HCSS Accounting Release Notes
V 2.0

1. Reports_____

Three new reports have been added in v2.0:

      a.   Financial>Transaction Listing by Ledger Code
      b.   Month & Year End>Income & Expenditure by CFR Code
      c.   Transactions>Invoices>Export to Excel

Details of these are given below.

a. Financial>Transaction Listing by Ledger Code_____

An additional column has been added to the Transaction List by Ledger Code to show the CFR Code and Description.

Go to Reports>Financial>Transaction Listing by Ledger code

Financial	⌄
Balance Sheet	
Income & Expenditure	
Trial Balance	
Transaction Listing by Ledger Code	
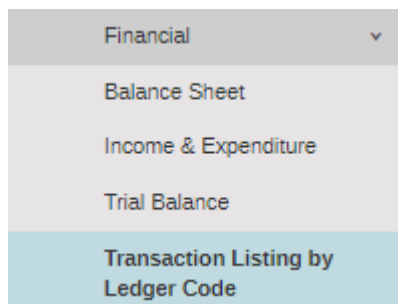
The following screen will appear

Transaction Listing by Ledger Code Report

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 ▼   2017 ▼
Ledger Codes
Select Ledger Code(s)   Reset Generate

Select the period range you wish to run the report for.
Note: the report will be for the Year that you are in based on the Year displayed at the top of the screen

Click on **Generate** to run the report. It will be exported to Excel and be available in your downloads
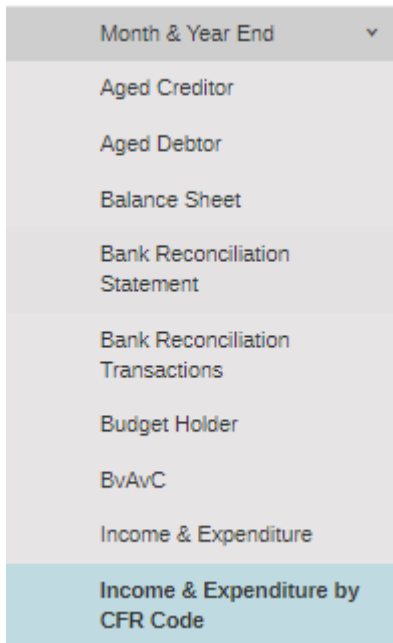
HCSS School														
Transaction Listing by Ledger Code			Date: 07 November 2017 10:26											
Financial Year: 2017			Periods: 0 - 7											
Code:	3072	Ledger Description:	Text Books			Ledger C 221.42								
Transaction Ref	Transaction Type	Transaction Date	Item Description			Nett Val	VAT Value	Transactic	Contact	Cost	Cost Centre D	Fund Code	Fund Co	CFR Code	CFR Code Description
2723747	Invoice	13/09/2017	New Maths for GCSE Textbook			50.00	0.00	50.00	CGP Books	E190	Learning Resc	01	Revenu	E19	Learning resources
03970	Invoice	10/10/2017	Religious Studies -			167.92	0.00	167.92	Hodder Educat	E190	Learning Resc	01	Revenu	E19	Learning resources
03970	Invoice	10/10/2017	postage and packing			3.50	0.00	3.50	Hodder Educat	E190	Learning Resc	01	Revenu	E19	Learning resources

The additional columns showing CFR Code and Description can be seen.

b. Month & Year End>Income and Expenditure Report by CFR Code

A new report has been added which shows Income and Expenditure against CFR Code

Go to Reports>Month & Year End>Income and Expenditure by CFR Code

Month & Year End ⌄
Aged Creditor
Aged Debtor
Balance Sheet
Bank Reconciliation Statement
Bank Reconciliation Transactions
Budget Holder
BvAvC
Income & Expenditure
Income & Expenditure by CFR Code

The following screen will appear

Income & Expenditure by CFR Code

Period From	Period To	Financial Year				Reset	Submit
Select a Period ▾	Select a Period ▾	2017 ▾	☑	Exclude Zero Balances			

Select the period you wish to run the report for.

