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HCSS Accounting

User Manual

*Chart of Accounts*

Contents

[1 Introduction 4](#_Toc498681804)

[2 Fund Codes 5](#_Toc498681805)

[a Add a Fund Code 5](#_Toc498681806)

[b Edit a Fund Code 6](#_Toc498681807)

[c Duplicate a Fund Code 6](#_Toc498681808)

[d Delete a Fund Code 7](#_Toc498681809)

[e Search on Fund Codes 7](#_Toc498681810)

[3 Ledger Codes 9](#_Toc498681811)

[a Add a Ledger Code 9](#_Toc498681812)

[b Edit a Ledger Code 10](#_Toc498681813)

[c Duplicate a Ledger Code 11](#_Toc498681814)

[d Delete a Ledger Code 11](#_Toc498681815)

[e Search on Ledger Codes 13](#_Toc498681816)

[f Export transactions on Ledger Codes 13](#_Toc498681817)

[4 Cost Centres 14](#_Toc498681818)

[a Add a Cost Centre 14](#_Toc498681819)

[b Edit a Cost Centre 14](#_Toc498681820)

[c Duplicate a Cost Centre 15](#_Toc498681821)

[c Delete a Cost Centre 16](#_Toc498681822)

[d Search on Cost Centres 17](#_Toc498681823)

[5 Cost Centre Groups 18](#_Toc498681824)

[a Add a Cost Centre Group 18](#_Toc498681825)

[b Edit a Cost Centre Group 19](#_Toc498681826)

[c Duplicate a Cost Centre Group 20](#_Toc498681827)

[d Delete a Cost Centre Group 21](#_Toc498681828)

[6 Cost Centre Group Sequence 22](#_Toc498681829)

[7 Code Mapping 23](#_Toc498681830)

[a Map a Ledger Code with a Cost Centre 23](#_Toc498681831)

[b Unmap a Ledger Code and a Cost Centre 24](#_Toc498681832)

[c View Mappings and Export to Excel 25](#_Toc498681833)

[8 Analysis Codes 26](#_Toc498681834)

[a Add an Analysis Code 26](#_Toc498681835)

[b Edit an Analysis Code 26](#_Toc498681836)

[c Duplicate an Analysis Code 27](#_Toc498681837)

[d Delete an Analysis Code 27](#_Toc498681838)

[e Search on Analysis Codes 29](#_Toc498681839)

[9 ISB Codes 29](#_Toc498681840)

[10 VAT Codes 30](#_Toc498681841)

[a Add a VAT Code 30](#_Toc498681842)

[b Edit a VAT Code 30](#_Toc498681843)

[c Duplicate a VAT Code 31](#_Toc498681844)

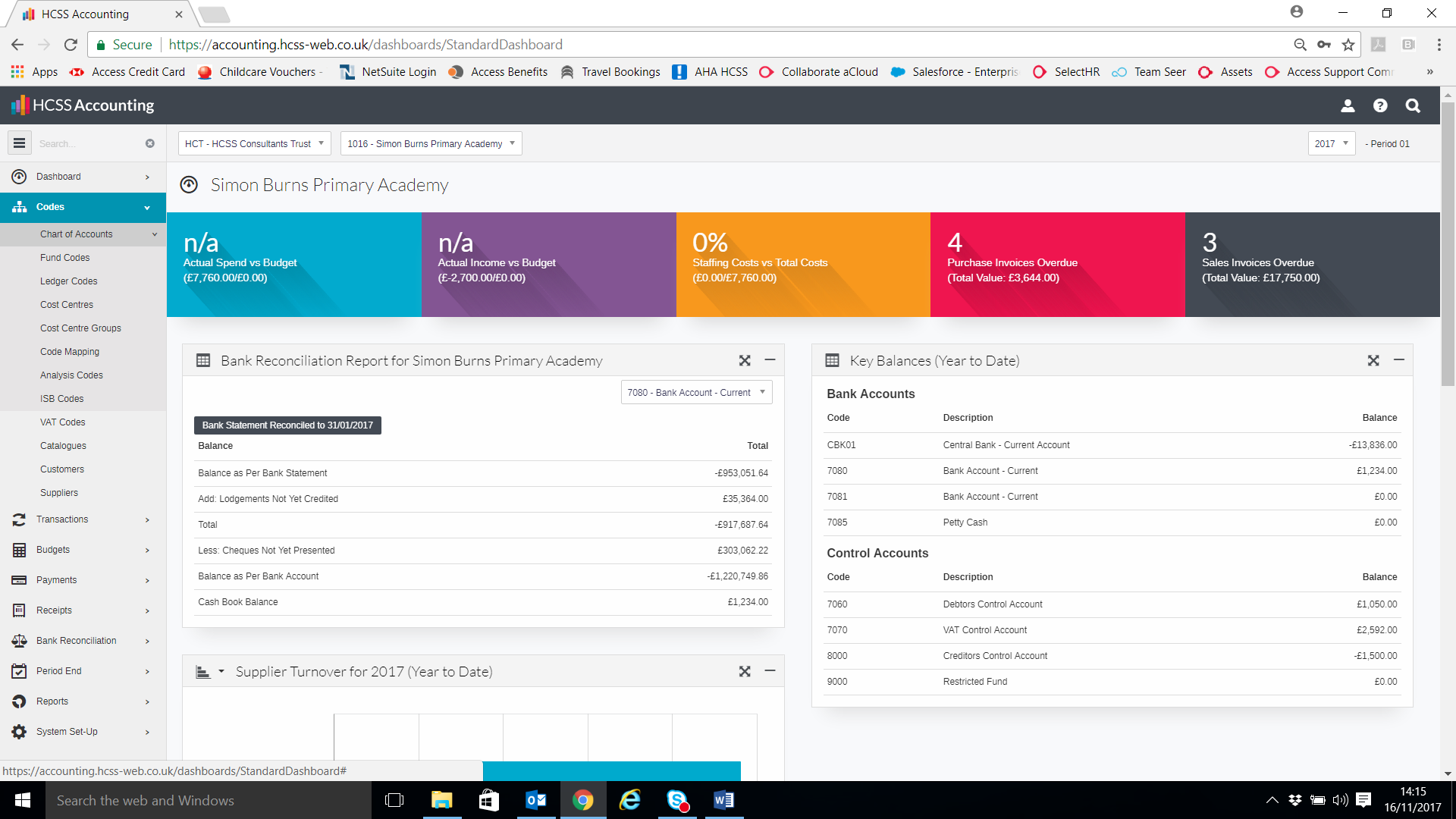
[d Delete a VAT Code 32](#_Toc498681845)

[e Search on VAT Codes 33](#_Toc498681846)

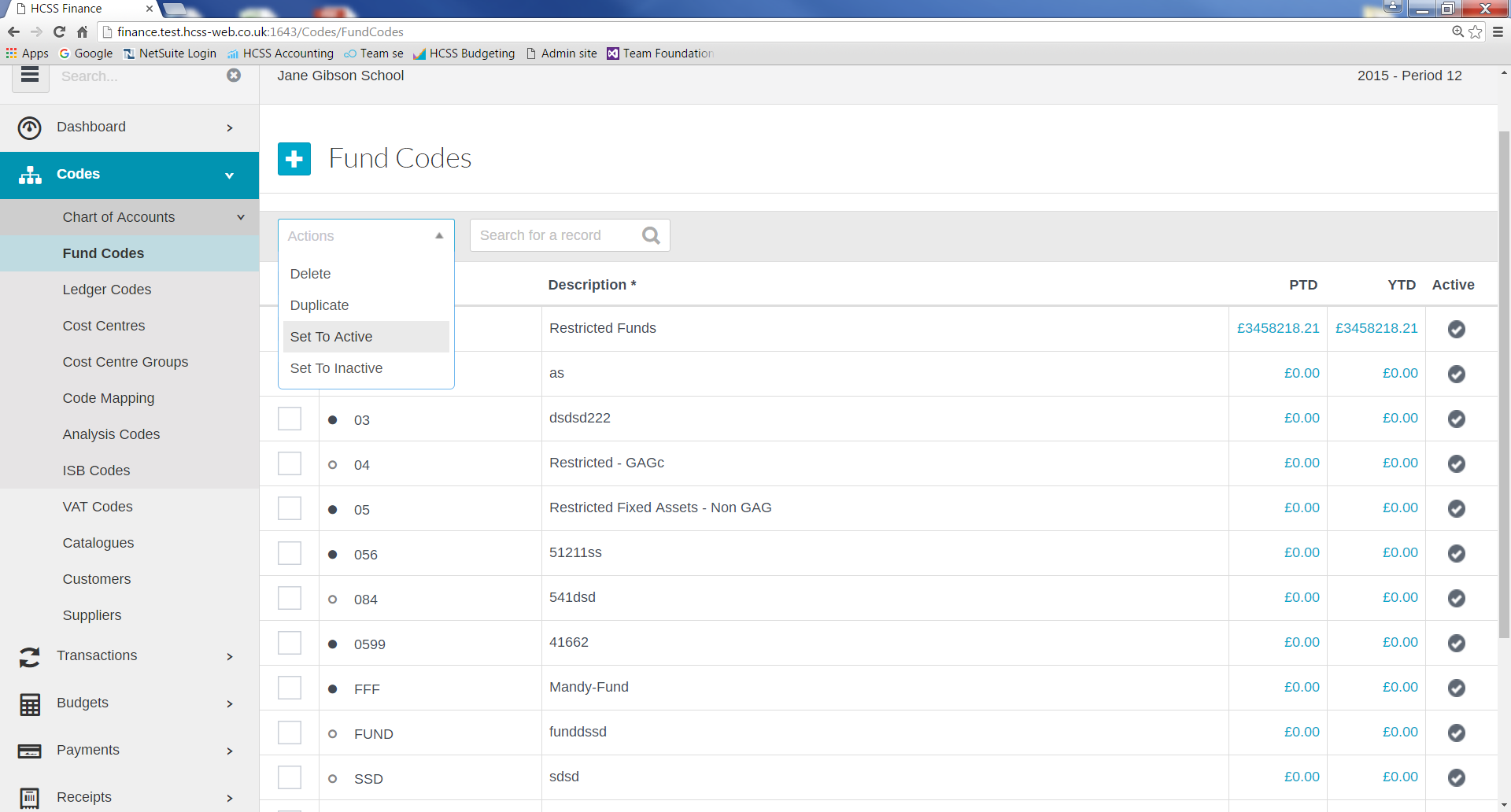
# Introduction

The menu path for chart of accounts is under **Codes > Chart of Accounts** followed by which area you would like to look at. These areas are:

* Fund Codes
* Ledger Codes
* Cost Centres
* Cost Centre Groups
* Code Mapping
* Analysis Codes



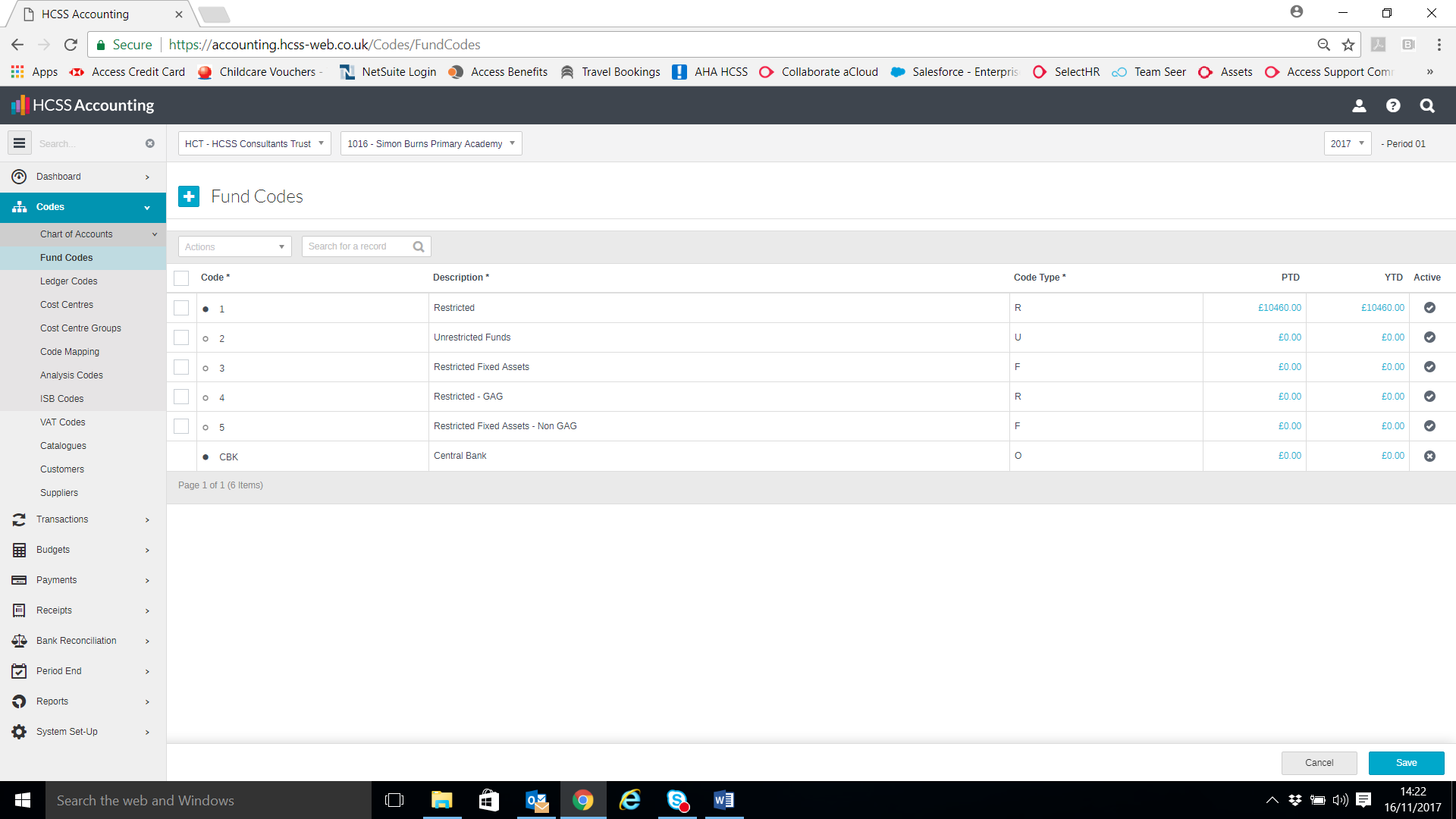
***Please note:***  *Where there is an* ***Actions Box*** *within the screen for fund codes, ledger codes and cost centres this is where you can ‘Set to Active OR Inactive’ via the drop down box.*



# Fund Codes

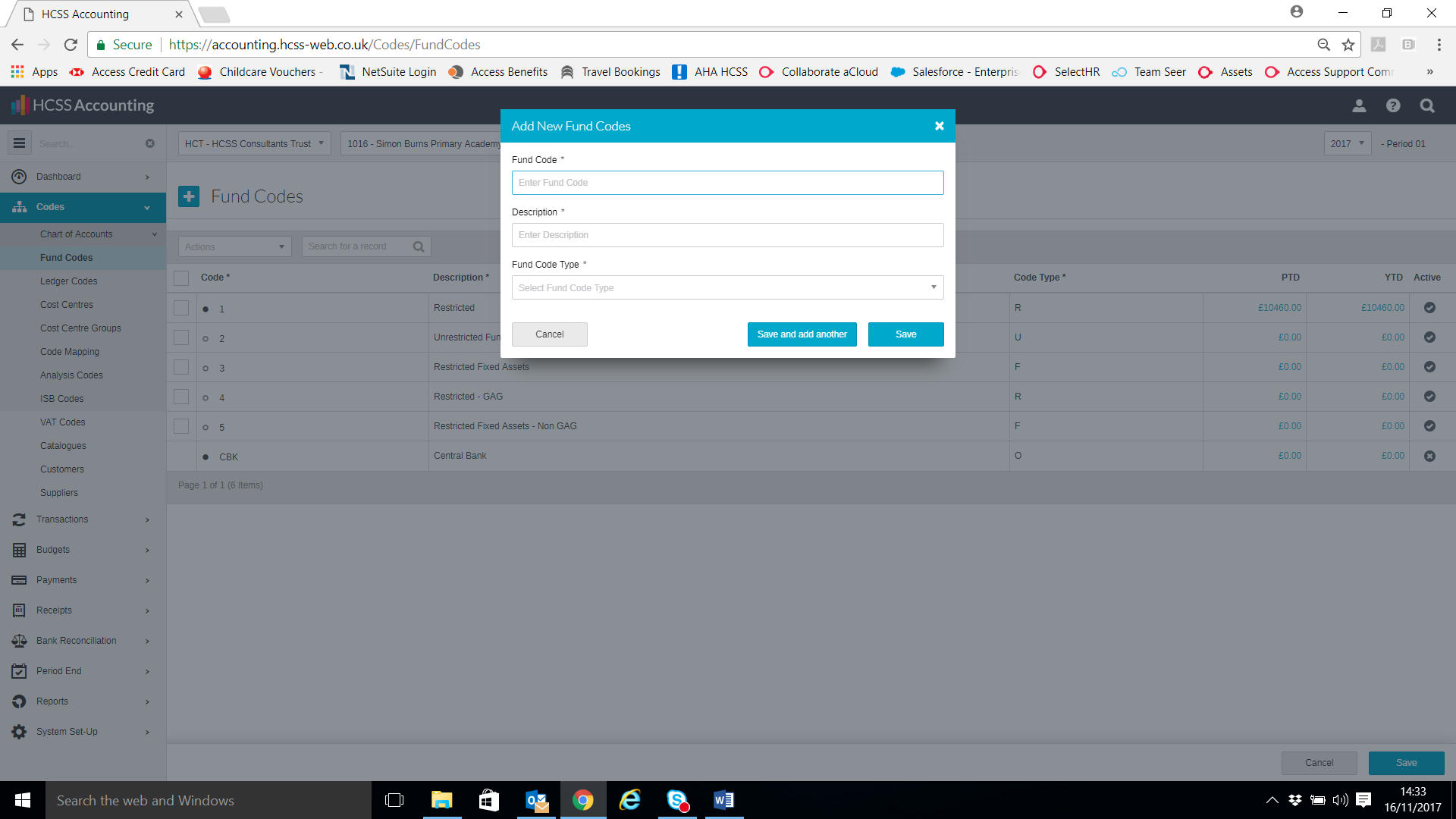
## Add a Fund Code

Click on **Fund Codes,** and a list of existing **Fund Codes** will appear



To **add** a new **Fund Code** click on 

The following screen will appear:

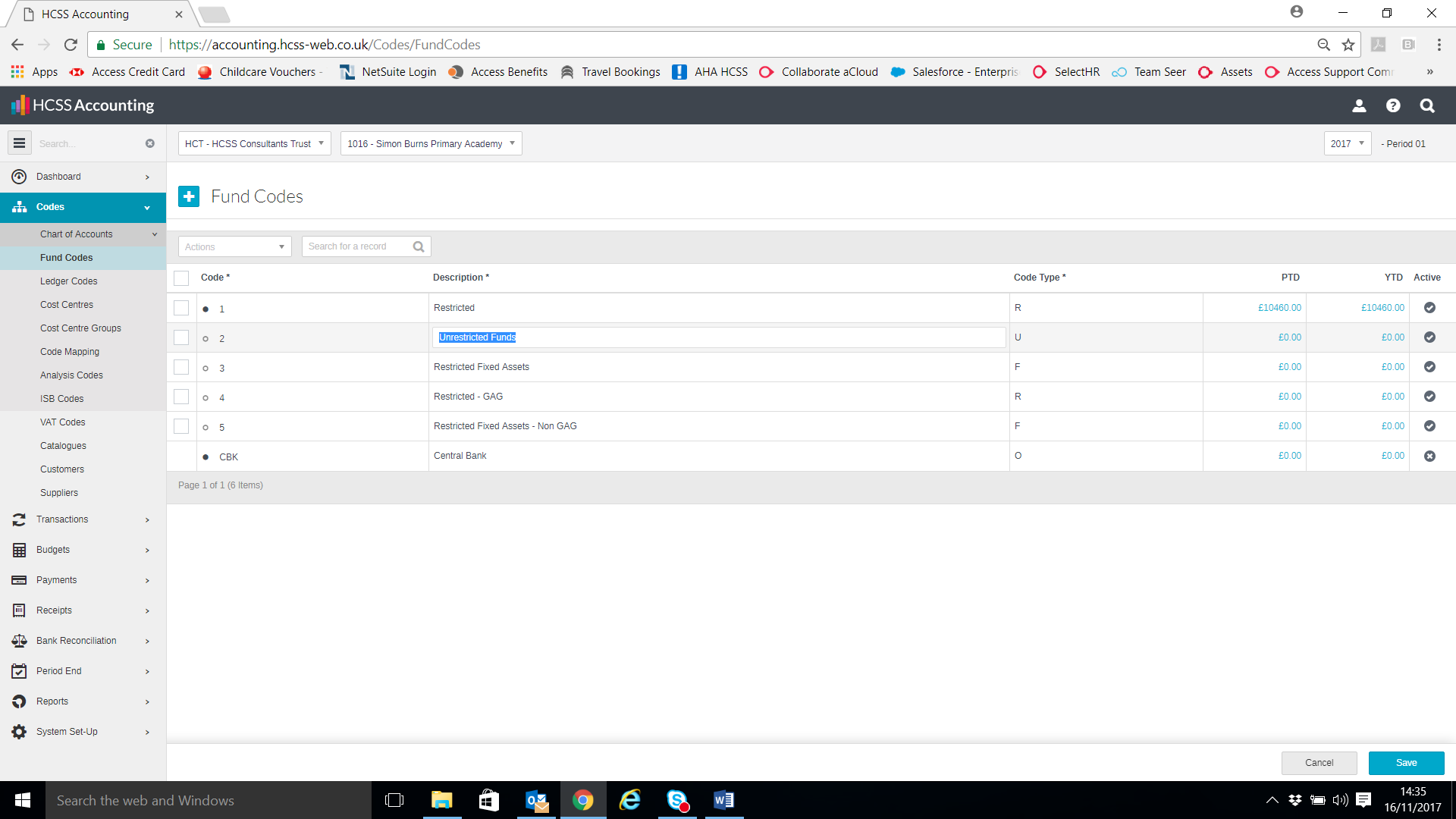


|  |  |
| --- | --- |
| **Fund Code** | Enter a Fund Code |
| **Description** | Enter a Fund description |
| **Fund Type** | Enter a Fund Type from the pick list |

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit a Fund Code

Editing a **Fund Code** can be done with in the browse grid list of fund codes



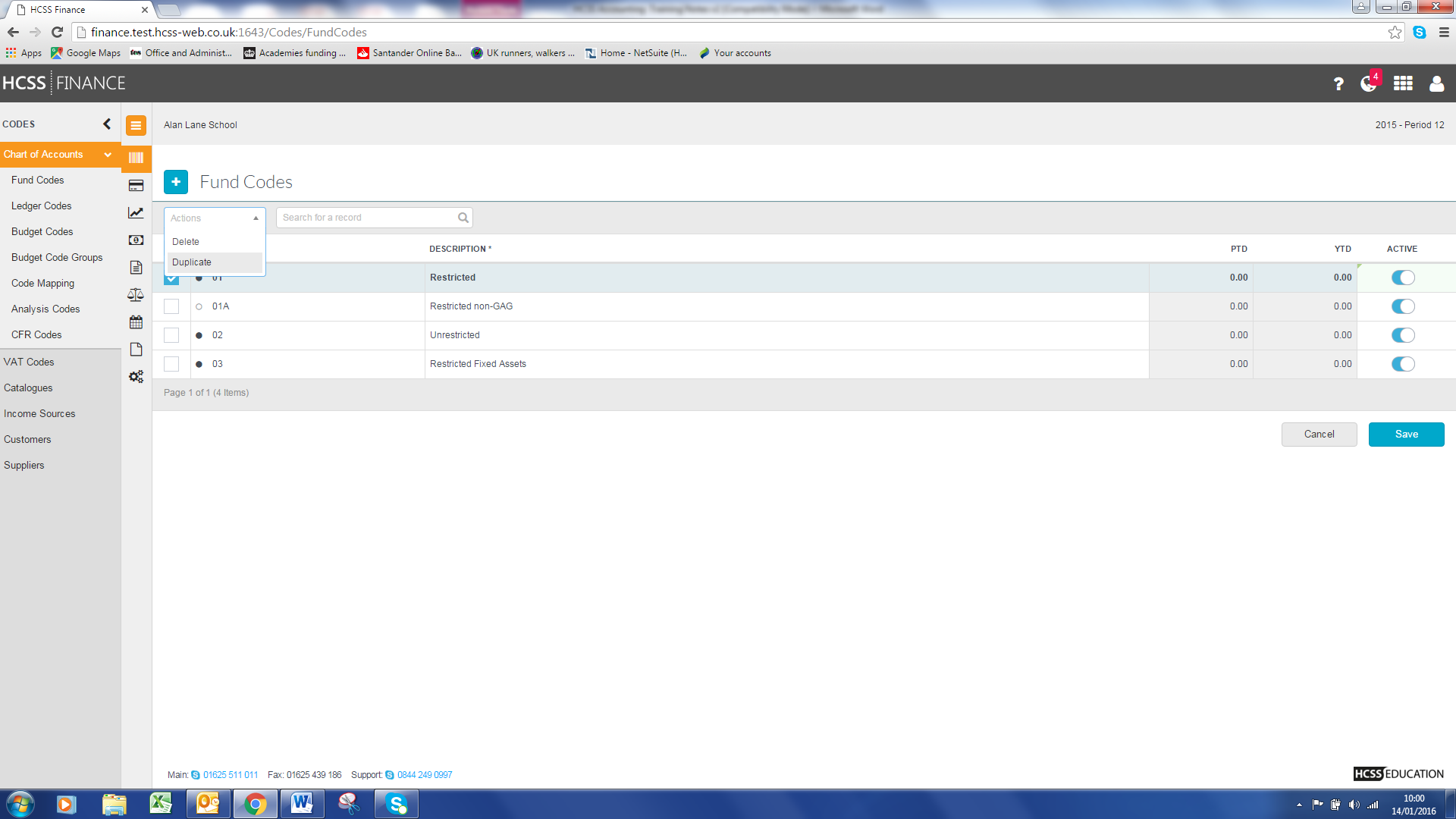
Click in either the Code or Description field to change the relevant details then click on **Save** at the bottom of the screen.

A dot appears against a **Fund Code** once transactions have been posted against it  and it is not possible to change the code.

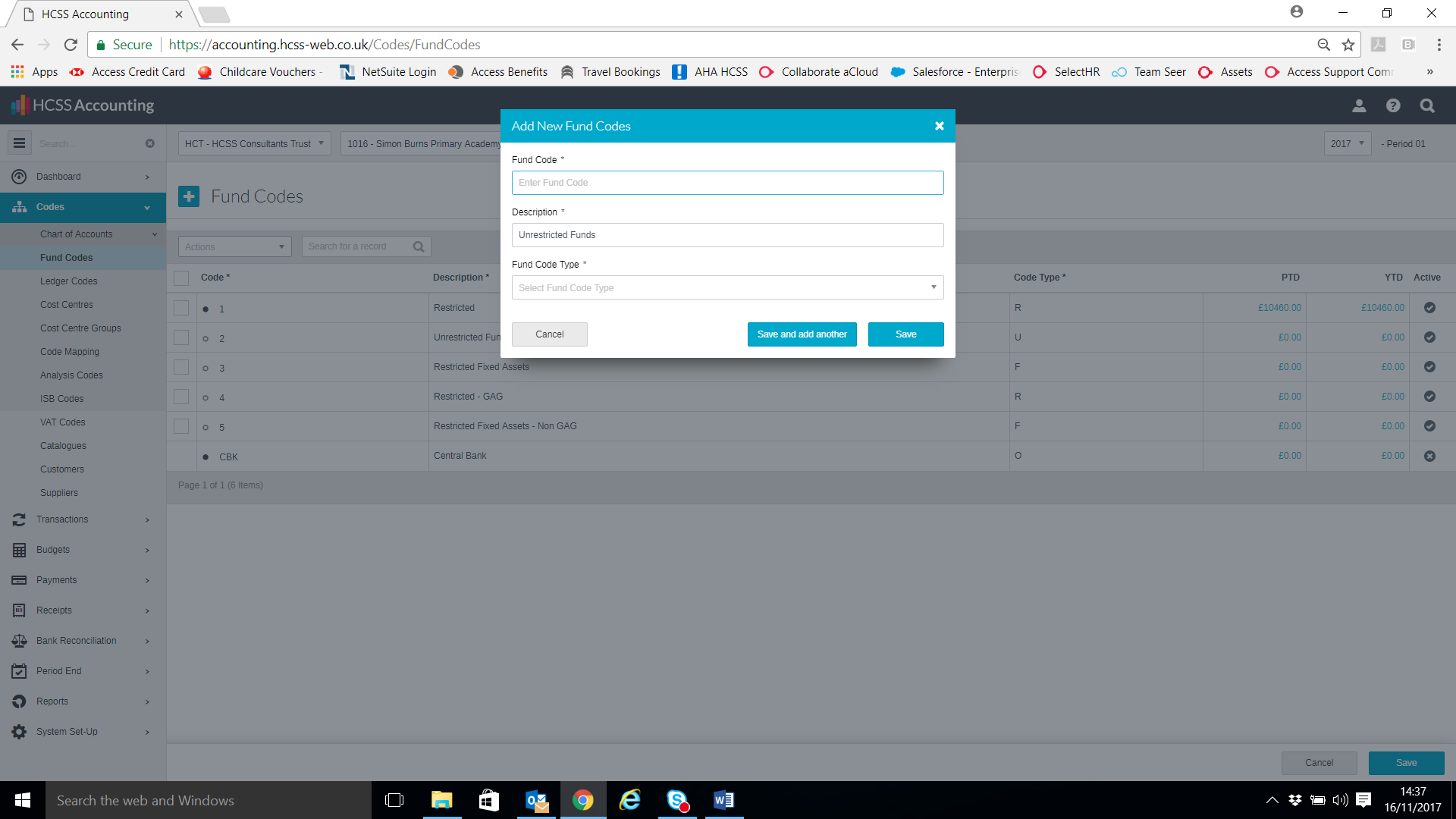
To make Fund codes inactive tick the action box next to the code and select  **‘Set To Inactive’** from the drop down list and click on **Save**

## Duplicate a Fund Code

To **duplicate** a **Fund Code,** click in the tick box next to the fund code. At the top of the screen is an actions button



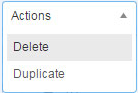
Click on the **Duplicate** button and entry screen will appear with a copy of the fund code information. To create the duplicate **Fund Code** simply enter a new reference.



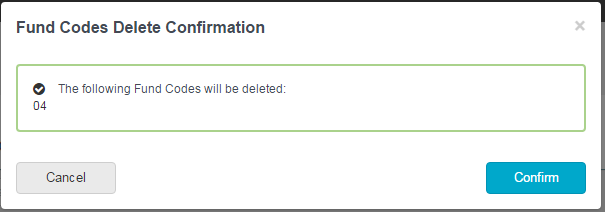
Once completed click on **Save** or **Save and add another**

## Delete a Fund Code

To **delete** a **Fund Code,** click in the tick box next to the fund code. At the top of the screen is an actions button



Click on the **Delete** button a message will appear asking you to confirm your action



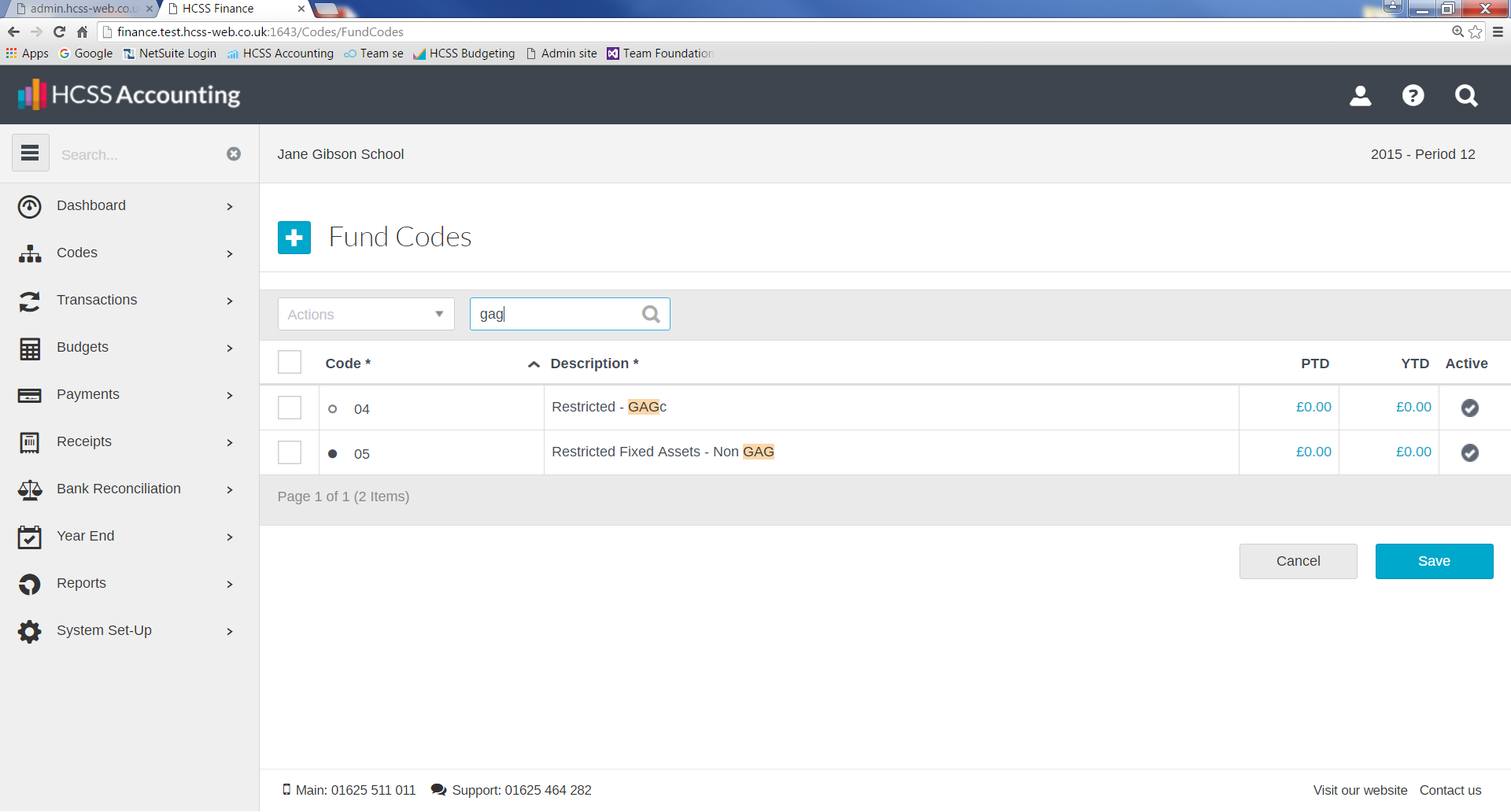
It is possible to delete more than one fund code at a time by clicking in the tick box next to the fund codes you wish to delete.

It is not possible to delete a **Fund Code** if there are transactions posted.

## Search on Fund Codes

Above the grid list of fund codes is a search box. Typing into this box will search on all the fields and bring back a list of fund codes which match the criteria entered.

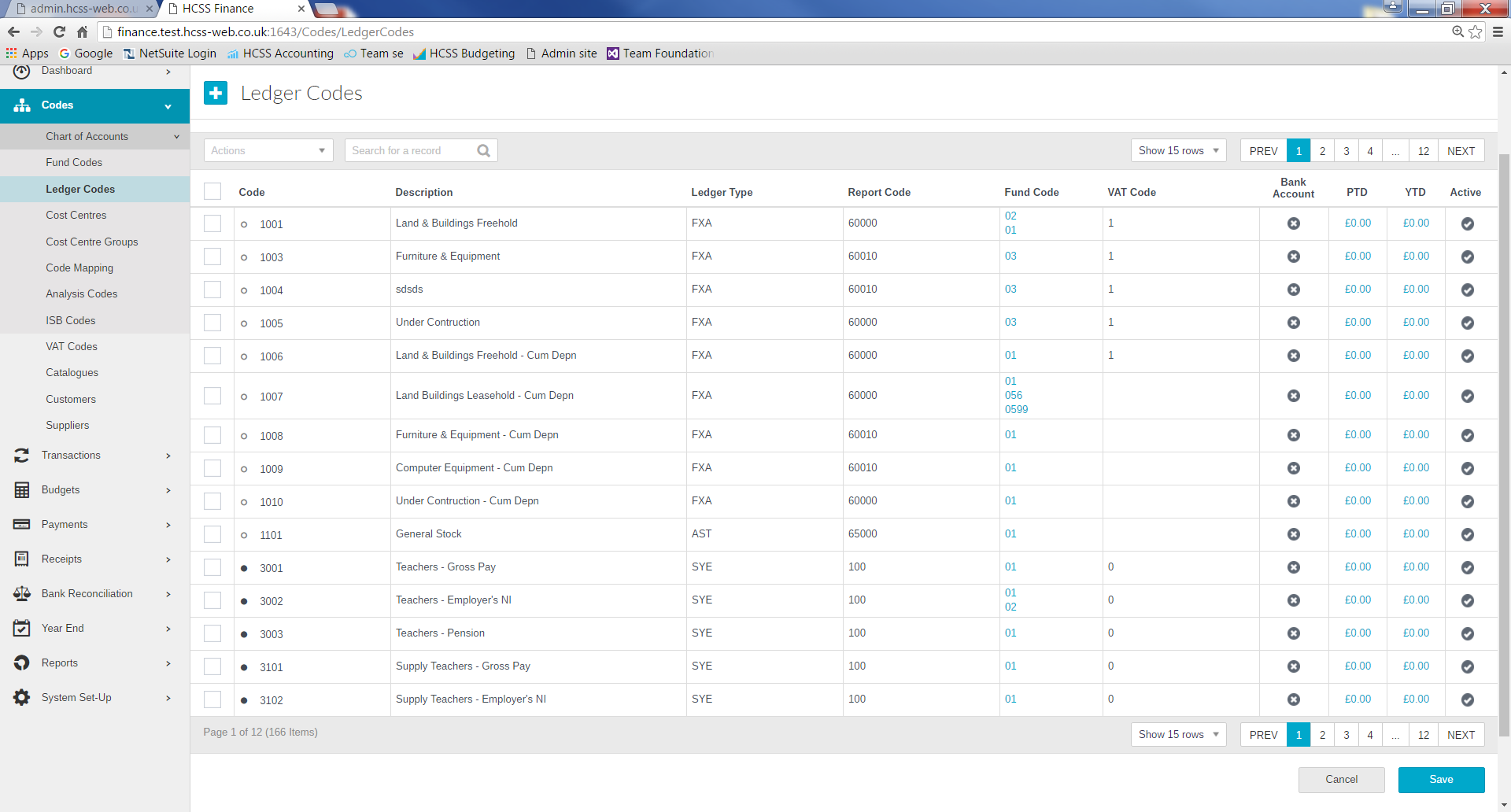
Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search.



