



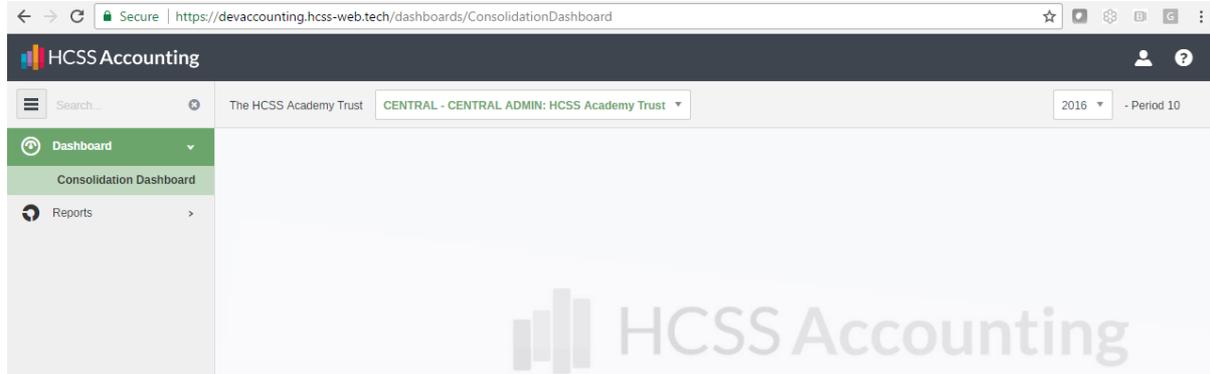
# **HCSS Accounting Release Notes Central Functionality not activated V1.7**

# 1. MAT View where Central Functionality is not activated

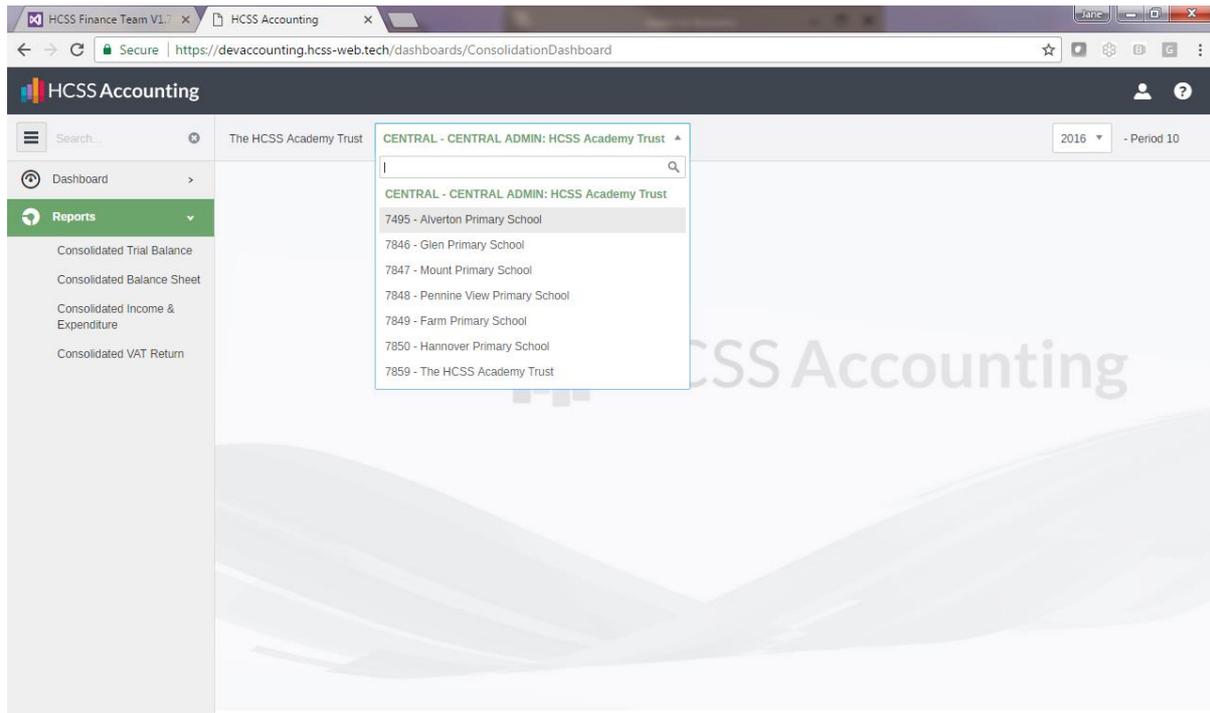
Phase1 of the Central functionality has been released. This includes Central Payments and Central Bank Reconciliation.

For those MAT's not adopting this new feature everything will work as it currently does.

The view will change slightly for MAT users. On first logging onto the system as a MAT user you will see that there is a Central Admin feature which acts as a replacement for the previous Consolidation Menu item in schools.



