

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.

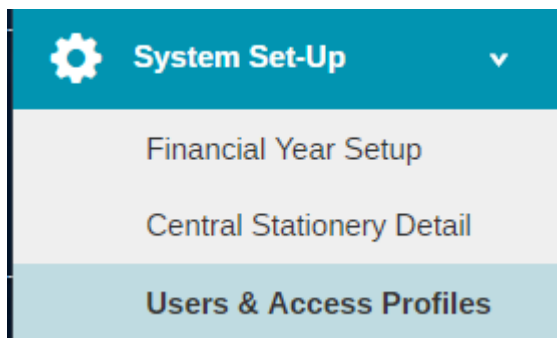
System Setup > Approval Threshold

Ability to create Approval Thresholds for Purchase Invoices

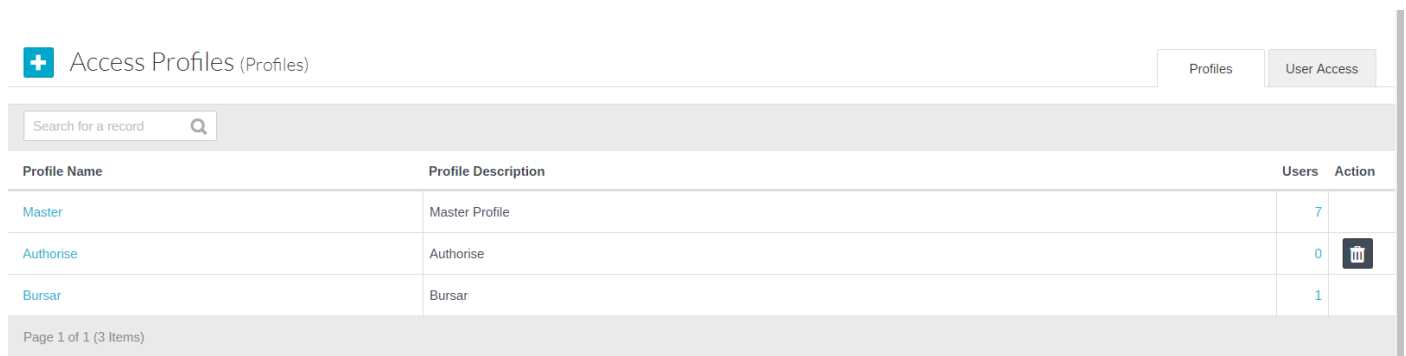
New functionality has been added to allow monetary thresholds to be added to the approval process for Purchase Invoices.


1. Assign Access Profiles

Go to System Set-up > Users and Access Profiles



The following screen will appear:

A screenshot of the 'Access Profiles (Profiles)' screen. The screen has a search bar at the top with the text 'Search for a record' and a magnifying glass icon. Below the search bar is a table with the following data:

Profile Name	Profile Description	Users	Action
Master	Master Profile	7	
Authorise	Authorise	0	
Bursar	Bursar	1	

At the bottom of the table, it says 'Page 1 of 1 (3 Items)'. There are also tabs for 'Profiles' and 'User Access' at the top right of the screen.

Either add a new profile or click on an existing profile

Go down to System Set-up

System Set-up

Financial Year Setup	None
User & Access Profiles	None
Approval Threshold Sets	None
Assign Thresholds	None

Two new options appear:

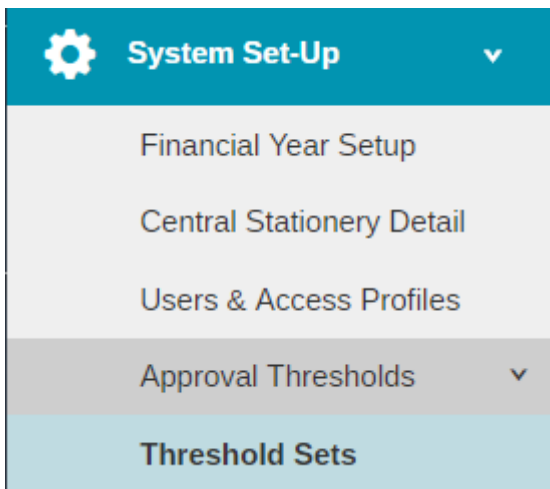
Approval Threshold Sets (None, Create/Edit/Delete or View)

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:

