



friendly experts, clever software

# HCSS Accounting

## User Manual

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### *Payments*

A decorative graphic at the bottom of the page consisting of overlapping, curved shapes in shades of blue, red, and orange.

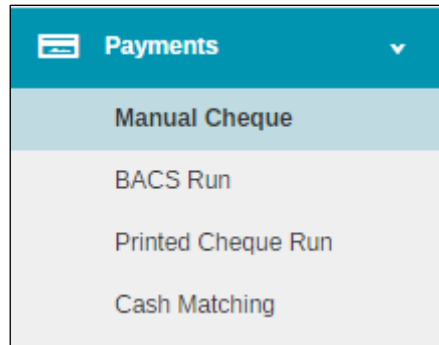
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# 1 Payments

## a Manual Cheques

To create a cheque Payment click on **Payments** and Manual **Cheque**



The following screen will open

Manual Cheque Payment

Date * <input type="text" value="02/10/2016"/>	Supplier * <input type="text" value="Please Select a Supplier"/>	Bank * <input type="text" value="Please Select a Bank"/>
Period * <input type="text" value="Period 2"/>	Description <input type="text" value="Enter Description"/>	Cheque Value * <input type="text"/>
Cheque Number * <input type="text"/>		<input type="button" value="Cash Matching"/>

Enter the relevant information. Mandatory Fields are denoted with an \*

Date*	Enter the date of payment
Supplier*	Enter the supplier using the pick list
Bank*	Enter the bank using the pick list
Period*	Enter the period
Description	Enter a description for the payment
Cheque Value*	Enter the cheque amount
Cheque Number*	Enter the cheque number for audit trail



Click on cash matching to match against the relevant invoice(s)t

**Note:** only invoices for the Supplier selected in the Manual Cheque Screen will appear.

Cash Matching - TTS001 - TTS Group Limited 9876 - 21/03/2016
✕

Cheque Number 9876	Supplier TTS001 - TTS Group Limited
Date 21/03/2016	Period 12

Matching Total: £75.00

TYPE	REFERENCE	DATE	VALUE	DESCRIPTION
<input type="checkbox"/>	Invoice TTS3	16/03/2016	75.00	Play Doh

Matching Total: £75.00

Close
Match

Tick the relevant invoice(s) then click on **Match**. This will take you back to the input screen.

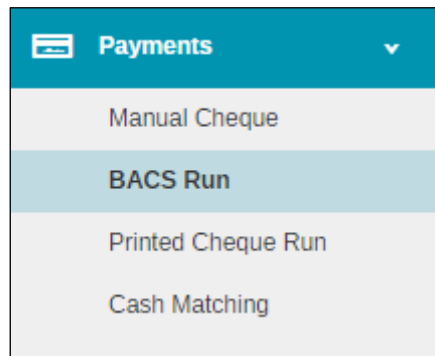
Click on **Submit**

**b BACS Run**

**BACS Run** will enable users to identify invoices to be paid.  
**The invoices that are available for selection will be limited to those for suppliers that are known to accept payment via BACS.**

( Codes – Suppliers – ( Select the Supplier Name) – Bank Details )

To use BACS Run click on **Payments** and **BACS Run**



The following screen will appear

REFERENCE	USER	DATE	DESCRIPTION	FORMAT	STATUS	TOTAL	ACTIONS
B1500007	Jane Gibson	31/08/2015	Test	Lloyds	Saved	£860.00	
B1500001	Jane Gibson	08/06/2016	56564	Lloyds	Completed	£813.60	
B1500002	Jane Gibson	31/08/2015	123456	Lloyds	Completed	£310.00	
B1500003	Jane Gibson	31/08/2015	aaaa	Lloyds	Completed	£38924.46	
B1500004	Jane Gibson	31/08/2015	aaasf	Lloyds	Completed	£23072.84	
B1500005	Jane Gibson	31/08/2015	test	Lloyds	Completed	£120.00	
B1500006	Jane Gibson	31/08/2015	test	Lloyds	Completed	£300.00	

Page 1 of 1 (7 items)

To Create a new BACS Run, please click on BACS Run and the following screen will appear

\* Please note - If a Supplier does not have an email address, although the invoice will appear in the BACS run selection screen, the invoice will not be selectable

Enter the relevant information. Mandatory Fields are denoted with an \*

BACS Run*	System generated
Date*	Select BACS Run date
Period*	Select the period
Description*	Enter the description for payment
Bank Account	Defaults to the nominated bank

To filter through the list of due invoices select Supplier from the drop down list and to filter via the date range, enter the Due Date Range.

