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HCSS Accounting

User Manual

*Journals and Corrections*

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# Introduction

## Journals

To view or create journals click on **Transactions > Journals** followed by the journal required:

* Accrual (Year End Journal) – see year-end notes.
* Cash Book Journal (incl. posting to balance sheet) – to bank/petty cash account
* VAT Reimbursement – VAT control to bank account (DR)
* VAT Payment – VAT control to bank account (CR)
* Payroll Control – to pay control accounts
* Payroll Payment – from payroll control accounts to bank account
* Bank Transfer – moving funds between bank accounts
* VAT Journal – correcting VAT entries
* SBS Journal – EFA/LA funding received to bank
* Internal Transfer – miscoding of funds
* Prepayments (Year End Journal) – see year-end notes.

## Corrections

To generate a reversal click on **Transaction > Reversals** followed by type of reversal:

* Reversals – reverse cheques, BACS, sales invoice, receipts and journals
* Write Offs
* Supplier funds (credit note converted to cash at bank)

## Migration Journals

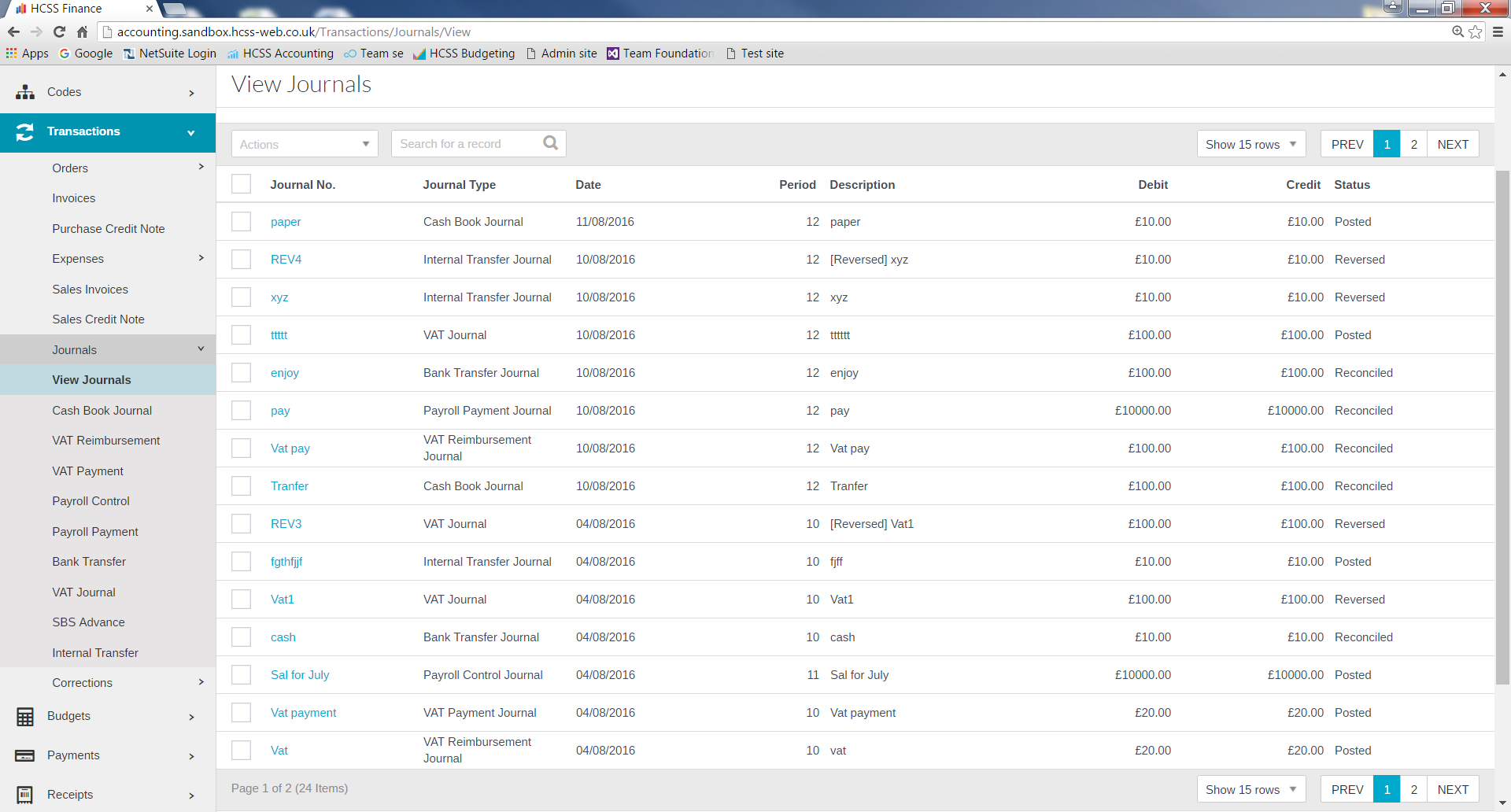
When converting from a legacy system these journals are used to upload information required that may have been outstanding. These are found under **Transactions > Migration Journals** followed by:

* Creditor – a list of invoices that have not been paid by BACs/chq
* Debtor – a list of invoices due for payment
* Opening Balances – Balances from balance sheet and part year trial balance if applicable
* Unreconciled Items – Items that have not appeared on bank statement on legacy system

# Journals

## View Journals

This screen will show all the journals available and created

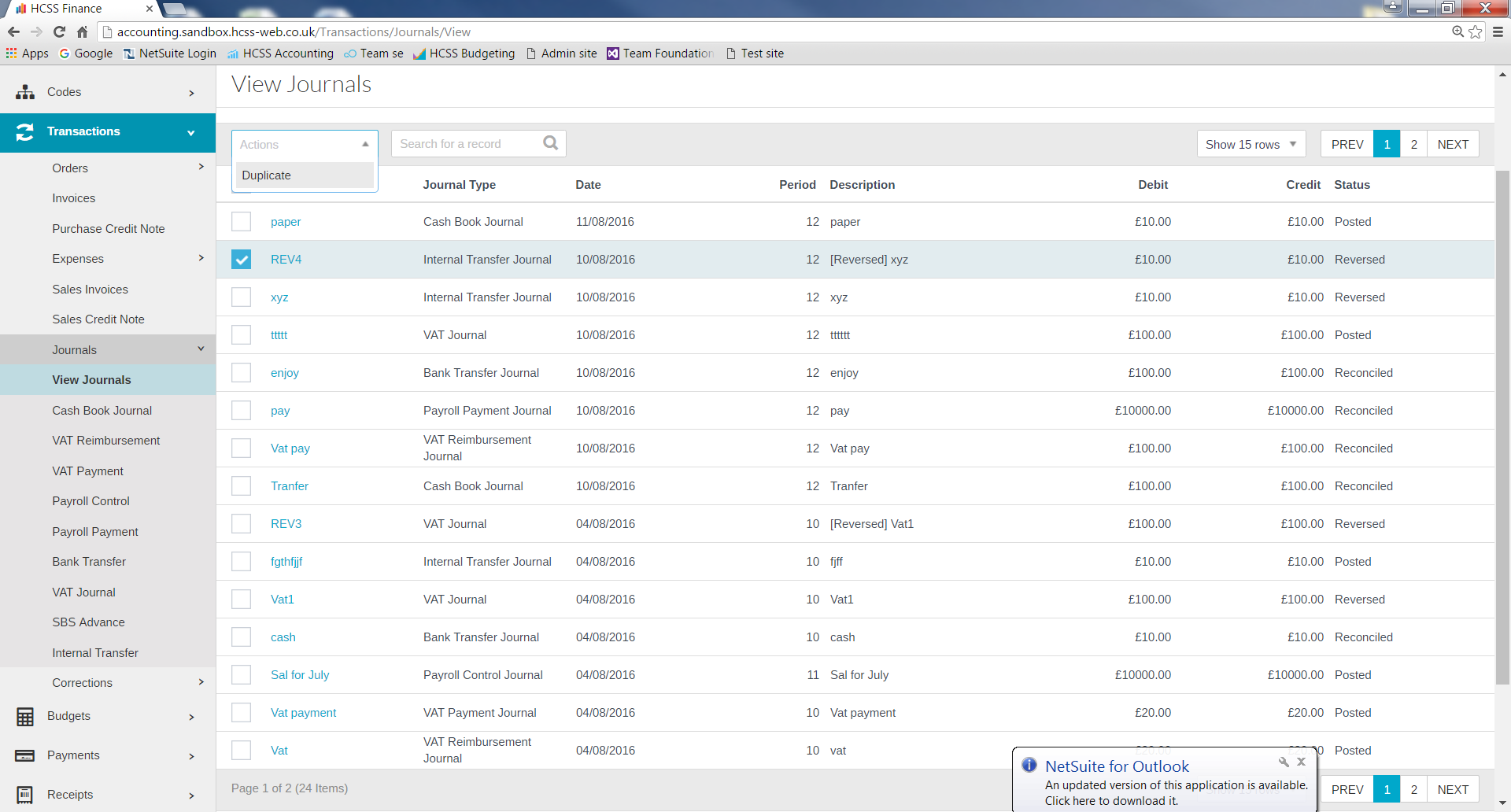


To view click on the hyperlink in the **Journal No** column

All columns can be sorted by ascending or descending order.

(See section below for each type of journal)

To duplicate any journals you can select the journal followed by **Duplicate**

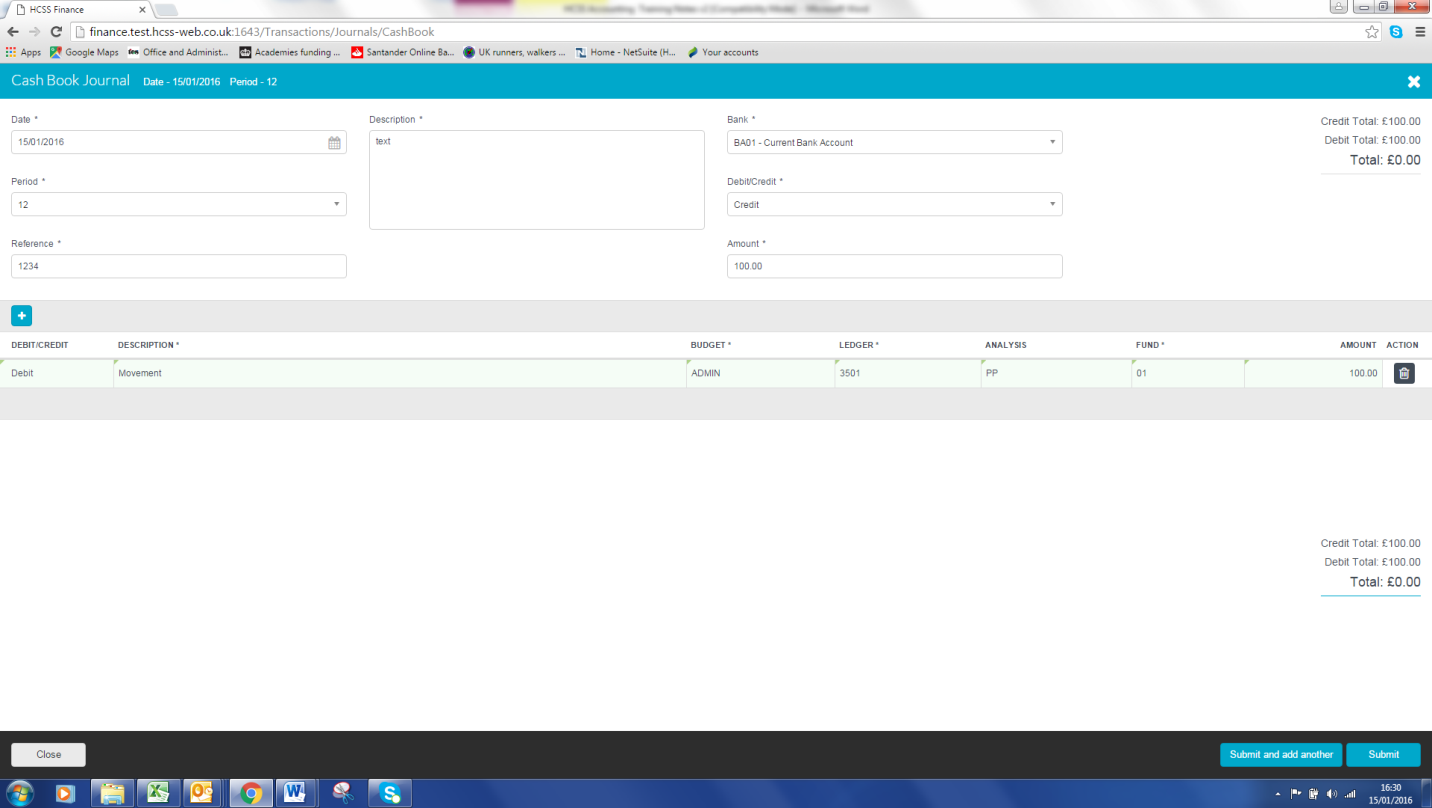


## Accrual – See year end procedures.(only for period 12 and 13)

## Cash Book Journal (including Balance Sheet Codes)

**\* This can be used for Balance Sheet Journals to post direct to ledger accounts only.**

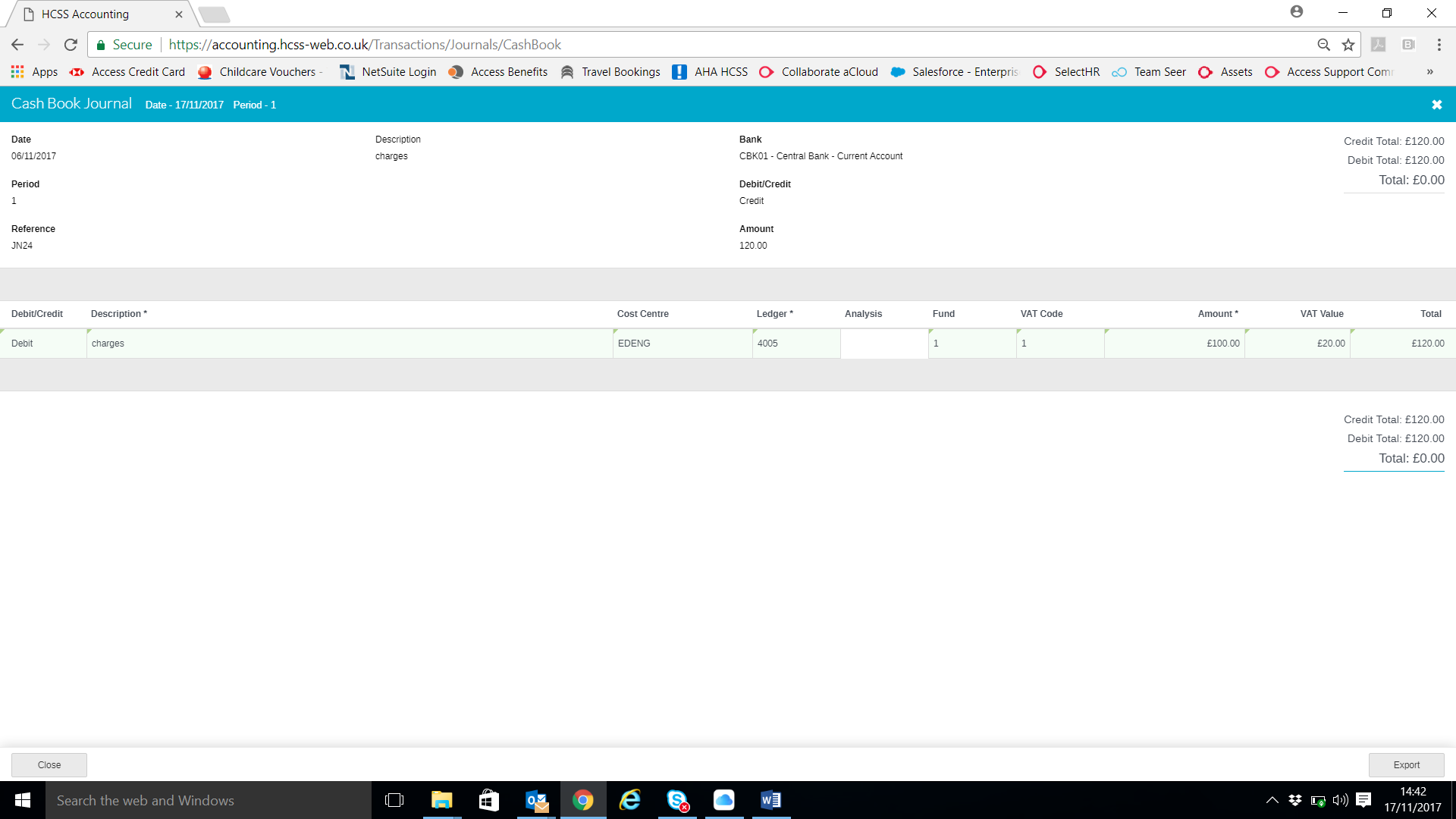
Click on  to open up the cash book journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Debit/Credit** | Enter if it is a debit or credit to the account selected |
| **Amount** | Enter the overall amount for all line items |

