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HCSS Accounting

User Manual

*Customers and Suppliers including Catalogue*

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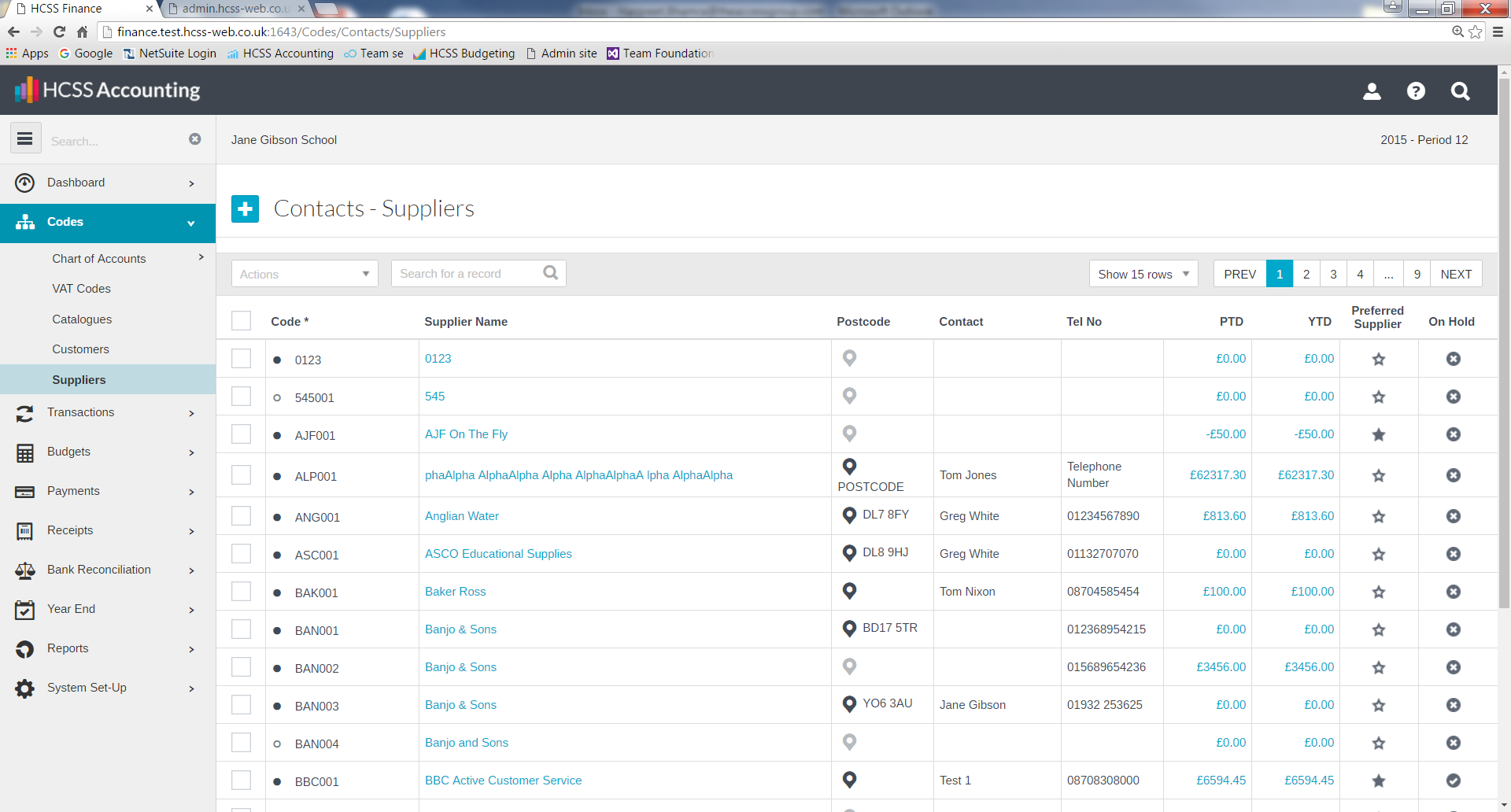
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# Introduction

The suppliers, customers and Catalogues are found under the menu **Codes** followed by:

* Suppliers
* Customers
* Catalogues



**Key points:**

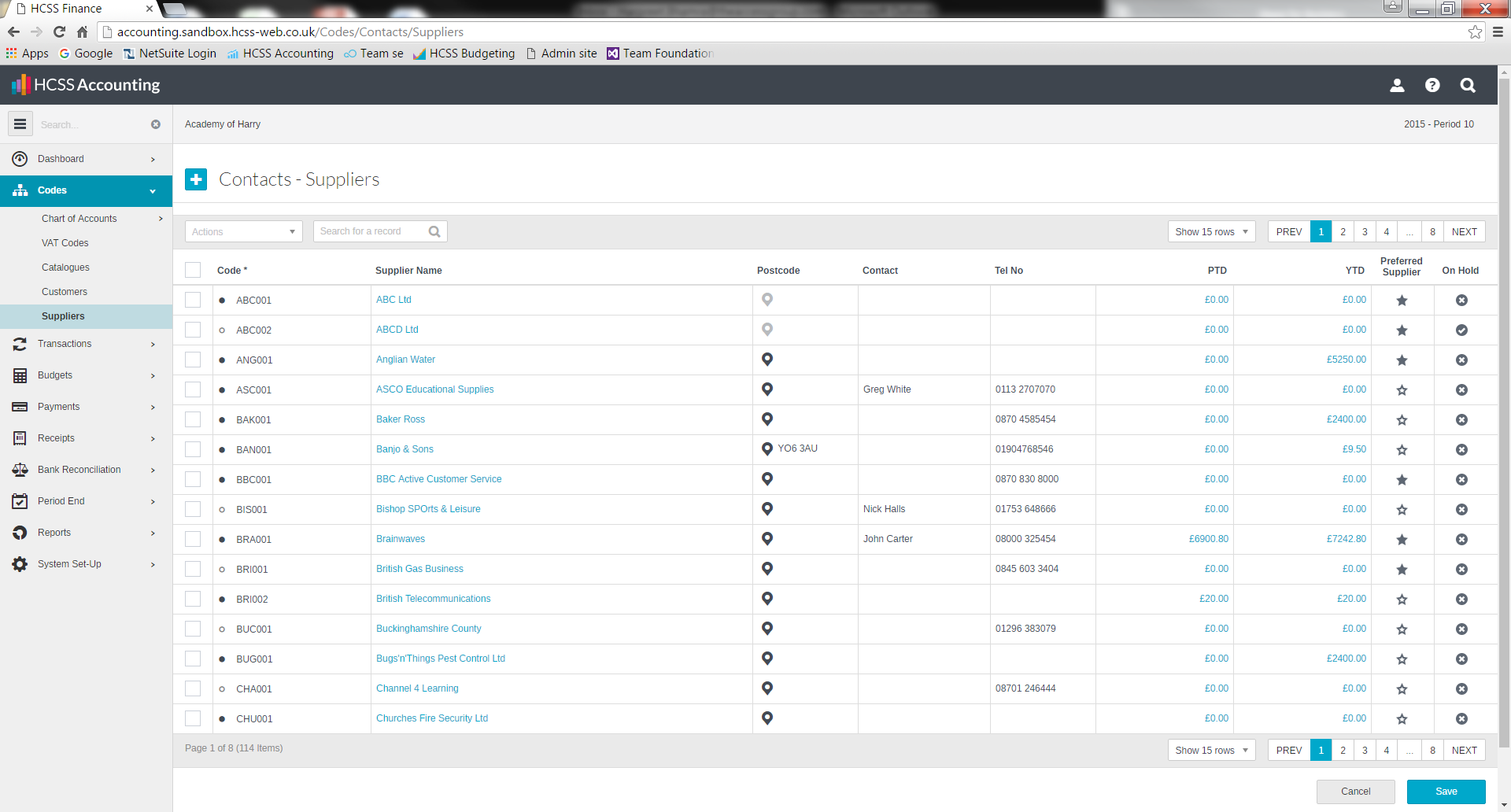
To ensure suppliers are emailed PO’s and remittance advices when a BAC’s run is completed ensure that the following fields are completed:

* PO email address
* Remittance email address (BACs run will not allow you to select)
* BACs – supplier bank details

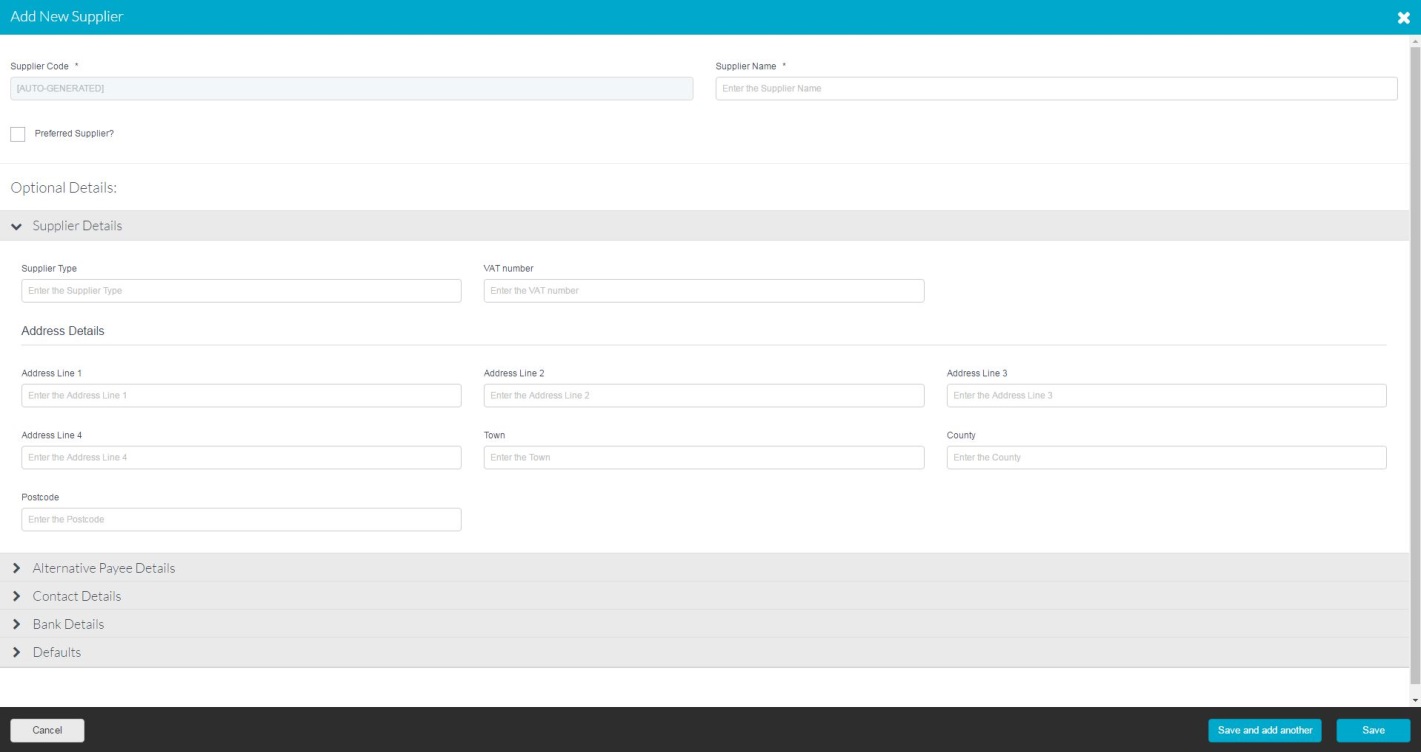
# Suppliers

## Add a Supplier

To view or add a Supplier click once on **Suppliers** and a list of suppliers will appear.



To **add** a new **Supplier** Click on 

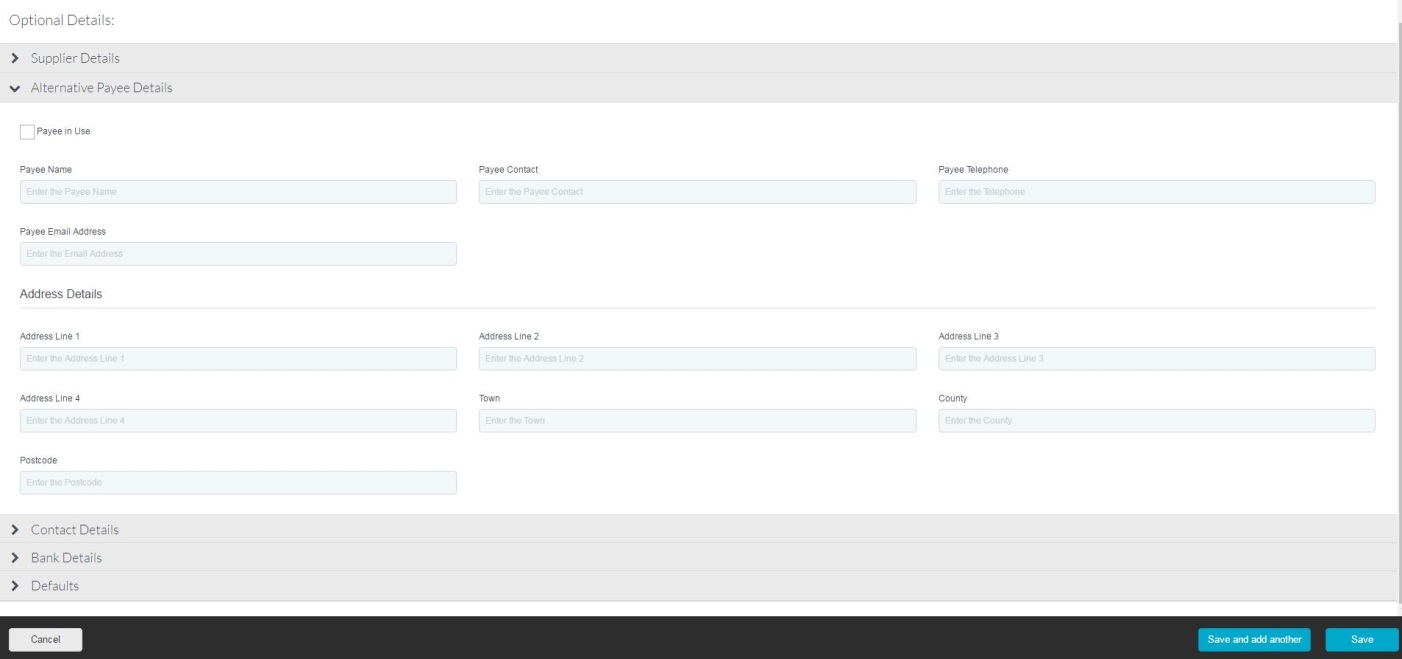


**Required Fields**

|  |  |
| --- | --- |
| **Supplier Code** | Either generated automatically or manually – dependant on default settings (Go to System Set Up for more information) |
| **Supplier Name** | Supplier Name |
| **Preferred Supplier** | This can be marked to show preferred suppliers in the school and an option can be set in Defaults to show only preferred supplier in the drop down selection lists |

**Supplier Details**

|  |  |
| --- | --- |
| **Supplier Type** | Enter the type of supplier here such as plumber or electrician. This will allow easier searching |
| **VAT Number** | VAT Number |
| **Address Details** | Supplier Address Details including postcode |

