

The logo consists of four vertical bars of varying heights and colors: blue, purple, orange, and red.

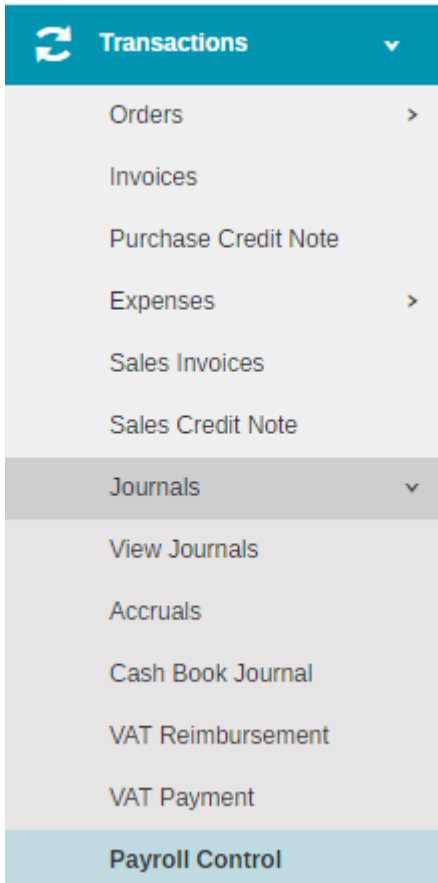
HCSS Accounting

HCSS Accounting Release Notes v1.4

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:

Payroll Control Journal ✕

Date *	Description *	Debit/Credit *	Credit Total: £0.00
<input type="text" value="25/01/2017"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Credit"/>	Debit Total: £0.00
Period *		Payroll Control Account *	Total: £0.00
<input type="text" value="Period 12"/>		<input type="text" value="Select a Payroll Control Account"/>	
Reference *		Amount *	
<input type="text"/>		<input type="text" value="Enter Amount"/>	

Debit/Credit	Description *	Cost Centre *	Ledger *	Analysis	Fund *	VAT Code	Amount *	VAT Value	Total	Action
No data to display										

Credit Total: £0.00
Debit Total: £0.00
Total: £0.00

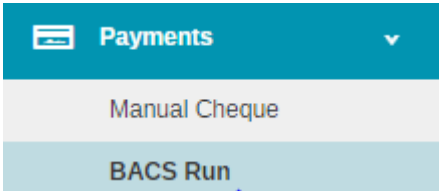
Enter the relevant journal details and select a VAT code if required.


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

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:

Create BACS Run ✕

BACS Run *

Description *

Bank Account *

Total: £0.00

Date *

Period *

Opening Bank Balance: £-5092.40

Supplier Due Date

Selected Only

Reference	Type	Due Date	Supplier	Account Details	Description	Total
0024	Invoice	📅 11/06/2016	Fenland Leisure Products Ltd	🏦	0024	£654987.00
890	Invoice	📅 01/07/2016	Scientific and Chemical	🏦	890	£1069068.00
TST01	Invoice	📅 27/07/2016	AJF Ltd	🏦	TST01	£70.00 <input type="checkbox"/>

The invoice reference will be a hyperlink. Click on this to view the invoice details.

View Invoice ✕

Supplier
AJF001 - AJF Ltd

Invoice Number
TST01

Date
27/06/2016

Due Date

Brief Description of Supply
TST01

Period
Period 12

NETT: £50.00 (Discount: £50.00)

VAT: £20.00

Total: £70.00

Description*	Cost Centre*	Ledger*	Analysis	Fund*	VAT Code*	Value*	Nett Value	Discount(%)	VAT Value	Total
Discount saved check	ADMIN	3501		01	5	£100.00	£50.00	0.00%	£20.00	£70.00

NETT: £50.00 (Discount: £50.00)

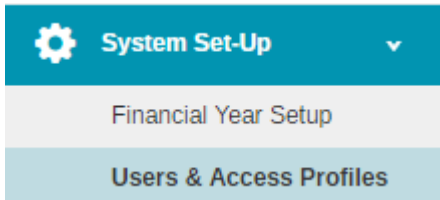
VAT: £20.00

Total: £70.00

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.

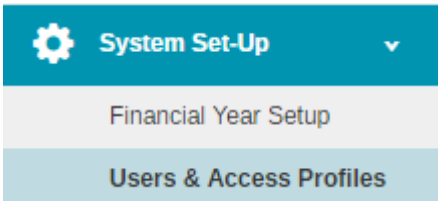
Please note: Master Users have access to all Journals automatically – other users will need to be assigned access.

Cash Book Journal	None
VAT Reimbursement	None
VAT Payment	None
Payroll Control	None
Payroll Payment	None
Bank Transfer	None
VAT Journal	None
SBS Advance	None
Internal Transfer	None
Prepayment	None
Returns	None
Reversals	None

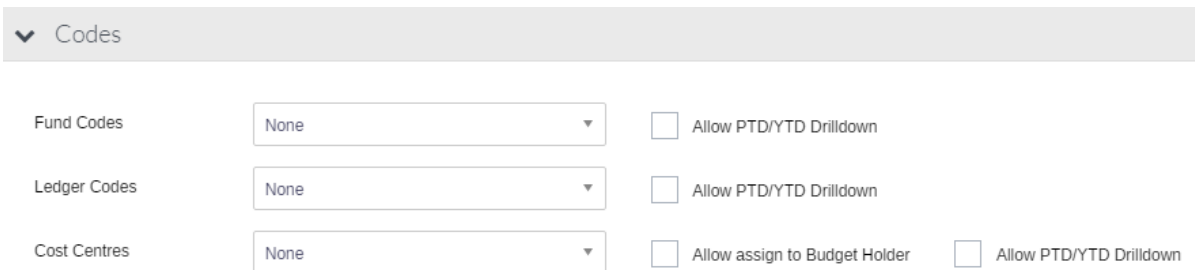
4. Access Rights – Assign Budget Holder to cost centre

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.

A screenshot of the 'Codes' tab in the system setup interface. It features three rows of settings. Each row has a label on the left, a dropdown menu in the middle, and one or two checkboxes on the right. The first row is 'Fund Codes' with a dropdown set to 'None' and a checkbox for 'Allow PTD/YTD Drilldown'. The second row is 'Ledger Codes' with a dropdown set to 'None' and a checkbox for 'Allow PTD/YTD Drilldown'. The third row is 'Cost Centres' with a dropdown set to 'None', a checkbox for 'Allow assign to Budget Holder', and a checkbox for 'Allow PTD/YTD Drilldown'. The 'Allow assign to Budget Holder' checkbox is currently unchecked.

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