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HCSS Accounting

User Manual

*Expenses*

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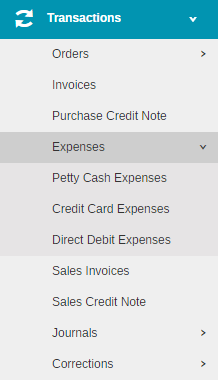
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# Introduction

Expenses are under the menu bar Transactions > Expenses followed by

* Petty Cash
* Credit Card
* Direct Debit

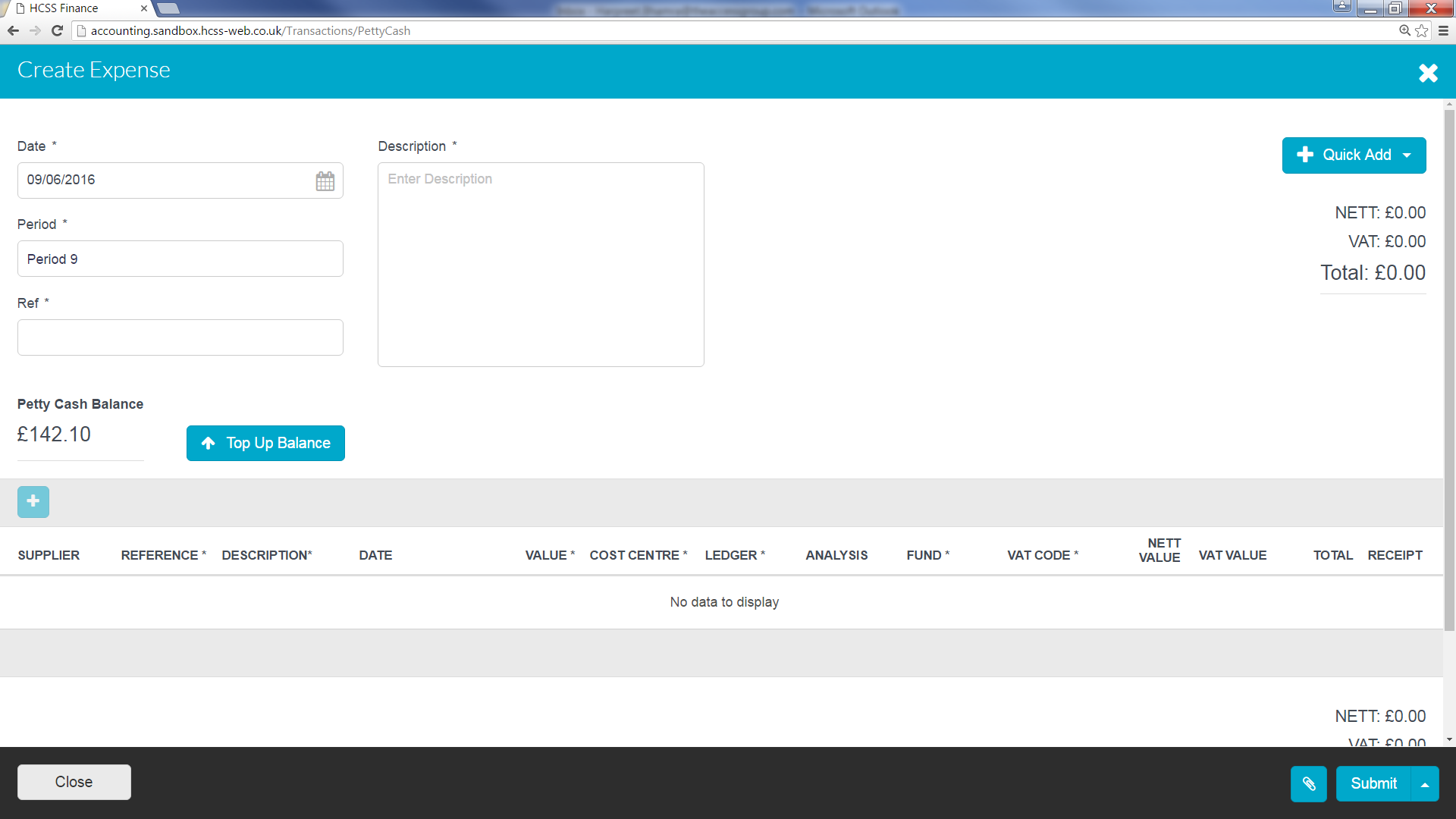


**Please note –** expenses to feed through to the VAT 126 must have a supplier (contact attached). If this is not included, it will not appear, however, it will appear on the VAT return.

