HCSS Accounting v2.7

Release Notes

About these Release Notes

Welcome to the Access HCSS Accounting v2.7 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> Approval Threshold

Ability to create Approval Thresholds for Purchase Invoices

It is now possible to create a monetary workflow for the approval of Purchase Invoices

Read more about this feature

Transactions> Journals

Ability to save an unbalanced Draft Journal

It is now possible to save a Draft Journal that does not balance

Read more about this feature

System Set-Up>Stationery Details> Sales Invoice

Ability to add a logo to a Sales Invoice

It is now possible to add a logo to a Sales Invoice

Read more about this feature

System Set-Up>Stationery Details> Sales Credit Note

Ability to add a logo to a Sales Credit Note

It is now possible to add a logo to a Sales Invoice

Read more about this feature

Reports

Establishment Balance Sheet by Period

The Establishment Balance Sheet can now be run by period

Read more about this feature

Consolidated Balance Sheet by Period

The Consolidated Balance Sheet can now be run by period

Read more about this feature

Transaction List – Export to Interactive Excel

It is now possible to generate an Interactive Finance Report in excel which provides information by ledger, analysis and cost centre codes. This report is based on the Transaction List Report

Read more about this feature

Budget Holders Report by Analysis Report

It is now possible to run the Budget Holders Report for an Analysis Code

Read more about this feature

Suppliers Bank Details Audit Report

A new report is available in Audit providing any changes to Supplier Bank details

Read more about this feature

Payments>BACS Run & Printed Cheque Run

Ability to see Previous Year's payment runs

It is now possible see previous years payment runs for BACS and Printed Cheques

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.

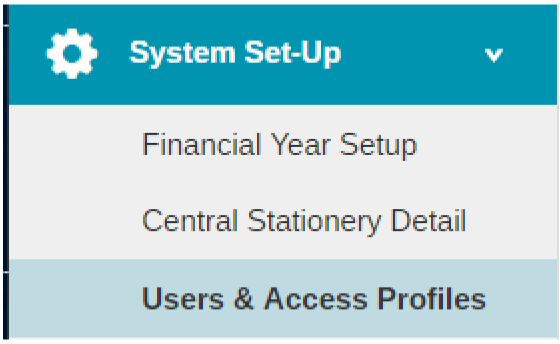
System Setup> Approval Threshold

Ability to create Approval Thresholds for Purchase Invoices

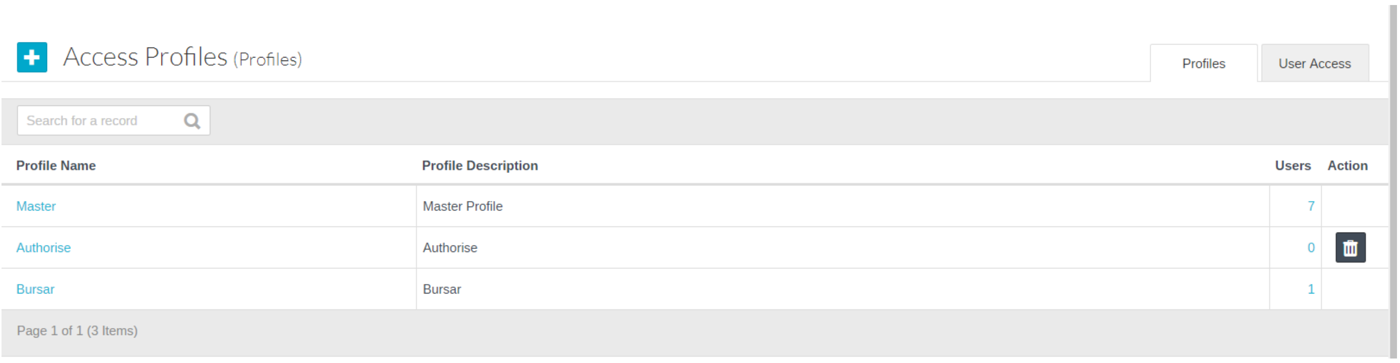
New functionality has been added to allow monetary thresholds to be added to the approval process for Purchase Invoices.

1. Assign Access Profiles

Go to System Set-up>Users and Access Profiles

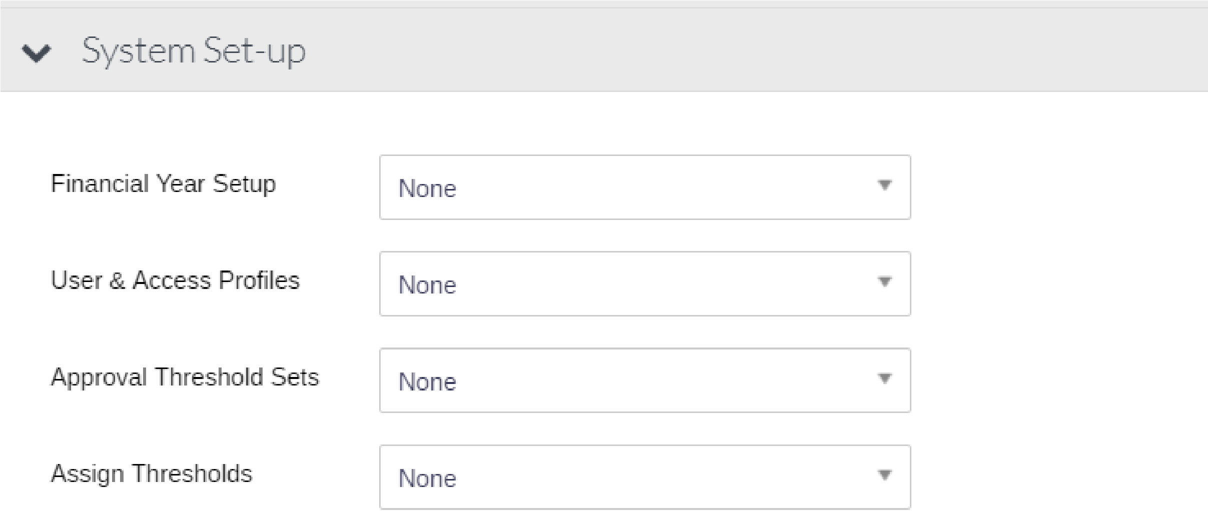


The following screen will appear:



Either add a new profile or click on an existing profile

Go down to System Set-up



Two new options appear:

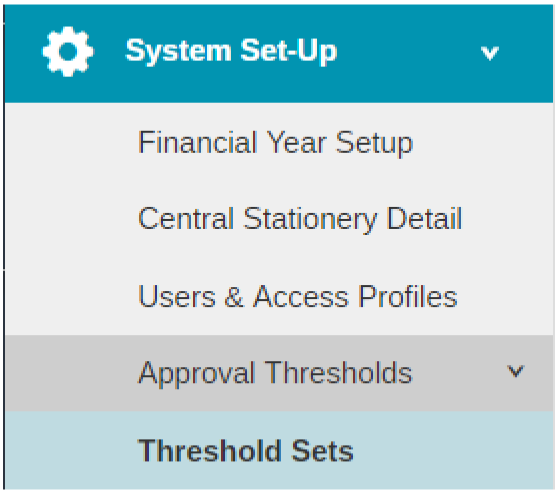
Approval Threshold Sets (None, Create/Edit/Delete or View)

Assign Threshold (None, Edit or View)

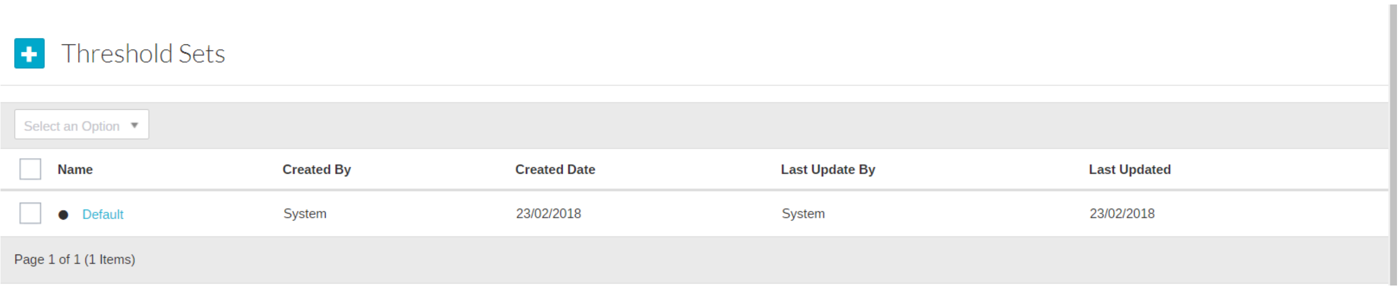
These are automatically set to Create/Edit/Delete for the Master Access Profile and None for all other Access Profiles.

