



HCSS Accounting Guidance

Year End Notes

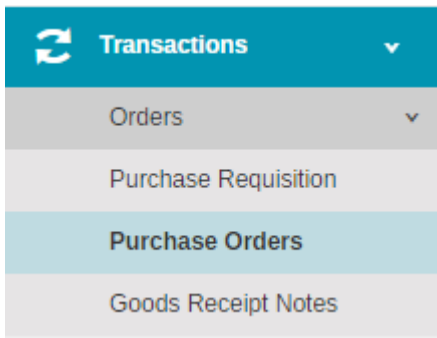
1. House keeping

Housekeeping of transactions on HCSS Accounting can take place at any time, but is most important before running Year End.

As part of the Year end process, any outstanding orders will be **moved** to the new year.

To complete a part received or ordered Purchase Order, removing the outstanding commitment and closing the Purchase Order, the following steps should be taken:

Go to Transactions>Orders>Purchase Orders:



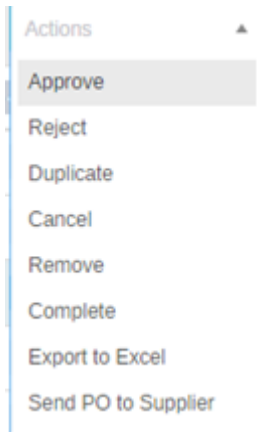
The View List of Purchase Orders will appear.

+ 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			

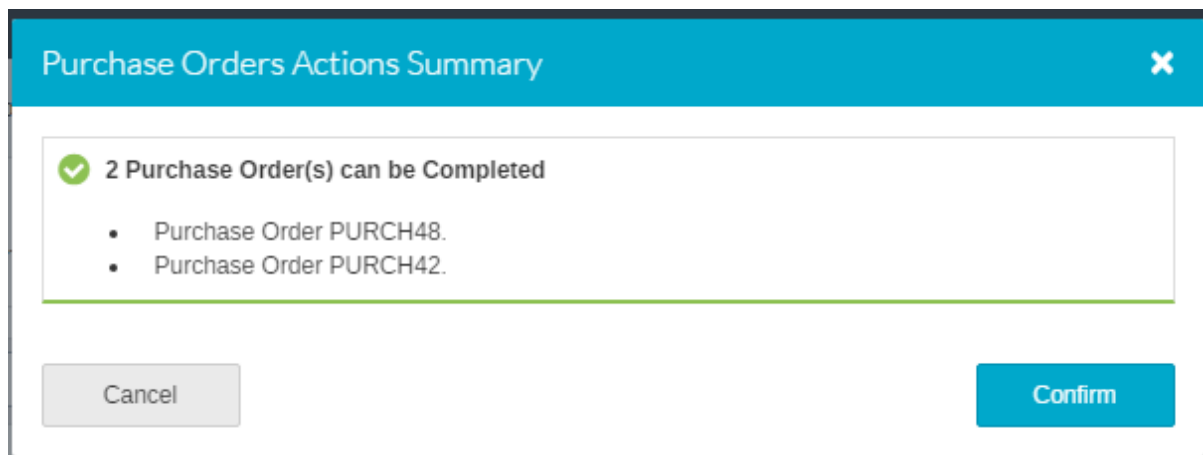
In the Action dropdown box, a Complete function is available.



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.

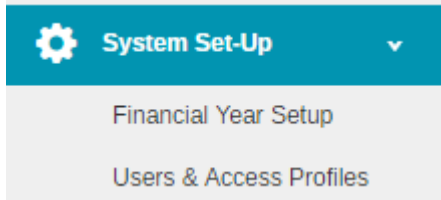
Note – this process is irreversible.

Another area to consider as part of your housekeeping is to make sure that any unmatched receipts and payments are accounted for. The easiest way to check these is to look at the Aged Creditor and Aged Debtor Reports. They both have an On Account Column on them, which would mean there are payments or receipts that have been entered that do not have the corresponding invoices.