# Expenses

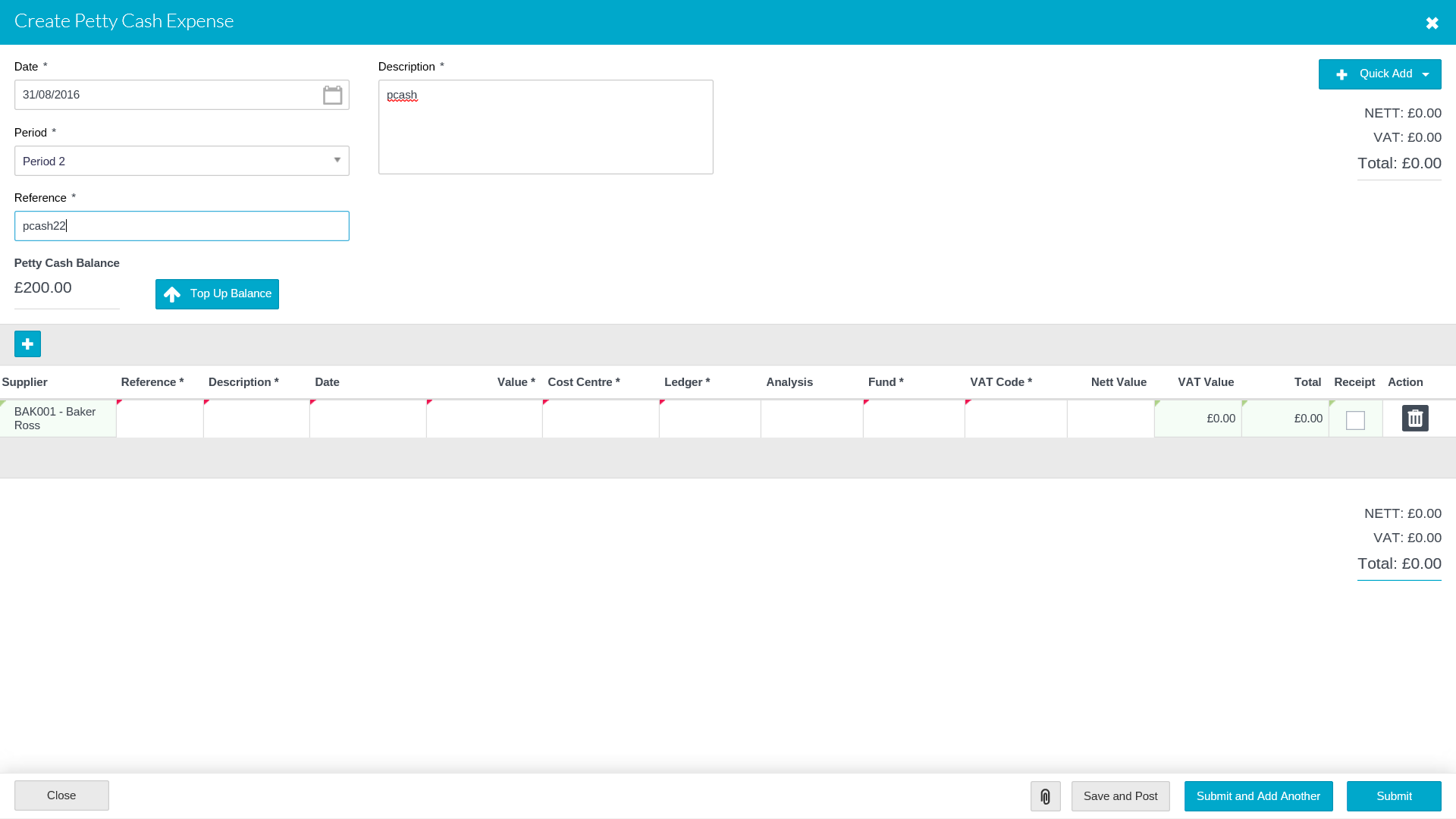
## Petty Cash Expenses - Create

Click on  to add a Petty Cash Expense



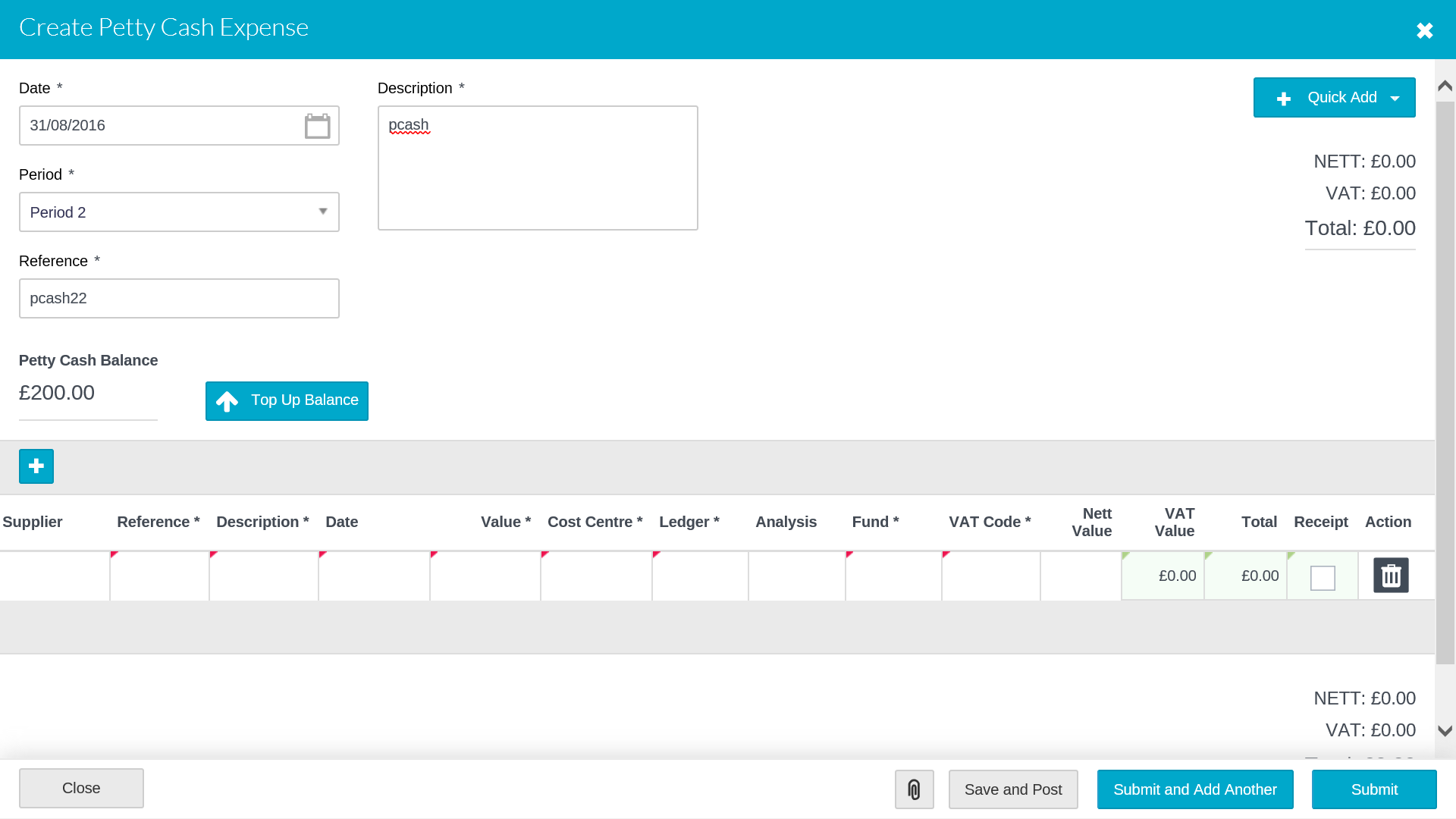
|  |  |
| --- | --- |
| **Date** | Enter the date of petty cash |
| **Description** | Enter the description of the goods or services |
| **Period** | Enter the period |
| **Ref** | Enter the reference for the petty cash for audit trail. |

Click on  to add a Petty Cash Expense Item Line



Enter the relevant information.

|  |  |
| --- | --- |
| **Supplier** | Enter the Supplier from the pick list. Not a mandatory field but feeds through to the VAT 126. |
| **Reference** | Enter a reference number for the goods and services |
| **Description** | Enter a description of the goods and services |
| **Date** | Enter a date for the items |
| **Value** | Enter the NET value |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **VAT** | Enter the code from the pick list |

**Lines can be added for additional analysis, and a line can be deleted by clicking the icon**

To include attachments click on  at the bottom of the screen. 5 attachments can be added or 3mb.

To save click on **Submit** or **Submit and Add Another** this saves the Petty Cash Transaction and allows you to add to it.

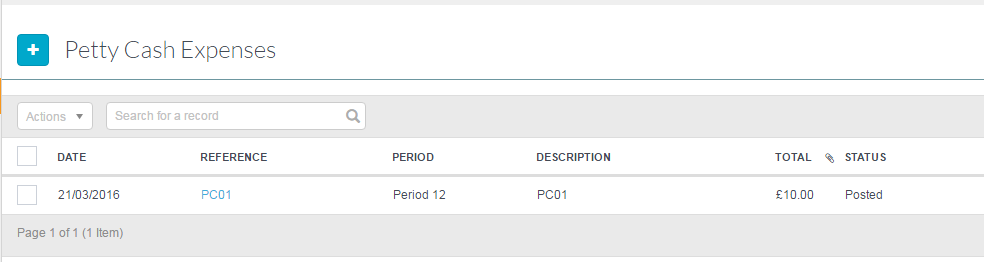
Once all the petty cash transactions for that period have been added click on **Save and Post.** This will post the item lines against the selected codes and you will not be able to add any more lines to it.

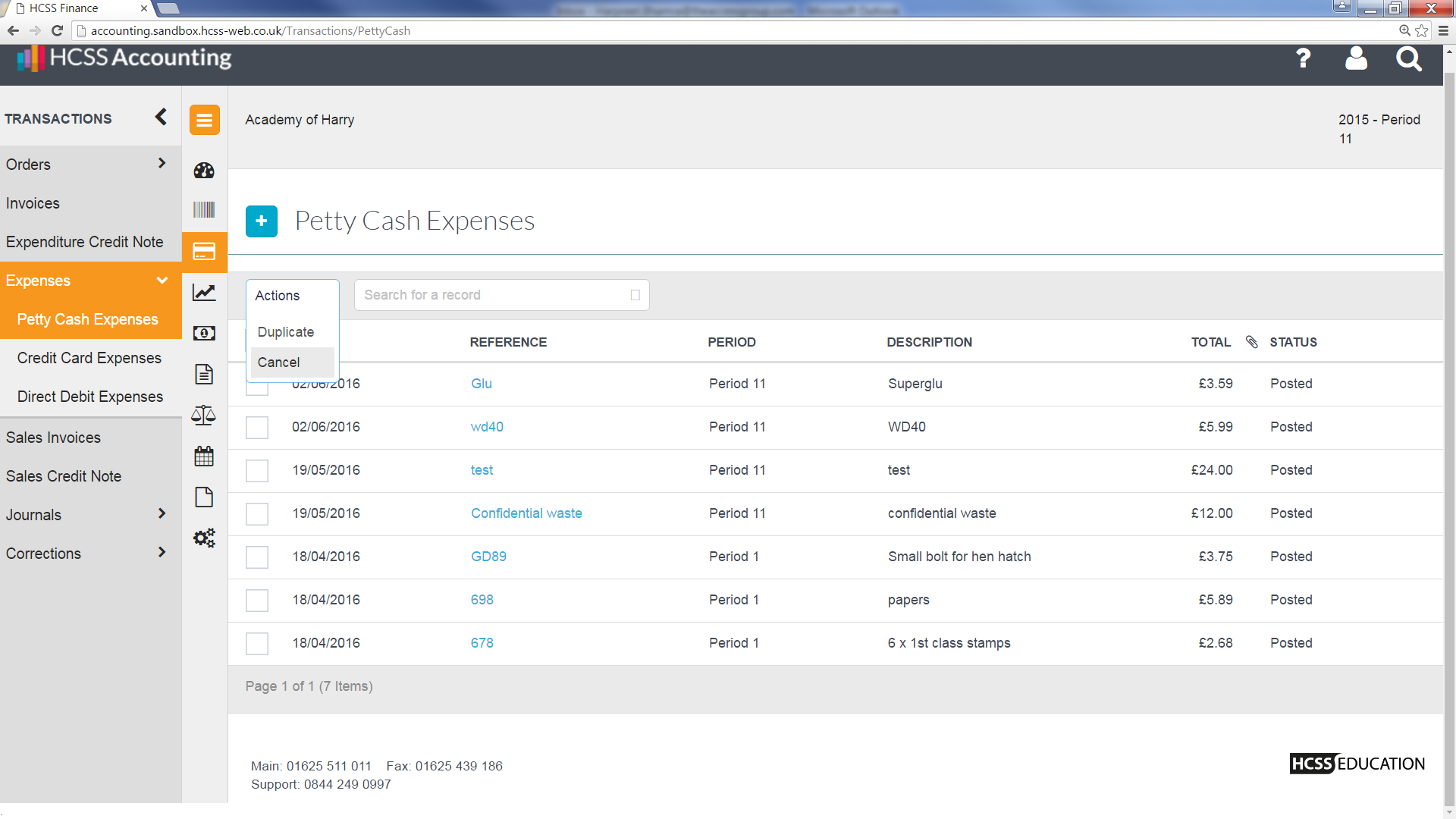
**Note:** You will get a warning if you are over the tolerance level set in System Settings reminding you to Top Up your account prior to the next use