Select the invoices you want to pay and click on Save to save the BACS Run and

Process to process the BACS Run.

REFERENCE	TYPE	DATE	SUPPLIER	ACCOUNT DETAILS	DESCRIPTION	TOTAL
004	Invoice	11/05/2016	BBC Active Customer Service	004		€360.00
005	Invoice	10/05/2016	BBC Active Customer Service	005		€500.00
006	Invoice	01/05/2016	BBC Active Customer Service	006		€600.00
007	Invoice	30/04/2016	BBC Active Customer Service	007		€700.00
009	Invoice	20/04/2016	BBC Active Customer Service	009		€900.00
999	Credit Note	31/05/2016	BBC Active Customer Service	999		€100.00
321	Invoice	11/04/2016	OCA Enterprises Ltd	321		€3858.00
876	Invoice	01/06/2016	Luton Primary Care NHS Trust	880		€1184.40
890	Invoice	01/06/2016	Scientific and Chemical	890		€1069068.00
0056	Invoice	10/06/2016	AlphaAlphaAlpha AlphaAlphaAlpha	899		€10.00
987987987	Invoice	01/12/2015	BBC Active Customer Service	987987987		€330.00

Opening Bank Balance: £-63053.70

To process an already saved BACS Run, click on Process Run  logo.

REFERENCE	USER	DATE	DESCRIPTION	FORMAT	STATUS	TOTAL	ACT	Process Run
B1500007	Jane Gibson	31/08/2015	Test	Lloyds	Saved	€850.00		
B1500001	Jane Gibson	09/06/2016	56564	Lloyds	Completed	€813.60		
B1500002	Jane Gibson	31/08/2015	123456	Lloyds	Completed	€310.00		

Input Anticipated Payment Date and click process to activate payment run  
 A CSV file is created , which will is required for processing via your bank software

**Process BACS Run**

**Info** - Please enter an **Anticipated Payment Date** and click **Process** at the bottom of the page if you wish to continue and generate BACS run **B1600008** for the listed Invoices/Credit Notes

Anticipated Payment Date \*

<b>BACS Run</b> B1600008	<b>Description</b> gv test	<b>Bank Account</b> Danni	<b>Total: £6500.00</b>
<b>Date</b> 01/10/2016	<b>Period</b> Period 2	<b>Opening Bank Balance: £-650648.10</b>	

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**Supplier**

Reference	Type	Due Date	Supplier	Account Details	Description	Total
CB Accountancy						
<b>Subtotal: CB Accountancy</b>						<b>£6500.00</b>

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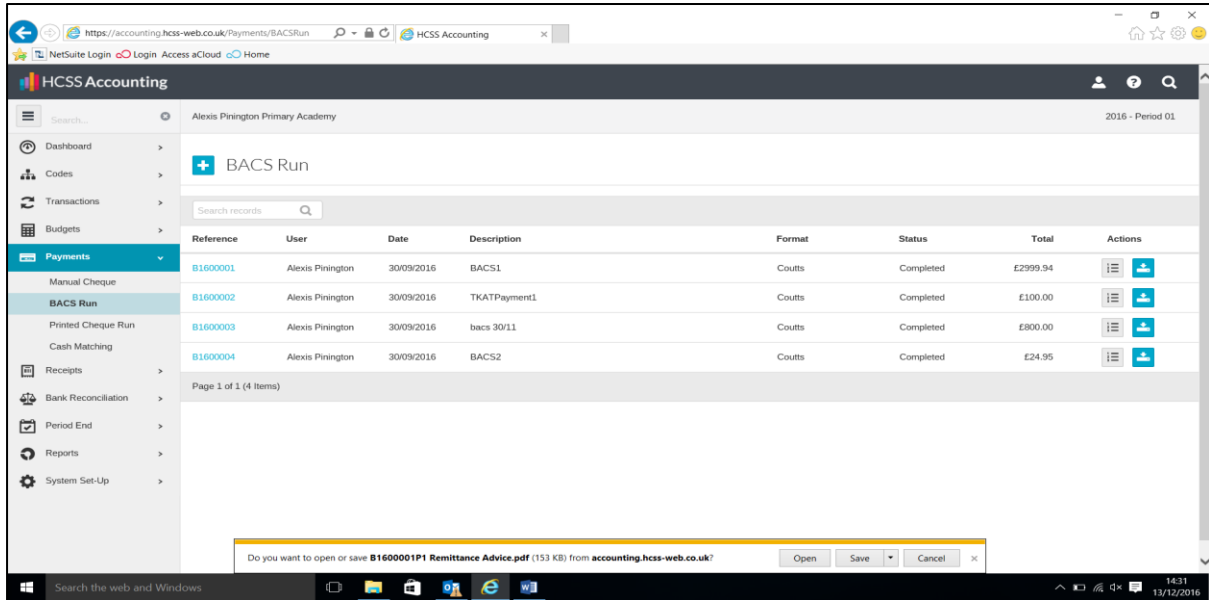
Opening Bank Balance: £-650648.10  
 Closing Bank Balance: £-657148.10

