



HCSS Accounting Release Notes V1.9

1. Reports

A number of new reports have been added in v1.9:

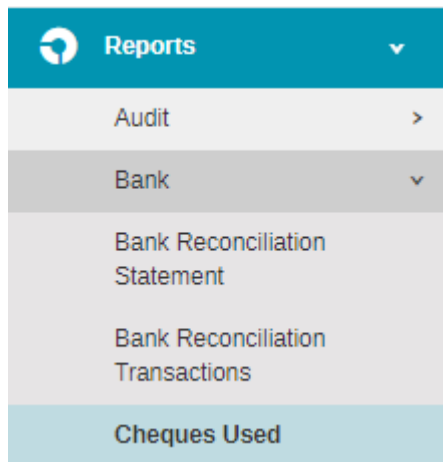
- a. Bank>Cheques used
- b. Financial>Transaction List Report
- c. Financial>Trial Balance by Codes
- d. Returns>SoFA Assistant

Details of these are given below.

a. Bank>Cheques Used

This report will show what has happened to any Manual or Printed Cheque within the Cheque Range selected

Go to Reports>Bank>Cheques Used



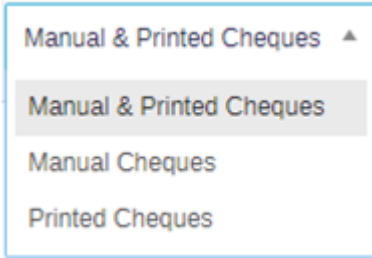
The following screen will appear

Cheques Used Report

i Info - Your report will be automatically generated. Please check your download folder.

Bank Account	Include	Cheque Number From	Cheque Number To	Reset	Generate
80300 - TSB Current Account 1	Manual & Printed Cheques	000000	000034		

Chose the Bank Account you wish to run the report for along with the type of cheque you wish to include



Click on **Generate** to run the report.

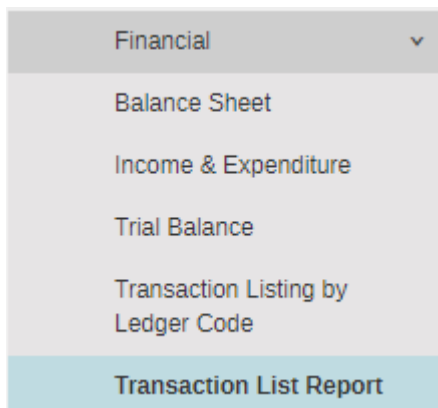
It will go into your 'downloads' and can be run from there.

The HCSS Academy							
Cheques Used Report Date: 31 August 2017 11:30							
Bank Account: 80300 - TSB Current Account 1							
Account Details - Name: Current Account, Sort: 000000, Account Number: 00000000							
Include: Manual & Printed Cheques							
Cheque Number From - To: 000000 - 000034							
Cheque Number	Status	Cheque Date/Date Voided	Value	Supplier	Type	Template	Cheque Description/Voided Reason
000025	Used	20/09/2016	500.00	T Smith	Manual		Data - DBS Top Up
000026	Voided	17/11/2016			Manual		000029
000027	Voided	17/11/2016			Manual		000029
000028	Voided	17/11/2016			Manual		000029
000029	Used	18/11/2016	1000.00	The Post Office	Manual		Franking Machine Top Up
000030	Voided	28/03/2017			Manual		.
000031	Voided	28/03/2017			Manual		.
000032	Voided	28/03/2017			Manual		.
000033	Voided	28/03/2017			Manual		.
000034	Voided	28/03/2017			Manual		.

b. Financial >Transaction List Report

This report provides a list of all transactions similar to the Transaction Listing by Ledger Code in a single flat list excel format.

Go to Reports>Financial >Transaction List Report



The following screen will appear

Transaction List

i Info - Your report will automatically download once generated. Please check your download folder.

Period From	Period To	Financial Year
Select a Period ▼	Select a Period ▼	201718 ▼
Ledger Codes		
Select Ledger Codes		
		<input type="button" value="Reset"/> <input type="button" value="Generate"/>

Select the period range required and either select specific ledger codes or leave the field blank for all ledger codes.

Click on Generate.

