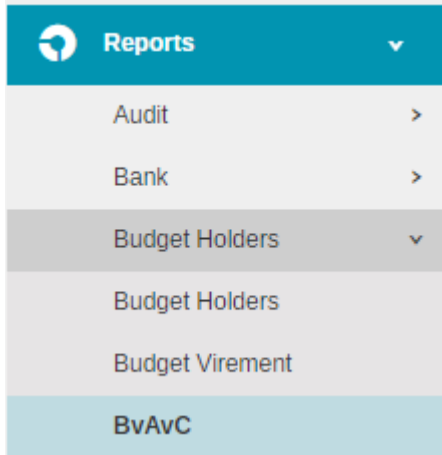# HCSS Accounting Guidance

Release Notes v1.6.1

1. Reports – BvAvC – Budget to date column

An additional column has been added to the BvAvC to show the budget to date value.

Go to Reports>Budget Holders>BvAvC:

Reports ▾

Audit   ›

Bank   ›

Budget Holders   ▾

Budget Holders

Budget Virement

BvAvC

Enter the relevant search criteria and click on   **Submit**

The new column will appear:

% of Budget Spent	Comparative Budget	Expected Outturn

▾ SA

Cost Centre	Current Budget	Current Budget to Date	Actuals	Committed	Total	Differemce	% of Budget Share
ACADENG ⓘ	1000.00	666.80	822.19	22403.46	23225.65	-22225.65	2322.57
ADMIN ⓘ	5000.00	3334.00	97.00	0.00	97.00	4903.00	1.94
ART ⓘ	600.00	0.00	938.90	110.00	1048.90	-448.90	174.82
BIOG ⓘ	0.00	0.00	11.00	0.00	11.00	-11.00	0.00
BUS ⓘ	0.00	0.00	-145.30	0.00	-145.30	145.30	0.00
CAREERS ⓘ	0.00	0.00	65.00	0.00	65.00	-65.00	0.00
CHEM ⓘ	0.00	0.00	-46.95	59.87	12.92	-12.92	0.00
CHIN ⓘ	0.00	0.00	3.00	0.00	3.00	-3.00	0.00
CURR ⓘ	0.00	0.00	-32.94	0.00	-32.94	32.94	0.00
Subtotal	6600.00	4000.80	1711.90	22573.33	24285.23	-17685.23	
Grand Total	6600.00	4000.80	1711.90	22573.33	24285.23	-17685.23	

2. Reports – Budget Holders Report Transaction Details

A new column has been added to the Budget Holders Report, which details the transaction type.

Go to Reports>Budget Holders> Budget Holders:
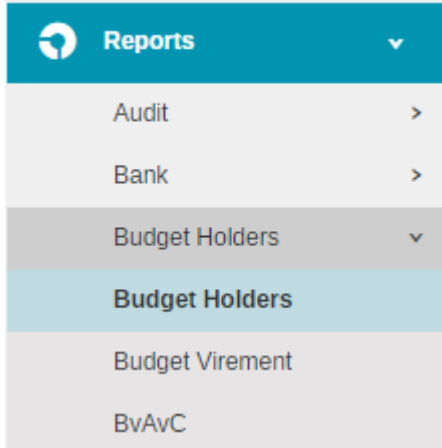
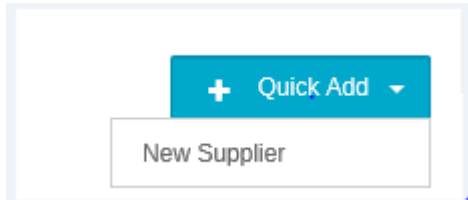Enter the relevant search criteria and click on **Submit**

The new column will appear showing the transaction type:

| ACADENG | Academic English | SA | 1000.00 | | 822.19 | 22403.46 | 23225.65 | -22225.65 |

