



HCSS Accounting Release Notes V1.9.3

1. Reports

A number of new reports have been added in v1.9.3:

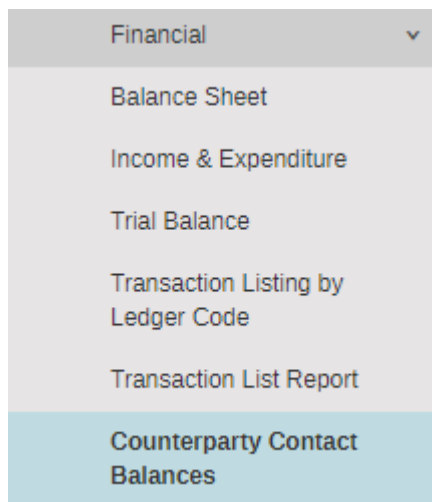
- a. Financial>Counterparty Contact Balances
- b. Financial>Transaction List with VAT Code
- c. CENTRAL ADMIN: Reports>Consolidated Counterparty Contact Balances

Details of these are given below.

a. Financial>Counterparty Contact Balances

This report will show the balance for Counterparty Types attached to any Contact. It is sorted by Contact, Contact type and Ledger Code. The Report can be sorted and subtotalled by any of the columns.

Go to Reports>Financials>Counterparty Contact Balances



The following screen will appear

Counterparty Contact Balances

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

Period From	Period To	Financial Year	Reset	Generate
0	13	2016	Reset	Generate

Chose the periods and year you wish to run the report for.

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

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

Counterparty Type	Contact Code	Contact Description	Contact Type	Ledger Code	Ledger Description	Debit	Credit	Total
Cabinet Office	ABB001	Abbey Grange C of E Academy	Customer	17517	Trip Income	0.00	-50.00	-50.00
Cabinet Office	ACA327	Academic Appointments Ltd	Supplier	20100	Supply Salaries Basic	430.00	0.00	430.00
Cabinet Office	ACC001	Access Expeditions Ltd	Supplier	50001	Learning Resources Expenditure	1046.00	0.00	1046.00
Cabinet Office	ACT001	Activia Training	Supplier	20801	Training - Support Staff	438.00	0.00	438.00
Cabinet Office	ADE254	Adelie Foods Ltd (Prev. Brambles Foods)	Supplier	60100	Catering Provisions	41527.37	-41.31	41486.06
Cabinet Office	ADT002	ADT Fire & Security PLC	Supplier	30102	Buildings Maintenance Contracts	3324.57	0.00	3324.57
Cabinet Office	ADT002	ADT Fire & Security PLC	Supplier	30106	Security	10876.30	-581.41	10294.89
Cabinet Office	AGG305	AGG Electrical Safety Testing Ltd	Supplier	30100	Buildings Maintenance Responsive	33.60	0.00	33.60
Cabinet Office	AGG305	AGG Electrical Safety Testing Ltd	Supplier	30102	Buildings Maintenance Contracts	1988.40	0.00	1988.40
Cabinet Office	AIM261	AIM Education Leeds Ltd	Supplier	50003	Off Site Provision	40320.00	0.00	40320.00
Cabinet Office	AIM261	AIM Education Leeds Ltd	Supplier	60100	Catering Provisions	546.00	0.00	546.00
Cabinet Office	ALE285	Alexander-Advertising	Supplier	20703	Recruitment	18856.72	0.00	18856.72
Cabinet Office	ALL001	Allenby and Stokell Ltd	Supplier	30100	Buildings Maintenance Responsive	1788.00	0.00	1788.00
Central Fund	ANN001	Anne McAvan	Supplier	20704	Travel and Subsistence	405.90	0.00	405.90
Central Fund	AQA001	AQA Education	Supplier	20800	Training - Teachers	260.00	0.00	260.00
Central Fund	AQA001	AQA Education	Supplier	60207	Examination Expenses	8.30	0.00	8.30
Central Fund	AQU001	Aquaid	Supplier	30100	Buildings Maintenance Responsive	223.40	0.00	223.40
Central Fund	ARC001	Archbold Carshop Ltd	Customer	17513	Sale of Assets	0.00	-9000.00	-9000.00
Central Fund	ARC262	Archbold Carshop Ltd	Supplier	60300	Vehicle Costs	1323.06	0.00	1323.06
Central Fund	ARN151	Arnold Laver & Co Ltd	Supplier	30100	Buildings Maintenance Responsive	135.00	0.00	135.00
Central Fund	ARN151	Arnold Laver & Co Ltd	Supplier	50000	Administration	283.80	0.00	283.80
Central Fund	ARN151	Arnold Laver & Co Ltd	Supplier	50001	Learning Resources Expenditure	1048.87	0.00	1048.87
Central Fund	ARN151	Arnold Laver & Co Ltd	Supplier	50005	Trip Expenditure	182.60	0.00	182.60
Central Fund	ART147	Arthur Walton Ltd	Supplier	50001	Learning Resources Expenditure	75.94	0.00	75.94
Central Fund	ART147	Arthur Walton Ltd	Supplier	60100	Catering Provisions	85.80	0.00	85.80
Central Fund	ASC001	Ascent Information Technology Ltd T/a Hue	Supplier	40002	IT Development Plans	241.25	0.00	241.25
Central Fund	ASC051	ASCL	Supplier	20800	Training - Teachers	525.00	0.00	525.00
Central Fund	ASS004	Assessment and Qualification Alliance	Supplier	20800	Training - Teachers	260.00	0.00	260.00
Central Fund	ASS004	Assessment and Qualification Alliance	Supplier	60207	Examination Expenses	39952.60	-369.60	39583.00
Central Fund	ASS319	ASSA Abloy Entrance Systems Ltd	Supplier	30100	Buildings Maintenance Responsive	1596.38	0.00	1596.38
Central Fund	ASS319	ASSA Abloy Entrance Systems Ltd	Supplier	30102	Buildings Maintenance Contracts	820.00	0.00	820.00