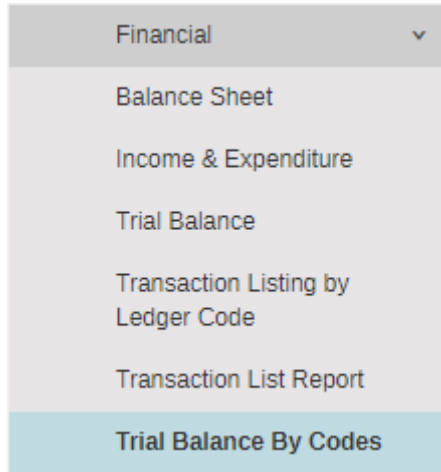
It will go into your 'downloads' and can be run from there.

Ledger Code	Ledger Description	Transaction Ref	Transaction Type	Transaction Date	Item Description	Nett Value	VAT Value	Transaction Value	Contact Code	Contact Des
4970	Administration Expenses - EP56		Purchase Invoice	30/09/2016	Goods	100.00	0.00	100.00	EDU003	42211
AA6000	Administrative Staff Salarie Negatives		Payroll Control Journal	01/12/2016	Payroll	1514.02	0.00	1514.02		
AA6000	Administrative Staff Salarie JNL5		Cash Book Journal	03/01/2017	Support Staff Salarie	583.09	20.01	603.10		
1401	Bank Account - Current	SBS	SBS Advance Journal	07/09/2016		0.00	0.00	0.00		
1401	Bank Account - Current	Test	SBS Advance Journal	07/09/2016		0.00	0.00	0.00		
1401	Bank Account - Current	DD01	Direct Debit Expenses	12/09/2016	DD01	100.00	0.00	100.00	111948	42090
1401	Bank Account - Current	duplicate	Opening Balances Journal	23/09/2016	OB16-17	18498.16	0.00	18498.16		
1401	Bank Account - Current	OB1617	Opening Balances Journal	23/09/2016	OB16-17	18498.16	0.00	18498.16		
1401	Bank Account - Current	Unrec1516	Unreconciled Transactions Item	23/09/2016	BT	60.86	0.00	60.86		
1401	Bank Account - Current	Unrec1516	Unreconciled Transactions Item	23/09/2016	Colins	30.00	0.00	30.00		
1401	Bank Account - Current	Unrec1516	Unreconciled Transactions Item	23/09/2016	Court	736.13	0.00	736.13		
1401	Bank Account - Current	Unrec1516	Unreconciled Transactions Item	23/09/2016	DCS	548.55	0.00	548.55		
1401	Bank Account - Current	Unrec1516	Unreconciled Transactions Journal	23/09/2016		0.00	0.00	0.00		
1401	Bank Account - Current	PAY2	Payment	26/09/2016		0.00	0.00	0.00	COL001	42144
1401	Bank Account - Current	RCT1	Receipt	10/10/2016		0.00	0.00	0.00	HOT001	53232
1401	Bank Account - Current	DD02	Direct Debit Expenses	11/10/2016	Parent Pay Settlement	200.00	0.00	200.00		
1401	Bank Account - Current	PAY4	Payment	11/10/2016		0.00	0.00	0.00	ACT004	42034

C. Financial > Trial Balance by Codes

This report allows the user to export every combination of Ledgers, Funds and Cost Centre and to see the balance for each combination

Go to Reports > Financial > Trial Balance by Codes



The following screen will appear

Trial Balance By Codes

Info - This report generates an export containing balances for all combinations of Ledger, Fund (where in use) and Cost Centre that have been used for transactions during the Financial Year.

Export to CSV

Export to Excel

Select either Export to CSV or Export to Excel to generate the report.

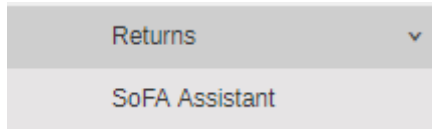
It will go into your 'downloads' and can be run from there.