Click  to enter the line item for the journal

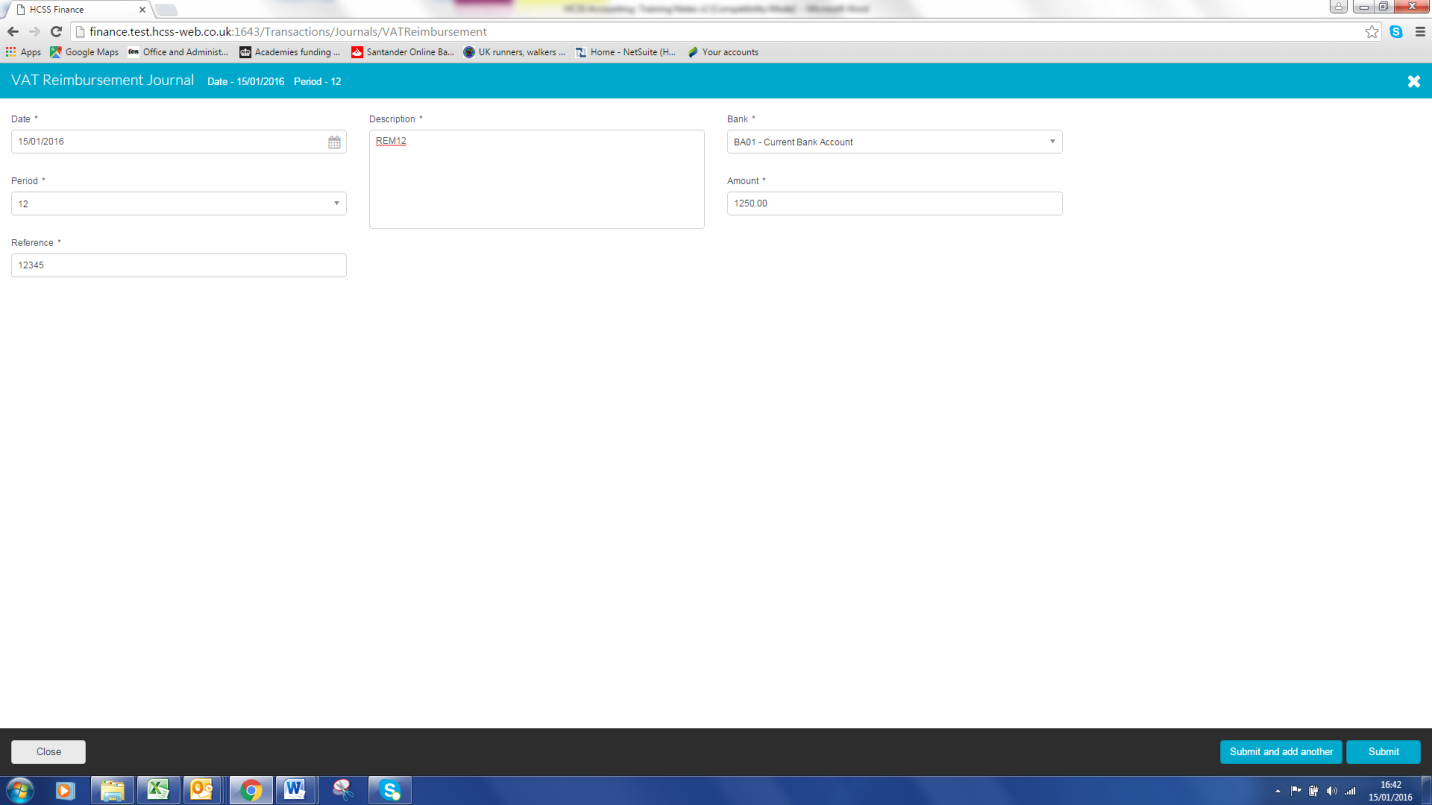


|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items there is a check to ensure debits and credits equal zero. |
| **Description** | Enter a line item description |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list. This is the only element required for coding when posting direct to the balance sheet. |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **VAT Code** | Enter the VAT code for the line. |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.

## VAT Reimbursement

Click on  to open up the VAT Reimbursement journal



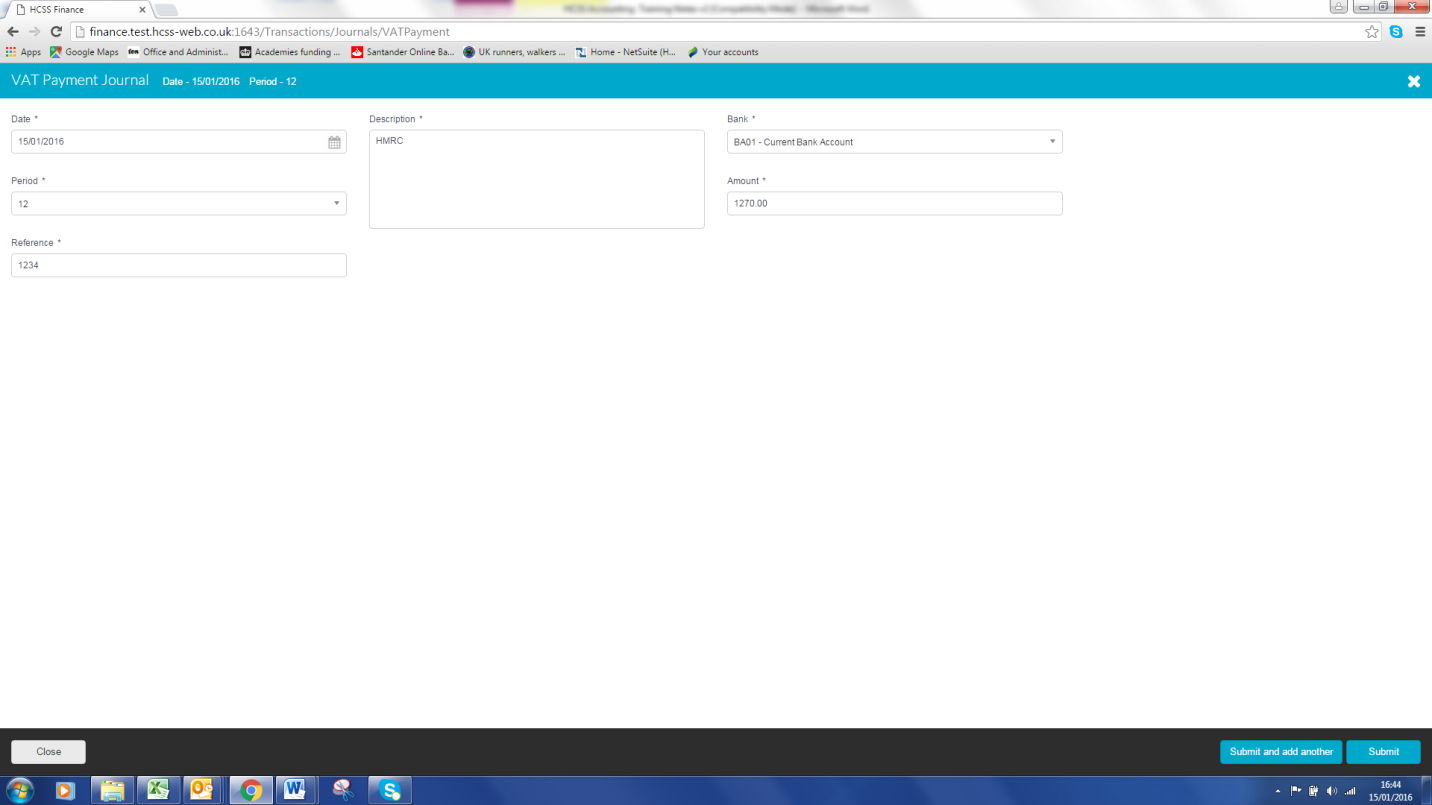
Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Amount** | Enter the overall amount for all line items |

Click on **Submit** or **Submit and Add Another** once completed.

## VAT Payment

Click on  to open up the VAT Payment journal



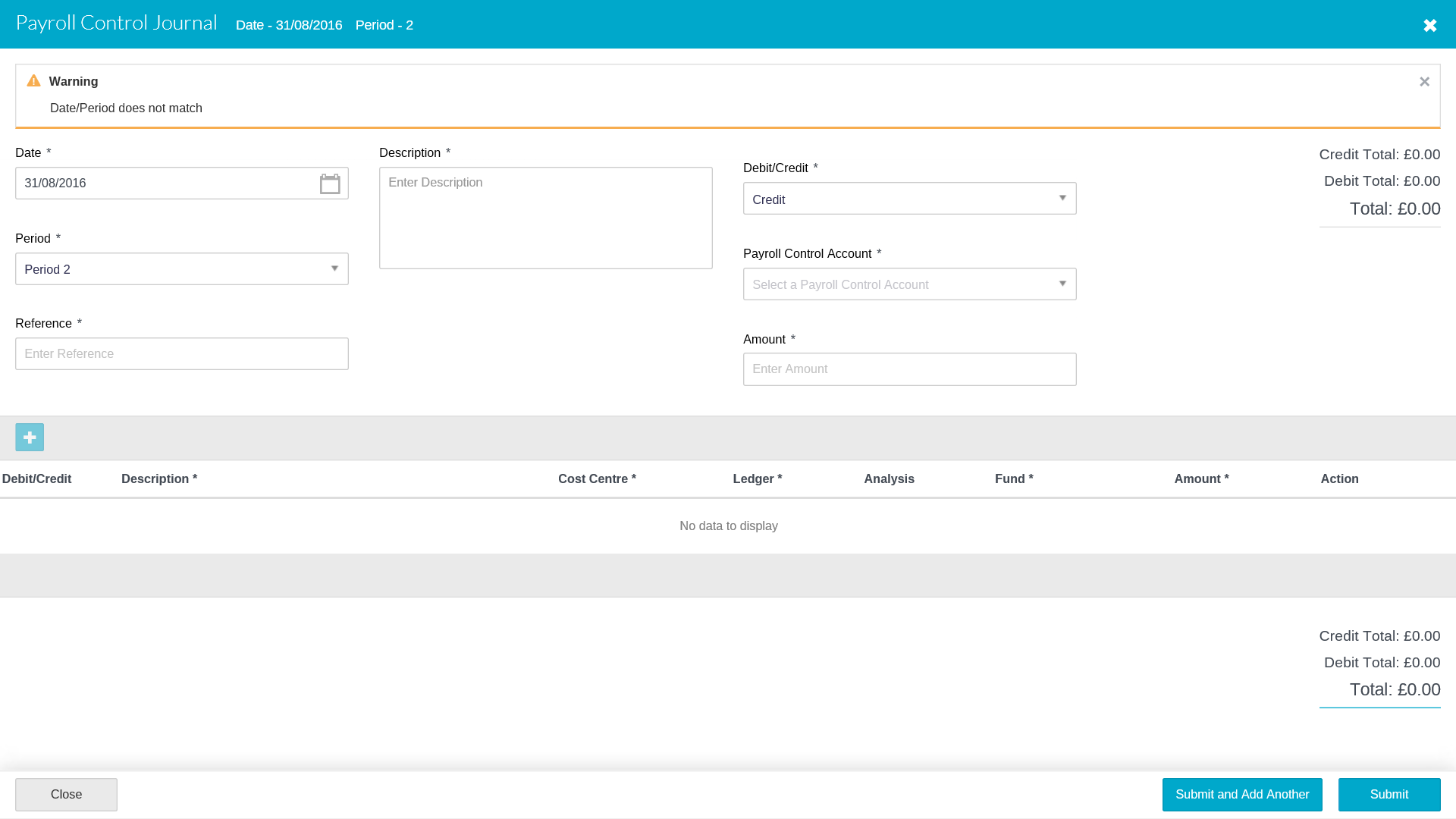
Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Amount** | Enter the overall amount for all line items |

Click on **Submit** or **Submit and Add Another** once completed.