+ Threshold Sets

Select an Option

<input type="checkbox"/>	Name	Created By	Created Date	Last Update By	Last Updated
<input type="checkbox"/>	• Default	System	23/02/2018	System	23/02/2018

Page 1 of 1 (1 Items)

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

Approval Threshold Set ✕

Name *

+

Amount *	Created By	Created Date	Last Update By	Last Updated	Actions
0.00	System	02/03/2018	System	02/03/2018	
Any	System	02/03/2018	System	02/03/2018	

2 Items

Enter a name

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

Approval Threshold Set ✕

Name *

+

Amount *	Created By	Created Date	Last Update By	Last Updated	Actions
1000	Almighty Jane	10/05/2018	Almighty Jane	10/05/2018	
500	Almighty Jane	10/05/2018	Almighty Jane	10/05/2018	
0.00	System	10/05/2018	System	10/05/2018	
Any	System	10/05/2018	System	10/05/2018	

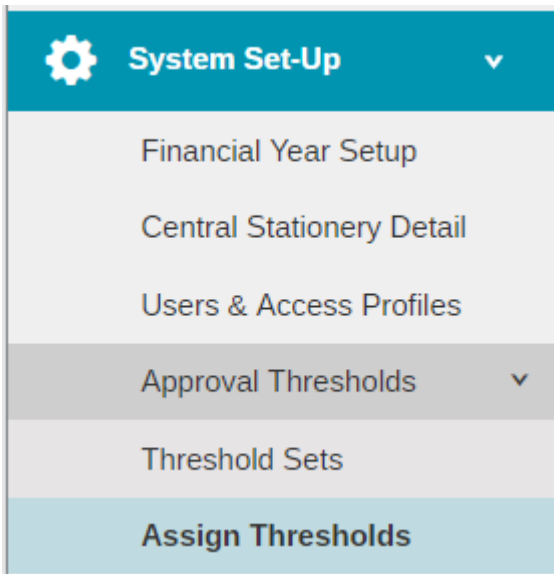
4 Items

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:

Assign Thresholds

Transaction Type	Threshold
Purchase Orders	Default
Purchase Invoices	Default

Page 1 of 1 (2 Items)

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

Assign Thresholds

Transaction Type	Threshold
Purchase Orders	Purchase Orders
Purchase Invoices	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Purchase Invoice ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <input type="text"/> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 2px;"> Default Q </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 2px;"> Purchase Invoice ▼ </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 2px;"> Purchase Orders ▼ </div> </div>

Page 1 of 1 (2 Items)

Select the relevant Threshold Set

Click on Save, the following message will appear

Confirm Submit ✕

You have changed the Approval Threshold for one or more Transaction Type.

If you continue, existing Approval Threshold value settings will be lost for these Transaction Types in all Access Profiles and should be reviewed and reset accordingly (System Set-up>Users & Access Profiles).

Are you sure that you wish to continue?

No
Yes

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

Transaction Enquiry	Action	Threshold	Options
Purchase Requisition	Create/Edit	0.00	<input type="checkbox"/> Authorise <input checked="" type="checkbox"/> Cancel
Purchase Orders	View	0.00	<input type="checkbox"/> Authorise <input checked="" type="checkbox"/> Cancel
Goods Receipt Notes	View		<input type="checkbox"/> Cancel
Purchase Invoices	View	0.00	<input checked="" type="checkbox"/> Authorise <input type="checkbox"/> Cancel
Purchase Credit Note	Create/Edit		<input checked="" type="checkbox"/> Authorise <input type="checkbox"/> Cancel
Petty Cash Expenses	None		<input type="checkbox"/> Cancel <input type="checkbox"/> Topup
Credit Card Expenses	None		<input type="checkbox"/> Cancel
Direct Debit Expenses	None		<input type="checkbox"/> Cancel
Sales Invoices	View		<input checked="" type="checkbox"/> Authorise
Sales Credit Note	View		<input checked="" type="checkbox"/> Authorise

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:

Invoices Approval Summary

⚠ 1 Invoice(s) cannot be Approved
Invoice ASN is more than your Threshold (£500.00)

✅ 1 Invoice(s) can be Approved
Invoice BIS45689.

