

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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Various>Multiple Budget Holder Functionality

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



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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

Stationery Details

elect Template:		Add Custom Text:	
None			
Default Purchase Order	*		
Purchase Order With Logo			
Default Supplier Email			
efault Sales Order			
Default Sales Credit Note			
Default Customer Statement with Logo			



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Enter any required Custom Text and click on Save

Select Template:	Add Custom Text:		
Default Customer Statement with Logo *	Payment is acceptable by <u>BACS</u> or <u>C</u>	iheque.	
			Save
12072		1 / 1	¢ ± 👼 📩
	LOGO		
		Customer Statement	
To	omer Name	From The Morley Academy	

2. Set Default Customer Statement

Go to System Set>Defaults



The following screen will appear:



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Default Settings

Auto Generation	Purchases	Sales	Petty Cash	Bank Accounts	Miscellaneous	Email		
Aged Debtor Period	l Thresholds (days ove	erdue)	D	efault Debtor Letter				Attach scanned signature
30							Ψ.	
			D	efault Sales Invoice Te	emplate			P
60				SO - Default Sales Or	der		× v	
			D	efault Sales Credit No				
90				SC - Default Sales Cr	× •			
			D	efault Customer State	ment Template			
				Select Customer State	v			
			D	efault Customer Email				

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**

Default Sales Credit Note Template SC - Default Sales Credit Note Default Customer Statement Template CS - Default Customer Statement with Logo

Defende Constructor Francil Termelate

3. Run a Customer Statement

Go to Codes > Customers



The following screen will appear:





+ Contacts - Customers

Actions Search for a record Q									
	Code *	Customer Name	Postcode	Contact	Tel No	PTD	YTD	On Hold	
	• CAR001	Caravan Club	V T3S T3R			£0.00	£0.00	0	
	• HOT001	Hot Shots Basketball	Q T3S T3R			-£150.00	-£150.00	0	
Pa	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)



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



					1
SINV1	06/12/2016		Unpaid	100.00	05/01/2017*
CN78	05/01/2017		Unused	- 100.00	
SINV3	22/03/2017	test	Unpaid	300.00	21/04/2017*
13132132132	22/03/2017		Unused	-50.00	
PI12344	23/05/2017	Receipt: PI12344	Unmatched	- 100.00	
			Balance:	150.00	
	SINV1 CN78 SINV3 13132132132 PI12344	SINV1 06/12/2016 CN78 05/01/2017 SINV3 22/03/2017 13132132132 22/03/2017 PI12344 23/05/2017	SINV1 06/12/2016 CN78 05/01/2017 SINV3 22/03/2017 13132132132 22/03/2017 PI12344 23/05/2017	SINV1 06/12/2016 Unpaid CN78 05/01/2017 Unused SINV3 22/03/2017 test Unpaid 13132132132 22/03/2017 Unused Unused PI12344 23/05/2017 Receipt: PI12344 Unmatched Balance: Enderse: Enderse: Enderse:	SINV1 06/12/2016 Unpaid 100.00 CN78 05/01/2017 Unused - SINV3 22/03/2017 test Unpaid 300.00 13132132132 22/03/2017 test Unused -50.00 PI12344 23/05/2017 Receipt: PI12344 Unmatched - Balance: 150.00 150.00 150.00 150.00



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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.

Printed Cheques	Manual Cheques	✓ BACS	Account Details
Cheque Type *	Remittance Template	Format *	Account Name *
Choose Default Type	Choose Default Template	HSBC SUN *	Current Account
Start Number *	Start Number *	Emoil Tomoloto *	Sort Code *
Enter Start Number	000707	BE - Default BACS Remittance Email	000000
			Account Number *
		Remittance Template *	00000000
		BR - BACS Remittance Advice With Logo	
		BACS Reference Text*	
		The HCSS Academy	
		SUN Number*	
		Enter a SUN Number	

Click on Save

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



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Reports

789006

789007

789008

789009

29/11/2016

30/11/2016

12/01/2017

15/03/2018

Used

Used

Used

Used

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.

