

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

HCSS Accounting

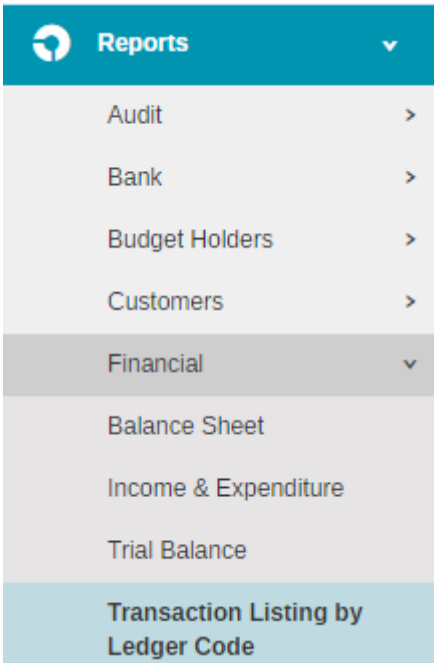
HCSS Accounting Release Notes v1.3

1. Report – Transaction Listing by Ledger Code

This report shows transactions per ledger code for a selected period range. It can be run for all Ledger Codes or specific ledger codes.

The Master Profile has access to this report by default; all other profiles will need to be updated dependent upon the school's policies. This is actioned in System Setup>Users & Access Profiles.

Go to Reports> Financial>




Click on Transaction Listing by Ledger Code. The following screen will appear:

The screenshot shows the 'Transaction Listing by Ledger Code Report' interface. At the top, there is an information banner: 'Info - Your report will automatically download once generated. Please check your download folder.' Below this, the form has three dropdown menus: 'Period From *' (with 'Select a Period' text), 'Period To *' (with 'Select a Period' text), and 'Financial Year' (with '2015' selected). Underneath these is a text input field for 'Ledger Codes' with the placeholder 'Select Ledger Code(s)'. To the right of the input field are two buttons: a grey 'Reset' button and a teal 'Generate' button.

Select the period range and ledger code(s) required.

Note – If no ledger codes are selected the report will be generated for all ledger codes.

Generate

Click on  to run the report. It will automatically download. An extract is shown below:

Jane Gibson School									
Transaction Listing by Ledger Code					Date: 04 January 2017 11:19				
Financial Year: 2015					Periods: 11 - 12				
Code:	4210	Ledger Description:		Furn, Equip & Mat	Ledger Code Balance:		2,025.00		
Transaction Ref	Transaction Type	Transaction Date	Item Description	Nett Value	VAT Value	Transaction Value	Contact	Cost Centre	Cost Centre Description
dsf	Petty Cash Expenses	30/06/2016	hjhj	20.00	4.00	24.00	AJF Ltd	ART	Art
gfhgfh	Credit Card Expenses	01/07/2016	ghghgh	500.00	100.00	600.00	BBC Active Customer Service	ART	Art
gfhgfh	Credit Card Expenses	01/07/2016	ghgh	20.00	4.00	24.00	Folens Publishers Ltd	ART	Art
gfhgfh	Credit Card Expenses	01/07/2016	gh	20.00	4.00	24.00	Hertfordshire Supplies	ART	Art
kmbmw	Direct Debit Expenses	01/07/2016	erer	10.00	2.00	12.00	AJF Ltd	ART	Art
896532	Invoice	01/07/2016	goods	10.00	1.90	11.90	Brainwaves	ART	Art
123456	Invoice	04/07/2016	stuff	100.00	0.00	100.00	Baker Ross	ART	Art
123	Credit Note	19/07/2016	dsff	100.00	20.00	120.00	BBC Active Customer Service	ART	Art
454655465465	Invoice	27/07/2016	goods1	100.00	20.00	120.00	Darwins	ART	Art
8989988	Invoice	27/07/2016	goods3	120.00	24.00	144.00	Darwins	ART	Art
1234567	Invoice	17/08/2016	My line	125.00	0.00	125.00	BBC Active Customer Service	ART	Art
SO444444	Invoice	17/08/2016	Test	100.00	0.00	100.00	Caravan Club	ART	Art
33252523	Credit Card Expenses	17/08/2016	test	100.00	0.00	100.00	BBC Active Customer Service	ART	Art
REV14	Credit Card Expenses	17/08/2016	[Reversed] test	100.00	0.00	100.00	BBC Active Customer Service	ART	Art
e3ergvtrrh	Credit Card Expenses	17/08/2016	rthrh	100.00	0.00	100.00	BBC Active Customer Service	ART	Art
REV15	Credit Card Expenses	17/08/2016	[Reversed] rthrh	100.00	0.00	100.00	BBC Active Customer Service	ART	Art
6666666	Invoice	25/08/2016	TYest	250.00	50.00	300.00	AJF Ltd	ART	Art
555555	Cash Book Journal	26/08/2016	Test	250.00	0.00	250.00		ART	Art
LUT8989	Invoice	28/09/2016	Goods	100.00	20.00	120.00	Luton Primary Care NHS Trust	ART	Art
inv4564	Invoice	12/10/2016	Goods	100.00	20.00	120.00	Brainwaves	ENG	English
FN47	Invoice	30/11/2016	Goods	100.00	20.00	120.00	First News	ART	Art
BAN89	Invoice	02/12/2016	Goods	100.00	20.00	120.00	Banjo & Sons	ART	Art
BAN45	Invoice	02/12/2016	Goods	100.00	20.00	120.00	Banjo & Sons	ART	Art
BAN99	Invoice	02/12/2016	Goods	100.00	20.00	120.00	Banjo & Sons	ART	Art
BAN65	Invoice	02/12/2016	Goods	100.00	20.00	120.00	Banjo & Sons	ART	Art