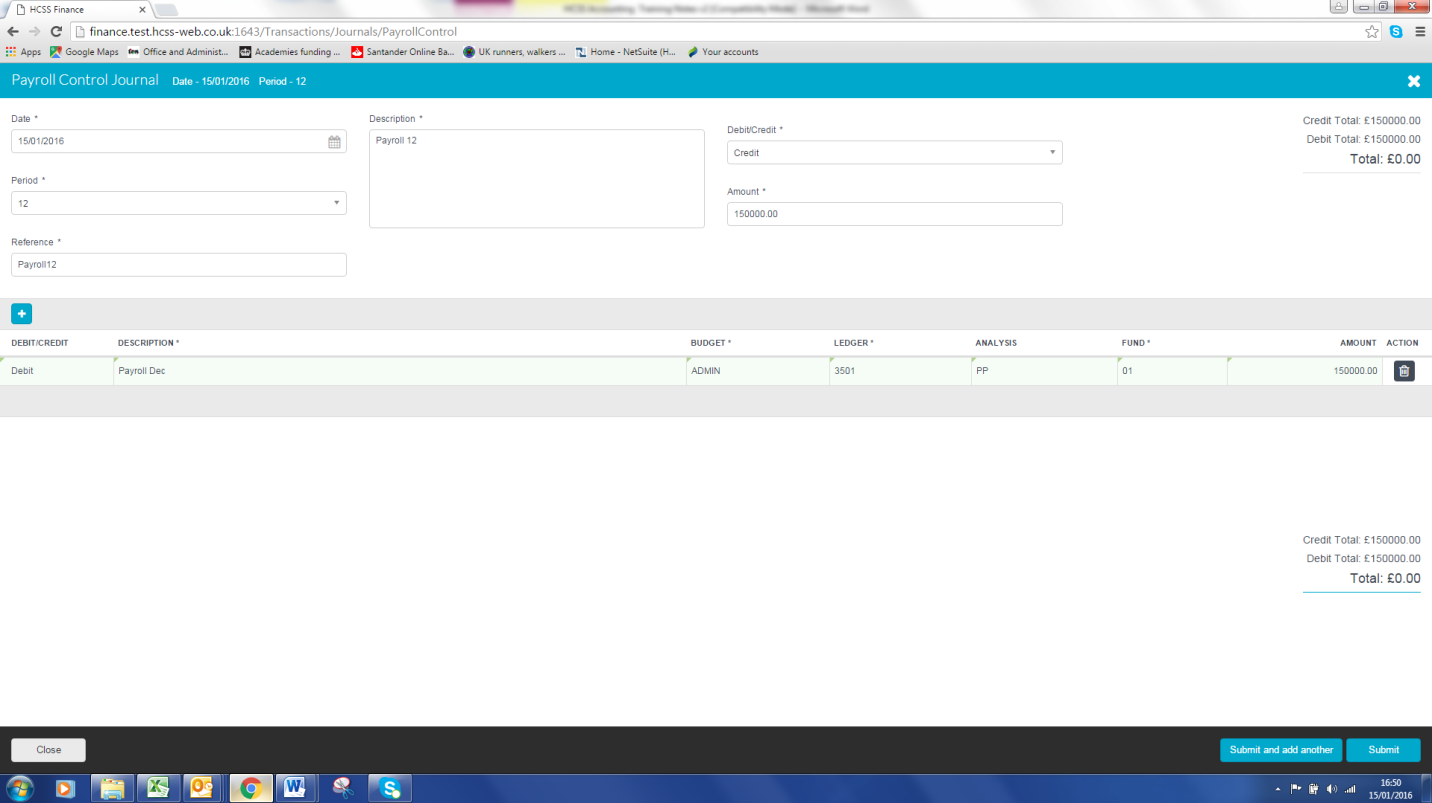
## Payroll Control

Click on  to open up the Payroll Control journal



|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Debit/Credit** | Enter if it is a debit or credit to the account selected |
| **Amount** | Enter the overall amount for all line items |

Click  to enter the line item for the journal



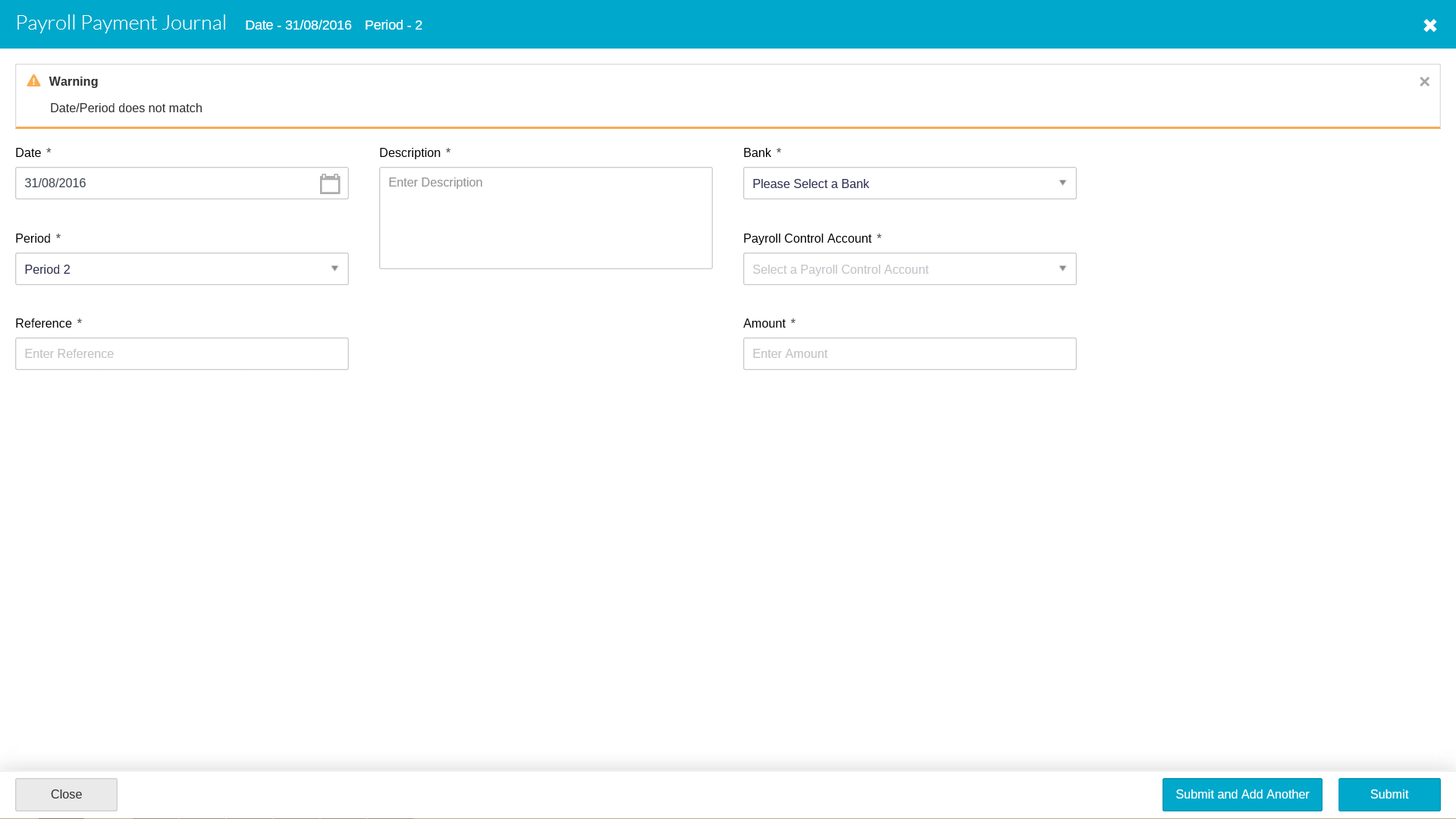
Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items. |
| **Description** | Enter a line item description |
| **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 |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.

## Payroll Payment

Click on  to open up the Payroll Payment journal



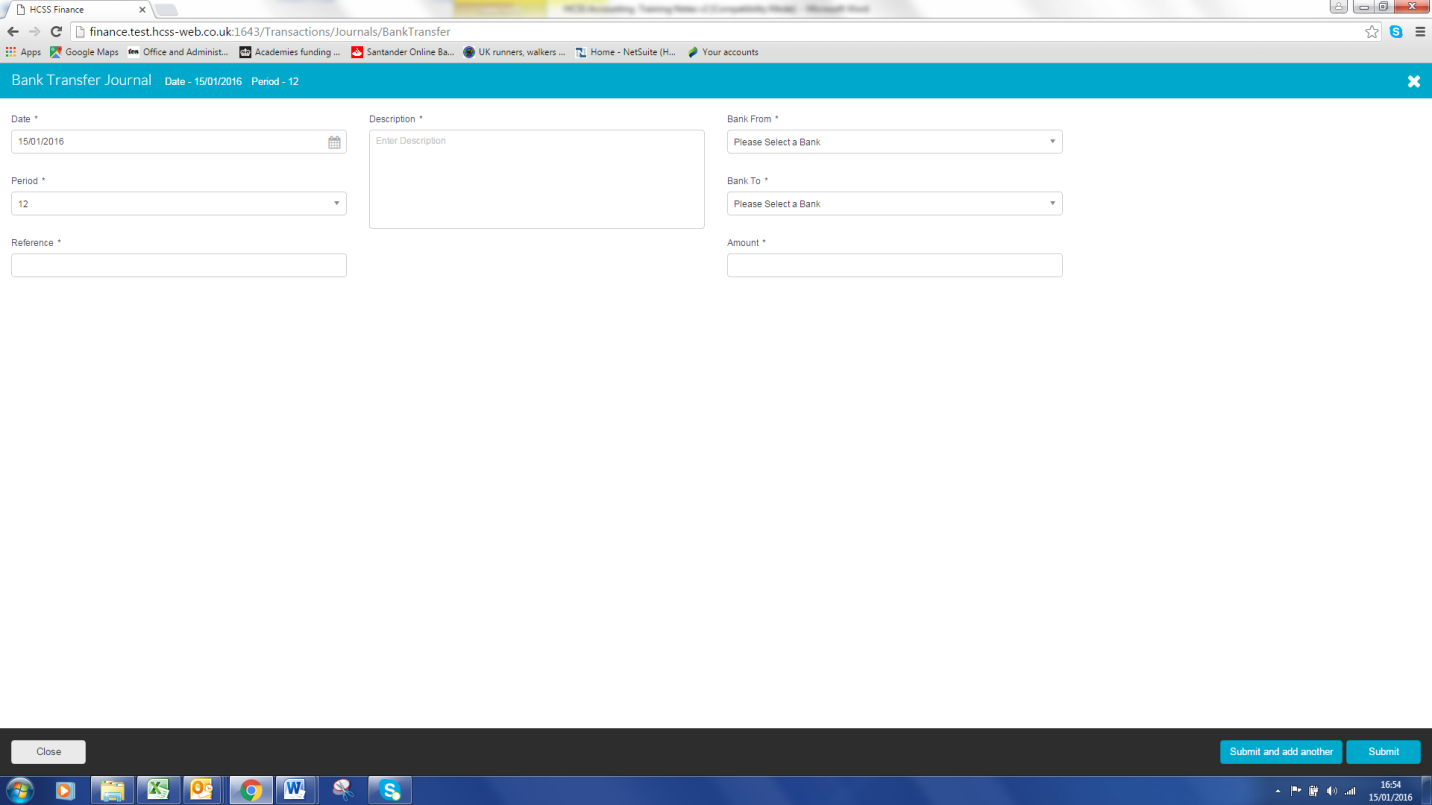
Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Amount** | Enter the overall amount for all line items |

Click on **Submit** or **Submit and Add Another** once completed.

## Bank Transfer

Click on  to open up the bank transfer



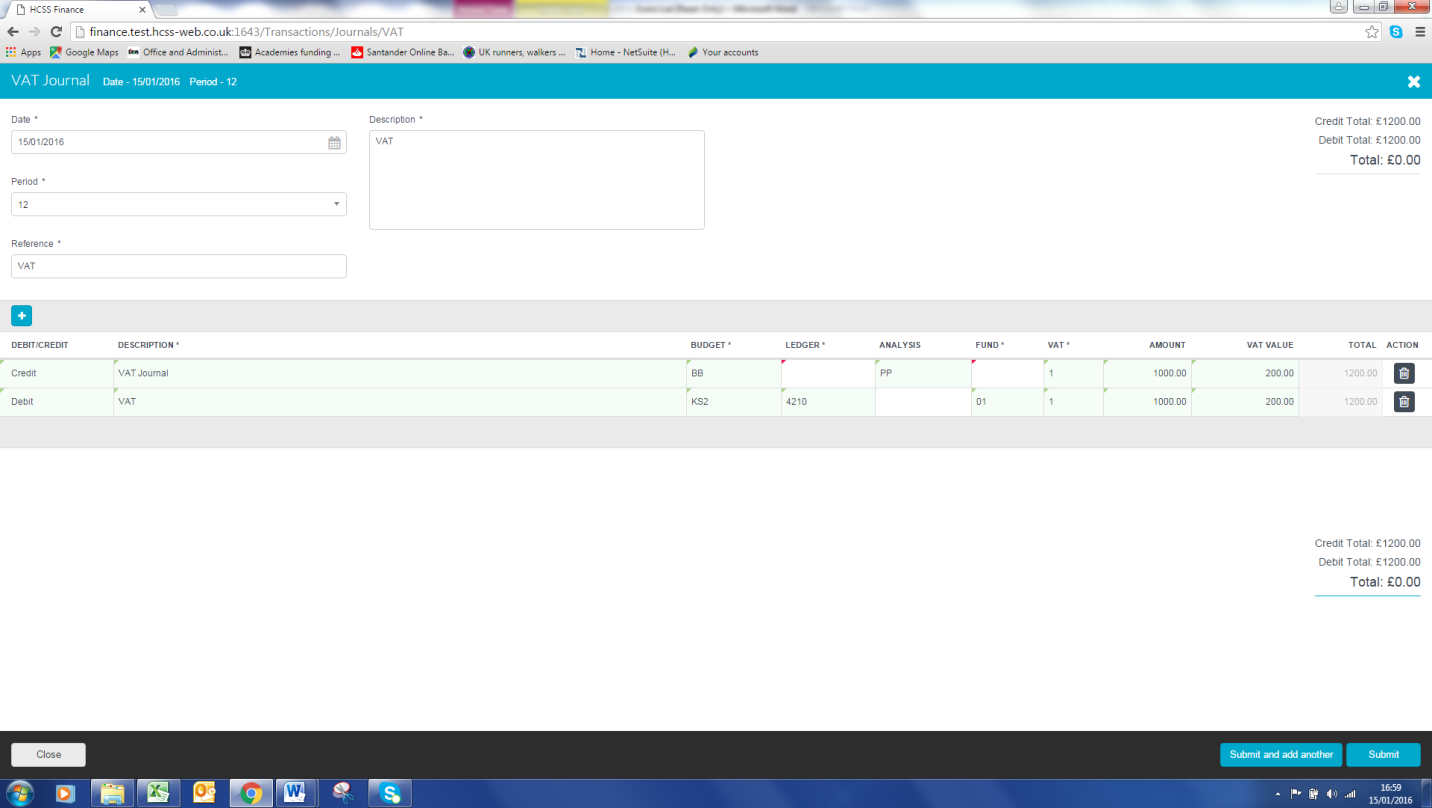
Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank from** | Enter the bank from the pick list money is coming from |
| **Bank to** | Enter the bank from the pick list money is coming from |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Amount** | Enter the overall amount for all line items |

Click on **Submit** or **Submit and Add Another** once completed.