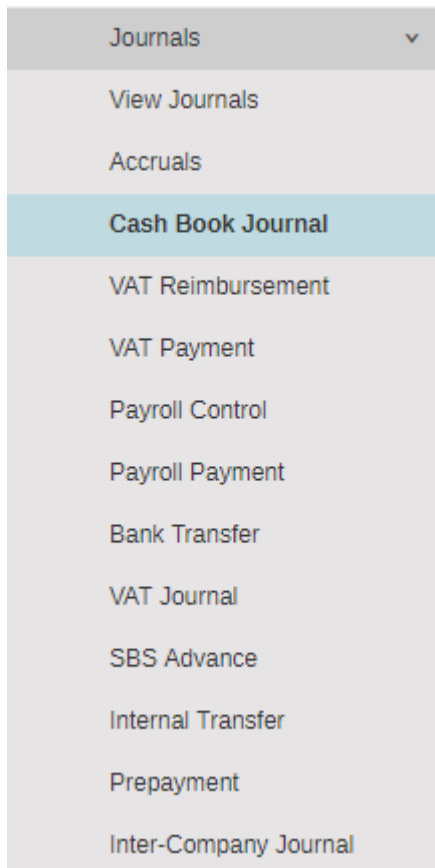
Cancel Confirm

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 *

Period *

Reference *

Description *

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	<input type="button" value="🗑"/>
Debit	April Photocopying	11447E19	4968		1	£100.00	<input type="button" value="🗑"/>

Credit Total: £0.00
 Debit Total: £200.00
 Total: £200.00

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:

Default Settings

Auto Generation Purchases Sales Petty Cash Bank Accounts **Miscellaneous** Email

Enable Tolerance Checking on VAT Enable Transaction Date Warning

Tolerance Mode: Stop on Error Date Older Than: 0

Check to Pence: 0.03

Request confirmation of Bank Account selection when Submitting Cash Book Journals

Attach Report Logo

Cancel Save


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.

Attach Report Logo

 Logo_2017_logo.jpg

Click on **Save**

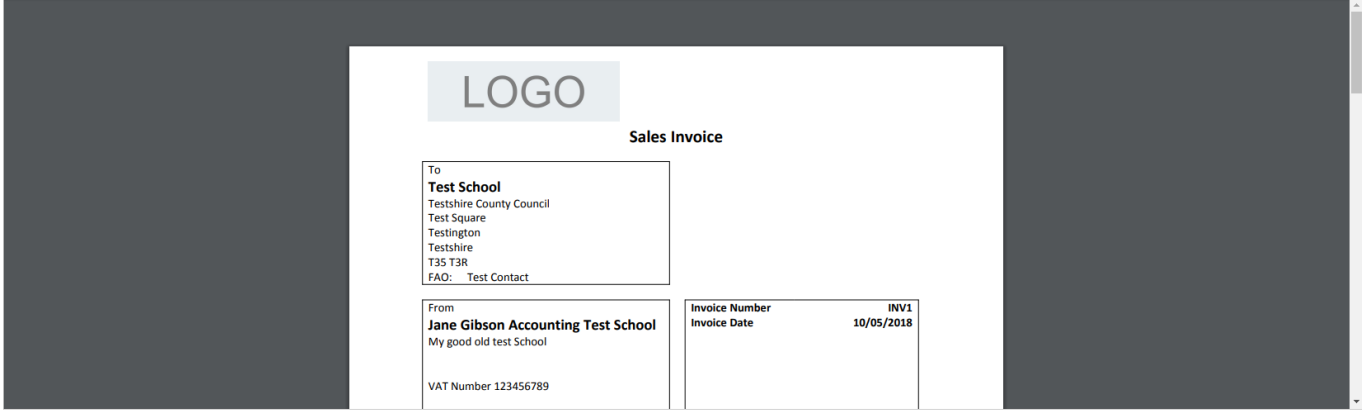
Go to System Setup> Stationery Details

Click on the drop down list and select Sales Invoice with Logo

Stationery Details

Select Template: Sales Invoice with Logo Add Custom Text:

Save Cancel



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

Default Settings

Auto Generation Purchases **Sales** Petty Cash Bank Accounts Miscellaneous Email

Aged Debtor Period Thresholds (days overdue)

Default Debtor Letter Attach scanned signature

Select Default Letter

Default Sales Invoice Template

SO - Sales Invoice with Logo

Default Sales Credit Note Template

Select Credit Note Template

Default Customer Statement Template

Select Customer Statement Template

Default Customer Email Template

Select Default Email

Cancel Save

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:

Default Settings

Auto Generation Purchases Sales Petty Cash Bank Accounts **Miscellaneous** Email

Enable Tolerance Checking on VAT Enable Transaction Date Warning

Tolerance Mode: Stop on Error Date Older Than: 0

Check to Pence: 0.03

Request confirmation of Bank Account selection when Submitting Cash Book Journals

Attach Report Logo

Cancel Save

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.