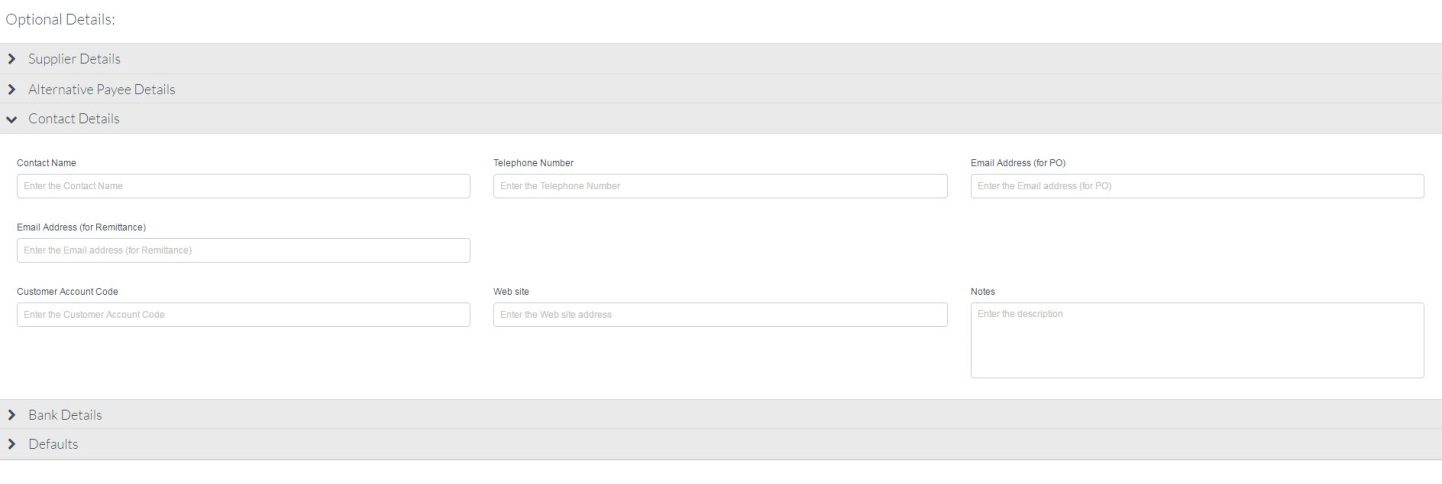
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**Alternative Payee Details**

|  |  |
| --- | --- |
| **Payee in Use\*** | Select this if the school or Academy is using an Alternative Payee to pay supplier invoices.(i.e. they are factoring their debt). |
| **Payee Name\*** | Payee name |
| **Payee Contact\*** | Payee Contact |
| **Payee Telephone** | Payee telephone number |
| **Payee Email Address** | Payee email |
| **Address Details\*** | Supplier Address Details including postcode |

\**mandatory fields*

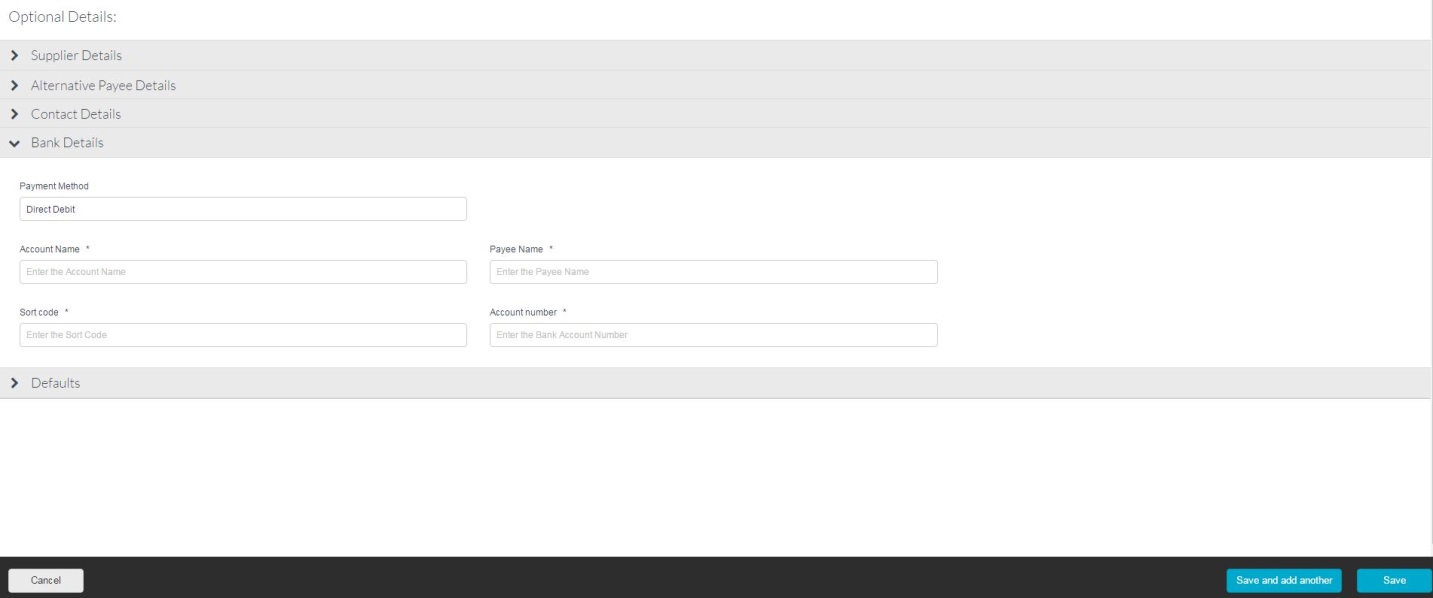
**NOTE:** If alternative payee is selected for a Supplier their name and bank details should be entered under the BANK DETAILS section.

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**Contact Details**

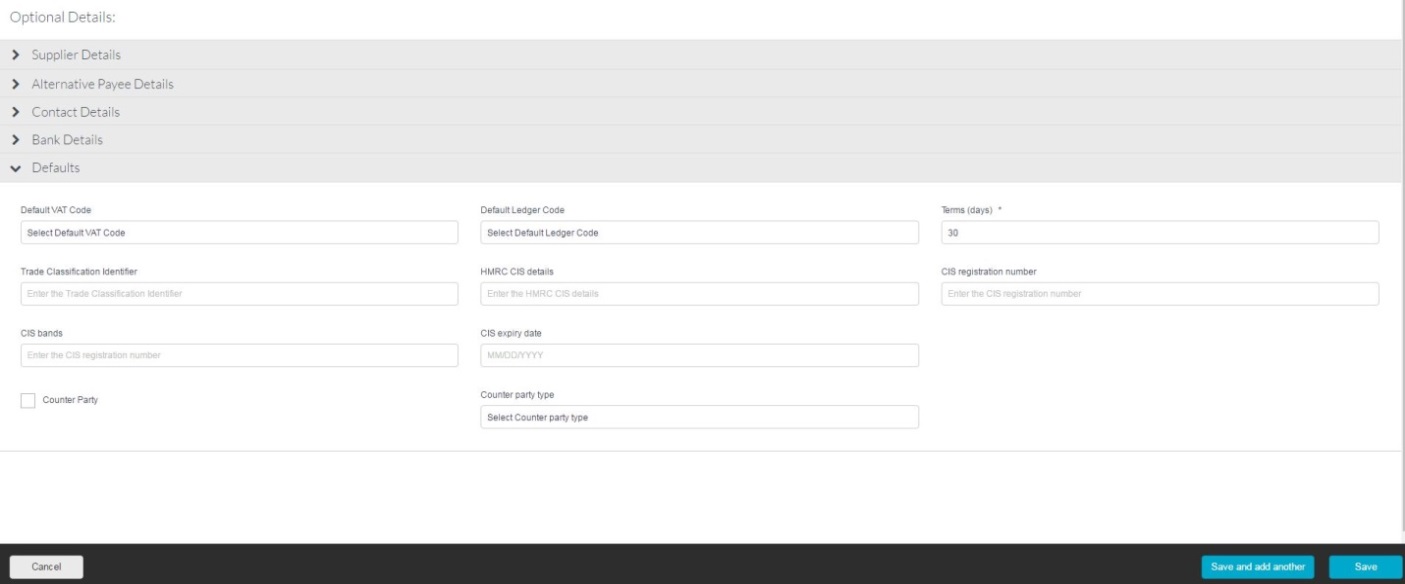
|  |  |
| --- | --- |
| **Contact Name** | Not a mandatory Field |
| **Telephone** | Not a mandatory Field |
| **Email Address(for PO)** | Supplier email address. If left blank users will not be able to email POs to suppliers \* |
| **Email Address(for Remittance)** | Supplier email address. If left blank users will not be able to email POs to suppliers and i  It will also not be selectable on the BACs run list until completed. \* |
| **Customer Account Code** | Not a mandatory Field |
| **Web Site** | Not a mandatory Field |
| **Notes** | Not a mandatory Field |

\* please note that it may be easier to put the school email address in here to ensure that it has been sent and a record is also in your sent items.



**Bank Details**

|  |  |
| --- | --- |
| **Payment Method** | Cheque, BACS or Direct Debit.  The below will only appear if BACS or Direct Debit are chosen |
| **Account name** | Mandatory Field |
| **Payee name** | If the Supplier has an alternative payee their name and bank details should be entered here |
| **Sort Code** | Mandatory Field |
| **Account Number** | Mandatory Field |

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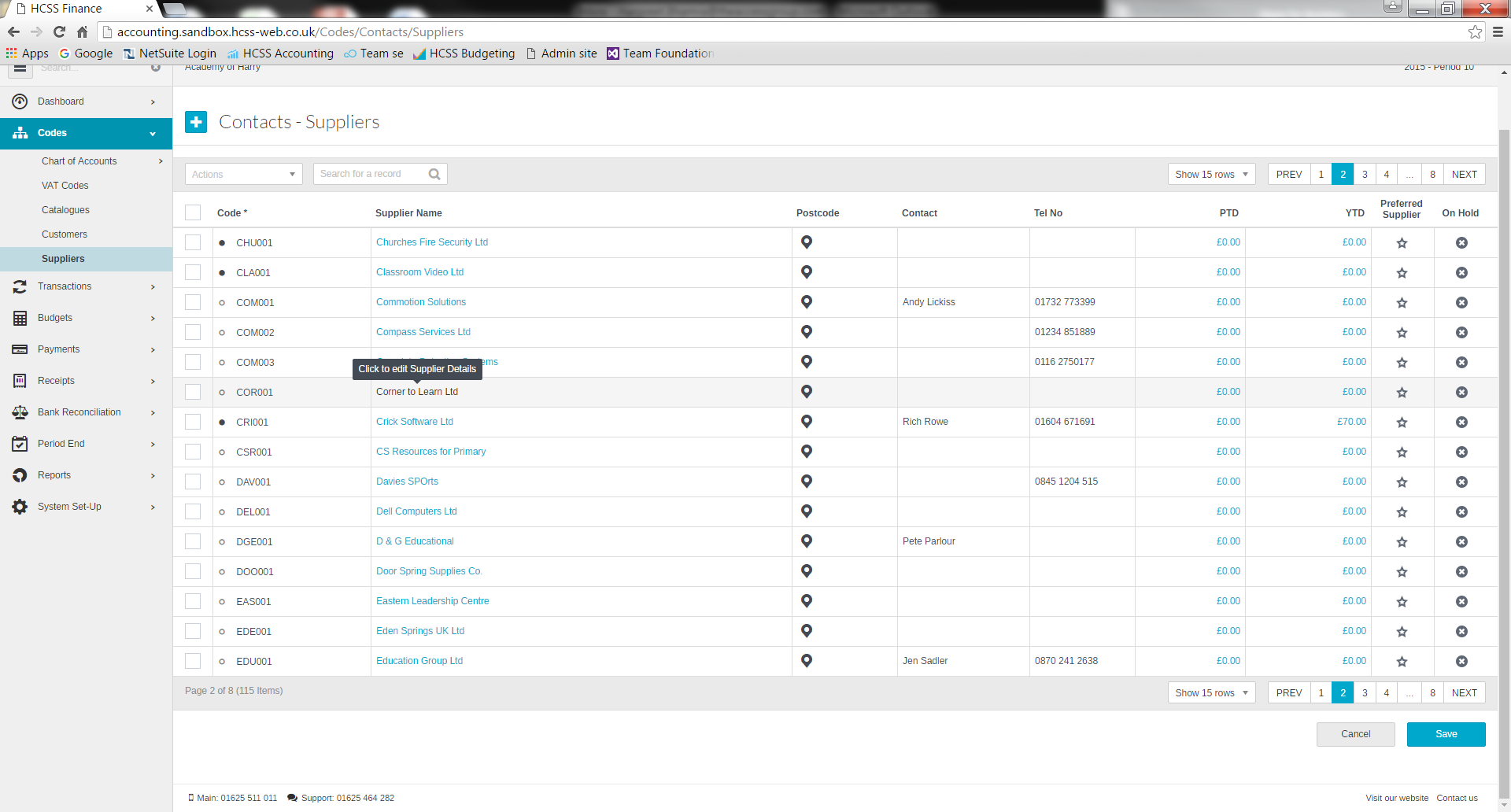
**Defaults**

|  |  |
| --- | --- |
| Default VAT Code | This can be set against the supplier to allow quicker data entry it can be changed in the transaction |
| Default Ledger Code | This can be set against the supplier to allow quicker data entry it can be changed in the transaction |
| Terms | This is used to calculate when an invoice is due for payment |
| Trade Classification | These details will only be required if they are in the Construction Industry Scheme. |
| HMRC CIS Details | As above, this will be on the suppliers registration details |
| CIS Registration Number | As above, this will be on the suppliers registration details |
| CIS Expiry Date | As above, this will be on the suppliers registration details |
| Counter Party | Once this tick box is set the supplier will be marked as counter party and a report can be run to show the supplier, county party type balance and their balance |
| Counter Party Type | This lists the Counter Party types as required by the EFA |

Once all the data you require has been entered click on **Save** or **Save and Add Another.**

You will get a message telling you the Supplier has been added successfully.

## Edit a Supplier



To **Edit** a **Supplier** simply click on the **Supplier** name  (it has a hyper link).

This will open up the screens as above and allow you to go directly to the area that needs updating.

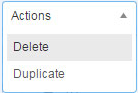
**Please Note:** A dot appears against a **Supplier** once transactions have been posted against it  and it is not possible to change the code.

The browse supplier grid also allows you to edit core supplier information such as contact, email address or telephone number.

To view information on transaction posted against a supplier click on blue hyper link for **YTD** (Year)or **PTD** (Current Period).

