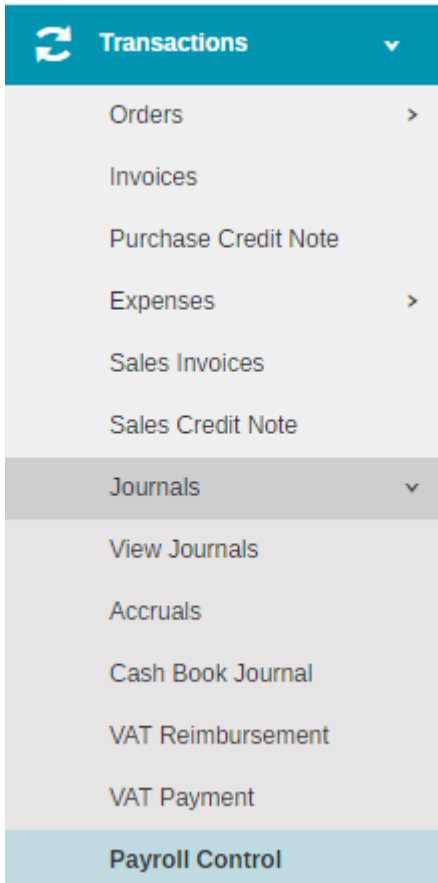
On selecting Payroll Control Journal, click on and the following screen will appear:
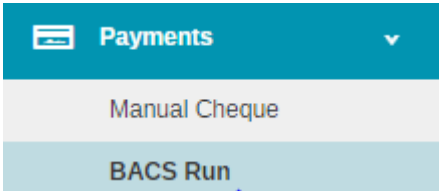

Enter the relevant journal details and select a VAT code if required.

The VAT amount can be overwritten if this varies from the calculated value. The VAT tolerance rate will be applied.

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2. BACS Run – View invoice details

It is now possible to view the invoice details of any invoices that appear in the BACS run.

Go to Payments>BACS Run

Click on to create a new BACS run. The following screen will appear:

The invoice reference will be a hyperlink. Click on this to view the invoice details.
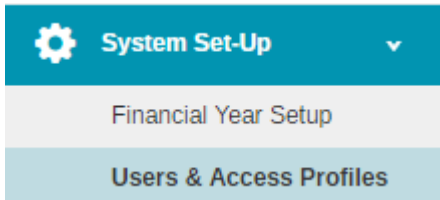
3. Access Rights - Journals

It is now possible to assign access rights to individual journals.

Go to System Setup> Users & Access Profiles

Select a profile to amend, and click on the Journals tab. All the journals are listed individually to allow different levels of access.
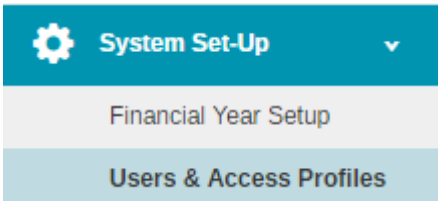
Please note: Master Users have access to all Journals automatically – other users will need to be assigned access.

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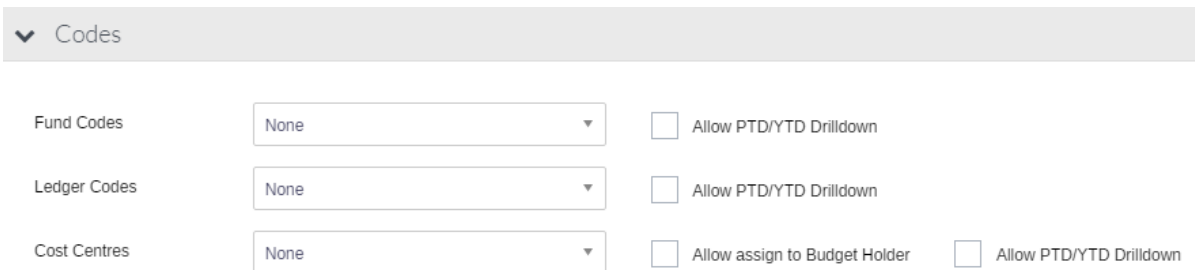friendly experts, clever software

4. Access Rights – Assign Budget Holder to cost centre

For users who do not have access rights to create or edit Cost Centres (i.e. their school is part of a MAT where Cost Centres are managed centrally) but who may wish to assign Budget Holders to a Cost Centre, a new access right has been created.

Go to System Setup> Users & Access Profiles

Select a profile to amend and click on the Codes tab. A new tick box is available.

Once View has been selected from the drop down list against Cost Centres, the tick box will become active and can be selected.