access presents

HCSS EDUCATION

HCSS Accounting Release Notes V 2.1

1. Reports

Enhancements have been made to a number of reports in v2.1:
- a. Financial>Transaction List Report
- b. Budget Holders>BvAvC
- c. Financials>Trial Balance
- d. Consolidated Trial Balance

And 2 new report have been added
- e. VAT>Download Previous VAT Return
- f. VAT> Download Previous VAT 126

Details of these are given below.

a. Financial>Transaction List Report

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

Go to Reports>Financial>Transaction List Report

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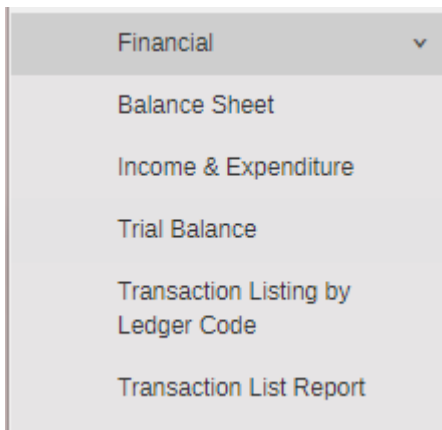
The following screen will appear

Transaction List

ⓘ **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 Codes

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

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

b. Budget Holders>BvAvC

The Export to Excel format for the BvAvC now exports the values as numbers

Go to Reports>Budget Holders> BvAvC

The following screen will appear

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 **Submit** to run the report

The report will display on the screen

BvAvC Report

ℹ Expected Outturn Report will be run for Current Year and through to Period 12 any Selection Criteria will not be applied

Period From	Period To	Financial Year
0 ▾	5 ▾	2017 ▾

☑ Exclude Zero Balances ☐ Show Inactive Codes ☐ Show Ledger Codes ☐ Show Fund Codes ☐ Show Analysis Codes

Cost Centre

Select Cost Centres

Cost Centre Group

Select Cost Centre Groups

Type

% of Budget Spent ✕ Comparative Budget ✕ Expected Outturn ✕

[Reset] [Submit]

[Export to PDF] [Export to Excel]
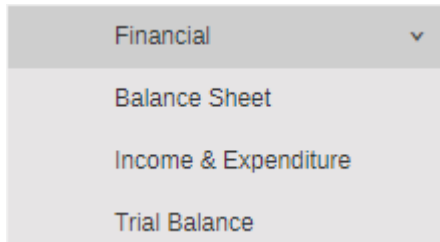
% of Budget Spent	Comparative Budget	Expected Outturn

⌄ ES

Cost Centre	Current Budget	Current Budget to Date	Actuals	Committed	Total	Difference	% of Budget Spent
E0101 ℹ	758130.64	314224.31	309780.27	0.00	309780.27	448350.37	40.86
E0102 ℹ	25460.06	10544.11	4554.89	0.00	4554.89	20905.17	17.89
E0301 ℹ	196142.07	81700.92	128825.17	0.00	128825.17	67316.90	65.68
E0302 ℹ	198991.45	82533.34	34763.13	0.00	34763.13	164228.32	17.47

Select Export to Excel, all the values are correctly exported as numbers to 2 decimal places

c. Financial>Trial Balance _____

The Export to Excel format for the Trial Balance now exports the values as numbers

Go to Reports>Financials>Trial Balance

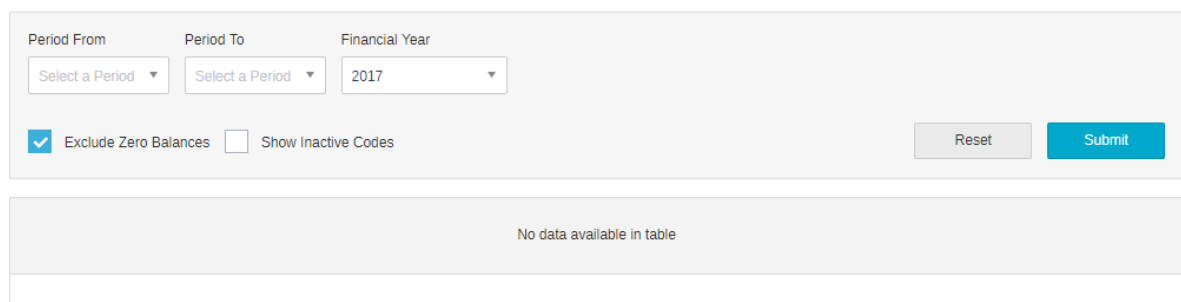| Financial	⌄
Balance Sheet	
Income & Expenditure	
Trial Balance	