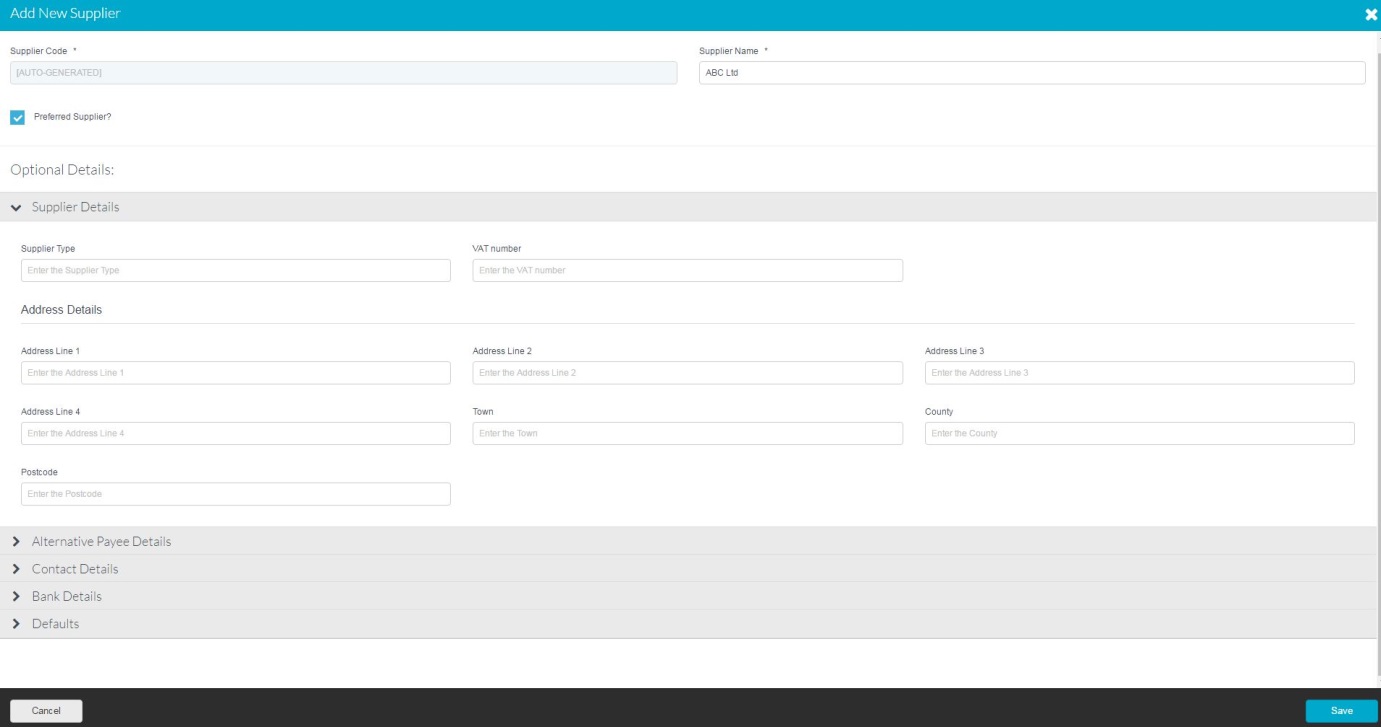
## Duplicate a Supplier

To **Duplicate** a **Supplier,** click in the tick box next to the supplier code. At the top of the screen is an actions button



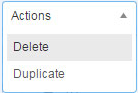
Click on **Duplicate** and the Supplier screen will open with a copy of the selected supplier information

To create the duplicate **Supplier** simply enter a new reference and amend any details

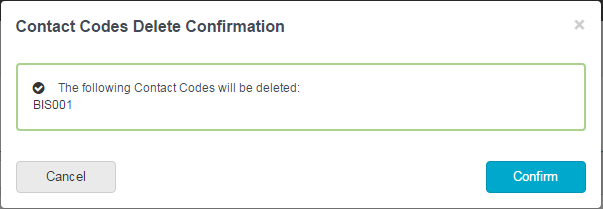
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## Delete a Supplier

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

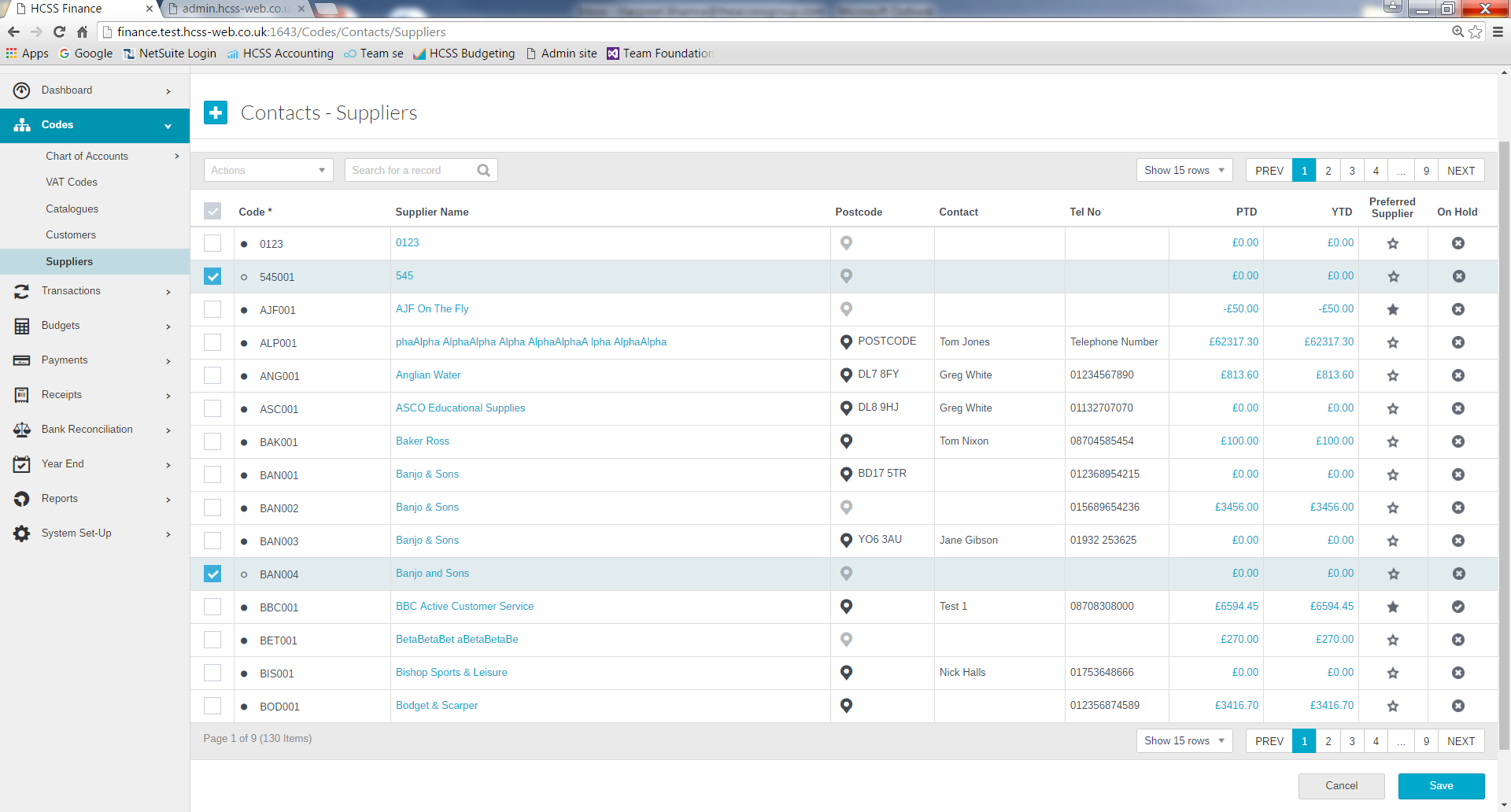


Click on the **Delete** button, a message will appear asking you to confirm your action.



**Please note**

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

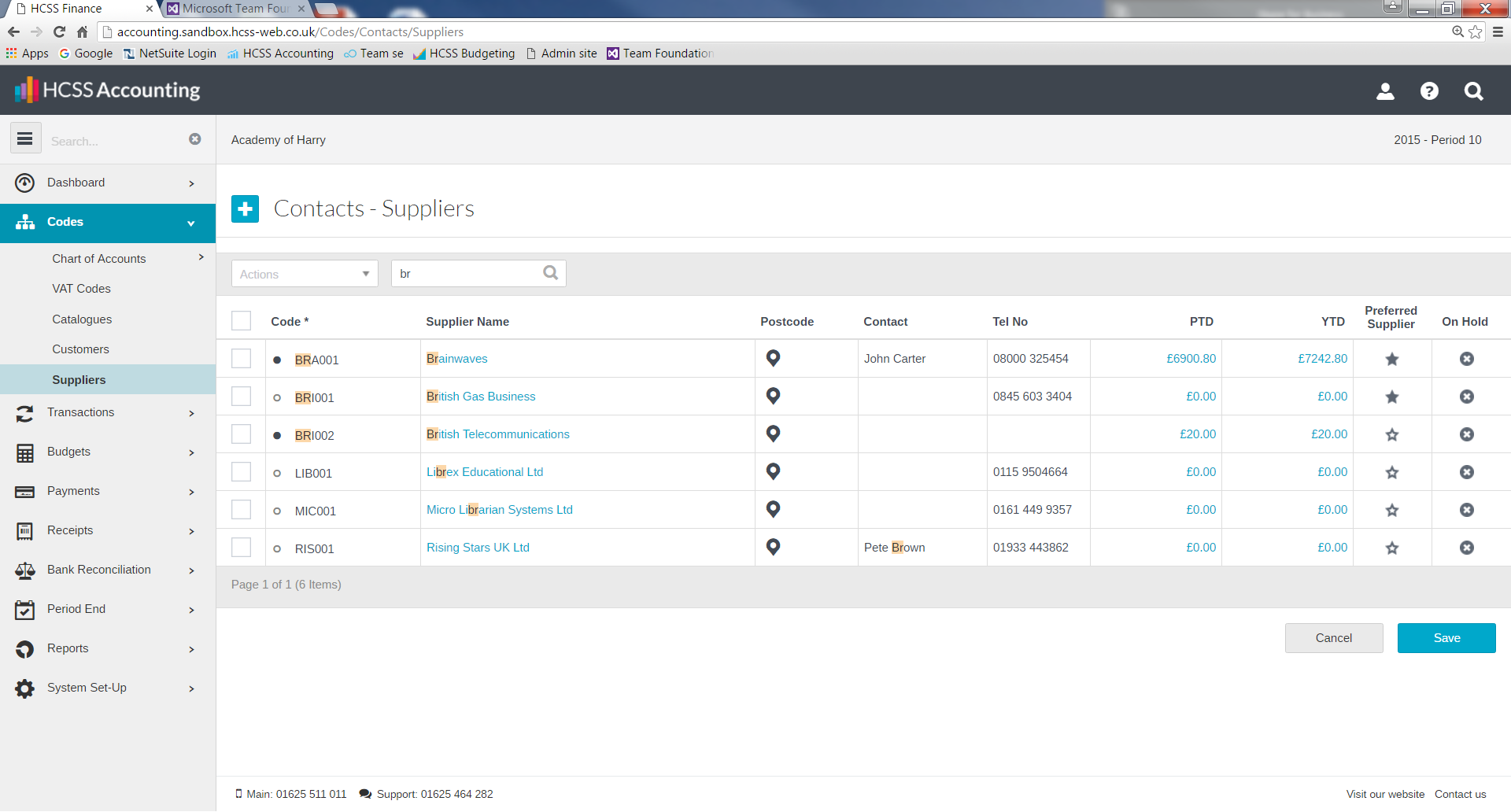


It is not possible to delete a **Supplier** record if there are transactions posted.

## Search on Suppliers

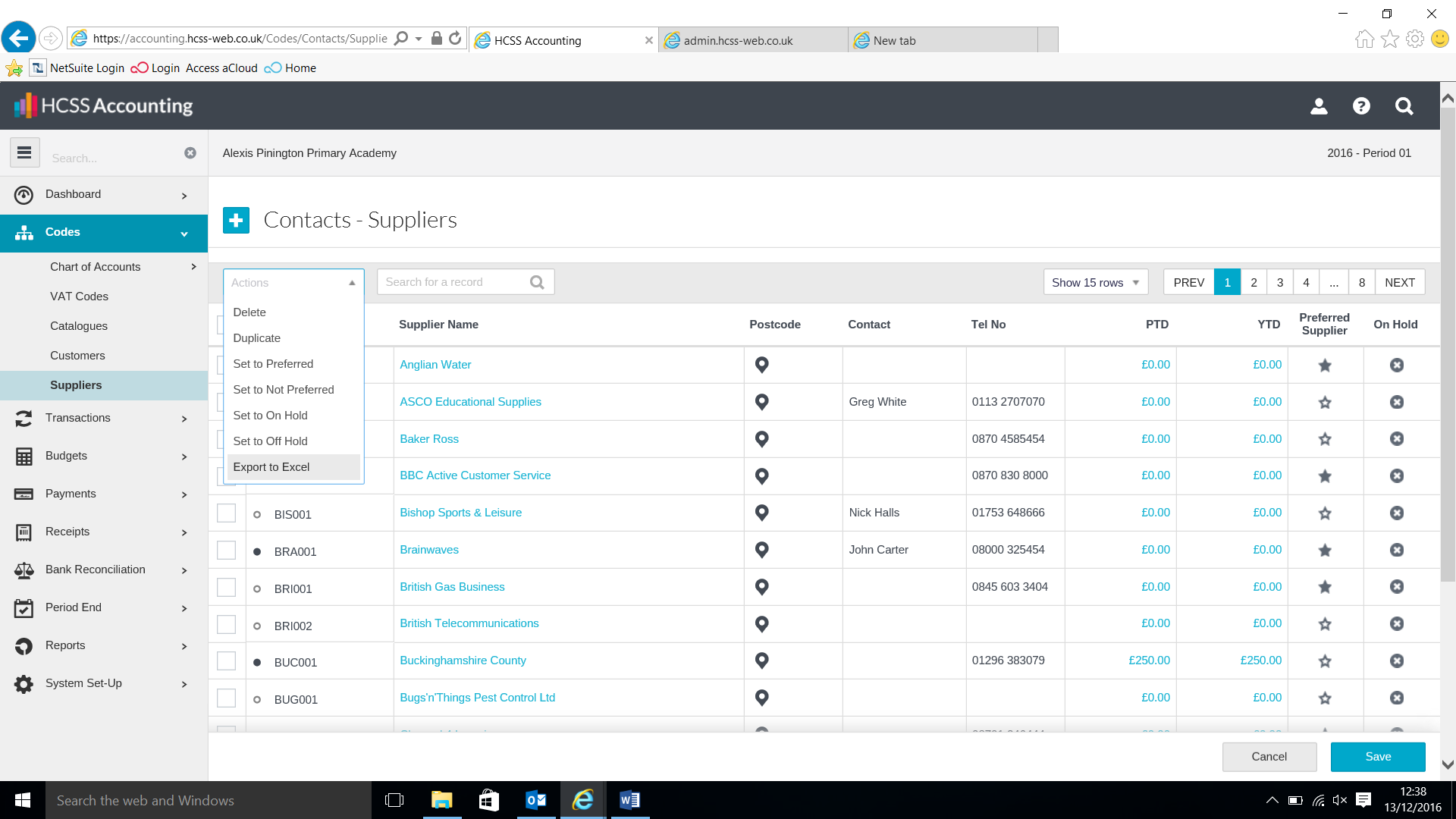
Above the grid list of suppliers is a search box. Typing into this box will search on all the fields and bring back a list of suppliers who match the criteria entered.

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



## Export Current Supplier details into Excel

As part of the migration and scoping day your supplier details will be uploaded when you go live. To check these click on **Actions** and **Export to Excel**. This will then open supplier details in Excel.