## Petty Cash Expenses – Cancel

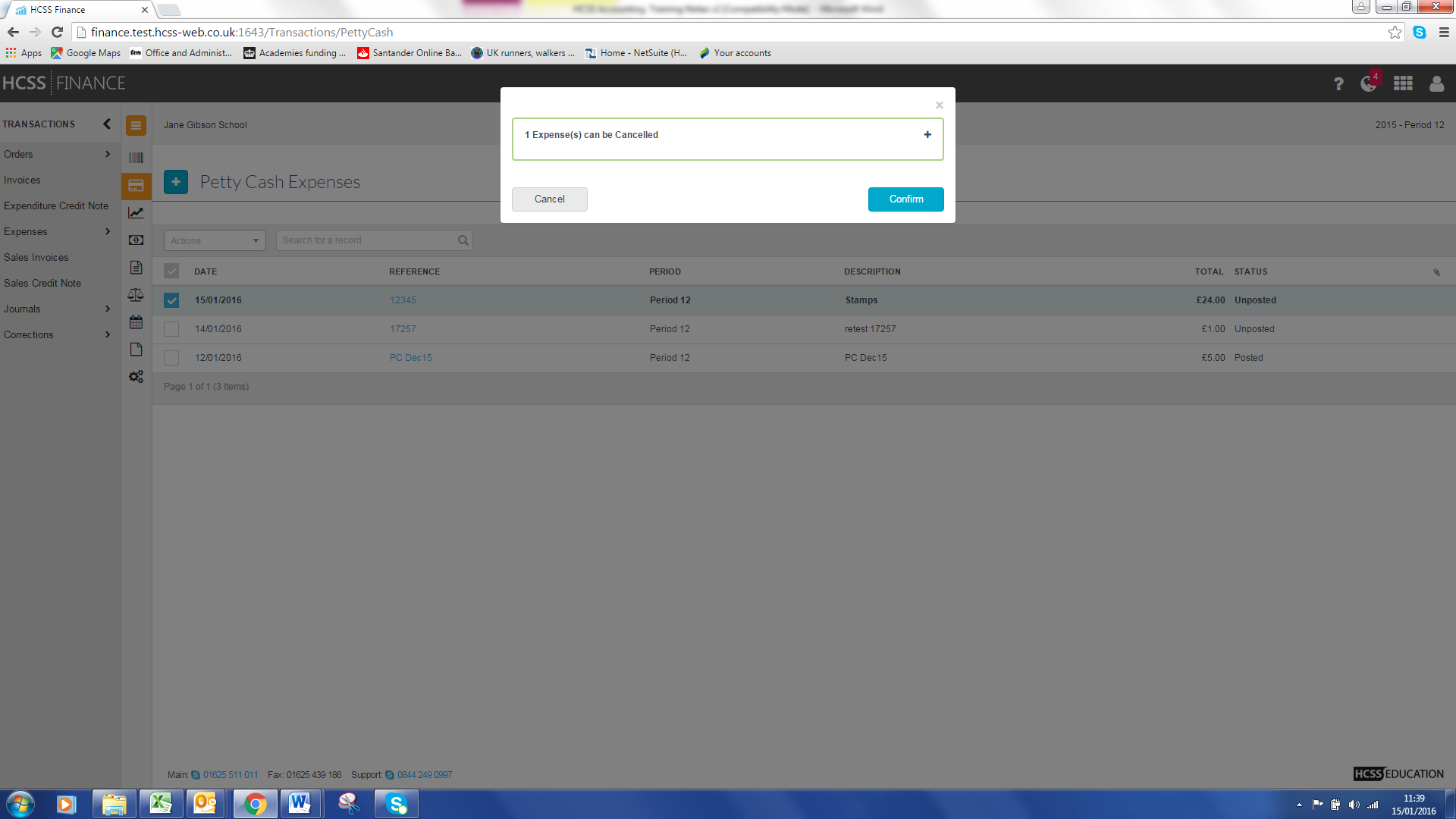
The transaction must be unposted

Put a tick in the petty cash transaction and click in the **Actions** box.





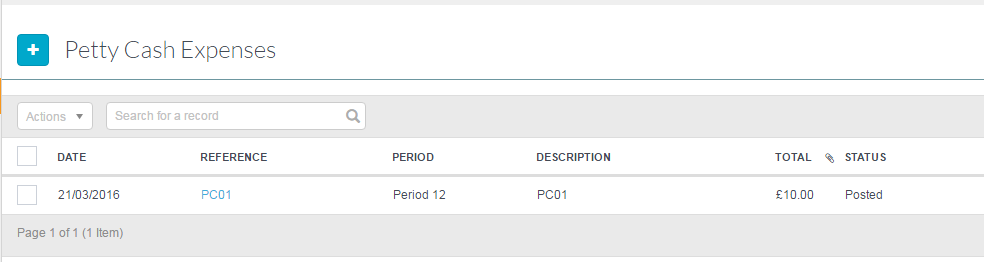
Select **Cancel**

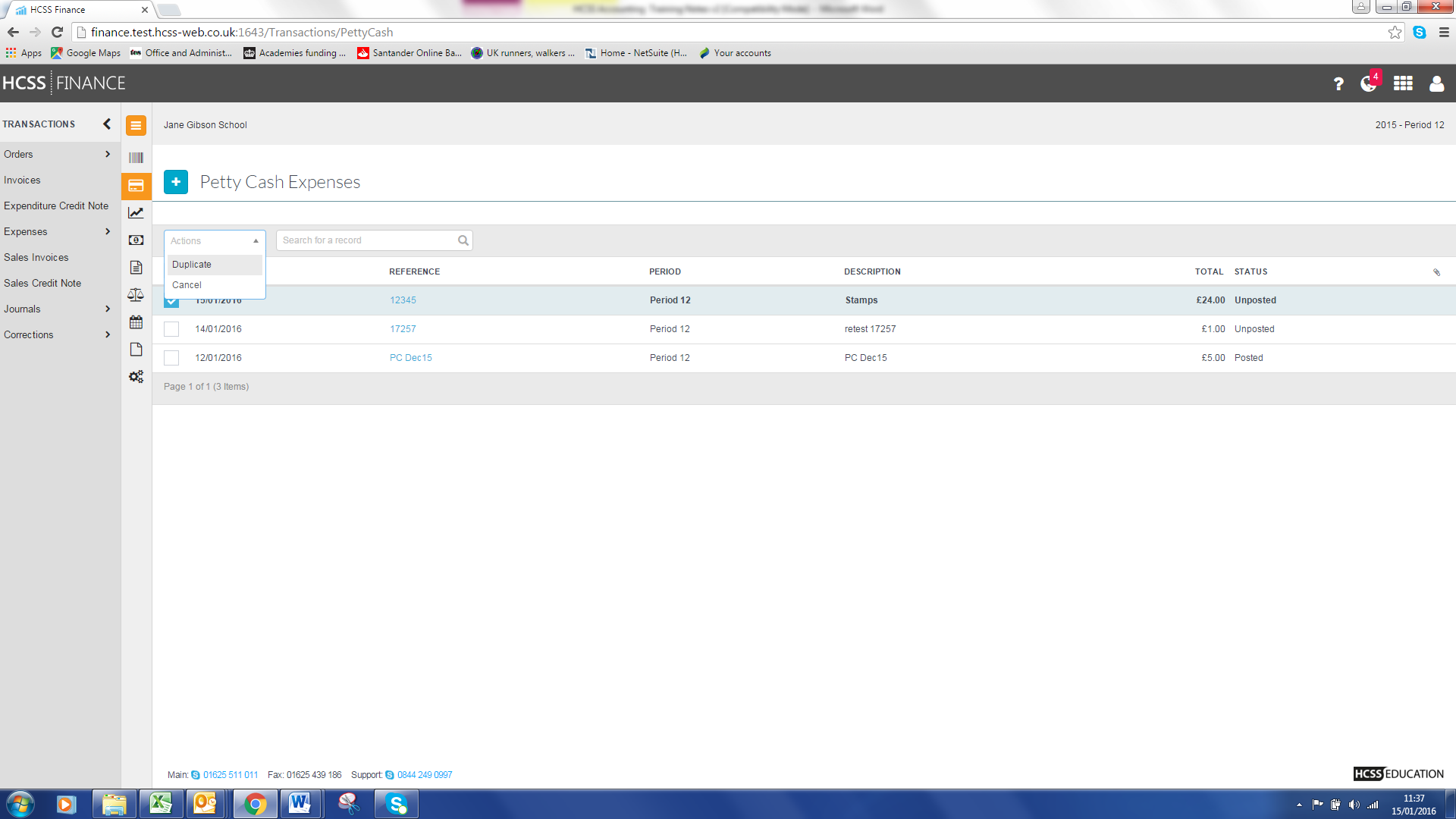


Click on **Confirm**

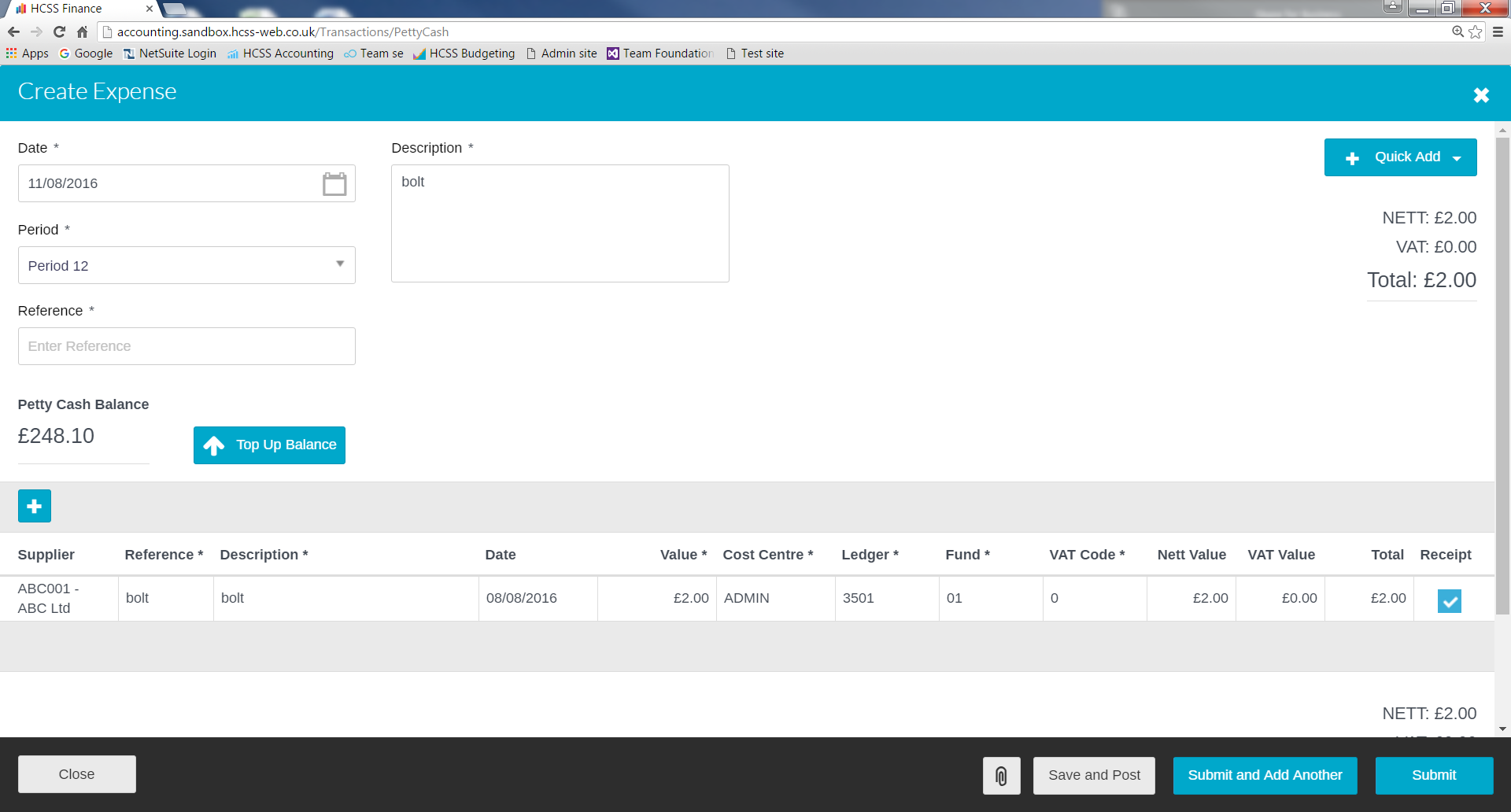
## Petty Cash Expenses – Duplicate

Put a tick in the petty cash transaction and click in the **Actions** box.