2. **Create Threshold Sets**

Go to System Set>Threshold Sets



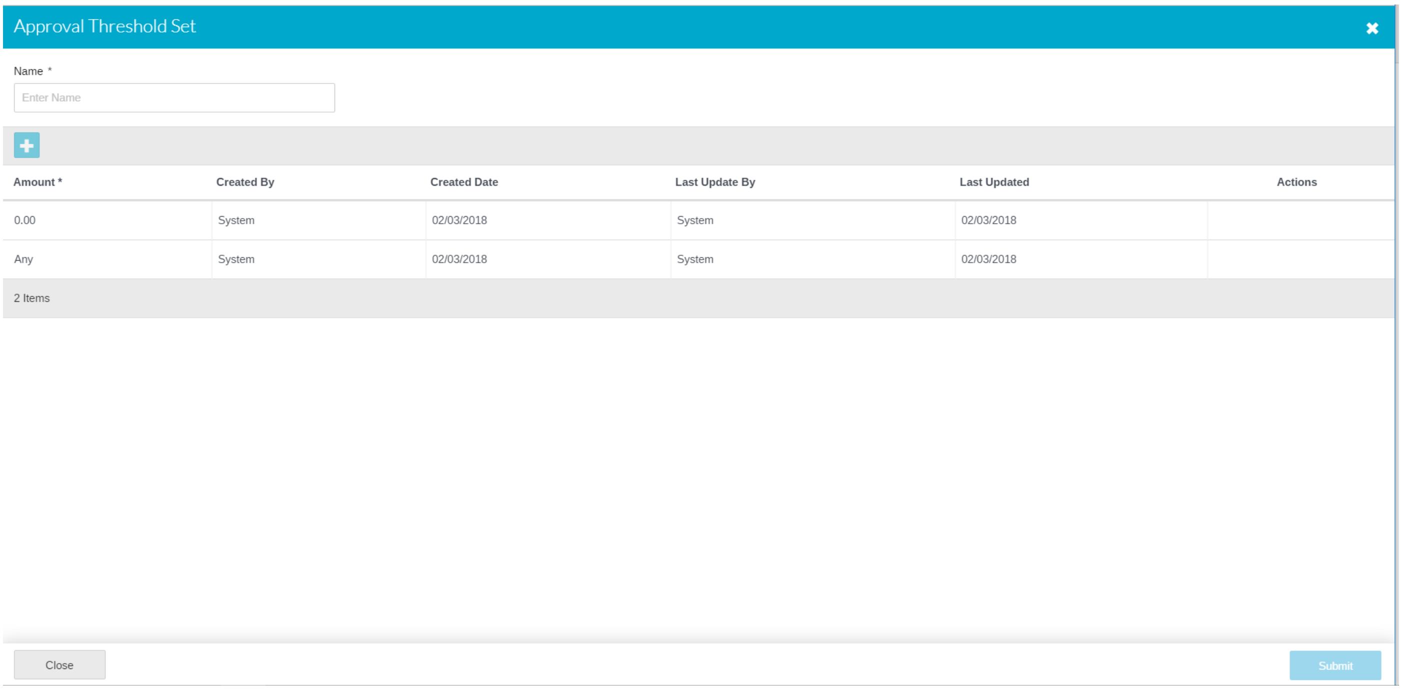
The following screen will appear:



	Name	Created By	Created Date	Last Update By	Last Updated
	Default	System	23/02/2018	System	23/02/2018

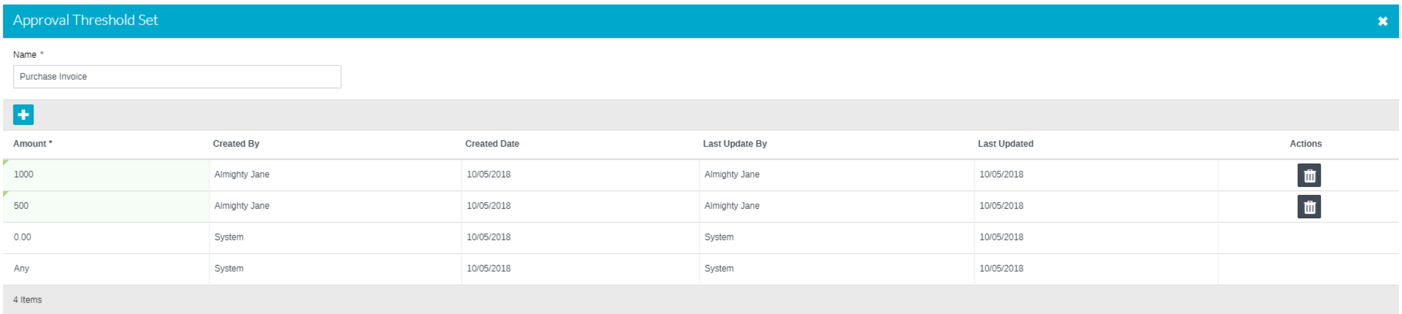
As part of the release a default threshold set has been added. The only values this has are None and Any.

To add a new Threshold Set click on 



Enter a name

Click on the Add button to add the monetary values required.

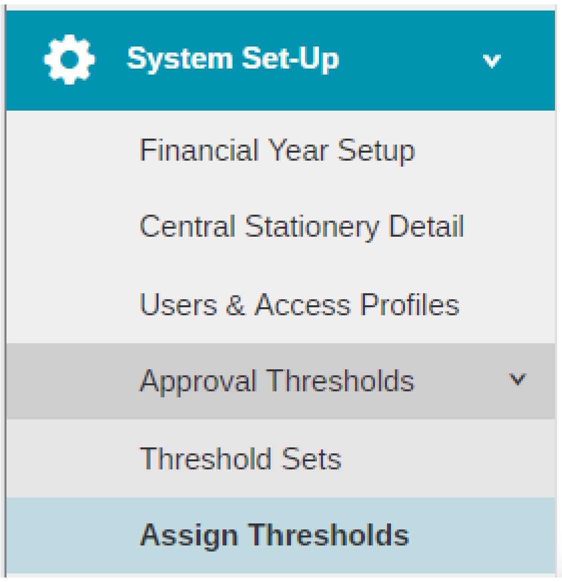


Once all the values have been added click on **Submit**

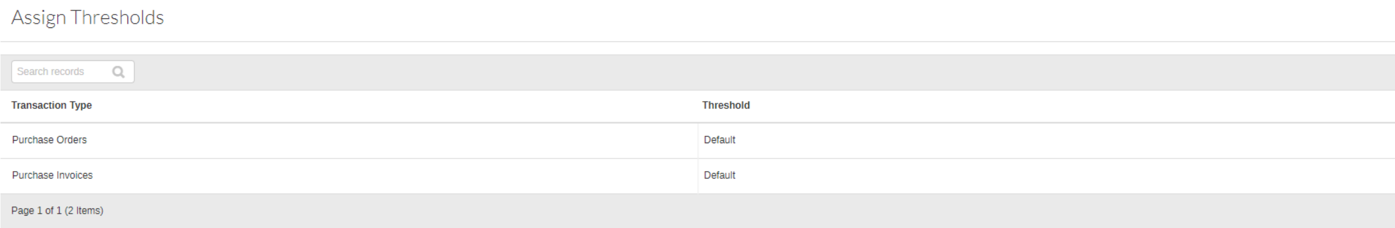
The values can be changed at any point by drilling down on the Threshold Set or removed by clicking on the Bin in the Actions column.