Data		15 March 2019 15	25							1	
Date.	-1.			-t Calaral							
Name of Scho	01:	Jane Gibson Accou	nting le	st School			-				
Supplier Code	:	251001									
Supplier Name	e:	2 SIMPLE SOFTWAR	RE	Payee Name:		Mike					
Transaction D	ue Date	Transaction Date		Transaction De	scription	Transaction Reference	Typ	e 1	Transaction Tota	Cheque Number	Approved
05/03/2017		03/02/2017				\$\$2565	Inve	nice	£0.7	5 789009	
16/07/2017		16/06/2017				\$52505	Inve		£100.0	780000	-
10/07/2017		10/00/2017				33696960	mve	JICE	£100.0	0 789009	
						Supplier Subtotal:	£10	0.75			
						Printed Cheque Run Total	£10	0.75			
Authorised:											
Authorised:											
Confirmed By											
commed by											
HCSS Schoo											
Cheques Us	ed Rep	port	Date: 00	6 April 2018 10:19							
Bank Account: 140	1 - Bank	Account - Current									
Account Details - N	lame: Cu	rrent Account, Sort: 000000, A	Account N	lumber: 00000000							
Include: Manual &	Printed C	heques									
Cheque Number Fr	om - To:	000100 - 789009									
Cheque Number	Status	Cheque Date/Date Voided	Value		Supplier		Payee	Type	Template	Cheque Description/Vo	oided Reason
789000	Used	15/11/2016		120.00	2 SIMPLE SC	DFTWARE	Mike	Printed	APACS 3 - 3 Part	[Reversed]	
789001	Used	24/11/2016		100.00	EDUCATION	IAL PLANNERS LTD	Mike	Printed	APACS 3 - 3 Part	-	
789002	Used	24/11/2016		120.00	2 SIMPLE SC	DFTWARE	Mike	Printed	APACS 3 - 3 Part		
789003	Used	24/11/2016		120.00	LEARNING M	MATERIALS LTD	Mike	Printed	APACS 3 - 3 Part		
789004	Used	24/11/2016		35.94	COLLINS ED	UCATION	Mike	Printed	APACS 3 - 3 Part		
789005	Used	29/11/2016		240.00	2 SIMPLE SC	DFTWARE	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.

Mike

Mike

Mike

Mike

Printed APACS 3 - 3 Part

100.00 ACTIVE MATHS LTD

100.75 2 SIMPLE SOFTWARE

50.00 OFFICE DEPOT (11521152)

59.70 G L ASSESSMENT



BvAvC - Export to Interactive Excel

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

Go to Reports> Budget Holders

Reports	~
Audit	>
Bank	>
Consolidated Trial B	alance
Budget Holders	*
Budget Holders	
Budget Virement	
BvAvC	

Select the BvAvC

Enter the relevant Periods and tick Show Ledger Codes, Show Fund Codes Show Analysis Codes

Click on Submit

Export to Interactive Excel

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



F	ile Home	Insert I	Page Layout	Formulas	Data	Review	View	v 🗘 Tell r	ne what	you wa	nt to do					
Fro Acce	m From From ess Web Text Get	n From Other t Sources * External Data	Existing Connection:	New Query + C Get	Show Que From Tab Recent Sc t & Transform	eries le purces alysis (v0	Refresh All -	Connections	ons A	Sort	Filter	Clear Reapply Advanced	Text to Column	Flash s Fill	Remove Duplicates	Data Validation Data
		A					В					C				D
1 2 3 4 5	0	acce	SS	BvAv	/C Inter	active	e Ana	alysis (v	0.5)							
6	Cost Centre			🝸 Cost Ce	entre Descr	ription				💌 Le	dger Co	de	Ledge	r Code	Descriptio	1
7	The HCSS	Acaden	ny													
8										_			_			
9	% of Bud	get Sper	nt							Da	te: 06 A	pril 2018 10:29)			
10	Financial Year	: 2017								Pe	riod Fro	m-To: 0 - 7				
11																

Click on Refresh All

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

BvAvC Analysis	Ledger	Cost Centre	Fund	Adhoc	
----------------	--------	-------------	------	-------	--

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

Oacce	SS 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	-	-	-1		-	-
15000	Rates	(29,572.00)	-	-		-	(29,572.00)
15201	FFI / SEN - LA	(10,700.00)	(3,072.00)	- 1		(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)	- 1		(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		(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)	- 1		(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		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	- 1		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



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Go to Reports> Consolidated Transaction List

Reports	•
Bank	>
Consolidated Trial B	lalance
Consolidated Baland	ce Sheet
Consolidated Transa List	action

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	Establishm	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

+ Cost Centres

1.00							
À	ctions Search t	for a record		Show 15 rows T PR	EV 1 2 3	4 9	NEXT
	Code	Description	Group	Budget Holder	PTD	YTD	Active
	• 11447E19	CAs - Art & Design	E20	[Multiple]	£200.00	£200.00	0
	• 12447E19	CAs - Assessment	E19	None	-£100.00	-£100.00	0
	• 13447E19	CAs - Chemistry	E19	None	£0.00	£0.00	0

Click on the hyper link in the Budget Holder Column

Edit Budget Holders		×
Budget Holder	Budget Holder	
Josh Williamson-Almighty	Admin Staff	0
	Matthew Kingham	٥
	Josh Williamson-Almighty	Ø
Cancel		Save

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



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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.

