

HCSS Accounting v2.8 Release Notes



About these Release Notes

Welcome to the Access HCSS Accounting v2.8 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.

Codes> Suppliers/Customers

Additional Supplier/Customer Terms

The Terms (days) drop down list on Supplier and Customers has been extended and now goes from 1 through to 30 days

Read more about this feature

Transactions> Journals

Ability to import into journals from Excel

It is now possible to import from Excel into the Payroll Control Journal, the Internal Transfer Journal and the Opening Balance Journal

Read more about this feature

Transactions>Purchase Orders> Approval

Purchase Order Approval

When a Purchase Order is approved the Purchase Order is posted to the period it was created (or the earliest open period)

Read more about this feature

Transactions>Purchase Invoice> Analysis Code drop down box

Analysis Code description now visible when entering a Purchase Invoice

The Analysis Code description is now visible in the Purchase Invoice

Read more about this feature



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Transactions>Purchase Invoice> Special Characters

Invoice Number now allows certain Special Characters

The Invoice Number field on Purchase Invoices has been enhanced to allow certain special characters

Read more about this feature

Reports>Returns> SoFA Assistant

Updated SoFA Assistant

The SoFA Assistant has been updated for 2018

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.

Codes> Suppliers/Customers

Additional Supplier/Customer Terms

The Terms field on Suppliers and Customers has been extended to include days from 1 through to 30.

Go to Codes>Suppliers (or Customers)



The following screen will appear:

+	Contacts - Suppliers												
Ac	Actions Search for a record Q Show 15 rows PREV 1 2 3 4 40 NEXT												
	Code *	Supplier Name	Postcode	Contact	Tel No	PTD	YTD	Preferred Supplier	On Hold				
	• 100008	PHILIP ALLAN UPDATES	V T3S T3R			£0.00	£0.00	☆	۲				
	o 100037	Yorkshire Purchasing Organisation (PC)	🔷 T3S T3R			£0.00	£0.00	☆	0				
	• 100051	PHS GROUP PLC	V T3S T3R			£0.00	£0.00	☆	0				
	o 100052	WALMERSLEY CARPETS	V T3S T3R			£0.00	£0.00	☆	0				
	o 100053	WJEC CBAC LTD	V T3S T3R			£0.00	£0.00	☆	0				
	• 100073	BADGES PLUS	V T3S T3R			£0.00	£0.00	☆	0				
	o 100089	MANCHESTER MET UNIVERSITY	V T3S T3R			£0.00	£0.00	☆	0				
	o 100126	MISCO	V T3S T3R			£0.00	£0.00	☆	0				
	• 100202	BOC HEALTHCARE	V T3S T3R			£0.00	£0.00	☆	0				
	• 100213	BOOKPOINT LTD	V T3S T3R			£0.00	£0.00	☆	0				



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Drill down on a Supplier Name