3. Assign Thresholds

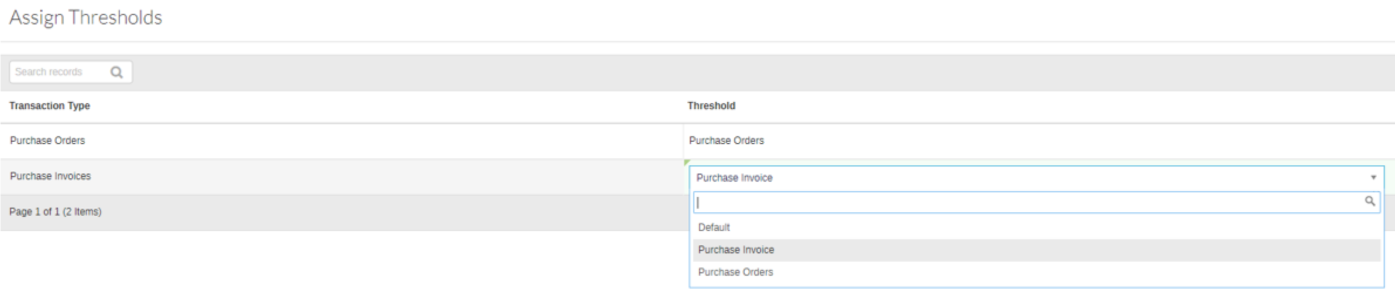
Go to System Set-up>Assign Thresholds



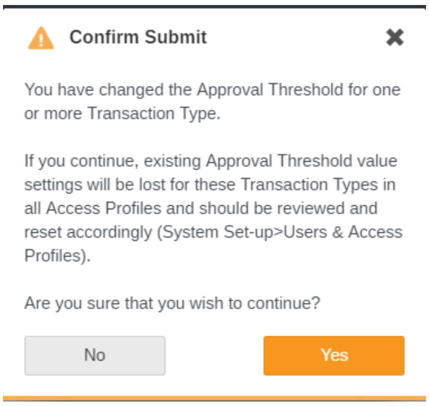
The following screen will appear:



Click on Default under the Threshold Column and a list of Threshold Sets will appear.



Select the relevant Threshold Set
Click on Save, the following message will appear

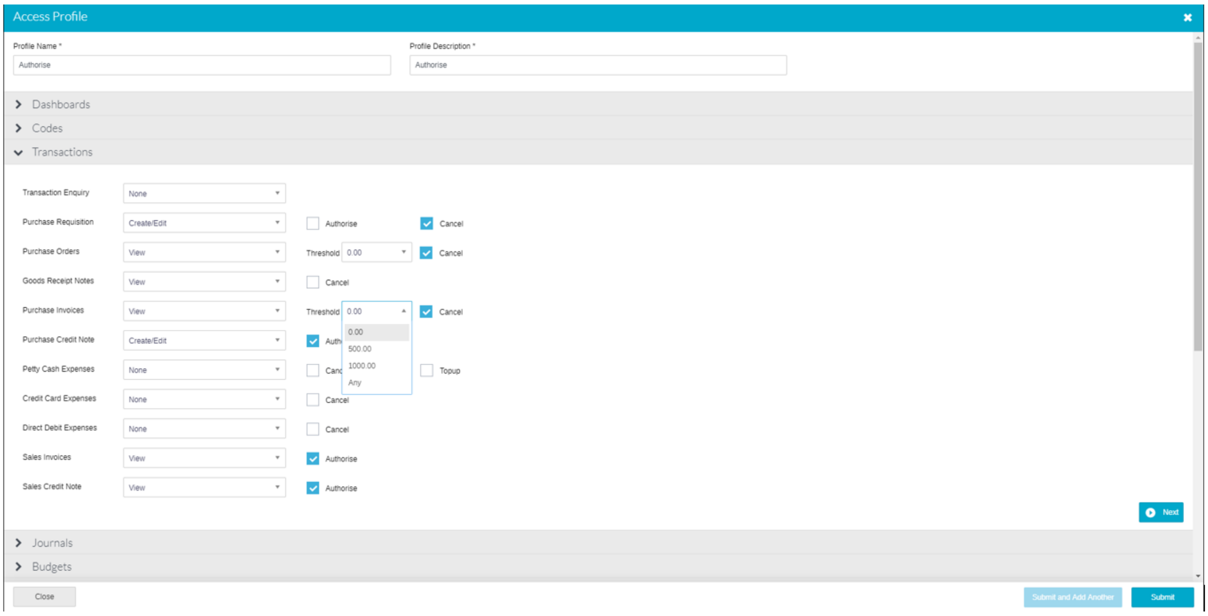


Click on Yes to confirm the change

4. **Assign Threshold value to Access Profile**

Go to System Set-up> Users and Access Profiles

Select the relevant Access Profile and got to the Transactions tab



A Threshold drop down is present with the monetary values added to the Threshold Set.

Select the correct monetary value for each Access Profile – the default is 0.00.

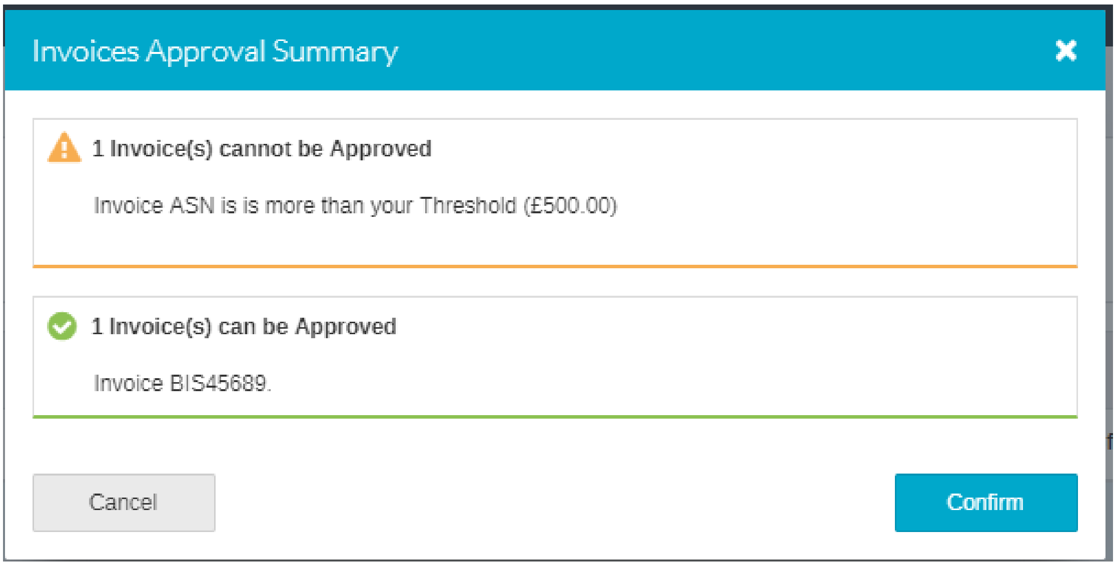
Click on Save

Note: The Master Access Profile is set to Any value

5. **Processing Purchase Invoices using Threshold Values**

The process of entering Purchase Invoices has not changed. Awaiting Approval invoices are processed in the same way up to the level of the threshold set.

