

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

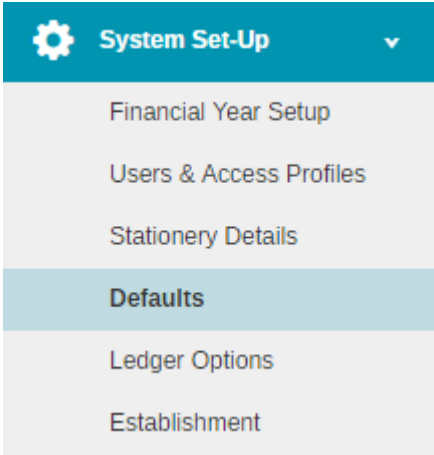
HCSS Accounting

HCSS Accounting Release Notes v1.2

1. Auto Generation of Reference Numbers

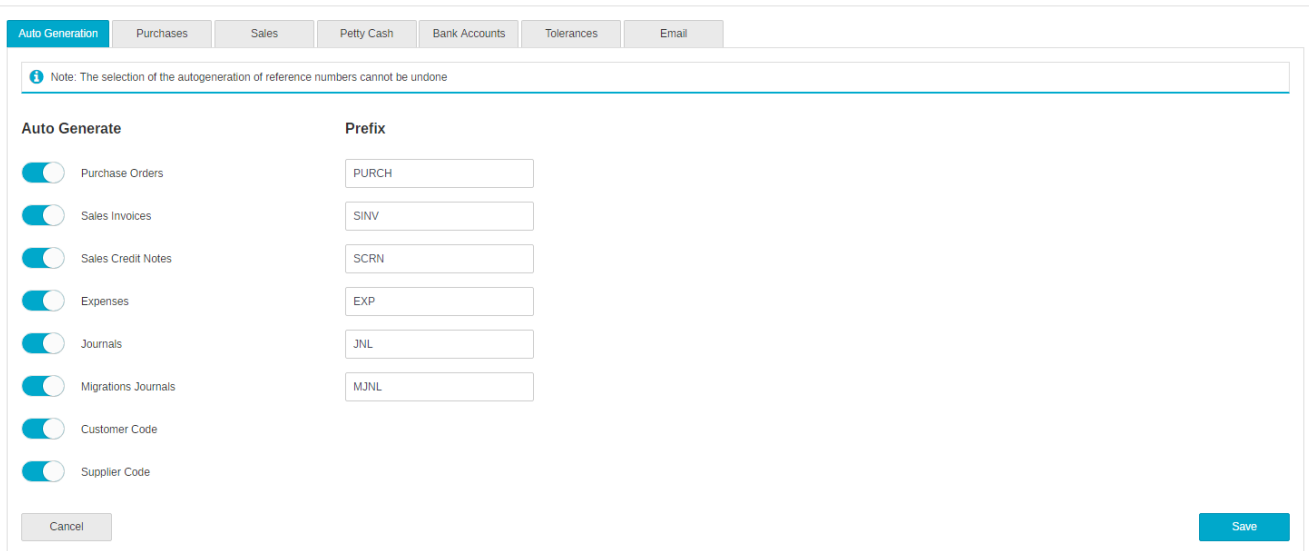
This function automatically generates reference numbers for transactions. A bespoke prefix can be added to the reference number. Once Auto Generation has been activated it cannot be undone.

To activate, go to System Set-Up> Defaults



A new tab is available called Auto-Generation:

Default Settings

A screenshot of the 'Auto-Generation' settings page. At the top, there are tabs for 'Auto Generation', 'Purchases', 'Sales', 'Petty Cash', 'Bank Accounts', 'Tolerances', and 'Email'. Below the tabs is a note: 'Note: The selection of the autogeneration of reference numbers cannot be undone'. The main content area is divided into two columns: 'Auto Generate' and 'Prefix'. Under 'Auto Generate', there are seven toggle switches, all of which are turned on: 'Purchase Orders', 'Sales Invoices', 'Sales Credit Notes', 'Expenses', 'Journals', 'Migrations Journals', 'Customer Code', and 'Supplier Code'. Under 'Prefix', there are five text input fields with the following values: 'PURCH', 'SINV', 'SCRN', 'EXP', 'JNL', and 'MJNL'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Save' button.