# Ledger Codes

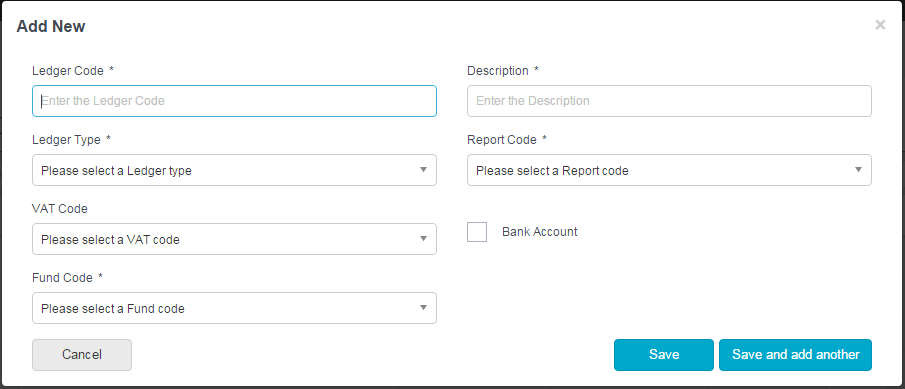
## Add a Ledger Code

Click on **Ledger Codes,** and a list of existing **Ledger Codes** will appear



To **add** a new **Ledger Code** click on 

The following screen will appear:



The minimum requirements for a Ledger code are **Code, Description, Report Code and Ledger Type.**

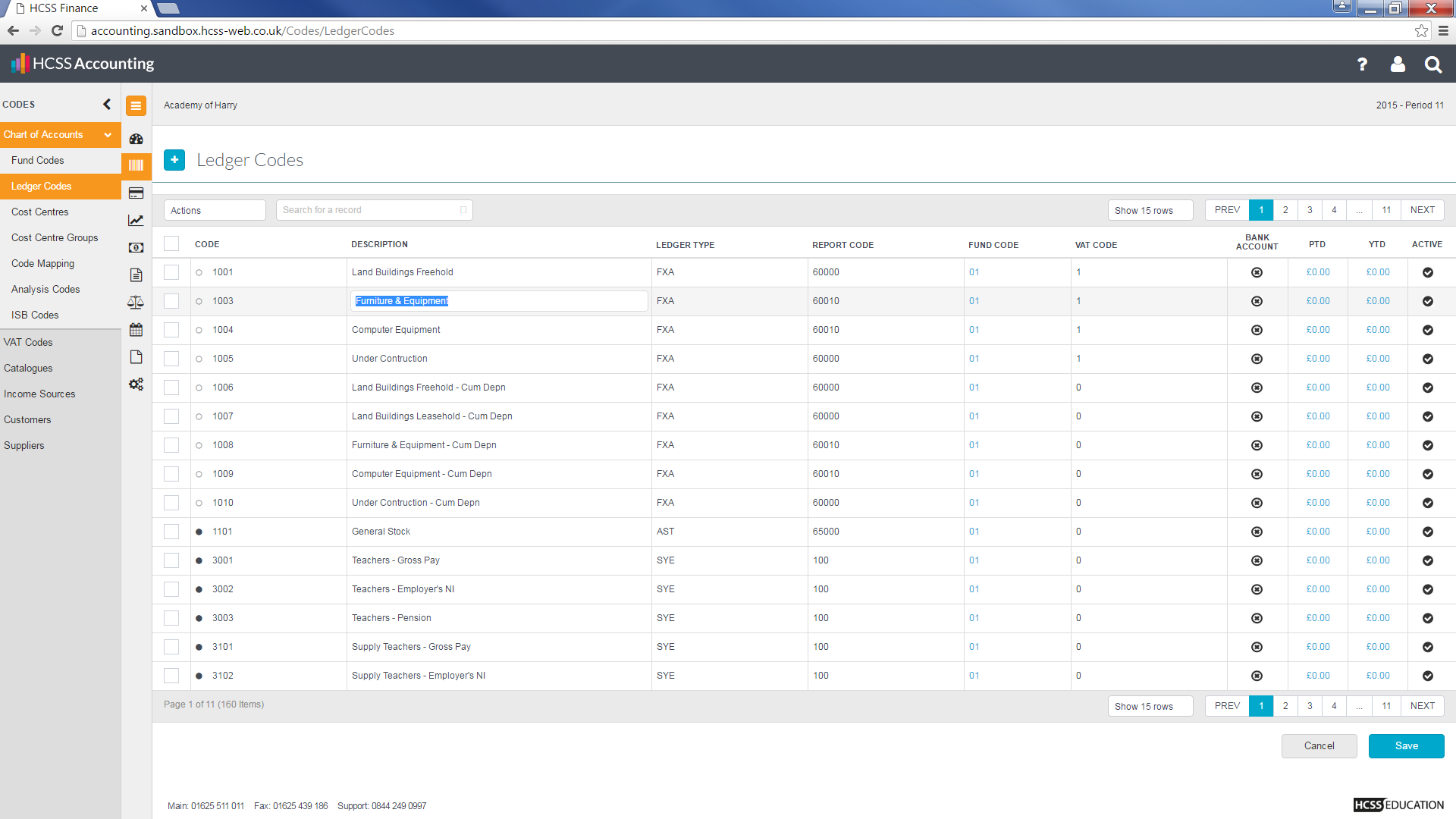
|  |  |
| --- | --- |
| Ledger Code | Enter a Ledger Code |
| Description | Enter a Ledger Description |
| Fund Code | A drop down list showing Funds available. If Funds are not used will automatically default System Fund \* |
| Report Code | A drop down list of Report codes which will be used to create standard reports. Pre Defined |
| Ledger Type | Drop Down list of ledger type Pre Defined – See Below |
| VAT Code | A default VAT for the ledger code can be selected here |
| Bank Account | Tick to denote if the ledger code is a bank account or petty cash account (Please note only one active bank account allowed. |

\* **Please note** – this denotes where in the P and L or Balance Sheet the ledger is accounted for, so these do need to be carefully selected.

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit a Ledger Code

Editing a **Ledger Code** can be done with in the browse grid list of ledger codes



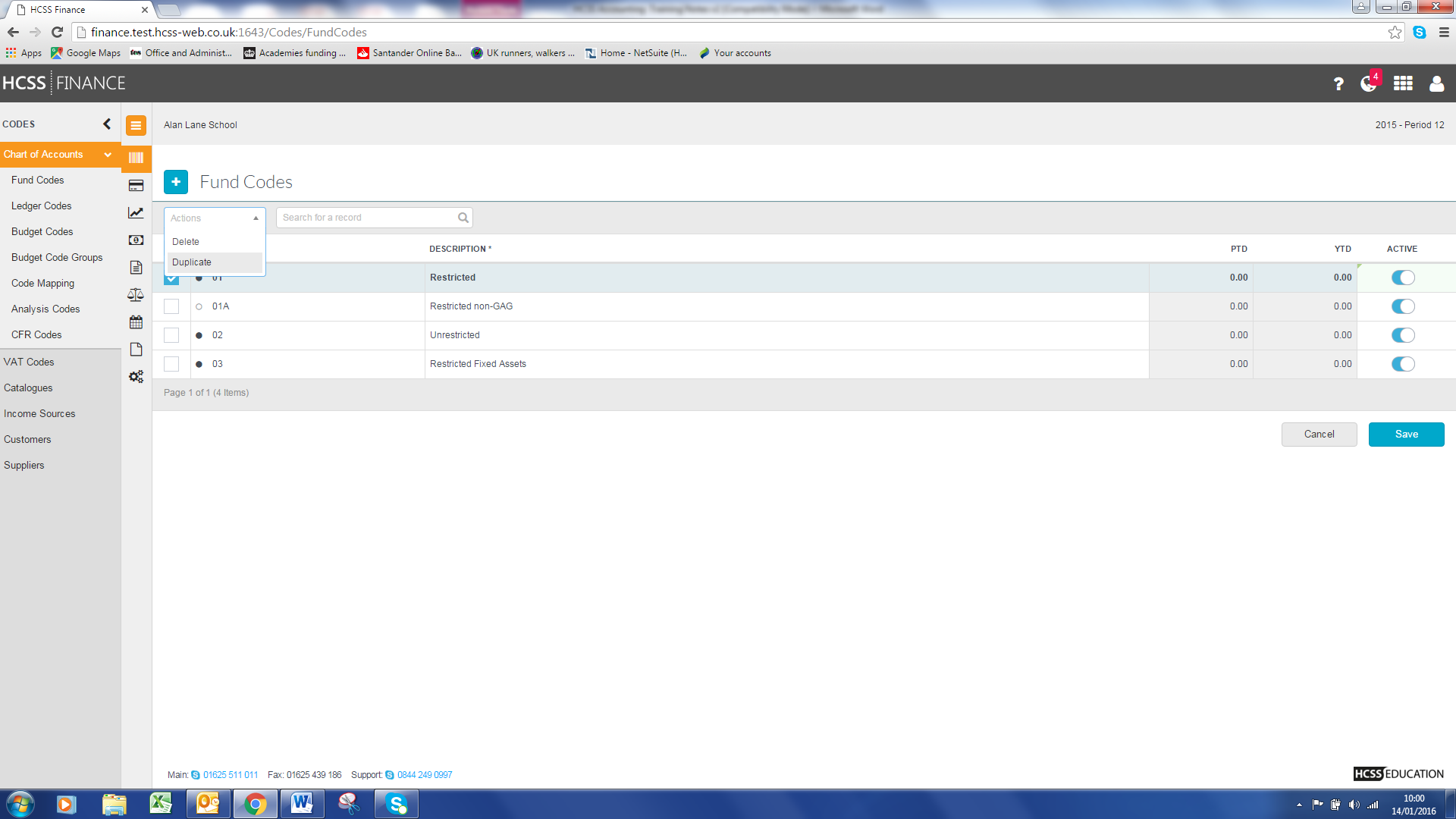
Click in any of the fields to change the relevant details then click on **Save Changes** at the bottom of the screen.

A dot appears against a **Ledger Code** once transactions have been posted against it  and it is not possible to change the code.

To make Ledger codes inactive tick the action box next to the code and select **‘Set To Inactive’** from the drop down list and click on **Save. (the Active column will change to a X)**

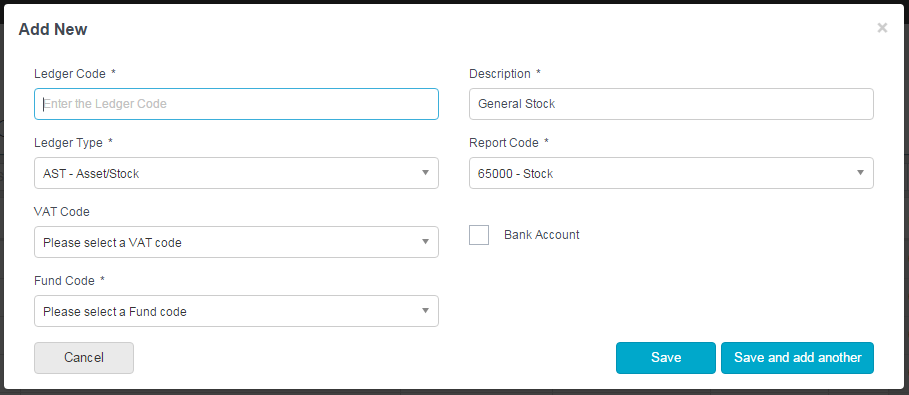
## Duplicate a Ledger Code

To **duplicate** a **Ledger Code,** click in the tick box next to the ledger code. At the top of the screen is an actions button



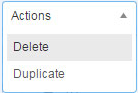
Click on the **Duplicate** button and an entry screen will appear with a copy of the ledger code information. To create the duplicate **Ledger Code** simply enter a new code.

All the fields are editable so changes can be made to any of the fields.



## Delete a Ledger Code

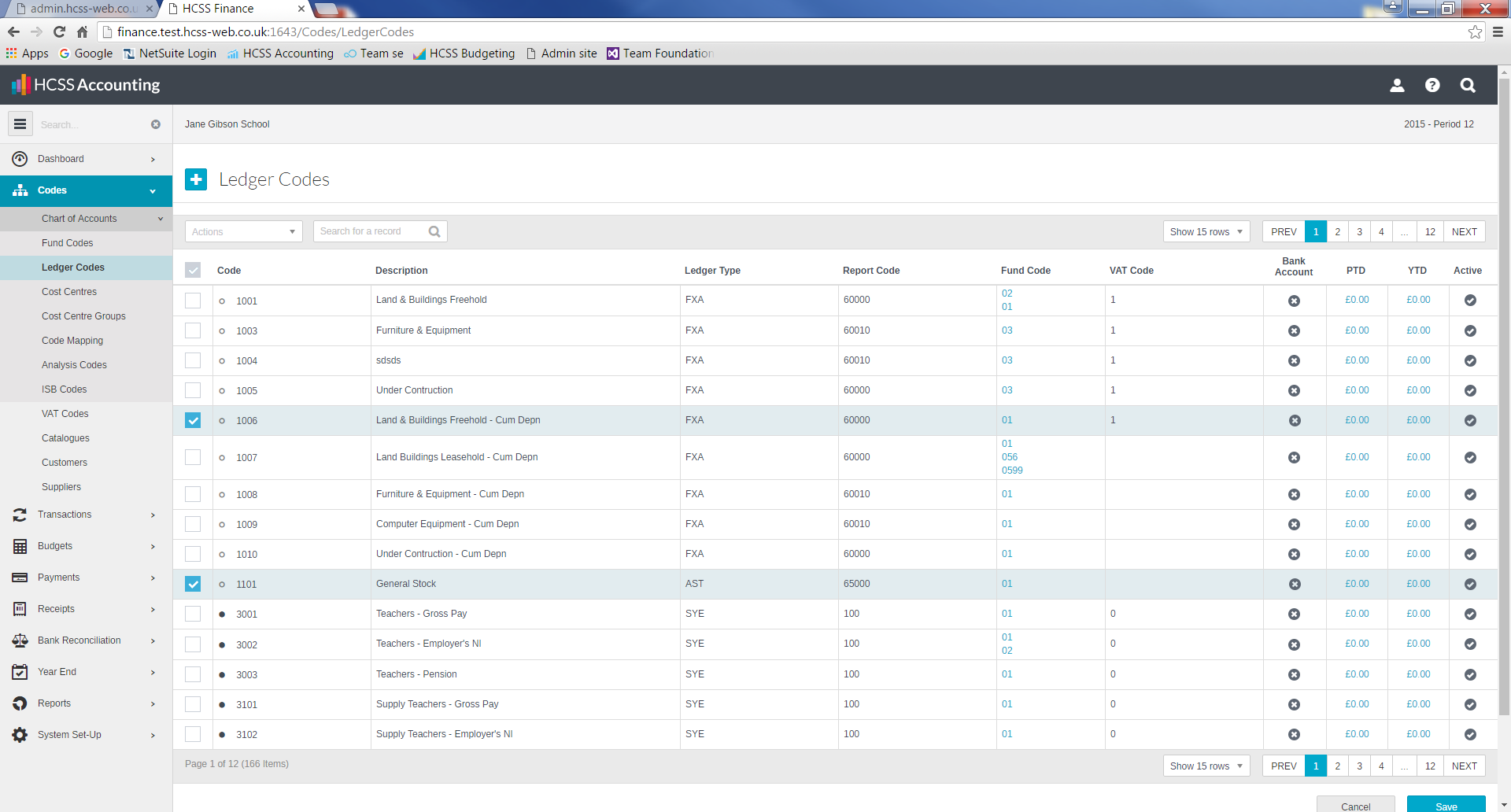
To **delete** a **Ledger Code,** click in the tick box next to the ledger code. At the top of the screen is an actions button



Click on the **Delete** button and the following message will appear asking you to confirm your action



It is possible to delete more than one ledger code at a time by clicking in the tick box next to the ledger codes you wish to delete.

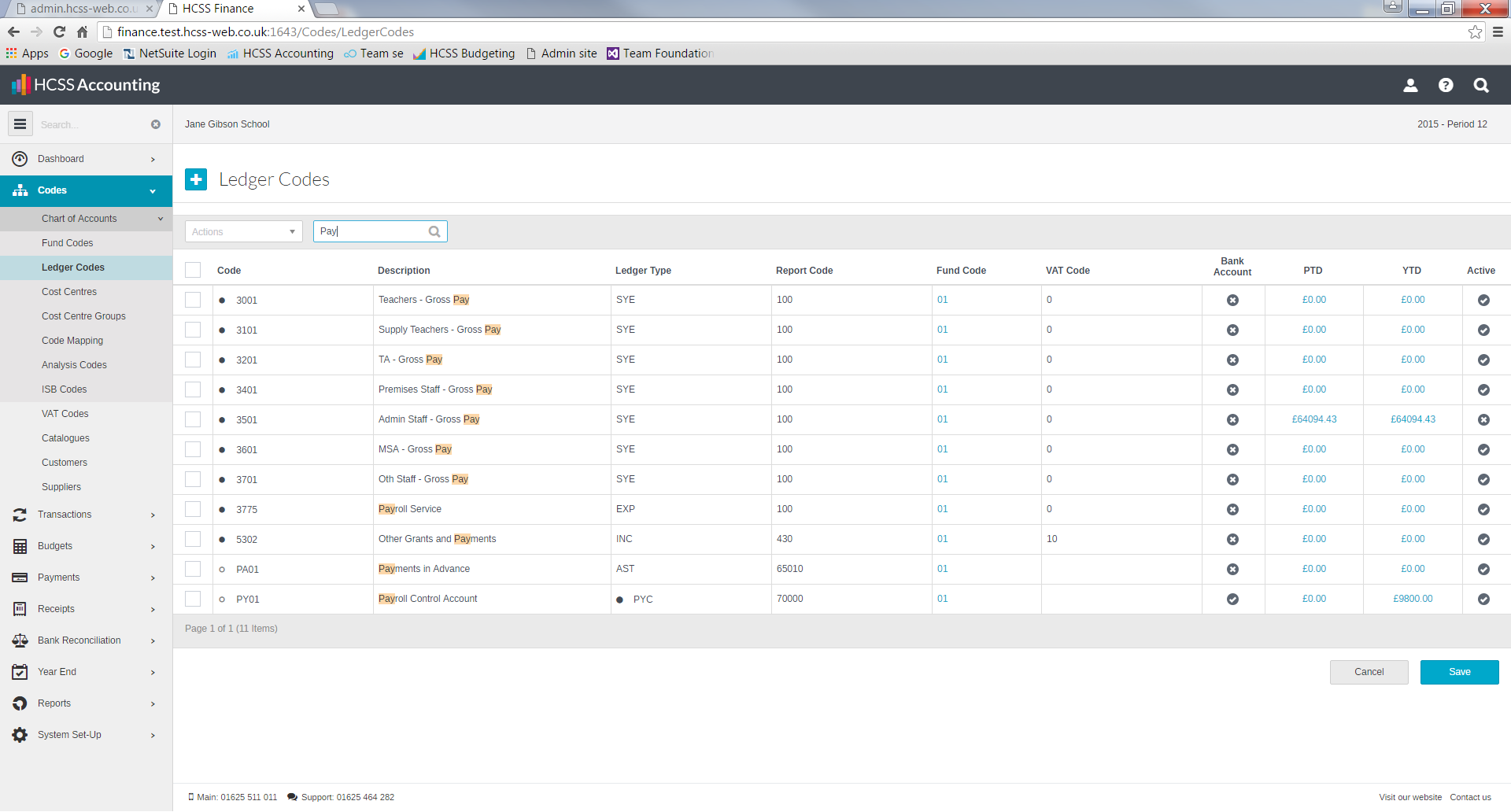


It is not possible to delete a **Ledger Code** if there are transactions posted.