Attach Report Logo

 Logo_2017_logo.jpg

Click on **Save**

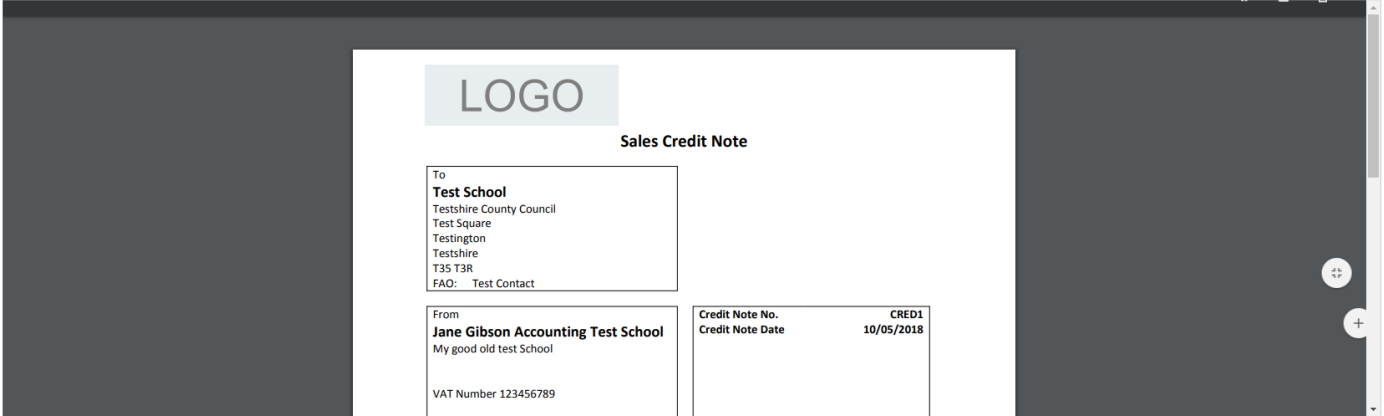
Go to System Setup> Stationery Details

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

Stationery Details

Select Template: Sales Credit Note with Logo Add Custom Text:

Save Cancel



LOGO

Sales Credit Note

To
Test School
Testshire County Council
Test Square
Testington
Testshire
T35 T3R
FAO: Test Contact

From
Jane Gibson Accounting Test School
My good old test School

VAT Number 123456789

Credit Note No. **CRED1**
Credit Note Date **10/05/2018**

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

Default Settings

Auto Generation Purchases **Sales** Petty Cash Bank Accounts Miscellaneous Email

Aged Debtor Period Thresholds (days overdue)

30

60

90

Default Debtor Letter
Select Default Letter

Attach scanned signature

Default Sales Invoice Template
SO - Sales Invoice with Logo

Default Sales Credit Note Template
SC - Sales Credit Note with Logo

Default Customer Statement Template
Select Customer Statement Template

Default Customer Email Template
Select Default Email

Cancel Save

Click on **Save**

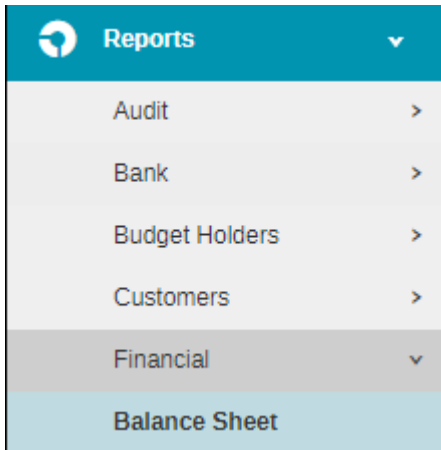
The logo will now appear on any Sales Credit Notes created.

