

HCSS Accounting v2.4 Release Notes



About these Release Notes

Welcome to the Access HCSS Accounting v2.4 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> Expenses

Ability to post Refunds in Credit Card Expenses

It is now possible to enter a Credit Line on Credit Card Expenses to cover any refunds received

Read more about this feature

Transactions> Journals

Save Draft Internal Journals

It is now possible to save a Draft Internal Journal

Read more about this feature

Transactions>Purchase Invoices & Purchase Credit Notes

Ability to post directly to the Balance Sheet on a Purchase Invoice and Purchase Credit Note

It is now possible to select a balance sheet code when posting either a Purchase Invoice or Purchase Credit Note

Read more about this feature

Payments>BACS Payments

Add a logo to the BACS Remittance

A logo can now be added to the BACS Remittance

Read more about this feature

Ability for Multiple Bank Accounts to use BACS payments functionality

The BACS Payment functionality can now be used against Multiple Bank Accounts

Read more about this feature



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Download Establishment VAT Claimed Detailed Report

It is now possible to generate an Establishment VAT Claimed Detail Report in excel for previously claimed VAT

Read more about this feature

Ensure consistency across Financial Reports

The Income and Expenditure Report both at an Establishment and at a Consolidated level and the Transaction Listing by Ledger Code are now consistent in display with the other Financial Reports

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> Expenses

Ability to post Refunds in Credit Card Expenses

Occasionally a refund is received for a credit card expense. The Credit Card Expense screen now has a debit or credit line selector to enable a refund to be posted.

Go to Transactions>Expenses>Credit Card Expenses



The Following screen will appear:

+ Credit Card	Expenses				
Actions 🔻	Search for a record Q				
Reference	Date	Owner	Period	Description	Total 🜔 Status
TEST009	23/11/2017	Thomas Gill	Period 2	Test	£18.02 Unposted
Click on the Add icor	•				



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Create Cr	edit Card	Expense														×
Date * 23/01/2018 Reference * CC56				Period * Period 2 Dwner * Thomas Gill		v		escription Credit Ca	ו * ard January 2	018					PQuick NETT VA Total:	Add - £50.00 T: £0.00 £50.00
•																
Debit/Credit *	Supplier	Reference *	Descriptior	n* Date	Value *	Cost Centre *	Ledge	r* /	Analysis	Fund *	VAT Code *	Nett Value	VAT Value	Total	Receipt	Action
Credit	SUP01 - Supplier 01	REF456988	Refund on books	03/01/2018	£50.00	BC1	L001			1	00	£50.00	£0.00	£50.00		Ŵ
Debit	SUP01 - Supplier 01	456988	Books	02/01/2018	£100.00	BC1	L001			1	00	£100.00	£0.00	£100.00		莭
															NETT VA Total:	: £50.00 T: £0.00 £50.00
Close										Q	Save and F	Post S	ubmit and Add	Another	Su	bmit

Enter details as normal, selecting a debit for an expense and a credit for a refund.

Transactions>Journals

Save Draft Internal Journal

It is now possible to save a draft of the Internal Transfer Journal

Go to Transactions>Journals>Internal Transfer Journal

Journals	•
View Journals	
Accruals	
Cash Book Journal	
VAT Reimbursement	
VAT Payment	
Payroll Control	
Payroll Payment	
Bank Transfer	
VAT Journal	
SBS Advance	
Internal Transfer	



The following scree	en will appe	ear							1
+ Internal Tra	ansfer Jou	urnals							
Actions •	Search for a re	ecord Q							
Journal No.	Date	Period	Description		De	ebit	Credit Status		
Click on to	o add a new	v Internal Tra	nsfer Journ	nal					
Internal Transfer Journ	nal	Description 4						*	
Date * 04/10/2017	Ē	Description *						Credit Total: £0.00	
Period *								Total: £0.00	
Period 2	Ŧ								
Reference *									
•									
Debit/Credit Description *			Cost Centre *	Ledger * Analysis Fund *	Amount *		Action		
				No data to display					
								Credit Total: £0.00 Debit Total: £0.00 Total: £0.00	
Class						Saus Draft	Cutumit and Add Arabits		
Cluse						Save Diait	Submit and Add Anothe	5 Submit	
A		. h t 6 t		Save Draf	t				
A new putton app created.	ears at the	e bottom of t	ne screen		allow	ing a draft	of the inte	rnal Iranster	Journal to be
The reference for t	he Journal	will appear a	is DRAFT ur	ntil it is posted					