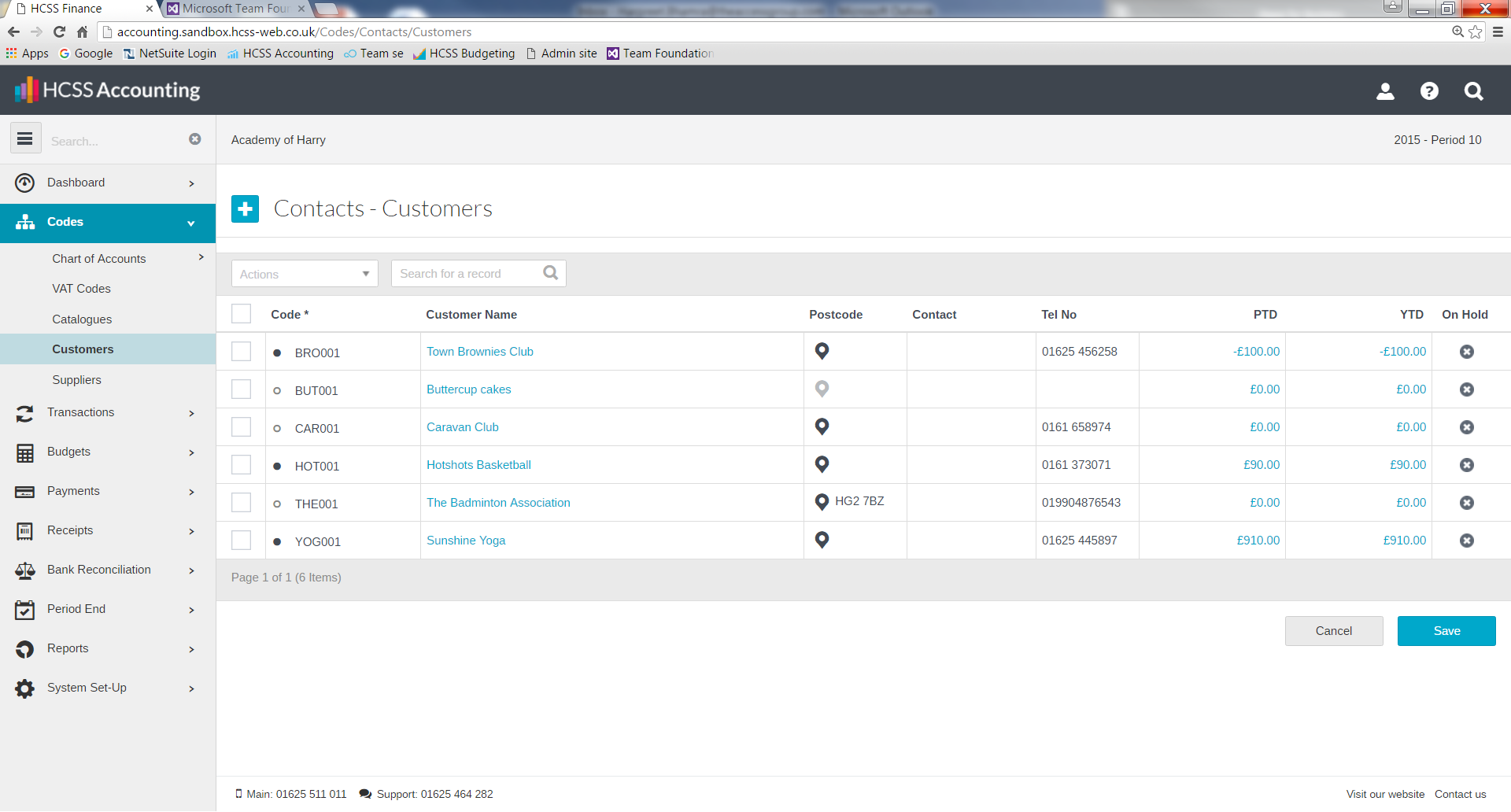


# Customers

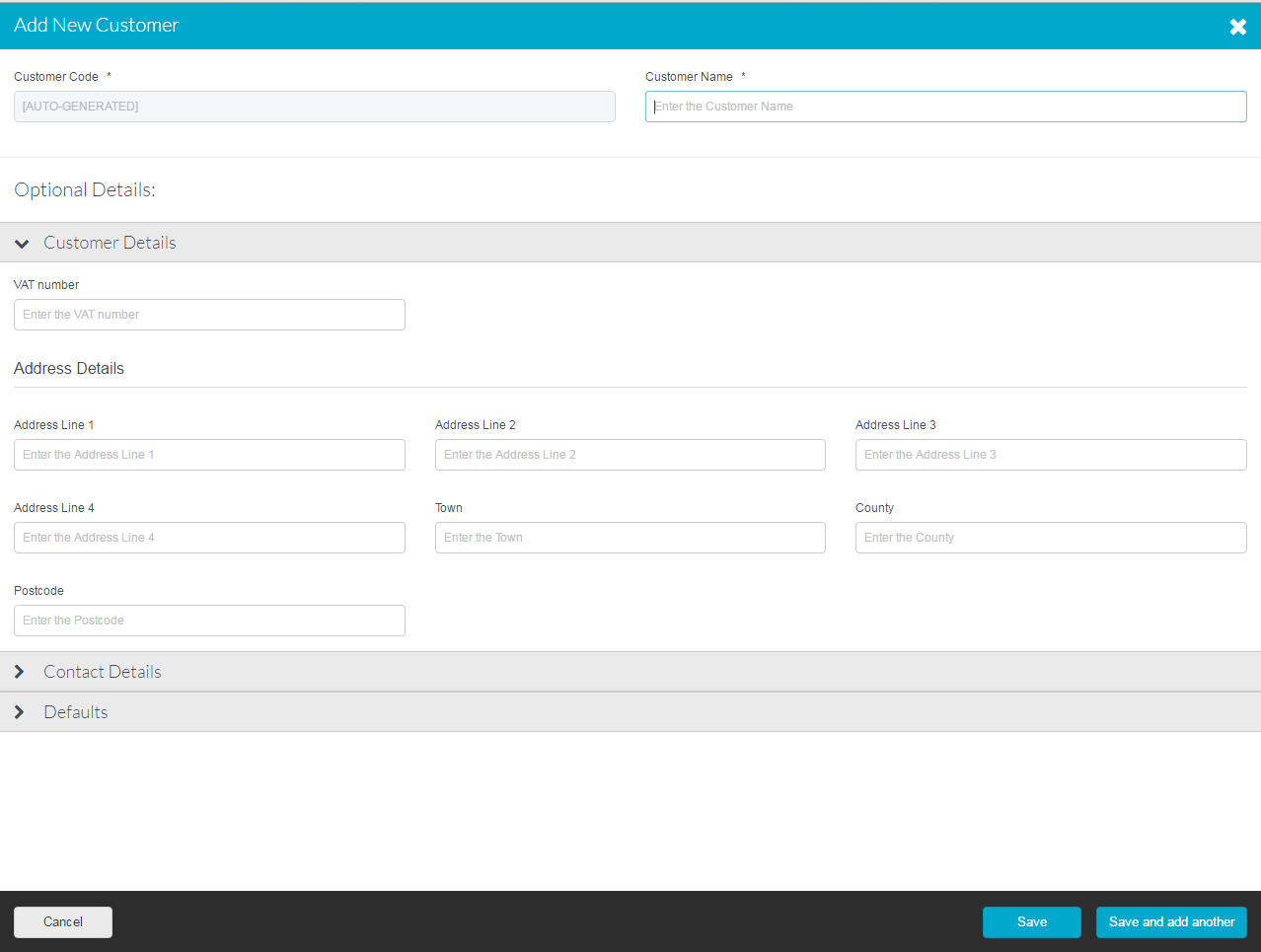
## Add a Customer

To view or add a Customer click once on **Customers**

A list of existing customers will appear



To **add** a new **Customer** click on 

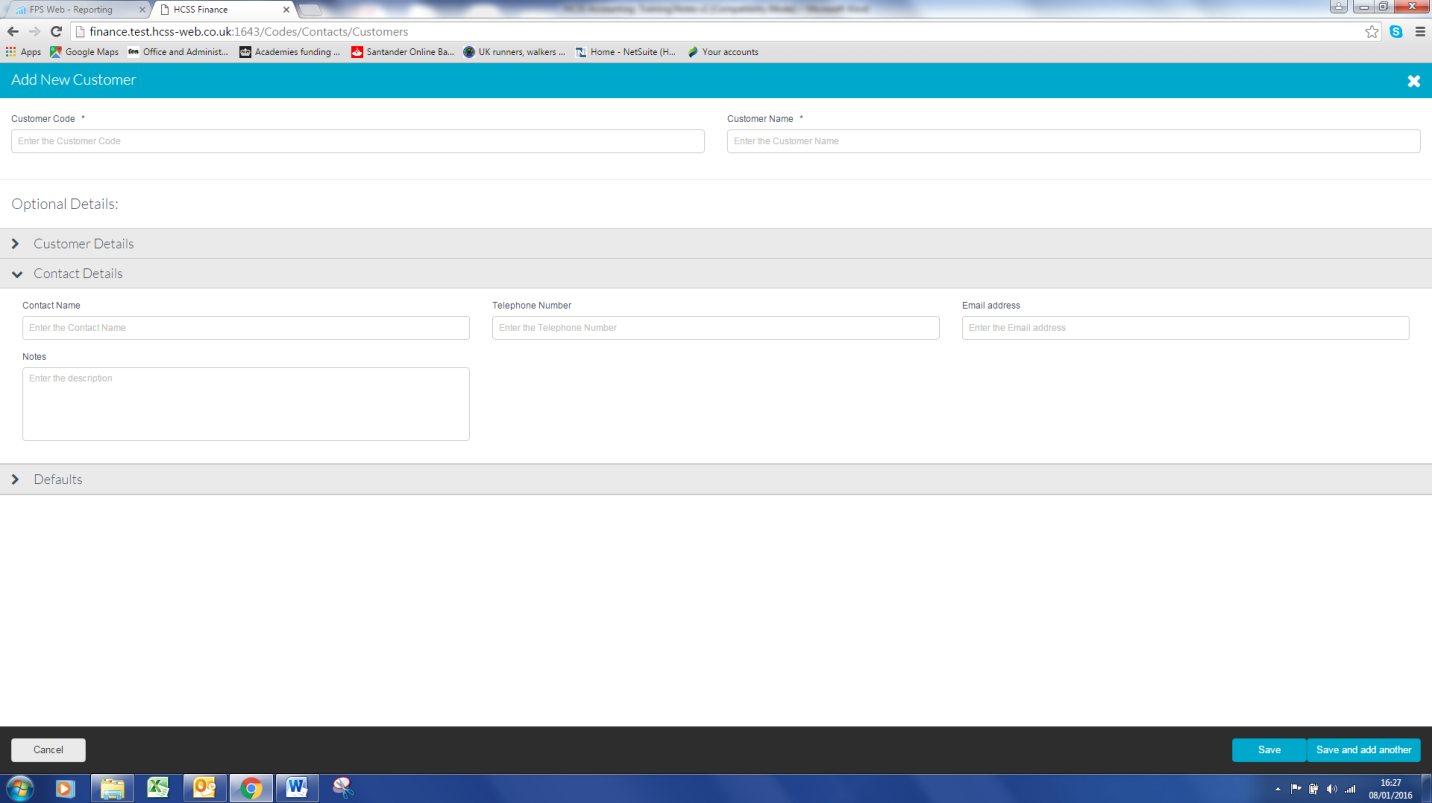


**Required Details**

|  |  |
| --- | --- |
| **Customer Codes** | Either generated automatically or manually – dependant on system setting |
| **Customer Name** | Customer Name |

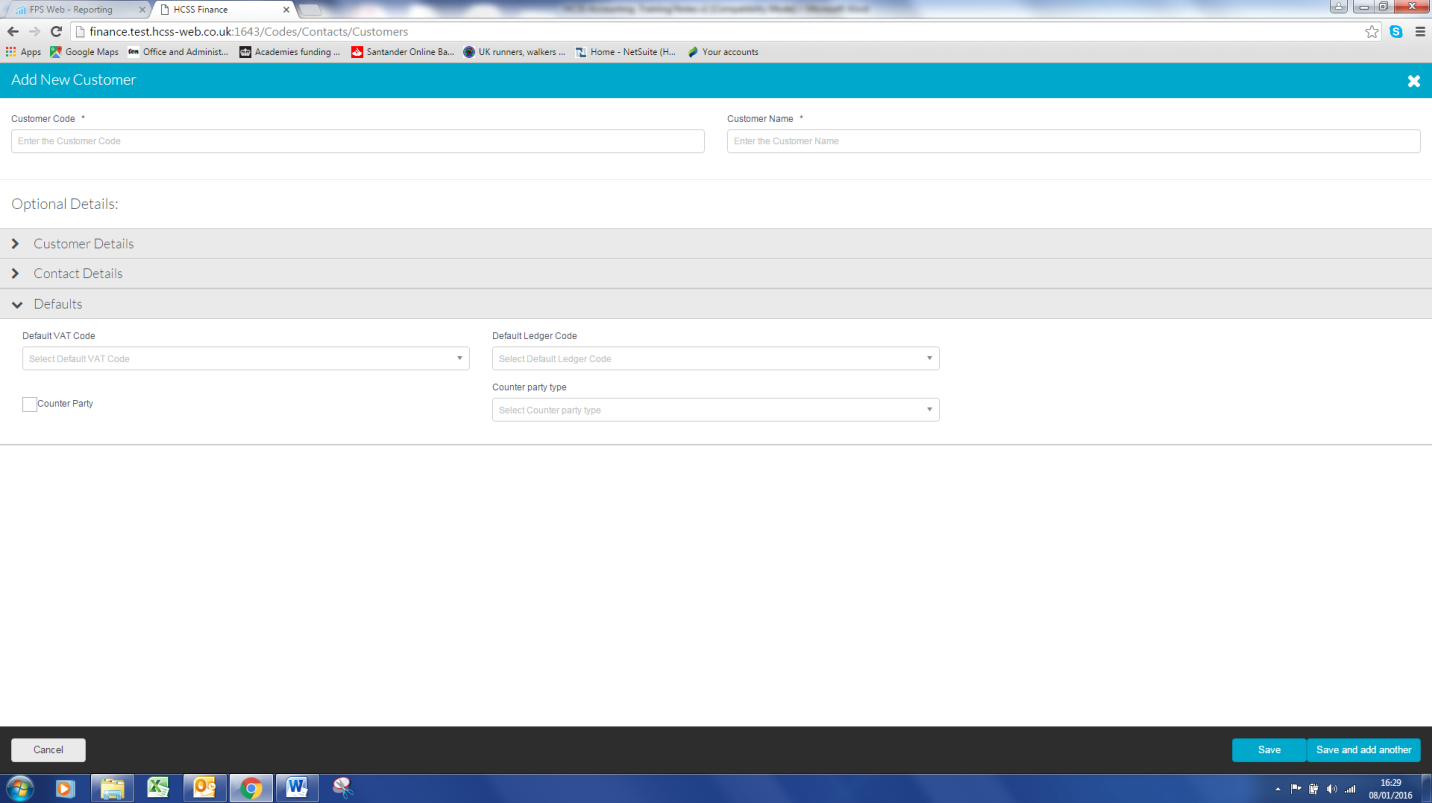
**Customer Details**

|  |  |
| --- | --- |
| VAT Number | Not a Mandatory Field |
| Customer Address | Not a Mandatory Field |
| Postcode | Not a Mandatory Field |



**Contact Details**

|  |  |
| --- | --- |
| **Telephone** | Not a mandatory Field |
| **Contact Name** | Not a mandatory Field |
| **Email Address** | Not a mandatory Field |
| **Notes** | Not a mandatory Field |

