

# HCSS Accounting v2.3

## Release Notes



# About these Release Notes

Welcome to the Access HCSS Accounting v2.3 Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a brief summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

## About Access HCSS Accounting

Access HCSS Accounting is the UK's first completely online accounting package designed exclusively for the education sector. It supports schools, academies and Multi Academy Trusts.

Integration with our budgeting & forecasting tool: HCSS Budgeting is seamless and provides a detailed insight into the financial performance of each establishment. HCSS Accounting helps schools to manage budgeting and accounting processes in line with the DfE and ESFA requirements and specifically supports the completion of CFR and SOFA Returns.

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# Release Summary

This version of HCSS Accounting includes features requested by existing customers to improve existing functionality.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

## Transactions> Invoices

### Reversal of invoices against GRN/PO

When an invoice, which has been posted against either a GRN or PO, is reversed the items on the invoice now become available to be received again.

[Read more about this feature](#)

## Reports

### Download Previous Consolidated VAT Returns

It is now possible to download previously generated Consolidated VAT Returns in a PDF Format

[Read more about this feature](#)

### Updated Budget Holders Report excel export

The export to excel for the Budget Holders Report now exports the values as numbers

[Read more about this feature](#)

### Updated Income & Expenditure Report excel export

The export to excel for the Budget Holders Report now exports the values as numbers

[Read more about this feature](#)

# Release Contents

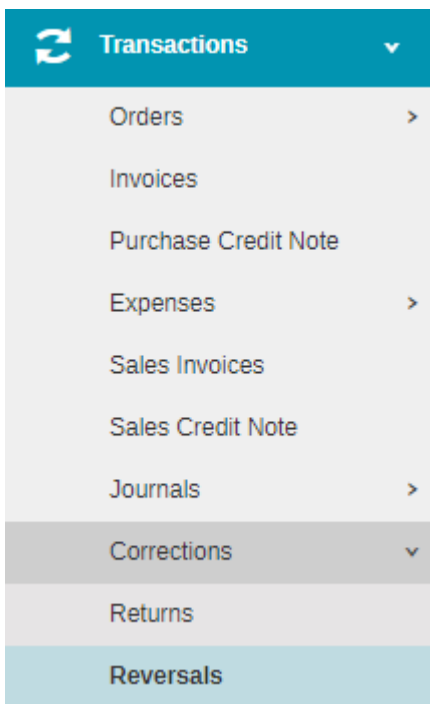
The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

## Transactions> Invoices

### Reversal of invoices against GRN/PO

When an invoice, which has been posted against either a GRN or PO, is reversed the items on the invoice now become available to be received again.

Go to Transactions>Corrections>Reversals



The Following screen will appear:

Reversals (Purchase Invoices)											
Cheques		Purchase Invoices		Receipts		Sales Invoices		Journals			
								BACS			
Search for a record <input type="text"/>								Show 15 rows		PREV 1 2 3 NEXT	
Invoice No.	Supplier	Date	Description	Nett Value	VAT Value	Total	Reverse				
9220	DRT Services	07/12/2017	PO666 No contingency needed just £500 for boarding and protection costs approved by Patrick Moore	£19010.28	£3802.06	£22812.34					
0842056637	Screwfix Direct Ltd	06/12/2017	Various items purchased from B&Q trade uk account	£131.99	£26.40	£158.39					
46252	Parc Supplies	06/12/2017	Various cleaning items ordered	£557.56	£111.52	£669.08					
3000691	CCS Media	06/12/2017	PO755	£825.56	£165.11	£990.67					
692672	Technology Supplies	06/12/2017	PO747	£79.55	£15.91	£95.46					
512725	Timstar Lab Supplies	06/12/2017	PO741	£141.95	£28.39	£170.34					
7016	Make Your Mark Rubber Stamps Limited	06/12/2017	PO737	£9.26	£1.85	£11.11					
169815536	Yorkshire Purchasing Organisation	06/12/2017	PO736	£65.55	£13.11	£78.66					



Select the Purchase Invoices tab and click on the Reverse icon to reverse your chosen invoice.

