



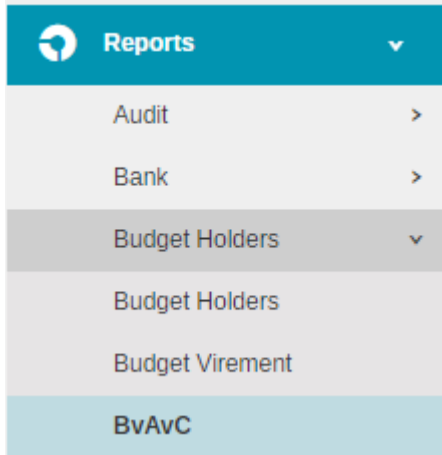
HCSS Accounting Guidance

Release Notes v1.6.1

1. Reports – BvAvC – Budget to date column

An additional column has been added to the BvAvC to show the budget to date value.

Go to Reports>Budget Holders>BvAvC:



Enter the relevant search criteria and click on

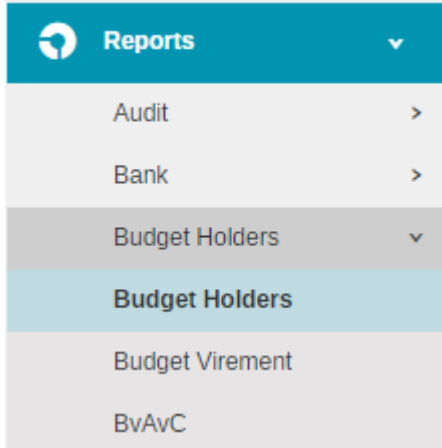
The new column will appear:

% of Budget Spent	Comparative Budget	Expected Outturn					
▼ SA							
Cost Centre	Current Budget	Current Budget to Date	Actuals	Committed	Total	Difference	% of Budget Share
ACADENG ⓘ	1000.00	666.80	822.19	22403.46	23225.65	-22225.65	2322.57
ADMIN ⓘ	5000.00	3334.00	97.00	0.00	97.00	4903.00	1.94
ART ⓘ	600.00	0.00	938.90	110.00	1048.90	-448.90	174.82
BIOG ⓘ	0.00	0.00	11.00	0.00	11.00	-11.00	0.00
BUS ⓘ	0.00	0.00	-145.30	0.00	-145.30	145.30	0.00
CAREERS ⓘ	0.00	0.00	65.00	0.00	65.00	-65.00	0.00
CHEM ⓘ	0.00	0.00	-46.95	59.87	12.92	-12.92	0.00
CHIN ⓘ	0.00	0.00	3.00	0.00	3.00	-3.00	0.00
CURR ⓘ	0.00	0.00	-32.94	0.00	-32.94	32.94	0.00
Subtotal	6600.00	4000.80	1711.90	22573.33	24285.23	-17685.23	
Grand Total	6600.00	4000.80	1711.90	22573.33	24285.23	-17685.23	

2. Reports – Budget Holders Report Transaction Details

A new column has been added to the Budget Holders Report, which details the transaction type.

Go to Reports>Budget Holders> Budget Holders:



Enter the relevant search criteria and click on

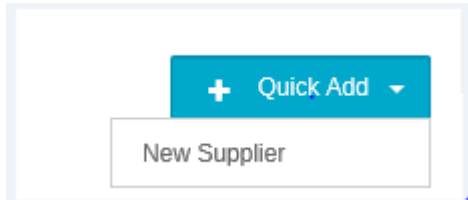
The new column will appear showing the transaction type:

ACADENG	Academic English	SA	1000.00		822.19	22403.46	23225.65	-22225.65
▼ Transactions Details (Year to Date)								
Ref	TransactionType	Contact	Date	Description	Nett	VAT	Total	
001	Purchase Invoice	Supplier 1	7/10/2016	dsfsdf	10.00	0.00	10.00	
54856	Purchase Invoice	Supplier 1	7/10/2016	dfdsf	15.00	0.00	15.00	
001	Direct Debit Expenses	N/A	11/10/2016	001	-15.00	0.00	-15.00	
0012	Direct Debit Expenses	Supplier 1	13/10/2016	002	-100.00	0.00	-100.00	
0012	Direct Debit Expenses	Supplier 1	13/10/2016	002	50.00	0.00	50.00	

3. Quick Add Suppliers – PO Email and Remittance Email

Two new fields have been added to the Quick Add for Suppliers function.