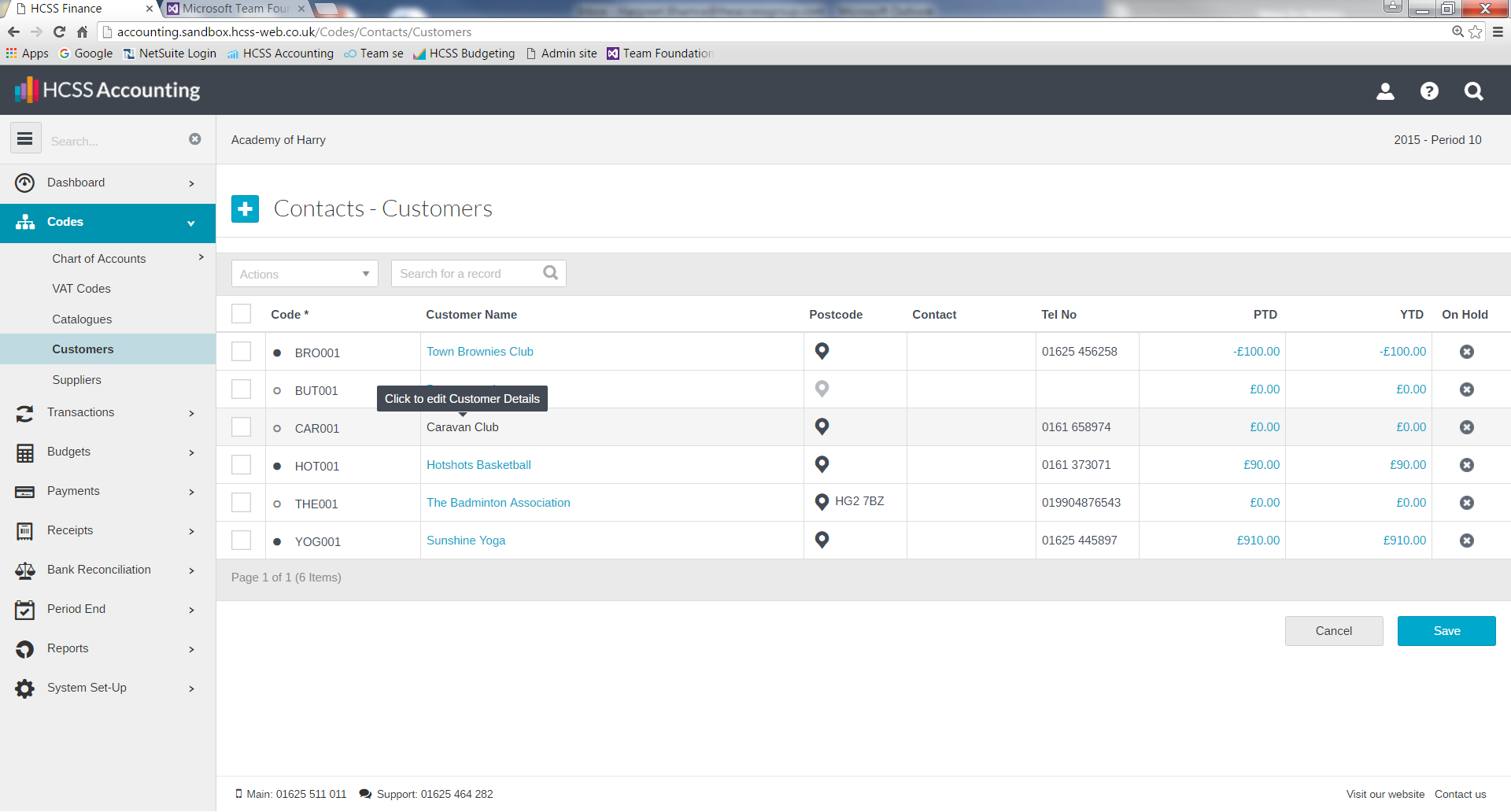


**Defaults**

|  |  |
| --- | --- |
| **Default VAT Code** | This can be set against the customer to allow quicker data entry it can be changed in the transaction |
| **Default Ledger Code** | This can be set against the customer to allow quicker data entry it can be changed in the transaction |
| **Terms** | Terms can be set up so that the information goes to the invoice |
| **Counter Party** | Once this tick box is set the customer will be marked as counter party and a report can be run to show the customer, county party type balance and their balance |
| **Counter Party Type** | This lists the Counter Party types as required by the EFA |

Once all the data you require has been entered click on **Save** or **Save and Add Another.**

## Edit a Customer



To **Edit** a **Customer** simply click on the **Customer** name  (it has a hyper link).

This will open up the wizard again and allow you to go directly to the area that needs updating.

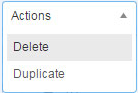
**Please Note:** A dot appears against a **Customer** once transactions have been posted against  and it is not possible to change the code.

The browse customer grid also allows you to edit core customer information such as contact name, email address or telephone number

To view information on transaction posted against a supplier click on blue hyper link for **YTD** (Year)or **PTD** (Current Period).

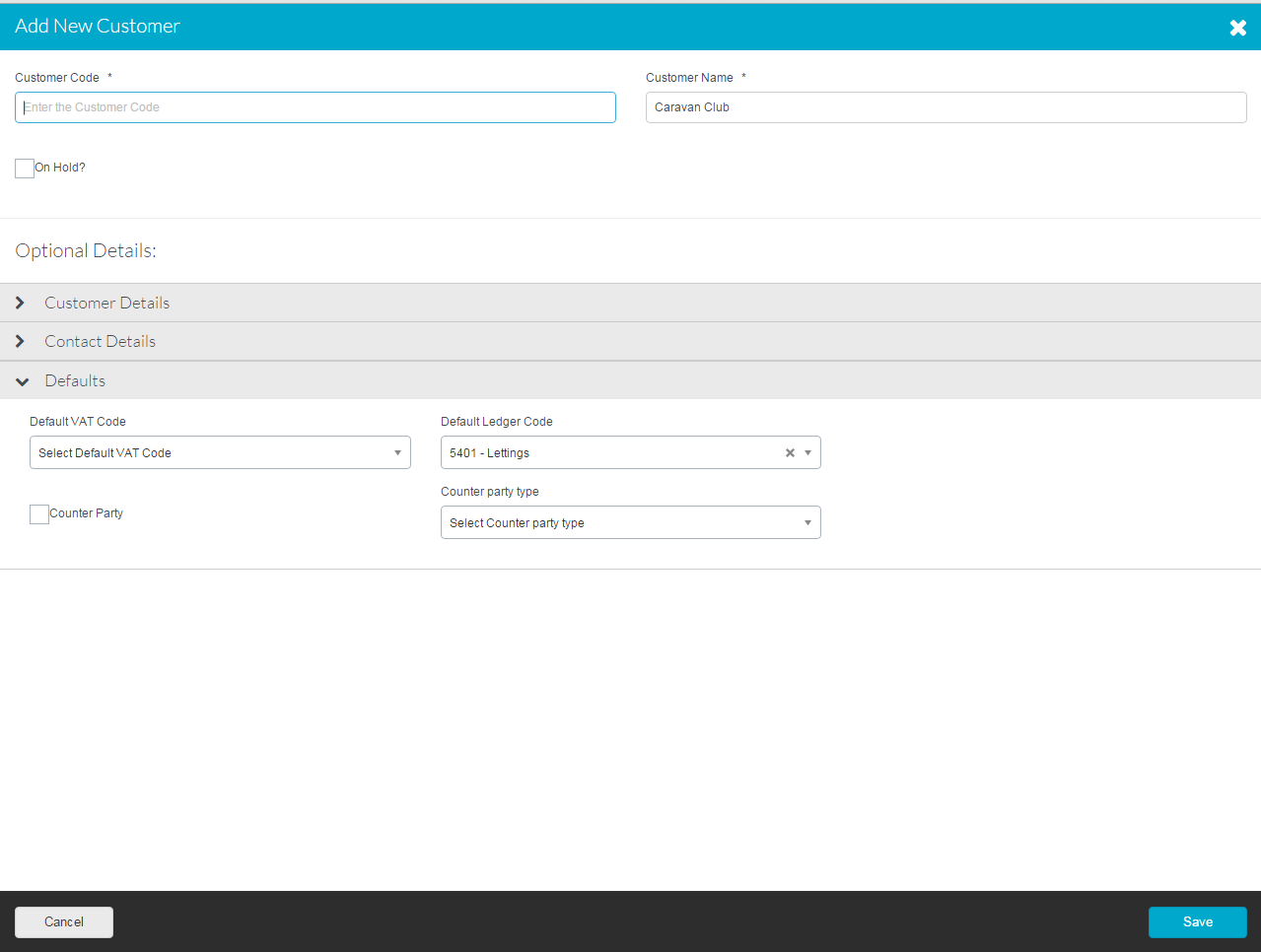
## Duplicate a Customer

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



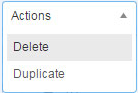
Click on the **Duplicate** button and an input wizard will appear with a copy of the customer information.

To create the duplicate **Customer** simply enter a new reference and amend any details

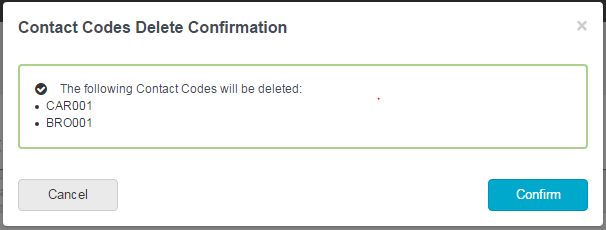


## Delete a Customer

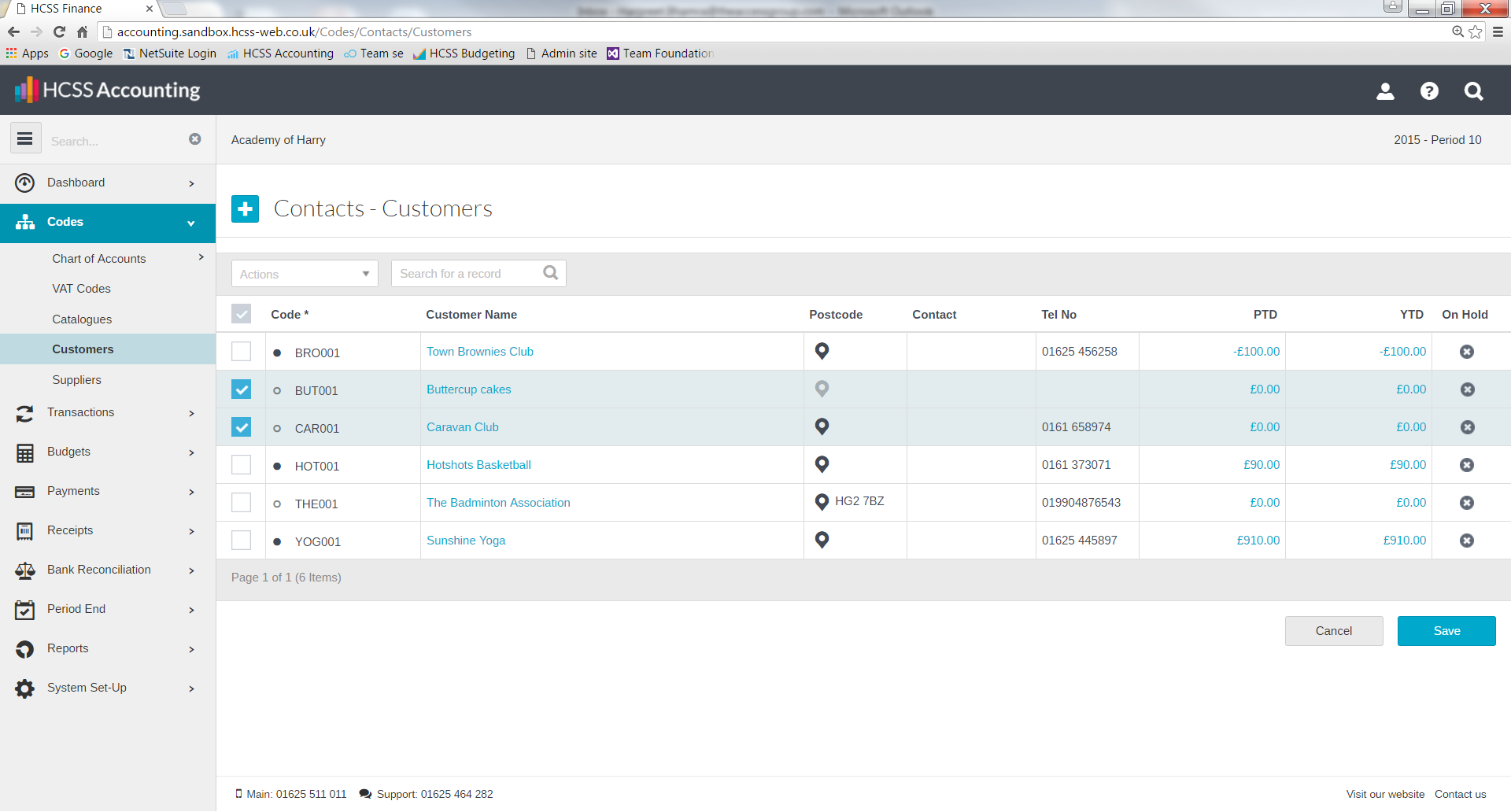
To **delete** a **Customer,** click in the tick box next to the customer code. . At the top of the screen is an actions button



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



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

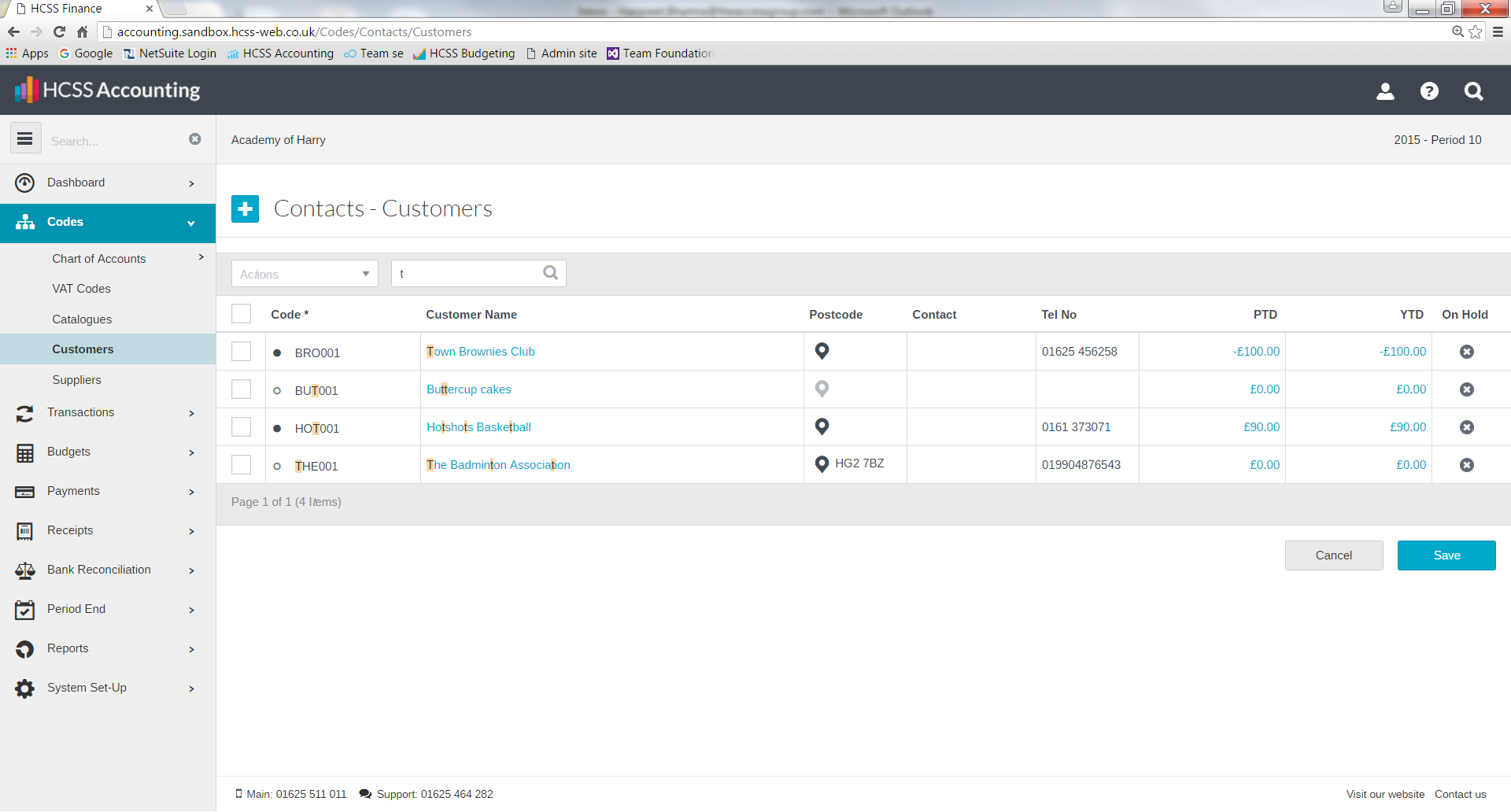


It is not possible to delete a **Customer** record if there are transactions posted.