Note: the report will be for the Year that you are in based on the Year displayed at the top of the screen

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

The report will display on the screen

Income & Expenditure by CFR Code

Period From	Period To	Financial Year		
0	7	2017	☑ Exclude Zero Balances	Reset Submit

Export to PDF   Export to Excel

Income

CFR Code	CFR Description	Debit (£)	Credit (£)	Total (£)
CI01	Capital income	0.00	-4472.50	-4472.50
I01	Funds delegated by the local authority	2164150.00	-3371970.00	-1207820.00
I03	High needs top-up funding	719755.00	-1439510.00	-719755.00
I05	Pupil Premium	0.00	-88840.00	-88840.00
I07	Other grants and payments received	0.00	-12551.50	-12551.50
I08	Income from facilities and services	0.00	-514.58	-514.58
Total Income		**2883905.00**	**-4917858.58**	**-2033953.58**

Expenditure

CFR Code	CFR Description	Debit (£)	Credit (£)	Total (£)
E01	Teaching staff	569716.43	-130741.68	438974.75
E03	Education support staff	297376.96	-83670.97	213705.99

Select to either Export to PDF or Export to Excel

c. Transactions>View Invoice List>Actions>Export to Excel

A new report has been added to the Actions drop down on View Invoices List

Go to Transactions> Invoices>View Invoice List>Actions
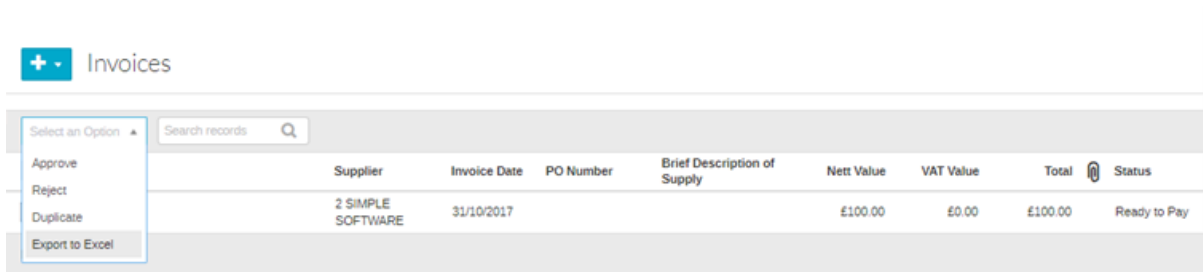
A report will be exported to excel.

The Report has 3 tabs on it, Report, Detail, and Info

Report:

Shows a list of invoices and their status

Detail:
Shows the details relating to the invoices

Info:
Shows all the search criteria
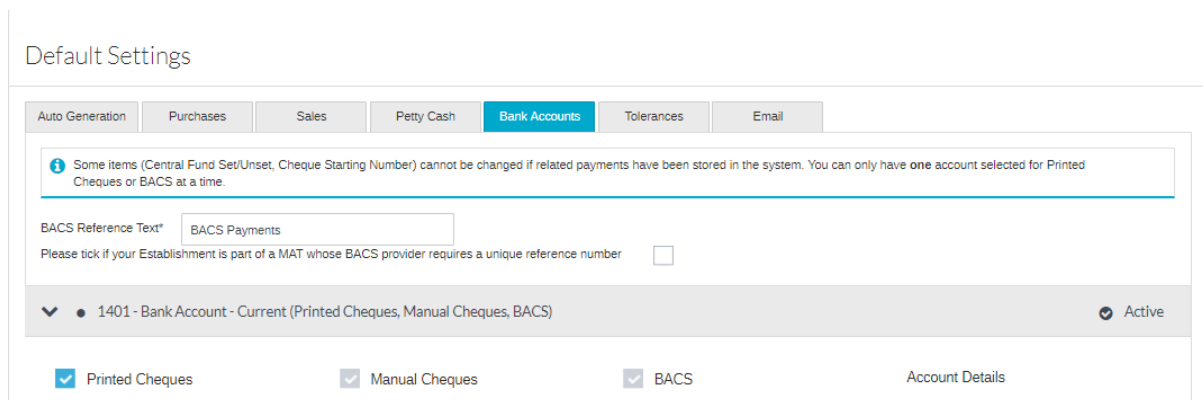
2. Payments

It is now possible to make the BACS Reference unique across all establishments in a MAT rather than just unique to the school. This is especially for HSBC and NATWEST banks but would work for any bank.

Go to System Setup>Defaults>Bank Accounts
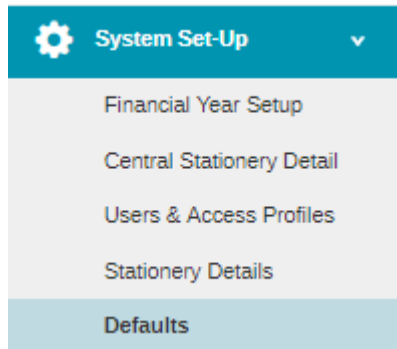
A new tick box is displayed on the tab. When this is ticked the reference number will be unique across the MAT.

The BACS process will continue to work in exactly the same way and the BACS export can be uploaded in the normal way.