Clicking on Approve from the Actions drop down the following messages will appear depending upon the users Threshold settings:

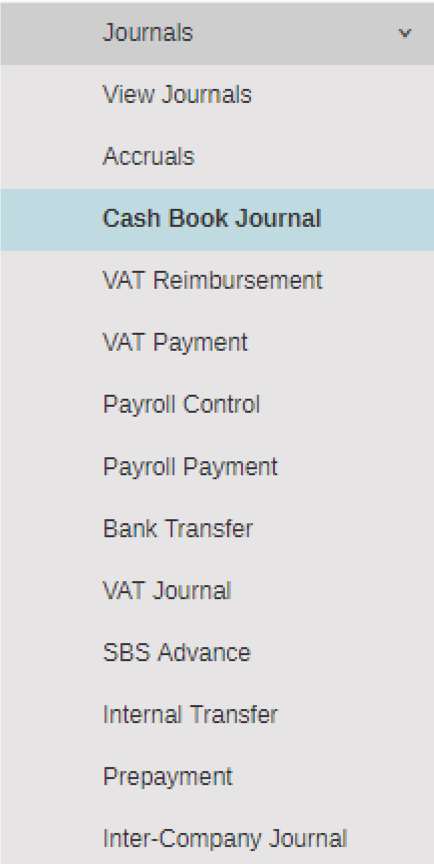


Transactions> Journals

Ability to save an unbalanced Draft Journal

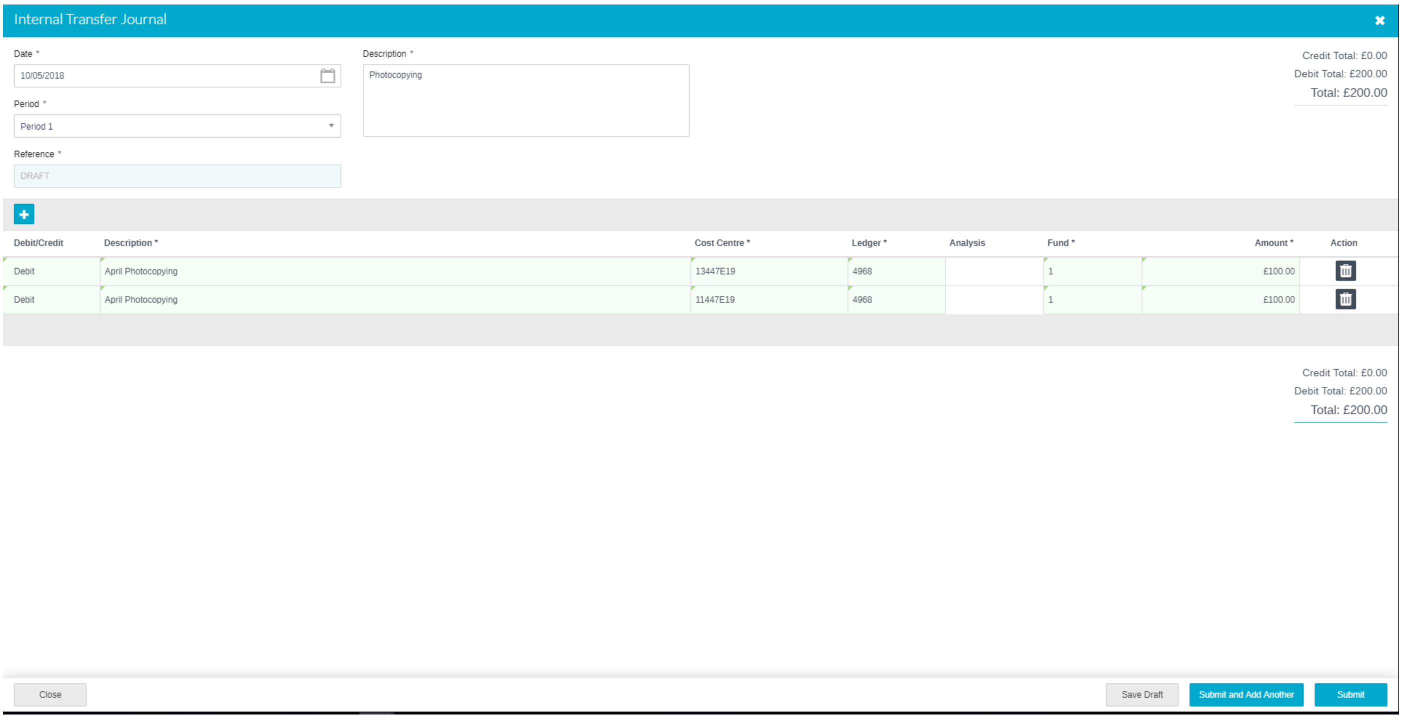
It is now possible to save a Draft Journal that does not balance

Go to Transactions>Journals



Select the journal you wish to Save as a Draft for example Internal Transfer Journal

Enter the relevant information, if the Debit and Credit totals do not balance the Journal can still be saved as a Draft


Internal Transfer Journal
Date *
10/05/2018
Period *
Period 1
Reference *
DRAFT
Description *
Photocopying
Credit Total: £0.00
Debit Total: £200.00
Total: £200.00
Debit/Credit
Description *
Cost Centre *
Ledger *
Analysis
Fund *
Amount *
Action
Debit
April Photocopying
13447E19
4968
1
£100.00
Debit
April Photocopying
11447E19
4968
1
£100.00
Credit Total: £0.00
Debit Total: £200.00
Total: £200.00
Close
Save Draft
Submit and Add Another
Submit

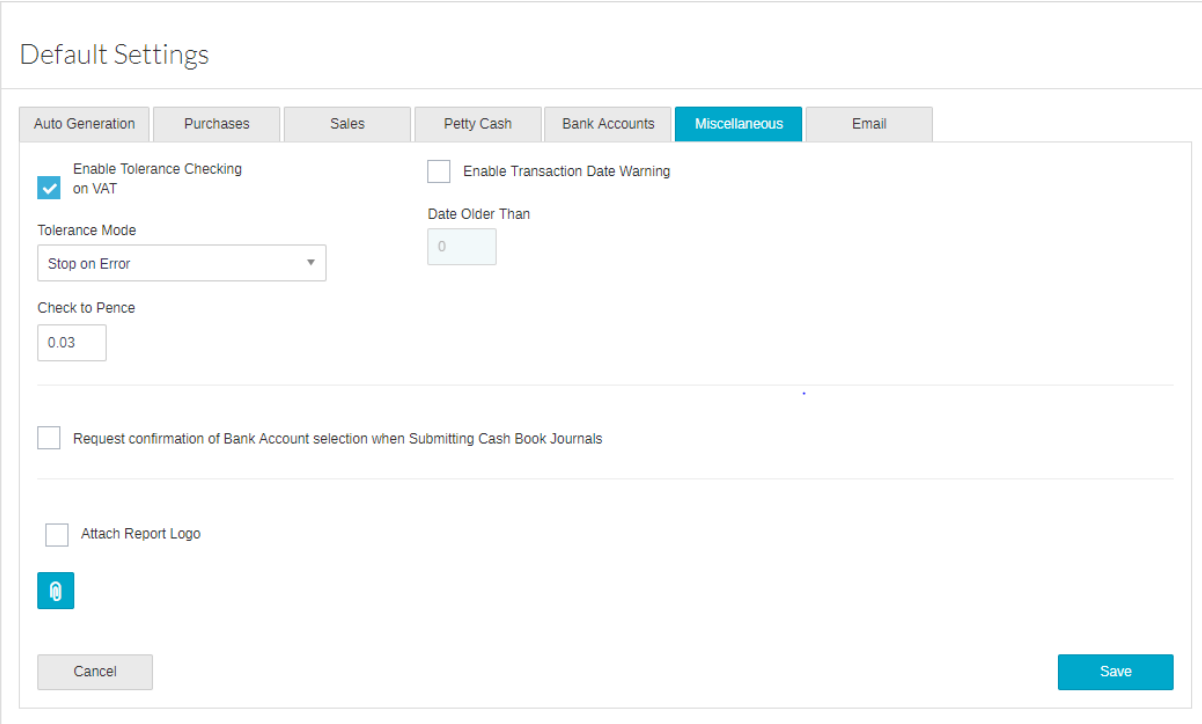
System Set-Up>Stationery Details> Sales Invoice