## Search on Customers

Above the grid list of customers is a search box. Typing into this box will search on all the fields and bring back a list of customers who 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.



# Catalogue Codes

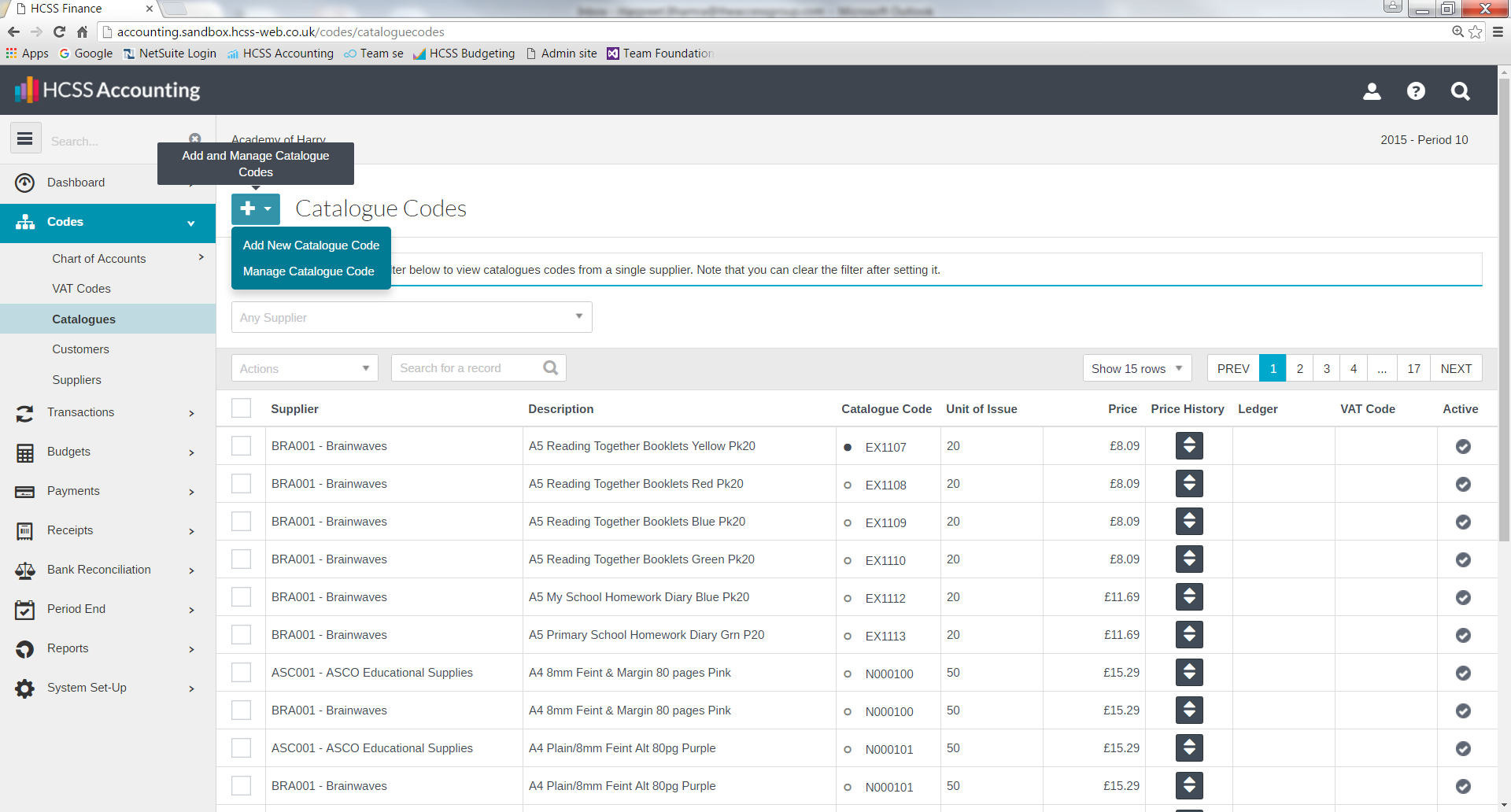
## Add a Catalogue Code

A list of existing **Catalogue Codes** will appear

The option to either **Browse** or **Import** will be given.

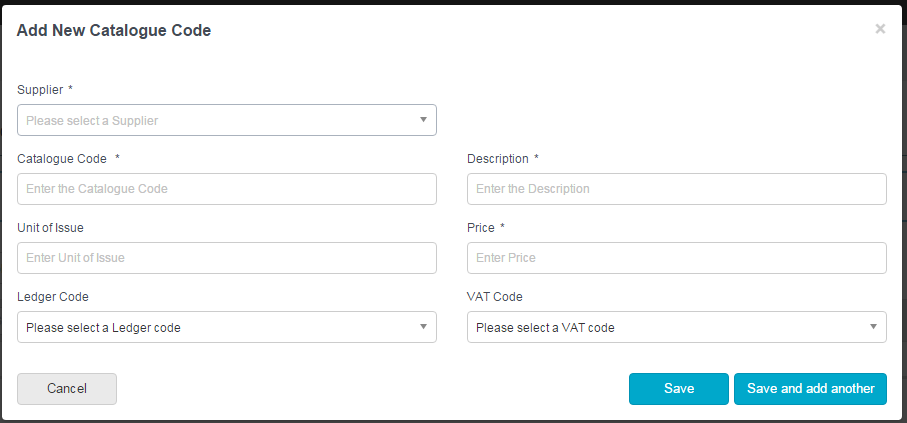
Select **Browse**

A list of existing **Catalogue Codes** will appear



To **add** a new **Catalogue Code** click on and select add a new catalogue code

The following screen will appear:



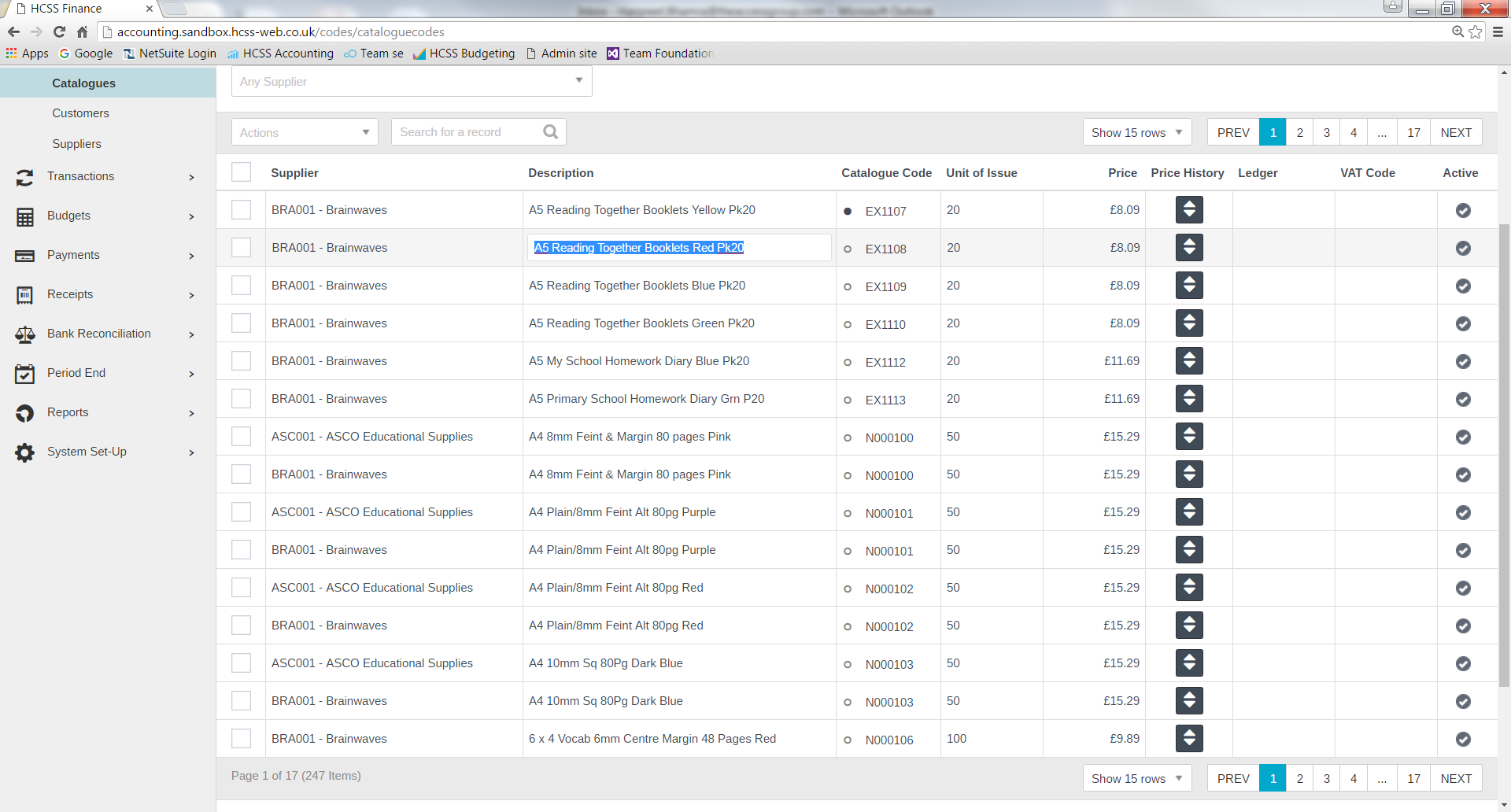
**Add a New Catalogue Code**

|  |  |
| --- | --- |
| Supplier | Add a Supplier Name |
| Catalogue Code | Enter the Catalogue Code |
| Description | Enter the description of the catalogue item |
| Unit of Issue | Enter the units of issue for the product/service |
| Price | Enter the price |
| Ledger Code | To set default ledger Code for the catalogue code, making data entry on transactions quicker. |
| VAT Code | To set default VAT code for the catalogue code, making data entry on transactions quicker. |

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

## Edit a Catalogue Code

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



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

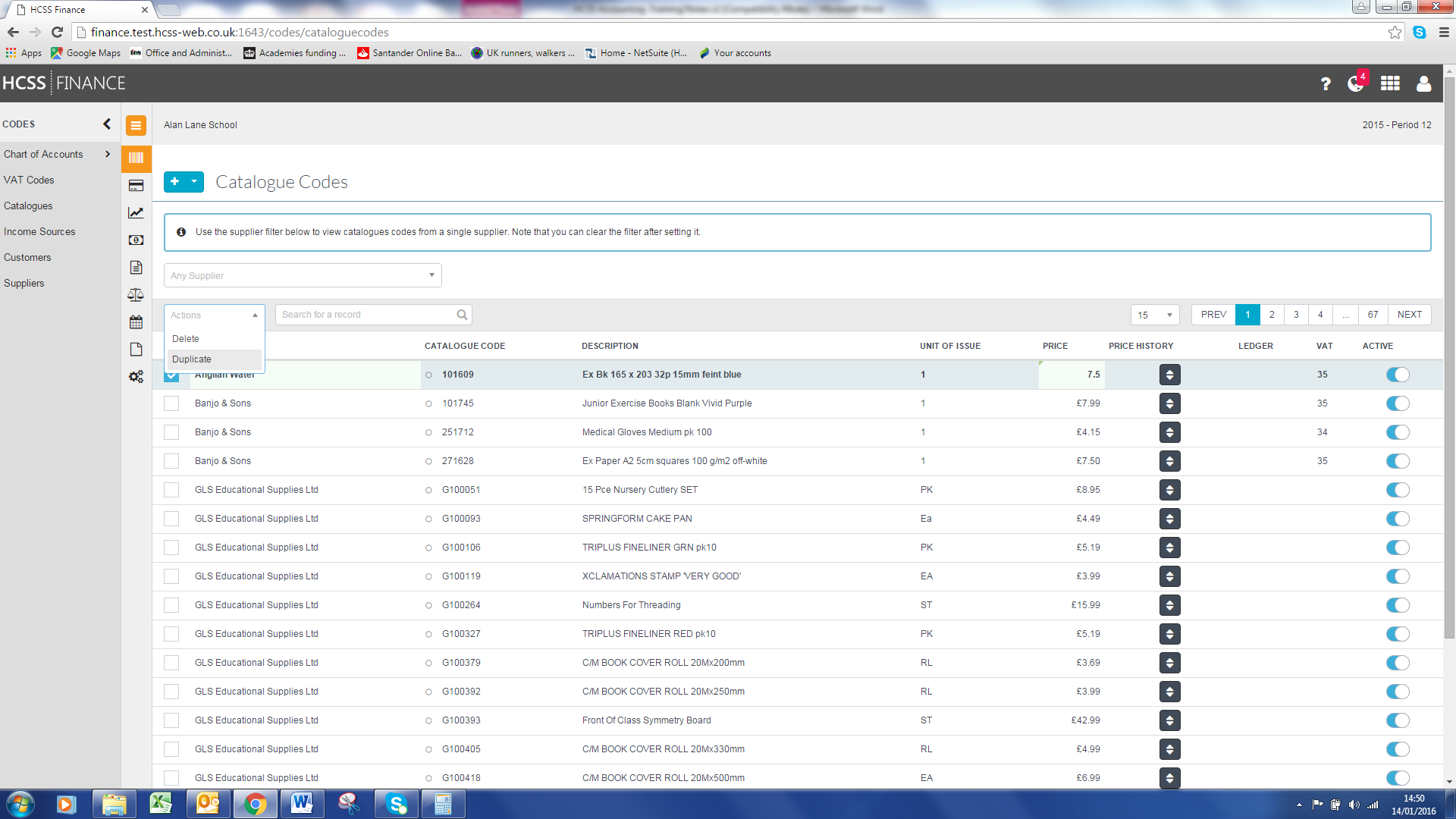
A dot appears against a **Catalogue Code** once transactions have been posted against it  and it is not possible to change the code.

