access

HCSS Accounting v2.6

Release Notes

About these Release Notes

Welcome to the Access HCSS Accounting v2.6 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.

System Setup> Customer Statement

Ability to print a Customer Statement

It is now possible to print off Customer Statements for all or selected Customers

Read more about this feature

Payments>BACS Export Format

HSBC BACS SUN Export

A new BACS Export Format is available for HSBC which allows the addition of a BACS SUN

Read more about this feature

Reports

Printed Cheque Run and Cheques Used Report display Supplier Payee Name

The Printed Cheque Run and Cheques Used Report now display the Supplier Payee Name

Read more about this feature

BvAvC – Export to Interactive Excel

It is now possible to generate an Interactive BvAvC in excel which provides information by ledger, analysis and cost centre codes

Read more about this feature

Consolidated Transaction List

A Transaction List by School is now available at a Consolidated Level

Read more about this feature

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Multiple Budget Holder Functionality

The Budget Holder functionality has been enhanced to allow Multiple Budget Holders per Cost Centre and restricted access.

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.
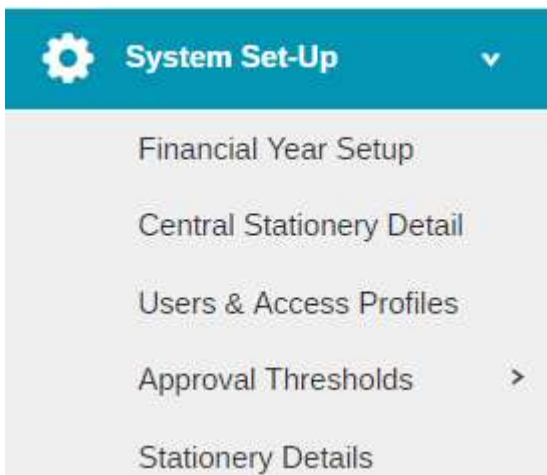
System Setup> Customer Statement

Ability to print a Customer Statement

New functionality has been added to Customers to allow the production of a Customer Statement.
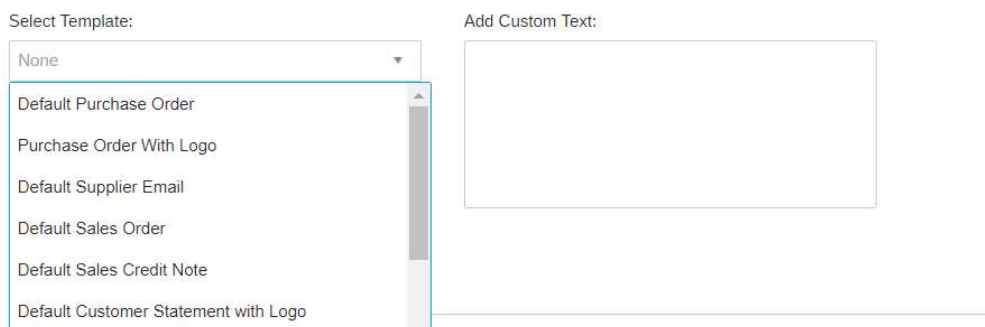
1. **Customise Stationery Details**

Go to System Set-up>Stationery Details

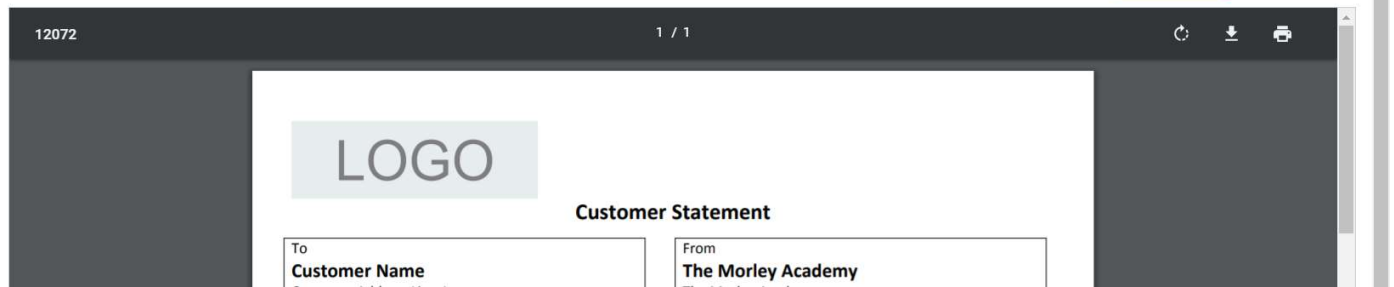From the drop down menu for Select Template chose Default Customer Statement with Logo