IE/BS	Balance Sheet/II	Ledger	Ledger Code Desc	Ledger	Ledger Type Desc	Fund	Fund code Desc	Fund	Fund Type Description	Cost Centre	Cost Center Description	Debit	Credit	Total
IE	Income and Expi	4970	Administration Ex	EXP	Expenditure	1	Restricted	R	Restricted	11447E19	CAs - Art & Design	100.00	0.00	100.00
IE	Income and Expi	AA6000	Administrative St	SYE	Salary Expenditur	1	Restricted	R	Restricted	421DSG	Admin and clerical	2097.11	0.00	2097.11
IE	Income and Expi	4965	Books - Text / Libr	EXP	Expenditure	1	Restricted	R	Restricted	11447E19	CAs - Art & Design	110.00	-10.00	100.00
IE	Income and Expi	4965	Books - Text / Libr	EXP	Expenditure	1	Restricted	R	Restricted	27447E19	CAs - Music	100000.00	-100000.00	0.00
IE	Income and Expi	4103	Building advice	EXP	Expenditure	1	Restricted	R	Restricted	407E28	Prof Services	100.00	0.00	100.00
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	CAP	Capitation	100.00	0.00	100.00
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	11447E19	CAs - Art & Design	8940.23	-834.20	8106.03
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	12447E19	CAs - Assessment	-1900.00	-50.00	-1950.00
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	13447E19	CAs - Chemistry	100.00	-300.00	-200.00
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	14447E19	CAs - Citizenship	100.00	0.00	100.00
IE	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	17447E19	CAs - English	100.00	-50.00	50.00
IF	Income and Expi	4964	Capitation Allowa	EXP	Expenditure	1	Restricted	R	Restricted	19447E19	CAs - General	1350.00	-1750.00	100.00

d. Returns > SoFA Assistant


The SoFA Assistant is available in both a single Establishment and in the Central Admin Function. It allows the user to produce the SoFA Return (without the notes) to confirm that any detailed extraction that is used to create the detailed SoFA is as expected.

Go to Reports>Returns>SoFA Assistant



The following screen will appear

SoFA Assistant

 Info - Your report will automatically download once generated. Please check your download folder.

Generate

Click in **Generate** to create the report

It will go into your 'downloads' and can be run from there.

To use the report you will need to Enable Editing and then Enable Content.

The Report comes with 2 tabs

1. SoFA
2. Balances by Codes

The SoFA Tab gives the breakdown of Income and expenditure during the year based on Restricted, Unrestricted and Restricted Fixed Asset Funds.

The HCSS Academy

Statement of Financial Activities for the year ended 31 August 2017 (including Income and Expenditure Account)

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2017 £000	Total 2016 £000
Income and endowments from:						
Donations and capital grants	3	-	-	-	-	-
Transfer from local authority on conversion		-	-	-	-	-
Charitable activities:						
Funding for the academy trust's educational operations	4	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)						
Other trading activities	5	-	-	-	-	-
Investments	6	-	-	-	-	-
Total		-	-	-	-	-

Page 1

The Balances by Codes tab provides the balances for all the ledger codes split by fund type and cost centre (Columns A-K) From Column L the display changes to the rows in the SoFA. To map the balances on the ledger codes to the SoFA Rows enter a Y in the column. The ledger code will turn from Green to Black, if the ledger code is mapped more than once it will turn to Red

Clear Filters					Unrestricted Funds:		Restricted Funds:		Restricted Fixed Assets:		Total 2017:		Total 2016:	
Fund Type: U	Fund Type: R	Fund Type: F	Fund Type: O	Total	Ledger Code	Ledger Description	Ledger Type	Cost Centre	Cost Centre Description	Donations and capital grants	Transfer from local authority on conversion	Funding for the trust's educational operations	Income and endowments from:	Income and endowments from:
-	1,032,339.62	-	-	1,032,339.62	3193	Income Court Costs Awarded	INC	302008	Income from Facilities and Services					
-	4,300.00	-	-	4,300.00	3224	Income - Lettings	INC	302008	Income from Facilities and Services					
-	(600.00)	-	-	(600.00)	3285	Income - Paid Meals / Cash	INC	302009	Income from Catering					
-	(15,000.00)	-	-	(15,000.00)	3546	Income - Contributions from PTA	INC	15441E19	CA - Charities					
-	(150.00)	-	-	(150.00)	3546	Income - Contributions from PTA	INC	15441E19	CA - Design & Technology					
-	120.00	-	-	120.00	3546	Income - Contributions from PTA	INC	24441E19	CA - Literacy					

The data can be filtered for ease of use by using the filter options at the top of columns A-K. To clear any filters selected click on the Clear Filters button.