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

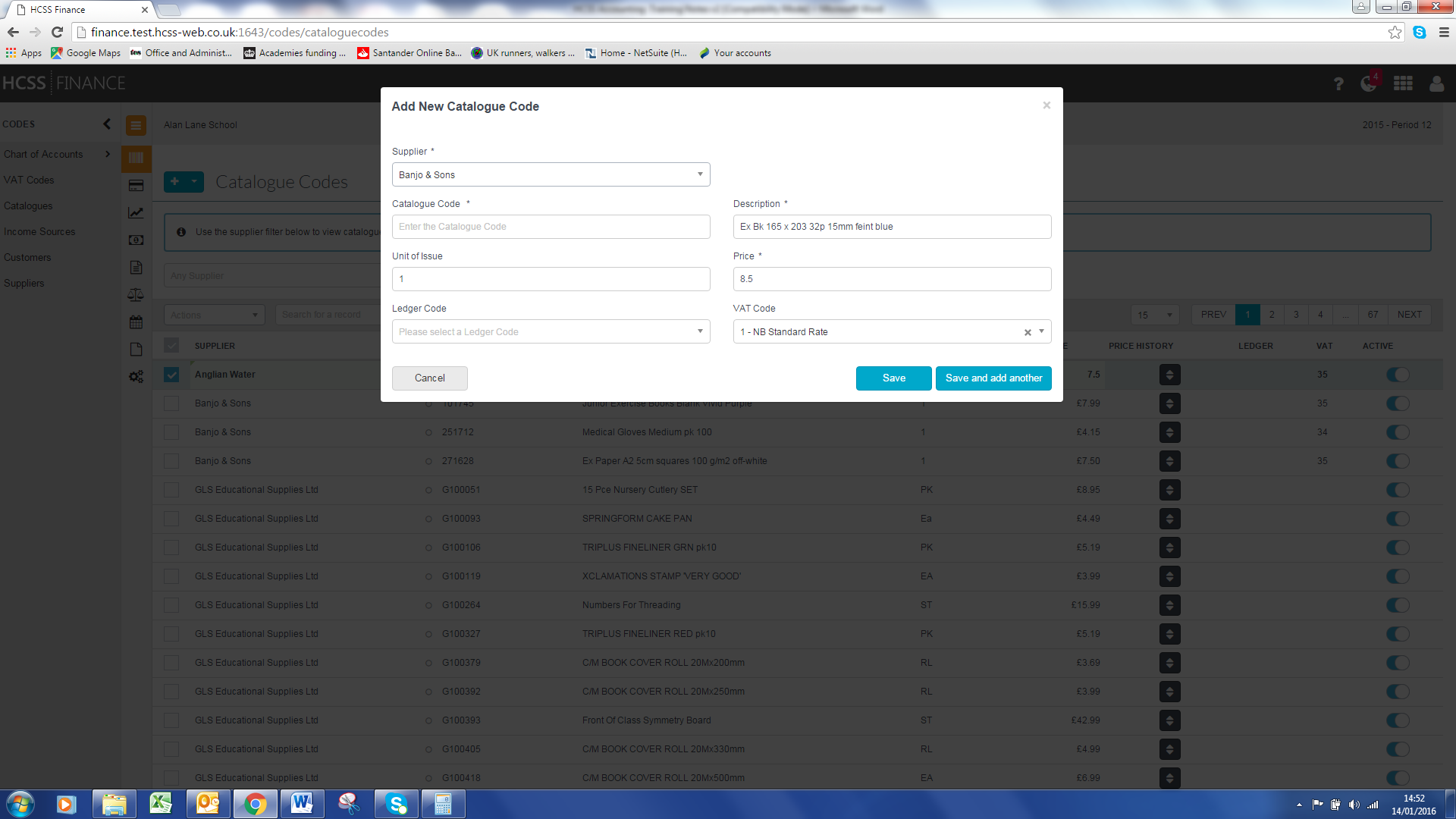
To change the price history click on by the side of the catalogue item. This will allow you to add a new price to the code and the start date in comes into effect.

## Duplicate a Catalogue Code

To **duplicate** a **Catalogue Code,** click in the tick box next to the Catalogue code. Then Click on **Duplicate** under **Actions** box

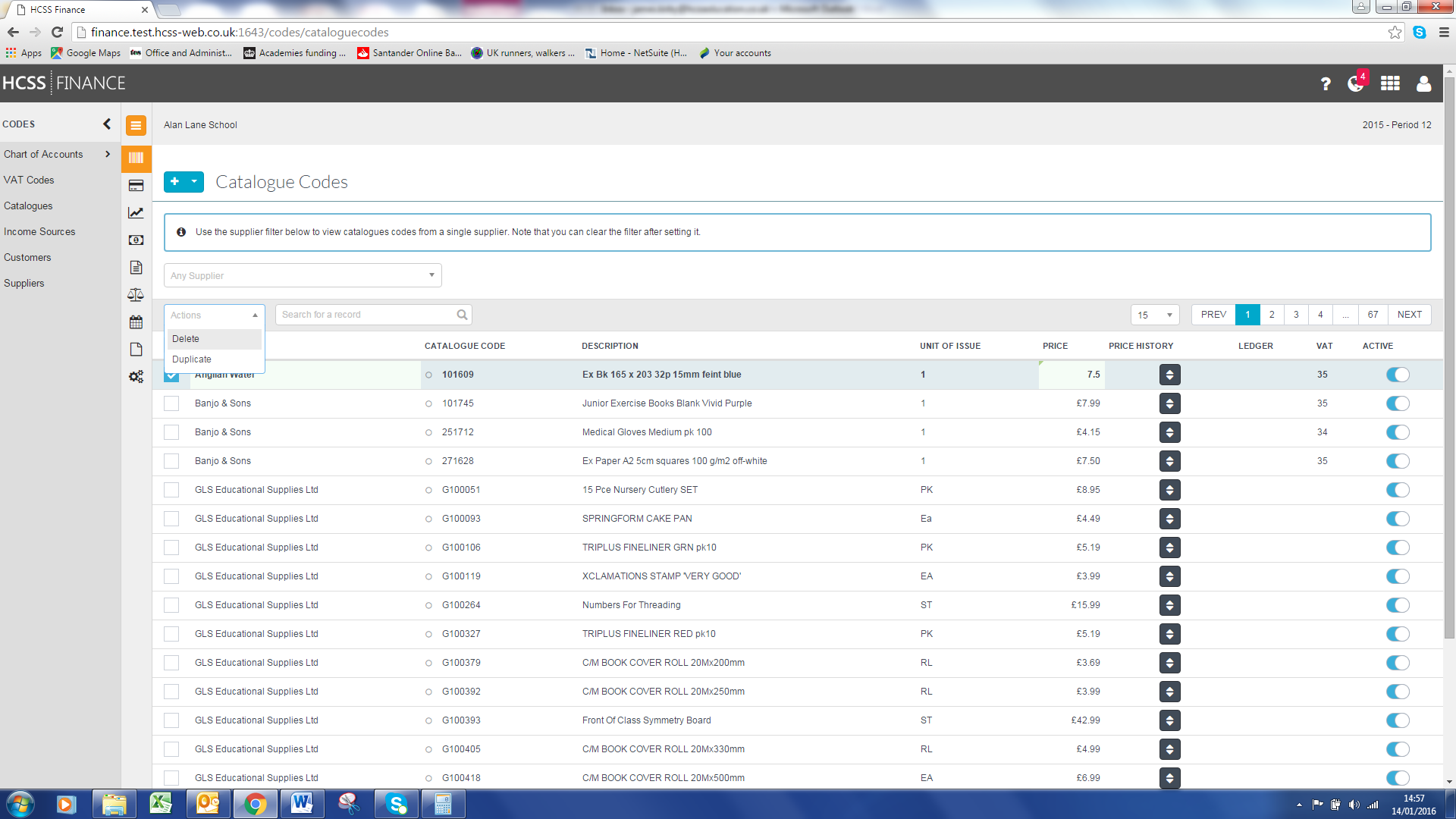


Click on the **Duplicate** button an entry screen will appear with a copy of the Catalogue code information. To create the duplicate **Catalogue Code** simply enter a new code.

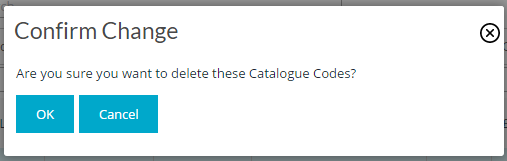


## Delete a Catalogue Code

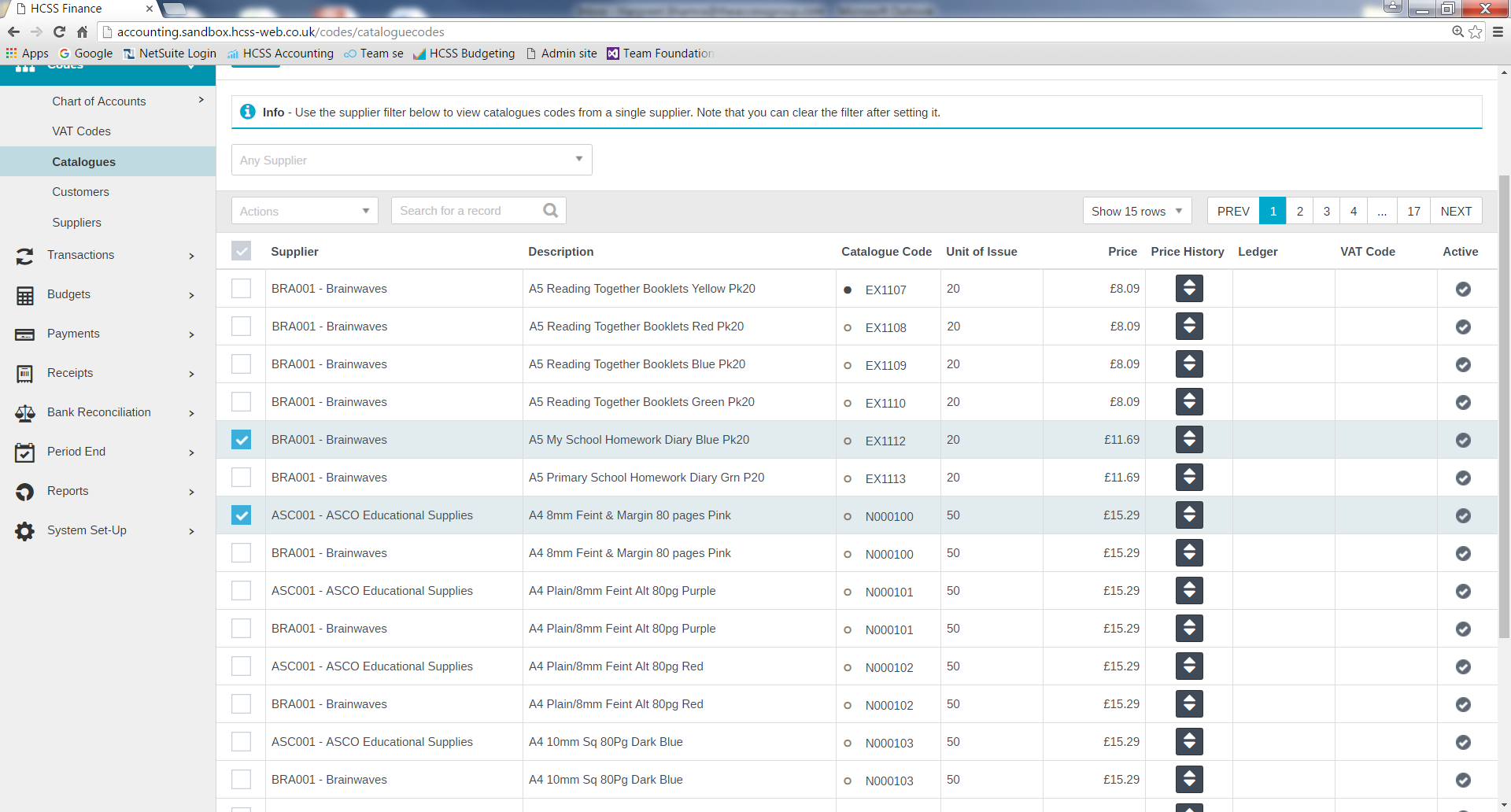
To **delete** a **Catalogue Code,** click in the tick box next to the Catalogue code. Then Click on **Delete** under **Actions** box



A message will appear asking you to confirm your action



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

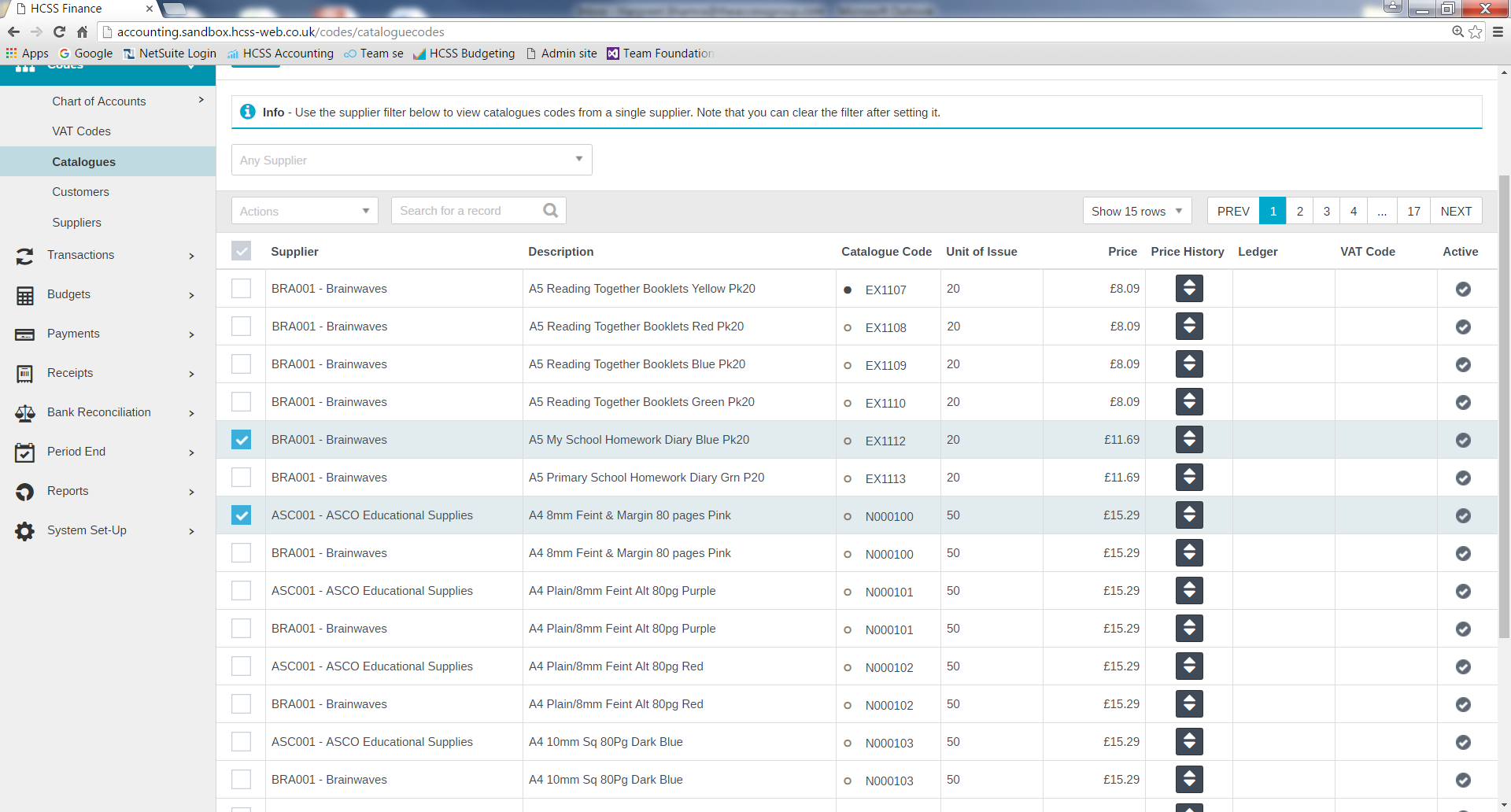


It is not possible to delete a **Catalogue Code** if there are transactions posted however it is possible to **inactivate** a **Catalogue Code** which would stop them appearing in any selection lists

