



HCSS Accounting Release Notes V 2.0

1. Reports

Three new reports have been added in v2.0:

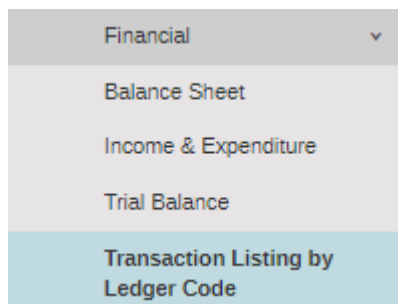
- a. Financial>Transaction Listing by Ledger Code
- b. Month & Year End>Income & Expenditure by CFR Code
- c. Transactions>Invoices>Export to Excel

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



The following screen will appear

Transaction Listing by Ledger Code Report

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

Period From *
 Period To *
 Financial Year

Ledger Codes

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

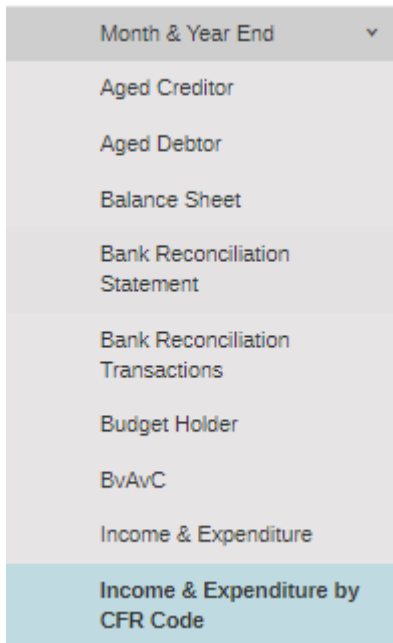
HCSS School										
Transaction Listing by Ledger Code										
Financial Year: 2017					Date: 07 November 2017 10:26					
Code: 3072					Ledger C 221.42					
Transaction Ref	Transaction Type	Transaction Date	Item Description	Nett Val	VAT Value	Transacti Contact	Cost Cost Centre	D Fund Code	Fund Cc CFR Code	CFR Code Description
2723747	Invoice	13/09/2017	New Maths for GCSE Textbook	50.00	0.00	50.00 CGP Books	E19C Learning Res	01	Revenu E19	Learning resources
03970	Invoice	10/10/2017	Religious Studies -	167.92	0.00	167.92 Hodder Educat	E19C Learning Res	01	Revenu E19	Learning resources
03970	Invoice	10/10/2017	postage and packing	3.50	0.00	3.50 Hodder Educat	E19C Learning Res	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



The following screen will appear

Income & Expenditure by CFR Code

Period From	Period To	Financial Year	<input checked="" type="checkbox"/> Exclude Zero Balances	Reset	Submit
Select a Period	Select a Period	2017			

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: 0 Period To: 7 Financial Year: 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

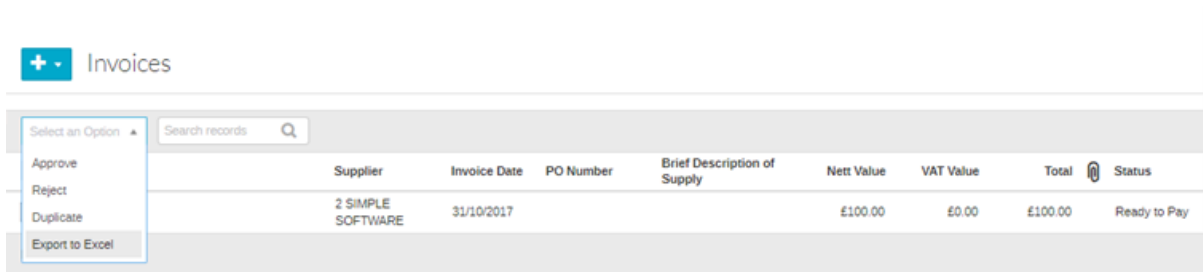
CFR Code	CFR Description	Debit (£)	Credit (£)	Total (£)
E01	Teaching staff	569716.43	-130741.68	438974.75
E03	Education support staff	297376.96	-83670.97	213705.99

