

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.

Table of Contents

Release Summary	4
Release Contents.....	6
Additional Supplier/Customer Terms	6
Ability to import into journals from Excel.....	8
Purchase Order Approval	12
Analysis Code description now visible when entering a Purchase Invoice from a Purchase Order	13
Invoice Number field now allows certain special characters.....	14
SoFA Assistant 2018	15
How to Contact Us.....	16

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](#)

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

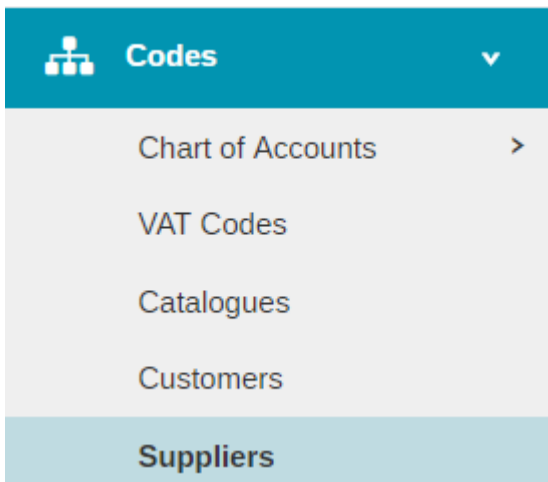
The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

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

Code *	Supplier Name	Postcode	Contact	Tel No	PTD	YTD	Preferred Supplier	On Hold
<input type="checkbox"/> ● 100008	PHILIP ALLAN UPDATES	📍 T3S T3R			£0.00	£0.00	☆	☑
<input type="checkbox"/> ○ 100037	Yorkshire Purchasing Organisation (PC)	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ● 100051	PHS GROUP PLC	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ○ 100052	WALMERSLEY CARPETS	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ○ 100053	WJEC CBAC LTD	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ● 100073	BADGES PLUS	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ○ 100089	MANCHESTER MET UNIVERSITY	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ○ 100126	MISCO	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ● 100202	BOC HEALTHCARE	📍 T3S T3R			£0.00	£0.00	☆	☒
<input type="checkbox"/> ● 100213	BOOKPOINT LTD	📍 T3S T3R			£0.00	£0.00	☆	☒

Drill down on a Supplier Name

Go down to Defaults

The screenshot shows the 'Edit Supplier details' page in a web browser. The 'Defaults' section is expanded, revealing several input fields and a dropdown menu. The 'Terms (days)' dropdown is open, displaying a list of values from 30 to 30. The browser's address bar shows the URL: <https://accounting.hcs-web.tech/Codes/Contacts/Suppliers>. The page title is 'Edit Supplier details'.

The additional days can be seen in the drop down list

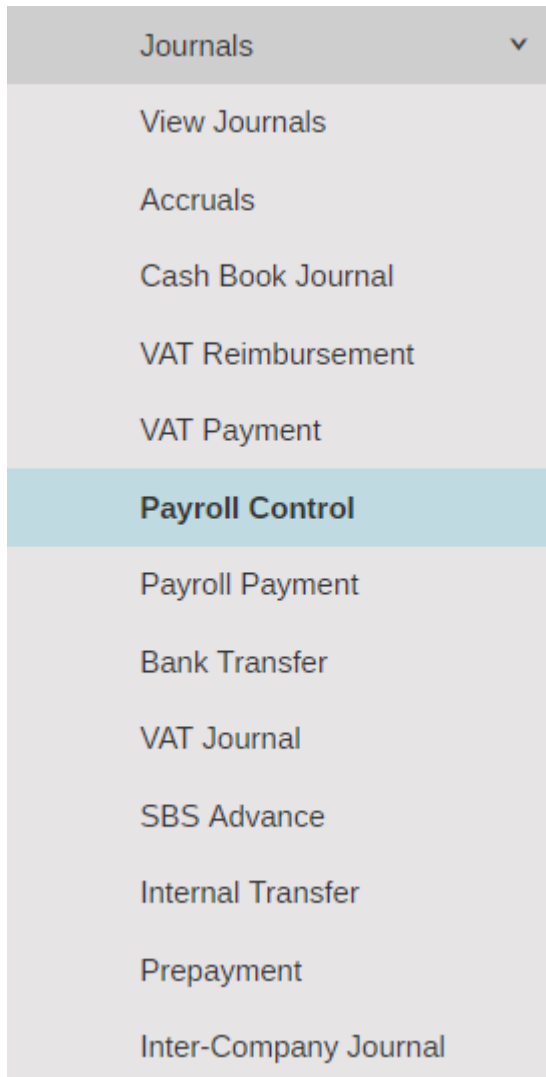
Note: This list is has also been extended on Customers