The totals shown in columns L onwards will feed through to the relevant row in the SoFA tab

The HCSS Academy

Statement of Financial Activities for the year ended 31 August 2017

(including Income and Expenditure Account)

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2017 £000	Total 2016 £000
Income and endowments from:						
Donations and capital grants	3	-	4	-	4	-
Transfer from local authority on conversion		-	(1)	-	(1)	-
Charitable activities:						
Funding for the academy trust's educational operations	4	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)		-	-	-	-	-
Other trading activities	5	-	-	-	-	-
Investments	6	-	-	-	-	-
Total		-	3	-	3	-

2. Codes

To support the new reports provided above some enhancements have been provided in Codes

- Fund Code Type
- New Ledger Types
- Ability to edit Ledger Type

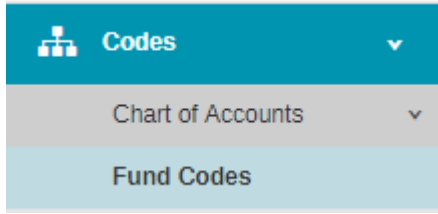
a. Codes>Chart of Accounts>Fund

A new Fund Type has been added to Funds. A mapping tool has been used to attach 'like' Fund Types to key words but these will need to be checked.

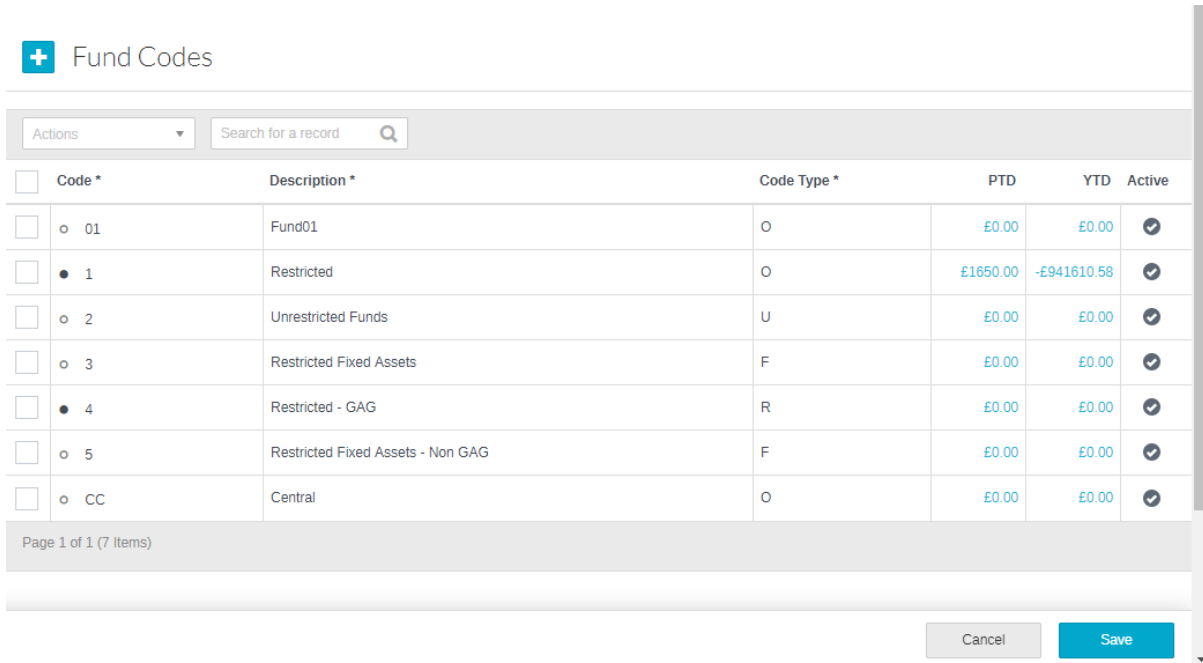
The Fund Types are:

- O – Other
- R – Restricted
- F – Restricted Fixed Assets
- U – Unrestricted

Go to Codes>Chart of Accounts>Fund Codes



The following screen will appear



A new column appears called Code Type. Select the correct Fund Type from the drop down list and click on **Save**

b. Codes>Chart of Accounts>New Ledger Types

Two new ledger types have been added to the list of available codes:

- a. IXA - Intangible Assets
- b. PLI - Pension Liability

These types are used in the Balance Sheet Report to identify the balances for the associated ledger codes.