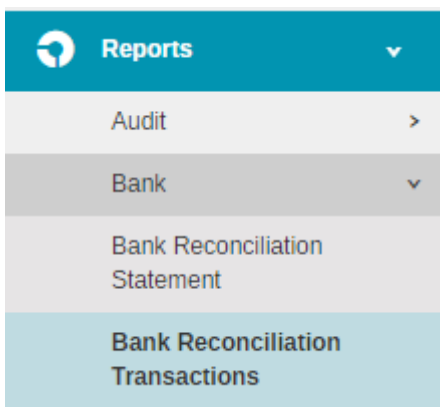
2. Report – Bank Reconciliation Transactions

This report provides 3 separate reports:

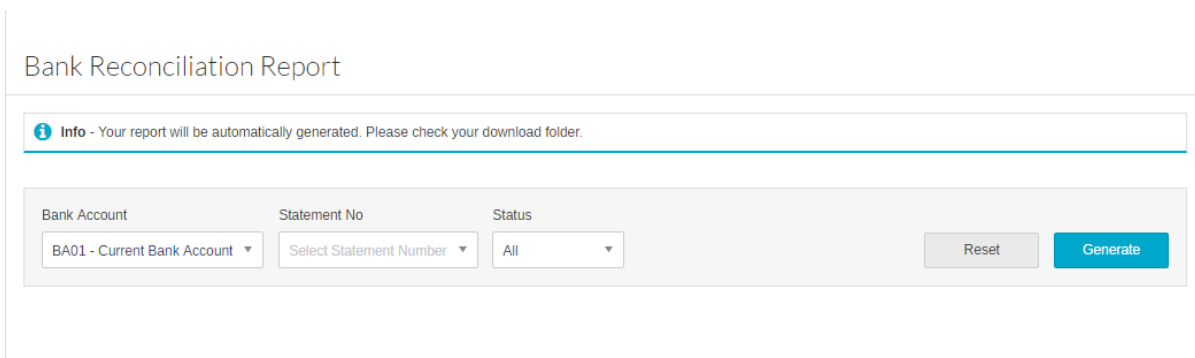
1. A listing of transactions that have been reconciled against a specific bank account and/or statement number
2. A listing of any unreconciled transactions
3. A full listing of reconciled and unreconciled transactions

The Master Profile has access to this report by default; all other profiles will need to be updated dependent upon the school's policies. This is actioned in System Setup>Users & Access Profiles.