Go down to Defaults

• • • • • • • • • • • • • • • • • • •	HCSS Accounting H				θ	-	0	×
Edd Supplier details Optional Details: Supplier Details Atternative Rayee Details Atternative Rayee Details Contract Details State Rate (20%) Pate Constate Details Detail Leiger Cole Period Leiger Cole	← → C	ppliers					☆	ŧ
Optional Details: > Supplier Details > Alternative Payee Details > Contact Details > Contact Details > Bank Details > Defaults Defaults Plants Plants </td <td>Edit Supplier details</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Edit Supplier details							
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Supplier Details Alternative Payee Details Contact Details Contact Details Defaults Defaults Default VAT Cole Of Auto (2014) X** default Ledger Cole default Cole default Ledger Cole default L	Optional Details:							
Alternative Payee Details Contact Details Bank Details Default Solution Default solution Altowances Note of RaceSolution Identifie Default solution Default solut	> Supplier Details							1
Contact Details Defaults Defaults Default VAR Code Pelual Ledger Code Pelual Ledger Code Pelual Ledger Code Pelual Ledger Code Pelual Code Code Rates Pelual Code Code Rates Perue HARIC COS details Perue	> Alternative Payee Details							
 > Bank Details ✓ Defaults Detail VAT Cole @-N8 Zers Rate (00%) N * @fad: Classification Adousances N * Pade Classification Monstres N * <li< td=""><td>> Contact Details</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></li<>	> Contact Details							
✓ Defaults Default VAT Cole 0 + NB Zees Rate (30%) N * 0 + Ocapitation Allowances N * 0 + Ocapitation Allowances N * 0 + Ocapitation Allowances N * 1 + MRC COS details 0 + Ocapitation Allowances 1 + MRC COS details 0 + Ocapitation Allowances 1 + Ocapitation Alo	> Bank Details							
Default VAT Code Default Leriger Code Terms (slays) * 9 - MB Zens Rane (20%) M * 4954 - Capitation Allowances M * 1 Table Classification kiterifier HMRC CIS details 1 1 Table Classification kiterifier Enter the Table Classification kiterifier 0 1 Cister the Table Classification kiterifier Enter the Table Classification kiterifier 0 1 Cister the Table Classification kiterifier Enter the Table Classification kiterifier 0 1 Cister the Table Classification kiterifier Cister party fage 0 1 Cister the Table Classification kiterifier Cister party fage 0 1 Cister Flarty Tigoe 1 0 1 1 Cister Flarty Tigoe 1 0 1 1 Cister Flarty Tigoe 1 0 1 1 Cister Flarty Tigoe 1 1 1 1 Cister Flarty Tigoe 1 1 1 1 Cister Flarty Tigoe 1 1 1	✓ Defaults							
Second Workshow N * 4964 - Capitation Allowances N * Finde Classification Identifier HMRC COS details 22 Enter the Trade Classification Identifier Enter the HMRC COS details 24 COS bands COS expiry date 25 Enter the COS Bands MacConververv 26 Counter Party Counter party type 26 Scient Counter Party Scient Counter Party Type 21	Detail 187 Code	Default Letions Code		Terms (davs) *				
Tade Classification Identifier HBRC Cl5 details 22 Enter the Thade Classification Identifier Enter the HBRC Cl5 details 23 Cl5 bands Cl5 expiry date 24 Cl5 bands MADOVYYY 5 Cl5 bands MADOVYYY 5 Counter Party Counter party Type 27 Counter Party Scleet Counter Party Type 28 Counter Party 20 20	0 - N8 Zero Rate (,00%) X +	4954 - Capitation Allowances	Х т	30				1
Tade Classification identifier HMRC OCS details 22 Enter the Tade Classification identifier Enter the HMRC OCS details 33 CS bands CIS expiry date 35 Enter the CS Bands CIS expiry date 35 C Counter Party 0 27 Counter Party Counter party Type 30				1			Q,	1
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Counter Party type 28 Select Counter Party Type • 29 30				27				
Select Counter Party Type • 29	Counter Party	Counter party type		28				
		Select Counter Party Type		29				
Paul I				30				
	Canad							

The additional days can be seen in the drop down list

Note: This list is has also been extended on Customers



Transactions> Journals

Ability to import into journals from Excel

The Payroll Control Journal, Internal Transfer Journal and Opening Balance Journal have had new functionality added to them to allow import from Excel

Go to Transactions>Journals

Journals	•
View Journals	
Accruals	
Cash Book Journal	
VAT Reimbursement	
VAT Payment	
Payroll Control	
Payroll Payment	
Payroll Payment Bank Transfer	
Payroll Payment Bank Transfer VAT Journal	
Payroll Payment Bank Transfer VAT Journal SBS Advance	
Payroll Payment Bank Transfer VAT Journal SBS Advance Internal Transfer	
Payroll Payment Bank Transfer VAT Journal SBS Advance Internal Transfer Prepayment	