+ Purchase	e Orders						
Actions	Search for a record	Q					
Ref	Date	Period	Supplier Name	Total	Best Value Evidence	Status	D Pdf
PO78979924	05/12/2017	Period 1	4LE001 - 4 Learning	£24.00	None	Ordered	
PO78979923	05/12/2017	Period 1	2SI001 - 2 SIMPLE SOFTWARE	£560.00	None	Ordered	
Page 1 of 1 (2 Items)							

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

Date *	Period *	Expected Delivery Date							N	ETT: £0.00 (Discor	int: £0.00)		
06/04/2018	Period 1 *			DOMMATCY	DOMMYYYY				1	VAT: f			
et *	Contact			Best Value Evider	nce							Tol	al: £0.00
	Enter Gronact Name			Select Some Op	lións								
kipplier *	Notes			Delivery Address	<u>e</u>								
25K01 - 2 SIMPLE SOFTWARE *	Enter Minten			My good old tes	st School								
upplier Address													
Test Building				VAT Number 12	23456789	SK11 6AB							
Testing Busiess Park: Testington				Central Transaction	ion								
Testabire .													
Crystel Iran Ring Judion													
Croate tem Regulation atalogue de Description*	Quantity * Value *	Cost Centre *	Ledger *	Anatysis	F	und *	VAT Co	de *	Nett Value	Discount(%)	VAT Value	To	al Action
Create ham Regulator Create ham Regulator tailogue Description * lyoe to Search	Quantity * Value *	Cost Centre *	Ledger*	Analysis	F	und *	VAT Co	de *	Nett Value £0.00	Discount(%)	VAT Value £0.00	Tot £0.00	al Action
Crosser train Regulators Crosser train Regulators Description * Type to Search	Quantity* Value* £0.00	Cost Centre *	Ledger *	Analysis Analysis CAs - Art & Design		und *	VAT Co	de *	Nett Value £0.00	Discount(%)	VAT Value £0.00	Tot 20.00	al Action
Crosse han Regarden Crosse han Regarden Description *	Quantity * Value * £0.00	Cost Centre *	Ledger *	Analysis	-	und *	VAT Co	de *	Nett Value £0.00	Discount(%)	VAT Value £0.00	Tol £0.00	al Action
Crosse han Treparation Crosse han Treparation Auge Description * Ayer to Search	Quantity * Value * £0.00	Cost Centre *	Ledger *	Analysis Analysis CAS - Art & Design	- - 1	und *	VAT Co	de *	Nett Value £0.00	Discount(%)	VAT Value £0.00 N	τοι 2000 ΕΤΤ: Ε0.00 (Discor	al Action
Create ham Yougeston talogue Description * /you to Search	Quantity * Value * £0.00	Cost Centre * 1 Code 11447E19	Ledger*	Analysis Analysis CAs - Art & Design	-	und *	VAT Co	de *	Nett Value £0.00	Discount(%)	VAT Value £0.00	Tei £0.00 ETT: £0.00 (Discor Toi	al Action

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.



+ - Invoices								
Select an Option 🔹 Search records Q								
Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total	Status
113131313	2 SIMPLE SOFTWARE	31/10/2017			£100.00	£0.00	£100.00	Ready to Pay
Page 1 of 1 (1 Items)								

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.

+ Invoices								
Select an Option 🔹 Search records Q								
Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total 🜔	Status
113131313	2 SIMPLE SOFTWARE	31/10/2017			£100.00	£0.00	£100.00	Ready to Pay
D 1000								

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.

+ · Invoices								
Catalana Catalana - Sourch consulto								
Select an Option 🔹 Search records								
Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total 🜔 S	Status
113131313	2 SIMPLE SOFTWARE	31/10/2017			£100.00	£0.00	£100.00 F	Ready to Pay
Page 1 of 1 (1 Items)								

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



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.



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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/