Note: Counterparty Type is attached to a Contact within Codes>Supplier>Defaults tab or Codes>Customer>Defaults tab.

If counterparties are updated in the future this will affect output if a previous counterparty report is re-run.

Counterparty assignments have been updated and will need to be rechecked.

b. Financial >Transaction List with VAT code

This report provides a list of all transactions similar to the Transaction List Report in a single flat list excel format. It includes the VAT code that was used against a specific transaction

Go to Reports>Financial >Transaction List Report

Financial ▼

- Balance Sheet
- Income & Expenditure
- Trial Balance
- Transaction Listing by Ledger Code
- Transaction List Report
- Counterparty Contact Balances
- Transaction List with VAT Code

The following screen will appear

Transaction List with VAT Code

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

Generate

Click on Generate to produce the report.

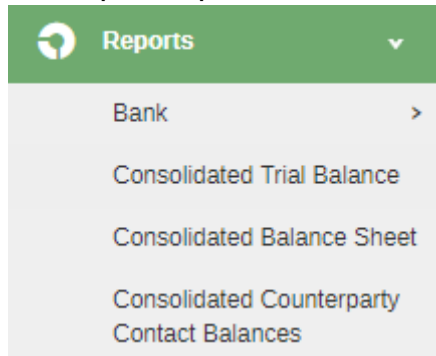
It will go into your 'downloads' and can be run from there.

Transaction Reference	Transaction Date	Type	VAT Code	Rate	Ledger Code	Transaction Category Description	Narrative	Discount (%)	Nett	Calculated VAT	Actual VAT Value	Total
BP67868	18/10/2016	Purchase	1 - NB Standard Rate	20	4964 - Capitation Allowances	Invoice	Goods	0	100.00	20.00	20.00	120.00
SUT67	24/10/2016	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Support	0	100.00	0.00	0.00	100.00
Journaltest	31/10/2016	Sales	0 - NB Zero Rate	0	4964 - Capitation Allowances	VAT Journal	Journal test	0	200.00	0.00	0.00	200.00
Journaltest	31/10/2016	Sales	0 - NB Zero Rate	0	4964 - Capitation Allowances	VAT Journal	Journal test	0	-200.00	0.00	0.00	-200.00
567567567	01/11/2016	Purchase	1 - NB Standard Rate	20	4965 - Books - Text / Library / R	Credit Card Expenses	Goods	0	10.00	2.00	2.00	12.00
789789798	01/11/2016	Purchase	0 - NB Zero Rate	0	4965 - Books - Text / Library / R	Invoice	Goods	0	100000.00	0.00	0.00	100000.00
pc67	01/11/2016	Purchase	1 - NB Standard Rate	20	4968 - Curriculum Developmen	Petty Cash Expenses	goods	0	100.00	20.00	20.00	120.00
123456	30/11/2016	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Goods	0	100.00	0.00	0.00	100.00
ASS34	30/11/2016	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Gooda	0	200.00	0.00	0.00	200.00
PCN678689	30/11/2016	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Credit Note	Credit	0	-100.00	0.00	0.00	-100.00
SINV1	06/12/2016	Sales	0 - NB Zero Rate	0	3224 - Income - Lettings	Invoice	LETTINGS	0	100.00	0.00	0.00	100.00
PA78788	14/12/2016	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Goods	0	100.00	0.00	0.00	100.00
CN78	05/01/2017	Sales	0 - NB Zero Rate	0	3224 - Income - Lettings	Credit Note	LETTINGS	0	-100.00	0.00	0.00	-100.00
6876888	11/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	goods	0	100.00	0.00	0.00	100.00
C478	12/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Credit Note	credit note	0	-10.00	0.00	0.00	-10.00
CNHAP89	12/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Credit Note	return	0	-1000.00	0.00	0.00	-1000.00
HAP09	12/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Puzzles	0	1000.00	0.00	0.00	1000.00
OFF45	12/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Invoice	Paper	0	50.00	0.00	0.00	50.00
OFFCN45	12/01/2017	Purchase	0 - NB Zero Rate	0	4964 - Capitation Allowances	Credit Note	Credit Note	0	-50.00	0.00	0.00	-50.00