## Search on Ledger Codes

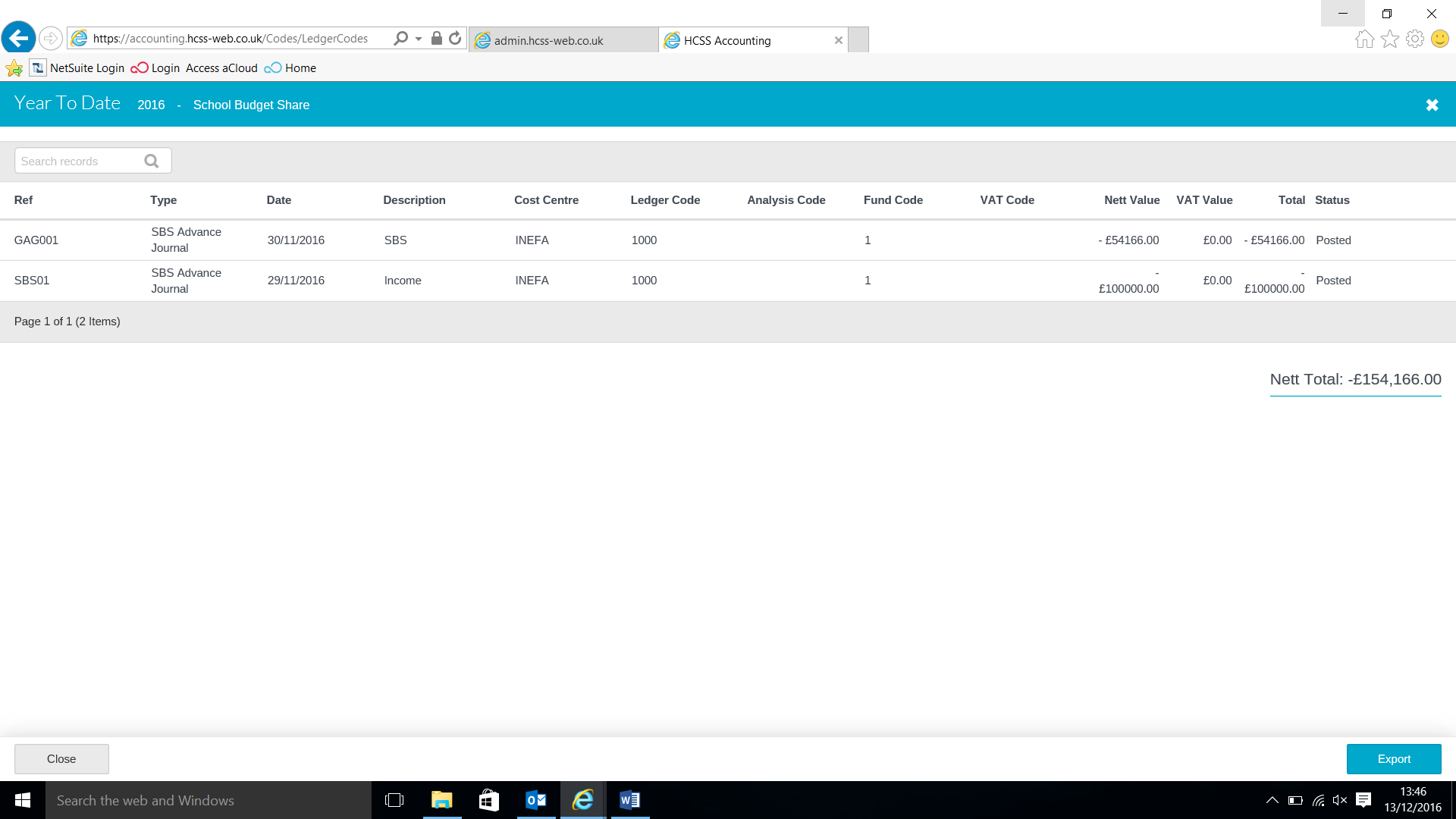
Above the grid list of ledger codes is a search box. Typing into this box will search on all the fields and bring back a list of ledger codes which match the criteria entered.

Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search.



## Export transactions on Ledger Codes

To download the transactions that are against a ledger, click in the relevant hyperlink **PTD** and **YTD**. Once in this screen click on **Export** to export list to excel

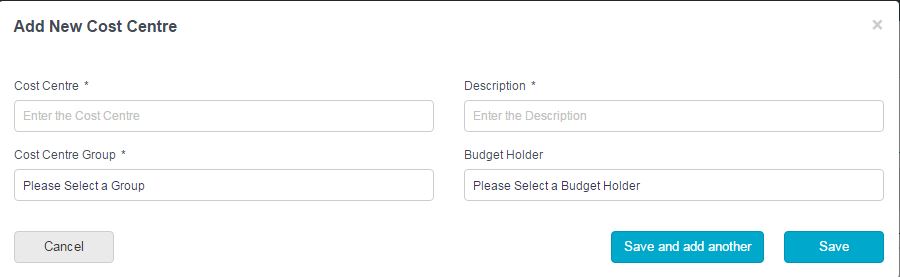


# Cost Centres

## Add a Cost Centre

To **add** a new **Cost Centre** click on 

The following screen will appear:



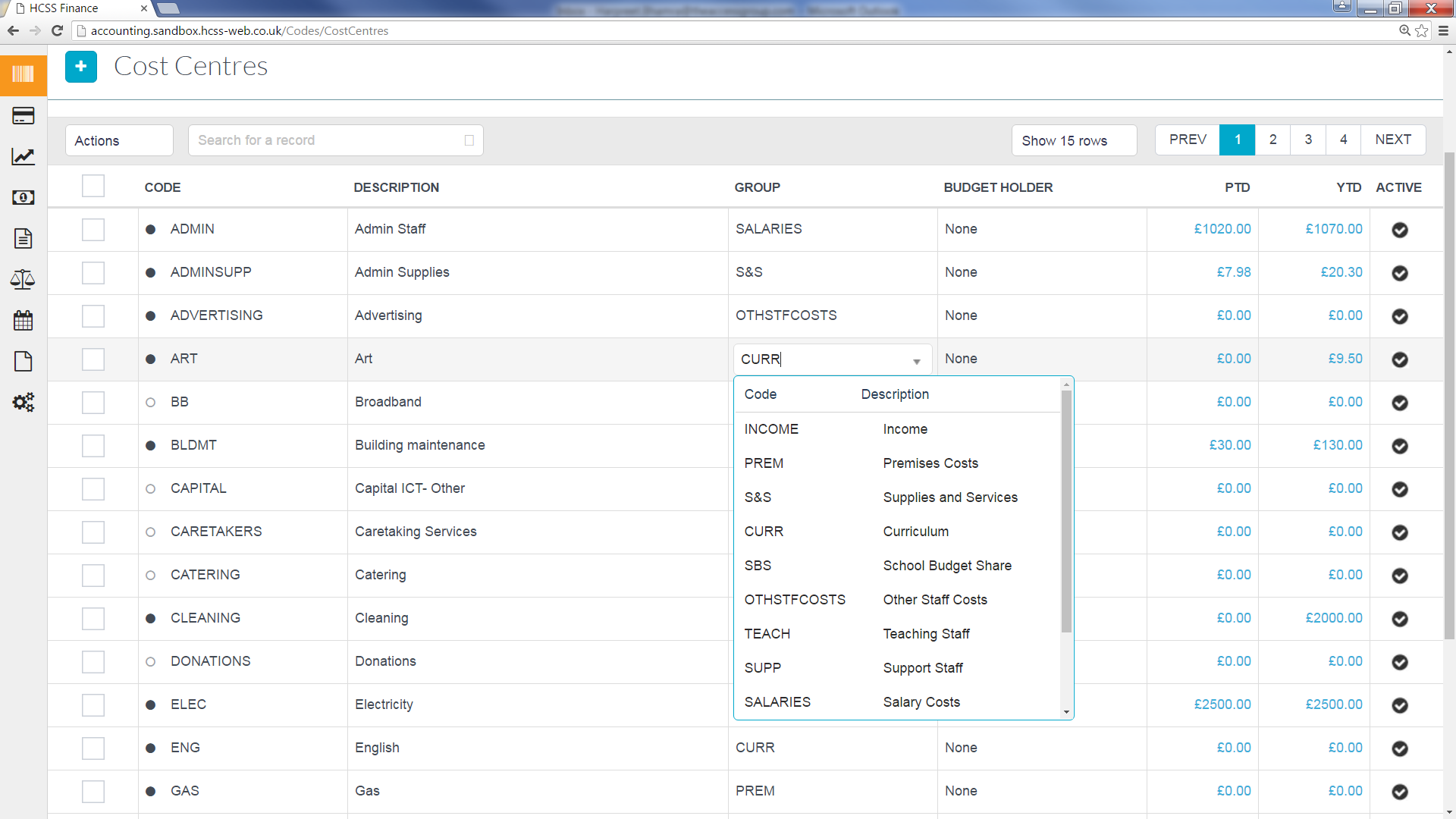
The minimum requirements for a **Cost Centre** are **Code, Description and Budget Group**

|  |  |
| --- | --- |
| Cost Centre | Enter the Cost Centre Code |
| Description | Enter the Cost Centre Description |
| Cost Centre Group | A drop down list of all available cost centre groups.  These groups allow quicker reporting. |
| Budget Holder | Selecting a budget holder it denotes them as the budget owner and will automatically default the Cost Centre on Purchase Requisitions.  Defines what a user/profile will be able to access. |

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit a Cost Centre

Editing a **Cost Centre** can be done with in the browse grid list of Cost Centres



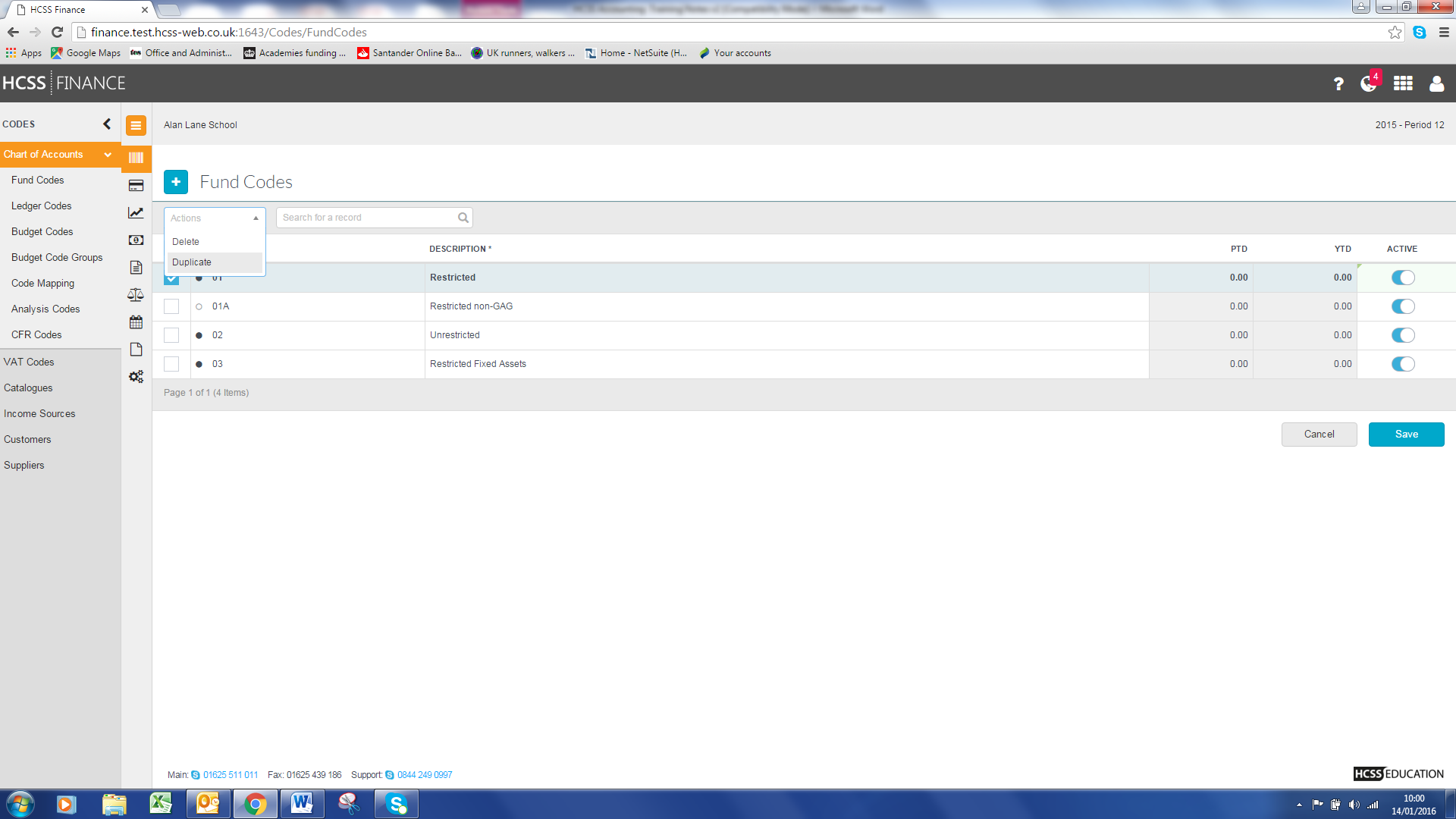
Click in the Code, Description or Group field to change the relevant details then click on **Save Changes** at the bottom of the screen.

A dot appears against a **Cost Centre** once transactions have been posted against it  and it is not possible to change the code.

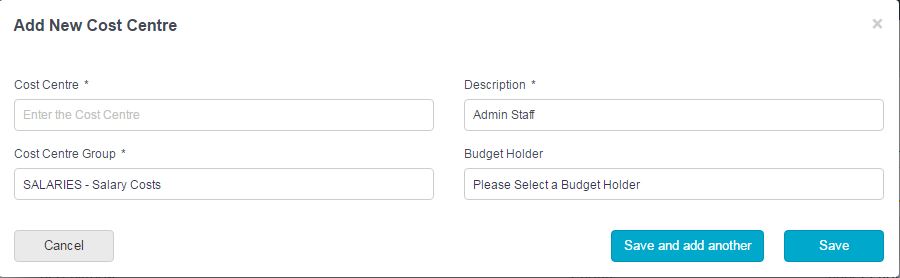
To make Cost Centres not active tick the action box next to the code and select **Make Inactive** from the drop down list and click on **Save**

## c Duplicate a Cost Centre

To **duplicate** a **Cost Centre,** click in the tick box next to the Cost Centre. At the top of the screen is an actions button



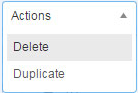
Click on the **Duplicate** button and entry screen will appear with a copy of the Cost Centre information. To create the duplicate **Cost Centre,** simply enter a new reference.

****

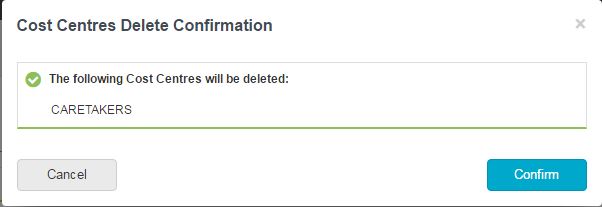
All the fields are editable so changes can be made to any of the fields.

## Delete a Cost Centre

To **delete** a **Cost Centre,** click in the tick box next to the Cost Centre. At the top of the screen is an actions button



Click on the **Delete** button a message will appear asking you to confirm your action



It is possible to delete more than one Cost Centre at a time by clicking in the tick box next to the Cost Centres you wish to delete.

A **Cost Centre** cannot be deleted if there are transactions posted.

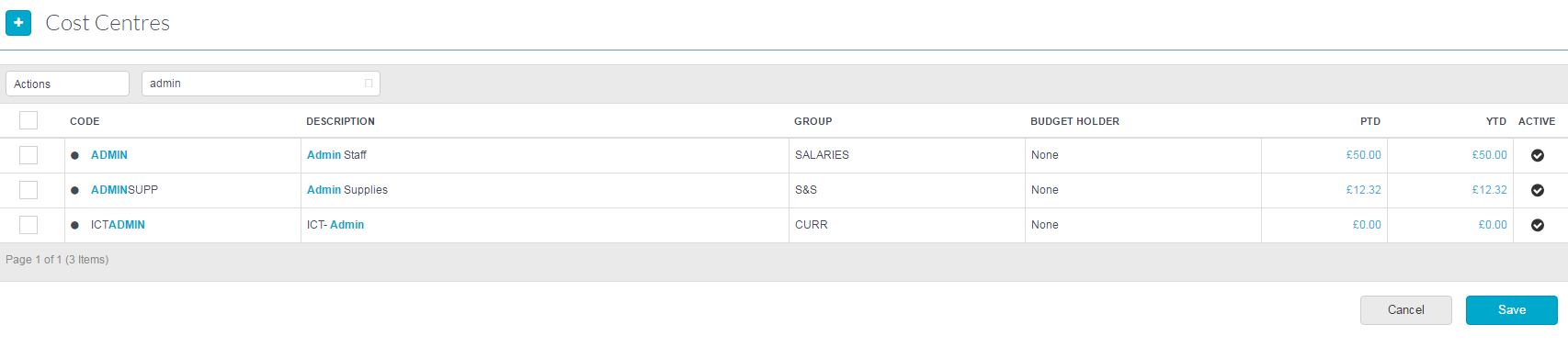
A dot appears against a **Cost Centre** once transactions have been posted against it  and it is not possible to change the code.