Ability to add a logo to a Sales Invoice

A new template has been added for the Sales Invoice which allows the uploading of a school logo

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

The following screen will appear:



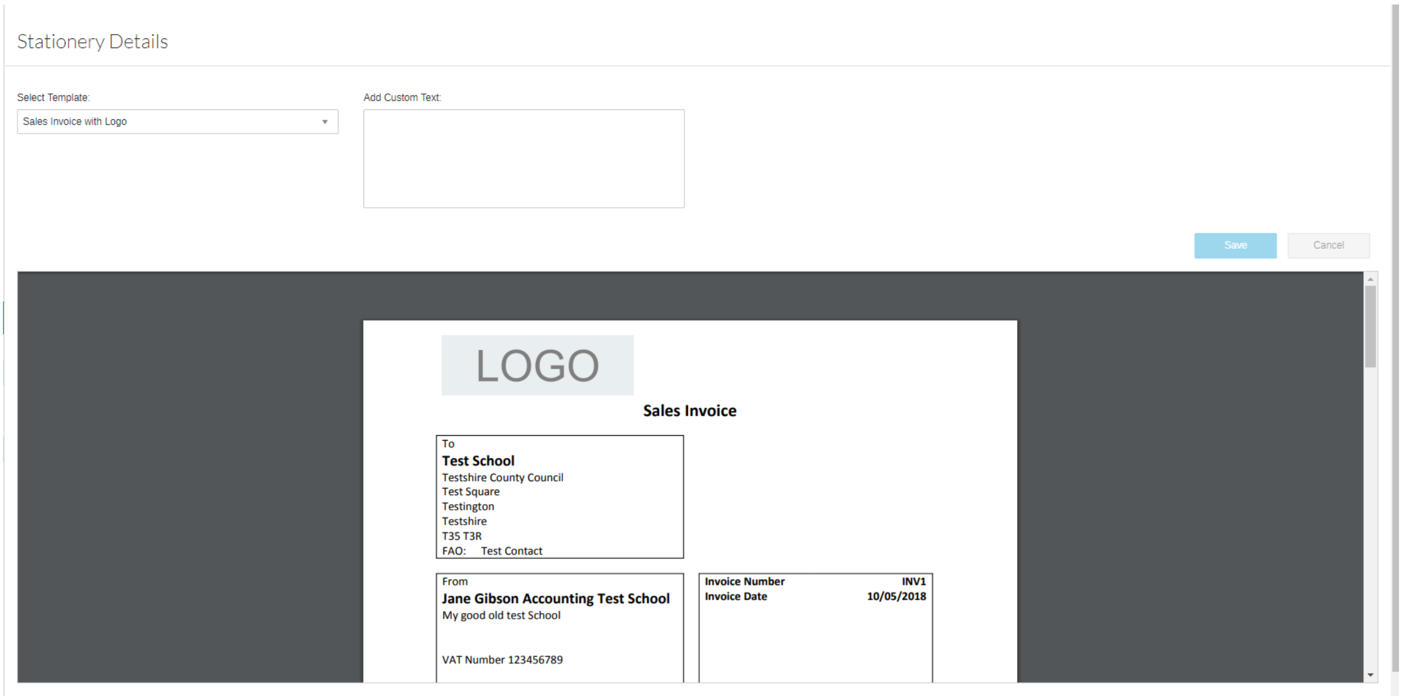
A new option is available on the tab to attach a Report Logo. Tick the box and click on the  to upload your logo. The file must be either .jpg, .jpeg or.png

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 Sales Invoice with Logo



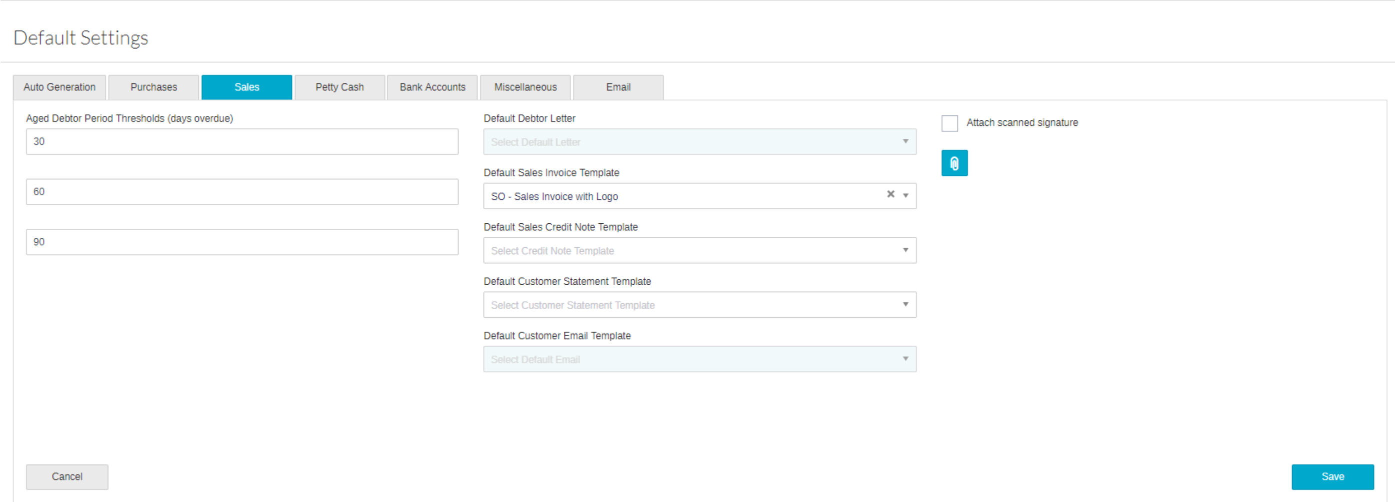
Ensure that the custom text is correct.

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

Go to System Setup>Defaults

Click on the Sales Tab

Select Sales Invoice with Logo from the drop down list for Default Sales Invoice Template



Click on **Save**

The logo will now appear on any Sales Invoices created.