Enter any required Custom Text and click on **Save**

2. Set Default Customer Statement
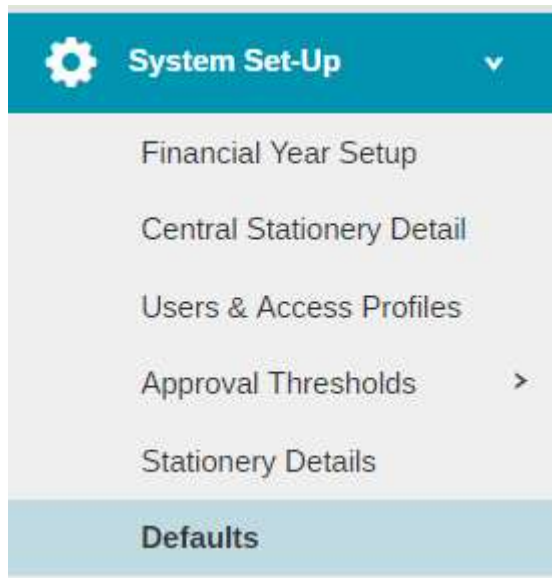
Go to System Set>Defaults

The following screen will appear:

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Default Settings

Select the **Sales** Tab and select the Default Customer Statement with Logo from the drop down list for Default Customer Statement Template
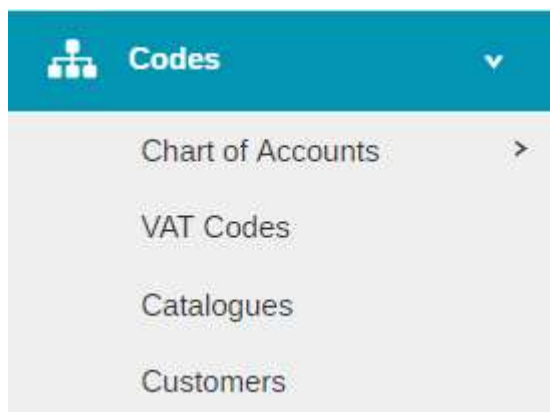Click on **Save**

3. Run a Customer Statement

Go to Codes > Customers

The following screen will appear:

Contacts - Customers

	Code *	Customer Name	Postcode	Contact	Tel No	PTD	YTD	On Hold
☐	● CAR001	Caravan Club	⦿ T3S T3R			£0.00	£0.00	⊗
☐	● HOT001	Hot Shots Basketball	⦿ T3S T3R			-£150.00	-£150.00	⊗

Page 1 of 1 (2 Items)

Select the Customers you wish to run the statement for by using the tick box.

Click on the Actions tab and select **Generate Customer Statement(s)**

Actions ▲

Delete

Duplicate

Set to On Hold

Set to Off Hold

Generate Customer Statement(s)

A zip file will be exported
Double click on the file and extract the statements by clicking on Extract All to a destination on either your local PC or network by using the Browse option. Print the reports as required

HCSS Accounting
Education Finance Management in the Cloud

Customer Statement

To
Hot Shots Basketball
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

**Statement Date:** 05th April 2018   **Customer Reference:** HOT001

Type	Reference	Date Raised	Description	Status	Value (£)	Due Date
Invoice	SINV1	06/12/2016		Unpaid	100.00	05/01/2017*
CR Note	CN78	05/01/2017		Unused	-100.00	
Invoice	SINV3	22/03/2017	test	Unpaid	300.00	21/04/2017*
CR Note	13132132132	22/03/2017		Unused	-50.00	
Receipt	PI12344	23/05/2017	Receipt: PI12344	Unmatched	-100.00	
				Balance:	**150.00**	

Payments>BACS Export Format

HSBC BACS SUN Export

A new BACS Export has been provided for those users who bank with HSBC and are required to enter a BACS Service User Number