Select the journal you wish to import into from Excel, for example Internal Transfer Journal



Enter the relevant information in the Header area for the data you wish to import



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Internal Transfer Journal								×
Date * 21.06/2018	Description *							Credit Total: £0.00 Debit Total: £0.00 Total: £0.00
Column Start: A Row Start: 1 Import J	ournal Lines							
Debit/Credit Description *	Cost Centre *	Ledger * A	nalysis Fun	1*	Amount *		Action	
		No data t	to display					
								Credit Total: £0.00 Debit Total: £0.00 Total: £0.00
Close						Save Draft	Submit and Add Another	Submit
A new option is available in the l	Detailed Area							
Column Start: A	Row Start: 1		Impor	t Journ	al Lines			

The **Column** and **Row Start** can be overtyped and are used by the import function to define where the header row is on the Excel Spreadsheet.

The journal import function will import to the relevant fields in the journal selected. The table below lists the variants that are accepted. If the Excel Spreadsheet has columns that are not required for a specific journal type they will be ignored.

Column Description	Variants Accepted							
Debit/Credit	Debit/Credit							
	Credit/Debit							
	Post To							
	Cr/Dr							
	Cr/Dr							
Description	Description							
	Narrative							
	Desc							
	Comment							
	Notes							
	Item Description							
Cost Centre	Cost Centre							
	Cost Centre Code							
	СС							
Ledger	Ledger							
	Ledger Code							
	GL Code							
	Nominal Ledger							
	Nominal Code							
	Nominal							
	Nom							



Fund	Fund							
	Fund Code							
Analysis	Analysis							
	Analysis Code							
VAT Code	VAT Code							
Amount	Amount							
	Nett							
	Cost							
	Value							
VAT Value	VAT Value							
	VAT							
	Тах							
Total	Total							
	Gross							

Note: Special characters and spaces will be removed and all uppercase letters will be made lowercase - For example, the column 'Total (£)' would become 'total'

Import Journal Lines

To import the Excel Spreadsheet click on

A 'Browse To' screen will appear:

Open	×
$\leftarrow \rightarrow \checkmark \uparrow$. This PC	・ ひ Search This PC ク
Organize 🔻	
▶ Downloads ★ ✓ Folders (7) ▶ Pictures ★ ▶ Education ★ ▶ FileStore ★	Desktop
Academies Team meeting 2 v2.7 Music	Downloads Pictures
V2.8	
 This PC 3D Objects Apple iPhone Devices and drives (2) 	~
File name:	 ✓ Custom Files ✓ Open ▼ Cancel

Navigate to where the Excel Spreadsheet is stored, select it and click on Open

Note: Only .xls and .xlsx files can be imported

The data will be imported. If any of the codes in the spreadsheet are not valid they will not be imported. A **Warning** message will appear at the top of the screen detailing the error that needs to be resolved prior to posting (see below)



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For Example

Spreadsheet to be imported

Cost Centr	GL Code	Post to	Total	Description
ICT	1800	Debit	5,000.00	Recharge
ADMIN	1600	Credit	8,000.00	Recharge
LEARN	1700	Debit	1,000.00	Recharge
Art	87000	Debit	2,000.00	Recharge

Internal Transfer Journal after import

Internal Tra	nsfer Journal							×
Warning - In Code mapping	nport Warnings (1) ng for Cost Centre: Art, Ledger Code: 87000 Fund	Code: cannot be found						×
Date * 22/09/2017 Period *		Description * Recharge					Credit Tot Debit Tot T	al: £8000.00 al: £8000.00 īotal: £0.00
Period 1 Reference * Recharge Column 5	Start: A Row Start: 1 Import 3	oumal Lines						_
Debit/Credit	Description *		Cost Centre *	Ledger *	Analysis	Fund *	Amount *	Action
Debit	Recharge						£2000.00	ti i
Debit	Recharge		LEARN	1700		1	£1000.00	Ū
Credit	Recharge		ADMIN	1600		1	£8000.00	D
Debit	Recharge		ICT	1800		1	£5000.00	Ū
							Credit Tot Debit Tot	al: £8000.00 al: £8000.00 🔻
Close						Save Draft	Submit and Add Another	Submit

Note: to see the details on the Warning Message click on the + in the box

Once the Excel Spreadsheet has been imported into the Journal it will not post until all the validation rules associated with the specific journal have been met.