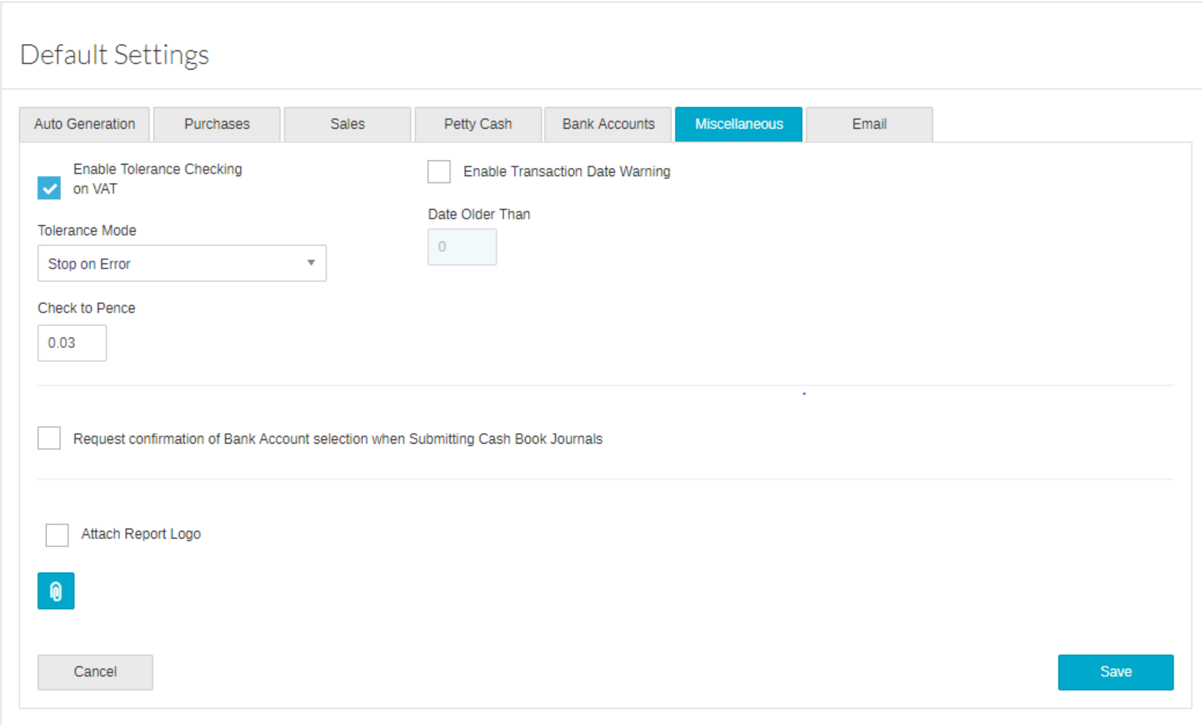
System Set-Up>Stationery Details> Sales Credit Note

Ability to add a logo to a Sales Credit Note

A new template has been added for the Sales Credit Note which allows the uploading of a school logo

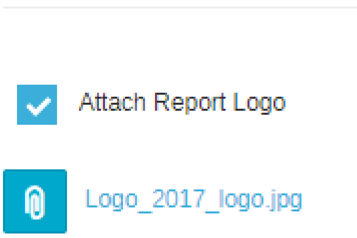
Go to System Setup>Defaults> Miscellaneous (Previously named Tolerances)

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

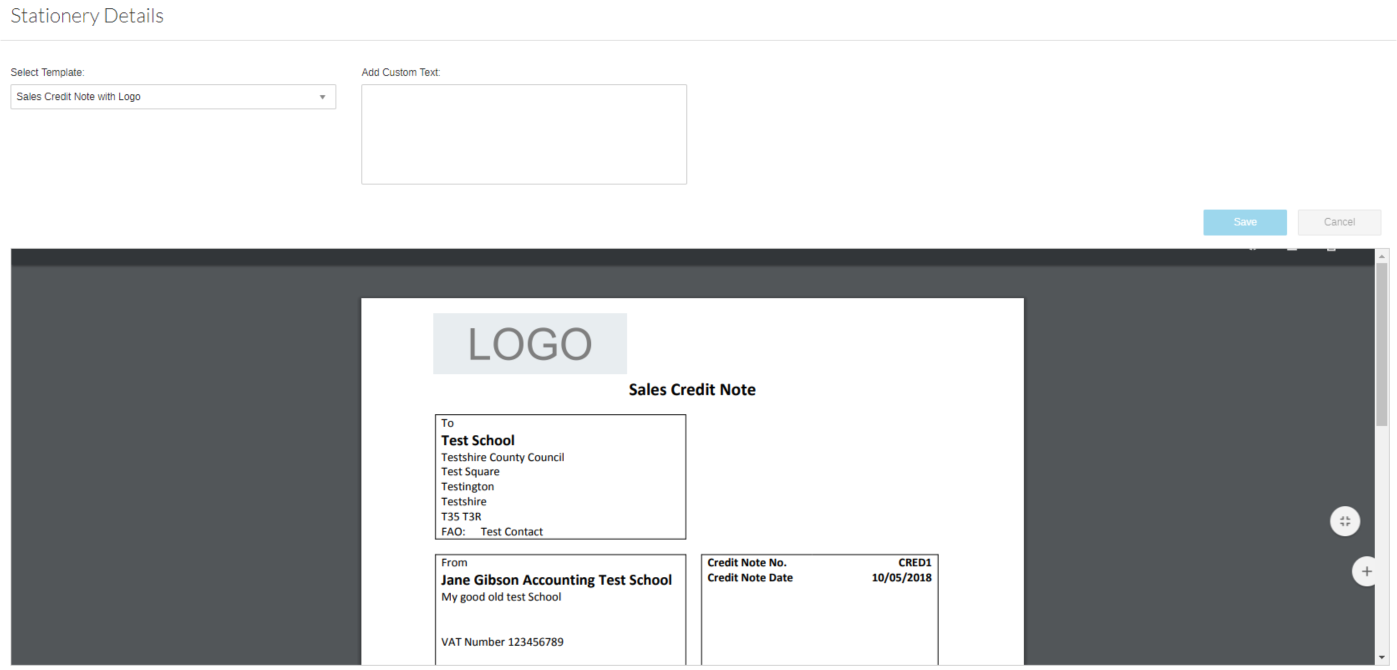
When your logo is saved you will see the name of the file next to the paperclip.



Click on **Save**

Go to System Setup> Stationery Details

Click on the drop down list and select Sales Credit Note with Logo



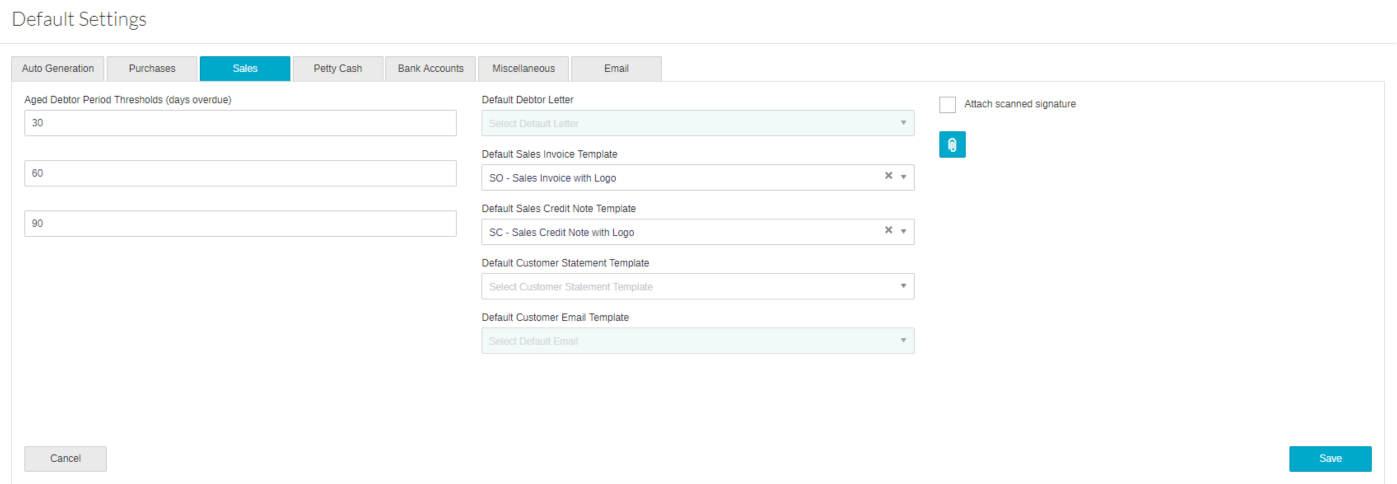
Ensure that the custom text is correct.