2. Create New Financial Year


Before commencing any year end procedures, it is essential that the next financial year is set up.


To do this, go to System Set-Up > Financial Year Setup:

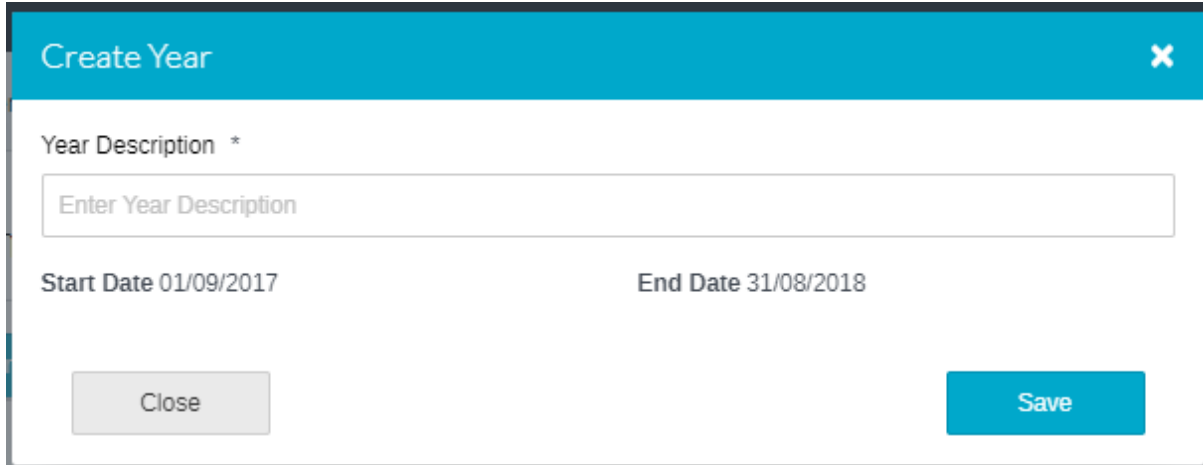


On selecting Financial Year Setup, the following screen will appear:

 Financial Year Setup

2016 (Open) ▾				
Period	Start Date	End Date	Status	Action
Period 1	01/09/2016	30/09/2016	Closed	
Period 2	01/10/2016	31/10/2016	Closed	
Period 3	01/11/2016	30/11/2016	Closed	
Period 4	01/12/2016	31/12/2016	Closed	
Period 5	01/01/2017	31/01/2017	Closed	
Period 6	01/02/2017	28/02/2017	Closed	
Period 7	01/03/2017	31/03/2017	Closed	
Period 8	01/04/2017	30/04/2017	Closed	
Period 9	01/05/2017	31/05/2017	Closed	
Period 10	01/06/2017	30/06/2017	Open	
Period 11	01/07/2017	31/07/2017	Not Started	 Open
Period 12	01/08/2017	31/08/2017	Not Started	

Click on  to add a new financial year.



Enter a Description of the New Year and click on Save.

A new tab will appear on the screen displaying the new financial year. It will display Not Started until Period 1 has been opened.

Financial Year Setup

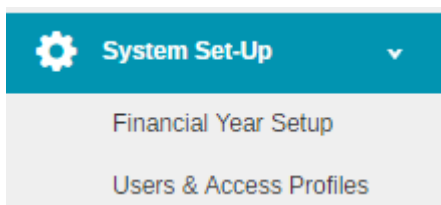


3. Open new period

It is possible to enter transactions in the new year before running year end on the current year.

To do this Period 1 must be open.

Go to System Setup>Financial Year Setup:



Select the New Year tab:

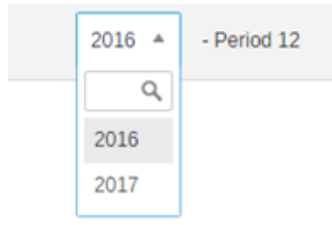


Next to Period 1 will be the Open Button



Click on that to open the period, selecting OK on the warning message.