Go to Reports>Bank



Click on Bank Reconciliation Transactions. The following screen will appear:

A screenshot of the 'Bank Reconciliation Report' generation screen. At the top, there is a title 'Bank Reconciliation Report' and an information box that says 'Info - Your report will be automatically generated. Please check your download folder.' Below this, there are three dropdown menus: 'Bank Account' (set to 'BA01 - Current Bank Account'), 'Statement No' (set to 'Select Statement Number'), and 'Status' (set to 'All'). To the right of these dropdowns are two buttons: 'Reset' and 'Generate'.

Select the Bank Account, Statement Number and Status (dependent upon the report you wish to run).

An extract is shown below:

Jane Gibson School

Bank Reconciliation Report

Date: 04 January 2017 11:29

Bank Account: BA01 - Current Bank Account
Status: Unreconciled

Statement Number: All

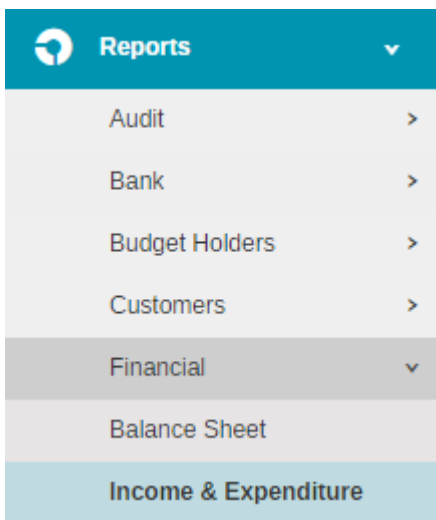
Date	Reference	Supplier/ Customer	Invoice	Description	Stat	Date Reconciled	Payment	Receipt
30 November 2016	3453458	First News	FN47	Manual Cheque		n/a	120	0
03 October 2016	Test			Test		n/a	0	240
28 September 2016	3453457	Luton Primary Care NHS Trust	LUT8989	payment		n/a	120	0
26 August 2016	3453456	Anglian Water				n/a	2500	0
26 August 2016	555555			test		n/a	250	0
18 August 2016	test2			test2		n/a	0	1000
17 August 2016	1234567	BBC Active Customer Service		Test		n/a	100	0
17 August 2016	33252523	BBC Active Customer Service		esgsdgsdgsd		n/a	100	0
17 August 2016	e3ergvrtrrh	BBC Active Customer Service		rrrthrth		n/a	100	0
16 August 2016	JD Test 002			test		n/a	0	9
16 August 2016	JD Test 03			tset		n/a	0	101
29 July 2016	001004	Southern Electric	987654	Printed Cheque - C1500005		n/a	933.34	0
29 July 2016	001005	Pearson Education Limited	987987	Printed Cheque - C1500005		n/a	571.2	0
14 July 2016	Test			Test		n/a	10000	0
14 July 2016	Test1			Test1		n/a	0	100
12 July 2016	553			fdgfdg		n/a	200	0
09 July 2016	sdsdsd			Top up petty cash		n/a	1158	0
08 July 2016	ddd			Top up petty cash		n/a	100	0
06 July 2016	001003	British Gas Business	0022	Printed Cheque - C1500004		n/a	99999	0
05 July 2016	001000	Brainwaves	0021, 896532	Printed Cheque - C1500002		n/a	5011.9	0
05 July 2016	001001	BBC Active Customer Service	987987987, 001dsfsd	Printed Cheque - C1500002		n/a	1830	0
05 July 2016	001002	GolfGolfGolfGolfGolfGolf	0007, 0012	Printed Cheque - C1500003		n/a	150	0