Transactions>Purchase Orders > Approval

Purchase Order Approval

The Approval process for Purchase Orders has been enhanced to ensure that when approved a Purchase Order is posted to the period it was raised in if it is open or the earliest open period after that.

The Approval process has not changed.



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Transactions>Purchase Invoice> Analysis Code drop down box

Analysis Code description now visible when entering a Purchase Invoice from a Purchase Order

The drop down box for Analysis Code selection has been widened to ensure that the description is visible for selection.

Current Screen

€ → C	lecure https://act	counting hose-a	eb.cs.uk/To	nsactions/h	voice											÷ 1
Create Invoic	te From PO															×
Send Suple * ESP00 * Send Suple 2590 * Send Suple * Esrotion Date * Esrotion Date * Esrotion Date * Pend 20 * Pend 20 * Pend 20 * Send to Calor Full Calor Full Calor Full					Certral Tra	yten of Supply			2 9 9 10 11	1901 - ESPC WISSALE WK OSR ORIE USESTR 1915 - ESPC I						Quer ME + NETT (0:00 VAT (0:00 Total: (0:00)
Catalingue/Code	Description*		Value*	Quantity Orde		Quantity Almosty Received	Quantity Currianding	Quantity Receive	ed <u>Const</u> La	lger* Analysis	Fund" VAI Code*	ter 10.0	Discour	194 WT	'Value 71 40.00 40	ni Atlan
			10.00							Non * Q NA ACC- Aber School Cuite BC- Breatfa Cuite BP- Popel Prentar						■ 0 2 2000 20 Floated NETT £0.00 Vet £0.00
Com															e see	Submit and Add Another

Enhanced Screen

Create Invoice From	n PO														×
Select Suppler * ESPICE - ESPIC Invoice Sumber * ESPIC					Brief Description of 1 Gradit	kattiy			ESP001 - ESP0 Text Building 103 Texter Lane Texting Buileesi Park Texting Buileesi Park Textington Textinine TES TER						 Quest Add = NETT. £0.00 VHT. £0.00 Total: £0.00
Dete * 2206/2018 Det Dete * 2207/2018 Purchase Online Smith an Option		Period * Period 20		•	Central Transaction										
CatalogueCode Descript	int.			Quantity Ordered*	Quantity Already Received	Quartity	Quantity Received	Cost Ledger	· Analysis	Fund" 1007 Code"	Net	Discourt(%)	VAT Value	Test	Actions
			60-00	0	0	0	0		16A - Na Anajos Cade chean - 9, 9, Nak - Na Anajos Cala chean ASC - Ahr Shool Cul BC - Breathar Cul BP - Piget themun		40.00	1.0%	40.00		NETT 40 00 VAZ 40 00 VAZ 50 00 Total: £0.00
Cose														Salest Sale	ed and Add Another



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Transactions>Purchase Invoice > Special Characters

Invoice Number field now allows certain special characters

The Invoice Number Field has been enhanced to allow certain special characters. The special characters allowed are -/_&()>\;;.

