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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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Table of Contents

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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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Reports

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
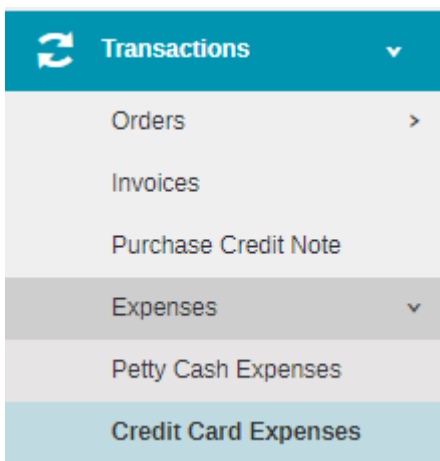
Read more about this feature

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:
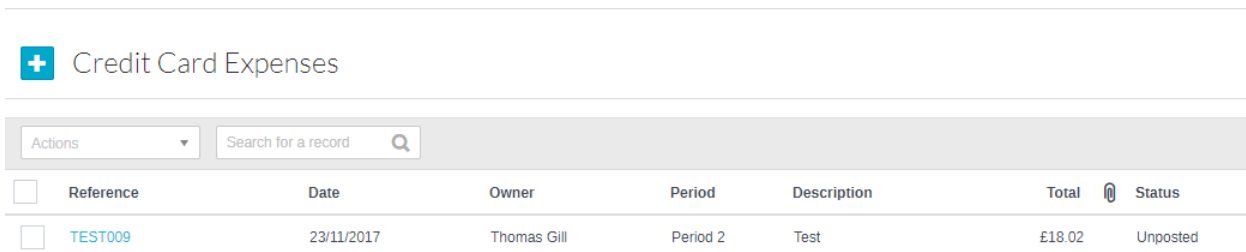
Click on the Add icon

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

Transactions>Journals
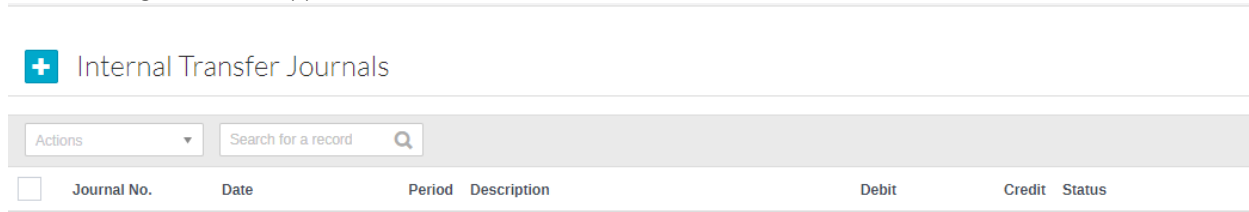
Save Draft Internal Journal

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

Go to Transactions>Journals>Internal Transfer Journal

The following screen will appear

+ Internal Transfer Journals

	Journal No.	Date	Period	Description	Debit	Credit	Status

Click on [+] to add a new Internal Transfer Journal

Internal Transfer Journal ✖

Date *
04/10/2017

Period *
Period 2 ▼

Reference *

Description *
Enter Description

Credit Total: £0.00
Debit Total: £0.00
Total: £0.00

[+]

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
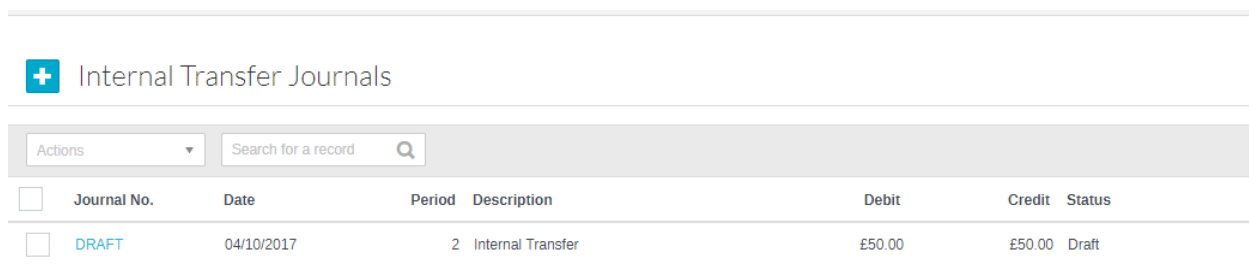
Close		Save Draft	Submit and Add Another	Submit

A new button appears at the bottom of the screen **Save Draft** allowing a draft of the Internal Transfer Journal to be created.
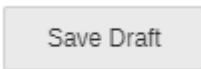
The reference for the Journal will appear as DRAFT until it is posted

+ Internal Transfer Journals

Actions ▼   Search for a record 🔍

	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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A message will appear

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

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Click on the Add icon

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

The screen below will appear

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)

The following screen will appear:

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.

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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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

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

> ℹ️ 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 - Current (Printed Cheques, Manual Cheques, BACS)	✓ Active
› ●	1405 - Petty Cash	✓ Active
› ○	CB01 - Central Bank	✓ Active
› ○	CENTRAL - Central Fund	✓ Active
› ○	CREDIT - Credit Card Account (Manual Cheques)	✓ Active
› ○	DEPOSIT - Deposit Account	✓ 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 ***		**Sort Code ***
789000	000100	**Email Template ***	000000
		BE - Default BACS Remittance... ▾	**Account Number ***
		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

Reference	Ledger	User	Date	Description	Format	Status	Total	Actions
B1700003	1401 - Bank Account - Current	Jane Gibson	27/09/2017	HSBC	HSBC	Completed	£100.00	
B1700002	1401 - Bank Account - Current	Jane Gibson	22/09/2017	RBS	RBS Ad-hoc Bulk Payment	Completed	£119.99	
B1700001	1401 - Bank Account - Current	Jane Gibson	20/09/2017	HSBC	HSBC	Completed	£120.00	

Page 1 of 1 (3 Items)

Click on [+] to create a new BACS Payment Run

Create BACS Run

| BACS Run * | Description * | Bank Account * | Total: £0.00 |
| DRAFT | Enter the description | Select a Bank Account | |

Date *   Period *
30/09/2017   Period 1

Bank Account dropdown:
Select a Bank Account
1401 - Bank Account - Current
CB01 - Central Bank

Supplier   Due Date
Filter By Supplier   DD/MM/YY   Clear   Selected Only

Reference	Type	Due Date	Supplier	Account Details	Description	Total	
MIKETEST	Credit Note	22/02/2017	2 SIMPLE SOFTWARE			£1000.00	
SS2565	Invoice	05/03/2017	2 SIMPLE SOFTWARE			£0.75	
56789	Creditor Journal (Credit)	09/03/2017	2 SIMPLE SOFTWARE		credit	£34.00	
SS898980	Invoice	16/07/2017	2 SIMPLE SOFTWARE			£100.00	
113131313	Invoice	30/11/2017	2 SIMPLE SOFTWARE			£100.00	
acc456	Invoice	16/11/2016	ACCELERATED LEARNING IN TRAINING & ED			£100.00	
1132	Invoice	22/02/2017	ACCELERATED LEARNING IN TRAINING & ED			£100.00	

Close   Save   Process

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

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 https://access-support.force.com/Support/s/
- Tel 0845 340 4547

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

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