To make cost centres inactive tick the action box next to the code and select  **‘Set To Inactive’** from the drop down list and click on **Save.**

## Search on Cost Centres

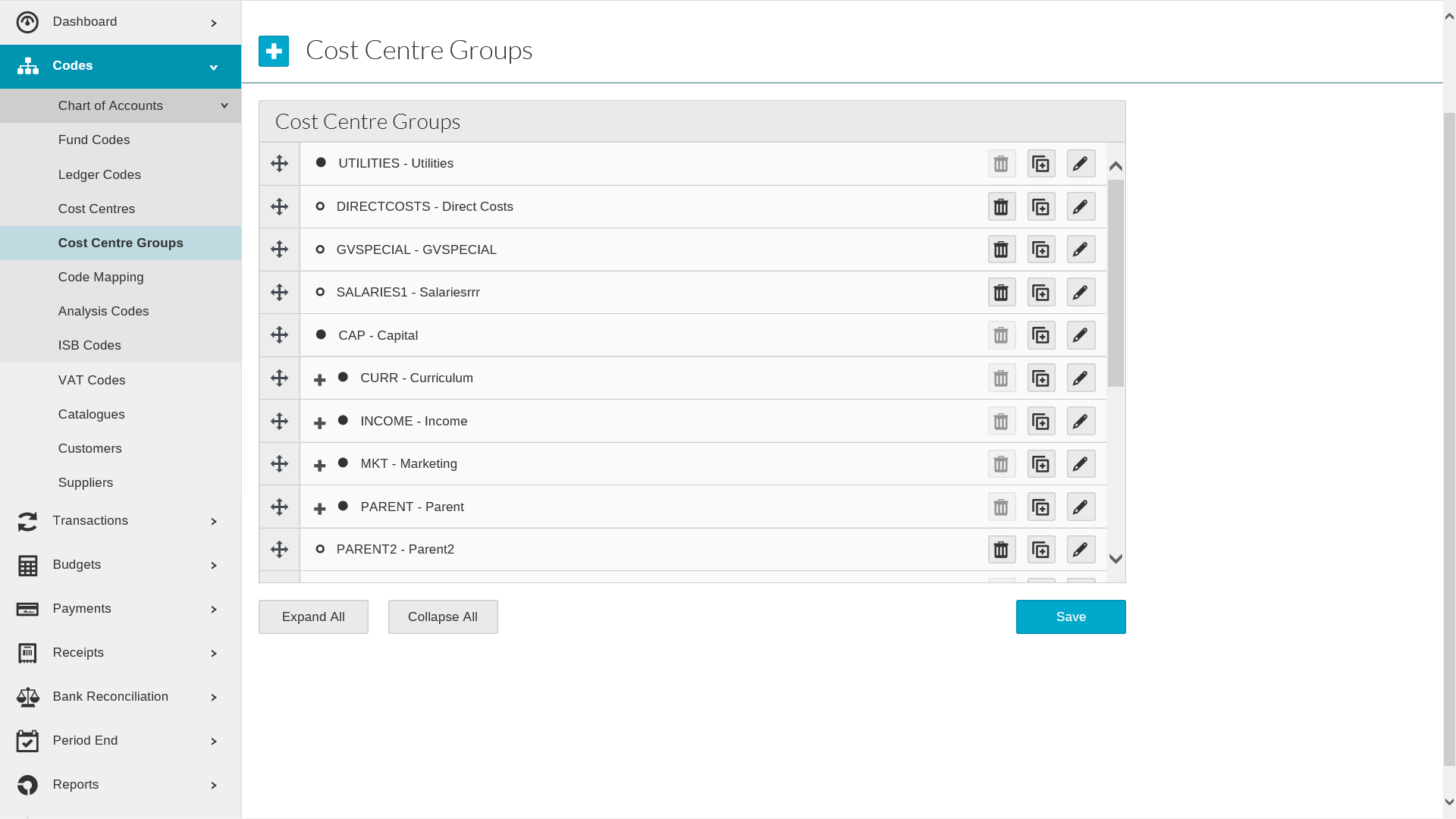
Above the grid list of Cost Centres is a search box. Typing into this box will search on all the fields and bring back a list of Cost Centres which match the criteria entered.

Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search.



# Cost Centre Groups

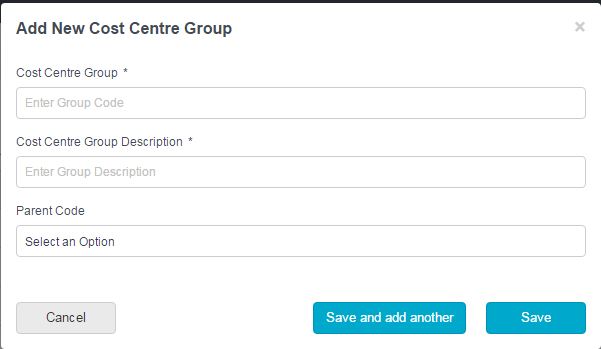
## Add a Cost Centre Group



Cost Centre Groups are attached to cost centres and can be sequenced making enquiries and reporting simpler.

To **add** a new **Cost Centre Group** click on 

The following screen will appear:



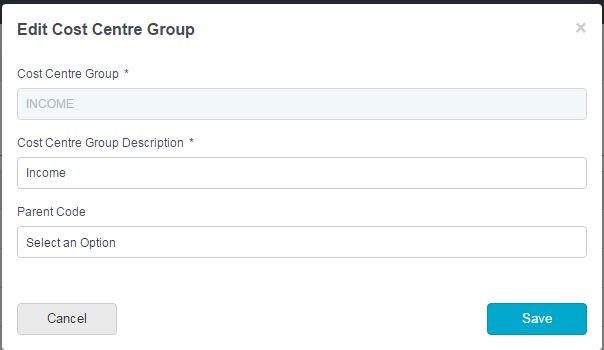
|  |  |
| --- | --- |
| Cost Centre Group | Enter the Cost Centre Group |
| Cost Centre Group Description | Enter the Cost Centre Group Description |
| Parent Code | If you want to add a sub-group to a Cost Centre Group, add a code in the way described above and then select the **Parent Group** you wish it to be part of. |

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit a Cost Centre Group

To edit a **Cost Centre Group** click on 

The following screen will appear



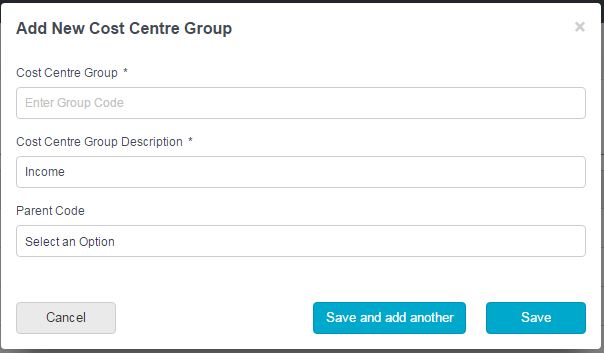
Click in the Code, Description or Parent Group field to change the relevant details then click on **Save Changes** at the bottom of the screen. If the Cost Centre Group is a Parent Group this cannot be edited.

A dot appears against a **Cost Centre Groups** once transactions have been posted  and it is not possible to change the code.

## Duplicate a Cost Centre Group

To **duplicate** a **Cost Centre Group,** click on 

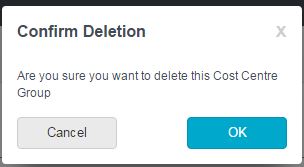
An entry screen will appear with a copy of the Cost Centre Groups’ information. To create the duplicate **Cost Centre Group** simply enter a new reference.



## Delete a Cost Centre Group

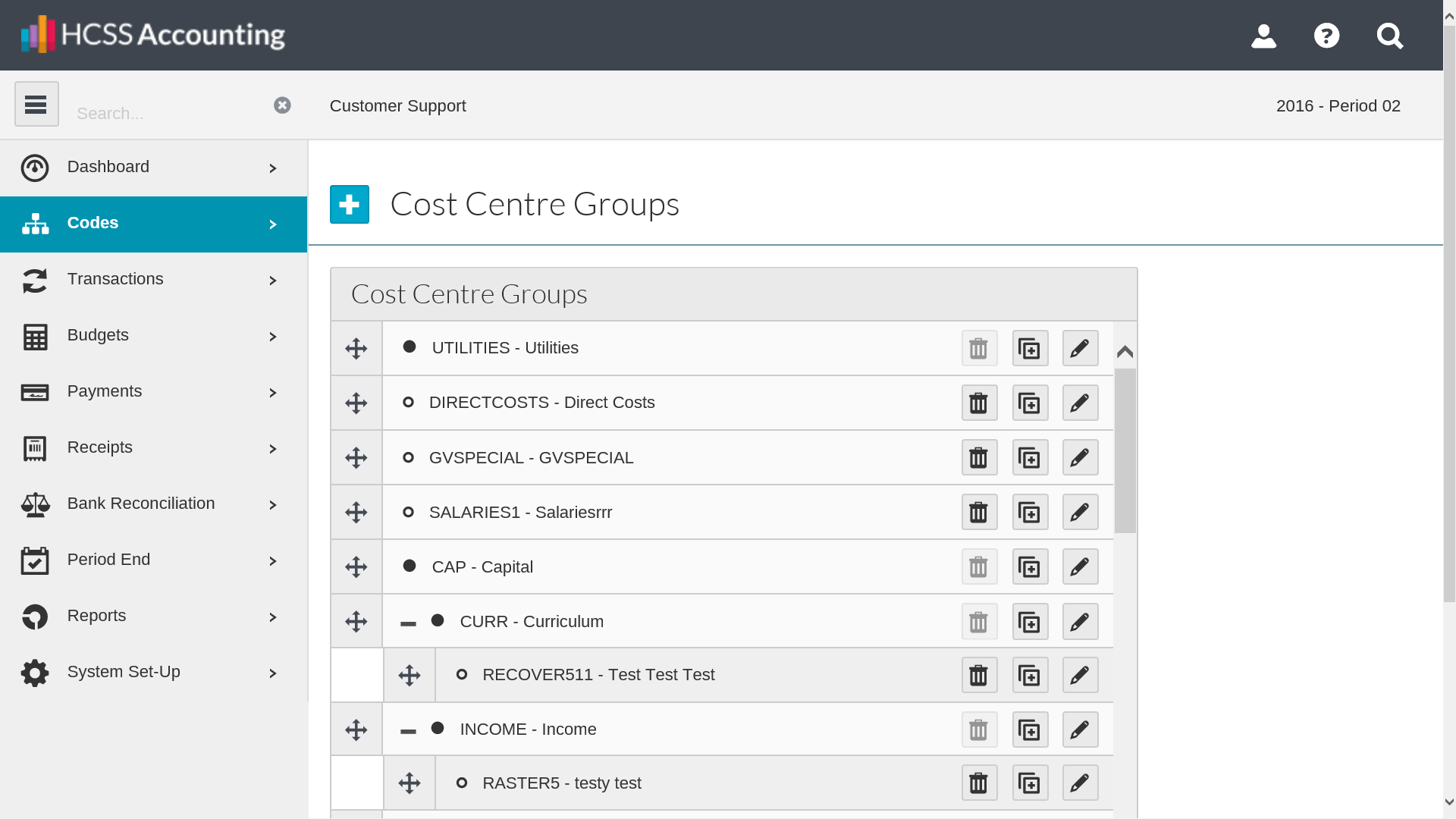
To **delete** a **Cost Centre Group,** click on 

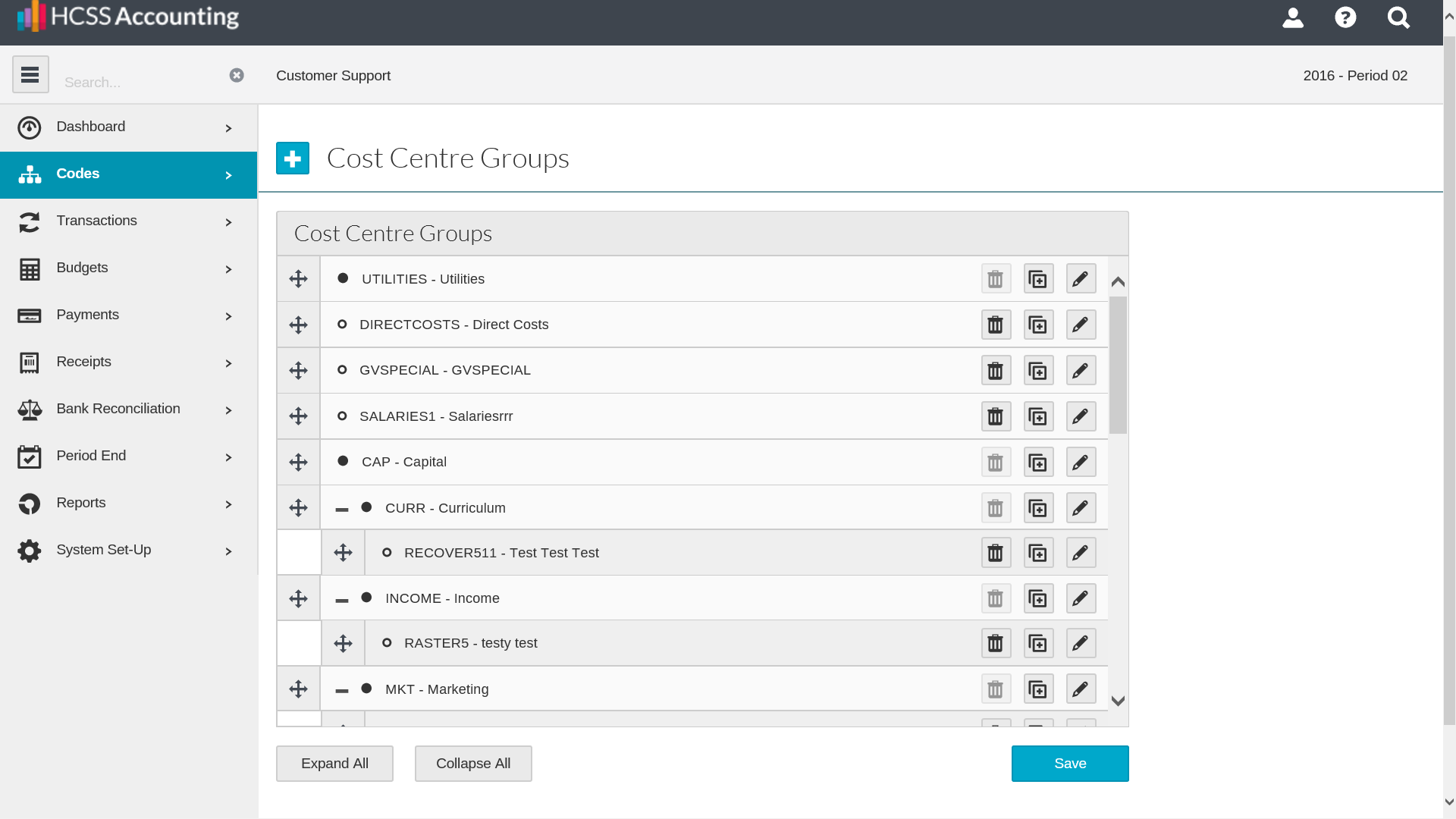
Click on the **Delete** button a message will appear asking you to confirm your action



It is not possible to delete a **Cost Centre Group** if it has a **Cost Centre** against it. All Cost Centres will need to be removed and then the budget group can be deleted.

# Cost Centre Group Sequence

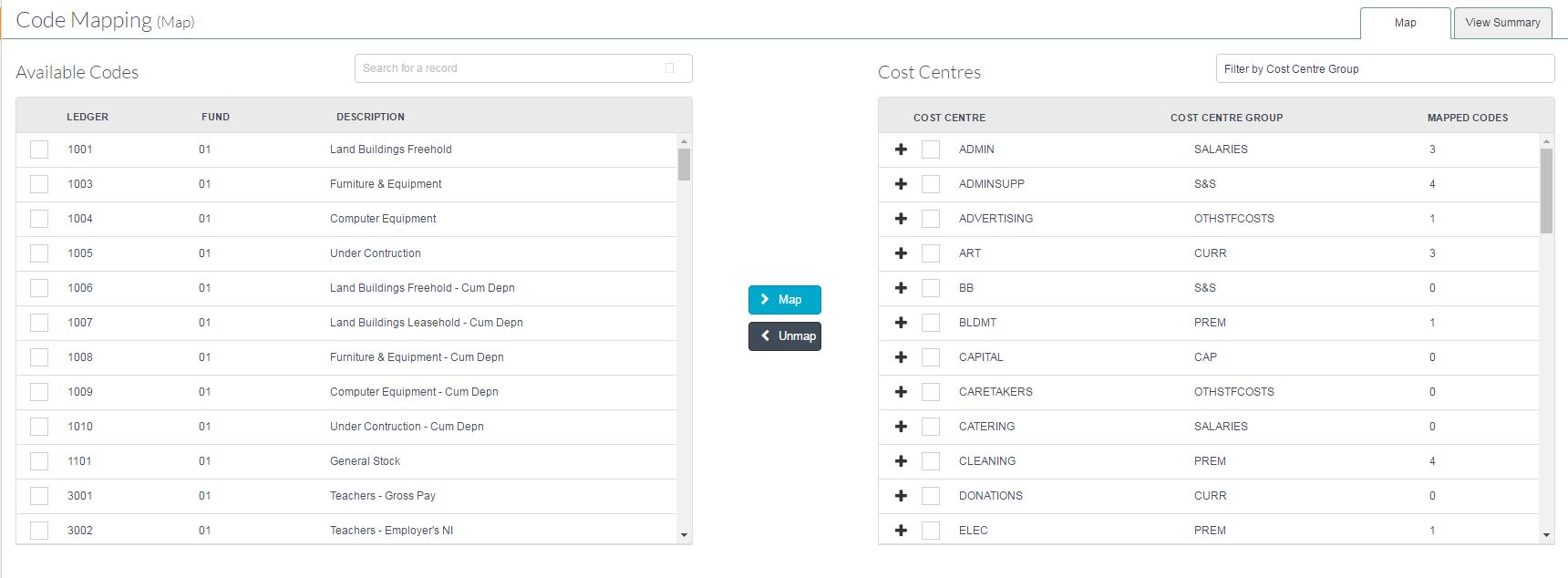
To set the Cost Centre Group Sequence click on to the left of the Cost Centre Group Name and drag the code to where it is required.