The following screen will appear

Trial Balance Report

Period From	Period To	Financial Year
Select a Period ▾	Select a Period ▾	2017 ▾

✔ Exclude Zero Balances ☐ Show Inactive Codes   Reset   Submit

No data available in table

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 **Submit** to run the report

The report will display on the screen

Select Export to Excel, all the values are correctly exported as numbers to 2 decimal places

d. Consolidated Trial Balance _____

The Export to Excel format for the Consolidated Trial Balance now exports the values as numbers
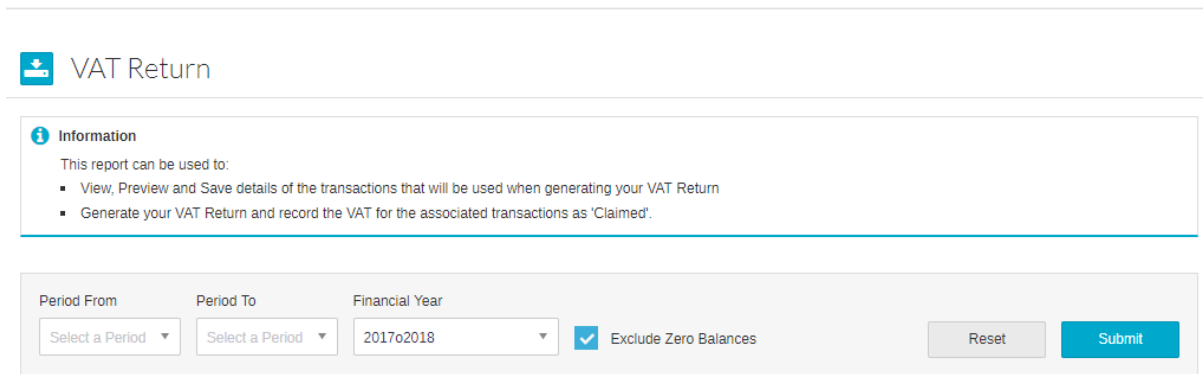
e. Previous VAT Return _____

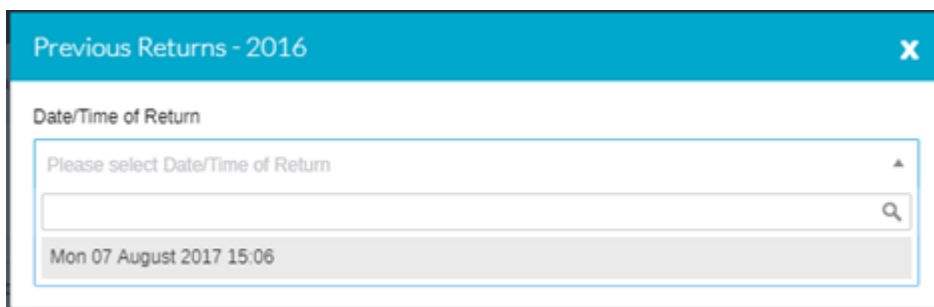An enhancement to the existing VAT Return now allows previously claimed PDF VAT Reports to be downloaded.

Go to Reports>VAT>VAT Return

VAT	⌄
VAT 126	
VAT Return	

The following screen will appear:

VAT Return

ℹ **Information**
This report can be used to:
▪ View, Preview and Save details of the transactions that will be used when generating your VAT Return
▪ Generate your VAT Return and record the VAT for the associated transactions as 'Claimed'.