Once Period 1 is open in the new year, the software will **default** to that year and period 1. To work in the old year simply go to the drop down at the top of the screen and select the correct year.



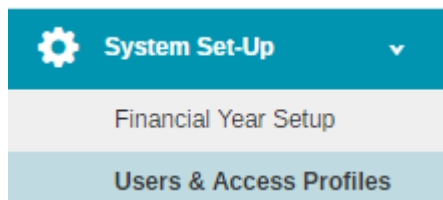
Note: no balances or accruals will have been carried forward at this point.

Note: each time you open HCSS Accounting, the system will default to the latest open year and period.

4. Access Rights – Post After Year End Journals

To ensure that only authorised users are able to post journals after Year End has been run, new access rights have been added to the Access Profiles pages.

Go to System Setup> Users & Access Profiles:



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

Post After Year End

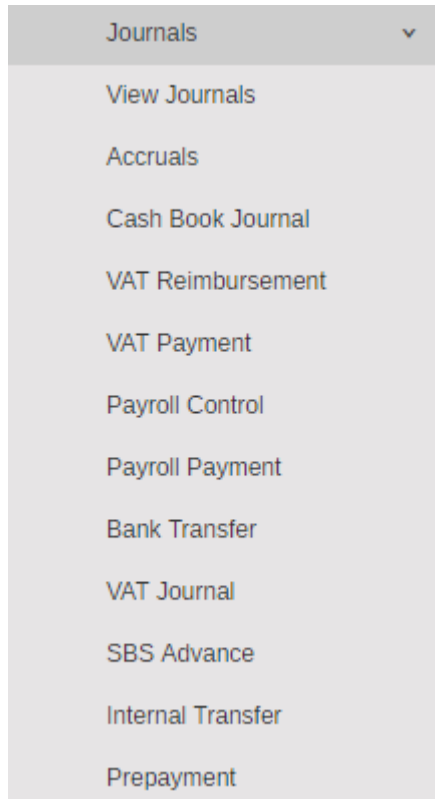
Select the relevant journals and click on Submit.

Note: the Master Profile is automatically set.

5. Journals – Accruals and Prepayments

As part of the Year End process, you may need to enter Accruals or Prepayments to allow any expenses or income to be recognised in the accounting period in which it occurs.

Go to Transactions>Journals:



You will see the two new journal types. Both journals work in the same way so we will focus on Accruals.

Note: Please make sure that you are in the correct year when posting these journals if you have opened period 1 in the new year.

Click on Accruals.

Then click on  to open the screen.

Enter the relevant details making sure that the journal balances to zero.

Accrual Journal ✕

Date *	Description *	Credit Total: £100.00
<input type="text" value="16/02/2017"/>	<input type="text" value="Accrued Expense"/>	Debit Total: £100.00
Period *		Total: £0.00
<input type="text" value="Period 12"/>		
Reference *		
<input type="text" value="ACC1"/>		

Debit/Credit	Description *	Cost Centre	Ledger *	Analysis	Fund	Amount *	Action
Credit	Goods Received but not invoiced		LS01			£100.00	
Debit	Goods Received but not invoiced	E2201	3013		01	£100.00	

Credit Total: £100.00
Debit Total: £100.00
Total: £0.00

Click on [Submit](#) or [Submit and Add another](#).

The journal will have posted in the year you are in and once Run Year End has been processed, will automatically reverse into the New Year.