Click on  within the transaction and select Supplier.



The two new fields Email Address for PO and Email Address for Remittance will be available:

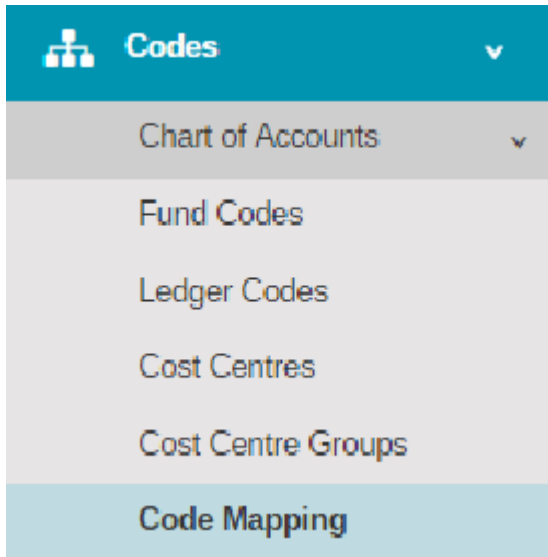
Add New Supplier
✕

<p>Supplier Code *</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter Contact Code"/>	<p>Supplier Name *</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Supplier Name"/>
<p>Email Address (for PO)</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter Email Address for PO"/>	<p>Email Address (for Remittance)</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter Email Address for Remittance"/>
Address Details	
<p>Address Line 1</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Address Line 1"/>	<p>Address Line 2</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Address Line 2"/>
<p>Address Line 3</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Address Line 3"/>	<p>Address Line 4</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Address Line 4"/>
<p>Town</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Town"/>	<p>County</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the County"/>
<p>Postcode</p> <input style="width: 95%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter the Postcode"/>	
<input style="background-color: #ccc; border: none; padding: 5px 15px;" type="button" value="Cancel"/>	<input style="background-color: #00a0c0; color: white; border: none; padding: 5px 15px;" type="button" value="Save"/>

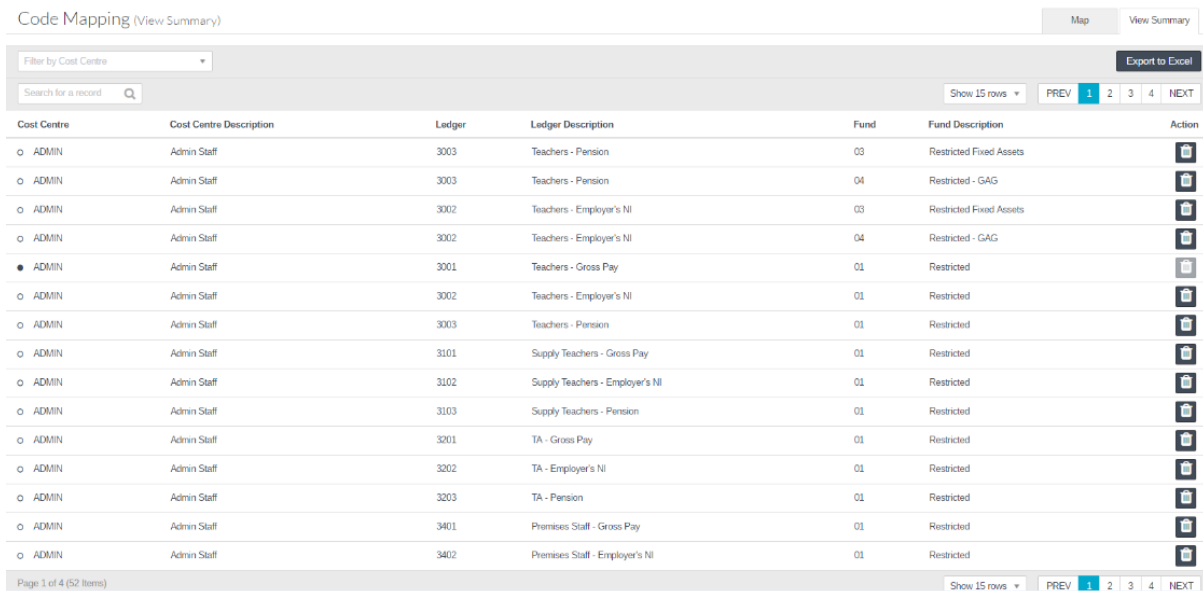
4. Code Mapping – Export to Excel View Summary Screen