It is possible to switch between schools and Central Admin as a MAT user by selecting the relevant school on the dropdown list



The Central Admin has its own menu which is where Reports can now be found.



**a. Consolidated Trial Balance**

Go to Central Admin Reports> select Consolidated Trial Balance.  
The following screen will appear

### Consolidated Trial Balance

Period From	Period To	Financial Year
<input type="text" value="Select a Period"/>	<input type="text" value="Select a Period"/>	<input type="text" value="2016"/>

Exclude Zero Balances    Show Inactive Codes

Schools

7495 - Alverton Primary School x
7846 - Glen Primary School x
7847 - Mount Primary School x

7848 - Pennine View Primary School x
7849 - Farm Primary School x
7850 - Hannover Primary School x

7859 - The HCSS Academy Trust x

Group by

Select the relevant period and relevant academies (they all appear by default)  
Click on submit to produce the Consolidated Trail Balance for the schools selected.

**b. Consolidated Balance Sheet**

Go to Central Admin Reports> select Consolidated Balance Sheet.  
The following screen will appear

Consolidated Balance Sheet

Financial Year  
2016

Schools

7495 - Alverton Primary School x 7846 - Glen Primary School x 7847 - Mount Primary School x  
7848 - Pennine View Primary School x 7849 - Farm Primary School x 7850 - Hannover Primary School x  
7859 - The HCSS Academy Trust x

Reset Submit

Select the relevant period and relevant academies (they all appear by default)  
Click on submit to produce the Consolidated Balance Sheet for the schools selected.

**c. Consolidated Income & Expenditure**

**Go to Central Admin Reports> select Consolidated Income & Expenditure**  
**The following screen will appear**

Consolidated Income and Expenditure

Period From      Period To      Financial Year

Select a Period ▼      Select a Period ▼      2016 ▼

Exclude Zero Balances     Show Inactive Codes

Schools

7495 - Alverton Primary School ✕    7846 - Glen Primary School ✕    7847 - Mount Primary School ✕

7848 - Pennine View Primary School ✕    7849 - Farm Primary School ✕    7850 - Hannover Primary School ✕

7859 - The HCSS Academy Trust ✕

Group by

Ledger Code ✕

Reset      Submit

**Select the relevant period and relevant academies (they all appear by default)**  
**Click on submit to produce the Consolidated Income & Expenditure for the schools selected.**

**d. Consolidated VAT Return**

Go to Central Admin Reports> select Consolidated VAT Return  
The following screen will appear

### Consolidated VAT Return

**i Information**

- Choose 'Export Detail to Excel' if you wish to save a copy of the transaction detail that will be used to generate your return (you should do this before you generate the return and claim VAT).
- Choose 'Generate VAT Return' to generate a preview of your VAT Return. You can then choose to Print your return and record the associated VAT as 'Claimed'

Period From:  Period To:  Financial Year:   Exclude Zero Balances

Schools

7495 - Alverton Primary School x
7846 - Glen Primary School x
7847 - Mount Primary School x
7848 - Pennine View Primary School x
7849 - Farm Primary School x
7850 - Hannover Primary School x
7859 - The HCSS Academy Trust x