6. Before Processing Run Year End

Before processing Run Year End, please make sure that you have completed the following:

- All Salary Details and Payments for the current year
- All invoices relating to the current year
- Any Accruals and Prepayments based on your school's financial regulations
- Check that there are no unmatched payments or receipts (this can be viewed in the On Account column in the Aged Debtor and Aged Creditor Reports)
- Carried out a final Payment Run for the current year
- Posted any saved BACS Runs or Printed Cheque runs
- Completed the final Bank Reconciliation for the current year
- Produced the final VAT Return for the current year
- Produced any reports required for the current year

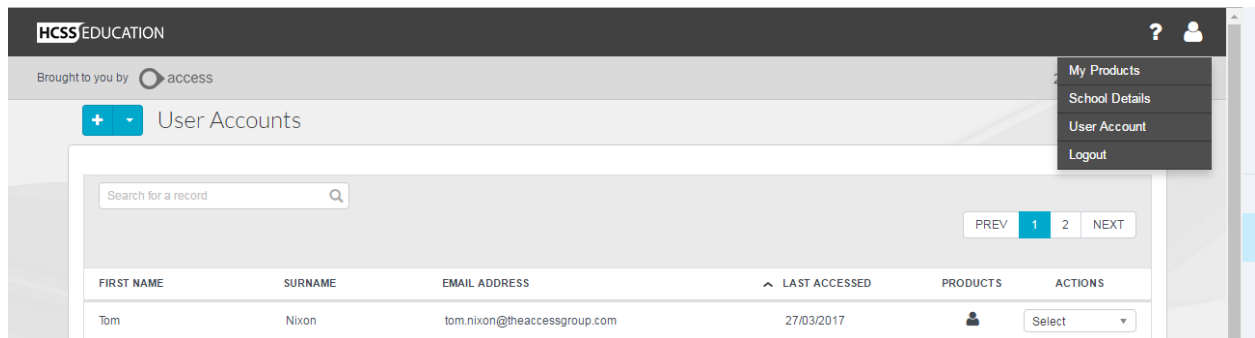
7. Run Year End

Run Year End does not close the current year, adjustments can still be made but no Purchase or Sales ledger transactions can be processed.

Please ensure that all transactions for the current year have been entered as this cannot be reversed.

No other users should be using HCSS Accounting when Run Year End is processed.

As an indicator to show if any users are logged onto the system please go to My Products>User Accounts. The list will display all users who have been logged on by date order.

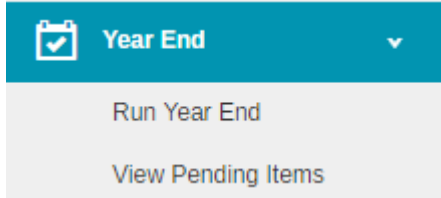


FIRST NAME	SURNAME	EMAIL ADDRESS	LAST ACCESSED	PRODUCTS	ACTIONS
Tom	Nixon	tom.nixon@theaccessgroup.com	27/03/2017		Select

Run Year End is access controlled – to check who has access please go to System Setup>Users and Access profiles.

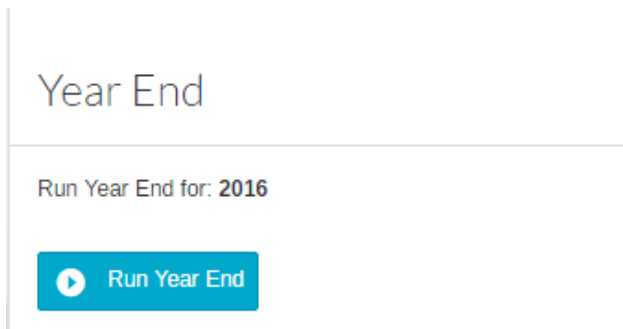
To Run Year End, make sure you are in the current year (i.e. not the new year).

Go to Year End>Run Year End:



Note: you will not be able to Run Year End until any saved BACS or Printed Cheque runs and saved Expenses have been processed. These can be viewed in Pending Items.

Click on Run Year End. The following screen will appear:



Click on 

The following screen will appear:

Run Year End ✕

Do you wish to run the Year End and Close Period 12

Are all invoices for this period on the system?

Is all income for this period on the system?

Has a Bank Reconciliation been completed?

Has a VAT Return been run?

Have all required reports been run?

Has all housekeeping for purchase orders been carried out?