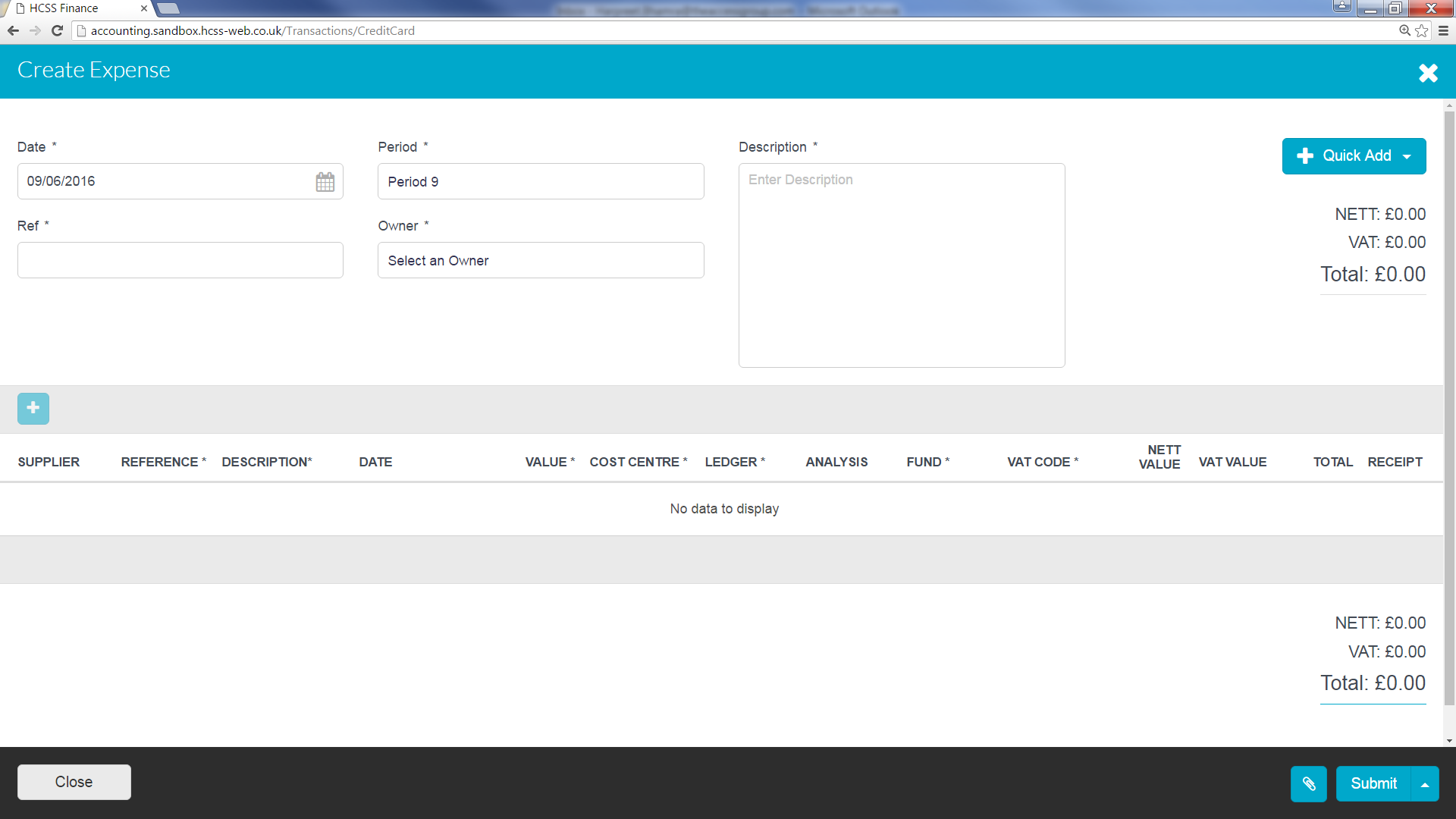
Select **Duplicate**



Enter a Ref number and add any new items required then either click on **Submit**, **Submit and Add Another** or **Save and Post**.

## Credit Card Expenses – Create

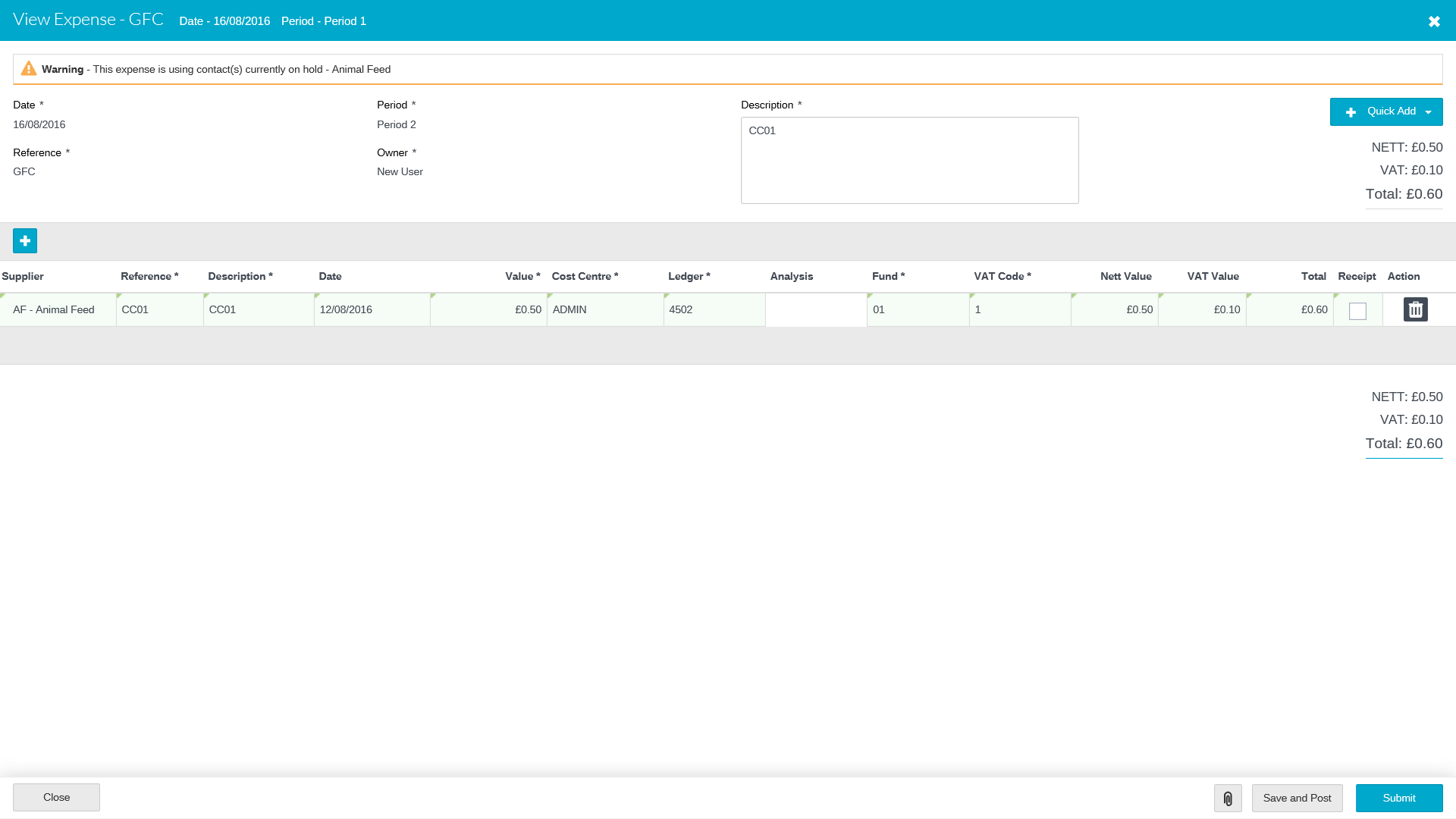
Click on  to add a Credit Card Expense



Enter the relevant details

|  |  |
| --- | --- |
| **Date** | Enter the date of Credit Card |
| **Description** | Enter the description of the goods or services |
| **Period** | Enter the period |
| **Ref** | Enter the reference for the Credit Card for audit trail. |
| **Owner** | Select the Owner from the pick list |

Add a line by clicking on the  and enter the relevant information



|  |  |
| --- | --- |
| **Supplier** | Enter the Supplier from the pick list. |
| **Reference** | Enter a reference number for the goods and services |
| **Description** | Enter a description of the goods and services |
| **Date** | Enter a date for the items |
| **Value** | Enter the NET value |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **VAT** | Enter the code from the pick list |

To include attachments click on  at the bottom of the screen. 5 attachments can be added or 3mb.