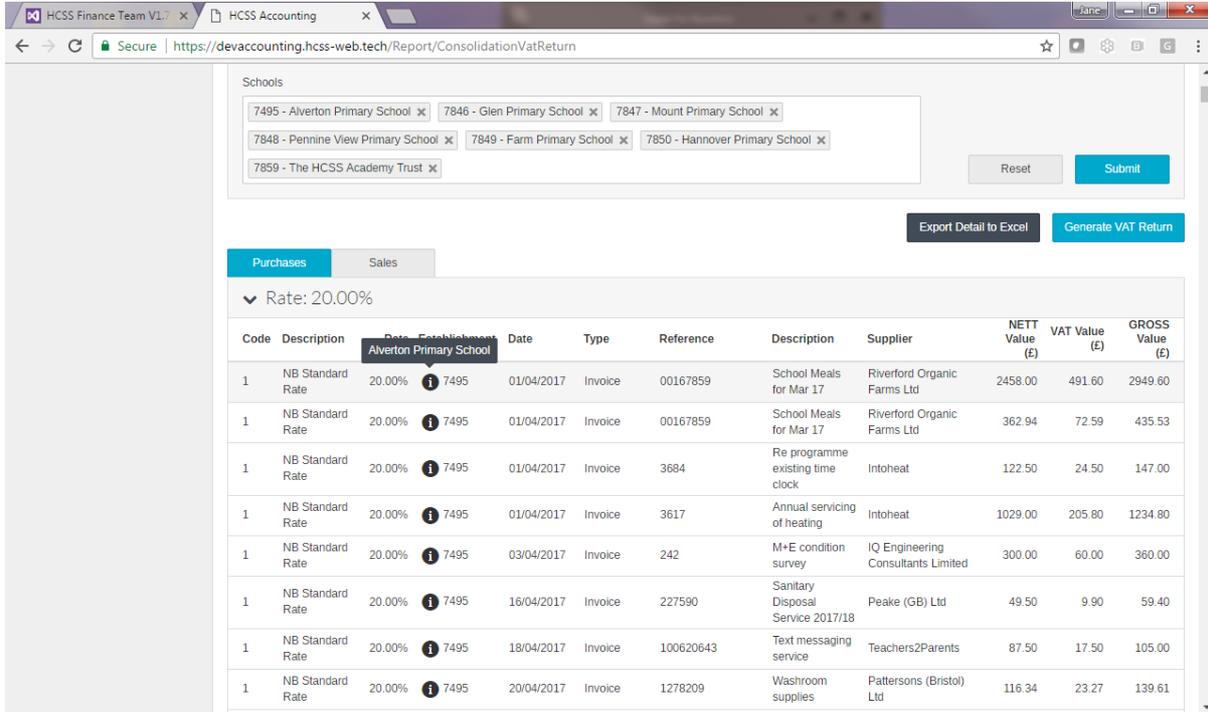
Purchases

Sales

▼ Rate: 20.00%

Code	Description	Rate	Establishment	Date	Type	Reference	Description	Supplier	NETT Value (£)	VAT Value (£)	GROSS Value (£)
1	NB Standard Rate	20.00%	<i>i</i> 7495	01/04/2017	Invoice	00167859	School Meals for Mar 17		2458.00	491.60	2949.60
1	NB Standard Rate	20.00%	<i>i</i> 7495	01/04/2017	Invoice	00167859	School Meals for Mar 17		362.94	72.59	435.53

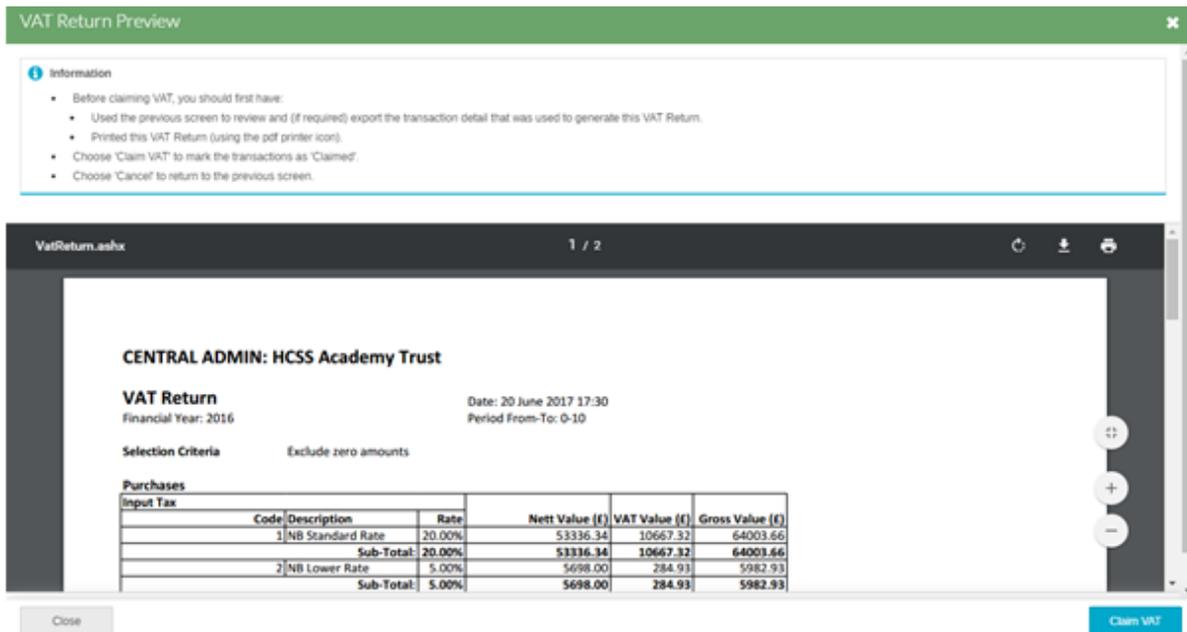
Select the relevant period and relevant academies (they all appear by default)  
Click on submit to produce the Consolidated VAT Return for the schools selected.



The school name is shown by clicking on the 

The full VAT Detail report can be downloaded to excel. It is recommended that this is downloaded and a copy kept for your records.

The VAT Return is generated by clicking on the Generate VAT Return button



The VAT Return should be printed to PDF by clicking on the print button and a copy kept for your records To mark the transactions in all the schools as claimed click on the Claim VAT button. Chose Cancel to return to the selection screen

Known Issue: Some reports may timeout whilst running, this is a known issue and is under investigation