Go to System Set-up> Defaults
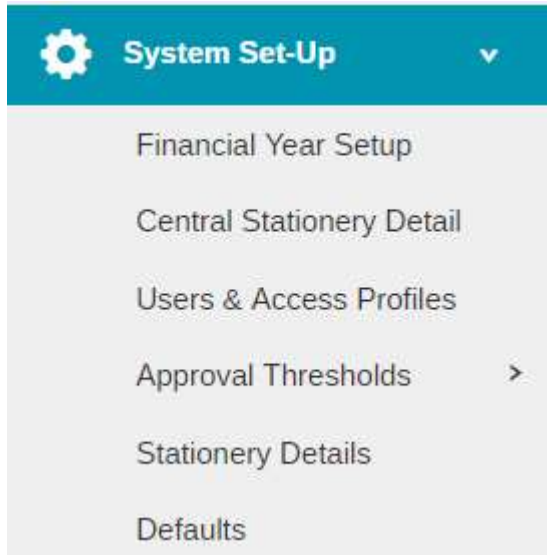
Select the Bank Tab.

Chose the relevant bank and tick the BACS tick box.

Select the BACS format HSBC SUN. A new box will appear SUN Number.

The relevant number must be entered.

Click on **Save**

The SUN number will then be on any BACS Export created.

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Reports

Printed Cheque Run and Cheques Used Report display Supplier Payee Name

Both the Printed Cheque Run from within Payments>Printed Cheques and the Cheques Used Report from within Reports> Bank now show the actual Payee that the cheque was made payable to.

Completed Printed Cheque Run Report

Date:	15 March 2018 15:35						
Name of School:	Jane Gibson Accounting Test School						
Supplier Code:	2SI001						
Supplier Name:	2 SIMPLE SOFTWARE	Payee Name:	Mike				

Transaction Due Date	Transaction Date	Transaction Description	Transaction Reference	Type	Transaction Total	Cheque Number	Approved
05/03/2017	03/02/2017		SS2565	Invoice	£0.75	789009	❑
16/07/2017	16/06/2017		SS898980	Invoice	£100.00	789009	❑
			Supplier Subtotal:	£100.75			
			Printed Cheque Run Total	£100.75			

|	
Authorised:	_____
Authorised:	_____
Confirmed By:	_____

HCSS School

Cheques Used Report   Date: 06 April 2018 10:19

Bank Account: 1401 - Bank Account - Current
Account Details - Name: Current Account, Sort: 000000, Account Number: 00000000
Include: Manual & Printed Cheques
Cheque Number From - To: 000100 - 789009

Cheque Number	Status	Cheque Date/Date Voided	Value	Supplier	Payee	Type	Template	Cheque Description/Voided Reason
789000	Used	15/11/2016	120.00	2 SIMPLE SOFTWARE	Mike	Printed	APACS 3 - 3 Part	[Reversed]
789001	Used	24/11/2016	100.00	EDUCATIONAL PLANNERS LTD	Mike	Printed	APACS 3 - 3 Part	
789002	Used	24/11/2016	120.00	2 SIMPLE SOFTWARE	Mike	Printed	APACS 3 - 3 Part	
789003	Used	24/11/2016	120.00	LEARNING MATERIALS LTD	Mike	Printed	APACS 3 - 3 Part	
789004	Used	24/11/2016	35.94	COLLINS EDUCATION	Mike	Printed	APACS 3 - 3 Part	
789005	Used	29/11/2016	240.00	2 SIMPLE SOFTWARE	Mike	Printed	APACS 3 - 3 Part	
789006	Used	29/11/2016	100.00	ACTIVE MATHS LTD	Mike	Printed	APACS 3 - 3 Part	
789007	Used	30/11/2016	59.70	G L ASSESSMENT	Mike	Printed	APACS 3 - 3 Part	
789008	Used	12/01/2017	50.00	OFFICE DEPOT (11521152)	Mike	Printed	APACS 3 - 3 Part	
789009	Used	15/03/2018	100.75	2 SIMPLE SOFTWARE	Mike	Printed	APACS 3 - 3 Part	

Note: For Alternative Payees the Payee Name should be entered in both the Alternative Payee section under Payee name and under the Bank Details section under Payee Name.

BvAvC – Export to Interactive Excel

A new export type has been added to the BvAvC Report.