3. Reports – filter on Income & Expenditure Report for Funds and/or Analysis Codes and/or Cost Centres

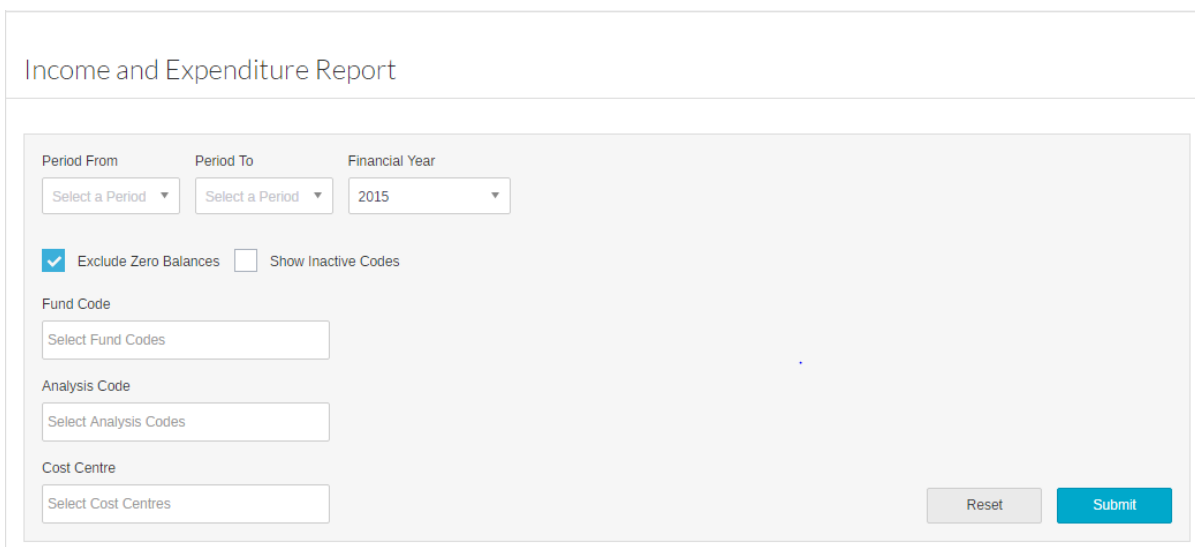
A new filter option has been added to the Income and Expenditure Report allowing the selection of running the report by Fund and/or Analysis and/or Cost Centre.

The Master Profile has access to this report by default; all other profiles will need to be updated dependent upon the school's policies. This is actioned in System Setup>Users & Access Profiles.

Go to Reports>Income & Expenditure



Select Income & Expenditure. The following screen will appear:



Select the Period Range, Fund, Analysis and Cost Centre required. Click on **Submit** to run the report.

Period From
 Period To
 Financial Year

Exclude Zero Balances
 Show Inactive Codes

Fund Code

Analysis Code

Cost Centre

Income				
Ledger Code	Ledger Description	Debit	Credit	Total
No data found please try again				
Total Income		0.00	0.00	0.00

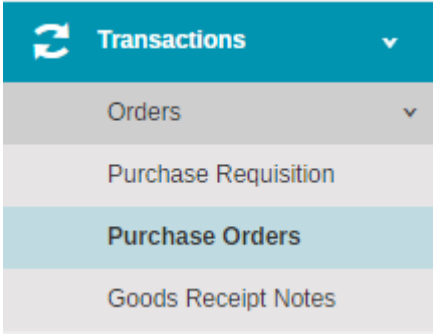
Expenditure				
Ledger Code	Ledger Description	Debit	Credit	Total
3501	Admin Staff - Gross Pay	0.00	-1000.00	-1000.00
4210	Furn, Equip & Matis	250.00	0.00	250.00
Total Expenditure		250.00	-1000.00	-750.00
Surplus/Deficit		-250.00	1000.00	750.00

The report will appear as before but based on the newly selected criteria.

4. Purchase Orders – complete part received or ordered Purchase Orders

It is now possible to complete a part received or ordered Purchase Order. This process will remove the outstanding commitment and close the Purchase Order.

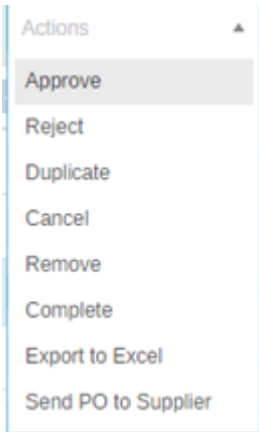
Go to Transactions>Orders>Purchase Orders



The View List of Purchase Orders will appear:

+ Purchase Orders									
Actions	Search for a record				Show 15 rows	PREV 1 2 3 4 NEXT			
<input type="checkbox"/>	Ref	Date	Period	Supplier Name	Total	Best Value Evidence	Status		
<input type="checkbox"/>	DRAFT	12/07/2016	Period 12	BBC001 - BBC Active Customer Service	£123123.00	None	Draft		
<input type="checkbox"/>	DRAFT	27/06/2016	Period 12	BRI001 - British Gas Business	£234.00	None	Draft		
<input type="checkbox"/>	PURCH48	05/12/2016	Period 12	BRA001 - Brainwaves	£11.00	None	Ordered		
<input type="checkbox"/>	PURCH47	19/10/2016	Period 12	KID001 - Kidde Fire Protection Services	£360.00	None	Ordered		
<input type="checkbox"/>	PURCH46	12/10/2016	Period 12	FOL001 - Folens Publishers Ltd	£30.00	None	Received		
<input type="checkbox"/>	PURCH45	11/10/2016	Period 12	AJF001 - AJF Ltd	£25.00	None	Ordered		
<input type="checkbox"/>	PURCH44	12/09/2016	Period 12	BRA001 - Brainwaves	£14.00	None	Ordered		
<input type="checkbox"/>	JHPO2	01/09/2016	Period 1	ANG001 - Anglian Water	£10.00	None	Ordered		
<input type="checkbox"/>	PURCH43	01/09/2016	Period 12	FOL001 - Folens Publishers Ltd	£114.00	None	Ordered		
<input type="checkbox"/>	PURCH42	27/07/2016	Period 12	DAR001 - Darwins	£870.00	None	Part Received		
<input type="checkbox"/>	PURCH41	21/07/2016	Period 12	ASC001 - ASCO Educational Supplies	£450.00	None	Ordered		
<input type="checkbox"/>	PURCH40	18/07/2016	Period 12	HER001 - Hertfordshire Supplies	£80000.00	None	Part Received		
<input type="checkbox"/>	PURCH39	18/07/2016	Period 12	HER001 - Hertfordshire Supplies	£9800.00	None	Part Received		
<input type="checkbox"/>	PURCH38	18/07/2016	Period 12	BRA001 - Brainwaves	£3000.00	Quality	Part Received		
<input type="checkbox"/>	PURCH37	13/07/2016	Period 12	FEN001 - Fenland Leisure Products Ltd	£655.00	None	Received		

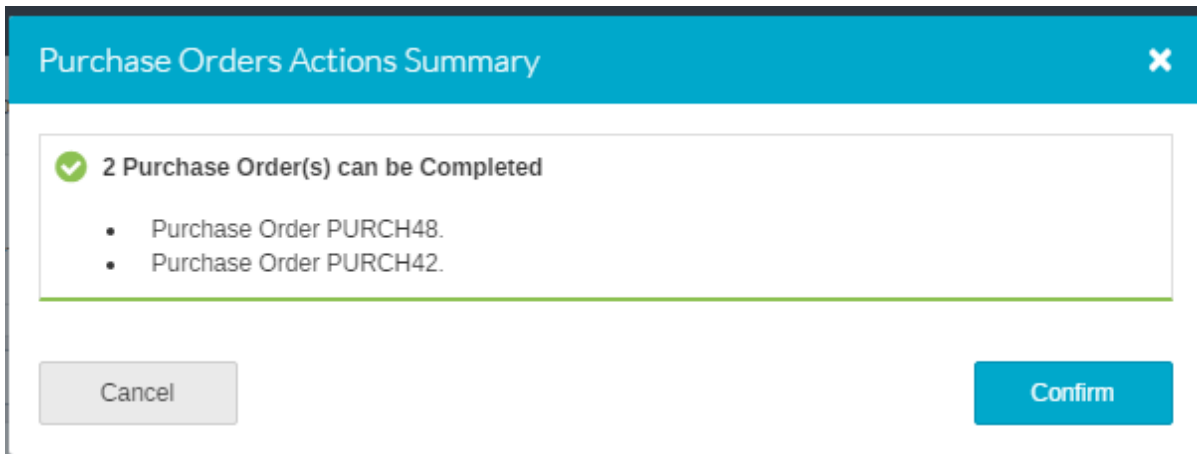
In the Action dropdown box a new function is available – Complete.



Select the Purchase Order(s) you wish to complete by clicking the tick box next to the order.

Note – Multiple Orders can be completed at once.

Click on Complete and the following message will appear:



To complete the process, click on Confirm.

The status of the Purchase Order will change to Completed.

Note – this process is irreversible.