New functionality has been added to the View Summary Screen within Code mapping.

Go to Codes>Chart of Accounts>Code Mapping:



A new button is available to export to Excel:



The export will download and can be opened in Excel.

Code Mappings Export 21 04 2017.xls [Protected View] - Microsoft Excel

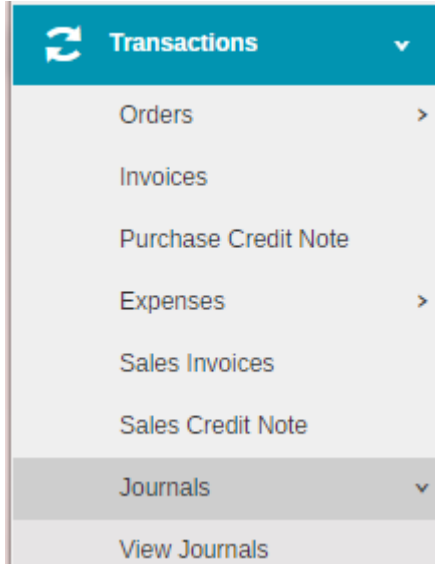
Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

1	Code Mapping Export					
2	Date:	21 April 2017 16:15				
3	Cost Centre:	All				
4						
5						
6	Cost Centre	Cost Centre Description	Ledger Code	Ledger Code Description	Fund Code	Fund Code Description
7	ADMIN	Admin Staff	3003	Teachers - Pension	03	Restricted Fixed Assets
8	ADMIN	Admin Staff	3002	Teachers - Pension	04	Restricted - GAG
9	ADMIN	Admin Staff	3002	Teachers - Employer's NI	08	Restricted Fixed Assets
10	ADMIN	Admin Staff	3002	Teachers - Employer's NI	04	Restricted - GAG
11	ADMIN	Admin Staff	3003	Teachers - Gross Pay	01	Restricted
12	ADMIN	Admin Staff	3002	Teachers - Employer's NI	01	Restricted
13	ADMIN	Admin Staff	3003	Teachers - Pension	01	Restricted
14	ADMIN	Admin Staff	3101	Supply Teachers - Gross Pay	01	Restricted
15	ADMIN	Admin Staff	3102	Supply Teachers - Employer's NI	01	Restricted
16	ADMIN	Admin Staff	3109	Supply Teachers - Pension	01	Restricted
17	ADMIN	Admin Staff	3201	TA - Gross Pay	01	Restricted
18	ADMIN	Admin Staff	3202	TA - Employer's NI	01	Restricted
19	ADMIN	Admin Staff	3203	TA - Pension	01	Restricted
20	ADMIN	Admin Staff	3401	Premises Staff - Gross Pay	01	Restricted
21	ADMIN	Admin Staff	3402	Premises Staff - Employer's NI	01	Restricted
22	ADMIN	Admin Staff	3403	Premises Staff - Pension	01	Restricted
23	ADMINSUPP	Admin Supplies	3003	Teachers - Gross Pay	01	Restricted
24	ADMINSUPP	Admin Supplies	3002	Teachers - Employer's NI	01	Restricted
25	ADMINSUPP	Admin Supplies	3003	Teachers - Pension	01	Restricted
26	ADMINSUPP	Admin Supplies	3101	Supply Teachers - Gross Pay	01	Restricted
27	ADMINSUPP	Admin Supplies	3102	Supply Teachers - Employer's NI	01	Restricted
28	ADMINSUPP	Admin Supplies	3109	Supply Teachers - Pension	01	Restricted
29	ADMINSUPP	Admin Supplies	3201	TA - Gross Pay	01	Restricted
30	ADMINSUPP	Admin Supplies	3202	TA - Employer's NI	01	Restricted
31	ADMINSUPP	Admin Supplies	3203	TA - Pension	01	Restricted
32	ADMINSUPP	Admin Supplies	3401	Premises Staff - Gross Pay	01	Restricted
33	ADMINSUPP	Admin Supplies	3402	Premises Staff - Employer's NI	01	Restricted
34	ADMINSUPP	Admin Supplies	3403	Premises Staff - Pension	01	Restricted
35	ADVERTISING	Advertising	3001	Teachers - Gross Pay	01	Restricted
36	ADVERTISING	Advertising	3002	Teachers - Employer's NI	01	Restricted
37	ADVERTISING	Advertising	3003	Teachers - Pension	01	Restricted
38	ADVERTISING	Advertising	3101	Supply Teachers - Gross Pay	01	Restricted
39	ADVERTISING	Advertising	3102	Supply Teachers - Employer's NI	01	Restricted
40	ADVERTISING	Advertising	3103	Supply Teachers - Pension	01	Restricted
41	ADVERTISING	Advertising	3201	TA - Gross Pay	01	Restricted
42	ADVERTISING	Advertising	3202	TA - Employer's NI	01	Restricted
43	ADVERTISING	Advertising	3203	TA - Pension	01	Restricted
44	ADVERTISING	Advertising	3401	Premises Staff - Gross Pay	01	Restricted