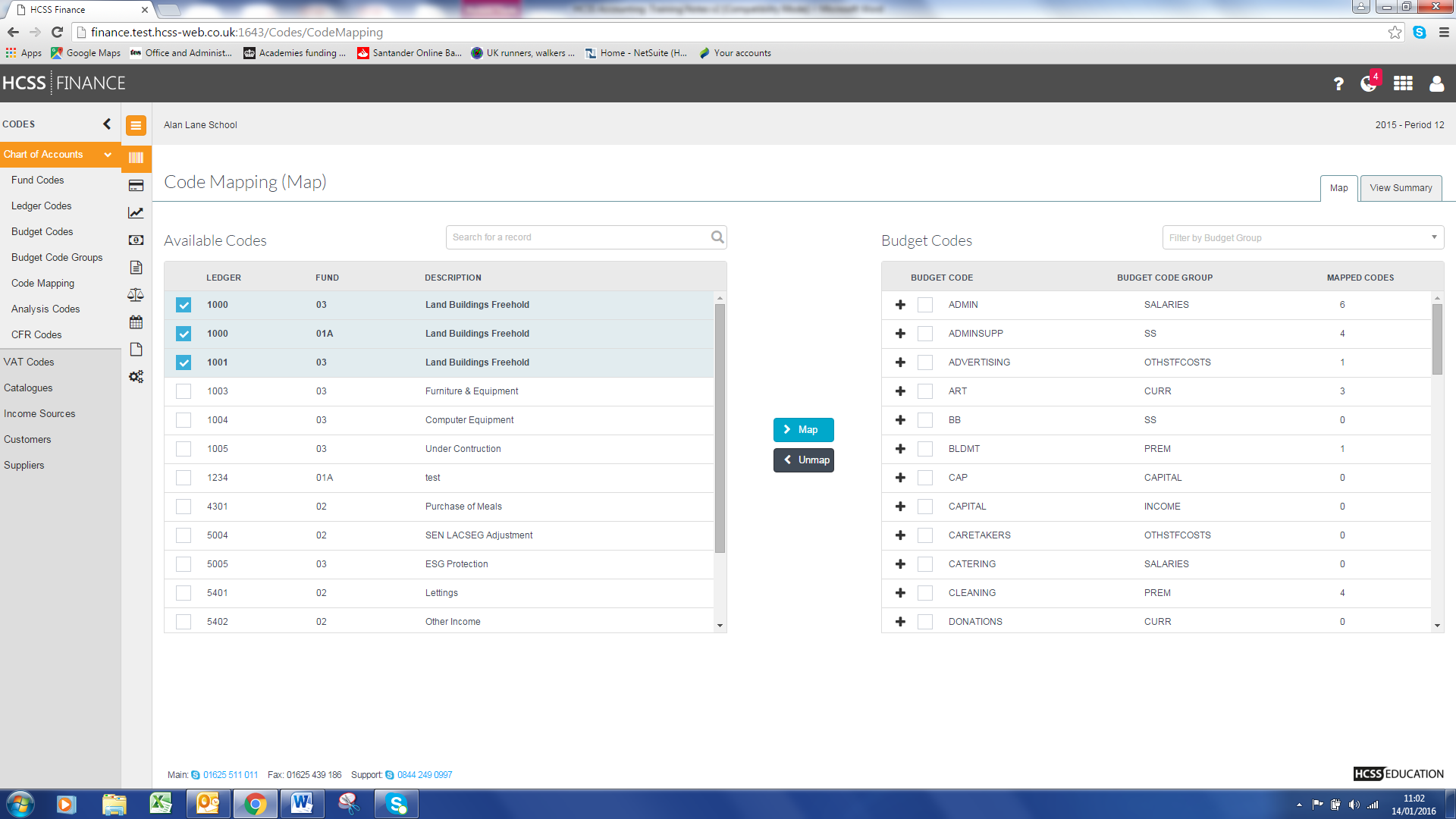


# Code Mapping

## Map a Ledger Code with a Cost Centre

**Cost Centres** can be linked to **Ledger Codes** to ensure that when transactions are posted they go to the correct code and budget.

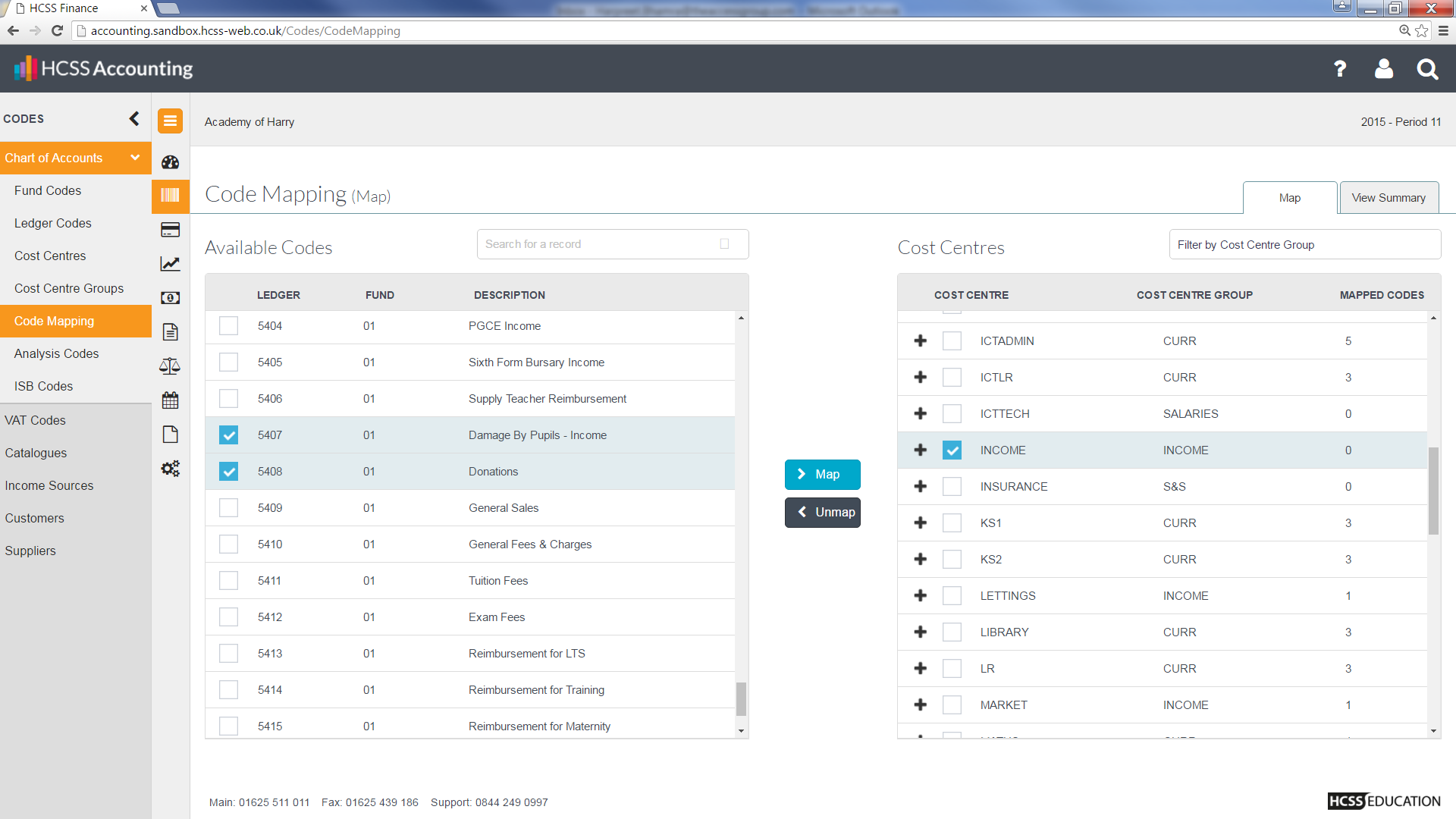


To link the codes together simply chose the ledger code and the Cost Centres by ticking in the box alongside them and click on .

**\* Please note -** There are search facilities at the top of the screen:

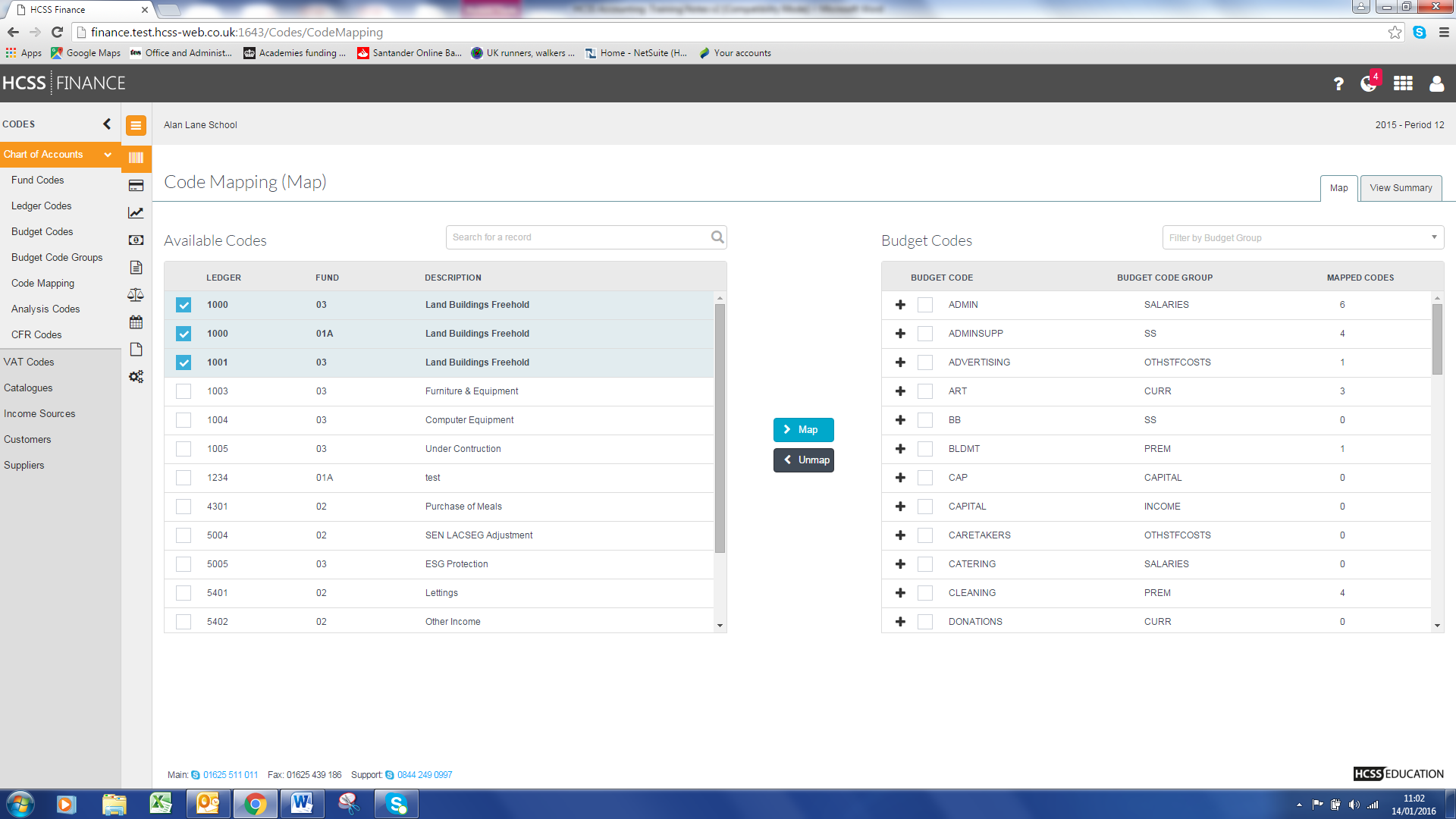
**For Leger codes** – you can type code in and click on search

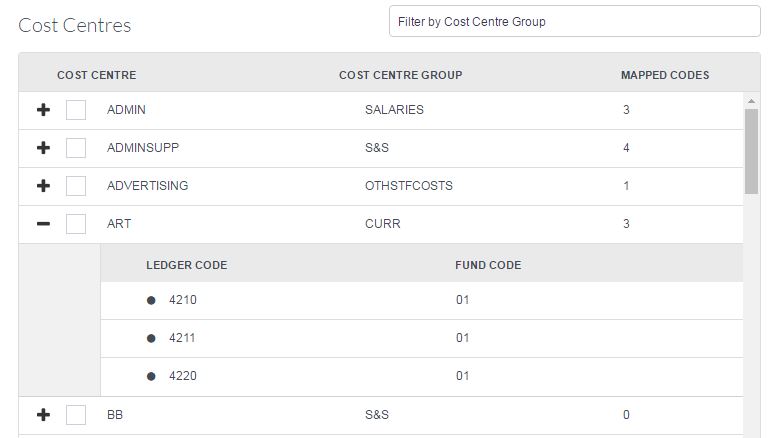
**For Cost Centres** – you can click on pick list to filter by Budget Group



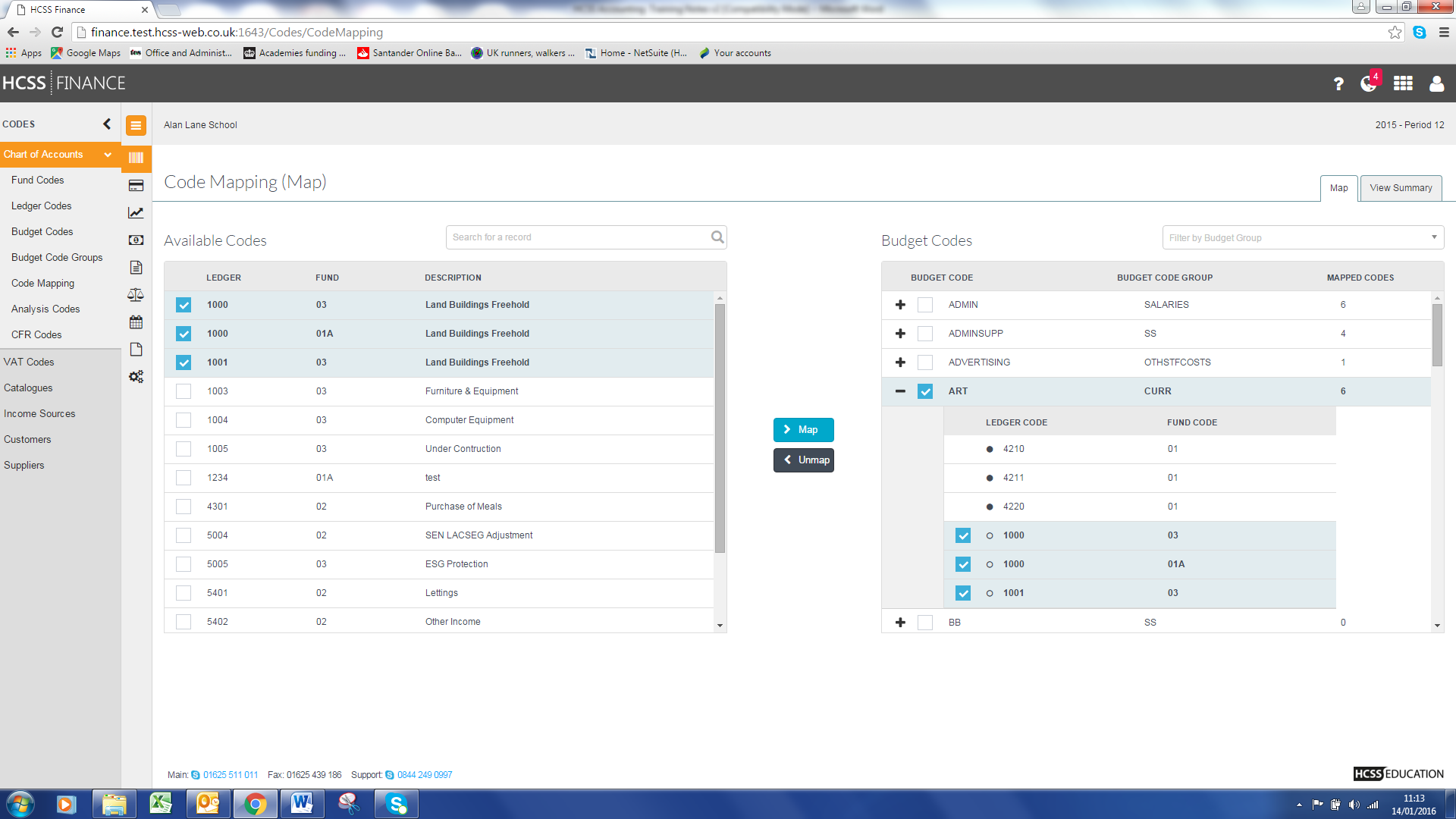
A message will appear saying that the codes have been mapped successfully.

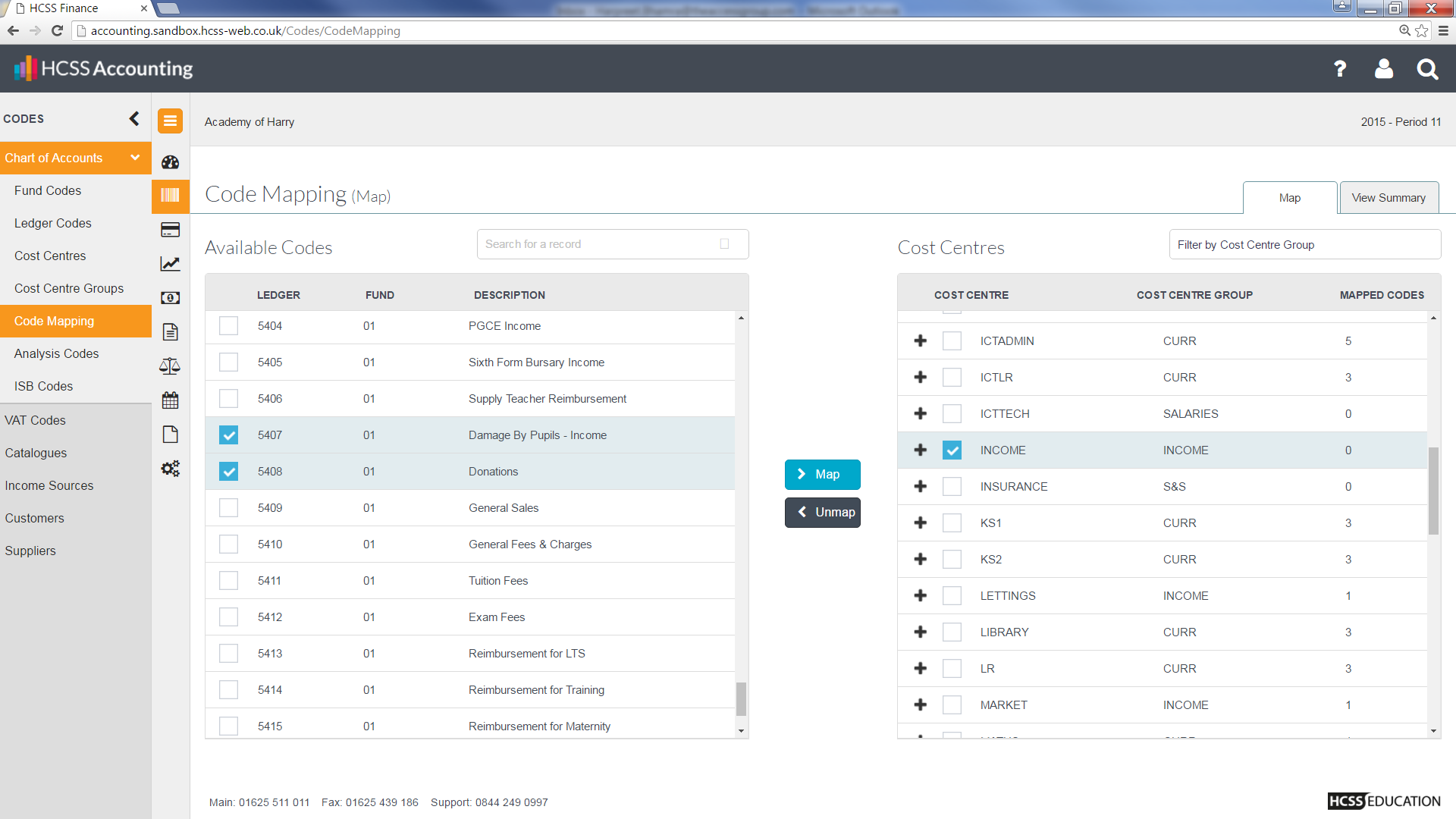
By clicking on the arrow next to the Cost Centre, a list of mapped Ledger Codes will be shown.

Click on  to open Cost Centre and see which Leger Codes have been mapped.