Select which transaction types you want the reference auto-generated for, enter a prefix if desired then click on save.

Note – This is a once only activation and cannot be undone.

Once activated, when you go into the transaction you will no longer be able to enter a Reference Number and on submit, a unique reference number will be allocated.

Create Petty Cash Expense

Date *

Period *

Reference *

Description *

NETT: £0.00
VAT: £0.00
Total: £0.00

Petty Cash Balance
£1837.00

Supplier	Reference *	Description *	Date	Value *	Cost Centre *	Ledger *	Analysis	Fund *	VAT Code *	Nett Value	VAT Value	Total	Receipt	Action
No data to display														

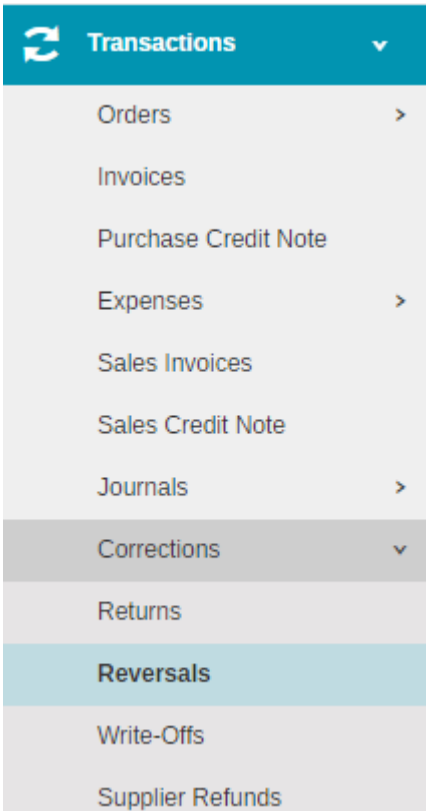
NETT: £0.00
VAT: £0.00
Total: £0.00

<input type="checkbox"/>	Reference	Date	Period	Description	Total	<input type="checkbox"/>	Status
<input type="checkbox"/>	EXP1	01/12/2016	Period 12	DDE - 345	£56.00	<input type="checkbox"/>	Unposted