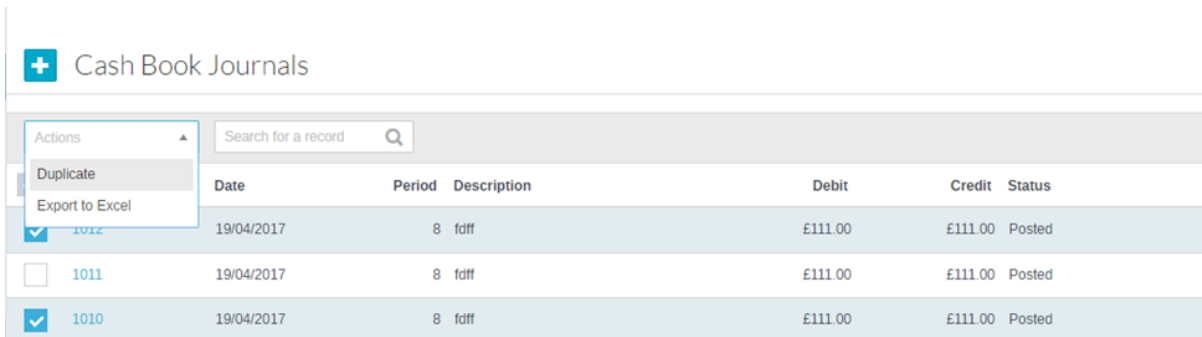
5. Journals & Expenses – Export to Excel

All journals, with the exception of the Migration Journals, can now be exported to Excel.

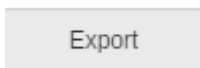
Go to Transactions>Journals:



Select the journal you wish to export. Multiple journals can be exported from the bulk action 'Export to Excel', available within the selected journals View List.



Single journals can be exported by drilling down on the journal from the view list and clicking on the



button.

Cash Book Journal Date - 21/04/2017 Period - 8 ✕

Date 19/04/2017	Description tdff	Bank 66666 - TEST for no Petty Cash	Credit Total: £111.00
Period 8		Debit/Credit Credit	Debit Total: £111.00
Reference 1012		Amount 111.00	<u>Total: £0.00</u>

Debit/Credit	Description *	Cost Centre	Ledger *	Fund	VAT Code	Amount *	VAT Value	Total
Debit	dtffg	ART	1018	1	10	£111.00	£0.00	£111.00

Credit Total: £111.00
Debit Total: £111.00
Total: £0.00

Close

Export

6. Returns – Remove ability to return an invoice

It is now NOT possible to Return against an invoice.