



HCSS Accounting Release Notes V 2.2

1. Journals

Enhancements have been made to a number of Journals in v2.2:

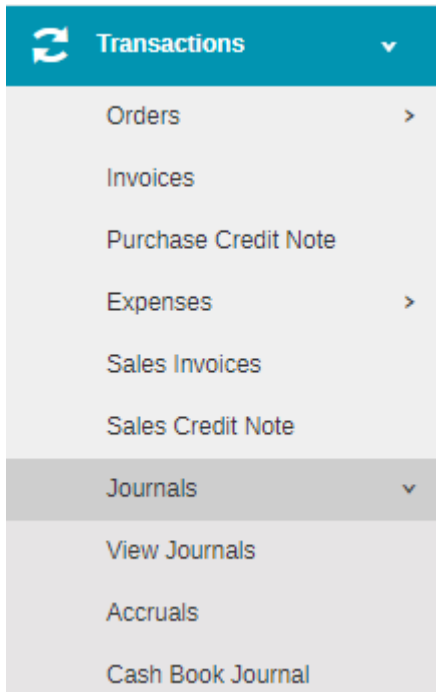
- a. Cash Book Journal
- b. Payroll Journal

Details of these are given below.

a. Journals>Cash Book Journal

It is now possible to save a draft of the Cash Book Journal

Go to Transactions>Journals>Cash Book Journal



The following screen will appear


+ Cash Book Journals						
Actions ▾ Search for a record 🔍						
Journal No.	Date	Period	Description	Debit	Credit	Status
No data to display						

Click on  to add a new Cash Book Journal

Cash Book Journal
✕

Date *	Description *	Bank *	
<input type="text" value="03/12/2017"/>	<input type="text" value="Cash Book Journal"/>	<input type="text" value="80300 - TSB Current Account 1"/>	
Period *		Debit/Credit *	
<input type="text" value="Period 3"/>		<input type="text" value="Credit"/>	
Reference *		Amount *	
<input type="text"/>		<input type="text" value="1000.00"/>	

Credit Total: £1000.00
 Debit Total: £0.00
 Total: £-1000.00

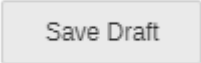


Debit/Credit	Description *	Cost Centre	Ledger *	Analysis	Fund	VAT Code	Amount *	VAT Value	Total	Action
No data to display										

Credit Total: £1000.00
 Debit Total: £0.00
 Total: £-1000.00


Close
Save Draft
Submit and Add Another
Submit

A new button appears at the bottom of the screen



allowing a draft of the Cash Book Journal to be created.

The reference for the Journal will appear as DRAFT until it is posted

 Cash Book Journals

Actions ▾
Search for a record 🔍
Show 15 rows ▾
PREV 1 2 3 4 NEXT

	Journal No.	Date	Period	Description	Debit	Credit	Status
<input type="checkbox"/>	DRAFT	03/12/2017	3	Cash Book Journal	£1000.00	£1000.00	Draft

The Journal can be removed by ticking the box next to the saved draft and clicking in the Actions box

+ Cash Book Journals

Actions: Duplicate, Export to Excel, Remove

Search for a record

Show 15 rows

PREV 1 2 3 4 NEXT

Date	Period	Description	Debit	Credit	Status
03/12/2017	3	Cash Book Journal	£1000.00	£1000.00	Draft

A message will appear

Journals Remove Summary

✓ 1 Journal(s) can be Removed

DRAFT.

Cancel Confirm

Click on **Confirm** to remove the journal

b. Journals>Payroll Control Journal

It is now possible to save a draft of the Payroll Control Journal

Go to Transactions>Journals>Payroll Control Journal

A screenshot of a software menu. The top item is 'Transactions' with a refresh icon and a dropdown arrow. Below it are 'Orders', 'Invoices', 'Purchase Credit Note', 'Expenses', 'Sales Invoices', and 'Sales Credit Note'. The 'Journals' item is highlighted with a grey background and has a dropdown arrow. Below 'Journals' are 'View Journals', 'Accruals', 'Cash Book Journal', 'VAT Reimbursement', and 'VAT Payment'. At the bottom of the menu is 'Payroll Control'.

The following screen will appear

A screenshot of the 'Payroll Control Journals' screen. At the top left is a blue square with a white plus sign followed by the text 'Payroll Control Journals'. Below this is a search bar with a dropdown menu labeled 'Actions' and a search input field with the placeholder text 'Search for a record' and a magnifying glass icon. Below the search bar is a table with the following columns: 'Journal No.', 'Date', 'Period', 'Description', 'Debit', 'Credit', and 'Status'. The table is currently empty, with the text 'No data to display' centered below it. At the bottom of the screen, there is a footer that reads 'Page 0 of 0 (0 Items)'.

Click on  to add a new Payroll Control Journal

✕
Payroll Control Journal

Date *
03/12/2017

Period *
Period 3

Reference *

Description *

Enter Description

Debit/Credit *
Credit

Payroll Control Account *
Select a Payroll Control Account

Amount *
Enter Amount

Credit Total: £0.00

Debit Total: £0.00

Total: £0.00

+

Debit/Credit	Description *	Cost Centre *	Ledger *	Analysis	Fund *	VAT Code	Amount *	VAT Value	Total	Action
No data to display										

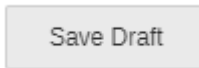
Credit Total: £0.00

Debit Total: £0.00

Total: £0.00

Close
Save Draft
Submit and Add Another
Submit

A new button appears at the bottom of the screen allowing a draft of the Payroll Control Journal to be created.



allowing a draft of the Payroll Control Journal to be created.

The reference for the Journal will appear as DRAFT until it is posted

+ **Payroll Control Journals**

Actions

	Journal No.	Date	Period	Description	Debit	Credit	Status
<input type="checkbox"/>	DRAFT	03/12/2017	1	Payroll Control Journal	£1000.00	£1000.00	Draft

Page 1 of 1 (1 Item)

The Journal can be removed by ticking the box next to the saved draft and clicking in the Actions box


+ Payroll Control Journals

Actions		Search for a record <input type="text"/>				
Date	Period	Description	Debit	Credit	Status	
03/12/2017	1	Payroll Control Journal	£1000.00	£1000.00	Draft	

Page 1 of 1 (1 Item)

A message will appear

Journals Remove Summary ✕

 **1 Journal(s) can be Removed**
DRAFT.

Click on **Confirm** to remove the journal