## VAT Journal

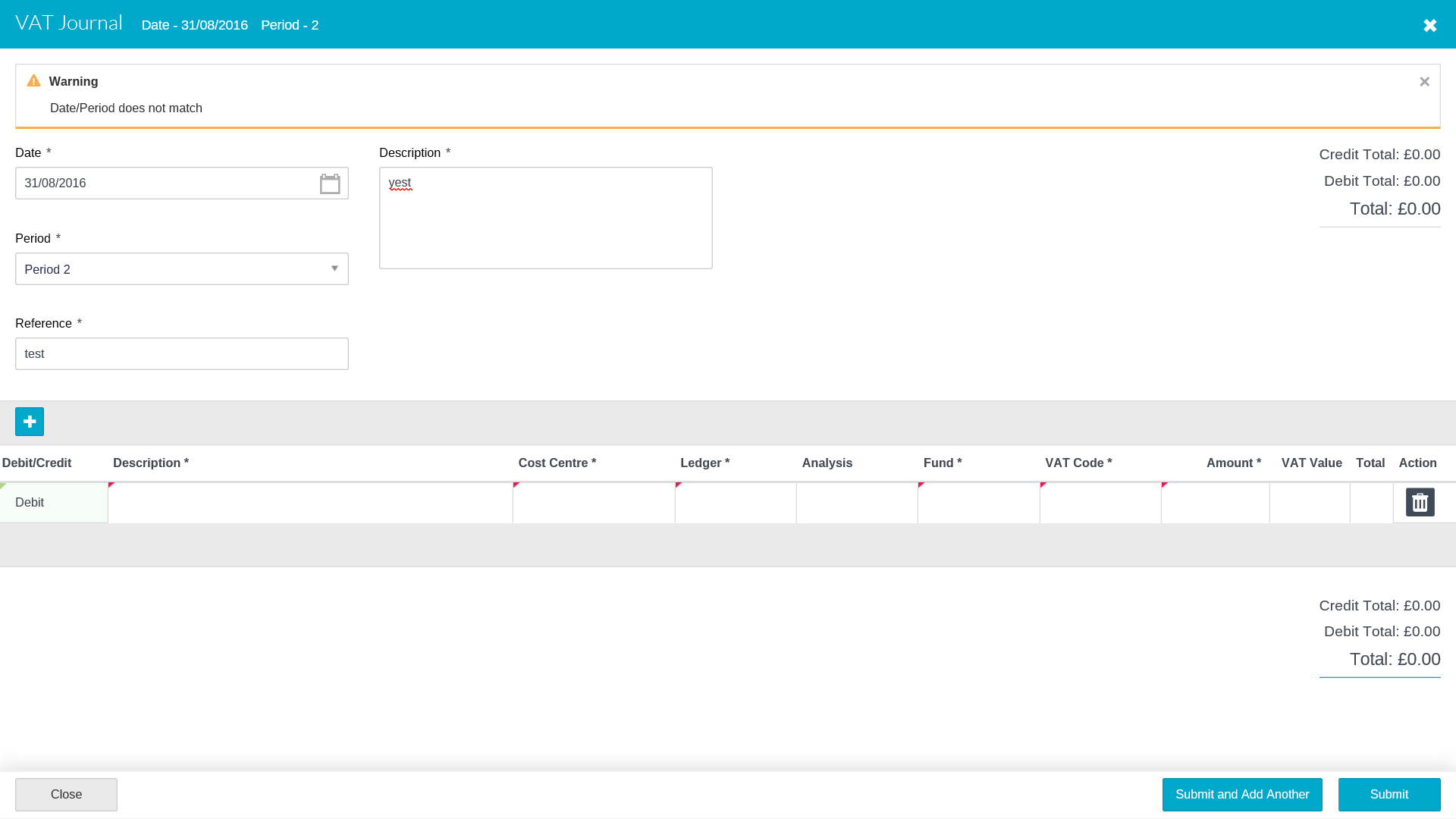
Click on  to open up the VAT journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Period** | Enter the period |
| **Reference** | Enter the reference |

Click  to enter the line item for the journal

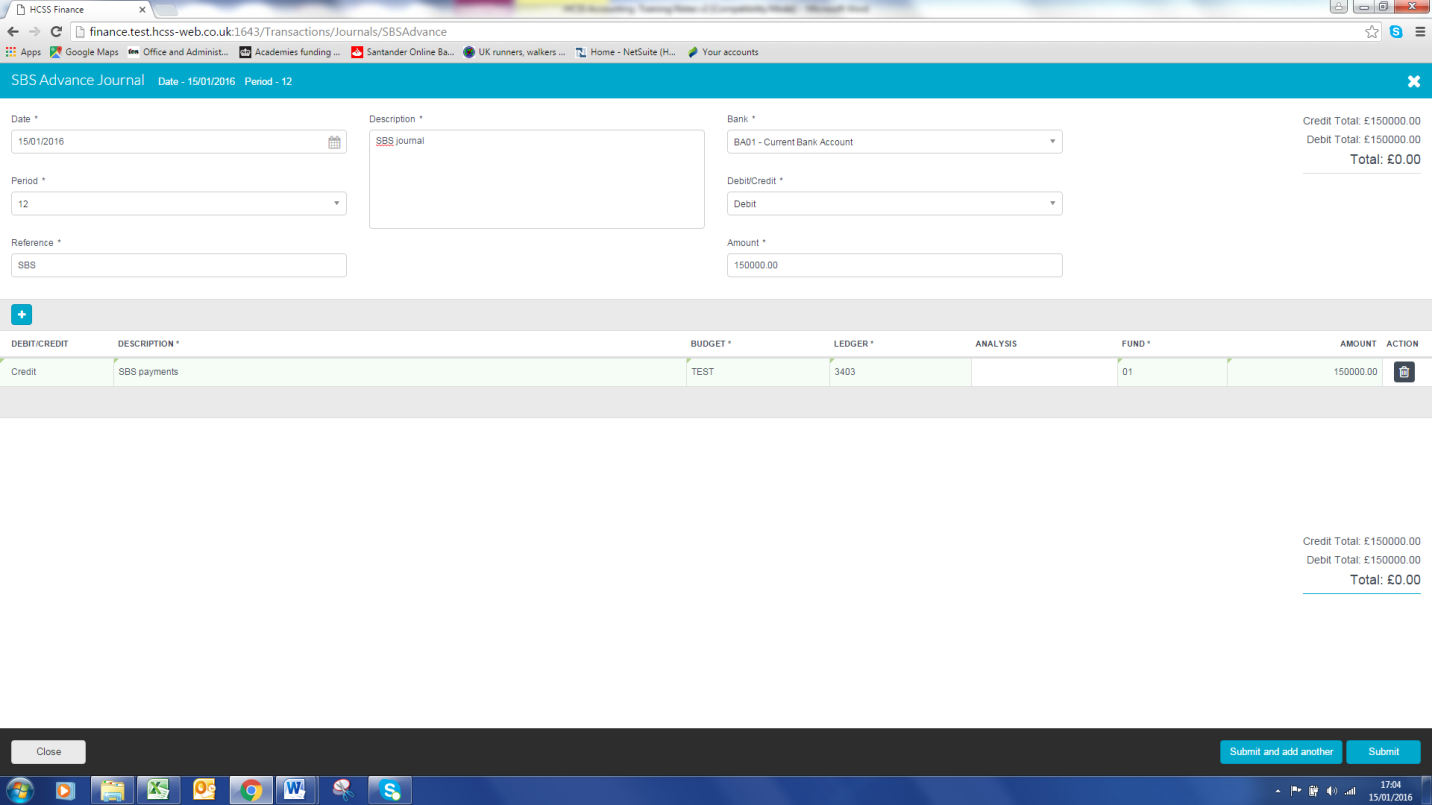


|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items. For all lines this will add to zero. |
| **Description** | Enter a line item description |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.

## SBS Journal

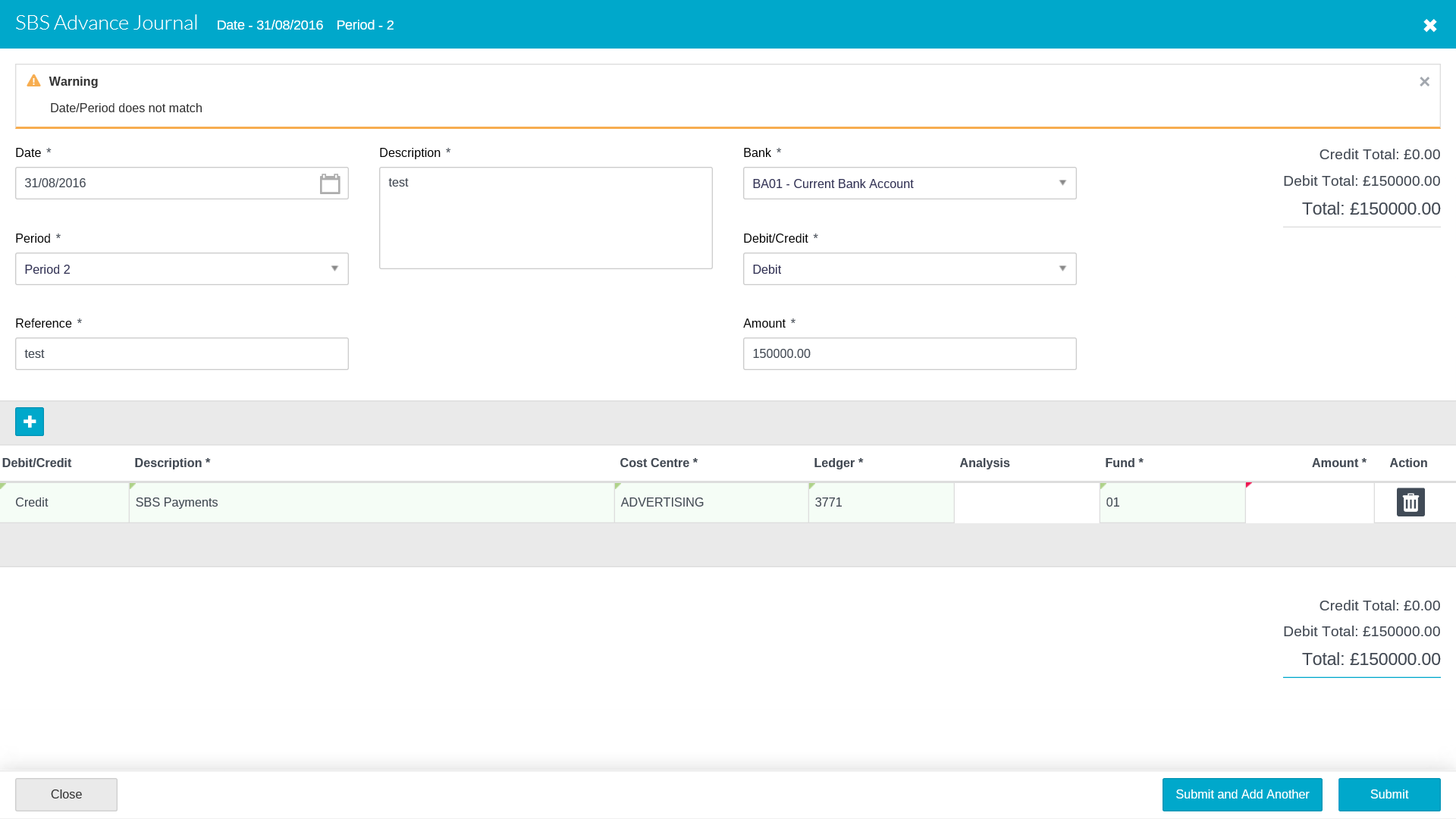
Click on  to open up the SBS journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Bank** | Enter the bank from the pick list |
| **Period** | Enter the period |
| **Reference** | Enter the reference |
| **Debit/Credit** | Enter if it is a debit or credit to the account selected |
| **Amount** | Enter the overall amount for all line items |

Click  to enter the line item for the journal

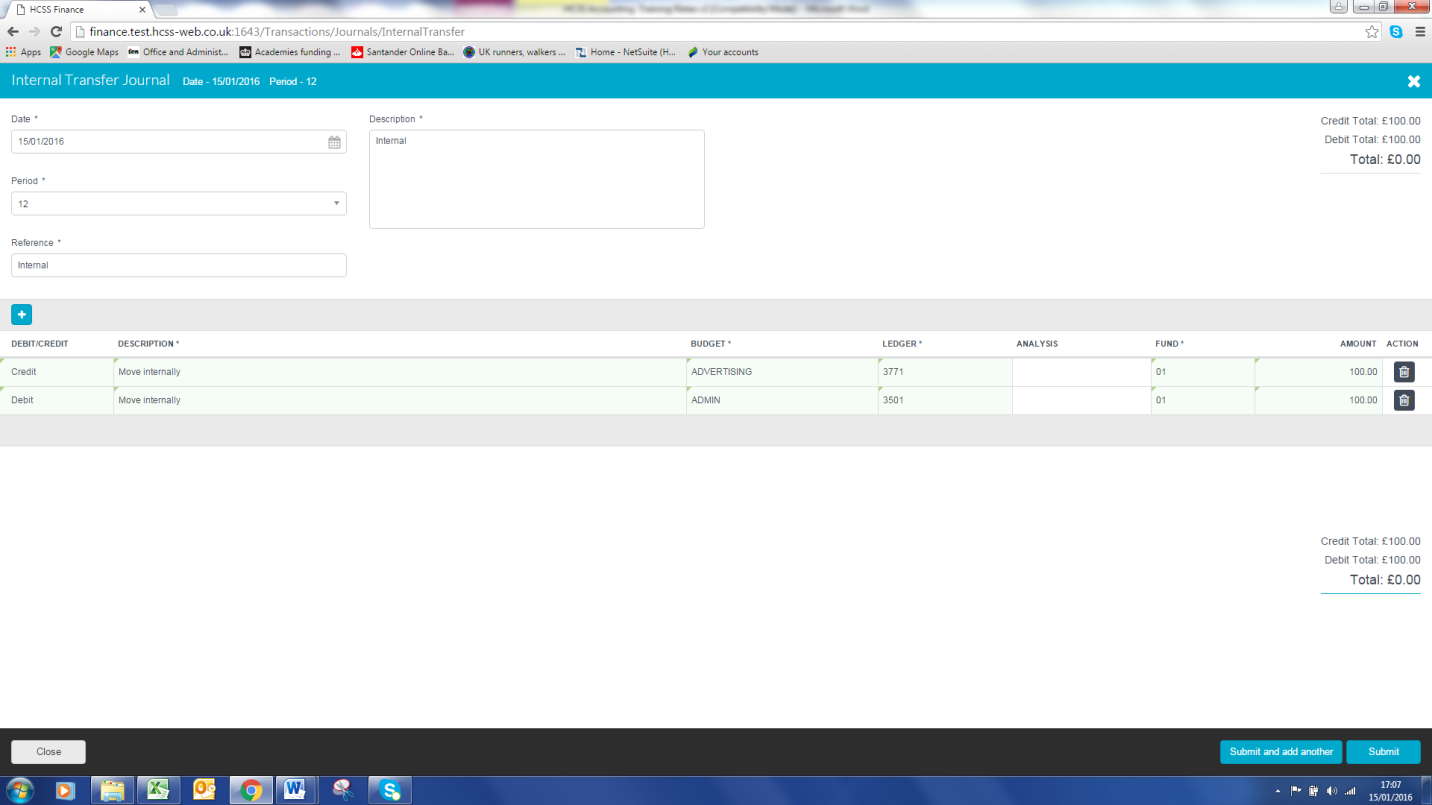


|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items |
| **Description** | Enter a line item description |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **VAT Code** | Enter the relevant VAT code |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.