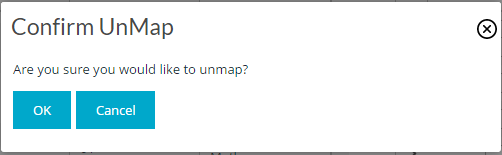


## Unmap a Ledger Code and a Cost Centre

The **Ledger Codes** can be unmapped from the **Cost Centres** by clicking in the tick box next to the ledger code and clicking on 



A warning message will appear to confirm the unmap

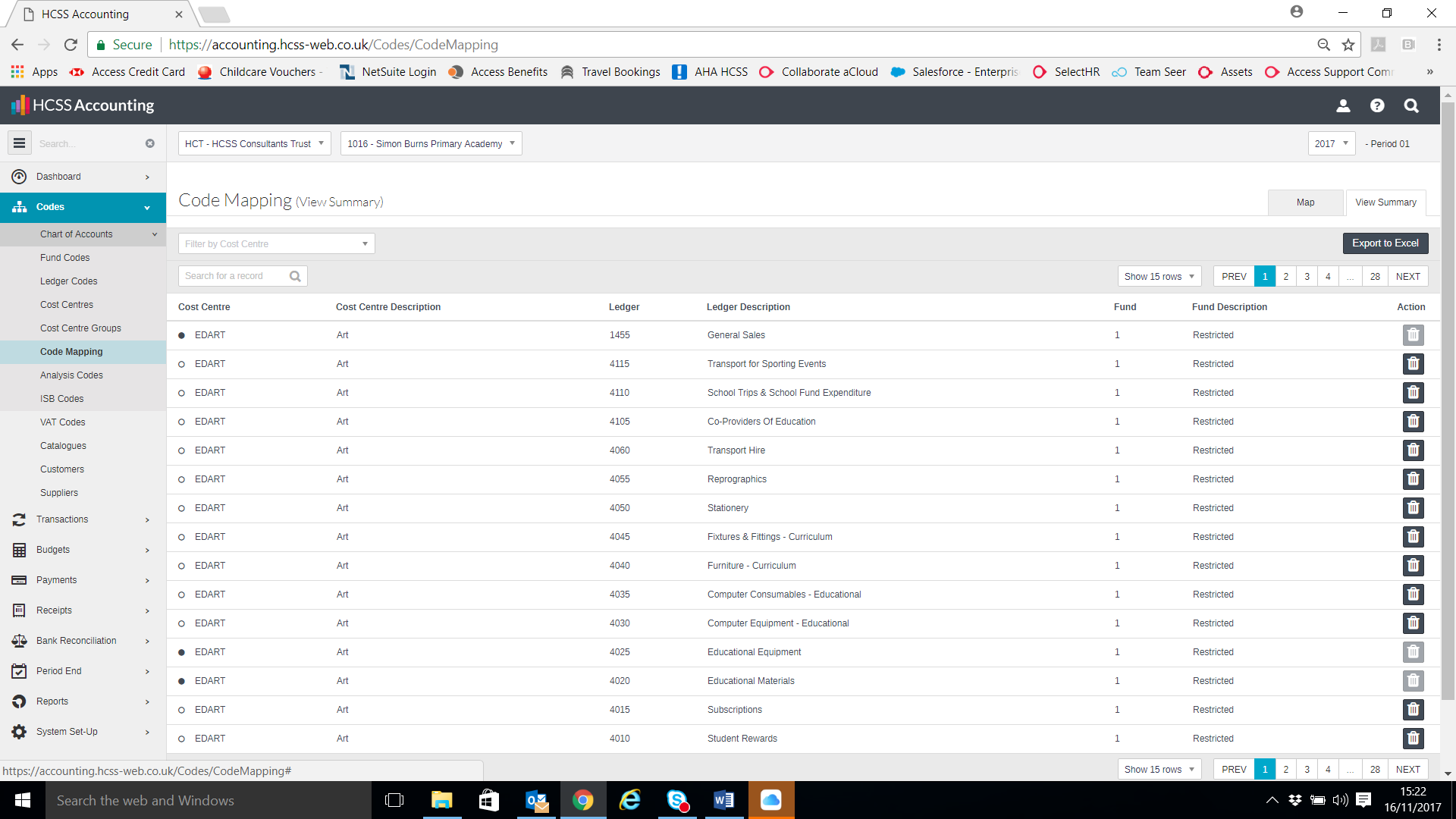


Clicking on **OK** will unmap the codes.

## View Mappings and Export to Excel

It is possible to view and export the codes that have been mapped by clicking on the **Summary** tab

The following screen shows:



The grid can be sorted by clicking on the column headers or filtered by Cost Centre.

To clear the filter click on 

If the Cost Centre/ledger link is no longer valid this can be removed by clicking on 

Please Note a link cannot be removed if transactions have been posted against it

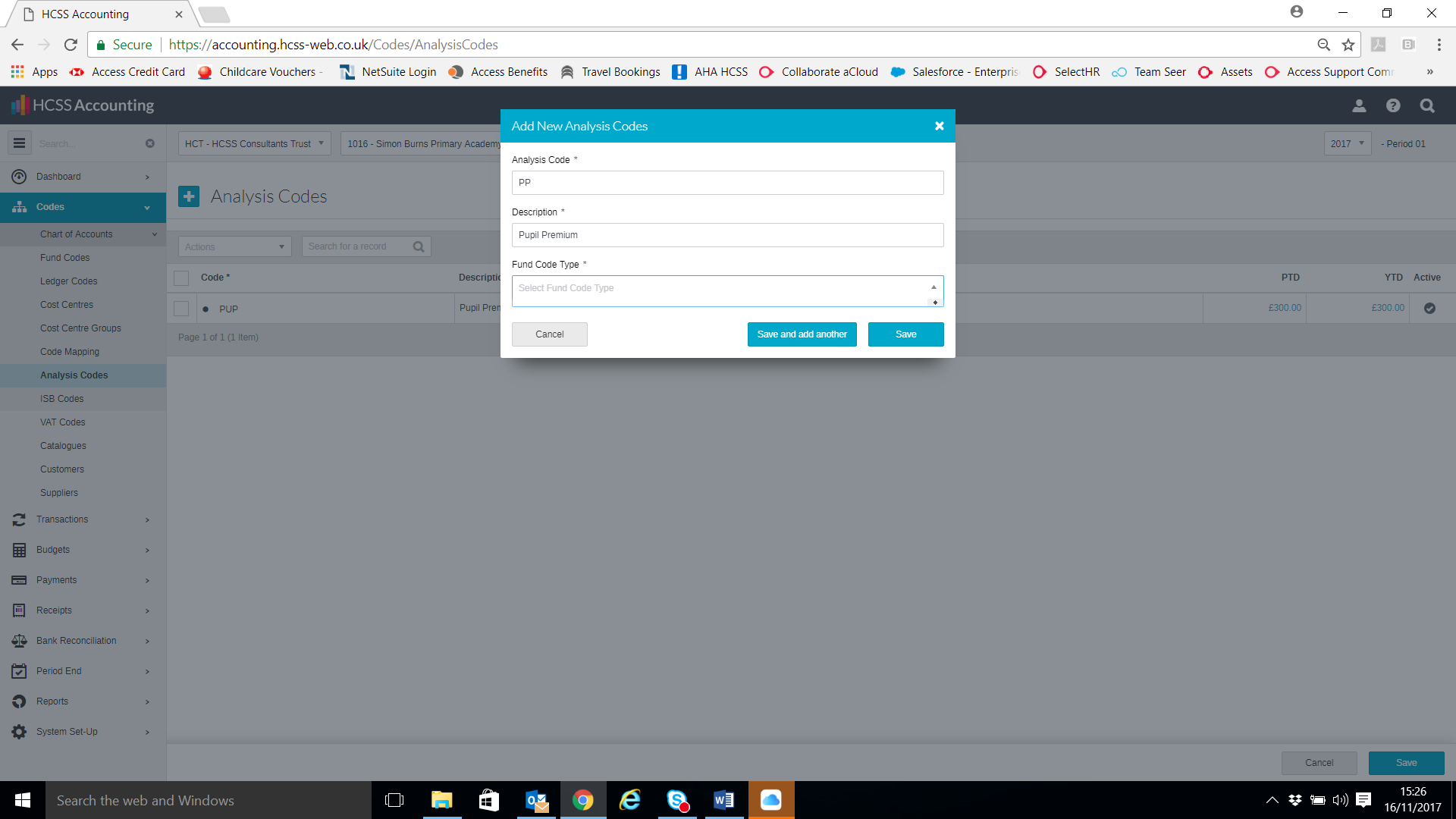
To export to excel click on the **Export to Excel** **button**. This will then produce a report for information.

# Analysis Codes

## Add an Analysis Code

To **add** a new **Analysis Code** click on 

The following screen will appear:

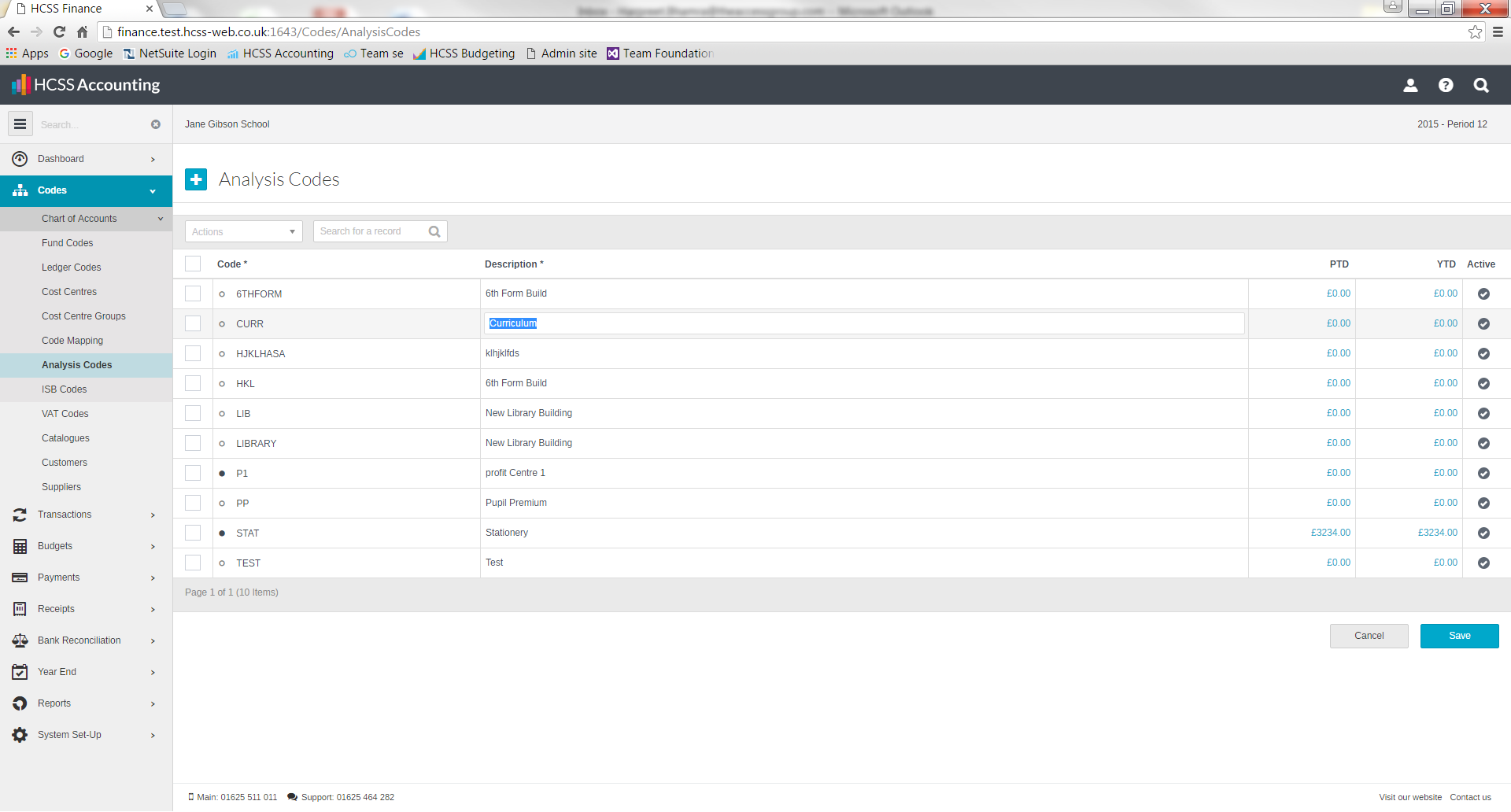


|  |  |
| --- | --- |
| **Analysis Code** | Enter an Analysis Code |
| **Description** | Enter an Analysis Code Description |
| **Fund Type** | Enter the fund code type |

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit an Analysis Code

Editing an **Analysis Code** can be done with in the browse grid list of analysis codes



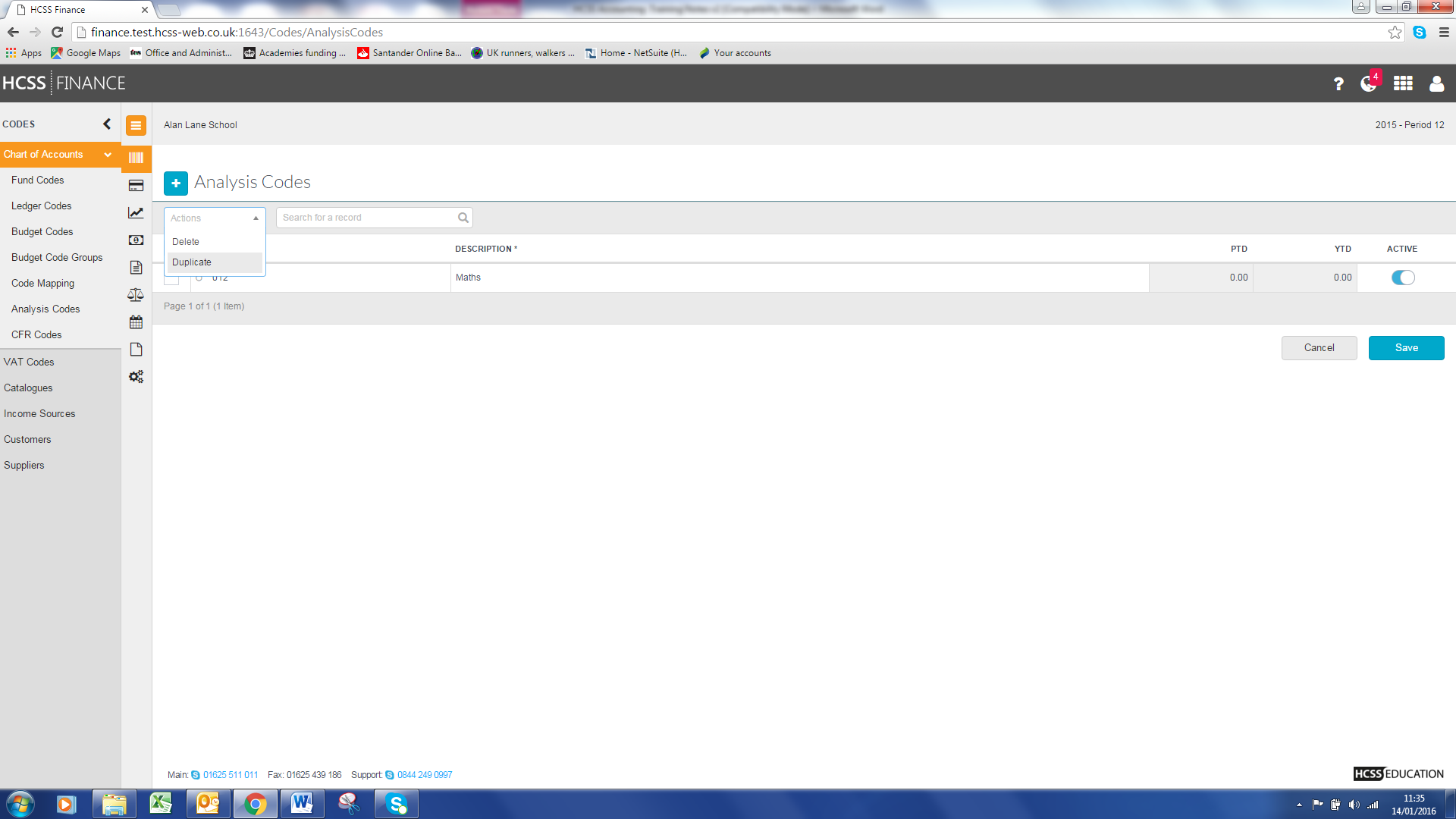
Click in either the **Code** or **Description** field to change the relevant details then click on **Save** at the bottom of the screen.

A dot appears against an **Analysis Code** once transactions have been posted against it  and it is not possible to change the code.

To make Analysis codes not active tick the action box next to the code and select **Make Inactive** from the drop down list and click on **Save**

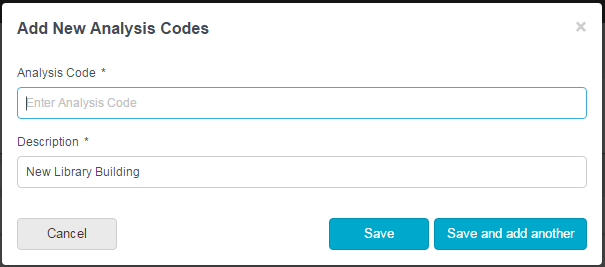
## Duplicate an Analysis Code

To **duplicate** an **Analysis Code,** click in the tick box next to the analysis code. At the top of the screen is an actions button



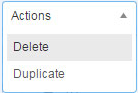
Click on the **Duplicate** button and entry screen will appear with a copy of the analysis code information.