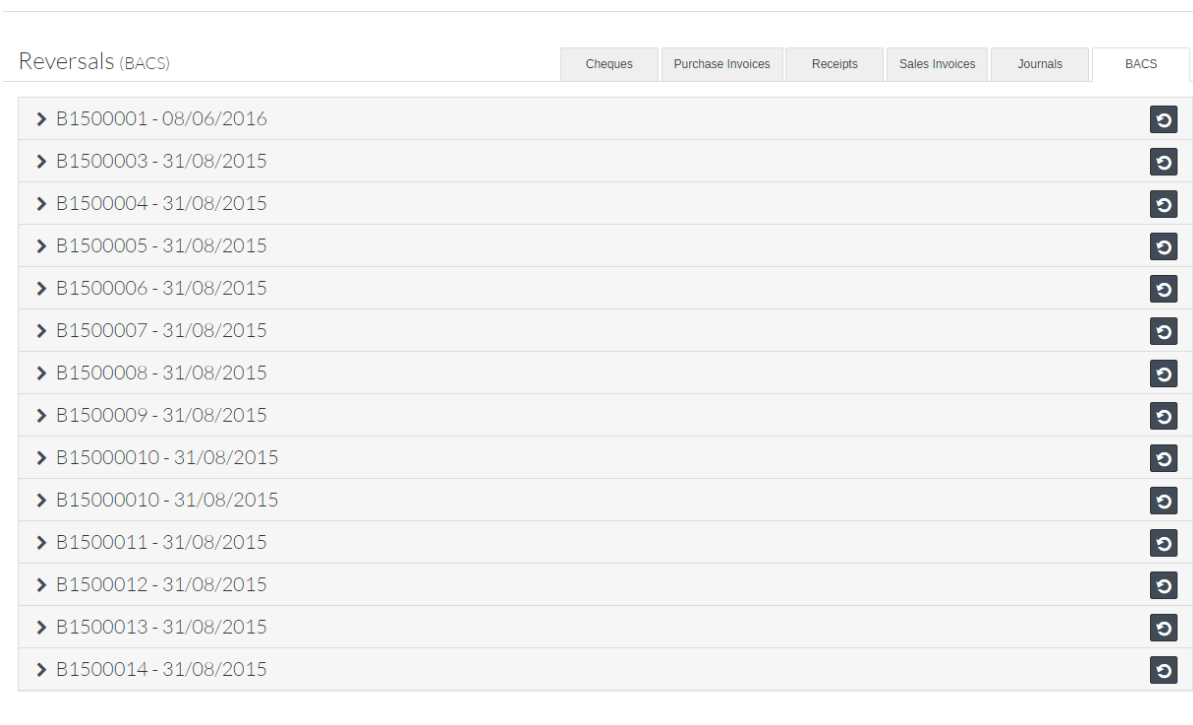
2. BACS Reversals

It is now possible to reverse an individual BACS payment or a full BACS run.


Go to Transactions>Corrections>Reversals:






Click on Reversals. The following screen will appear:



Select the tab named BACS and look for the BACS run that contains the payment that requires reversing.

To reverse the entire run click on the  alongside the BACS Run.

To reverse an individual item click on the  alongside the relevant transaction.

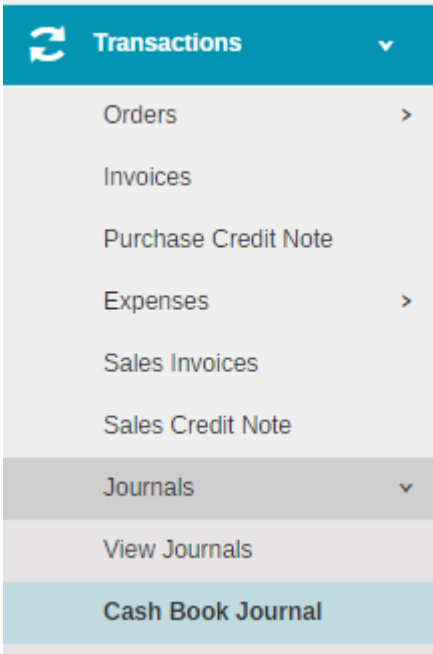
B1500001 - 08/06/2016 		
BACS Run/Bank Action Item Reference	Supplier Name	Payment Total Reverse
B1500001P1	Anglian Water	£813.60 

The reversal will unmatch the payment and the invoice(s), reverse the payment and set the invoice to ready to pay, so that it is available for the next payment run.

3. Cash Book Journal – using Balance sheet ledger codes

It is now possible to post a Cash Book Journal directly to the Balance Sheet.

Go to Transactions>Journals>Cash Book Journal



On selecting Cash Book Journal, click on  and the following screen will appear:

A screenshot of the 'Cash Book Journal' entry form. The form has a blue header with the title 'Cash Book Journal' and a close button. Below the header, there are several input fields: 'Date *' (02/12/2016), 'Description *' (Cash Book Journal), 'Bank *' (BA01 - Current Bank Account), 'Debit/Credit *' (Debit), 'Reference *' (empty), and 'Amount *' (200.00). To the right of these fields, there is a summary box showing 'Credit Total: £0.00', 'Debit Total: £200.00', and 'Total: £200.00'. Below the form is a table with columns: Debit/Credit, Description *, Cost Centre, Ledger *, Analysis, Fund *, VAT Code, Amount *, VAT Value, Total, and Action. The table has one row with 'Credit' in the first column and 'Donation' in the second column. At the bottom right of the table, there is another summary box showing 'Credit Total: £0.00', 'Debit Total: £200.00', and 'Total: £200.00'.