Go to Transactions>Invoices



The following screen will appear

+ - Invoices								
Select an Option 🔻 Search records Q								
Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total 🜔	Status
BS789546	Bodget & Scarper	06/06/2018		Bank Details Test	£100.00	£20.00	£120.00	Ready to Pay
123456897	ACCELERATED LEARNING IN TRAINING & ED	30/04/2018			£100.00	£0.00	£100.00	Ready to Pay
113131313	2 SIMPLE SOFTWARE	31/10/2017			£100.00	£0.00	£100.00	Paid
Page 1 of 1 (3 Items)								

Select the relevant invoice type (Invoice from GRN, Invoice from PO or Non Order Invoice) Enter the Invoice details as normal using the allowed special characters if required. Post the Invoice as normal

		GRN												×
Select Supplier * 2SI001 - 2 SIMPL Invoice Number * -&SS(45)	Brief Des Enter B	scription of Suppl	y of Supply			2SI001 - 2 SIMPLE SOFTWARE Test Building 111 Tester Lane Testing Builess Park Testington Testington Testington Testington						← Quick Add ← NETT: £50.00 VAT: £0.00 Total: £50.00		
Date * 27/06/2018 Due Date * 27/07/2018 Goods Receipt Not Select an Option	les les	Period * Period 1	Central T	ransaction										
PO78979922 - G	RN32 (£100.00	0) O												Clear All
				Quantity										
CatalogueCode	pescription*	£10.00	Quantity*	Received 5	Cost Centre*	4965	Analysis	Fund*	VAT Code*	E50.00	0.00%	£0.00	Total £50.00	Actions
	-													- -
Close												0	Submit Subr	nit and Add Another

Note: The Invoice number will not accept spaces. If you put a space in the Invoice Number this message will appear

Invalid Invoice Number

and you will not be able to post the invoice



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Reports>Returns > SoFA Assistant

SoFA Assistant 2018

The SoFA Assistant has been updated for the Financial Year 2018 in accordance with the 2017-18 Accounts Directive

Go to Reports>Returns>SoFA Assistant

Returns v SoFA Assistant

The following screen will appear

SoFA Assistant

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

Click in Generate to create the report

It will go into your 'downloads' and can be run from there.

To use the report you will need to Enable Editing and then Enable Content.

The Report comes with 2 tabs

- 1. SoFA
- 2. Balances by Codes

The SoFA Tab gives the breakdown of Income and expenditure during the year based on Restricted, Unrestricted and Restricted Fixed Asset Funds.



HCSS Academy

Statement of Financial Activities for the year ended 31 August 2018 (including Income and Expenditure Account)

			Restricted R	estricted	Total	Total
		Unrestricted	General Fix	ed Asset	2019	2017
		Funds	Funds	Funds	2010	2017
Income and endowments from:	Note	£000£	£000 °	£000	£000	£000
Donations and capital grants	3	-	-	-	-	-
Transfer from local authority on conversion		-	-	-	-	-
Charitable activities:						
Funding for the academy trust's						
educational operations	4	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)		-	-	-	-	-
Other trading activities	5	-	-	-	-	-
Investments	6	-	-	-	-	-
Total			· .	-	-	-
Expenditure on:						
Raising funds	7	-	-	-	-	-
Charitable activities:						
Grants	8	-	-	-	-	-
Academy trust educational operations	9	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)	36	-	-	-	-	-
Other		-	-	-	-	-
Total		-	-	-	-	-
Net income / (expenditure)		-	-	-	-	-

The Balances by Codes tab provides the balances for all the ledger codes split by fund type and cost centre (Columns A-K) From Column L the display changes to the rows in the SoFA. To map the balances on the ledger codes to the SoFA Rows enter a Y in the column. The ledger code will turn from Green to Black, if the ledger code is mapped more than once it will turn to Red