## Internal Transfer

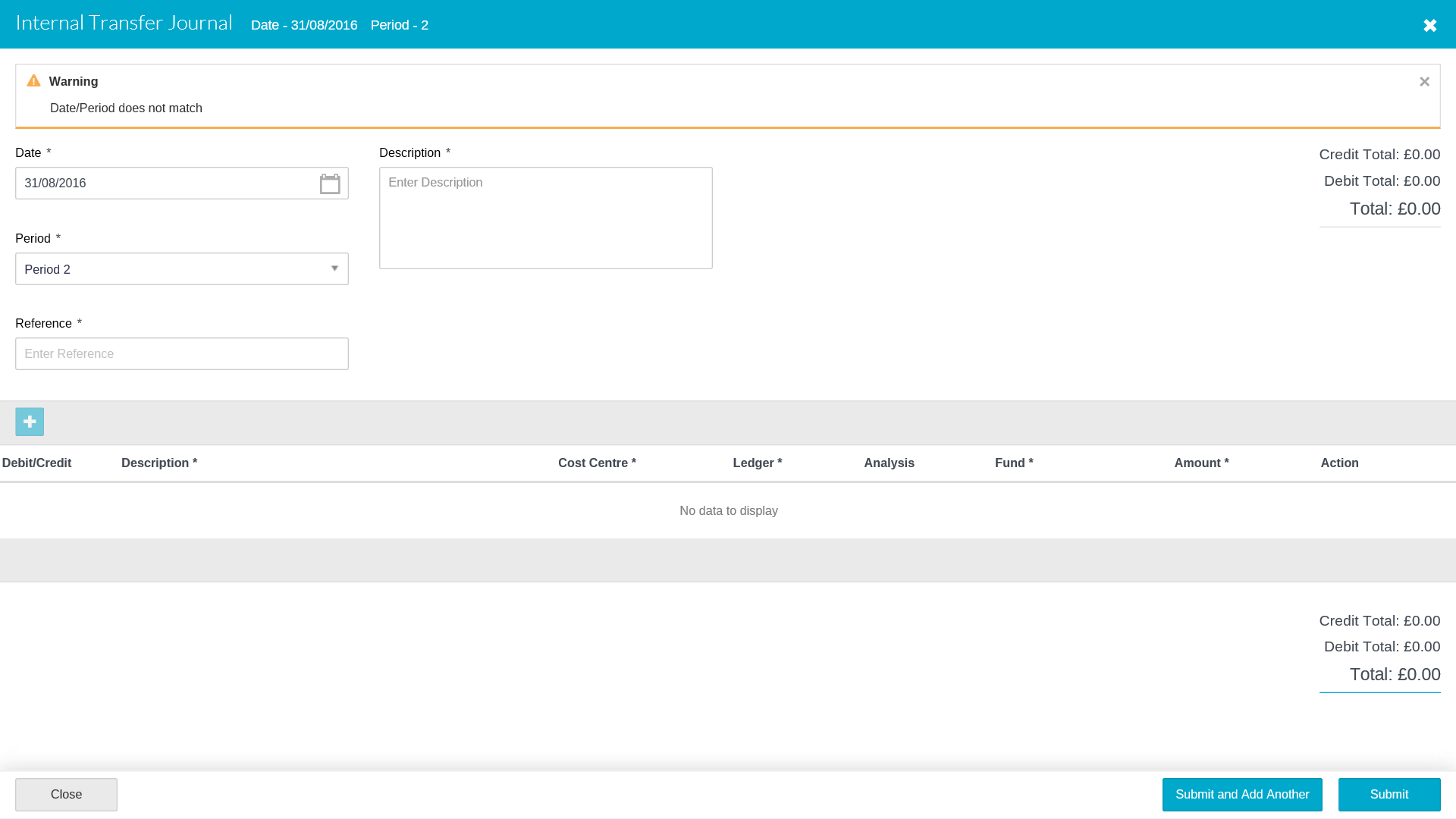
Click on  to open up the Internal Transfer journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Period** | Enter the period |
| **Reference** | Enter the reference |

Click  to enter the line item for the journal



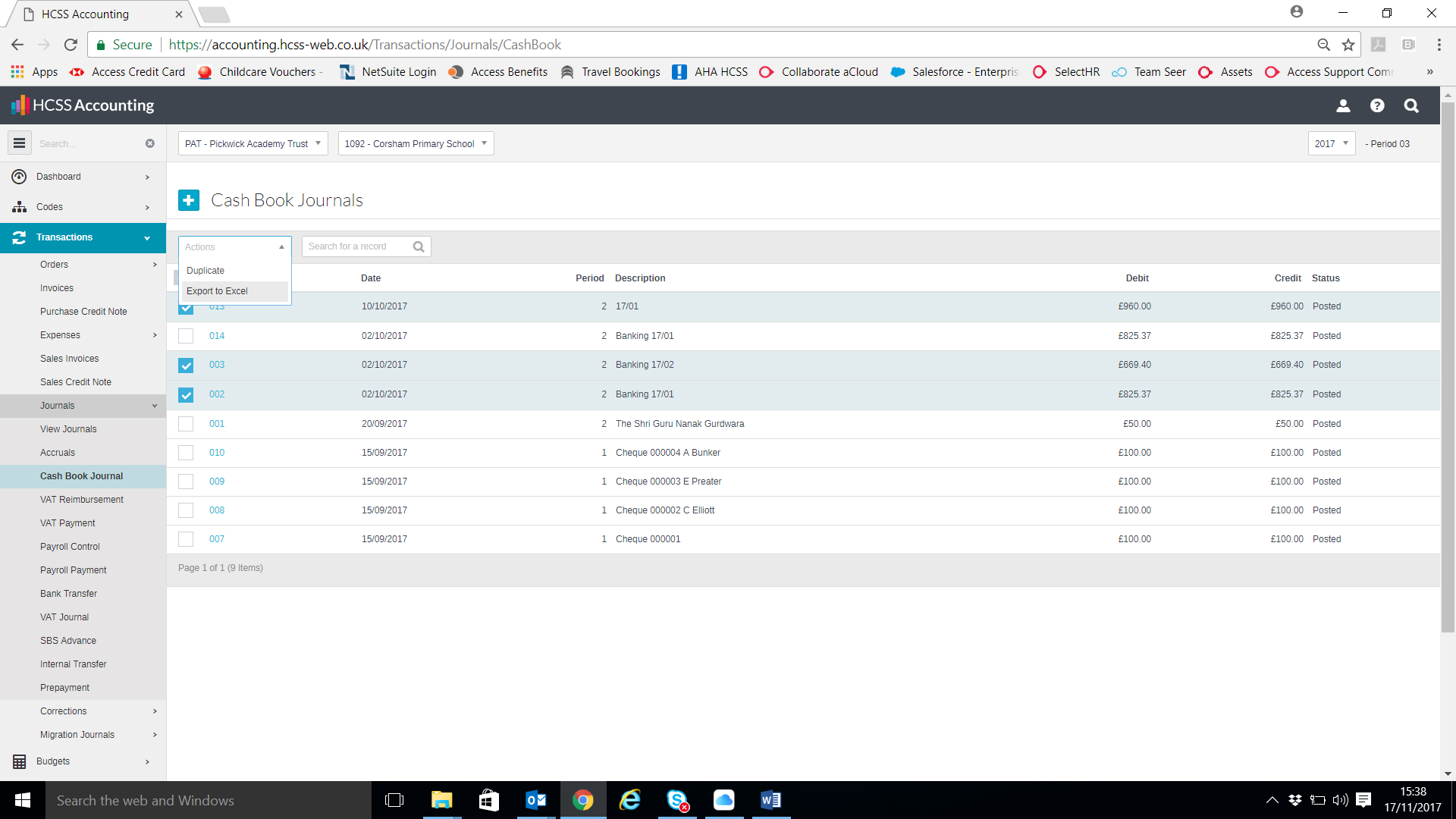
|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items |
| **Description** | Enter a line item description |
| **Cost Centre** | Enter the code from the pick list |
| **Ledger** | Enter the code from the pick list |
| **Analysis** | Enter the code from the pick list |
| **Fund** | Enter the code from the pick list |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.

## Prepayment – See year end procedures.(only for period 12 and 13)

## Print Journals

Select the journals that you want to print and in the **actions** box select export to excel



**Or**

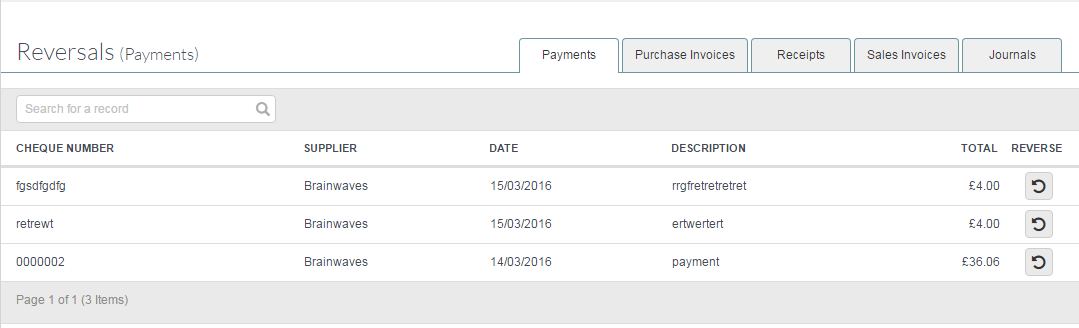
Go into the journal and click on **export** in the bottom right.

Both ways will export the journals to excel.

# Corrections

## Reversals

The following screen will appear:

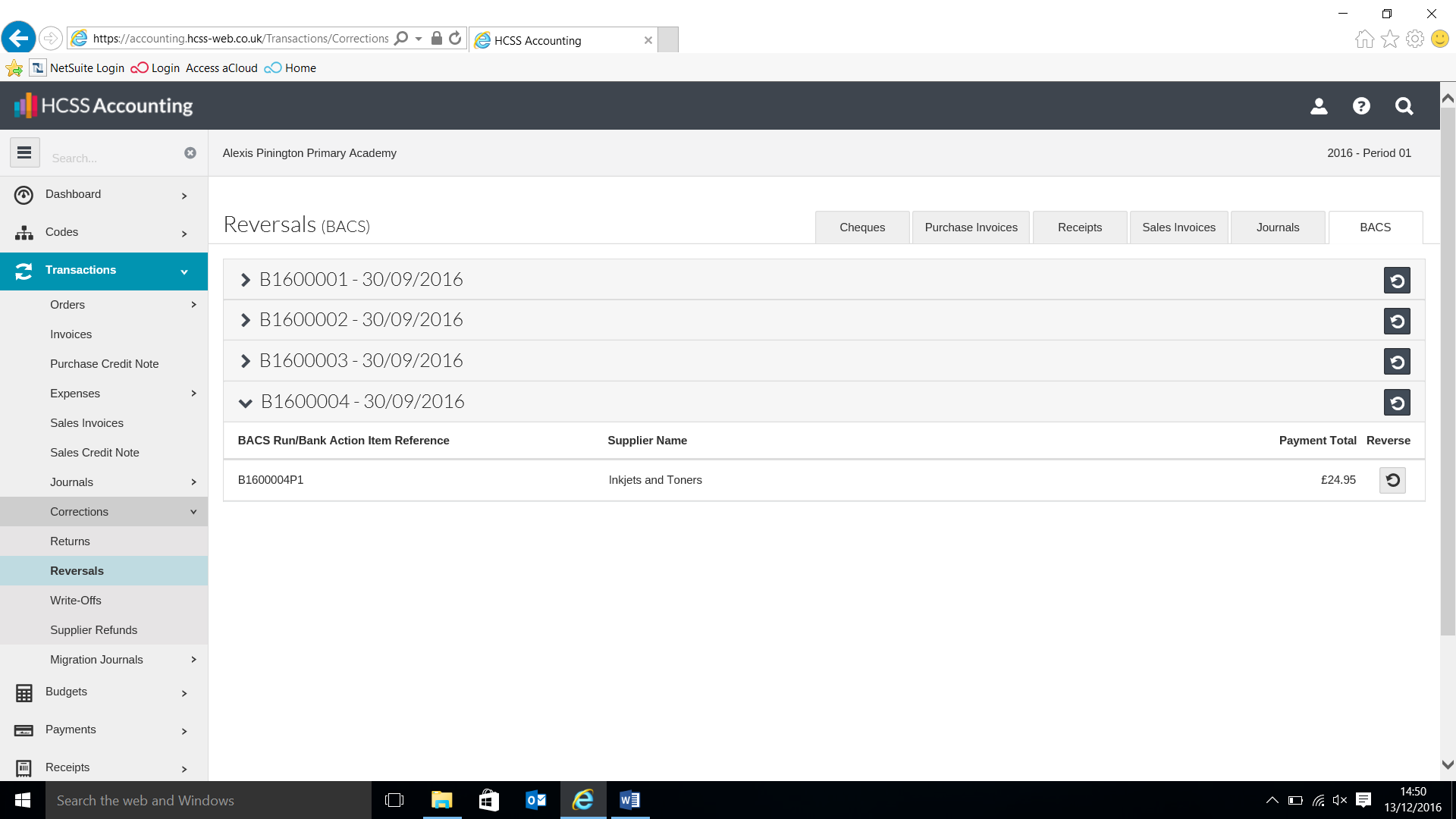


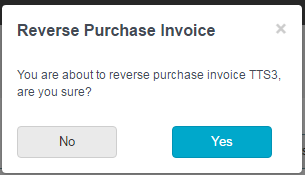
The Reversals screen separates the transactions between **Payments, Purchase Invoices, Receipts, Sales invoices, Journals and BAC’s**

To reverse a transaction, simply select the relevant tab and click on  to reverse the transaction.

A message will appear asking for confirmation

For BAC’s payments you can reverse the whole file or just an individual payment (see below that reverse icon appears in both areas).





Clicking on **Yes** will reverse the transaction and remove it from the list. It will not be available to reverse again.

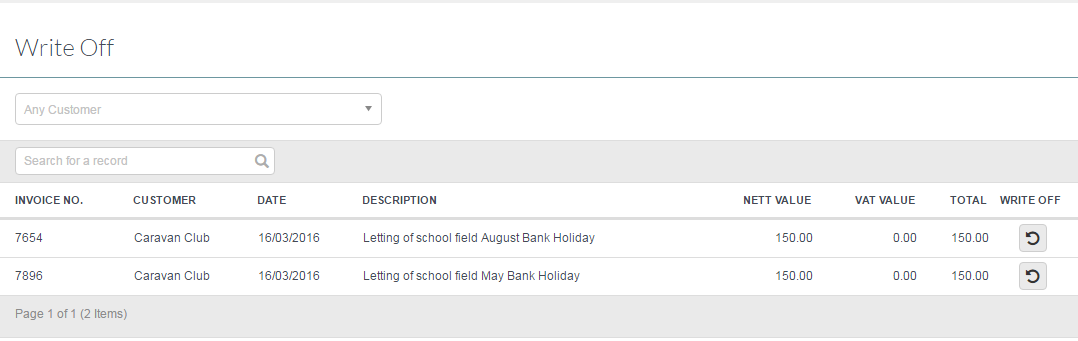
Clicking on **No** will take you back to the reversals screen.

The reversal will post an equal and opposite transaction and pre-fix the original transaction description with reversal.