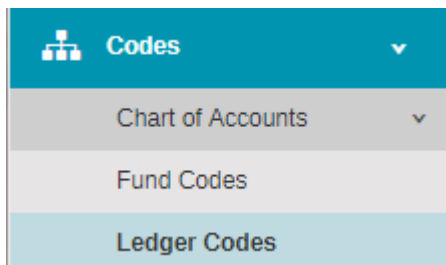
The HCSS Academy					
Balance Sheet Report					
Financial Year: 20162017		Date: 31 August 2017 13:26			
		Period From-To: 1 - 12			
Fixed Assets					
		DEBIT	CREDIT	ACTUAL	
Intangible Assets		0.00	0.00	0.00	
Tangible Assets		0.00	0.00	0.00	
Total Fixed Assets					0.00
Current Assets					
		DEBIT	CREDIT	ACTUAL	
Stock		0.00	0.00	0.00	
Debtors		835.00	-785.00	50.00	
Inter Company Asset		0.00	0.00	0.00	
VAT		1444.50	-1032.95	411.55	
Bank		1240066.50	-230463.18	009603.32	
Cash		531.79	-345.13	186.66	
Total Current Assets					1010251.53
Total Assets					1010251.53
Less Current Liabilities					
		DEBIT	CREDIT	ACTUAL	
Creditors		117055.68	-121512.23	-4456.55	
Inter Company Liability		0.00	0.00	0.00	
Payroll		0.00	-64184.40	-64184.40	
Trade		0.00	0.00	0.00	
Loans		0.00	0.00	0.00	
Total Current Liabilities					-68640.95
Total Nett Assets					941610.58
Less Pension Liabilities					
		DEBIT	CREDIT	ACTUAL	
Pension Liability		0.00	0.00	0.00	
Total Pension Liability					0.00
Total Nett Assets (inc Pension Liability)					941610.58
Capital Reserves					
		DEBIT	CREDIT	ACTUAL	
In Year Earnings		184533.62	-1126144.20	-941610.58	

C. Codes>Chart of Accounts>Edit Ledger Types

To ensure that it is possible to attach the new Ledger Types detailed above it is now possible to edit a Ledger Type even if the code is in use.

Care must be taken if the Ledger Code is used in Ledger Options in System Setup (a warning will appear if a code is selected that is in use in Ledger Options)

Go to Codes>Chart of Accounts>Ledger Codes



The following screen will appear

+ Ledger Codes

Actions Search for a record Show 15 rows PREV 1 ... 6 7 8 9 10 ... 20 NEXT

<input type="checkbox"/>	Code	Description	Ledger Type	Report Code	Fund Code	VAT Code	Bank Account	PTD	YTD	Active
<input type="checkbox"/>	4298	Computer Software - Licences	EXP	160	1	0	✘	£0.00	£0.00	✔
<input type="checkbox"/>	4299	Computer Software - Maintenance	EXP	160	1	0	✘	£0.00	£0.00	✔
<input type="checkbox"/>	4306	Computer Consumables	EXP	160	1	0	✘	£0.00	£0.00	✔
<input checked="" type="checkbox"/>	4321	Computer Equipment - Hardware	EXP	160	1	0	✘	£0.00	£200.00	✔
<input type="checkbox"/>	4333	Telephones & Internet Costs	Code				✘	£0.00	£0.00	✔
<input checked="" type="checkbox"/>	4339	Contribution to Energy Fund	AST				✘	£0.00	£100.00	✔
<input type="checkbox"/>	4370	Agency Staff	BDT				✘	£0.00	£0.00	✔
<input type="checkbox"/>	4580	Gas	BKC				✘	£0.00	£0.00	✔
<input type="checkbox"/>	4581	Electricity	CAP				✘	£0.00	£0.00	✔
			CRC				✘	£0.00	£0.00	✔
			CRI				✘	£0.00	£0.00	✔
			NPC							

Code Description
 AST Asset/Stock
 BDT Bad Debt
 BKC Bank Control
 CAP Capital
 CRC Creditor Control
 CRI Inter-Company Liability
 NPC Debtor Control

Cancel Save

Select the relevant ledger type from the drop down list and click on **Save**.

3. Known Issues

- a. When 2 years are open but Run Year End has not taken place a Budget Warning will appear when posting a Purchase Invoice against a GRN or PO from the previous year.