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

Invoice Ty	Invoice Num	Supplier Co	Supplier Description	Invoice Date	Period Due Date	PO Number	Brief Description of S	Central Transac	Contact Name	Goods Receipt No	ETT (£)	AT (£)	total (£)	tachments	Status
Non-Order	113131313	2S001	2 SIMPLE SOFTWARE	31/10/2017	Period 1 30/11/2017			No	3 SIMPLE SOFTWARE		100.00	0.00	100.00	0	Ready to P

Detail:

Shows the details relating to the invoices

Invoice Ty	Invoice Num	Supplier Co	Supplier Description	Invoice Date	Period Due Date	Brief Description of S	Central Transac	Contact Name	Invoice Num	Description	(£)	Quant	Quantity	Recei	Cost	Cent	Ledge A
Non-Order	113131313	2S001	2 SIMPLE SOFTWARE	31/10/2017	Period 1 30/11/2017		No	3 SIMPLE SOFTWARE	113131313	Goods	100.00	1	1	11447E18	1965		

Info:

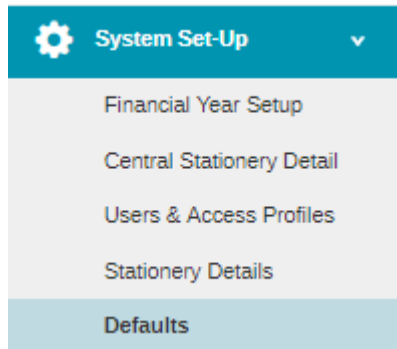
Shows all the search criteria

Jane Gibson Accounting Test School	
Invoice Export	
Generated	08 November 17 13:26
Sort Order	Transaction Date [Desc]
Selection Criteria	
Financial Year	2017

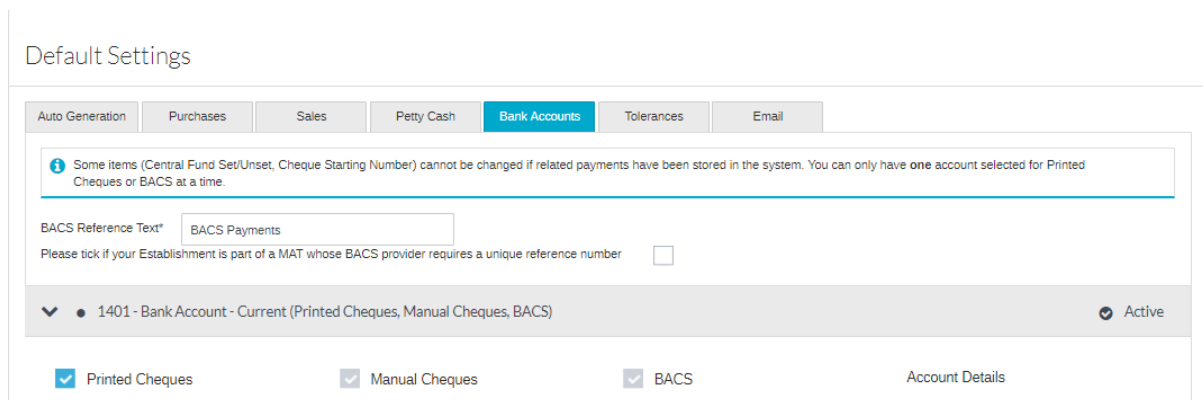
2. Payments

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.


 A screenshot of the 'Default Settings' page, specifically the 'Bank Accounts' tab. The page has several tabs: 'Auto Generation', 'Purchases', 'Sales', 'Petty Cash', 'Bank Accounts' (selected), 'Tolerances', and 'Email'. A blue information box at the top states: 'Some items (Central Fund Set/Unset, Cheque Starting Number) cannot be changed if related payments have been stored in the system. You can only have one account selected for Printed Cheques or BACS at a time.' Below this, there is a 'BACS Reference Text*' field containing 'BACS Payments'. Underneath is a checkbox with the text 'Please tick if your Establishment is part of a MAT whose BACS provider requires a unique reference number'. The checkbox is currently unchecked. Below the checkbox, a dropdown menu shows '1401 - Bank Account - Current (Printed Cheques, Manual Cheques, BACS)' with an 'Active' status. At the bottom, there are three checked checkboxes: 'Printed Cheques', 'Manual Cheques', and 'BACS'. There is also a link for 'Account Details'.

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