## Write –Offs

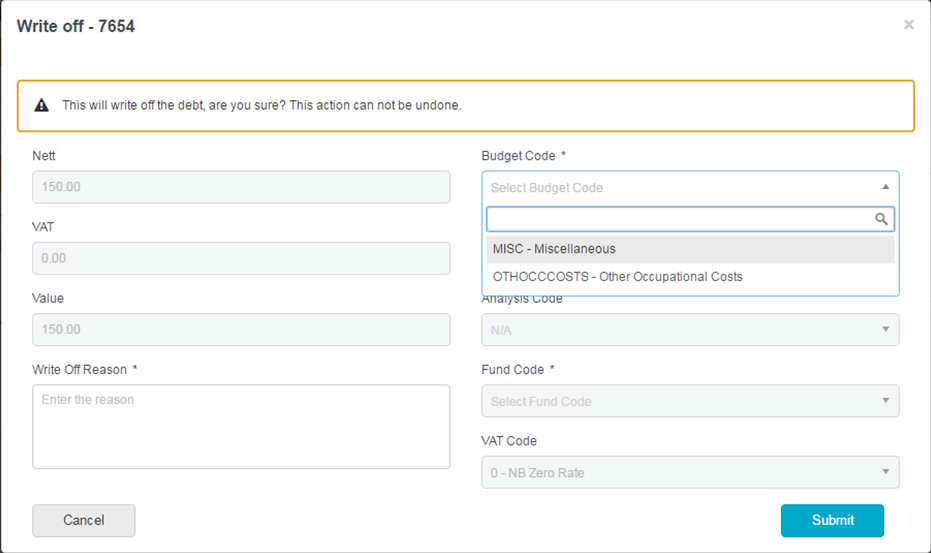
Write-offs allow the Finance Manager to write off a bad debt if approved by the governing body and in line with the Financial Regulations of the school.

The following screen will appear:



Select a customer from the drop down list and all pending invoices for that customer will appear.

Click on the  next to the transaction to be written off. A Bad Debt ledger code will need to exist with a Ledger Type of BDT

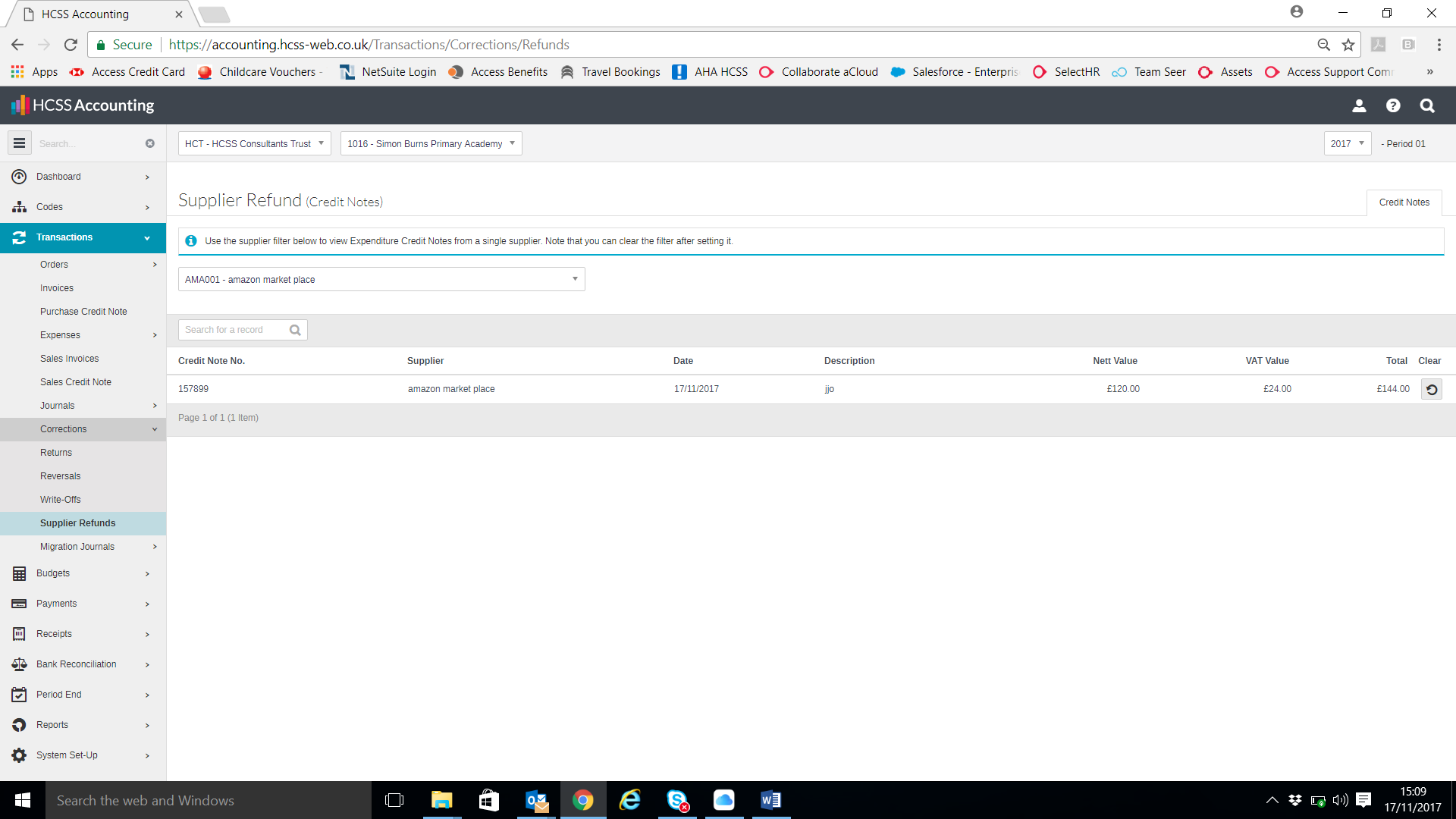


|  |  |
| --- | --- |
| **Write – Off Reason** | Enter a reason for the write off |
| **Cost Centre** | If more than one cost centre is mapped to the ledger code a drop down list will appear for selection |
| **Ledger Code** | Bad Debt ledger Code with ledger type of BDT |
| **Analysis Code** | Defaulted from original transaction |
| **Fund Code** | Defaulted from original transaction |
| **VAT Code** | Defaulted from original transaction |

Clicking on **Submit** will post the write-off and remove it from the list.

## Supplier Refunds

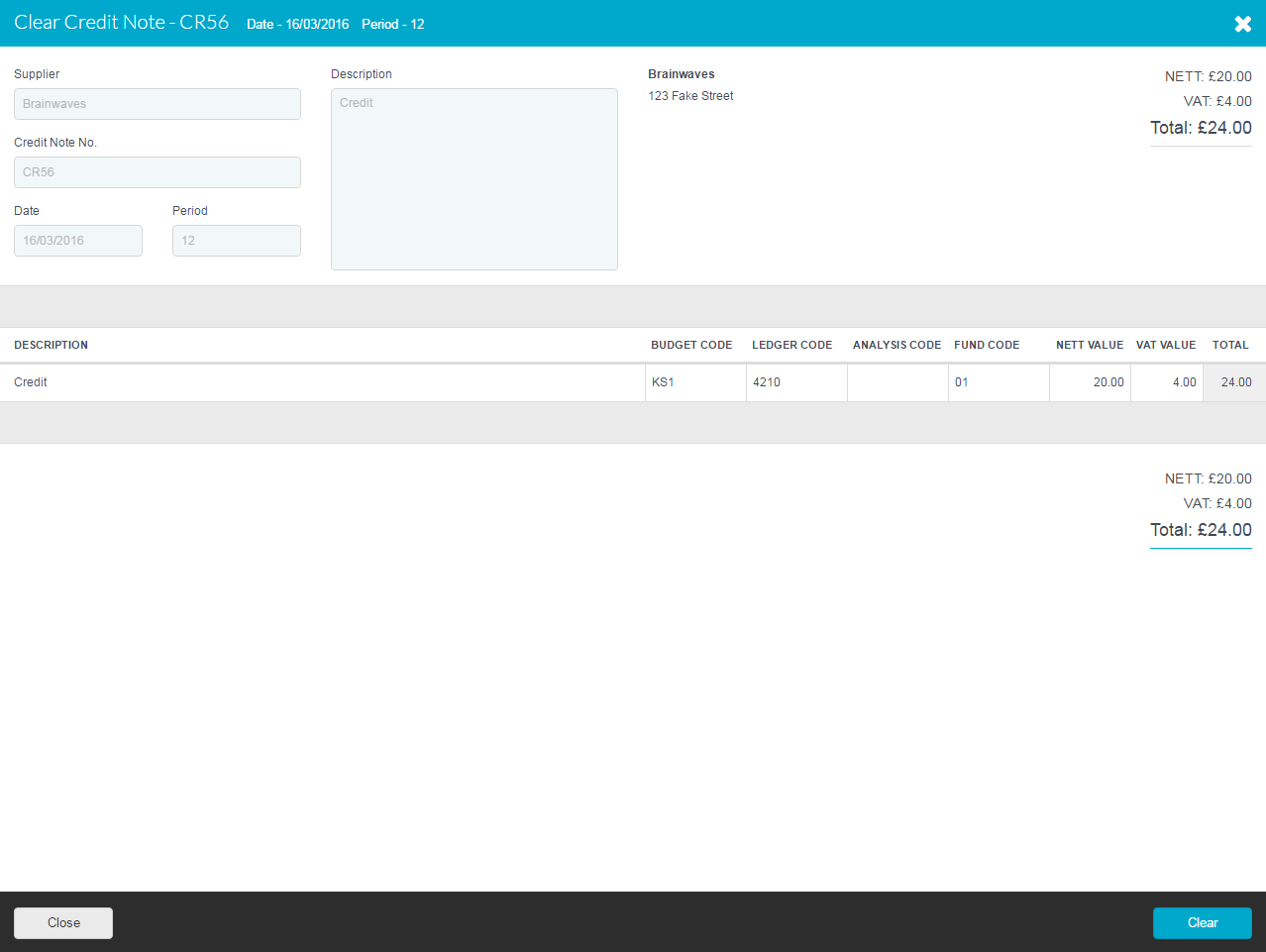
Supplier Refunds can either posted against a Expenditure Credit Note that is refund to bank.



Choose the **Supplier** the refund has come from to populate the screen.

Click on  to create the refund.

The following Screen will appear:



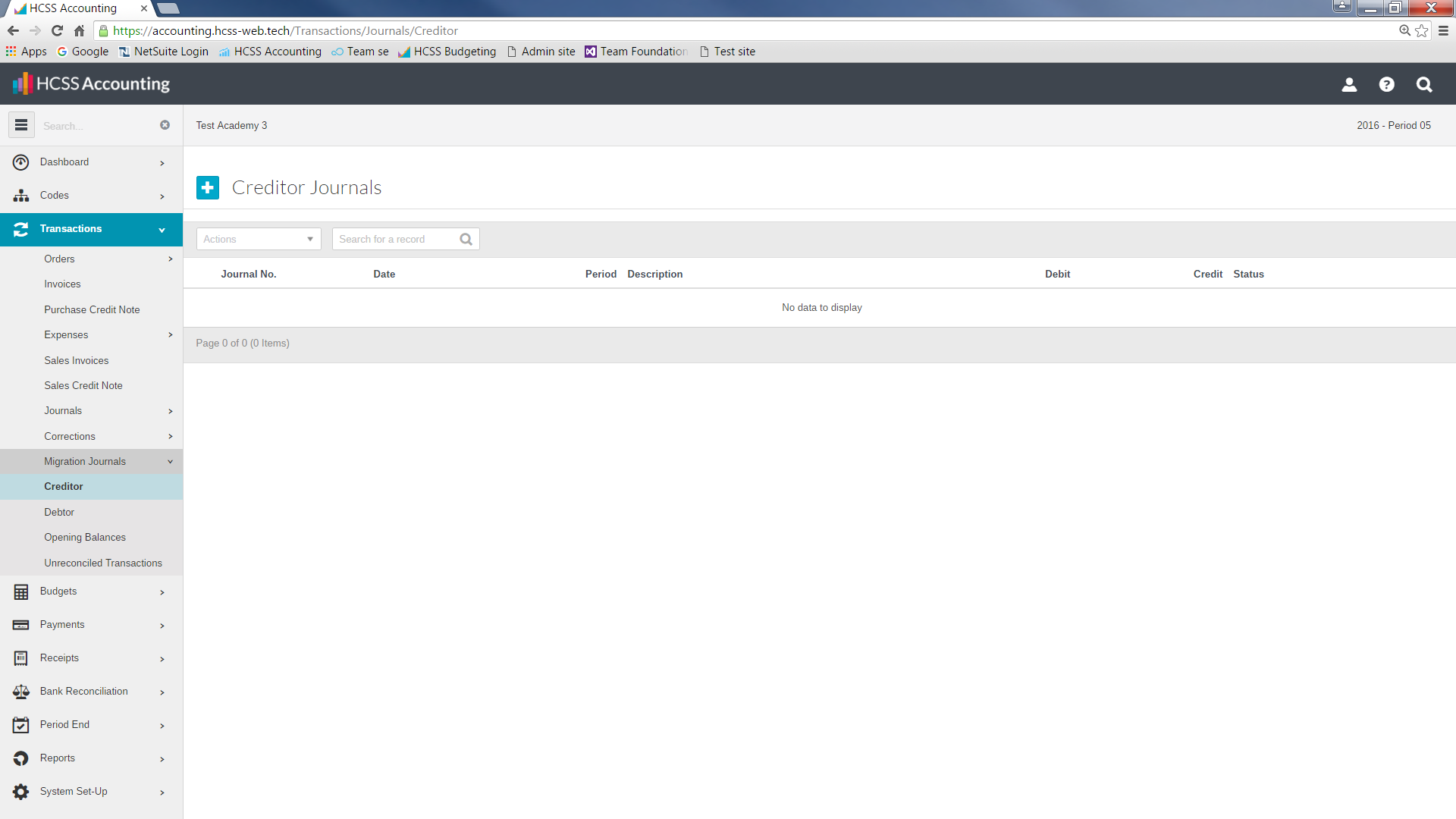
# Migration Journals

At the time of migration, the school / academy may have balances that need to be added to HCSS Accounting. Mid-Year these can be obtained from a Trial Balance in their old system and at Year End these will be provided by the Balance Sheet in their old system.