**Total: £6500.00**

**Process**

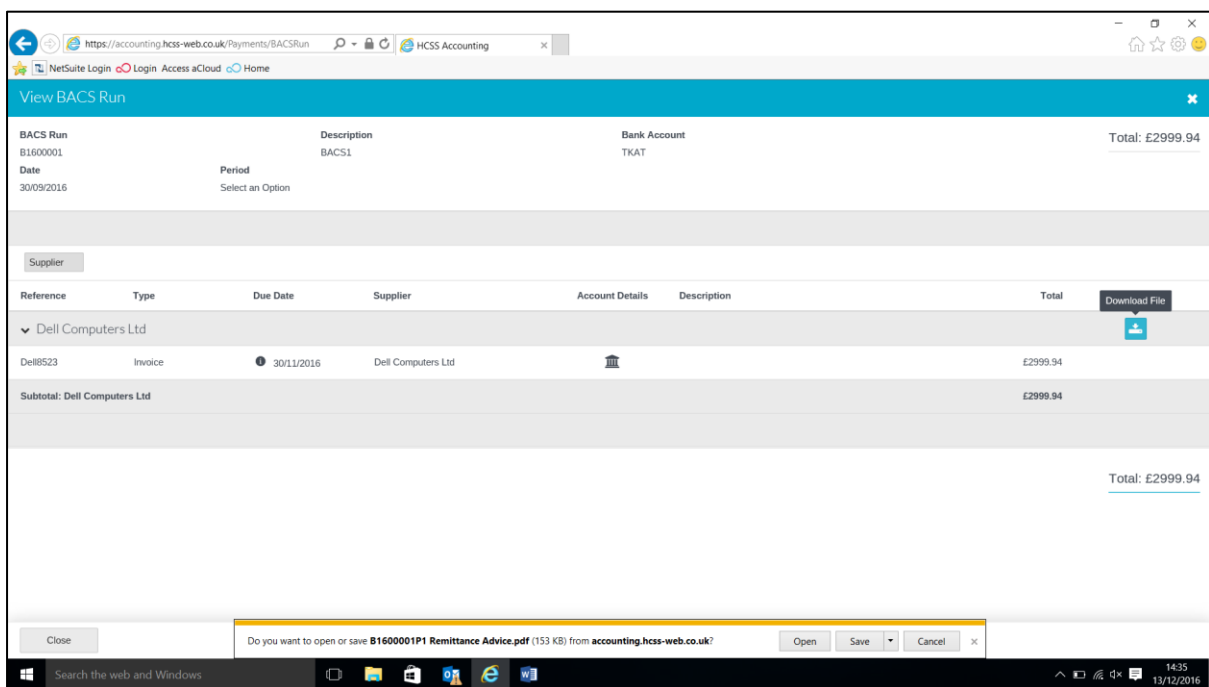
### c Summary Report of BAC's run

Once a BACs run has been saved or processed, you will be able to run a summary report. This can be found to the right of the BAC's line under actions and click on the Summary icon.