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

Go to System Setup>Defaults

Click on the Sales Tab

Select Sales Credit Note with Logo from the drop down list for Default Sales Credit Note Template



Click on **Save**

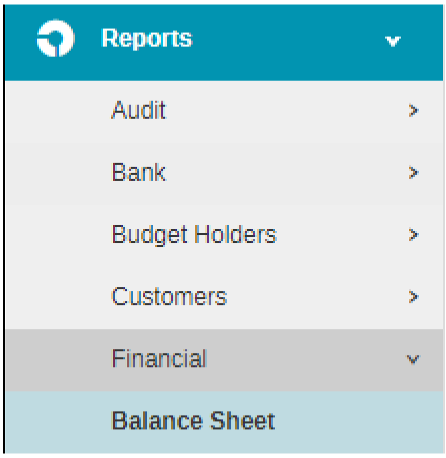
The logo will now appear on any Sales Credit Notes created.

Reports

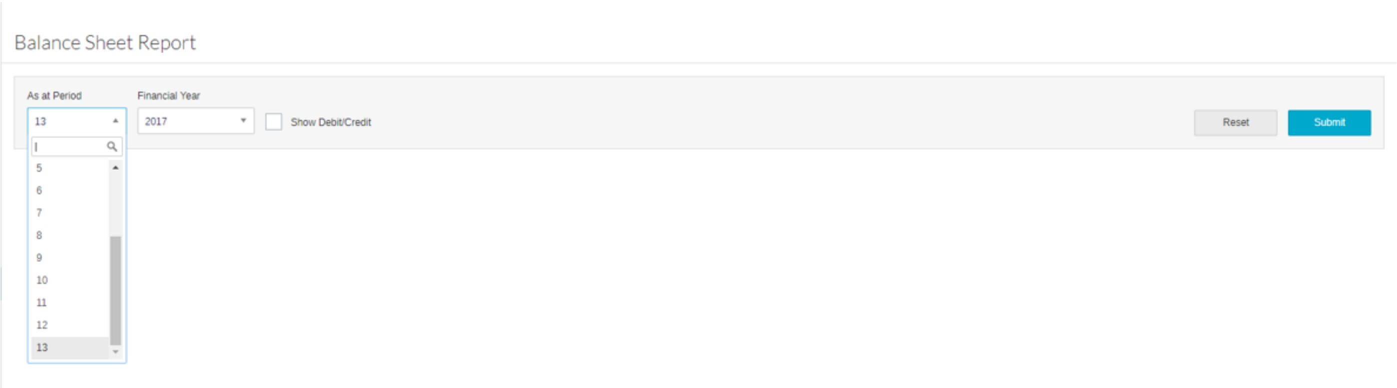
Establishment Balance Sheet by Period

The Establishment Balance Sheet has been enhanced and can now be run to a specific period.

Go to Reports>Financial>Balance Sheet



The following screen will appear



A new drop down appears 'As at Period'

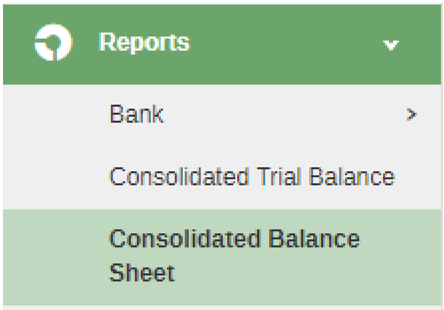
Select the period you wish to run the report for and click on **Submit**

The report will run as normal but the will bring back data only up to the selected period

Consolidated Balance Sheet by Period

The Consolidated Balance Sheet has been enhanced and can now be run to a specific period.

Go to Reports >Consolidated Balance Sheet



The following screen will appear

A new drop down appears 'As at Period'

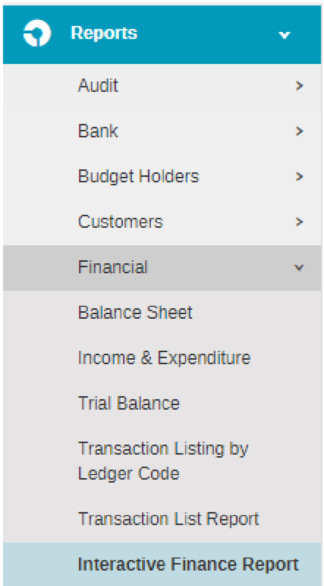
Select the period you wish to run the report for along with the relevant schools and click on **Submit**

The report will run as normal but the will bring back data only up to the selected period

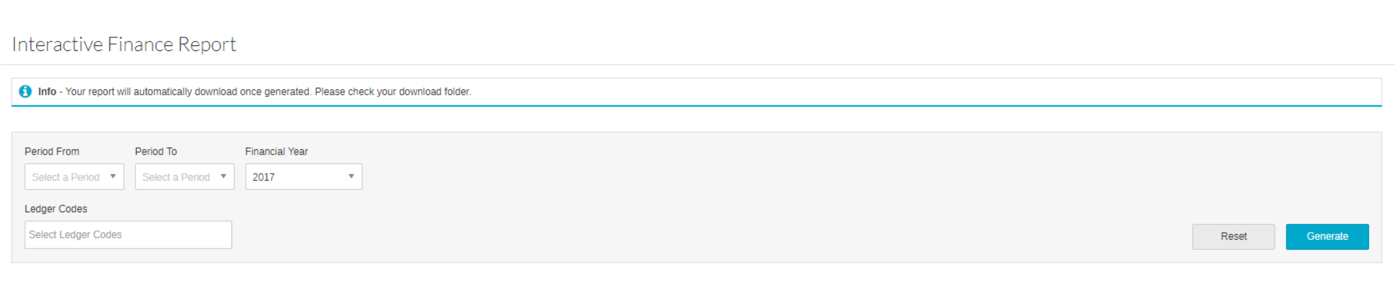
Transaction List – Export to Interactive Excel

A new report has been added - an Interactive Finance Report in excel which provides information by ledger, analysis and cost centre codes. This report is based on the Transaction List Report

Go to Reports>Financial>Interactive Finance Report



The following screen will appear



Select the relevant periods and ledger codes (leave this blank to run the report for everything)