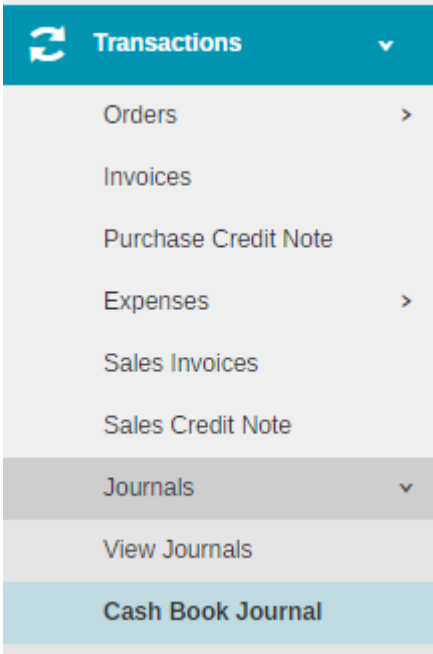
In the Cost Centre Code drop down, you can choose not to use a Cost Centre and Balance Sheet Ledger codes will be available for selection in the Ledger Code drop down.

Code	Description
	None (Balance Sheet)
123	test
ADMIN	Admin Staff
ADMINSUPP	Admin Supplies
ADVERTISING	Advertising
AENG	Sch1 English
A1FTFST	A1F TEST

4. Cash Book 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>Cash Book Journal



On selecting Cash Book Journal click on  and the following screen will appear:

A screenshot of the 'Cash Book Journal' entry form. The form has a blue header with the title 'Cash Book Journal' and a close button. Below the header, there are several input fields: 'Date *' (02/12/2016), 'Description *' (Cash Book Journal), 'Bank *' (BA01 - Current Bank Account), 'Period *' (Period 12), 'Reference *' (empty), 'Debit/Credit *' (Debit), and 'Amount *' (200.00). To the right of these fields, there is a summary box showing 'Credit Total: £0.00', 'Debit Total: £200.00', and 'Total: £200.00'. Below the form, there is a table with columns: Debit/Credit, Description *, Cost Centre, Ledger *, Analysis, Fund *, VAT Code, Amount *, VAT Value, Total, and Action. The table has one row with 'Credit' in the first column and 'Donation' in the second column. At the bottom right of the form, there is another summary box showing 'Credit Total: £0.00', 'Debit Total: £200.00', and 'Total: £200.00'.

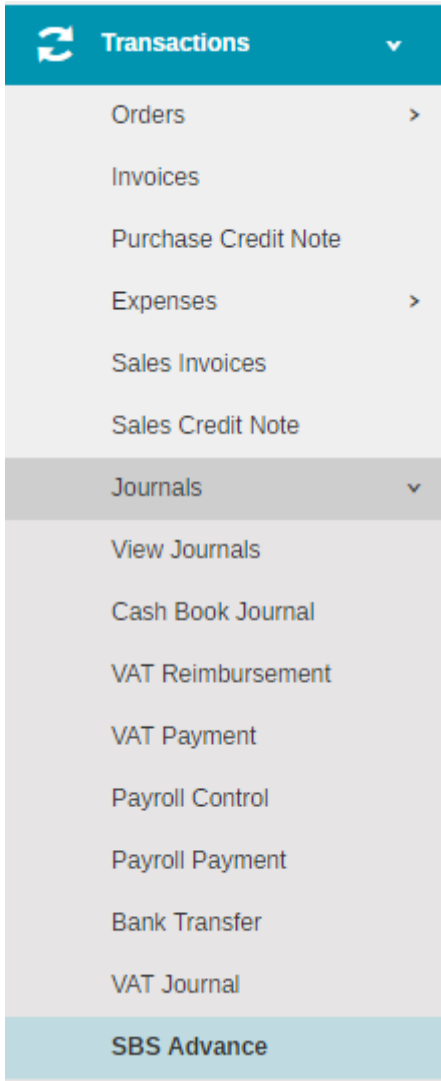
Enter the relevant journal details and select a VAT code if required.