Any Items that had previously been received on that invoice either through a Goods Receipt Note or directly from an Invoice will be available to receipt again.

If you do not wish to receipt them the Purchase Order should be completed by selecting the relevant Purchase Order in the Purchase Order View List and selecting Complete from the Actions drop down list.

## Reports

### Download Previous Consolidated VAT Returns

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

Go to Reports>VAT>VAT Return



The following screen will appear:

VAT Return

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**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'.

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Period From:  Period To:  Financial Year:   Exclude Zero Balances



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

The screenshot shows a window titled "Previous Returns - 2016" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Date/Time of Return". Inside this section, there is a dropdown menu with the text "Please select Date/Time of Return" and a search icon. The dropdown menu is open, showing a list of options, with "Mon 07 August 2017 15:06" highlighted in grey.

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

## Updated Budget Holder Report excel export

The Export to Excel format for the Budget Holder Report now exports the values as numbers

Go to Reports>Budget Holders> Budget Holders

The screenshot shows a dropdown menu with the following options: "Budget Holders" (with a downward arrow), "Budget Holders", "Budget Virement", and "BvAvC".

The following screen will appear

### Budget Holder Report

The screenshot shows a form titled "Budget Holder Report". It contains the following fields and buttons:

- Period From:** Select a Period (dropdown)
- Period To:** Select a Period (dropdown)
- Financial Year:** 2017o2018 (dropdown)
- Cost Centre:** Select Cost Centres (text input)
- Cost Centre Group:** Select Cost Centre Groups (text input)
- Buttons:** Reset (grey), Submit (blue)

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

## Budget Holder Report

Period From: 0, Period To: 1, Financial Year: 2017o2018

Cost Centre: 11447E19 - CAs - Art & Design, Cost Centre Group: Unselect Cost Centres to select a Group

Buttons: Reset, Submit, Export to PDF, Export to Excel

11447E19

Cost Centre Details (Year to Date)

Cost Centre	Description	Group	Budget	Actual Spent/Received	Committed	Total	Difference
11447E19	CAs - Art & Design	E20	0.00	200.00	580.00	780.00	-780.00

Transactions Details (Year to Date)

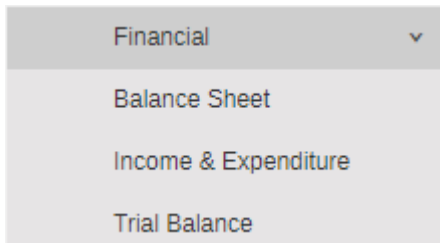
Ref	TransactionType	Contact	Date	Description	Nett	VAT	Total
JNL15	VAT Journal	N/A	3/11/2017	Move exp	100.00	0.00	100.00
113131313	Purchase Invoice	2 SIMPLE SOFTWARE	31/10/2017	Goods	100.00	0.00	100.00

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

### Updated Income & Expenditure Report excel export

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

Go to Reports>Financials> Income & Expenditure



The following screen will appear:



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## Income and Expenditure Report

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Period From	Period To	Financial Year
Select a Period ▼	Select a Period ▼	2017o2018 ▼
<input checked="" type="checkbox"/> Exclude Zero Balances	<input type="checkbox"/> Show Inactive Codes	
Fund Code		
Select Fund Codes		
Analysis Code		
Select Analysis Codes		
Cost Centre		
Select Cost Centres		
		<input type="button" value="Reset"/> <input type="button" value="Submit"/>

Select the period and any other criteria 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

# How to Contact Us

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

## Support department

- Email [support.accountinghcss@theaccessgroup.com](mailto:support.accountinghcss@theaccessgroup.com)
- Tel 0845 345 3300

General Website:

<https://www.theaccessgroup.com/>