Outstanding commitments will be moved to the next year

Cancel
Submit

If you are sure you wish to continue, click on Submit.

The system will proceed with Run Year End.

If you get a message similar to the one below:

Year End

✕ **There's a problem -**

- The run year end process was not successful. Please contact HCSS Customer Support desk and quote code RYE-CCTT

Run Year End for: 2016

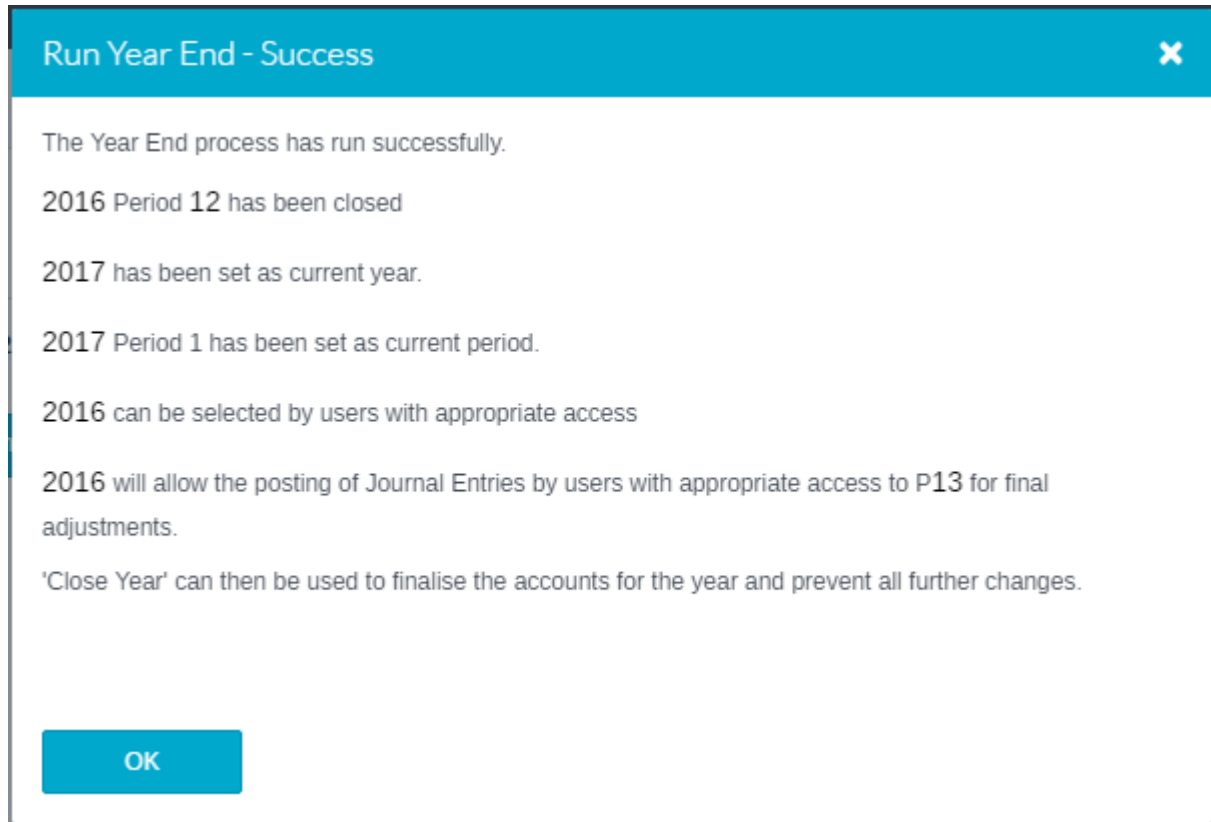
▶ Run Year End

...the Run Year End process will abort and you must contact HCSS Education Customer Support Team.