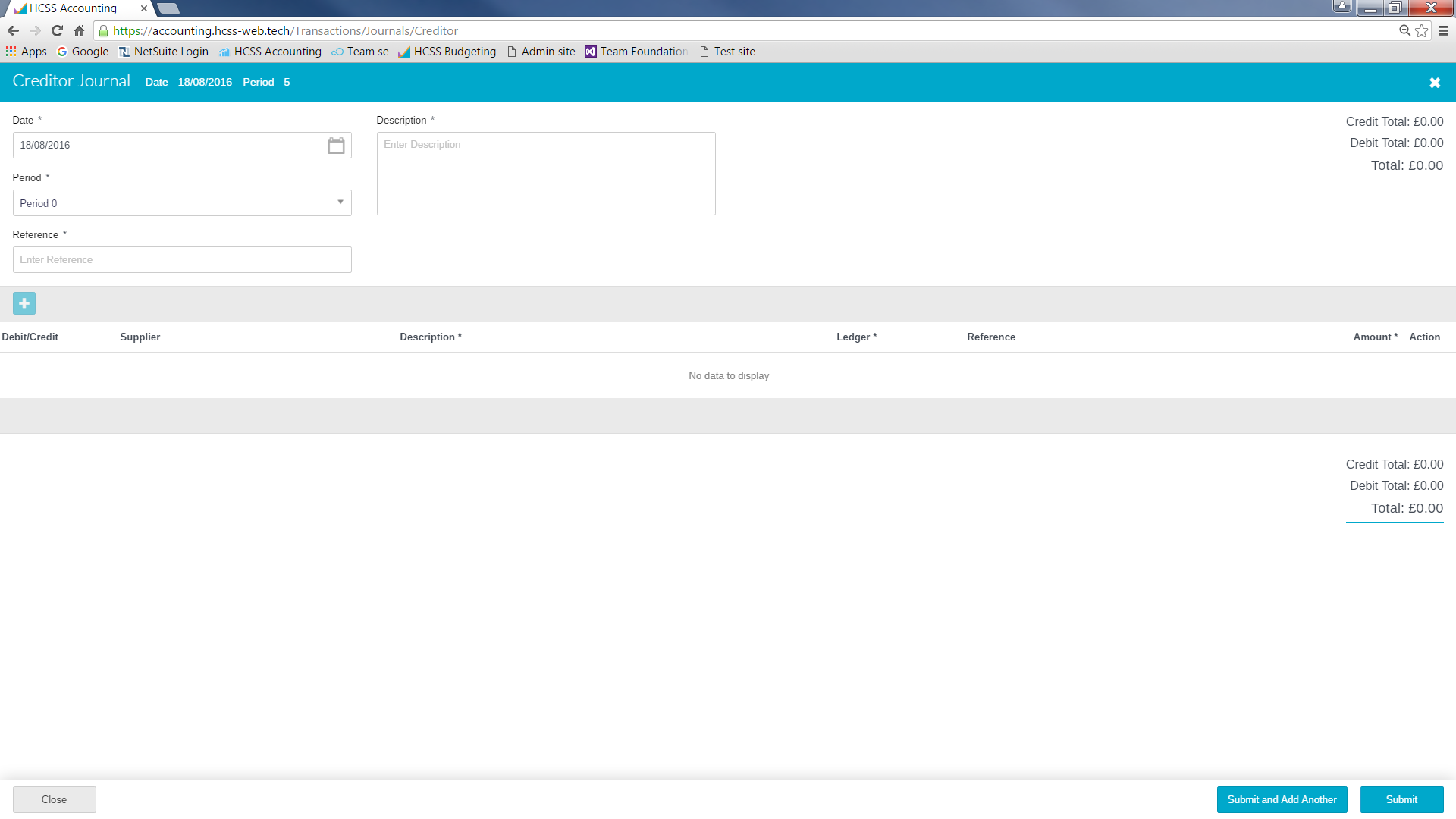
## Creditor

Posting individual creditor invoices that have been entered in the legacy system but not paid.

The Following screen will appear:



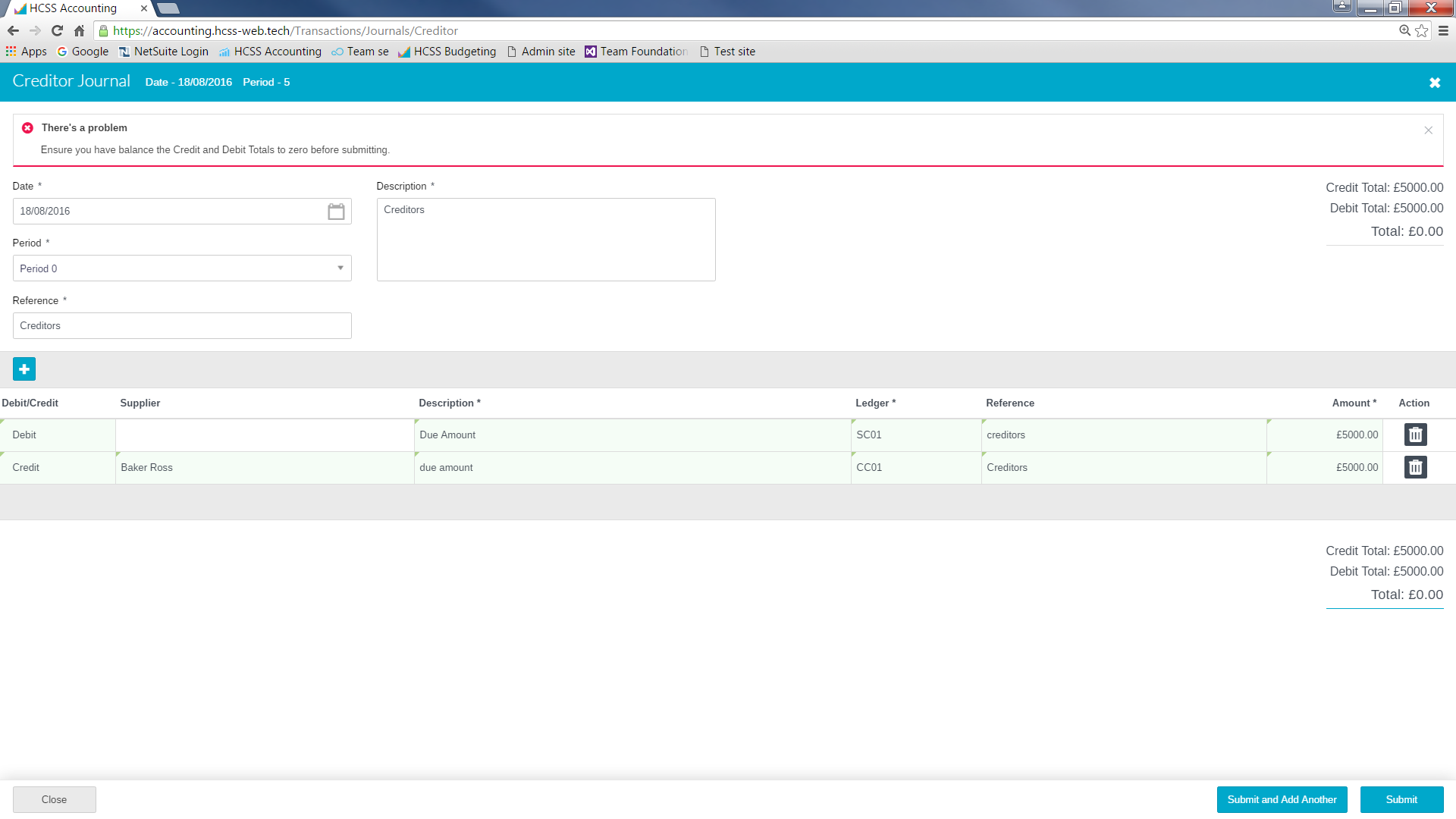
Click on  to Create a Creditor journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Period** | Enter period 0 at start and 5 in the middle of the year. |
| **Reference** | Enter the reference |

Click  to enter the line item for the journal

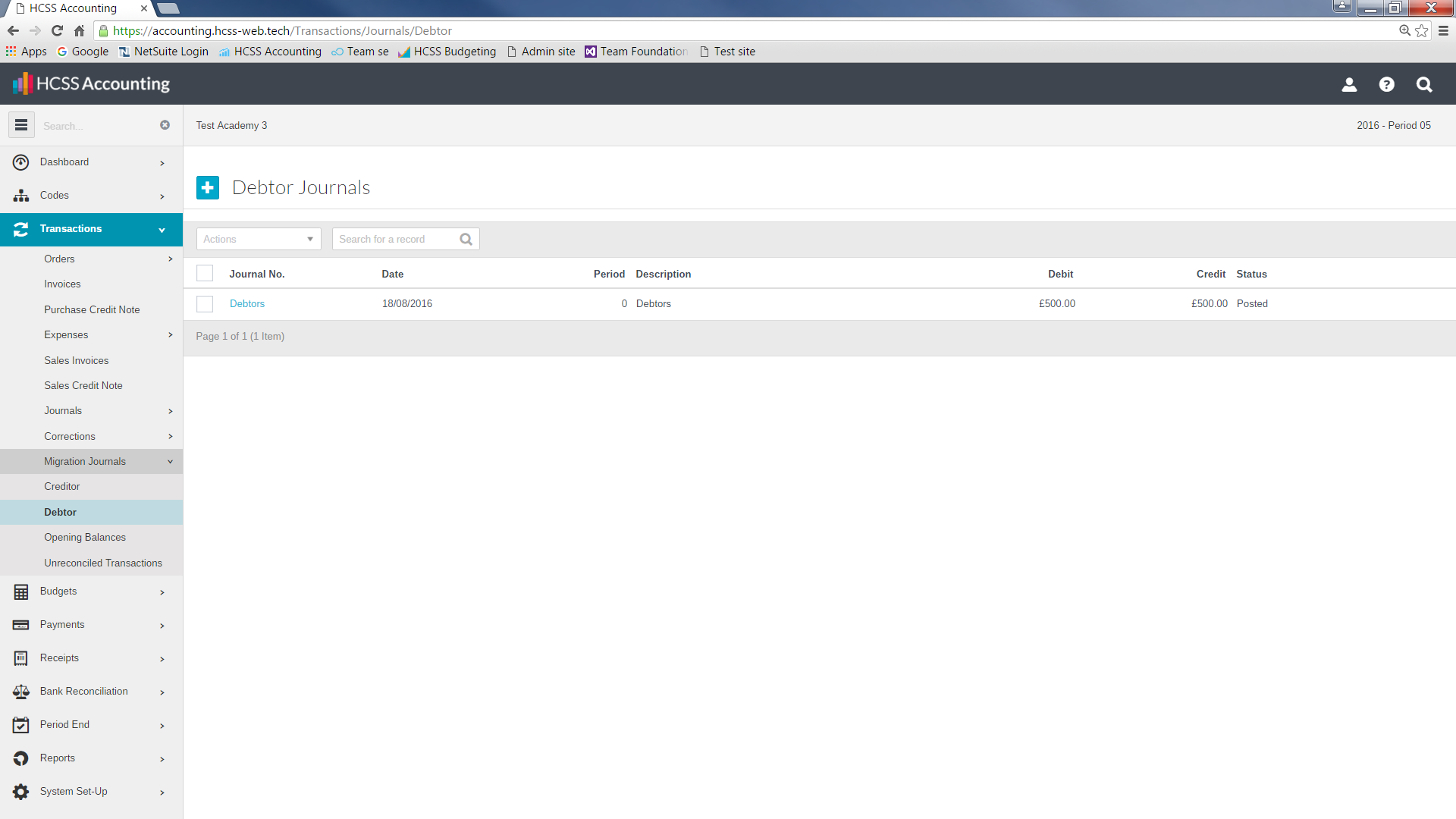


|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items |
| **Supplier** | Select the supplier on a Credit Line only form the pick list |
| **Description** | Enter the description |
| **Ledger** | Enter the code from the pick list |
| **Reference** | Enter the reference |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

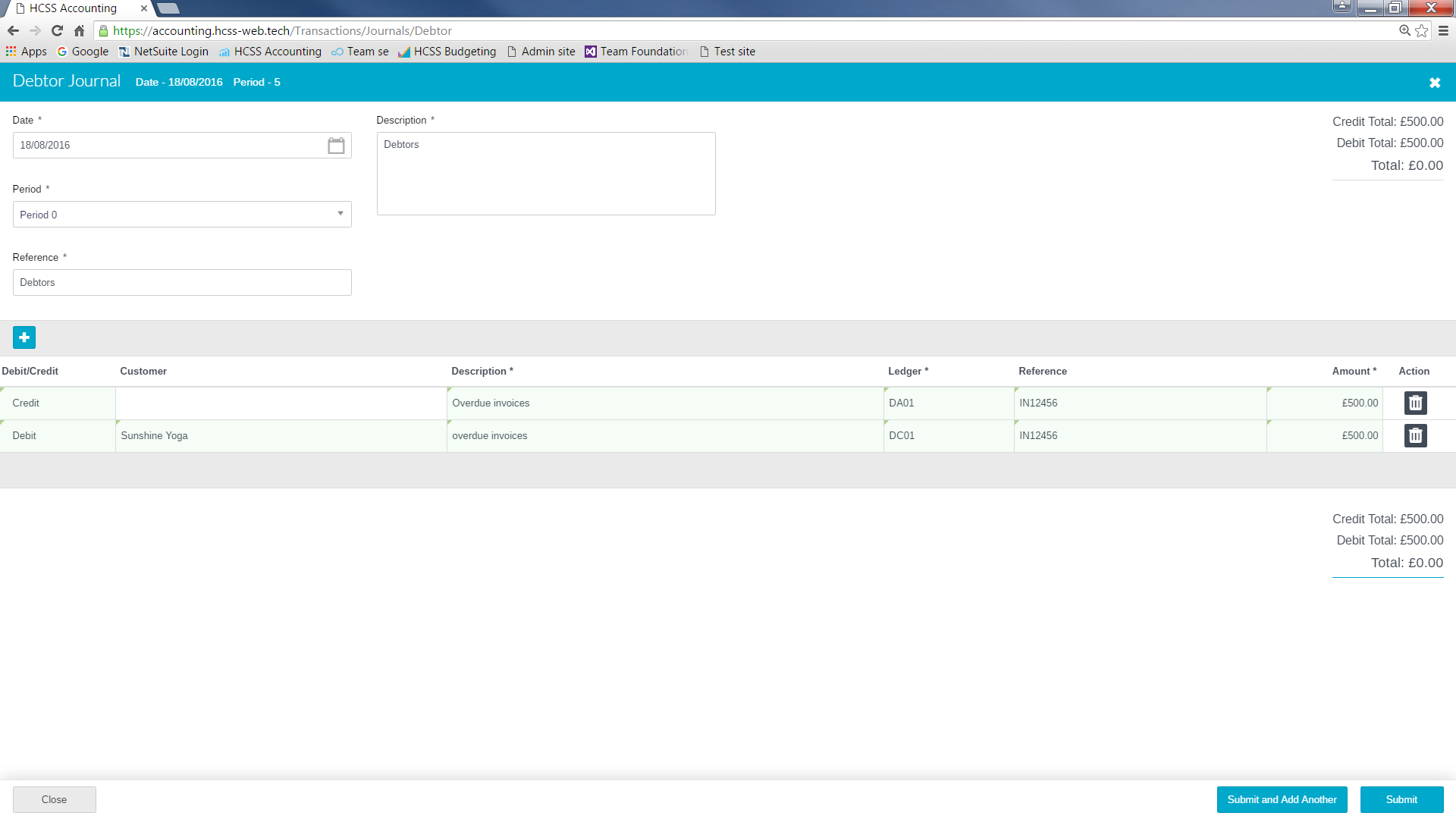
Click on **Submit** or **Submit and Add Another** once completed.

## Debtor

This is for debtor invoices that have been entered on the legacy system but still outstanding.