C. CENTRAL ADMIN: Consolidated Counterparty Contact Balances

This report will show the consolidated balances for Counterparty Types attached to any Contact within a MAT. It is sorted by Contact, Contact type and Ledger Code. The Report can be sorted and subtotalled by any of the columns.

Go to Reports>Reports>Consolidated Counterparty Contact Balances



The following screen will appear

Consolidated Counterparty Contact Balances

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

Period From: 0 Period To: 13 Financial Year: 2016

Schools: 1010 - James Kirby Primary Academy x 1016 - Simon Burns Primary Academy x

Reset Generate

Select the relevant periods and year along with any specific schools.

Click **Generate** to produce the report

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

Counterparty Type	Contact Code	Contact Description	Contact Type	Ledger Code	Ledger Description	Establishment Name	Debit	Credit	Total
Central Fund	ANG001	Anglian Water	Supplier	3120	Water & Sewerage Charges	1016 Simon Burns Primary Academy	1660.00	0.00	1660.00
Central Fund	ANG001	Anglian Water	Supplier	4000	Books	1010 James Kirby Primary Academy	7610.00	-2205.00	5405.00
Central Fund	ANG001	Anglian Water	Supplier	4005	School Library Service	1016 Simon Burns Primary Academy	2100.00	0.00	2100.00
Central Fund	ANG001	Anglian Water	Supplier	4010	Student Rewards	1010 James Kirby Primary Academy	1000.00	0.00	1000.00
Central Fund	ANG001	Anglian Water	Supplier	4035	Computer Consumables - Educational	1010 James Kirby Primary Academy	10000.00	0.00	10000.00
Central Fund	ANG001	Anglian Water	Supplier	5035	CHES Payments	1010 James Kirby Primary Academy	12.00	-12.00	0.00
Central Fund	ASC001	ASCO Educational Supplies	Supplier	4000	Books	1010 James Kirby Primary Academy	0.00	-100.00	-100.00
Central Government	BAK001	Baker Ross	Supplier	4000	Books	1010 James Kirby Primary Academy	1450.00	0.00	1450.00
Central Government	BAK001	Baker Ross	Supplier	4020	Educational Materials	1016 Simon Burns Primary Academy	117.04	0.00	117.04
Central Government	BAK001	Baker Ross	Supplier	4035	Computer Consumables - Educational	1010 James Kirby Primary Academy	0.00	-15.00	-15.00
Central Government	BBC001	BBC Active Customer Serv	Supplier	4000	Books	1010 James Kirby Primary Academy	1005.99	0.00	1005.99
Central Government	BBC001	BBC Active Customer Serv	Supplier	4005	School Library Service	1016 Simon Burns Primary Academy	85.00	0.00	85.00
Charity Commissior	BRA001	Brainwaves	Supplier	3145	Buildings Insurance	1010 James Kirby Primary Academy	500.00	0.00	500.00
Charity Commissior	BRA001	Brainwaves	Supplier	4000	Books	1010 James Kirby Primary Academy	13701.99	0.00	13701.99
Charity Commissior	BRA001	Brainwaves	Supplier	4005	School Library Service	1010 James Kirby Primary Academy	1250.00	-1000.00	250.00
Charity Commissior	BRA001	Brainwaves	Supplier	4005	School Library Service	1016 Simon Burns Primary Academy	21022.65	0.00	21022.65
Charity Commissior	BRA001	Brainwaves	Supplier	4020	Educational Materials	1016 Simon Burns Primary Academy	50.00	0.00	50.00
Charity Commissior	BRA001	Brainwaves	Supplier	4025	Educational Equipment	1016 Simon Burns Primary Academy	500.00	0.00	500.00

