



# HCSS Accounting Guidance

## Year End Notes

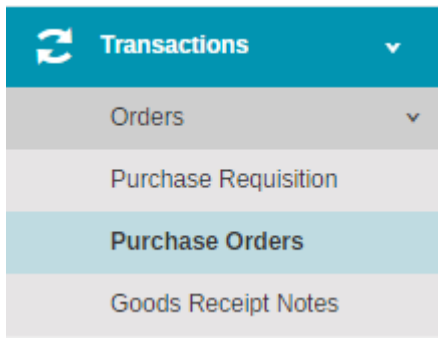
# 1. House keeping

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:



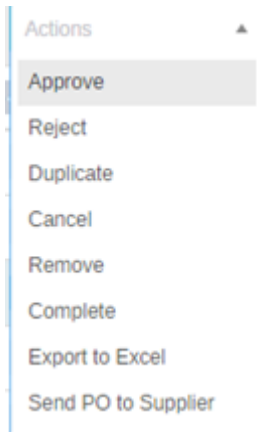
The View List of Purchase Orders will appear.

**+ 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			

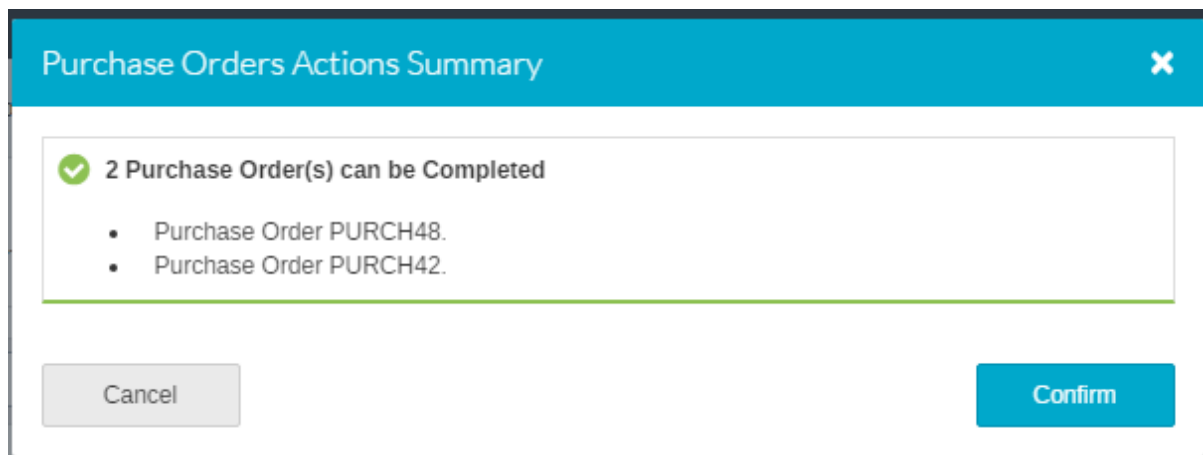
In the Action dropdown box, a Complete function is available.



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.

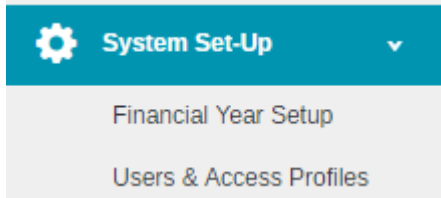
**Note – this process is irreversible.**

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:

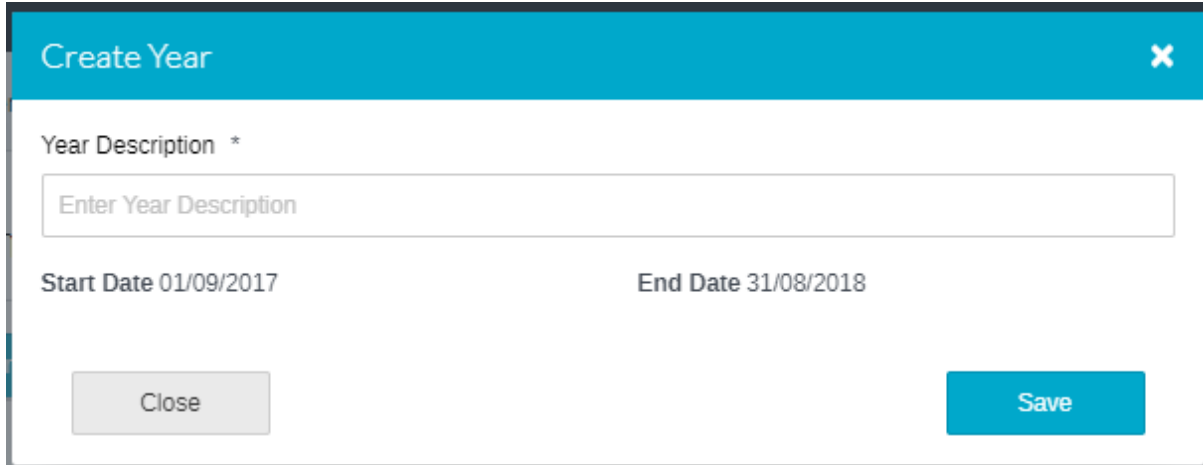


On selecting Financial Year Setup, the following screen will appear:

 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.



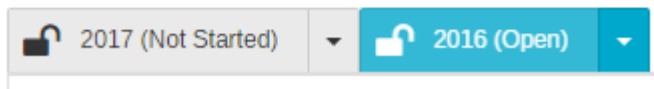
Enter a Description of the New Year and click on Save.

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

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## Financial Year Setup

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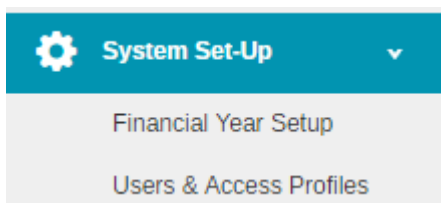
### **3. Open new period**

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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:



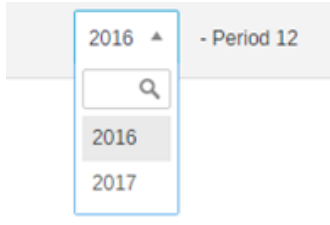


Next to Period 1 will be the Open Button



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.**