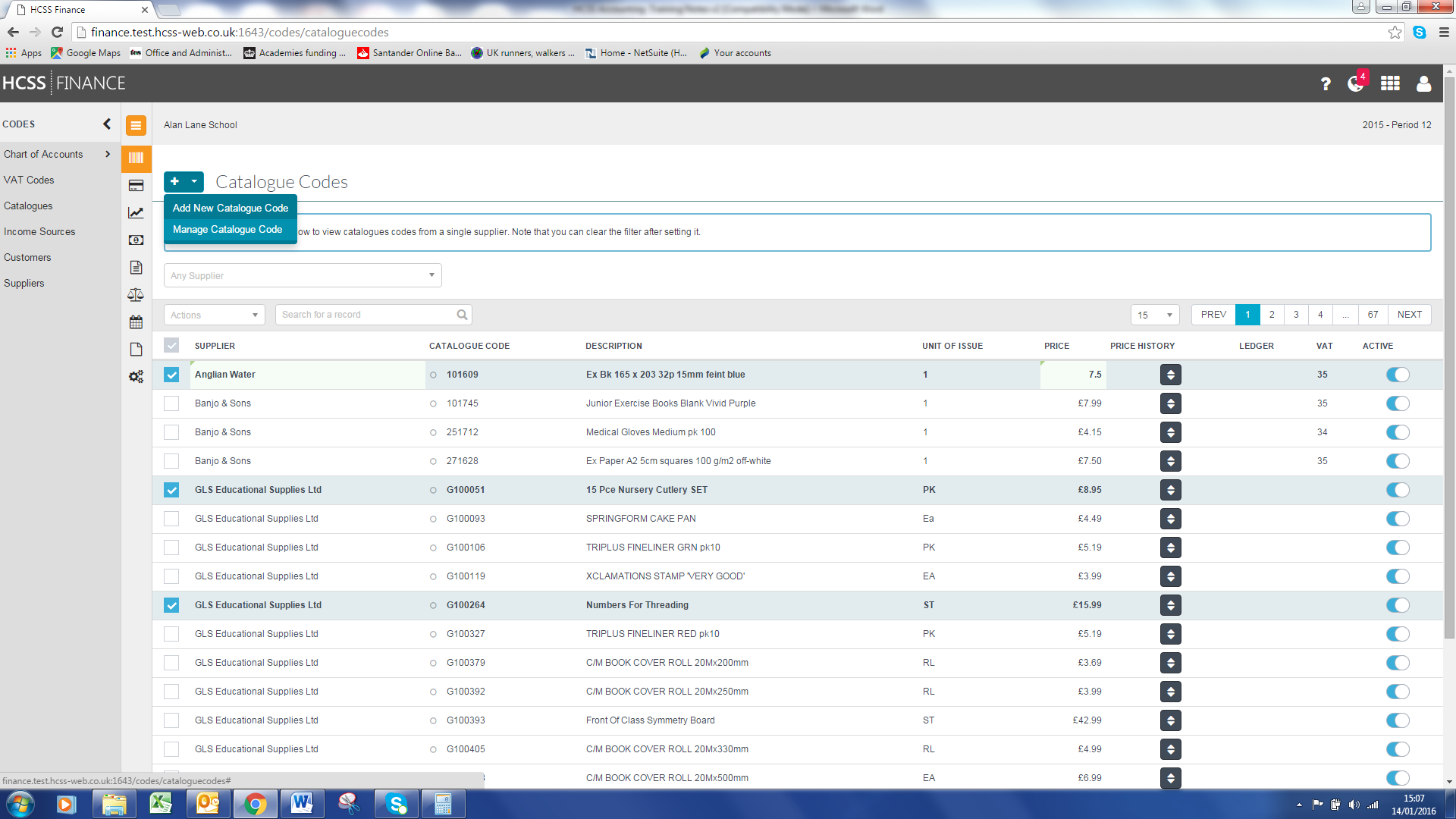
## Search on Catalogue Codes

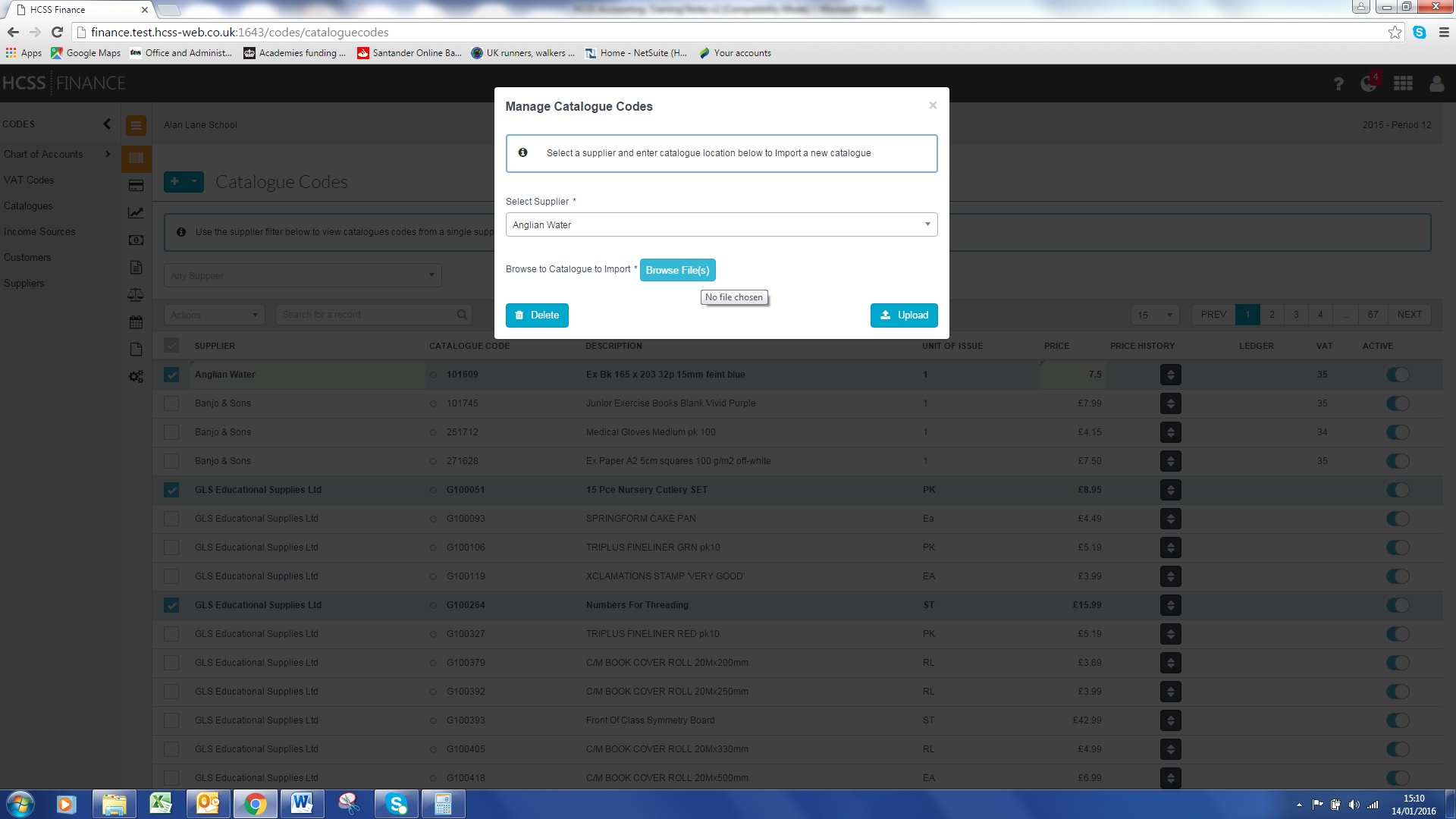
Above the grid list of Catalogue codes is a search box. Typing into this box will search on all the fields and bring back a list of Catalogue codes which match the criteria entered.

Simply clicking on the column headers in the grid will sort them in ascending or descending order for scrolling through to search, or a specific supplier, ledger code or description can be chosen through the search field above each column.

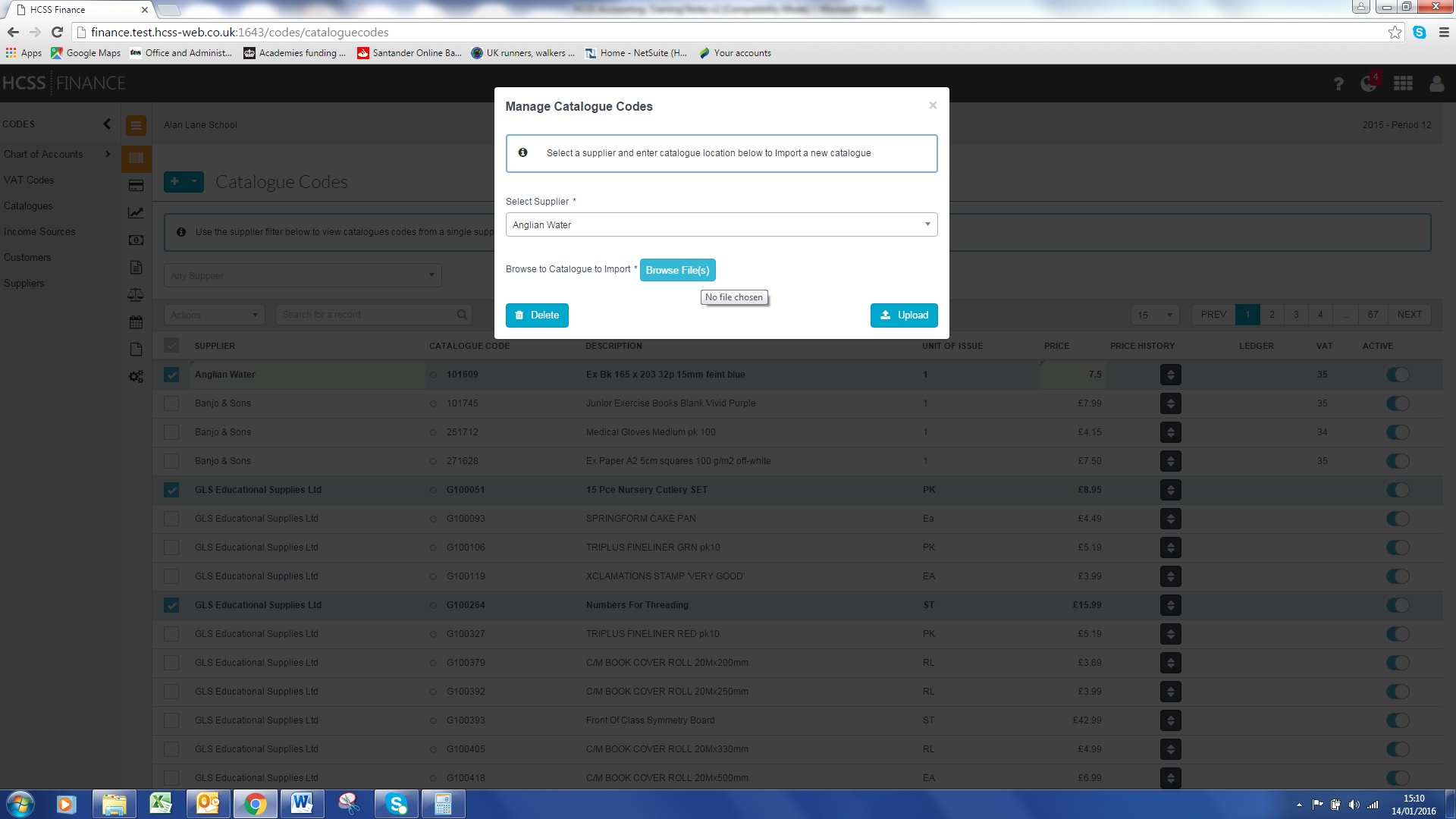
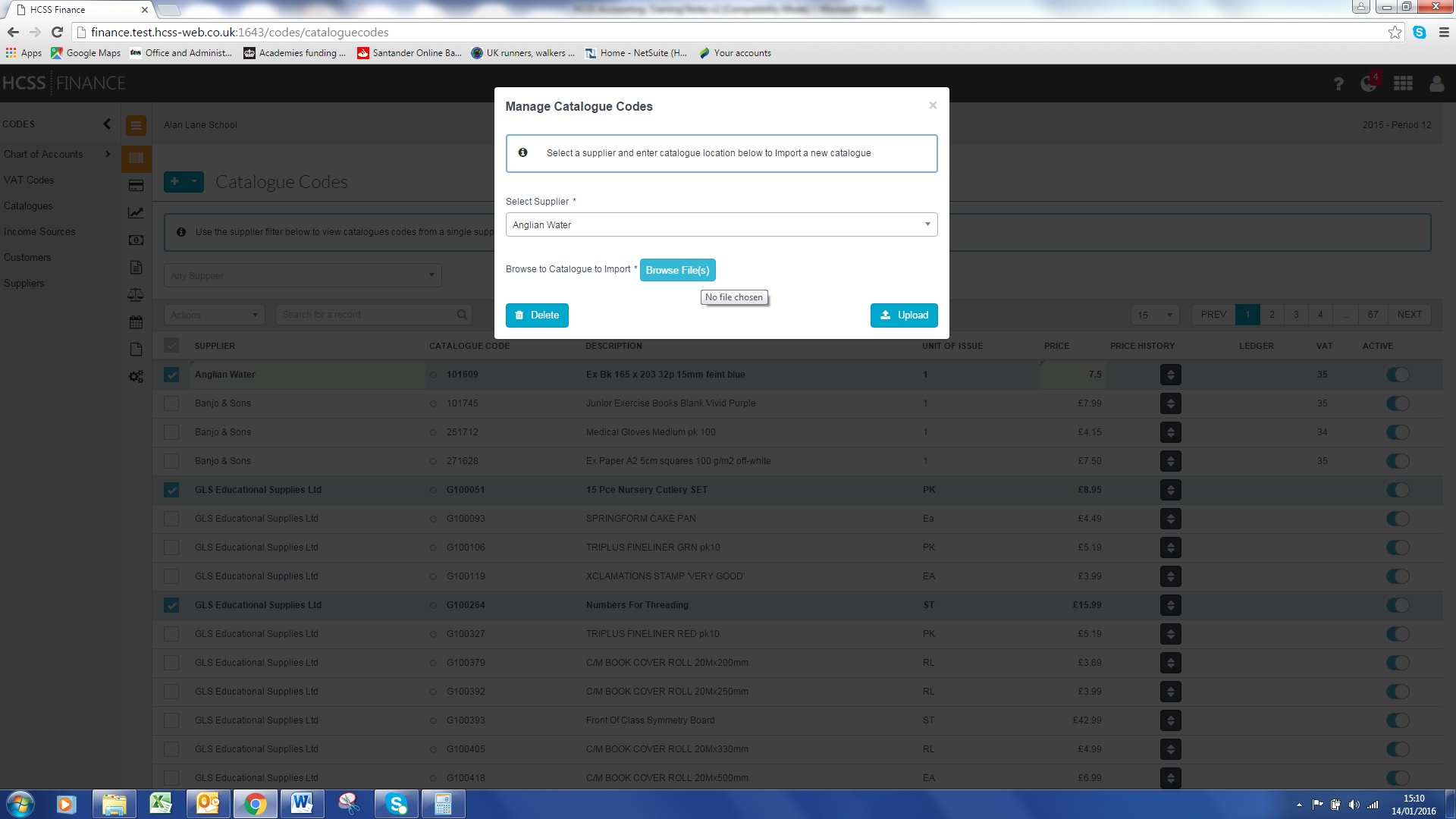


## f Import Catalogue Codes/Manage Catalogue Codes

Click on **** Manage Catalogue Codes



Select a **Supplier**

Click on **Browse Files** followed by  to update supplier information or  to remove a supplier catalogue

HCSS Accounting can accept CSV or TXT files with a header. The column order is:

**Code Description Unit Price**

If the file does not have a header or is not that column format it will not upload. The user will get an error message telling them to contact the Customer Support Desk.

Customer Support can remotely access and get the file from the school using TeamViewer

The steps to be taken on the file:

* Check that the file is CSV or TXT
* If it isn’t either of these open the file in Excel and save as CSV or TXT (Development can help)
* Open the file and check the column order
* If the column order is incorrect, change it to
  + Code Description Unit Price
* Check the file has a header
* If it doesn’t insert a header in format
  + Code Description Unit Price
* Re-upload