2. Codes

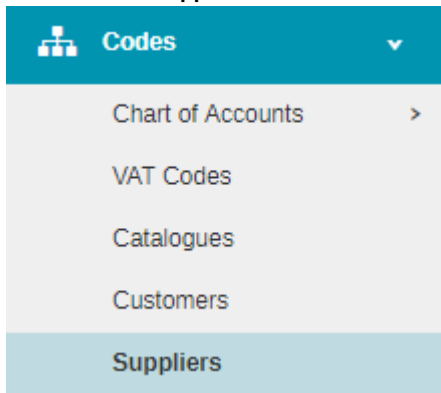
To support the new reports provided above some enhancements have been provided in Codes

- a. Counterparty Types Suppliers
- b. Counterparty Types Customers

a. Codes>Suppliers

Counterparty Type has been updated. A mapping tool has been used to attach 'like' Counterparty Types to key words but these will need to be checked.

Go to Codes>Suppliers



The following screen will appear

Contacts - Suppliers									
Actions									
Search for a record									
Show 15 rows									
PREV 1 2 3 4 ... 8 NEXT									
<input type="checkbox"/>	Code *	Supplier Name	Postcode	Contact	Tel No	PTD	YTD	Preferred Supplier	On Hold
<input type="checkbox"/>	• AMA001	amazon market place	T3S T3R			£2000.00	£2120.00	★	⊗
<input type="checkbox"/>	• ANG001	Anglian Water	T3S T3R			£360.00	£360.00	★	⊗
<input type="checkbox"/>	○ ASC001	ASCO Educational Supplies	T3S T3R			£0.00	£0.00	★	⊗

Drill down on the supplier name

Edit Supplier details ✕

Supplier Code *

Supplier Name *

Preferred Supplier?

Optional Details:

› Supplier Details

› Alternative Payee Details

› Contact Details

› Bank Details

▼ Defaults

Default VAT Code

Default Ledger Code

Terms (days) *

Trade Classification Identifier

HMRC CIS details

CIS registration number

CIS bands

CIS expiry date

Counter Party

Counter party type

Select the Defaults tab and ensure that the Counterparty Type is corrected for the selected Supplier. Click on **save** to save the details.

b. Codes>Customers

Counterparty Type has been updated. A mapping tool has been used to attach 'like' Counterparty Types to key words but these will need to be checked.

Go to Codes>Customers

Codes ▼

Chart of Accounts ›

VAT Codes

Catalogues

Customers

Suppliers

The following screen will appear

+ Contacts - Customers

Actions		Search for a record						
<input type="checkbox"/>	Code *	Customer Name	Postcode	Contact	Tel No	PTD	YTD	On Hold
<input type="checkbox"/>	● BRO001	Town Brownies Club	T3S T3R			£0.00	£0.00	✕
<input type="checkbox"/>	● CAR001	Caravan Club	T3S T3R			£16500.00	£16500.00	✕
<input type="checkbox"/>	● HOT001	Hotshots Basketball	T3S T3R			£0.00	£5050.00	✕
<input type="checkbox"/>	● STM001	St Margarets	T3S T3R			£0.00	£2500.00	✕
<input type="checkbox"/>	○ THE001	The Choir	T3S T3R			£0.00	£0.00	✕
<input type="checkbox"/>	● YOG001	Sunshine Yoga	T3S T3R			£0.00	£2500.00	✕

Page 1 of 1 (6 Items)

Drill down on the customer name

Edit Customer details
✕

Customer Code *

Customer Name *

Optional Details:

- > Customer Details
- > Contact Details
- ▼ Defaults

Default VAT Code

Default Ledger Code

Terms (days) *

Counter Party

Counter party type

Select the Defaults tab and ensure that the Counterparty Type is corrected for the selected Customer. Click on **save** to save the details.