To create the duplicate **Analysis Code** simply enter a new reference and click on **Save** or **Save and Add Another**

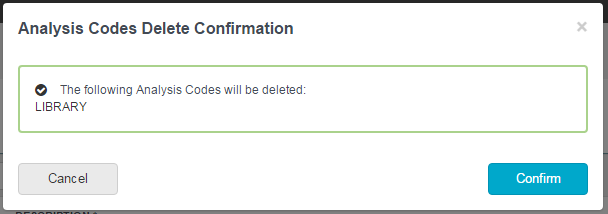


## Delete an Analysis Code

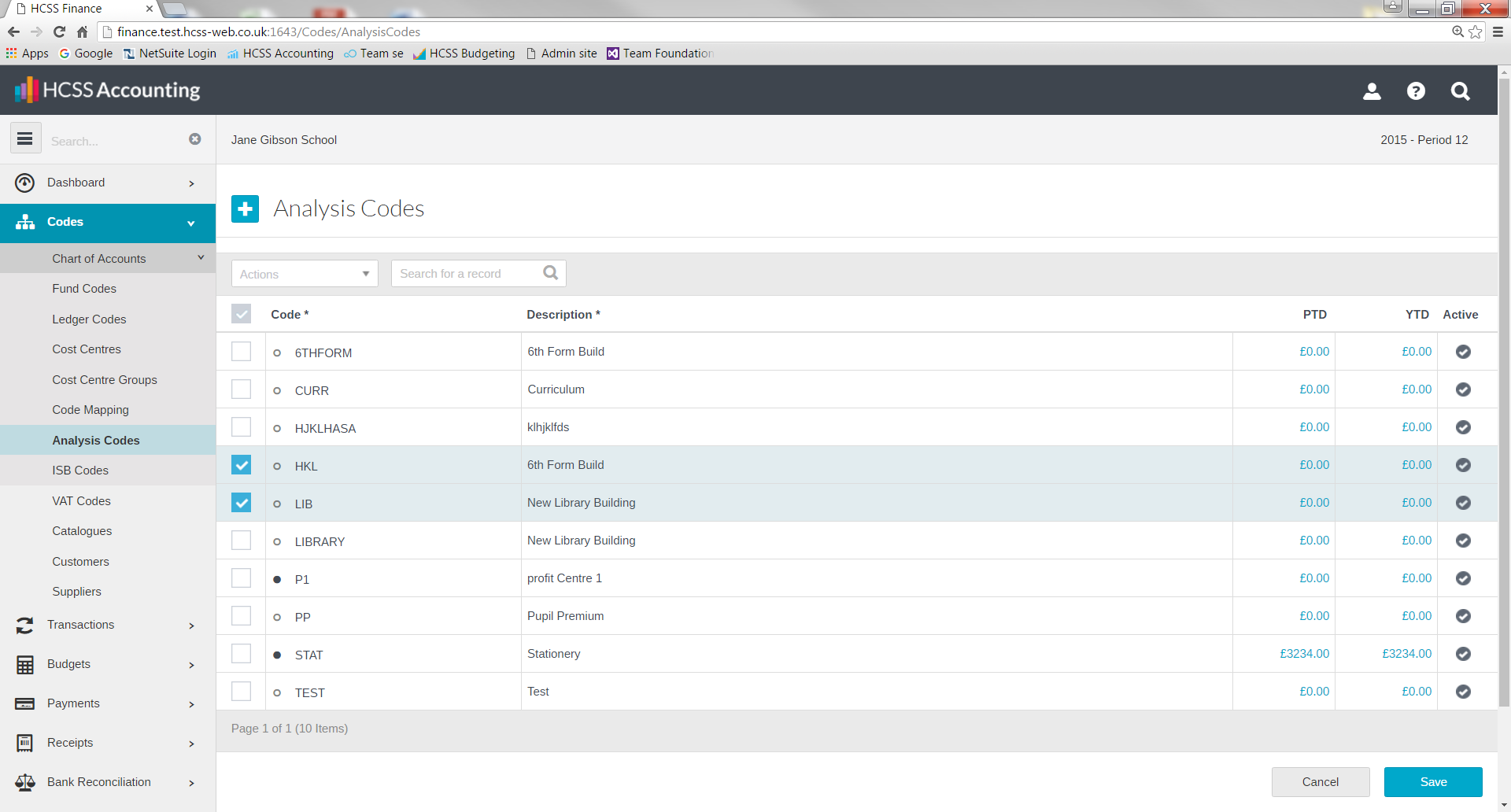
To **delete** an **Analysis Code,** click in the tick box next to the analysis code. At the top of the screen is an actions button



Click on the **Delete** button a message will appear asking you to confirm your action



It is possible to delete more than one analysis code at a time by clicking in the tick box next to the analysis codes you wish to delete.

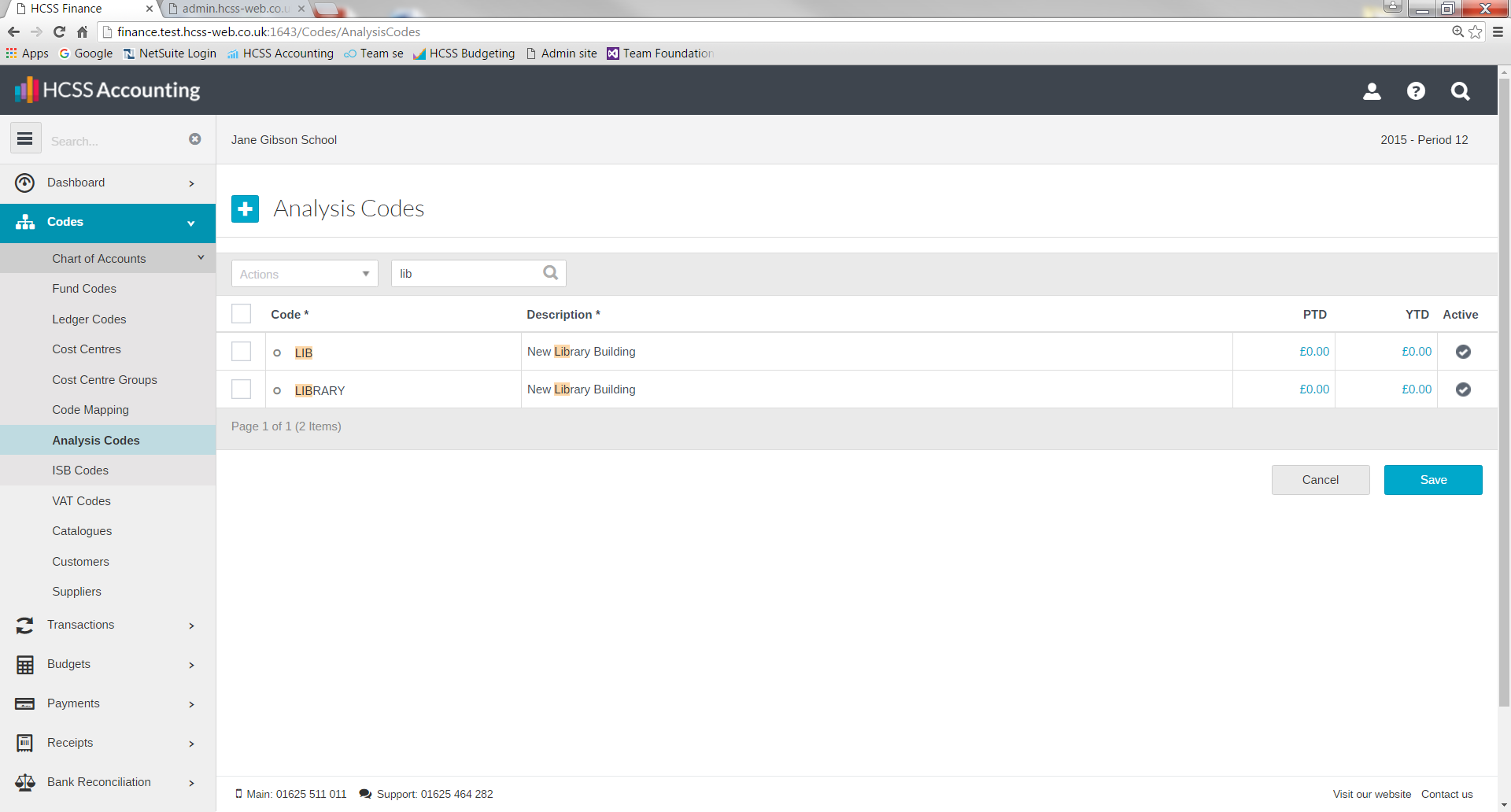


It is not possible to delete an **Analysis Code** if there are transactions posted.

## Search on Analysis Codes

Above the grid list of analysis codes is a search box. Typing into this box will search on all the fields and bring back a list of analysis codes which match the criteria entered.

Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search.



# ISB Codes

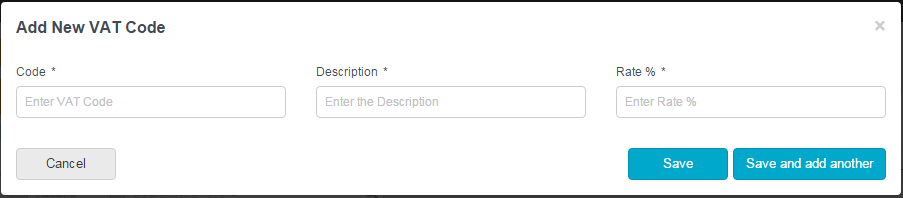
Pre defined – System generated

# VAT Codes

## Add a VAT Code

To **add** a new **VAT Code** click on 

The following screen will appear:

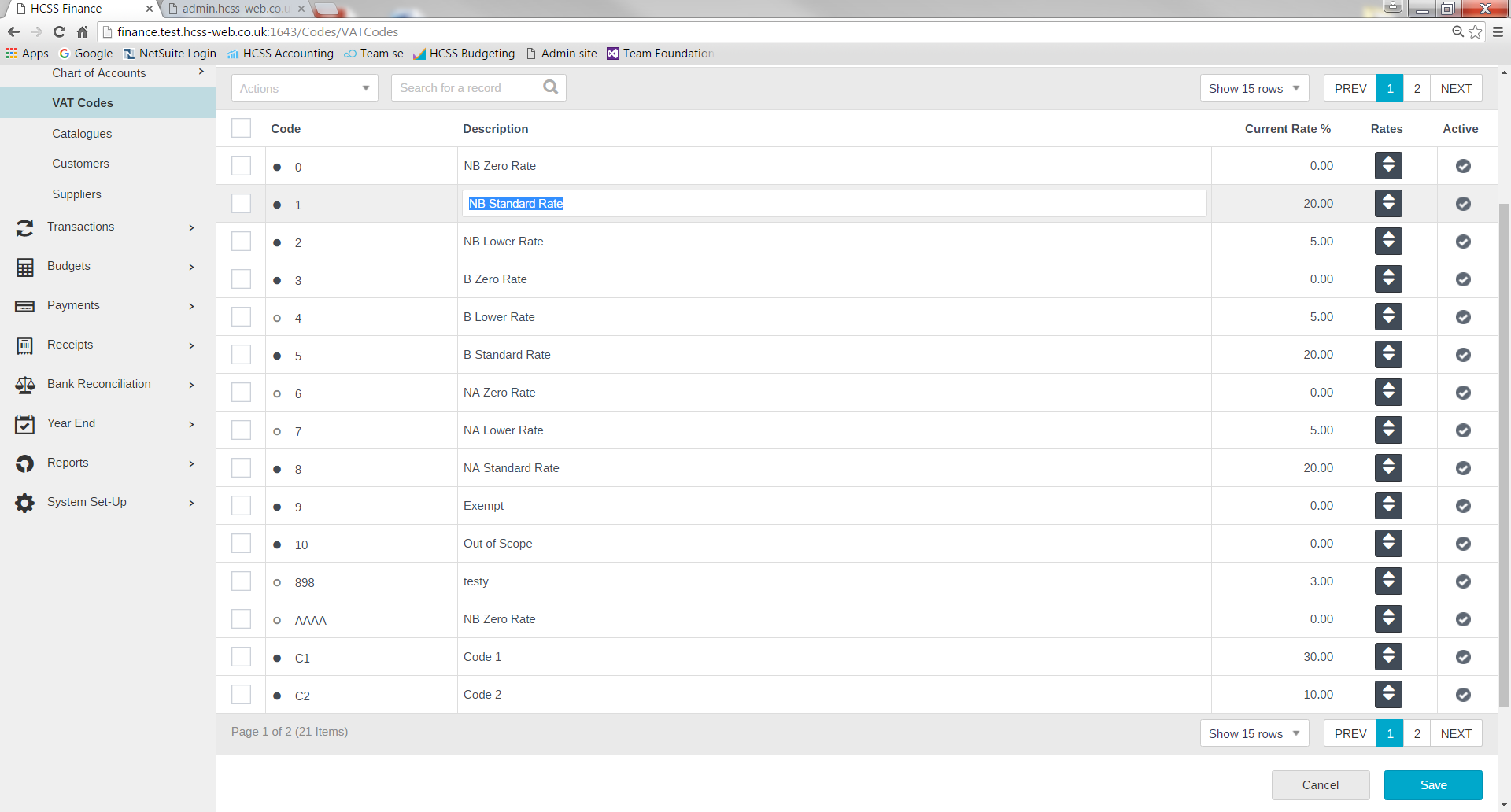


|  |  |
| --- | --- |
| **Code** | Enter a code to be used |
| **Description** | Enter VAT description |
| **Rate %** | Enter VAT rate as a percentage |

Click on **Save** or **Save & add another** to save down the code. It will be added to the bottom of the list.

## Edit a VAT Code

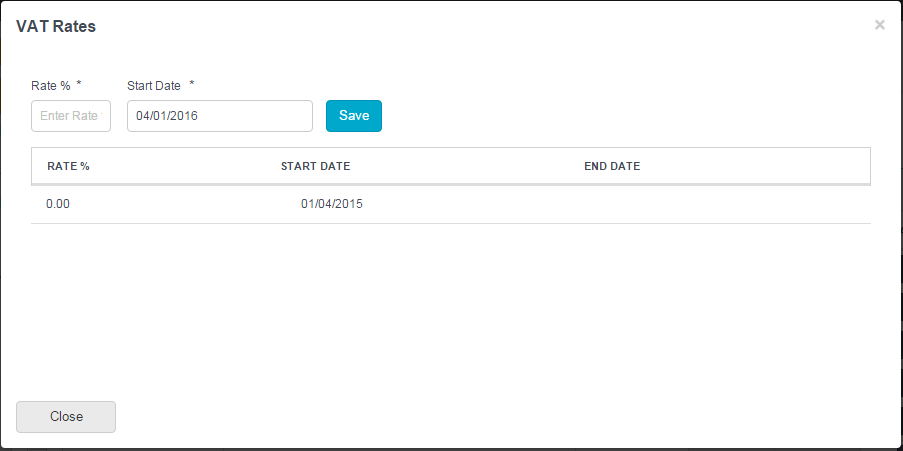
Editing a **VAT Code** can be done with in the browse grid list of VAT codes



Click in either the Code or Description field to change the relevant details then click on **Save Changes** at the bottom of the screen.

To make VAT codes not active tick the action box next to the code and select **Make Inactive** from the drop down list and click on **Save – must not be in use.**

To change the VAT rate click on by the side of the code. This will allow you to add a new % rate to the code and the start date in comes into effect.

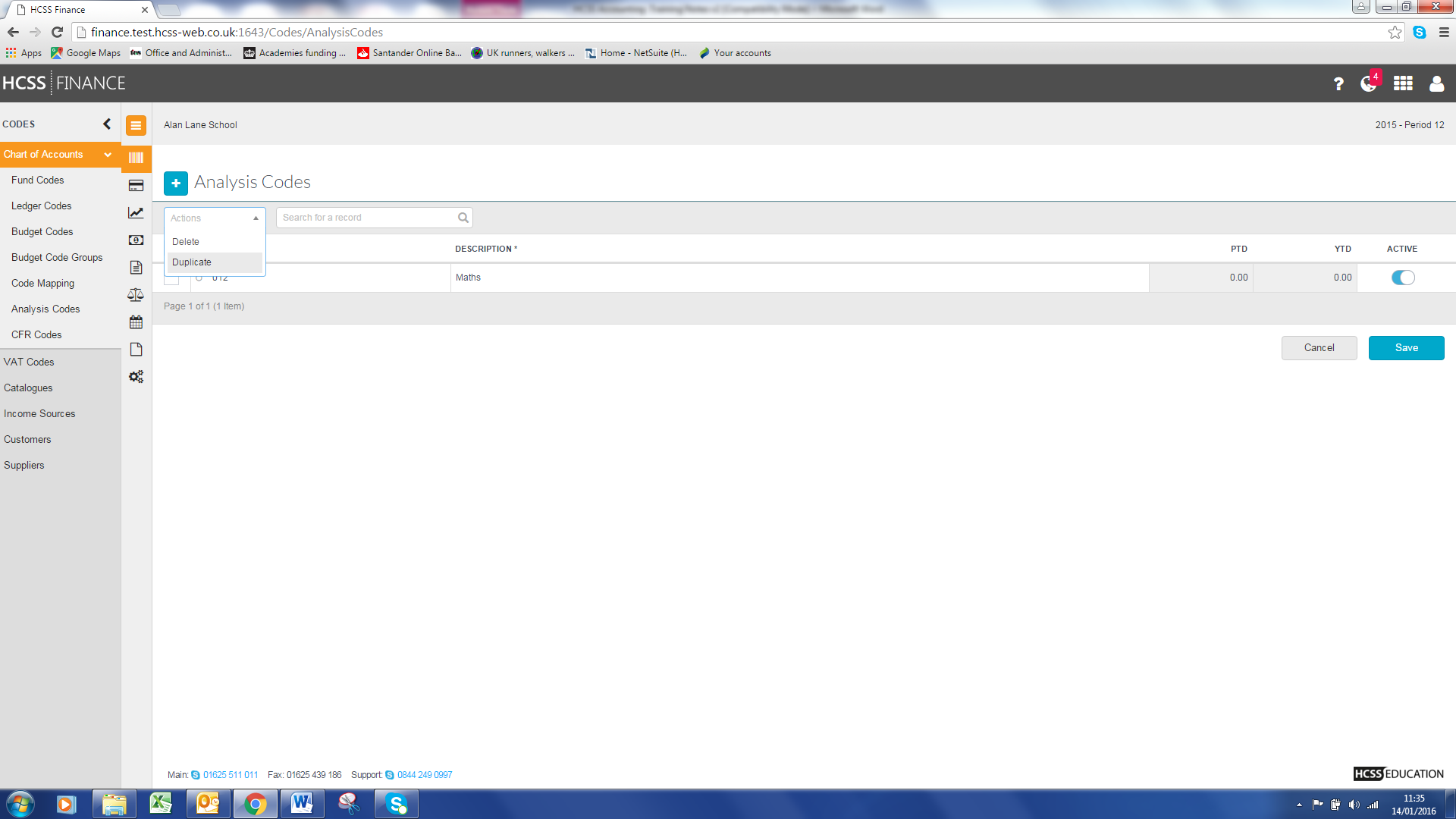


The new rate will be applied to transactions based on the invoice date entered.

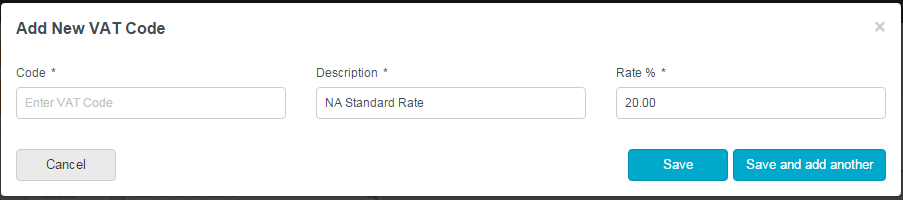
A dot appears against a **VAT Code** once transactions have been posted against it  and it is not possible to change the code.

## Duplicate a VAT Code

To **duplicate** a **VAT Code,** click in the tick box next to the VAT code. At the top of the screen is an actions button

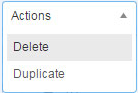


Click on the **Duplicate** button and an entry screen will appear with a copy of the VAT code information. To create the duplicate **VAT Code** simply enter a new reference and click on **Save**

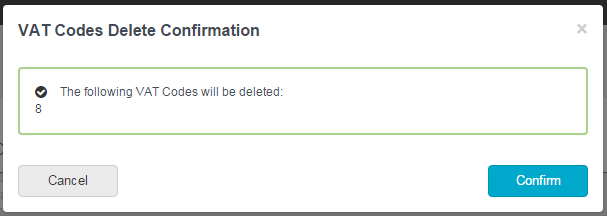


## Delete a VAT Code

To **delete** a **VAT Code,** click in the tick box next to the VAT code. . At the top of the screen is an actions button



Click on the **Delete** button a message will appear asking you to confirm your action



It is possible to delete more than one VAT code at a time by clicking in the tick box next to the VAT codes you wish to delete.

It is not possible to delete a **VAT Code** if there are transactions posted.

## Search on VAT Codes

Above the grid list of VAT codes is a search box. Typing into this box will search on all the fields and bring back a list of VAT codes which match the criteria entered.

Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search.