Go to Reports> Budget Holders
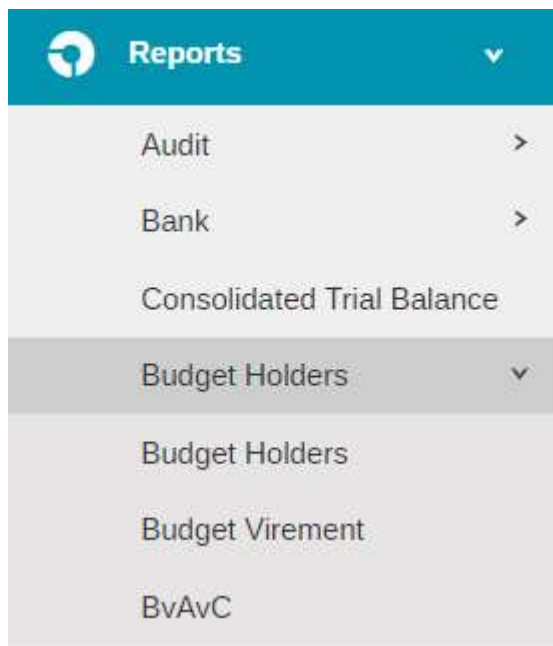
Select the BvAvC

Enter the relevant Periods and tick Show Ledger Codes, Show Fund Codes Show Analysis Codes
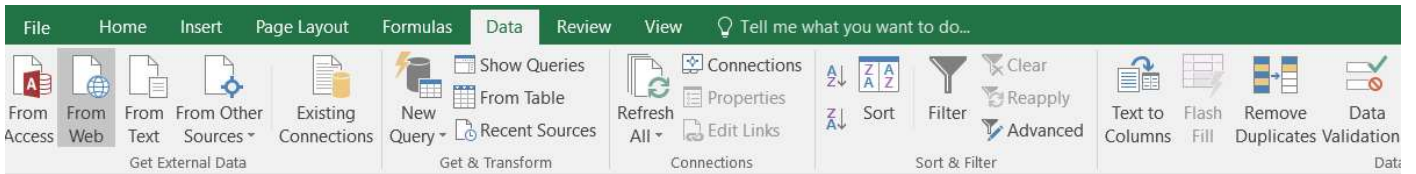
Click on **Submit**

A new export option is available

Click on this and an excel file will be sent to your downloads

Open and enable the file in Excel
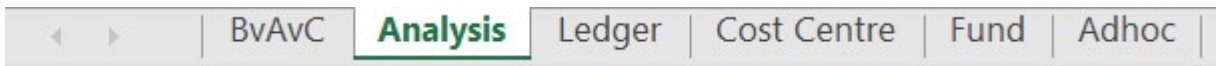
Select the Data Tab

Click on **Refresh All**

This will populate the data in all the tabs on the Report at the bottom of the Excel Worksheet

The BvAvC % Budget Spent will be available by Analysis , Ledger Cost Centre and Fund Code

BvAvC by LEDGER Code

Ledger Code	Ledger Code Description	Curr. Budget	Actual.	Commitments	Oth. Commitments	Total.	Balance.
10000	Pupil Led Factors	(6,786,620.44)	(3,393,310.44)	-		(3,393,310.44)	(3,393,310.00)
10001	Other Factors	(174,999.98)	(87,499.98)	-		(87,499.98)	(87,500.00)
10100	Minimum Funding Guarantee	28,702.00	14,350.74	-		14,350.74	14,351.26
10200	Education Services Grant Allocation	(42,794.00)	(21,396.96)	-		(21,396.96)	(21,397.04)
10300	ESG Protection	-	-	-		-	-
15000	Rates	(29,572.00)	-	-		-	(29,572.00)
15201	FFI / SEN - LA	(10,700.00)	(3,072.00)	-		(3,072.00)	(7,628.00)
15400	Pupil Premium / CLA	(352,803.98)	(117,251.95)	-		(117,251.95)	(235,552.03)
17502	Lettings Income	(2,000.00)	(420.00)	-		(420.00)	(1,580.00)
17503	Catering Income	(279,999.98)	(161,380.11)	-		(161,380.11)	(118,619.87)
17504	Uniform Income	(1,487.00)	(1,487.08)	-		(1,487.08)	0.08
17505	Music Contributions	(9,000.00)	(5,893.00)	-		(5,893.00)	(3,107.00)
17508	Other Income	(5,000.00)	(478.56)	-		(478.56)	(4,521.44)
17509	Bank Interest	(2,000.00)	(720.15)	-		(720.15)	(1,279.85)
17517	Trip Income	-	(235,740.72)	-		(235,740.72)	235,740.72
17702	Inter Academy Transfers	(89,818.00)	(89,818.00)	-		(89,818.00)	-
20000	Teaching Salaries Basic	3,444,070.92	1,426,926.42	-		1,426,926.42	2,017,144.50
20001	Teaching NI	365,481.60	151,512.14	-		151,512.14	213,969.46
20002	Teaching Superannuation	563,068.63	232,670.77	-		232,670.77	330,397.86
20003	Teaching Overtime	-	-	-		-	-
20004	Teaching SMP	45,000.00	24,069.65	-		24,069.65	20,930.35
20005	Apprentice Levy	22,733.00	7,491.29	-		7,491.29	15,241.71
20100	Supply Salaries Basic	10,000.00	387.42	-		387.42	9,612.58