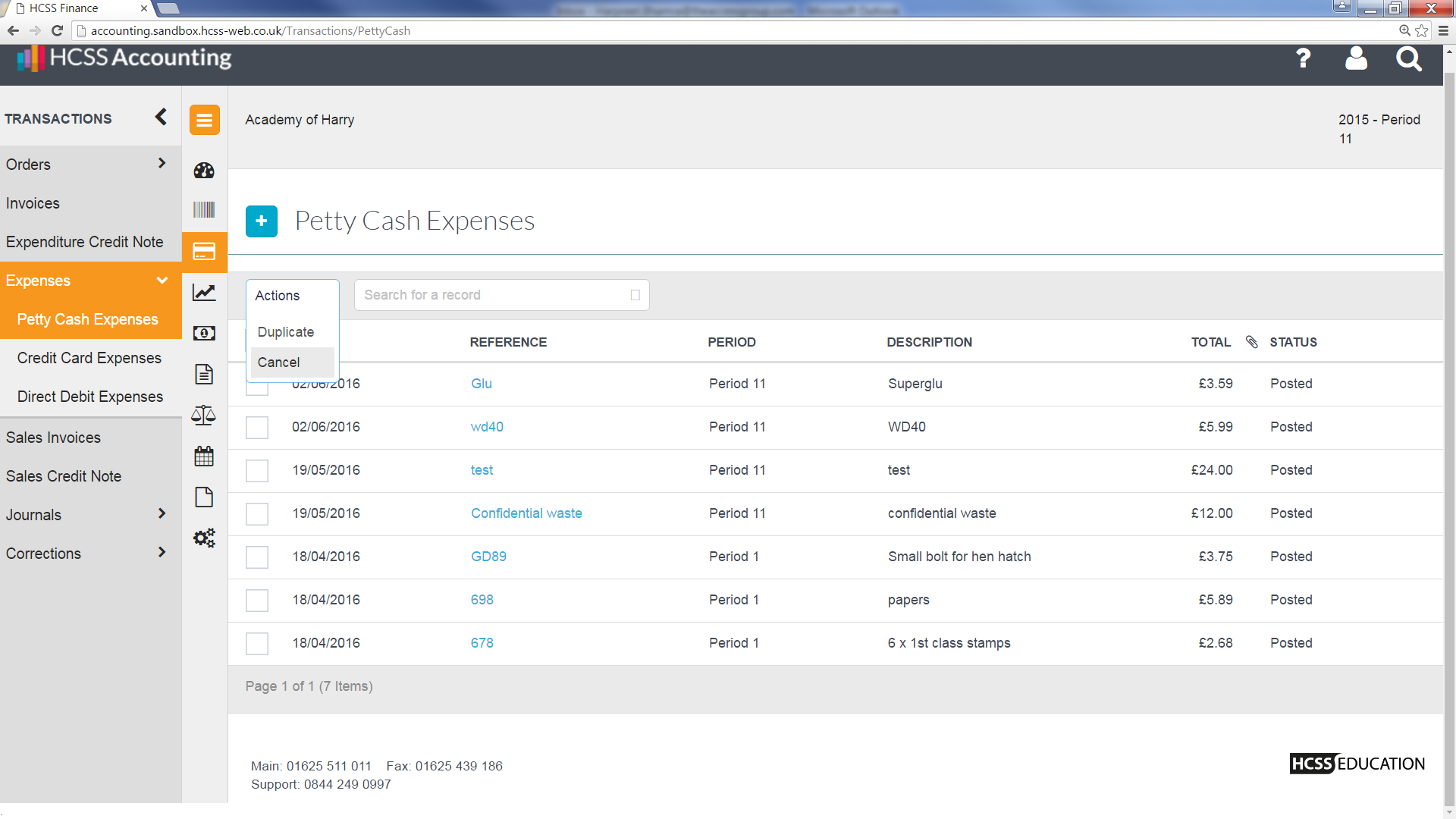
To save click on **Submit** or **Submit and Add Another** this saves the Credit Card Transaction and allows you to add to it.

Once all the credit card transactions for that period have been added click on **Save and Post.** This will post the item lines against the selected codes and you will not be able to add any more lines to it.

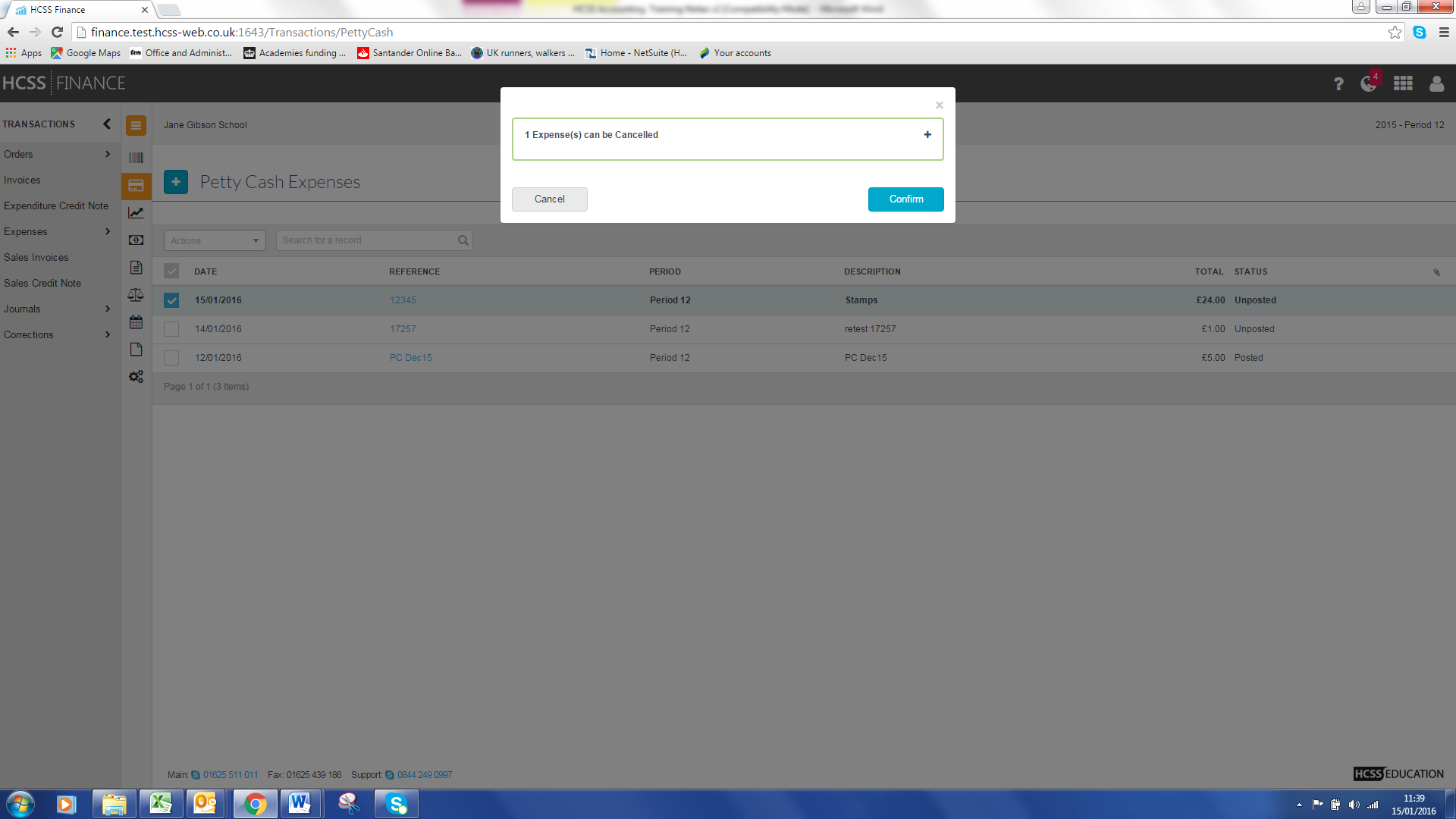
## Credit Card Expenses – Cancel

The credit card transaction must be unposted

Put a tick in the Credit Card transaction and click in the **Actions** box.