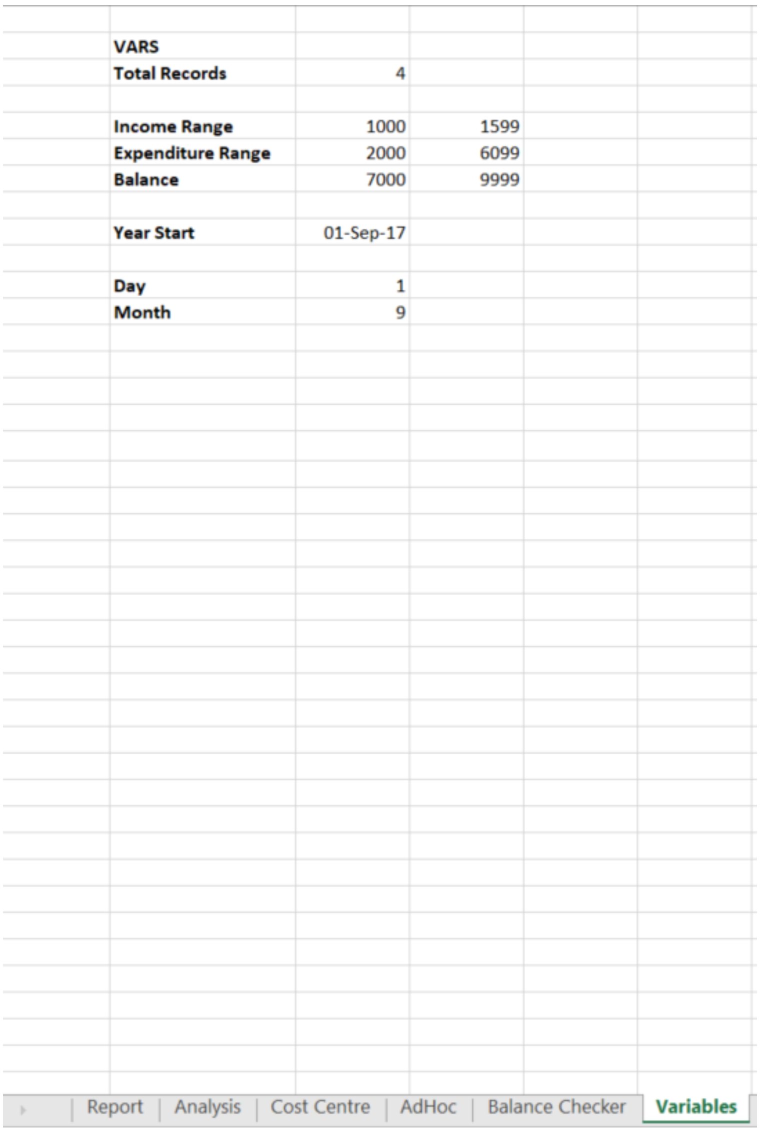
Click on **Generate**

The report will be sent to your Downloads Folder

Open and Enable the file

Before using the report:

- Click on the Variables Tab on the actual report

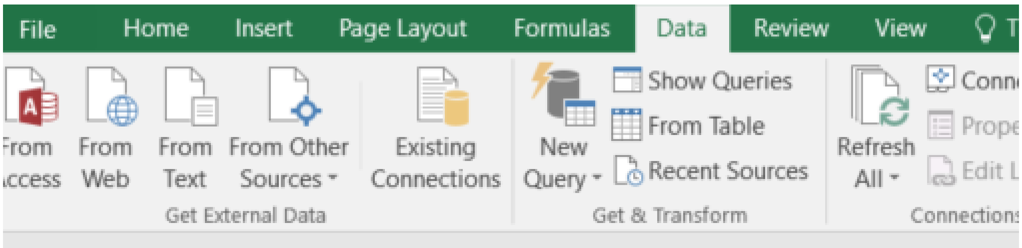


VARS		
Total Records	4	
Income Range	1000	1599
Expenditure Range	2000	6099
Balance	7000	9999
Year Start	01-Sep-17	
Day	1	
Month	9	

The range for Income Expenditure and Balance codes has been set to the HCSS Default Codes.

If the range you use is different the values **must** be updated for the report to work

- Click on the Data tab on the Excel Menu and click on Refresh All



The Report is now ready to use, showing values by Analysis Codes, Cost Centre and Adhoc.

The Balance Checker will let you see instantly any balances for codes. Simply type them in the area highlighted in Red

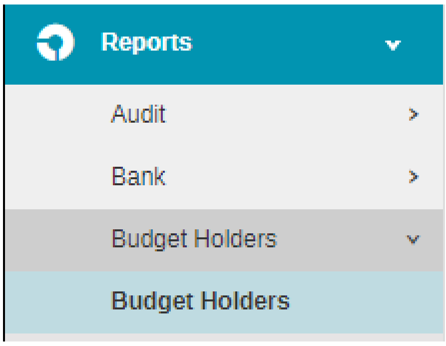
TYPE	CODE	DEBIT	CREDIT	BALANCE?
LEDGER	9999	0.00	-200.00	-200.00
ANALYSIS		0.00	0.00	0.00
COST CENTRE		0.00	0.00	0.00
VAT CODE		200.00	-100.00	100.00
CONTACT		0.00	0.00	0.00
TRANSACTION REF		0.00	0.00	0.00

Note: The Master User will automatically be given access to the report, Access rights **must** be given to other users through System Setup>Users & Access Profiles> Reports-Financial for other users

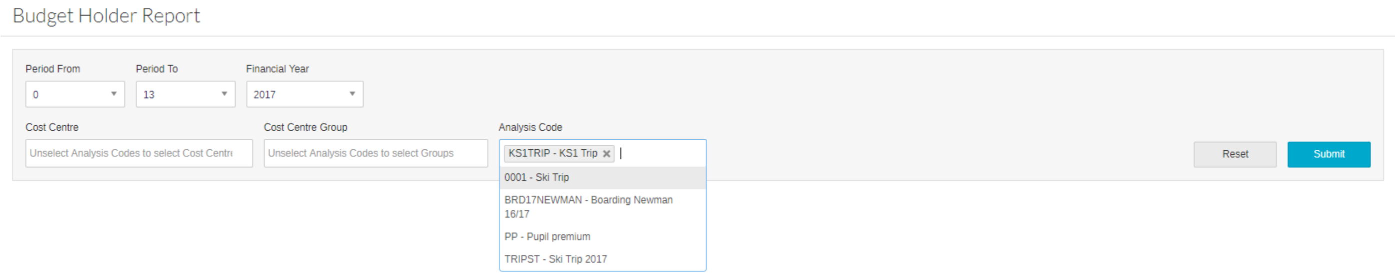
Budget Holders Report by Analysis Report

The Budget Holders report has been updated and can now be run by Cost Centre, Cost Centre Group **or** Analysis Code

Go to Reports>Budget Holders>Budget Holders



The following screen will appear



Select to run the report either by Cost Centre, Cost Centre Group **or** Analysis Code (multiple Cost Centre, Cost Centre Group **or** Analysis Codes can be selected)

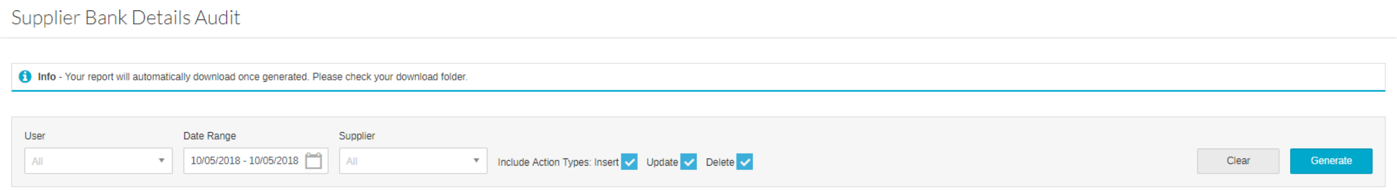
Click on **Submit** to run the report

Suppliers Bank Details Audit Report

A new report has now been added in Audit providing any changes to Supplier Bank details

Go to Reports>Audit>Supplier Bank Details Audit

The following screen will appear



Select the relevant Supplier, Date Range and Supplier along with the specific Action Types

Click on **Generate** to run the Report

The report will be sent to your Downloads Folder

Open and Enable the file

The report will show the old and new values, which user made the change and the date and time it happened

James Kirby Primary Academy

Supplier Bank Details Audit Date: 10 May 2018 17:16

Date From-To: 17/04/2017 - 18/04/2018

Selection Criteria: User - All , Supplier - All , Actions - Insert, Updated, Delete

User	Date/Time	Supplier Code	Supplier Name	Field Name	Action	Old Value	New Value
Ashleigh Newman	07/06/2017 10:55	NEW001	Newman, A	Bank Details>Default Payment Method	Update		Manual Cheque
Ashleigh Newman	07/06/2017 10:55	NEW001	Newman, A	Bank Details>Payee Name	Update		A Newman

Note: The Master User will automatically be given access to the report, Access rights **must** be given to other users through System Setup>Users & Access Profiles> Reports-Audit for other users

Payments>BACS Run & Printed Cheque Run

Ability to see previous year's payment runs

An enhancement has been made to access in previous years to allow any user who has access rights to create a payment run to view and download Payment Runs for BACS & Printed Cheques

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/