Reports

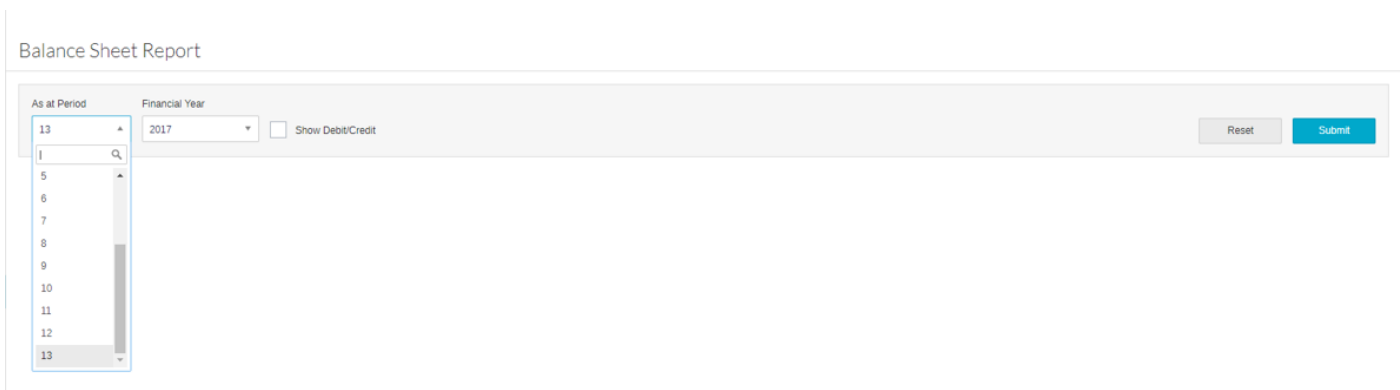
Establishment Balance Sheet by Period

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 screenshot of the 'Balance Sheet Report' form. The form has a title 'Balance Sheet Report' at the top. Below the title, there are two main sections: 'As at Period' and 'Financial Year'. The 'As at Period' section has a dropdown menu with '13' selected, and a search icon. The 'Financial Year' section has a dropdown menu with '2017' selected. There is also a checkbox labeled 'Show Debit/Credit'. At the bottom right of the form, there are two buttons: 'Reset' and 'Submit'.

A new drop down appears 'As at Period'

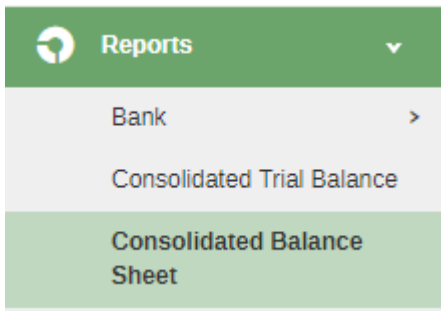
Select the period you wish to run the report for and click on **Submit**

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

Consolidated Balance Sheet

A screenshot of the 'Consolidated Balance Sheet' report configuration screen. It features two dropdown menus: 'As at Period' set to '13' and 'Financial Year' set to '2017'. Below these are three school selection boxes: '1010 - James Kirby Primary Academy', '1016 - Simon Burns Primary Academy', and '1017 - Tom Nixon Primary Academy'. On the right side, there are 'Reset' and 'Submit' buttons.

A new drop down appears 'As at Period'

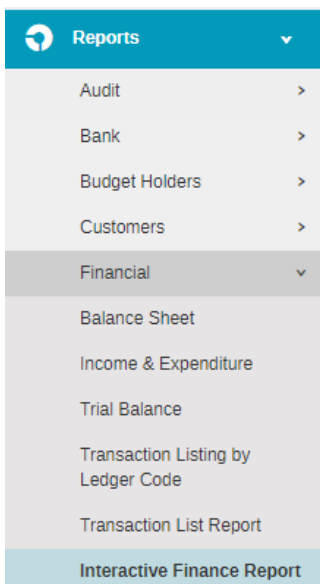
Select the period you wish to run the report for along with the relevant schools and click on **Submit**

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

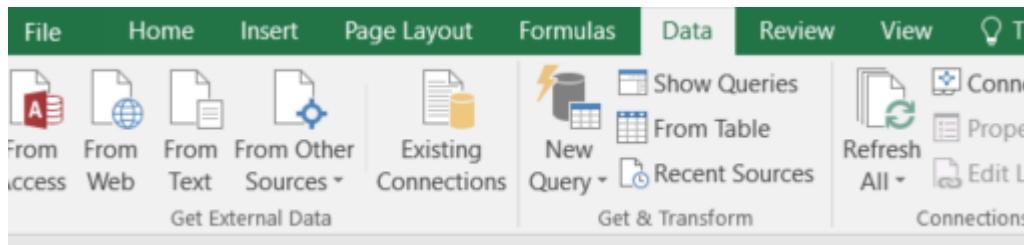
Go to Reports>Financial>Interactive Finance Report