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

5. SBS Advance Journal – using VAT

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

Go to Transactions>Journals>SBS Advance Journal



On selecting SBS Advance Journal click on  and the following screen will appear:

SBS Advance Journal ✕

Date *	Description *	Bank *	Credit Total: £0.00
<input type="text" value="02/12/2016"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Select an Option"/>	Debit Total: £0.00
Period *		Debit/Credit *	Total: £0.00
<input type="text" value="Period 12"/>		<input type="text" value="Debit"/>	
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

Close Submit and Add Another Submit

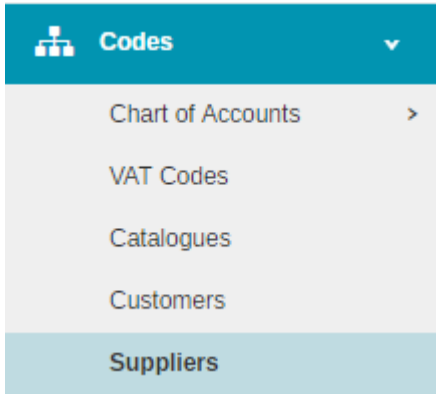
Enter the relevant journal details and select a VAT code if required.

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

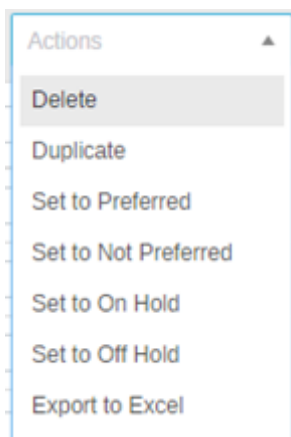
6. Supplier Details Export (including PO and Remittance Email)

An export to Excel has been added to the suppliers' View List in Codes. This export lists provides all the Supplier Information entered, including the PO Email address and the Remittances Email address.

Go to Codes>Suppliers.



Click on the Actions drop down list



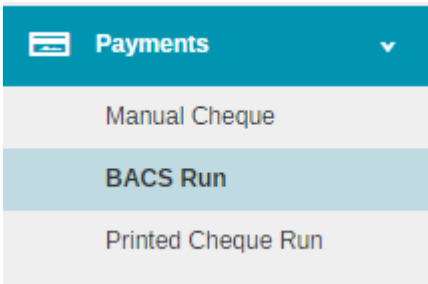
At the bottom of the list, there is an option to Export to Excel.


Click on this and a download will be available. It shows all the information entered for each supplier.

7. BACS Payments – disable in BACS Processing if remittance email is missing

If a supplier does not have an email address, although the invoice will appear in the BACS run selection screen, the invoice will not be selectable.

Go to Payments>BACS Run.



Click on  to add a new BACS Run.

Enter the relevant details. The following screen will appear:

Create BACS Run
✕

BACS Run *

Description *

Bank Account *

Date *

Period *

Total: £0.00

Opening Bank Balance: £-5092.40

Supplier Due Date

Filter By Supplier

DD/MM/YY

Clear

Selected Only

Reference	Type	Due Date	Supplier	Account Details	Description	Total	<input type="checkbox"/>
o 0024	Invoice	11/06/2016	Fenland Leisure Products Ltd		0024	£654987.00	
o 890	Invoice	01/07/2016	Scientific and Chemical		890	£1069068.00	
o TST01	Invoice	27/07/2016	AJF Ltd		TST01	£70.00	<input type="checkbox"/>
o CR111111	Credit Note	27/07/2016	AJF Ltd		CR1111	£120.00	<input type="checkbox"/>
o 1234	Credit Note	03/08/2016	AJF Ltd		1234	£0.00	<input type="checkbox"/>
o 123	Invoice	28/07/2016	Fenland Leisure Products Ltd			£0.00	
o 3333333	Invoice	18/08/2016	AJF Ltd			£0.00	<input type="checkbox"/>
o 6666666	Invoice	24/09/2016	AJF Ltd			£300.00	<input type="checkbox"/>
o MikeTest	Invoice	10/11/2016	AJF Ltd		g	£120.00	<input type="checkbox"/>
o 56555555	Invoice	10/11/2016	AJF Ltd			£30.00	<input type="checkbox"/>
o BAN89	Invoice	12/12/2016	Banjo & Sons		Goods	£120.00	<input type="checkbox"/>
o BAN45	Invoice	12/12/2016	Banjo & Sons		Goods	£120.00	<input type="checkbox"/>
o BAN99	Invoice	12/12/2016	Banjo & Sons		Goods	£120.00	<input type="checkbox"/>

Close

Save

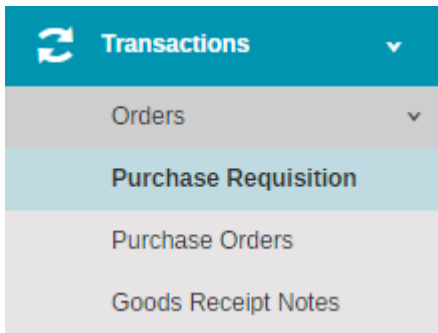
Process

It will not be possible to select the suppliers that do not have a Remittance Email Address. To check the Remittance Email Addresses before running the BACS Run use the Supplier Details Report available under Codes>Suppliers.

8. Cost Centre on Purchase Requisition View

A new column has been added to the Purchase Requisitions View List screen showing the Cost Centre attributed to the Purchase Requisition.

Go to Transactions>Orders>Purchase Requisitions.



Click on Purchase Requisitions and the following screen will appear:

+ Requisitions

Actions Show 15 rows PREV 1 2 NEXT

<input type="checkbox"/>	Ref	Date	Period	CostCentre	Supplier Name	Total	Best Value Evidence	Status		Pdf
<input type="checkbox"/>	REQ18	23/09/2016	Period 12	RECEPTION	BRA001 - Brainwaves	£133.20	None	Approved		
<input type="checkbox"/>	REQ17	01/09/2016	Period 12	ADMIN	-	£25.00	None	Approved		
<input type="checkbox"/>	REQ16	17/08/2016	Period 12	ART	BBC001 - BBC Active Customer Service	£250.00	None	Approved		
<input type="checkbox"/>	REQ15	15/08/2016	Period 12	ART	AJF001 - AJF Ltd	£30.00	None	Approved		
<input type="checkbox"/>	REQ14	12/07/2016	Period 12	ADMIN	HER001 - Hertfordshire Supplies	£123.45	None	Converted to Order		
<input type="checkbox"/>	REQ13	12/07/2016	Period 12	ADMIN	HER001 - Hertfordshire Supplies	£123.45	None	Converted to Order		
<input type="checkbox"/>	REQ12	11/07/2016	Period 12	ART	-	£5.00	None	Approved		
<input type="checkbox"/>	REQ11	30/06/2016	Period 12	ADMINSUPP	-	£10.00	None	Converted to Order		
<input type="checkbox"/>	REQ10	27/06/2016	Period 12	ADMIN	AJF001 - AJF Ltd	£12.00	None	Approved		
<input type="checkbox"/>	REQ9	23/06/2016	Period 12	ADMIN	-	£234.00	None	Approved		
<input type="checkbox"/>	REQ7	20/06/2016	Period 12	ADMIN	-	£20.00	None	Approved		
<input type="checkbox"/>	REQ6	20/06/2016	Period 12	ADMIN	BBC001 - BBC Active Customer Service	£1023.02	None	Converted to Order		