The Codes may be:

- RYE-FYP
- RYE-OBJ
- RYE-CCTT
- RYE-DCTT

When the Run Year end process is completed successfully, the following message will appear:



As part of the Year End process:

- All outstanding commitments will have been **moved** forward to the new year (they will not appear on any reports for the previous year)
- Awaiting approval Purchase Invoices and Purchase Credit Notes are carried forward
- Awaiting approval Sales Invoices and Sales Credit Notes are carried forward
- Accruals and Prepayments will have been reversed into Period 1 in the new year
- An opening balances journal will have been created in the new year populating all the balances

Once Run Year End has taken place, Period 13 is opened in the 'old' year for any adjustments. Reports can be run and all transactions can be seen. Only users with access to 'Post to Previous Year' will be able to post journals, no other transactions will be allowed.

Note: the system will default to Current Year and Period. The Previous Year must be selected from the drop down at the top of the screen.

Note: any adjustments that are made in the Previous Year that affect the Opening Balances will automatically post into Period 0 of the new year.

8. Close Year ---

It is possible to leave the old year open until all required adjustments have been made and your accounts have been approved. Care will need to be taken during this time that transactions are being entered in the correct year.

Once you are in a position to close the old financial year the following steps should be taken.

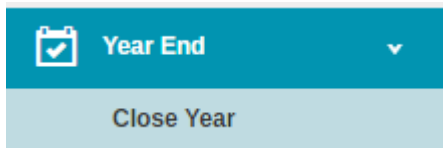
No other users should be using HCSS Accounting when Close Year is processed. To check if any users are logged on please go to My Products>User Accounts. The list will display all users logged on by date order.



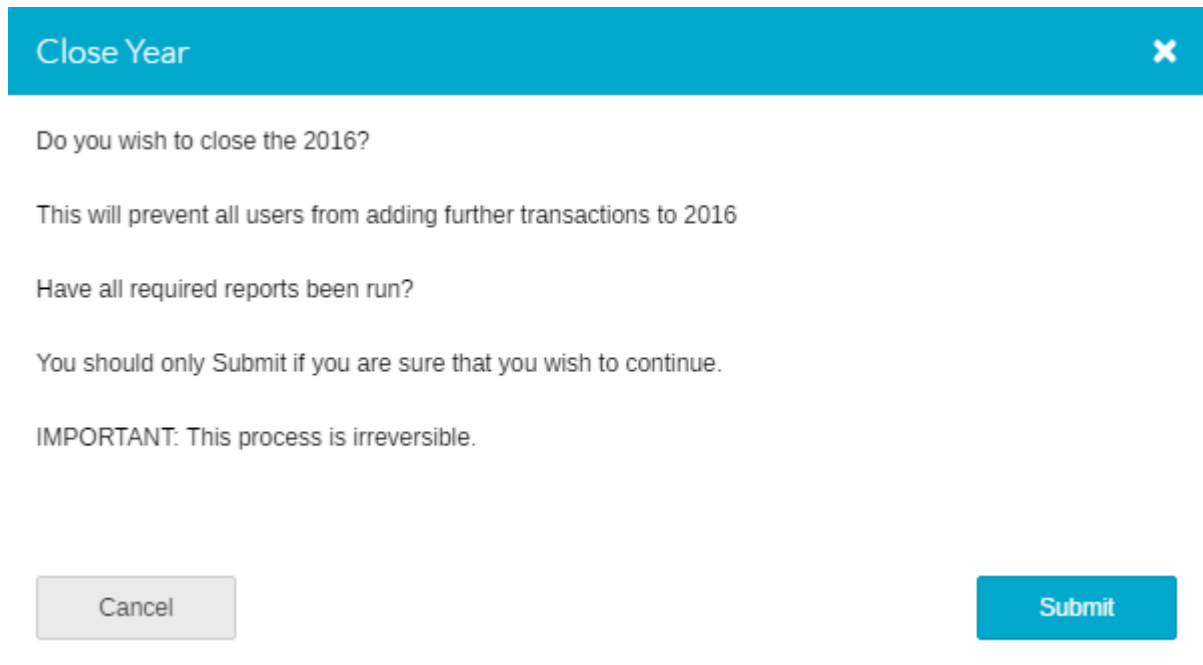
Close Year is access controlled – to check who has access please go to System Setup>Users and Access profiles.