The 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

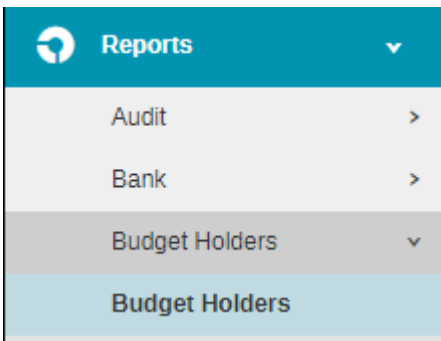
TYPE	CODE	DEBIT	CREDIT	BALANCE?
LEDGER	9999	0.00	-200.00	-200.00
ANALYSIS		0.00	0.00	0.00
COST CENTRE		0.00	0.00	0.00
VAT CODE		200.00	-100.00	100.00
CONTACT		0.00	0.00	0.00
TRANSACTION REF		0.00	0.00	0.00

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

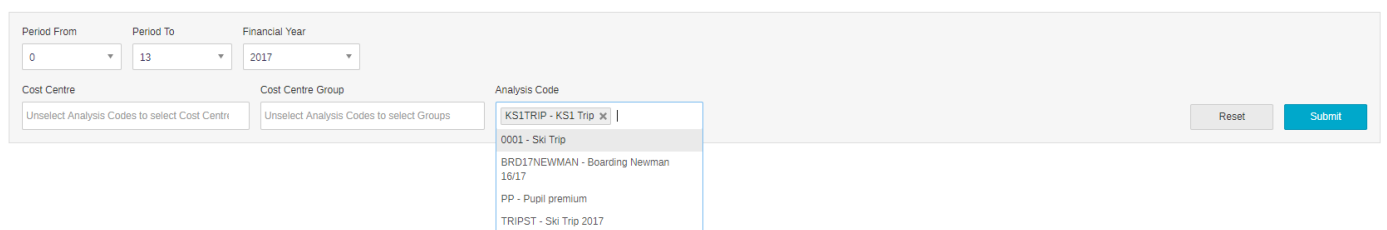
The Budget Holders report has been updated and can now be run by Cost Centre, Cost Centre Group **or** Analysis Code

Go to Reports>Budget Holders>Budget Holders



The following screen will appear

Budget Holder Report

A screenshot of the 'Budget Holder Report' form. It features three dropdown menus at the top: 'Period From' (set to 0), 'Period To' (set to 13), and 'Financial Year' (set to 2017). Below these are three input fields: 'Cost Centre' (with a placeholder 'Unselect Analysis Codes to select Cost Centr'), 'Cost Centre Group' (with a placeholder 'Unselect Analysis Codes to select Groups'), and 'Analysis Code' (containing 'KS1TRIP - KS1 Trip'). A dropdown menu is open under 'Analysis Code', showing options: '0001 - Ski Trip', 'BRD17NEWMAN - Boarding Newman 16/17', 'PP - Pupil premium', and 'TRIPST - Ski Trip 2017'. To the right of the form are 'Reset' and 'Submit' buttons.

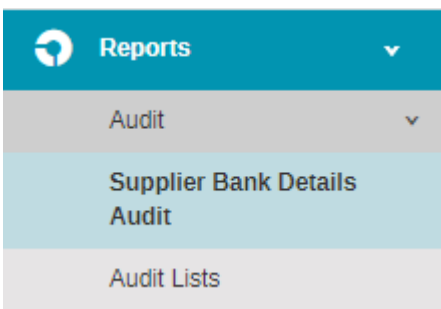
Select to run the report either by Cost Centre, Cost Centre Group **or** Analysis Code (multiple Cost Centre, Cost Centre Group **or** Analysis Codes can be selected)

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

Info - Your report will automatically download once generated. Please check your download folder.

User: Date Range: Supplier: Include Action Types: Insert Update Delete

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 From-To: 17/04/2017 - 18/04/2018				Date: 10 May 2018 17:16			
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/>