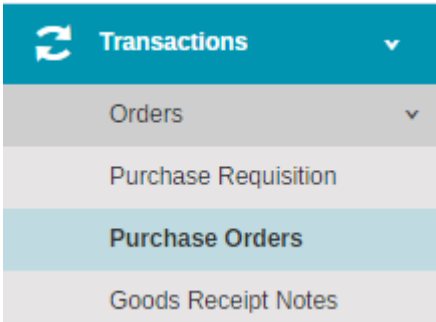
The additional column for Cost Centre is visible just before the Supplier Name column.

It also appears in the Excel export available from the Actions tab.

9. Purchase Order View List – Email details

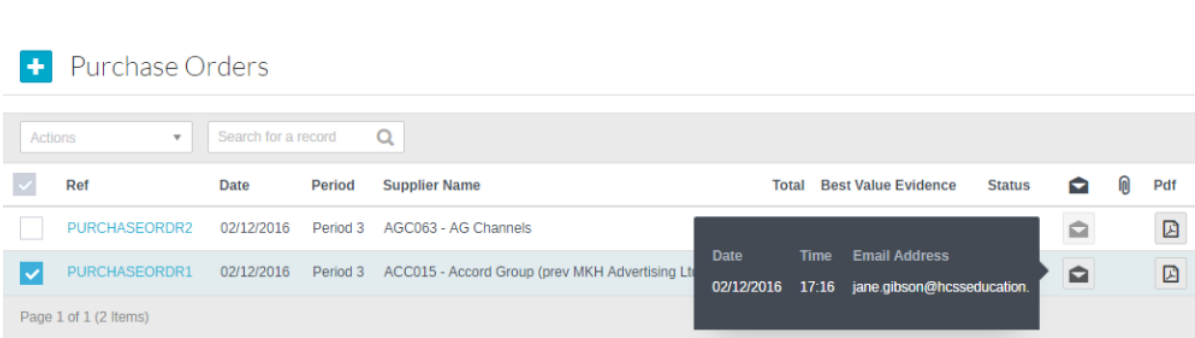
A new field has been added to the Purchase Order View List screen which shows the email that have been sent to a supplier for the individual Purchase Order.

Go to Transactions>Orders>Purchase Orders.



Click on Purchase Orders and the view list screen will appear. An additional column appears with an Envelope icon.

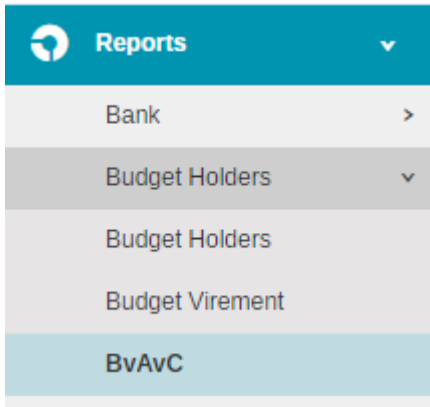
Click on  and details of the email sent will be displayed. If no email has been sent, this icon will be grey.



10. BvAvC – additional columns

It's now possible to include columns for Ledger Codes, Fund Codes and Analysis codes on the BvAvC Report.

Go to Reports>Budget Holders>BvAvC.