🕂 Internal T	ransfer Journ	als		
Actions	Search for a record	Q		
Journal No.	Date	Period Description	Debit	Credit Status
DRAFT	04/10/2017	2 Internal Transfer	£50.00	£50.00 Draft

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



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	+ Internal Tr	ansfer Journals	3		
	Actions .	Search for a record	Q,		
ī	Duplicate	Date	Period Description	Debit	Credit Status
	Export to Excel Remove	04/10/2017	2 Internal Transfer	£50.00	£50.00 Draft

A message will appear

Journals Remove Summary	×
1 Journal(s) can be Removed DRAFT.	
Cancel	Confirm

Click on Confirm to remove the journal

Transactions>Purchase Invoices & Purchase Credit Notes

Ability to post directly to the balance sheet on Purchase Invoice & Purchase Credit Note

The Purchase Invoice and Purchase Credit notes have been enhanced to allow posting of items such as Fixed Assets directly to the balance sheet.

Go to Transactions>Invoices (or Purchase Credit Notes)



The following screen will appear



+ - Invoices									
Select an Option Search records	Q								
Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total	ŋ	Status
INV011	Supplier 01	09/01/2018	PO20	Test 2 PO from GRN Budget Check	£11001.00	£660.06	£11661.06		Ready to Pay
INV010	Supplier 01	09/01/2018		Non-Order Budget Warn check	£10000.00	£600.00	£10600.00		Ready to Pay
INV008	Supplier 01	09/01/2018	PO20	Budget Warning Test	£11000.00	£660.00	£11660.00		Ready to Pay



Click on the Add icon

Select Invoice from GRN, Invoice from PO, Non Order Invoice or Purchase Credit Note

The screen below will appear

Create Non-Order Invoice								×
Select Supplier * SUP01 - Supplier 01 * Invoice Number * SUP01 Date * O3/10/2017 Period * 13/10/2017 June Date * 13/10/2017	Brief Description of Supply Enter Brief Description of Supply Central Transaction	SU Te 11 Te Te Ts	UP01 - Supplier 01 est Building L1 Tester Lane esting Busiess Park stington stshire 3S T3R					Quick Add ~ NETT: £0.00 VAT: £0.00 Total: £0.00
Description* Cost Centre* Ledger*	Analysis Fund*	VAT Code*	Value* £0.00	Nett Value £0.00	Discount(%)	VAT Value £0.00	Total £0.00	Actions
Close					0	Submit	Submi	NETT: £0.00 VAT: £0.00 To be see see

It is now possible to select None (N/A) for the cost centre, doing this will ensure that only Balance Sheet Codes are available to select from the Ledger Code Drop down.

Click on Submit or Submit and Add Another to post the invoice or credit note

Payments>BACS Payments

Add a logo to the BACS remittance

A new template has been added for BACS Remittance which allows the uploading of a school logo

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



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The following screen will appear:

	Purchases	Sales	Petty Cash	Bank Accounts	Miscellaneous	Email	
Enable Tolera on VAT	nce Checking		Enable Tran	saction Date Warning			
erance Mode			Date Older Than				
Stop on Error		v	0				
teck to Pence							
0.03							
Attach Repo	rt Logo						
0							

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

to upload your logo. The file

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 System Setup> Stationery Details

Click on the drop down list and select BACS Remittance with Logo

Go to the Bank Tab and select the relevant bank(s), click on the drop down list for Remittance Template

Select BACS Remittance with Logo



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Select Template: BACS Remittance Advice With Log Add Custom Text: Please allow sufficient time for completion of the transfer process and receipt of any payment. If there are any problems, please contact the school ensuring that the Payment Reference is quoted in any correspondence. Save Cancel
BACS Remittance Advice With Log: Please allow sufficient time for completion of the transfer process and receipt of any payment. If there are any problems, please contact the school ensuring that the Payment Reference is guoted in any correspondence. Save Cancel
Save Cancel
10665 1 / 1 Ć 👱 🖨

Ensure that the custom text is correct.

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

Go to System Setup>Defaults

Click on the Bank Tab

Select the relevant bank

Select BACS Remittance with Logo from the drop down list for Remittance Template

Cheque Type *	Remittance Template	Format *	Account Name *
PC-ARACS 1-3 Part	Choose Distant Template	Barciays *	Current Account
Start Number *	Start Number *	Email Tanadala *	Sort Code *
200000	000002	BE - Default BACS Remittance	000000
			Account Number *
		Remittance Template *	00000000
		BR - Default BACS Remittance *	
		BR - BACS Remittance Advice With Logo	
		BR - Default BACS Remittance Advice	
		L	

Ability for Multiple Bank Accounts to use the BACS payments functionality

The BACS functionality is now available to all Bank Accounts.