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



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



Click on the

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

Internal Transfer Journal ✕

Date * Credit Total: £0.00
 Description * Debit Total: £0.00
Total: £0.00

Period *

Reference *

+ Column Start: Row Start: **Import Journal Lines**

Debit/Credit	Description *	Cost Centre *	Ledger *	Analysis	Fund *	Amount *	Action
No data to display							

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

A new option is available in the Detailed Area

Column Start: Row Start: **Import Journal 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 CC
Ledger	Ledger Ledger Code GL Code Nominal Ledger Nominal Code Nominal Nom

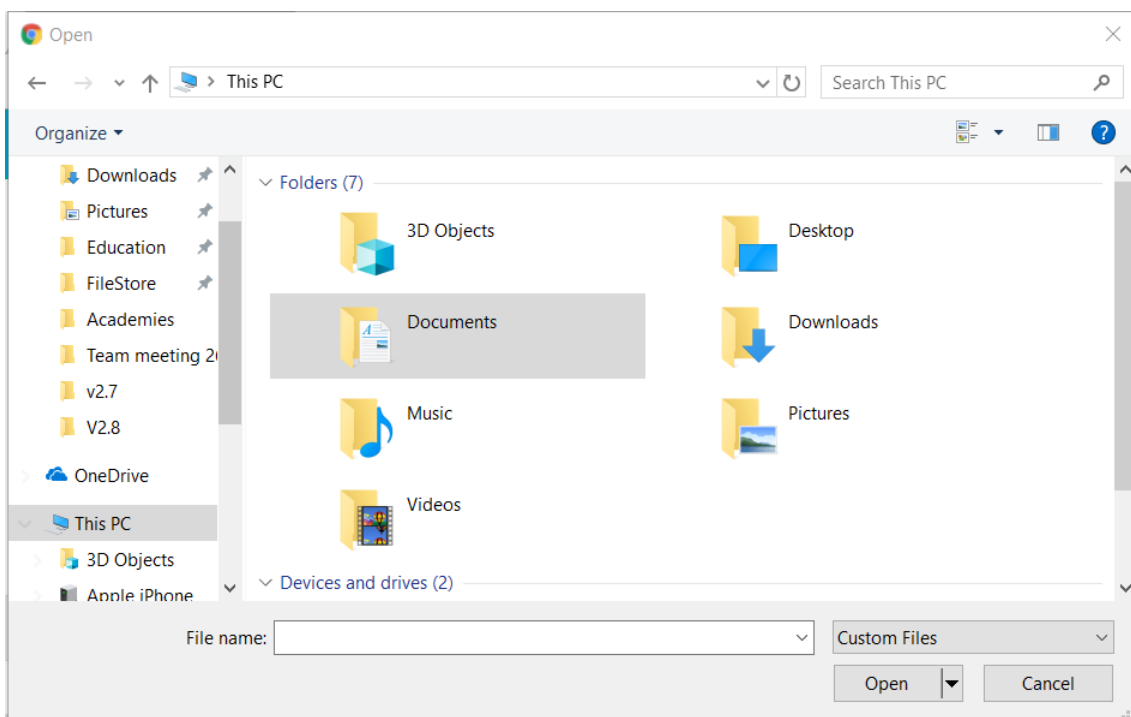
Fund	Fund Fund Code
Analysis	Analysis Analysis Code
VAT Code	VAT Code
Amount	Amount Nett Cost Value
VAT Value	VAT Value VAT Tax
Total	Total Gross

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



To import the Excel Spreadsheet click on

A 'Browse To' screen will appear:



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)

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 Transfer Journal ✕

Warning - Import Warnings (1) ✕

Code mapping for Cost Centre: Art, Ledger Code: 87000 Fund Code: cannot be found

Date *

Period *

Reference *

Description *

Credit Total: £8000.00

Debit Total: £8000.00

Total: £0.00

+ Column Start: A Row Start: 1 Import Journal Lines

Debit/Credit	Description *	Cost Centre *	Ledger *	Analysis	Fund *	Amount *	Action
Debit	Recharge					£2000.00	
Debit	Recharge	LEARN	1700		1	£1000.00	
Credit	Recharge	ADMIN	1600		1	£8000.00	
Debit	Recharge	ICT	1800		1	£5000.00	

Credit Total: £8000.00

Debit Total: £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.