Ref	TransactionType	Contact	Date	Description	Nett	VAT	Total
001	Purchase Invoice	Supplier 1	7/10/2016	dsfsdf	10.00	0.00	10.00
54856	Purchase Invoice	Supplier 1	7/10/2016	dfdsf	15.00	0.00	15.00
001	Direct Debit Expenses	N/A	11/10/2016	001	-15.00	0.00	-15.00
0012	Direct Debit Expenses	Supplier 1	13/10/2016	002	-100.00	0.00	-100.00
0012	Direct Debit Expenses	Supplier 1	13/10/2016	002	50.00	0.00	50.00

Transactions Details (Year to Date)

3. Quick Add Suppliers – PO Email and Remittance Email

Two new fields have been added to the Quick Add for Suppliers function.

Click on **+ Quick Add ▾** within the transaction and select Supplier.

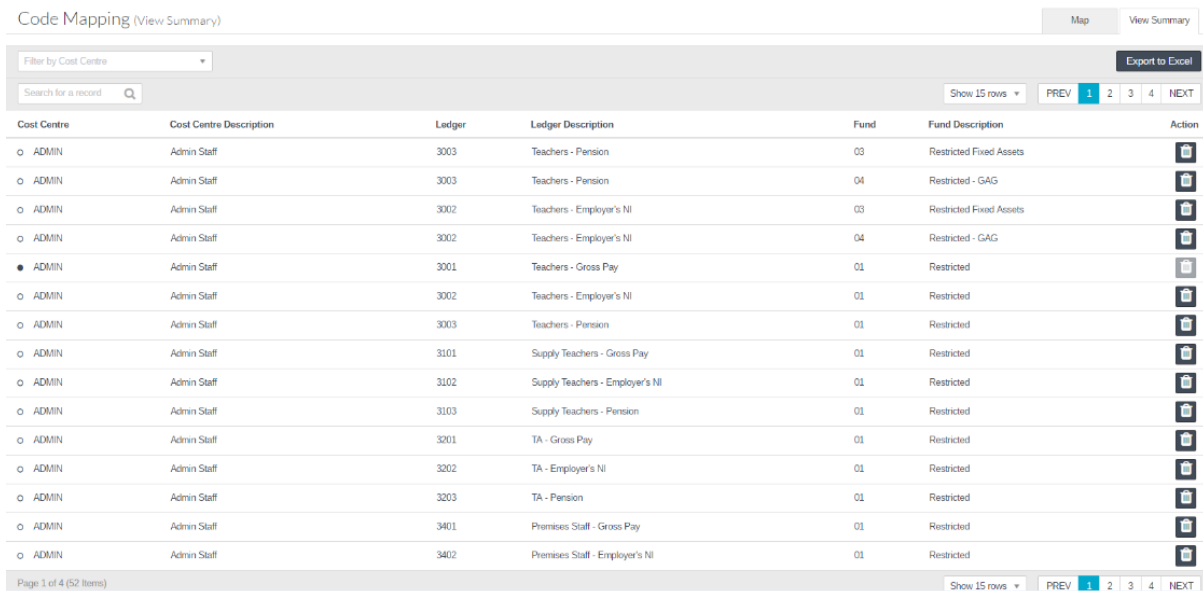The two new fields Email Address for PO and Email Address for Remittance will be available:

4. Code Mapping – Export to Excel View Summary Screen_____

New functionality has been added to the View Summary Screen within Code mapping.

Go to Codes>Chart of Accounts>Code Mapping:
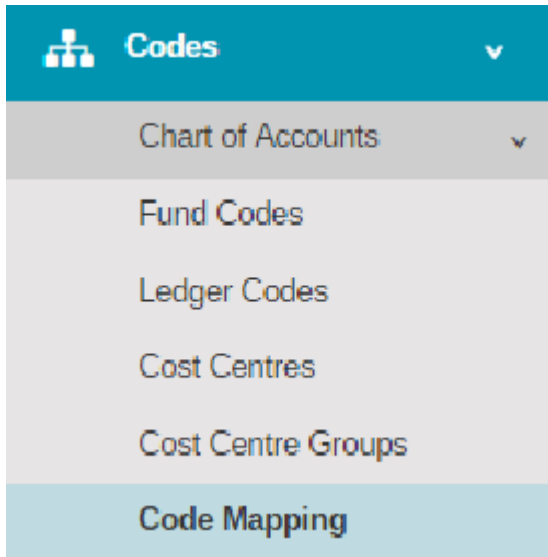
A new button is available to export to Excel:

The export will download and can be opened in Excel.