Period From	Period To	Financial Year		
Select a Period ▾	Select a Period ▾	2017o2018 ▾	☑ Exclude Zero Balances	Reset Submit

Click on [icon] next to the title
A select box will appear giving a drop down list of all previous VAT Returns

Previous Returns - 2016   ✕

Date/Time of Return

Please select Date/Time of Return   ▲

                                                          🔍

Mon 07 August 2017 15:06

Select the return you wish to download and click on **Download PDF**

f. Previous VAT 126 _____

An enhancement to the existing VAT 126 now allows previously claimed PDF VAT Reports to be downloaded.

Go to Reports>VAT>VAT 126

VAT	⌄
VAT 126	
VAT Return	

The following screen will appear:

VAT 126

Information

This report can be used to preview and save the transaction details for use in your VAT 126 Return.
- When you are satisfied that the detail is correct, you can generate a final version of the list to print and record the associated VAT as 'Claimed'.
- Please ensure that all relevant VAT Codes have been selected (and that other codes are not included).

Note
- Any VAT code changes made through the VAT Journal will not be included and should be added manually.
- To include extra lines for this in the printed report, choose the 'Include extra page for manual adjustments' option before you Generate and Print your Return and Claim VAT.

Period From	Period To	Financial Year	
Select a Period ▼	Select a Period ▼	2016 ▼	☐ Include extra page for manual adjustments

VAT Codes *

| Select VAT Code(s) | | Reset | Submit |

Click on [icon] next to the title

A select box will appear giving a drop down list of all previous VAT 126

Previous Returns - 2016   **X**

Date/Time of Return

Please select Date/Time of Return   ▲

🔍

Mon 07 August 2017 15:06

Select the return you wish to download and click on **Download PDF**

2. Logo for Purchase Order
a. Defaults>Upload Logo for PO_____

A new template has been added for Purchase Orders which allows the uploading of a school logo

Go to System Setup>Defaults>Miscellaneous (Previously named Tolerances)

Default Settings

| Auto Generation | Purchases | Sales | Petty Cash | Bank Accounts | Miscellaneous | Email |

Enable Tolerance Checking on VAT ☑

Tolerance Mode
Stop on Error ▼

Check to Pence
0.03

Enable Transaction Date Warning ☐

Date Older Than
0

☐ Request confirmation of Bank Account selection when Submitting Cash Book Journals

☐ Attach Report Logo

📎

Cancel   Save

A new option is available on the tab to attach a Report Logo. Tick the box and click on the 📎 to upload your logo. The file must be either .jpg, .jpeg or.png

When your logo is saved you will see the name of the file next to the paperclip.

☑ Attach Report Logo

📎 Logo_2017_logo.jpg

Click on **Save**

Go to the Purchases Tab and click on the drop down list for Default Order Template

Select Purchase Order with Logo

Click on **Save**

b. Stationery Details>Purchase Order with Logo

A new template is available in Stationery Details, Purchase Order with Logo

Go to System Setup>Stationery Details

Click on the drop down list and select Purchase Order with Logo

The custom text from the Default Purchase Order is copied across and can be amended if required.

Remember to click on **Save** if any changes are made

c. Transactions>Orders>Purchase Order _____

When a new Purchase Order is created and emailed to a supplier the Logo will be shown. Any existing Purchase Orders downloaded again will be updated to include the logo.

Purchase Order

To
ALLGOOD LTD
Test Building
111 Tester Lane
Testing Busiess Park
Testington
Testshire
T3S T3R
FAO:

From
Jane Gibson Accounting Test School
My good old test School

VAT Number 123456789

SK11 6AB

Delivery Address
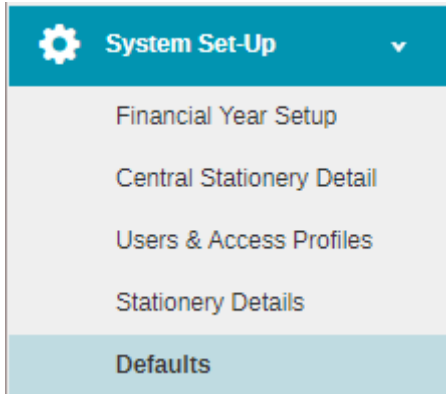**Jane Gibson Accounting Test School**
My good old test School

VAT Number 123456789 SK11 6AB

3. Default Sales Credit Note

a. Defaults>Sales

A new template has been added for a Default Sales Credit Note.