Got to System Setup>Defaults

Select the Bank Tab



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Default Settings

Auto Generation	Purchases	Sales	Petty Cash	Bank Accounts	Miscellaneous	Email		
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. Please tick if your Establishment is part of a MAT whose BACS provider requires a unique reference number								
> • 1401-	Bank Account - Cu	rrent (Printed Ch	eques, Manual Che	eques, BACS)			ø	Active
> • 1405 -	Petty Cash						0	Active
> o CB01-	> o CB01-Central Bank							Active
> o CENTR	AL - Central Fund						0	Active
> o CREDI	T - Credit Card Acc	ount (Manual Ch	eques)				ø	Active
> o DEPOS	iIT - Deposit Accou	int					0	Active

Select the relevant bank

The BACS Reference text has moved to appear against each bank account

 Printed Cheques 	 Manual Cheques 	✓ BACS	Account Details
Cheque Type *	Remittance Template	Format *	Account Name *
PC - APACS 3 - 3 Part	Choose Default Template	HSBC 🔻	Current Account
Start Number *	Start Number *	Emoil Tomplete *	Sort Code *
789000	000100	BE - Default BACS Remittance	000000
		Remittance Template *	00000000
		BR - Default BACS Remittance 🔻	
		BACS Reference Text*	
		BACS Payments	

Ensure that each bank account to be used for BACS Payments has the correct bank details entered

Click on Save

Go to Payments>BACS Run



+ BACS Run								
Search record	s Q							
Reference	Ledger	User	Date	Description	Format	Status	Total	Actions
B1700003	1401 - Bank Account - Current	Jane Gibson	27/09/2017	HSBC	HSBC	Completed	£100.00	12
B1700002	1401 - Bank Account - Current	Jane Gibson	22/09/2017	RBS	RBS Ad-hoc Bulk Payment	Completed	£119.99	2 ==
B1700001	1401 - Bank Account - Current	Jane Gibson	20/09/2017	HSBC	HSBC	Completed	£120.00	
Page 1 of 1 (3	tems)							



to create a new BACS Payment Run

Create BAC	S Run								×
BACS Run * DRAFT Date * 30/09/2017	Run * Description * FT Period * Period 1 *			Bank Accour Select a Ba Select a Ba 1401 - Ban CB01 - Ce	tt * Ink Account ank Account ik Account - Current Intral Bank	•	Total: £0.00		
Supplier Filter By Supplier Reference	Type	ate IM/YY Due Date	Clear	Accou	nt Details	Description		Select	ed Only
O MIKETEST	Credit Note	0 22/02/2017	2 SIMPLE SOFTWARE	1	Â			£1000.00	
o \$\$2565	Invoice	0 05/03/2017	2 SIMPLE SOFTWARE	1	Â			£0.75	
o 56789	Creditor Journal (Credit)	09/03/2017	2 SIMPLE SOFTWARE	1	Â	credit		£34.00	
o SS898980	Invoice	0 16/07/2017	2 SIMPLE SOFTWARE	1	Â			£100.00	
o 113131313	Invoice	0 30/11/2017	2 SIMPLE SOFTWARE	1	Â			£100.00	
o acc456	Invoice	0 16/11/2016	ACCELERATED LEARNING IN TRAINING & ED	1	Â			£100.00	
0 1132	Invoice	0 22/02/2017	ACCELERATED LEARNING IN TRAINING & ED	1	Â			£100.00	□.
Close								ave Pr	ocess

The Bank Account is now a drop down list where the appropriate Bank account can be selected for the run. Once the Bank Account is selected the BACS Run process can be followed as normal.

Reports

Download Establishment VAT Claimed Detailed Report

A new report has been added to allow a previously claimed VAT Detail report to be downloaded

Go to Reports>VAT>VAT Claimed Detail

The following screen will appear



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VAT Claimed Detail	
Info - Your report will automatically download once generated. Please check your download folder.	
Date Claimed Include Type 01/09/2017 - 25/01/2018 Input Tax & Output Tax	Clear Generate

Enter the date claimed range for the report and select tax type required. (Input = Purchase, Output = Sales)

Click on Generate to create the report

The excel report will export to 'Downloads'

Ensure consistency across Financial Reports

The Income and Expenditure Report at both an Establishment and at a Consolidated level along with the Transaction Listing by Ledger Code have been updated to display Debit (positive) and Credit (negative) values in line with other Financial reports.



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

- Support Portal <u>https://access-support.force.com/Support/s/</u>
- Tel 0845 340 4547

General Website: https://www.theaccessgroup.com/



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