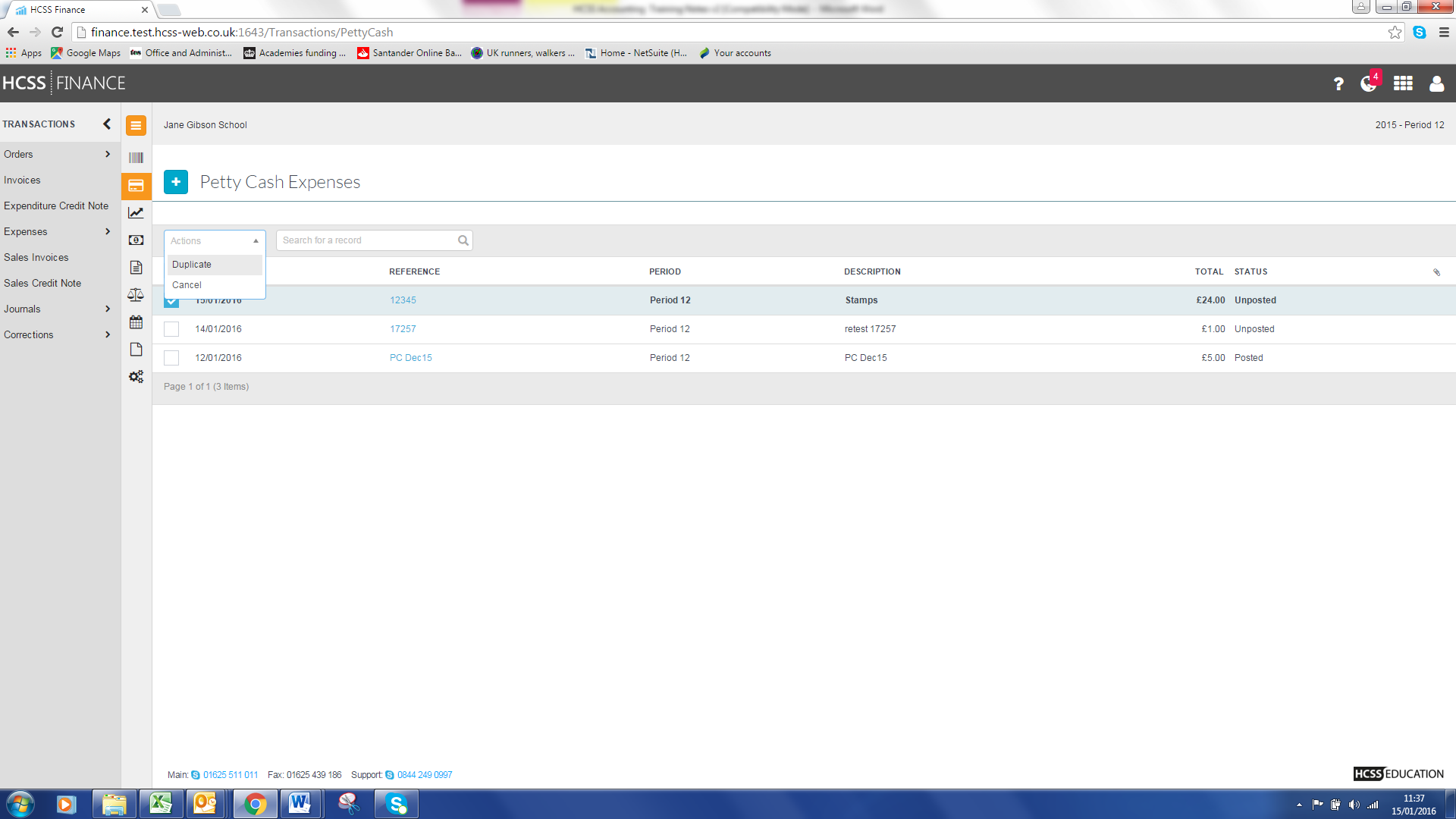
Select **Cancel**



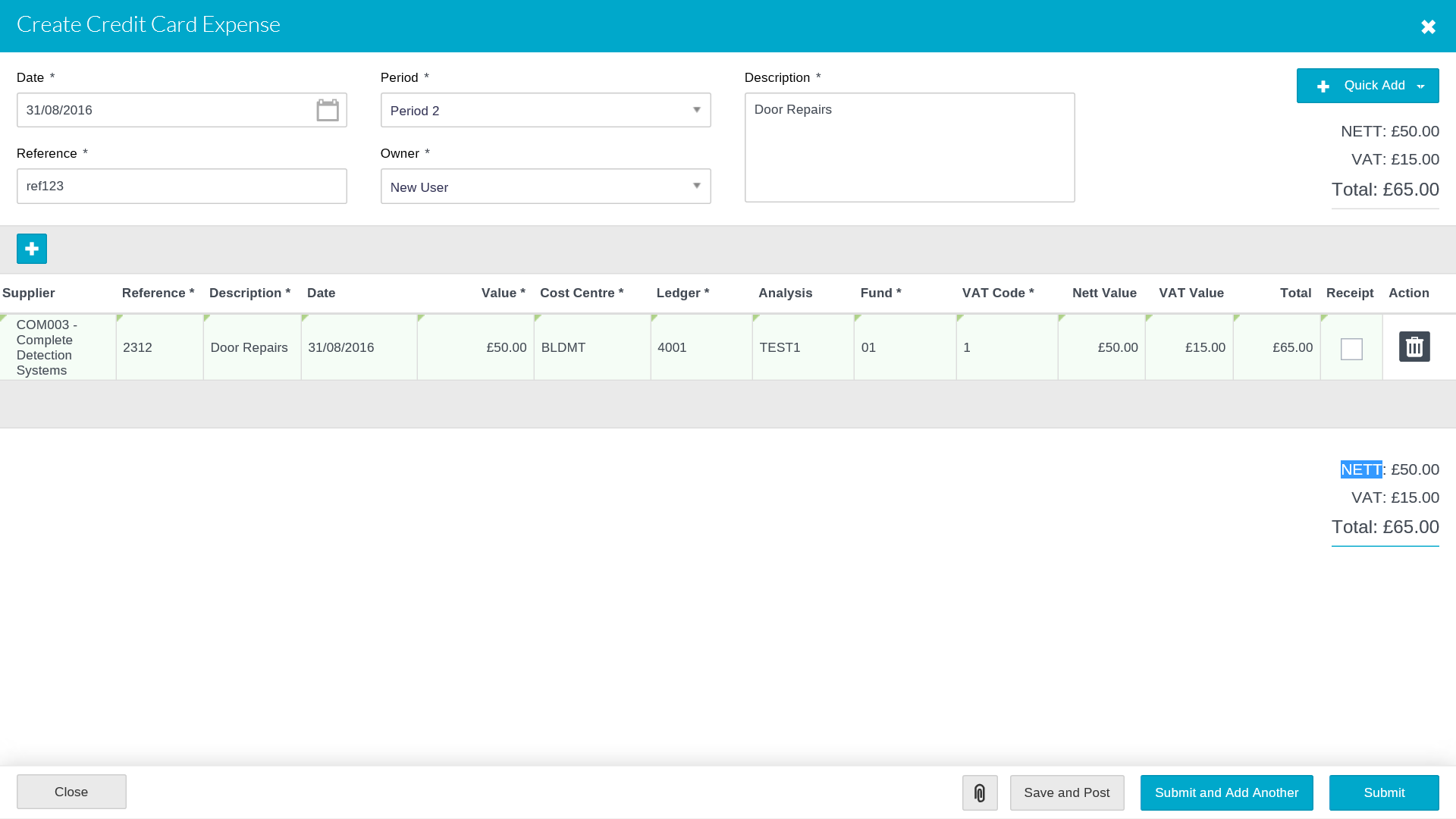
Click on **Confirm**

## Credit Card Expenses – Duplicate

Put a tick in the Credit Card transaction to be duplicated and click in the **Actions** box.



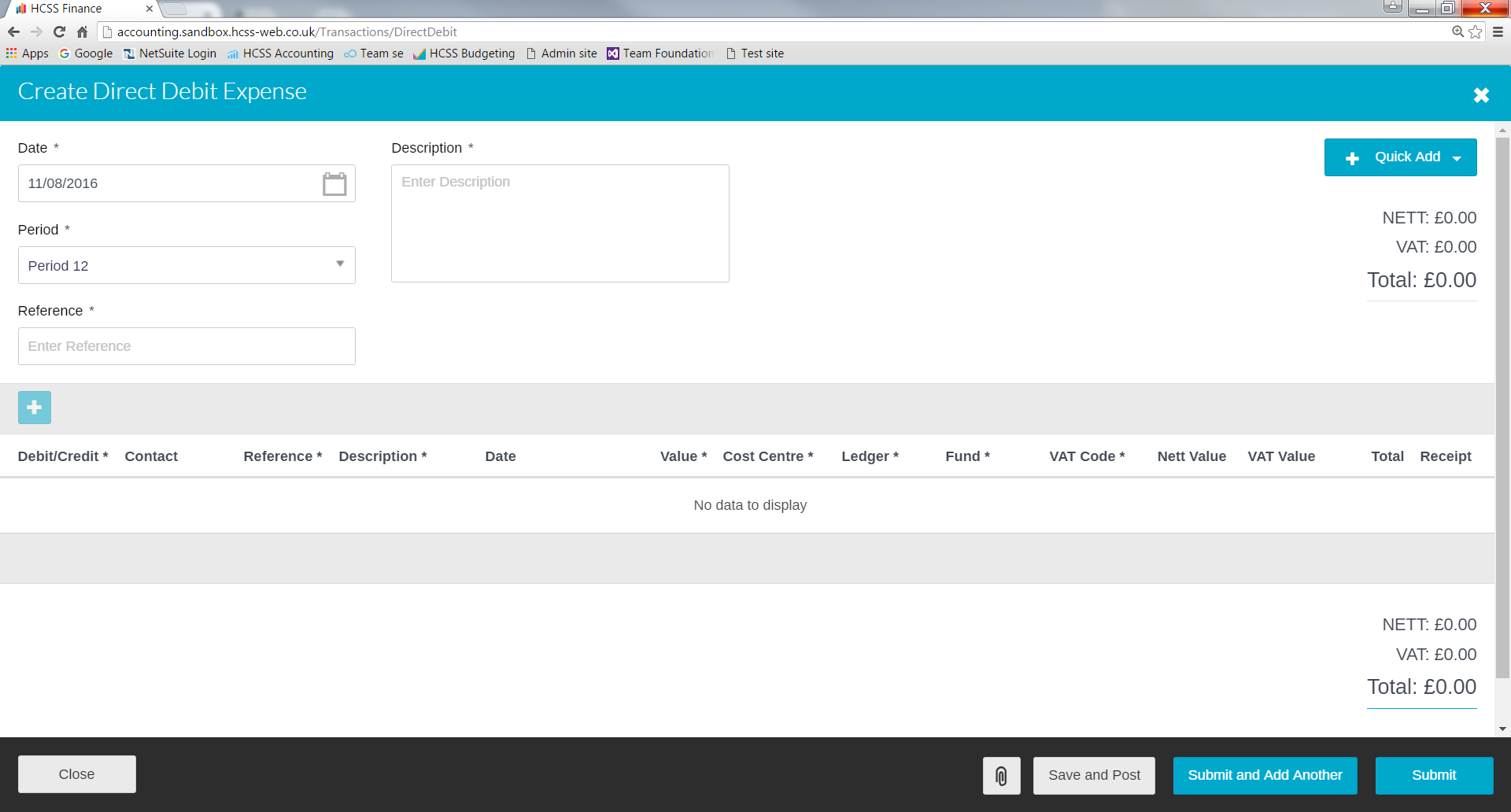
Select **Duplicate**



Enter a **Ref** number and change the item lines as required then click on **Submit, Submit and Add Another or Save and Post.**