Go to> System Setup>Defaults>Sales

The following screen will appear

Select Default Sales Credit Note from the dropdown for Default Sales Credit Note Template
Click on **Save**

b. Stationery Details>Default Sales Credit Note

A new template is available in Stationery Details, Default Sales Credit Note

Go to System Setup>Stationery Details

Click on the drop down list and select Default Sales Credit Note

Stationery Details

Select Template:

Default Sales Credit Note ▼

Add Custom Text:

Save   Cancel

Sales Credit Note

To
Test School
Testshire County Council
Test Square
Testington
Testshire
T35 T3R
FAO: Test Contact

From   Credit Note No.   CRED1

Add any required custom text and click on **Save**

c. Transactions>Sales Credit Note

When a new Sales Credit Note is created a PDF will be available to download by clicking on the PDF link. It will also be possible to download a PDF for an existing Sales Credit Note

+ ▼ Sales Credit Note

Actions ▼   Search for a record 🔍

	Reference	Date	Contact	Description	Nett Value	VAT Value	Total	📎	Pdf	Status
☐	CN45646	17/11/2017	Caravan Club	Credit	£50.00	£0.00	£50.00		📄	Ready to Receipt

Page 1 of 1 (1 Item)

Sales Credit Note

To
Caravan Club
Test Building
111 Tester Lane
Testing Busiess Park
Testington
Testshire
T3S T3R
FAO:

From
Jane Gibson Accounting Test School
My good old test School

VAT Number 123456789

SK11 6AB

Credit Note No.	CN45646
Credit Note Date	17/11/2017

Description	Nett	VAT	Total
Credit	50.00	0.00	50.00

Nett	50.00
VAT @20%	0.00
Total	50.00

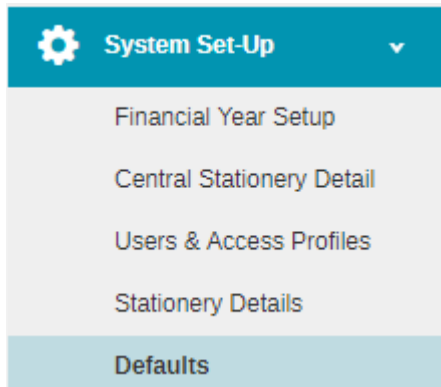This Credit Note can be set against a future Invoice.

Raised By: Jane Gibson
Signature:
Authorised Signature
Date: 17 NOV 2017

4. Optional Cash Book Warning

a. Defaults>Miscellaneous

A new tick box has been added on the Miscellaneous tab (Previously named Tolerances) allowing a warning to be shown when posting a Cash Book Journal identifying which Bank Account the journal is being posted against.

Go to System Setup>Defaults>Miscellaneous
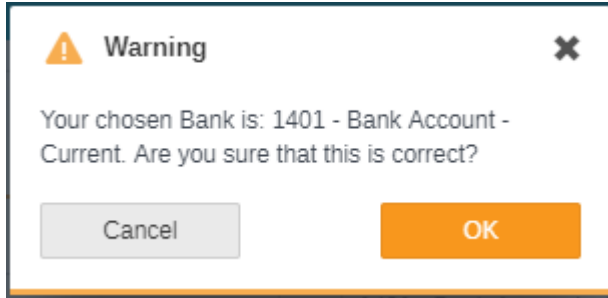

The following screen will appear:

If you wish to activate the warning click in the tick box and then on **Save**

b. Transactions>Journals>Cash Book Journal

When you add a new cash book journal a warning will appear on **Submit** or **Submit and Add Another**

Clicking on **OK** will post the journal to the chosen bank account, clicking on **Cancel** will close the warning and take you back to the Cash Book Journal and allow you to change the bank account.