To Close Year, make sure you are in the current year (i.e. not the new year).

Go to Year End>Close Year:



Select Close Year and the following screen will appear:



Close Year ✕

Do you wish to close the 2016?

This will prevent all users from adding further transactions to 2016

Have all required reports been run?

You should only Submit if you are sure that you wish to continue.

IMPORTANT: This process is irreversible.

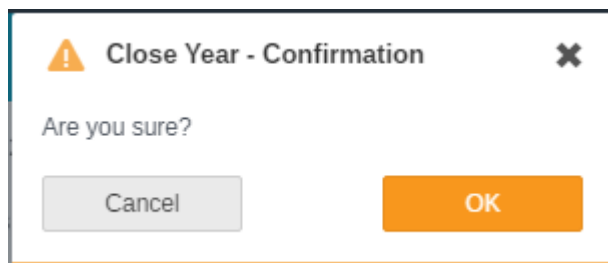
Cancel Submit

It is important that you are satisfied that all transactions relating to the old year have been entered, as Closing Year End is irreversible.

Note: If you still have unclaimed VAT for the old year - you should either run this before closing the year or if your VAT Return cycle means that you need to claim this in the new year then you may need to run the old year return and merge its results with the first new year return as appropriate.

Click on **Submit**.

You will be asked again if you are sure:



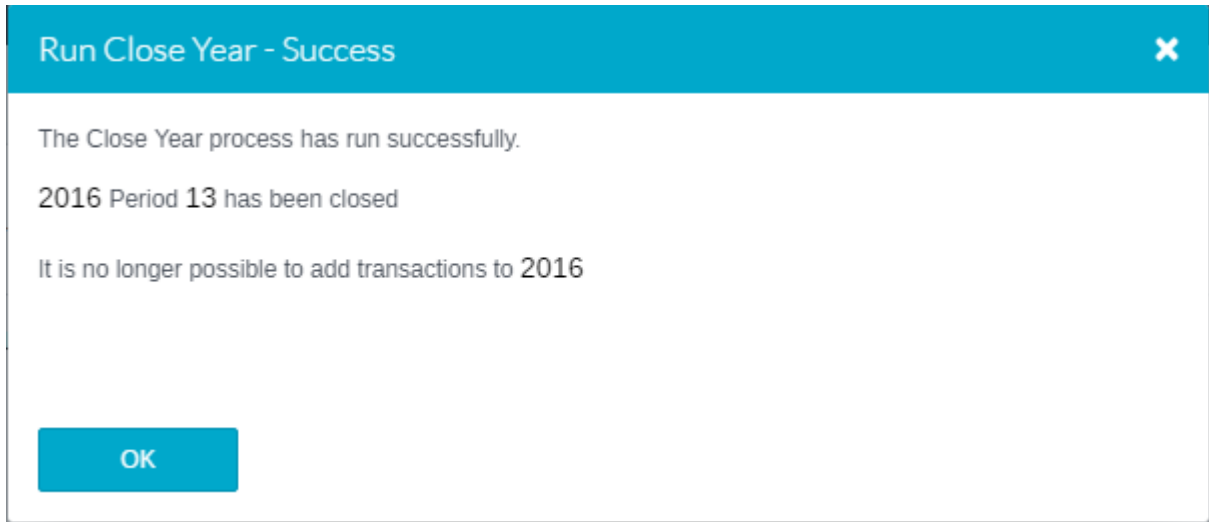
Close Year - Confirmation ✕

Are you sure?

Cancel OK

By clicking on OK, you will continue with Close Year.

Once Close Year is completed, the following screen will appear:



The old year is now closed. All transactions can be viewed and reports can be run in the old year. Reports for the old year can be run in the new year by simply changing the year in the selection criteria.