## Direct Debit Expenses – Create

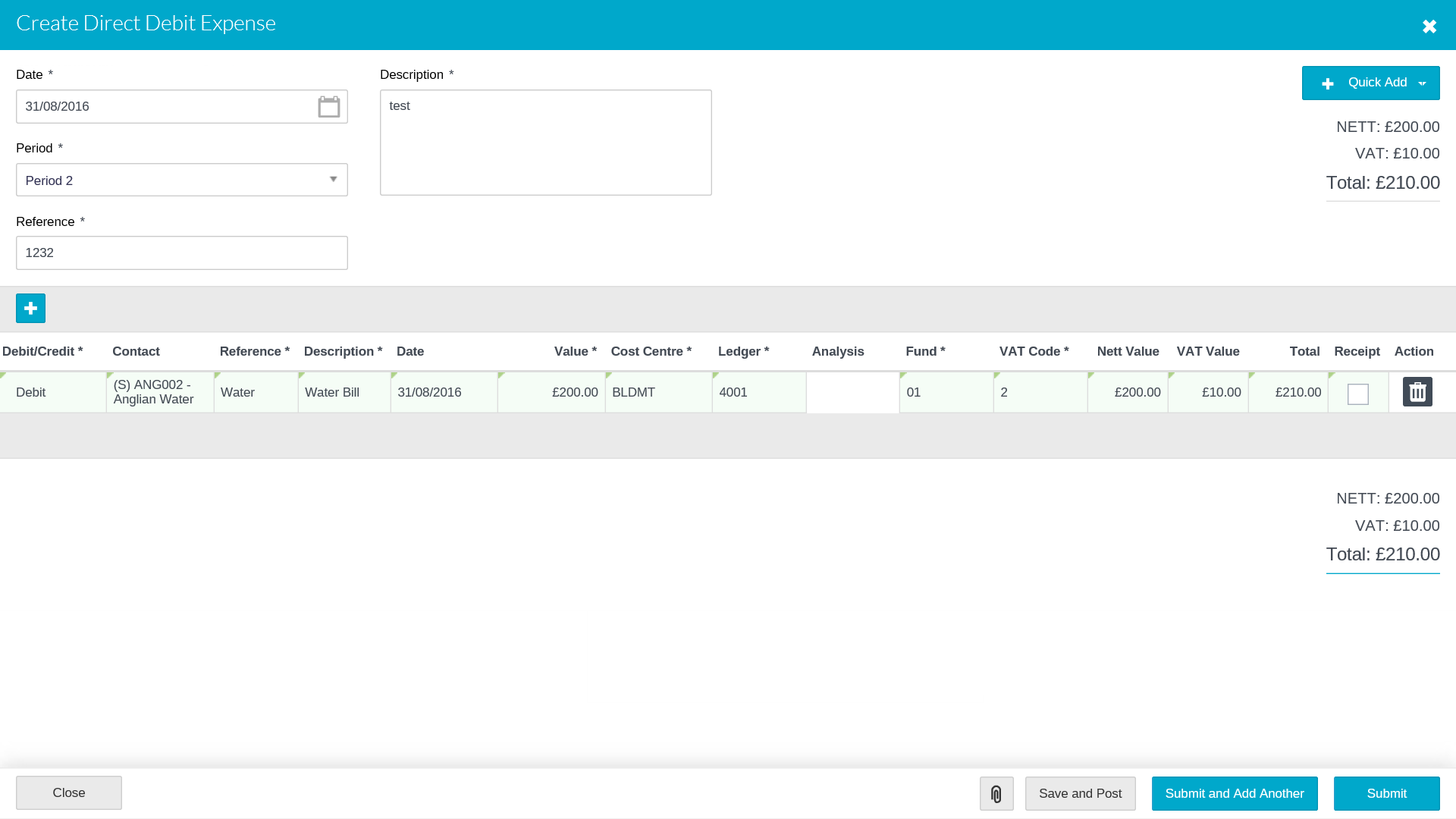
Click on  to add a Direct Debit Expense



Enter the relevant information

|  |  |
| --- | --- |
| **Date** | Enter the date |
| **Period** | Enter the period |
| **Reference** | Enter the reference for the Direct Debit for audit trail. |
| **Description** | Enter the description of the goods or services |
| **Period** | Enter the period |
| **Ref** | Enter the reference for the petty cash for audit trail. |
|  |  |

Click on  to add a Direct Debit Expense Item line, adding the relevant information



|  |  |
| --- | --- |
| **Debit/Credit** | Enter if debit or credit. |
| **Contact** | Enter the Contact from the pick list. This will feed to the VAT 126 report |
| **Reference** | Enter a reference number for the goods and services |
| **Description** | Enter a description of the goods and services |
| **Date** | Enter a date for the items |
| **Value** | Enter the NET value |
| **Budget** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **VAT** | Enter the code from the pick list |

To include attachments click on  at the bottom of the screen. 5 attachments can be added or 3mb.

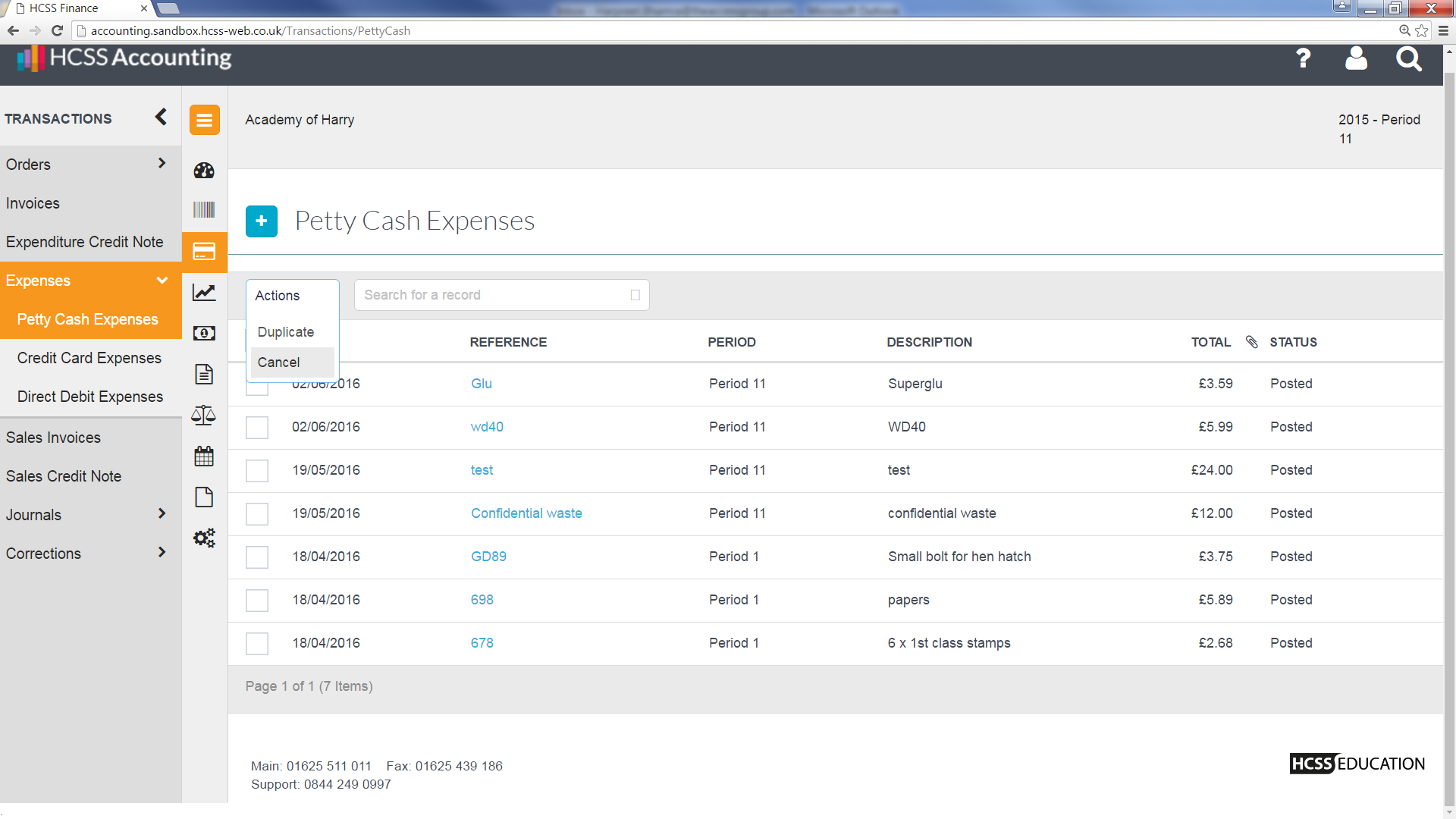
To save click on **Submit** or **Submit and Add Another** this saves the Direct Debit Transaction and allows you to add to it.

Once all the Direct Debit transactions for that period have been added click on **Save and Post.** This will post the item lines against the selected codes and you will not be able to add any more lines to it.