									(Fund Type: U - I	Intestricted	Unrestricted Funds	r 0.00	0.00	1 0.00	
									(Fund Type: R	- Restricted	Restricted Funds	0.00	0.00	0.00	0.0
		Clear Filt						(F)	and Type: F - Restricted	Fixed Asset	Restricted Fixed Assets	0.00	0.00	0.00	9.9
		clear Filt	ers						(Fund Typ	e: O - Other	Other	0.00	0.00	0.00	0.0
						there there are					Total 2018	0.00	0.00	0.00	0.0
Fund Type: U	Fund Type: R	Fund	Type: F	Fund Type: O	Total						Section	Income and endowments from:	Income and endowments from:	Income and endowments from:	Income and endowments from:
t ·	£ .	£		1 .	£ .						Sub-Section			Charitable activities:	Charitable activities:
											Note Number	3		4	33
Unrestricted	Restricted	Restricted		Other	Total 2017	Ledger	Ledger Description	Ledger	Ledger Type	Cost	Cost Centre Description	Donations and capital grants	Transfer from local authority on	Funding for the academy trust's	Provision of boarding activities lif
Funds	Funds	Fixed Asse	ts			Code		Type	Description	Centre			conversion	educational operations	read
	-					-	· •	-	-	Code *			-	-	
0.0	0 00	0	0.0	0.00	0 0	00 0000	Ledger 0	EXP	Expenditure	AAAAA	Cost Centre A				
0.0	0 0.0	0	0.0	0.00	0 0	00 0001	Ledger 1	EXP	Expenditure	88888	Cost Centre 8				
0.0	0.0	0	0.0	0.00	0.0	00 0002	Ledger 2	EXP	Expenditure	AAAAA	Cost Centre A				
0.0	0 0.0	0	0.0	0.00	0 0	00 0003	Ledger 3	EXP	Expenditure	88888	Cost Centre B				
0.0	0.0	0	0.0	0.00	0 0	00 0004	Ledger 4	EXP	Expenditure	AAAAA	Cost Centre A				
0.0	0.0	0	0.0	0.00	0 0	00 0005	Ledger 5	EXP	Expenditure	88888	Cost Centre B				
0.0	0.0	0	0.0	0.00	0.0	00 0006	Ledger 6	EXP	Income	AAAAA	Cost Centre C	Y			
0.0	0.0	0	0.0	0.00	0 0	00 0007	Ledger 7	EXP	Income	88888	Cost Centre D				
0.0	0.0	0	0.0	0.00	0.	000 0008	Ledger 8	EXP	Income	AAAAA	Cost Centre C		Y	Y	
0.0	0.0	0	0.0	0.00	0.0	000 0009	Ledger 9	EXP	Income	88888	Cost Centre D				
0.0	0.0	0	0.0	0.00	0 0	00 0010	Ledger 10	EXP	Income	AAAAA	Cost Centre C				
0.0	0.0	0	0.0	0.00	0.0	00 0011	Ledger 11	EXP	Income	88888	Cost Centre D				
0.0	0.0	0	0.0	0.00	0.0	00 0012	Ledger 12	EXP	Income	AAAAA	Cost Centre C			1	
												1	1	•	



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The data can be filtered for ease of use by using the filter options at the top of columns A-K. To clear any filters selected click on the Clear Filters button.

The totals shown in columns L onwards will feed through to the relevant row in the SoFA tab

HCSS Academy

Statement of Financial Activities for the year ended 31 August 2018 (including Income and Expenditure Account)

		Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total 2018	Total 2017
Income and endowments from:	Note	£000	£000	£000	£000	£000
Donations and capital grants	3	-	4	-	4	-
Transfer from local authority on conversion		-	(1)	-	(1)	-
Charitable activities:		_				
Funding for the academy trust's						
educational operations	4	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)		-	-	-	-	-
Other trading activities	5	-	-	-	-	-
Investments	6	-	-	-	-	-
Total	a	ae	3	-	3	-
Expenditure on:			-			
Raising funds	7	-	-	-	-	-
Charitable activities:						
Grants	8	-	-	-	-	-
Academy trust educational operations	9	-	-	-	-	-
Provision of boarding activities [if reqd]	33	-	-	-	-	-
Teaching schools (if required)	36	-	-	-	-	-
Other	_	-	-	-	-	-
Total		-	-	-	-	-
Net income / (expenditure)		-	3	-	3	-



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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/