Open the Report to show the selection criteria:

A screenshot of the 'BvAvC Report' configuration interface. At the top, there is a warning message: 'Expected Outturn Report will be run for Current Year and through to Period 12 any Selection Criteria will not be applied'. Below this, there are several sections for configuration: 'Period From' and 'Period To' (both dropdowns), 'Financial Year' (dropdown set to '20162017'), and a row of checkboxes for 'Exclude Zero Balances', 'Show Inactive Codes', 'Show Ledger Codes', 'Show Fund Codes', and 'Show Analysis Codes'. The 'Show Ledger Codes', 'Show Fund Codes', and 'Show Analysis Codes' checkboxes are checked. There are also 'Reset' and 'Submit' buttons. Below this, there are sections for 'Cost Centre' (with a dropdown for 'E20 - E20ICT learning resources') and 'Type' (with dropdowns for '% of Budget Spent', 'Comparative Budget', and 'Expected Outturn'). At the bottom right, there are 'Export to PDF' and 'Export to Excel' buttons.

Select the additional columns required and click on submit.

The columns can be viewed on screen (with hover text displaying the description for the codes) and exported to both Excel and PDF.

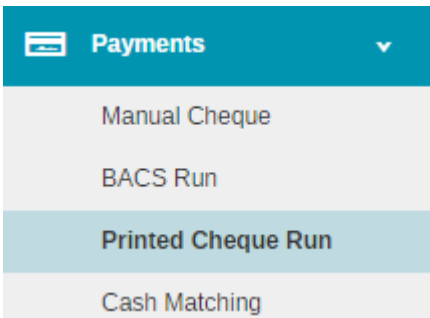
11. BvAvC - Grand Total Line


A grand total has been added to the BvAvC.

12. Completed Run Report– Cheque Number or BACS Reference included

The Completed Run Report for Printed Cheques or BACs now includes the Cheque Number or BAC Reference.

Go to Payments>Printed Cheque Run (or BACS Run).



Click on  to download a Completed Payment Run. A new column has been added to include the Cheque Number or the BACS Reference.

Transaction Total	Cheque Number	Approved
£600.00	000002	<input type="checkbox"/>
£600.00		
£600.00		

Note this is only available on the Completed run not the Saved run.

13. Aged Debtor and Aged Creditor Reports – include unmatched Receipts and Payments

The Aged Debtor and Aged Creditor Reports have been updated and now include a column (on Account) for unmatched Receipts and Payments.

Aged Creditor Report

[Export to PDF](#)
[Export to Excel](#)

Supplier	Total	On Account	Current	1-30	31-60	61-90	Over 90 days
SCI001 - Scientific and Chemical	1,069,068.00	0.00	0.00	0.00	0.00	0.00	1,069,068.00
MAP001 - Maplin Electronics Ltd	786,516.40	0.00	0.00	0.00	640.00	0.00	785,876.40
KID001 - Kidde Fire Protection Services	785,185.20	0.00	0.00	0.00	0.00	0.00	785,185.20
FEN001 - Fenland Leisure Products Ltd	654,987.00	0.00	0.00	0.00	0.00	0.00	654,987.00
FOL001 - Folens Publishers Ltd	324,507.45	0.00	0.00	0.00	0.00	0.00	324,507.45
EMO001 - Emo Oil Ltd	71,260.35	0.00	0.00	0.00	0.00	0.00	71,260.35

Aged Debtor Report for 2015 (Year to Date)

Customer	Total	On Account	Current	1-30	31-60	61-90	Over 90 days
CAR001 - Caravan Club	£1675.00	£100.00	£0.00	£0.00	£0.00	£1000.00	£775.00
JUD001 - Judo Club	£700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00
BAB001 - Baby Swimmers	£360.00	£0.00	£0.00	£0.00	£0.00	£0.00	£360.00
GYM001 - Gym Club	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00
SCU001 - Scuba Club	£220.00	£0.00	£0.00	£0.00	£0.00	£0.00	£220.00
Total	£2955.00	£400.00	£0.00	£100.00	£0.00	£1000.00	£2255.00

14. Purchase Order and Sales Invoice templates – window address

The Purchase Order and Sales Invoice Template have now been updated to show the Supplier or Customer Address on the left hand side for window envelopes.