HCSS Accounting Guidance – Release Notes v1.6.1

5. Journals & Expenses – Export to Excel

All journals, with the exception of the Migration Journals, can now be exported to Excel.
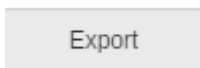
Go to Transactions>Journals:
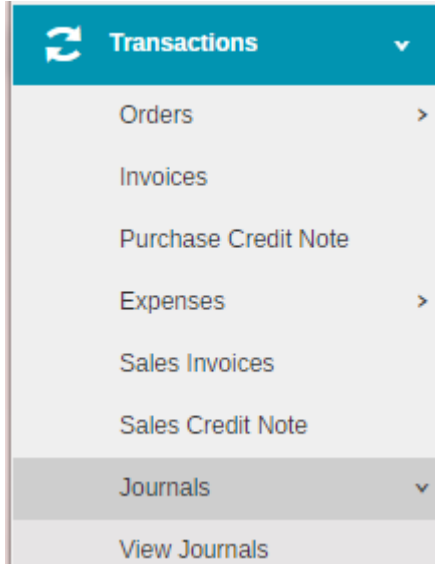
Select the journal you wish to export. Multiple journals can be exported from the bulk action 'Export to Excel', available within the selected journals View List.
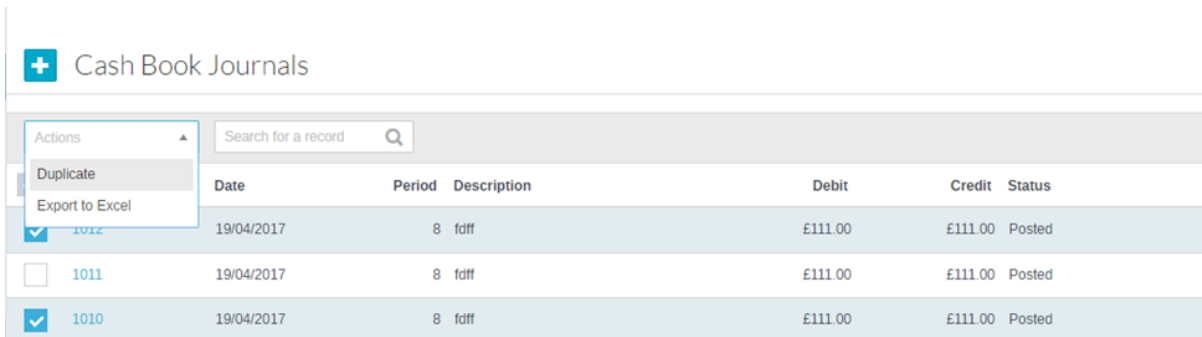
Single journals can be exported by drilling down on the journal from the view list and clicking on the

 button.

Cash Book Journal   Date - 21/04/2017   Period - 8

Date
19/04/2017

Description
fdff

Bank
66666 - TEST for no Petty Cash

Credit Total: £111.00
Debit Total: £111.00
Total: £0.00

Period
8

Debit/Credit
Credit

Reference
1012

Amount
111.00

Debit/Credit	Description *	Cost Centre	Ledger *	Fund	VAT Code	Amount *	VAT Value	Total
Debit	dfdfg	ART	1018	1	10	£111.00	£0.00	£111.00

Credit Total: £111.00
Debit Total: £111.00
Total: £0.00

Close   Export

6. Returns – Remove ability to return an invoice

It is now NOT possible to Return against an invoice.