### d Remittance Advices

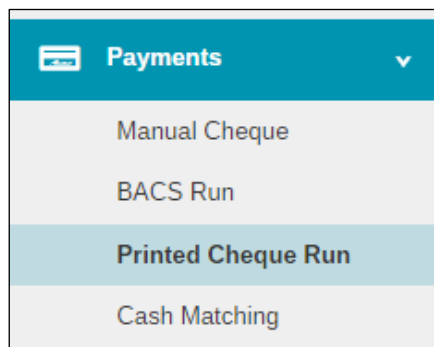
If you would like a remittance advice hard copy or to resend. Open up the relevant BAC's run by clicking on the blue hyperlink. Once you are here there is a download remittance advice icon on the right hand side.





**e Printed Cheque Run**

**Printed Cheque Runs** function allows the users to identify invoices to be paid. **The invoices that are available for selection will be limited to those for suppliers whose agreed payment method is 'Cheque'**  
 ( Codes – Suppliers – ( Select the Supplier Name) – Bank Details )  
 To use Cheque Run click on **Payments** and **Printed Cheque Run**



The following screen will appear:

+ Printed Cheque Run								
Search records <input type="text"/>								
Reference	User	Date	Description	Cheque Type	Status	Total	Actions	
C1500001	Jane Gibson	31/08/2015		Printed Cheque - APAC 3 - 3 Part	Completed	£600.00		
C1500002	Jane Gibson	31/08/2015	qwerty		Completed	£6841.90		
C1500003	Jane Gibson	31/08/2015	asd	Printed Cheque - APAC 3 - 3 Part	Completed	£150.00		
C1500004	Jane Gibson	31/08/2015	zxc	Printed Cheque - APAC 3 - 3 Part	Completed	£99999.00		
C1500005	Jane Gibson	31/08/2015	Test	Printed Cheque - APAC 3 - 3 Part	Completed	£1504.54		
Page 1 of 1 (5 Items)								

To create a new cheque run please click on 

The following screen will appear:

Enter the relevant information. Mandatory Fields are denoted with an \*

Printed Cheque Run*	System generated
Date*	Select Cheque Run date
Period*	Select the period
Description*	Enter the description for payment
Bank Account*	Defaults to the nominated bank

To filter through the list of due invoices select Supplier from the drop down list and to filter via the date range, enter the Due Date Range.

Select the invoices you want to pay and click on Save to save the Cheque Run and Process to process the Cheque Run.

To process an already saved Cheque Run, please click on against the cheque run.

The following screen will appear:

**Info** - Please enter a **Cheque Date** and click **Process** at the bottom of the page if you wish to continue and generate Printed Cheque run C1500006 for the listed Invoices/Credit Notes

Cheque Date \*  First Cheque Number \*

Printed Cheque Run C1500006 Description pay Bank Account BA01 - Current Bank Account Total: £240.00  
 Cheques Needed:2

Date 31/08/2015 Period Period 12 Opening Bank Balance: £-189726.14

Supplier

Reference	Type	Due Date	Supplier	Payee Name	Description	Total
AJF On The Fly (1 Cheque(s) Needed)						
Subtotal: AJF On The Fly						£70.00
Hertfordshire Supplies (1 Cheque(s) Needed)						
Subtotal: Hertfordshire Supplies						£170.00
Opening Bank Balance: £-189726.14						Total: £240.00

Close Process

Enter the mandatory Cheque Date and click Process

**Printed Cheque Run Preview**

**Information**

- Before printing you must first ensure that you have correctly loaded all cheques from number 001006 to 001007 in your printer.
- When printing is complete, you **MUST** choose 'Confirm' to complete the run and save all details.
- If printing fails or you do not wish to proceed with the Run at this time, choose 'Close'.
- **WARNING:** If you choose 'Close' you **MUST** destroy any cheques that have been printed.

SK10 6TH

AJF On The Fly

001007

09 Aug 2016

Close Confirm

Click Confirm

**Confirm cheques have been printed**

Have your Cheques Printed successfully?

- If you are **sure** that all Cheques have printed successfully, choose 'Complete' to complete the Run and save all details.
- If you have **any** cheques that have not printed successfully or are missing, choose 'Cancel'

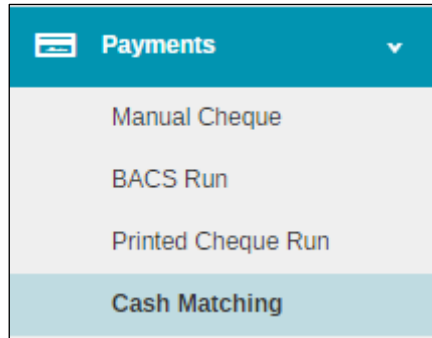
Cancel Complete

and then click on Complete to finish the process.