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

The screenshot shows the 'Create Invoice From PO' interface. The 'Analysis' column in the table has a narrow dropdown menu with the following options: NA, ASC, After School Club, BC, Breakfast Club, PP, Pupil Premium. The description for the selected item is not visible.

CategoryCode	Description*	Value*	Quantity Ordered*	Quantity Already Received	Quantity Outstanding	Quantity Received	Cost Centre*	Ledger*	Analysis	Fund*	VAT Code*	Net	Discount(%)	VAT Value	Total	Actions
		£0.00	0	0	0	0			NA			£0.00	0.00%	£0.00	£0.00	Check all Received
									ASC							NETT £0.00
									After School Club							VAT £0.00
									BC							Total: £0.00
									Breakfast Club							
									PP							
									Pupil Premium							

Enhanced Screen

The screenshot shows the 'Create Invoice From PO' interface. The 'Analysis' column in the table has a wide dropdown menu with the following options: NA - No Analysis Code chosen, ASC - After School Club, BC - Breakfast Club, PP - Pupil Premium. The descriptions are visible for each option.

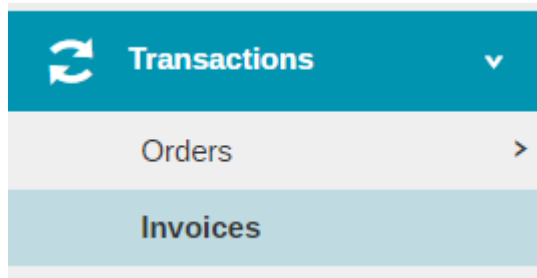
CategoryCode	Description*	Value*	Quantity Ordered*	Quantity Already Received	Quantity Outstanding	Quantity Received	Cost Centre*	Ledger*	Analysis	Fund*	VAT Code*	Net	Discount(%)	VAT Value	Total	Actions
		£0.00	0	0	0	0			NA - No Analysis Code chosen			£0.00	0.00%	£0.00	£0.00	Check all Received
									ASC - After School Club							NETT £0.00
									BC - Breakfast Club							VAT £0.00
									PP - Pupil Premium							Total: £0.00

Transactions>Purchase Invoice > Special Characters

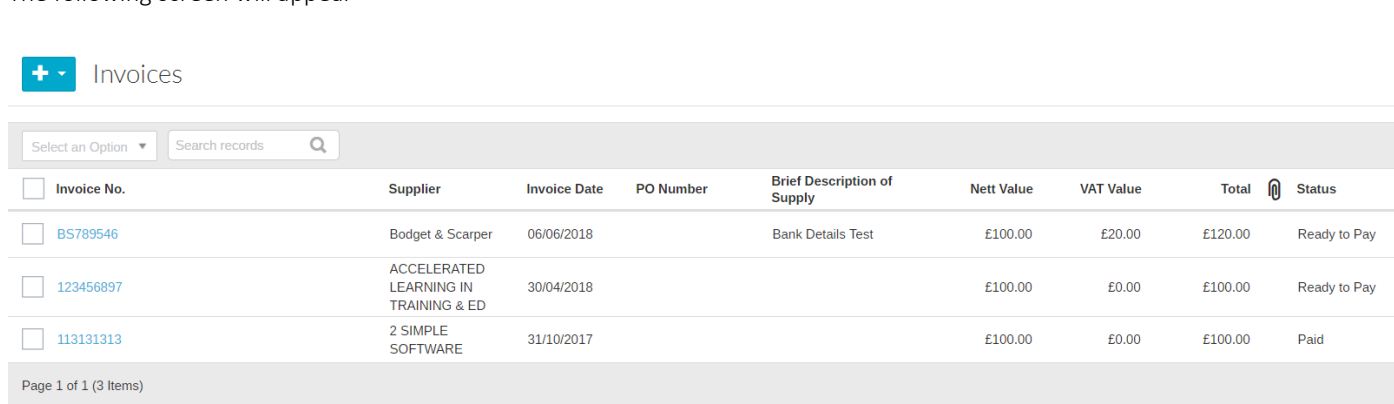
Invoice Number field now allows certain special characters