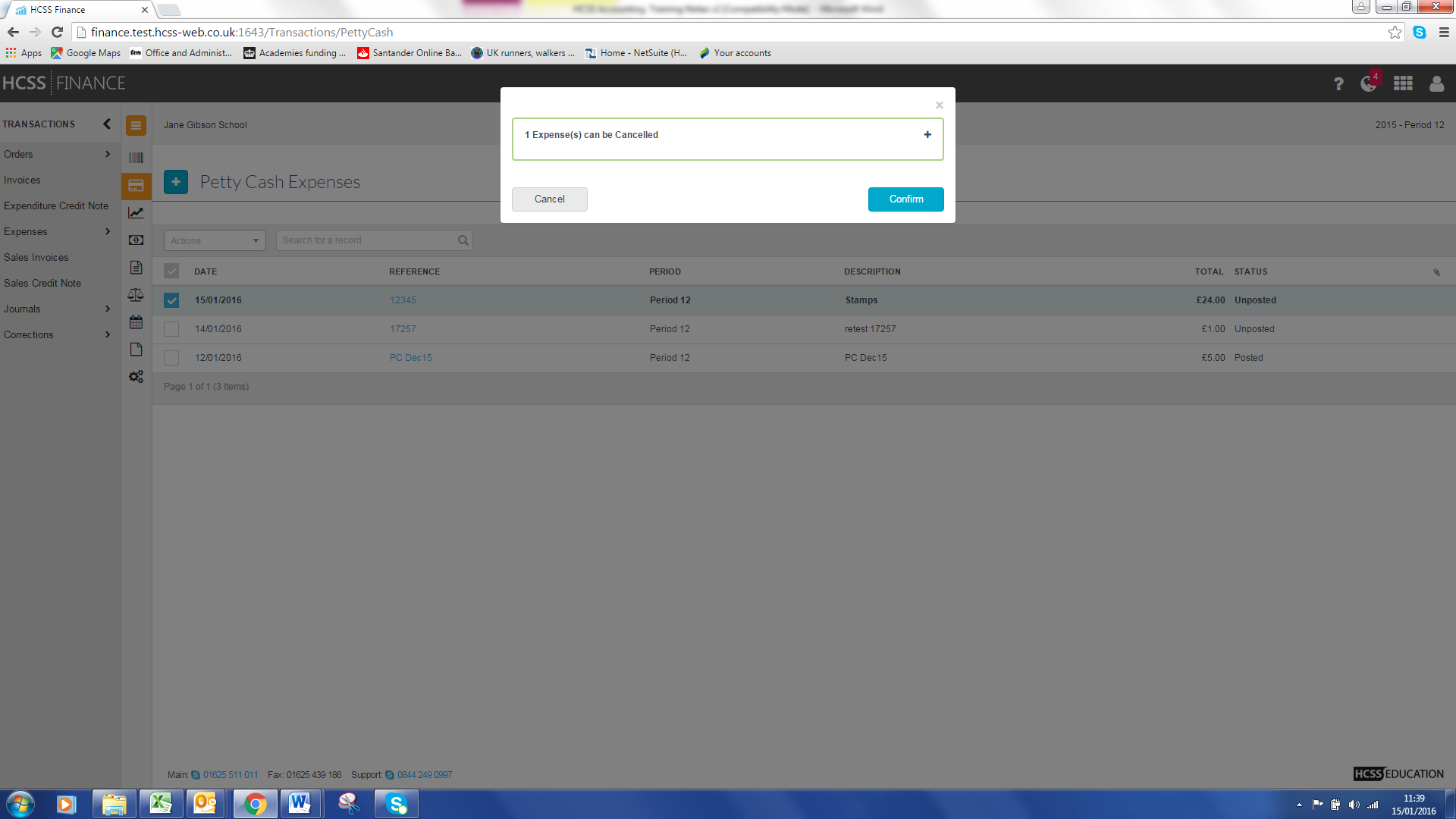
## Direct Debit Expenses – Cancel

The direct debit expense transaction must be unposted

Put a tick in the Direct Debit transaction and click in the **Actions** box.



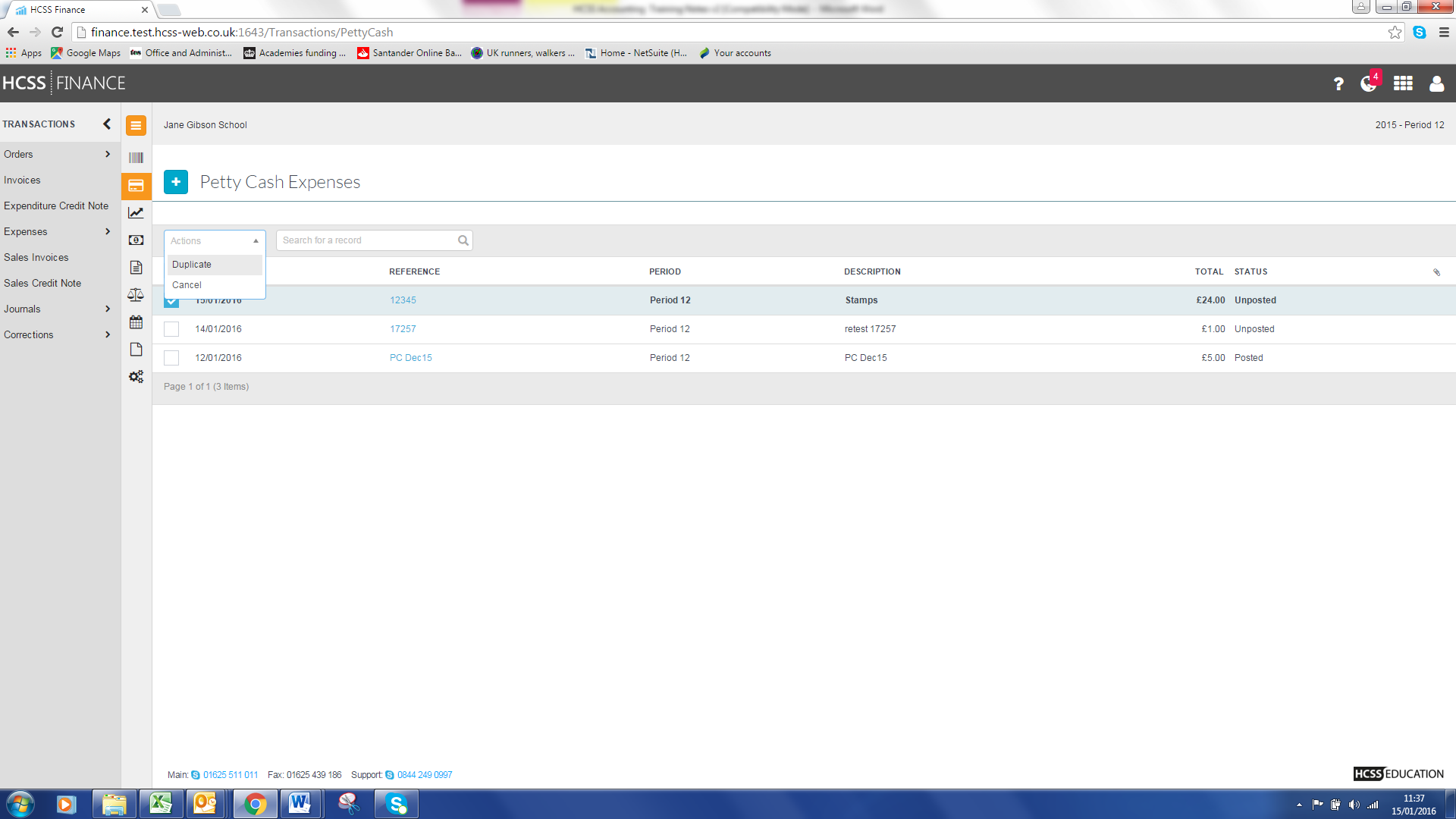
Select **Cancel**



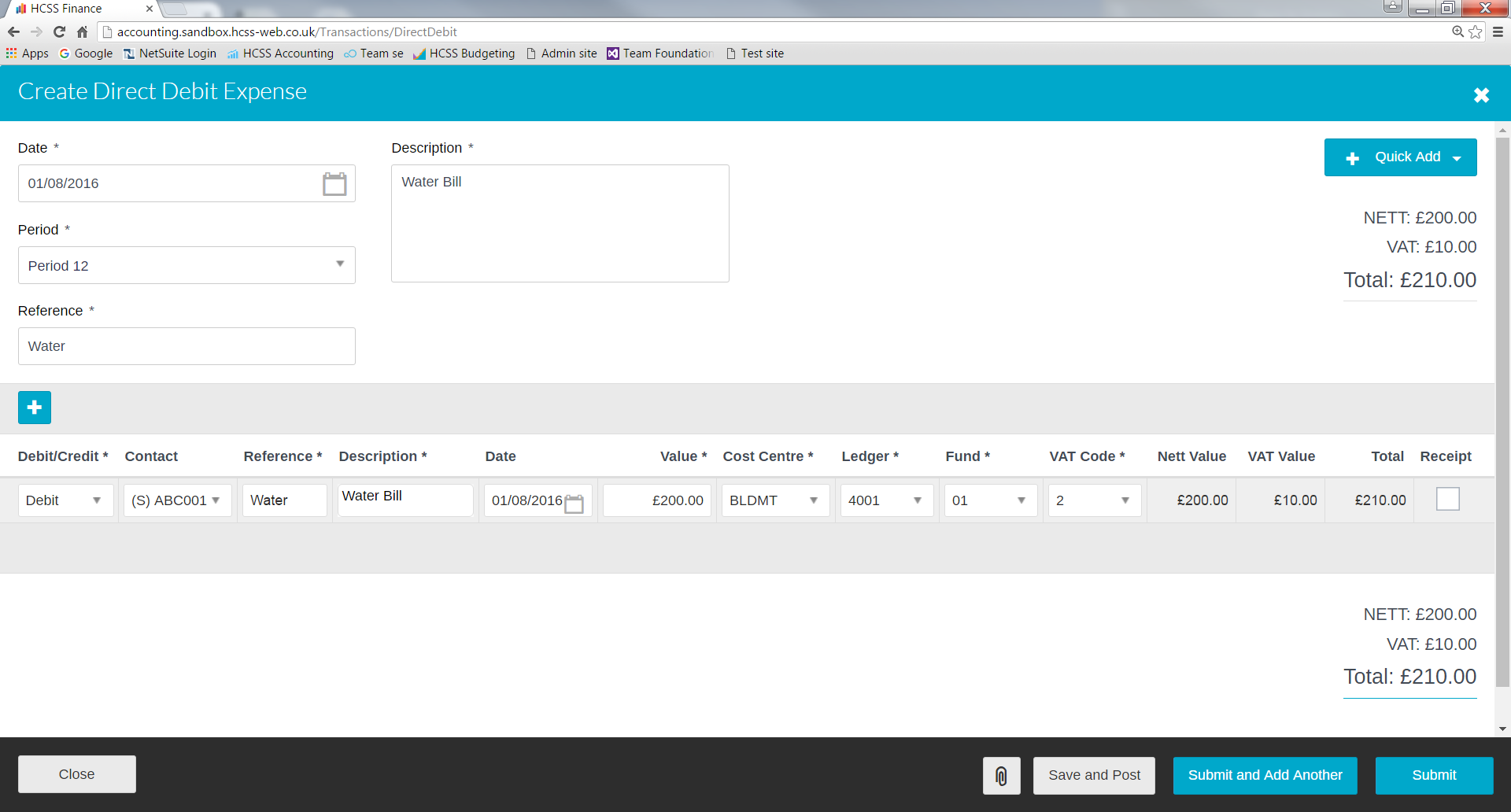
Click on **Confirm**

## Direct Debit Expenses – Duplicate

Put a tick in the Direct Debit Transaction and click in the **Actions** box.



Select **Duplicate**



Click on  to add a Direct Debit Expense Item line, adding the relevant information

Enter a Ref number and click on **Submit, Submit and Add Another** or **Save** and **Post.**