Consolidated Transaction List

For MAT's a new Consolidated Report is now available, the Consolidated Transaction List. This will provide the same information as the Transaction List Report in an individual school for all selected schools in the MAT.

Go to Reports> Consolidated Transaction List
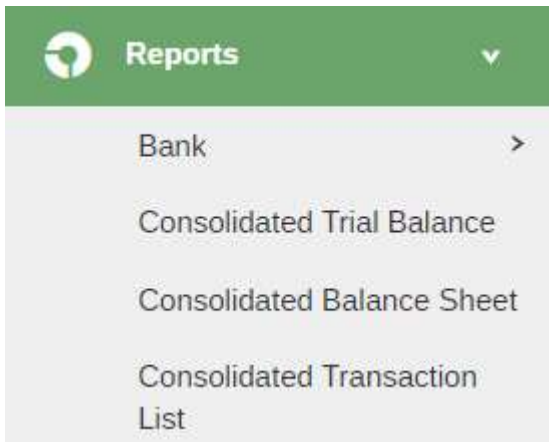
Select the **Period to**, **Ledger Codes** and **Schools** you wish to run the report for

Click on **Generate**

The report will export straight to the download area.

The school will be displayed at the start of the spreadsheet

Estab Cod	Establishn	Ledger Co	Ledger De	Debit	Credit	Transactio	Transactio	Transaction Date
7580	HCSS Com	1040	16-19 Tota	0.00	-85,789.43	JNLHC194	SBS Advan	01/12/2017

Various>Multiple Budget Holder Functionality

Multiple Budget Holder Functionality

New functionality has been added for Budget Holders

1. Multiple Budget Holders

Go to Codes>Chart of Accounts> Cost Centres

The following screen will appear

Click on the hyper link in the Budget Holder Column

A new pop up appears which allows selection of multiple budget holders for a cost centre.

Select the relevant Budget Holders from the drop down list and click on **Save**

On screen if multiple Budget Holders are selected [Multiple] appears in the column rather than the individual names

☐	● 11447E19	CAs - Art & Design	E20	[Multiple]

2. Purchase Orders

When a Budget Holder enters Purchase Orders the view list displayed will be limited to **only** those Purchase Orders that belong to the Cost Centres that they are a Budget Holders for.

The Add Purchase Order function will display only those Cost Centres they are a Budget Holder for. This also applies if the Purchase Order uses Create from Requisition

3. Purchase Invoice from Purchase Order

When a Budget Holder enters Purchase Invoices the view list displayed will be limited to **only** those Purchase Invoices that belong to the Cost Centres that they are a Budget Holder for.

The Add Purchase Invoice from Purchase Order function will display only Purchase Orders for the Cost Centres they are a Budget Holder for.

If a new line is added then only their Cost centres will be available to select

4. Purchase Invoice from GRN

When a Budget Holder enters Purchase Invoices the view list displayed will be limited to **only** those Purchase Invoices that belong to the Cost Centres that they are a Budget Holder for.

The Add Purchase Invoice from GRN function will display only GRN's for the Cost Centres they are a Budget Holder for.

If a new line is added then only their Cost centres will be available to select

5. Non Order Purchase Invoice

When a Budget Holder enters Purchase Invoices the view list displayed will be limited to **only** those Purchase Invoices that belong to the Cost Centres that they are a Budget Holder for.

The Add Purchase Invoice will display only the Cost Centres they are a Budget Holder for.

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6. Purchase Credit Note

When a Budget Holder enters Purchase Credit Note the view list displayed will be limited to **only** those Purchase Invoices that belong to the Cost Centres that they are a Budget Holder for.

The Add Purchase Credit Note function will display only the Cost Centres they are a Budget Holder for.

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/