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

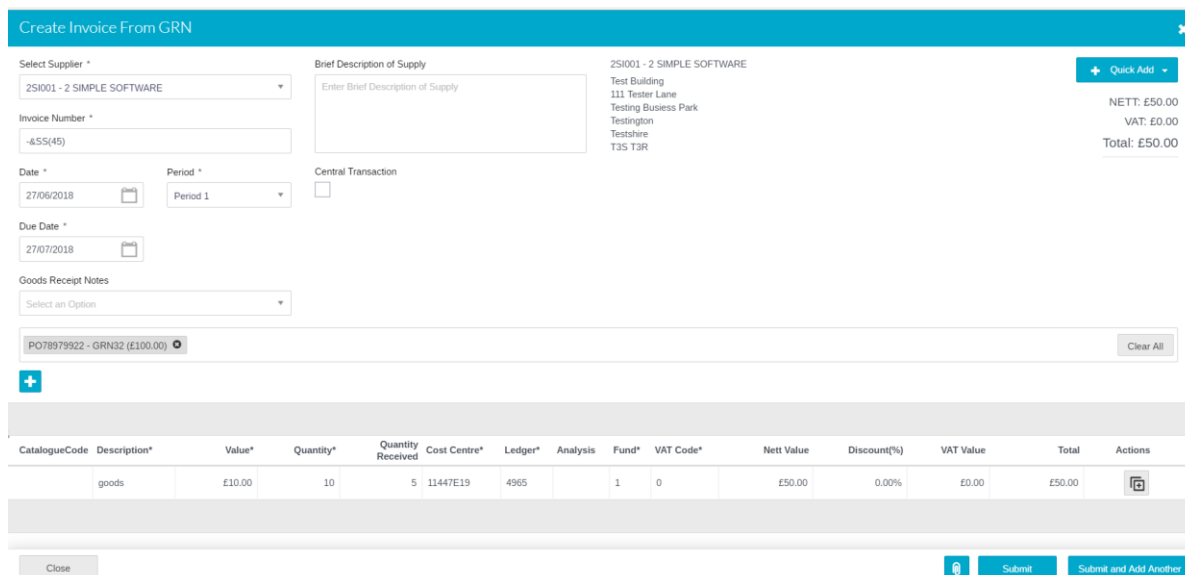
A screenshot of the 'Invoices' screen. At the top left is a '+ Invoices' header. Below it is a search bar with 'Select an Option' and 'Search records' fields. The main area is a table with columns: Invoice No., Supplier, Invoice Date, PO Number, Brief Description of Supply, Nett Value, VAT Value, Total, and Status. There are three rows of data. The first row has invoice number BS789546, supplier Budget & Scarper, date 06/06/2018, and status Ready to Pay. The second row has invoice number 123456897, supplier ACCELERATED LEARNING IN TRAINING & ED, date 30/04/2018, and status Ready to Pay. The third row has invoice number 113131313, supplier 2 SIMPLE SOFTWARE, date 31/10/2017, and status Paid. At the bottom left, it says 'Page 1 of 1 (3 Items)'.

Invoice No.	Supplier	Invoice Date	PO Number	Brief Description of Supply	Nett Value	VAT Value	Total	Status
BS789546	Budget & 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

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

A screenshot of the 'Create Invoice From GRN' form. The form has several sections: 'Select Supplier' with a dropdown menu showing '2S1001 - 2 SIMPLE SOFTWARE'; 'Invoice Number' with a text field containing '-4S5(45)'; 'Date' and 'Due Date' with date pickers; 'Period' with a dropdown menu; 'Brief Description of Supply' with a text area; 'Central Transaction' with a checkbox; 'Goods Receipt Notes' with a dropdown menu; and a summary section on the right showing 'NETT: £50.00', 'VAT: £0.00', and 'Total: £50.00'. At the bottom, there is a table with columns: CatalogueCode, Description*, Value*, Quantity*, Quantity Received, Cost Centre*, Ledger*, Analysis, Fund*, VAT Code*, Nett Value, Discount(%), VAT Value, Total, and Actions. The table has one row with 'goods', '£10.00', '10', '5', '11447E19', '4965', '1', '0', '£50.00', '0.00%', '£0.00', '£50.00'. At the bottom right, there are buttons for 'Submit' and 'Submit and Add Another'.