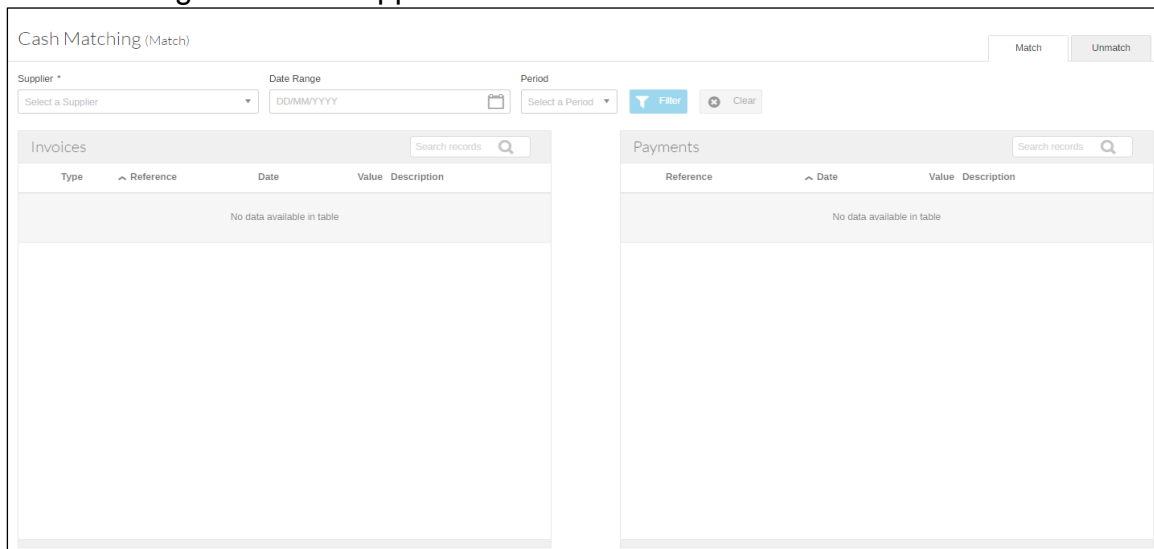
## f Cash Matching

**Cash Matching** allows the System Manager to match a cheque against invoices and credit notes or to unmatch a cheque from an Invoice if the cheque has gone missing or been damaged.

To use Cash Matching click on **Payments** and **Cash Matching**



The following screen will appear



Enter a Supplier (mandatory), date range or period and click on



The following screen will appear:

Cash Matching (Match)

Match

Unmatch

Supplier \*

Date Range

Period

Filter
Clear

**Matching Total: £ 0.00**

Invoices

Search:

REFERENCE	DATE	VALUE	DESCRIPTION
<input type="checkbox"/> 2344	21/01/2016	250.00	goods

Payments

Search:

TYPE	REFERENCE	DATE	VALUE	DESCRIPTION
<input type="checkbox"/> Payment	1234	23/01/2016	250.00	Payment

**Matching Total: £ 0.00**

Match

Tick the cheque and the invoices that you wish to match and click on



**Note:** The match cannot take place until the Matching Total balances to zero.

To **unmatch** a cheque and an invoice(s) click on the **Unmatch** tab in the **Cash Matching** screen

Select a Supplier (mandatory), period, date range or reference and click on



The following screen will appear:

Cash Matching (Unmatch) Unmatch

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Supplier \* Date Range

BOD001 - Bodget & Scarper DD/MM/YYYY

Period Reference

Select a Period Enter a reference Filter

Clear

Search:

REFERENCE	VALUE	DATE	UNMATCH
PAY2	250.00	24/01/2016	<input type="checkbox"/>

Supplier	Reference	Invoice Date	Due Date	Description	Type	Value
Bodget & Scarper	1234		23/01/2016	Payment	Payment	250.00
Bodget & Scarper	2344	21/01/2016		goods	Invoice	250.00

Showing 1 to 1 of 1 entries

Unmatch

Tick the match you want to unmatch and click on Unmatch. The invoice will be available to pay again

**Note:** The invoice and or cheque will need to be reversed or rematched.