CatalogueCode	Description*	Value*	Quantity*	Quantity Received	Cost Centre*	Ledger*	Analysis	Fund*	VAT Code*	Nett Value	Discount(%)	VAT Value	Total	Actions
	goods	£10.00	10	5	11447E19	4965		1	0	£50.00	0.00%	£0.00	£50.00	

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

Reports>Returns > SoFA Assistant

SoFA Assistant 2018

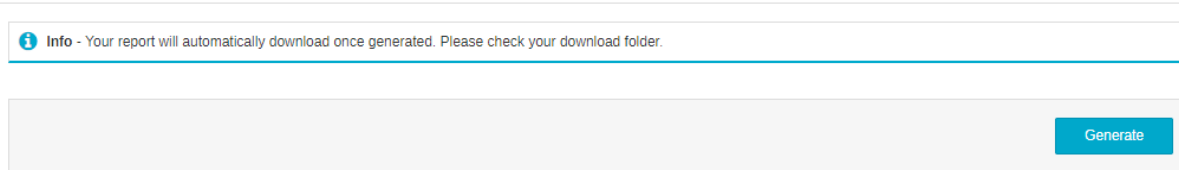
The SoFA Assistant has been updated for the Financial Year 2018 in accordance with the 2017-18 Accounts Directive

Go to Reports>Returns>SoFA Assistant



The following screen will appear

SoFA Assistant



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.

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

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2018 £000	Total 2017 £000
Income and endowments from:						
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)		-	-	-	-	-

Page 1

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

Clear Filters					(Fund Type: U - Unrestricted)	Unrestricted Funds	0.00	0.00	0.00	0.00				
					(Fund Type: R - Restricted)	Restricted Funds	0.00	0.00	0.00	0.00				
					(Fund Type: F - Restricted Fixed Asset)	Restricted Fixed Assets	0.00	0.00	0.00	0.00				
					(Fund Type: O - Other)	Other	0.00	0.00	0.00	0.00				
					Total 2018	0.00	0.00	0.00	0.00	0.00				
Fund Type: U	Fund Type: R	Fund Type: F	Fund Type: O	Total	Ledger Code	Ledger Description	Ledger Type	Ledger Description	Cost Centre Code	Cost Centre Description	Income and endowments from:	Income and endowments from:	Income and endowments from:	Income and endowments from:
Unrestricted Funds	Restricted Funds	Restricted Fixed Assets	Other	Total 2017							Donations and capital grants	Transfer from local authority on conversion	Funding for the academy trust's educational operations	Provision of boarding activities [if reqd]
0.00	0.00	0.00	0.00	0.00	0000	Ledger 0	EXP	Expenditure	AAAAA	Cost Centre A				
0.00	0.00	0.00	0.00	0.00	0001	Ledger 1	EXP	Expenditure	BBBBB	Cost Centre B				
0.00	0.00	0.00	0.00	0.00	0002	Ledger 2	EXP	Expenditure	AAAAA	Cost Centre A				
0.00	0.00	0.00	0.00	0.00	0003	Ledger 3	EXP	Expenditure	BBBBB	Cost Centre B				
0.00	0.00	0.00	0.00	0.00	0004	Ledger 4	EXP	Expenditure	AAAAA	Cost Centre A				
0.00	0.00	0.00	0.00	0.00	0005	Ledger 5	EXP	Expenditure	BBBBB	Cost Centre B				
0.00	0.00	0.00	0.00	0.00	0006	Ledger 6	EXP	Income	AAAAA	Cost Centre C	Y			
0.00	0.00	0.00	0.00	0.00	0007	Ledger 7	EXP	Income	BBBBB	Cost Centre D		Y	Y	
0.00	0.00	0.00	0.00	0.00	0008	Ledger 8	EXP	Income	AAAAA	Cost Centre C				Y
0.00	0.00	0.00	0.00	0.00	0009	Ledger 9	EXP	Income	BBBBB	Cost Centre D				
0.00	0.00	0.00	0.00	0.00	0010	Ledger 10	EXP	Income	AAAAA	Cost Centre C				
0.00	0.00	0.00	0.00	0.00	0011	Ledger 11	EXP	Income	BBBBB	Cost Centre D				
0.00	0.00	0.00	0.00	0.00	0012	Ledger 12	EXP	Income	AAAAA	Cost Centre C				

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)

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2018 £000	Total 2017 £000
Income and endowments from:						
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			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	-

Page 1

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/>