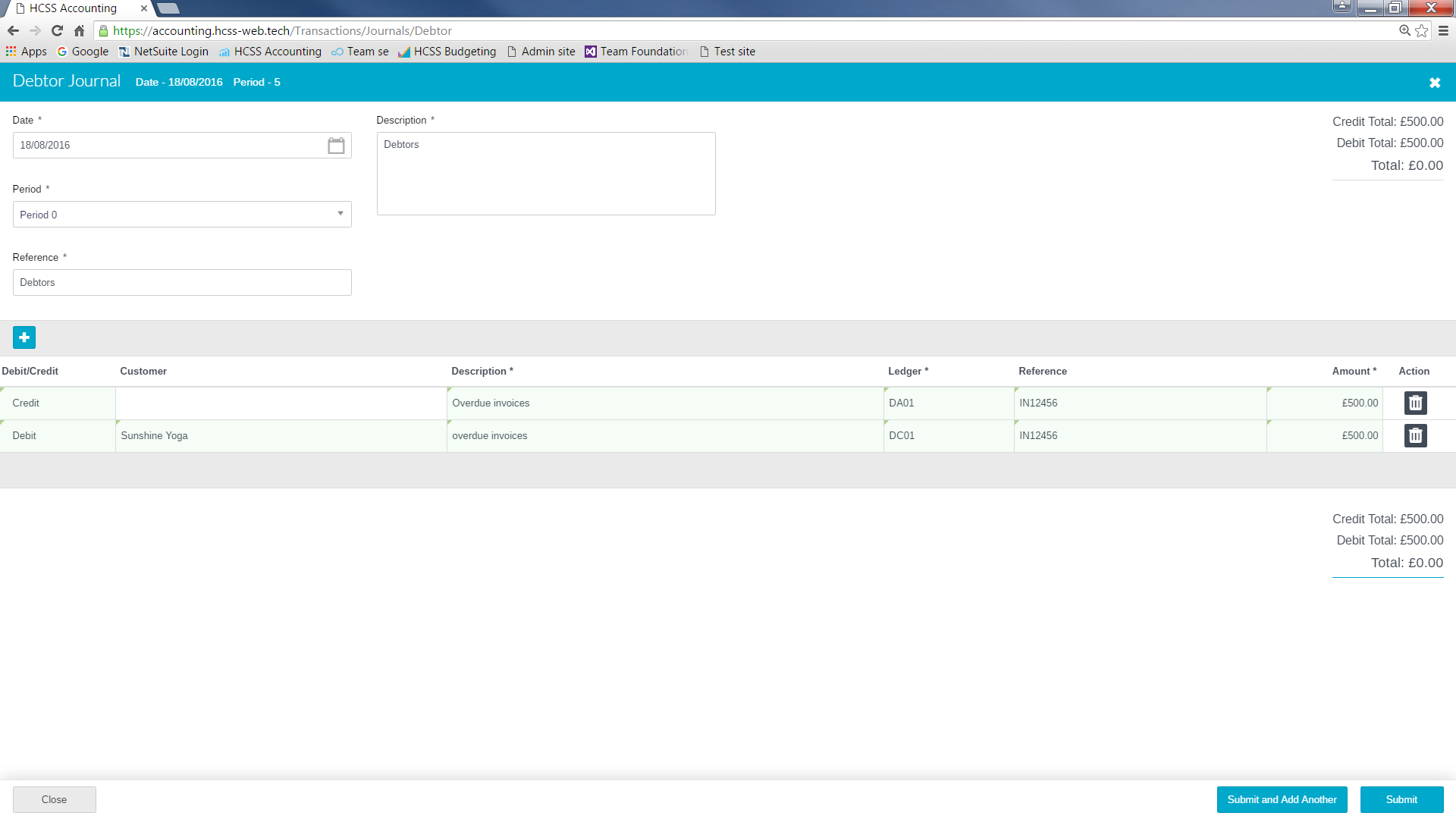
Click on  to Create a Debtor journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Period** | Enter period 0 at start and 5 in the middle of the year. |
| **Reference** | Enter the reference |

Click  to enter the line item for the journal



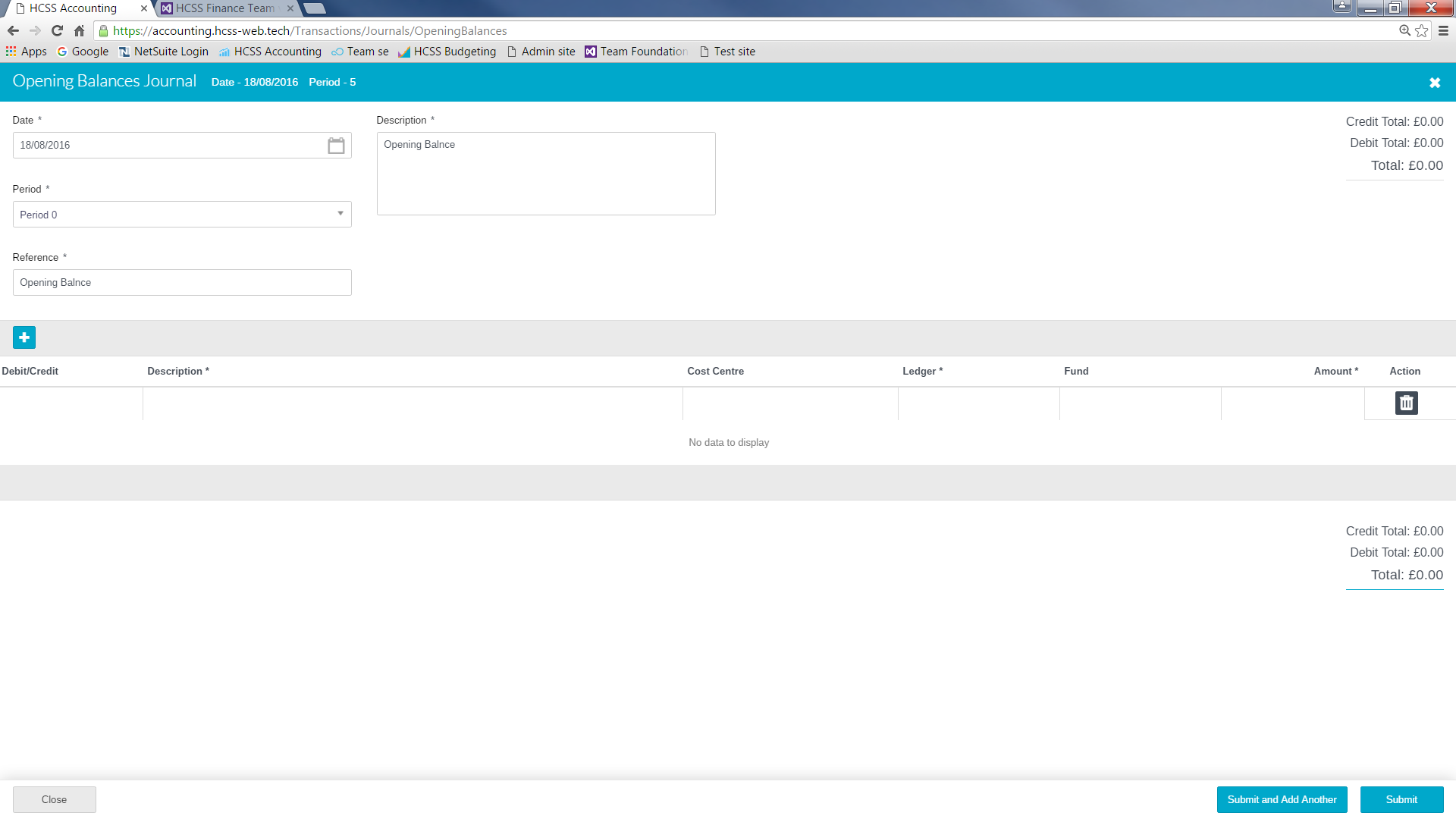
|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items |
| **Supplier** | Select the supplier on a Credit Line only form the pick list |
| **Description** | Enter the description |
| **Ledger** | Enter the code from the pick list |
| **Reference** | Enter the reference |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

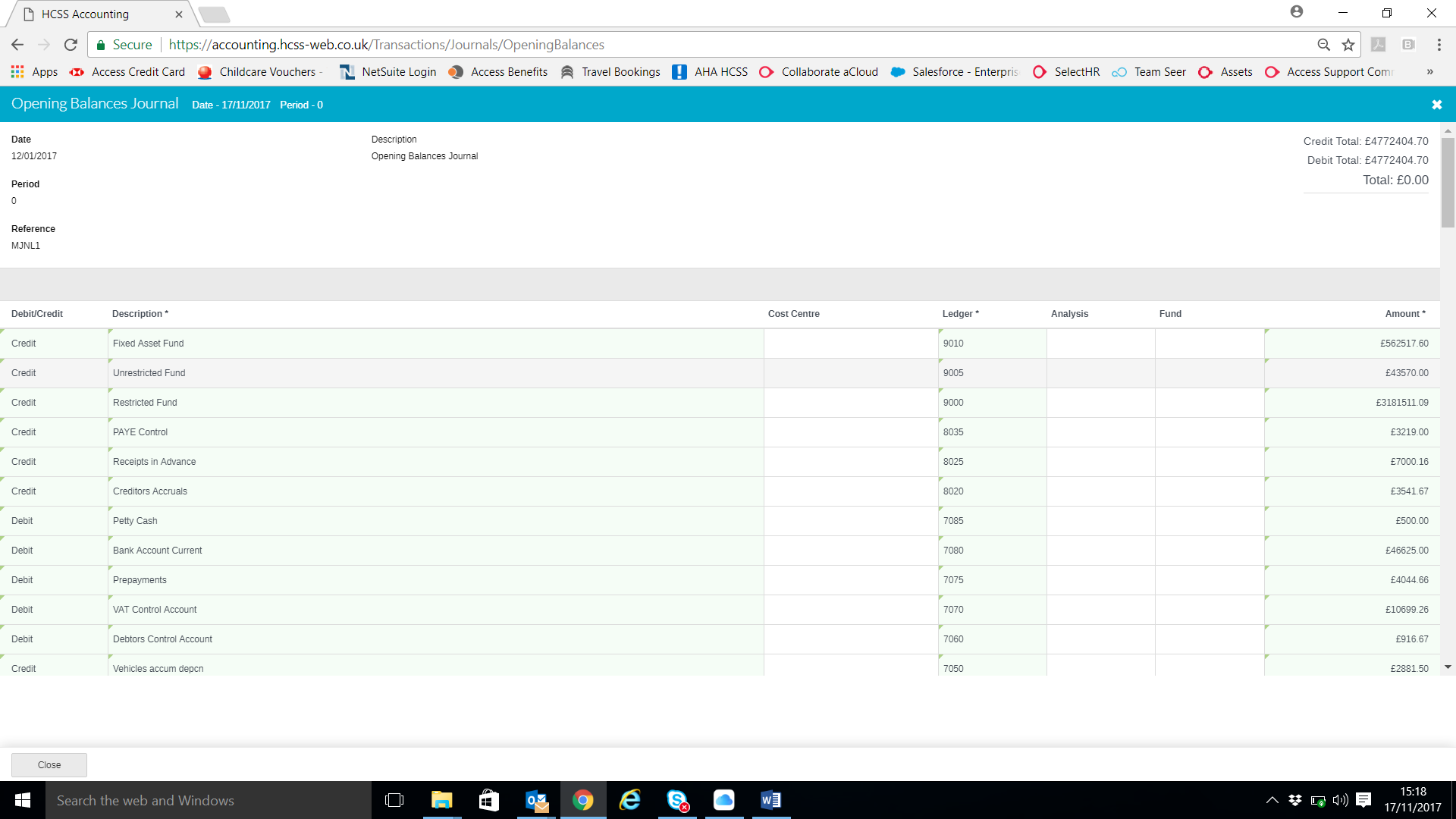
Click on **Submit** or **Submit and Add Another** once completed.

## Opening Balances

Enter balance sheet or trial balance balances

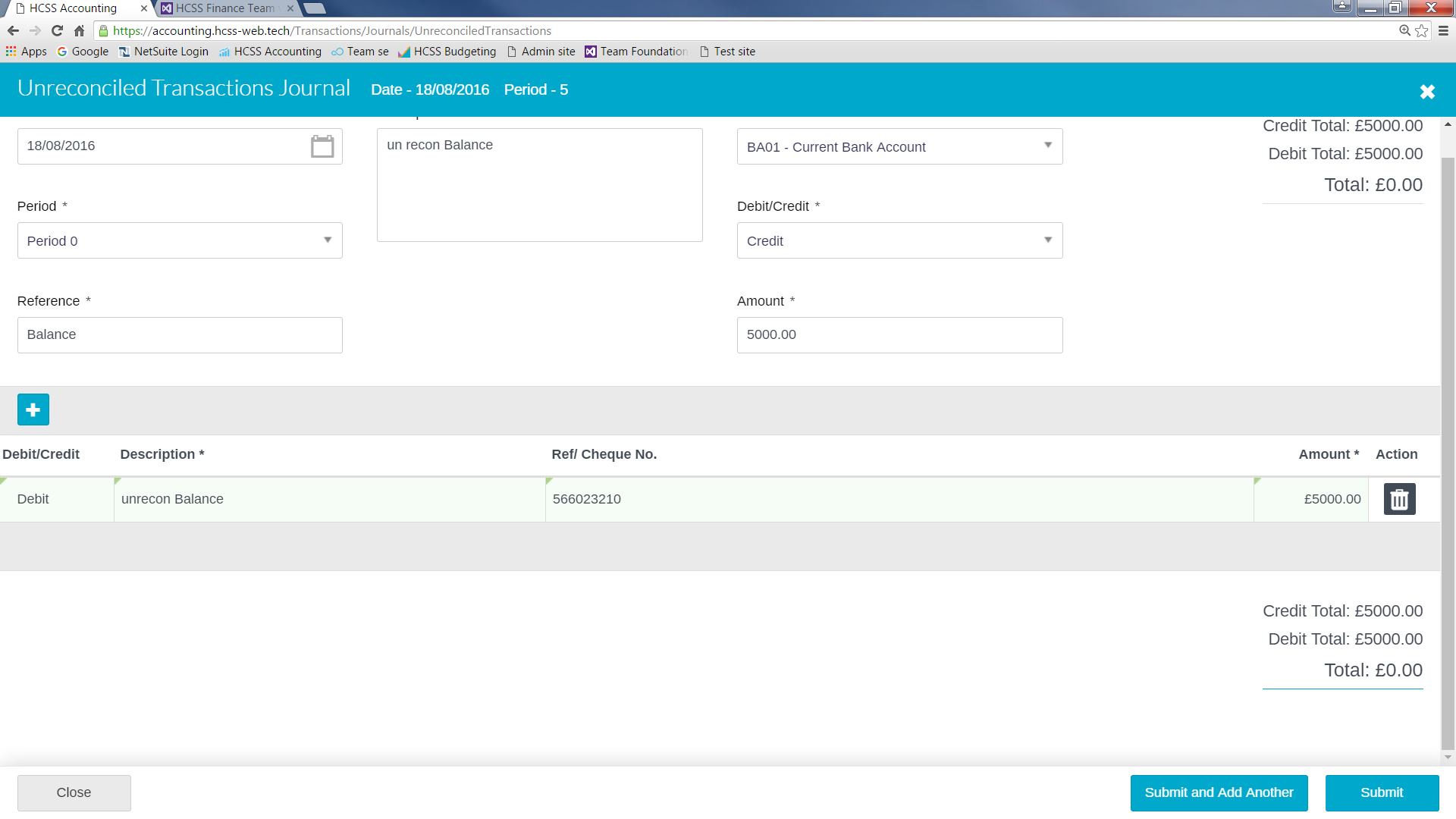
The Following screen will appear:





## Unreconciled Transactions

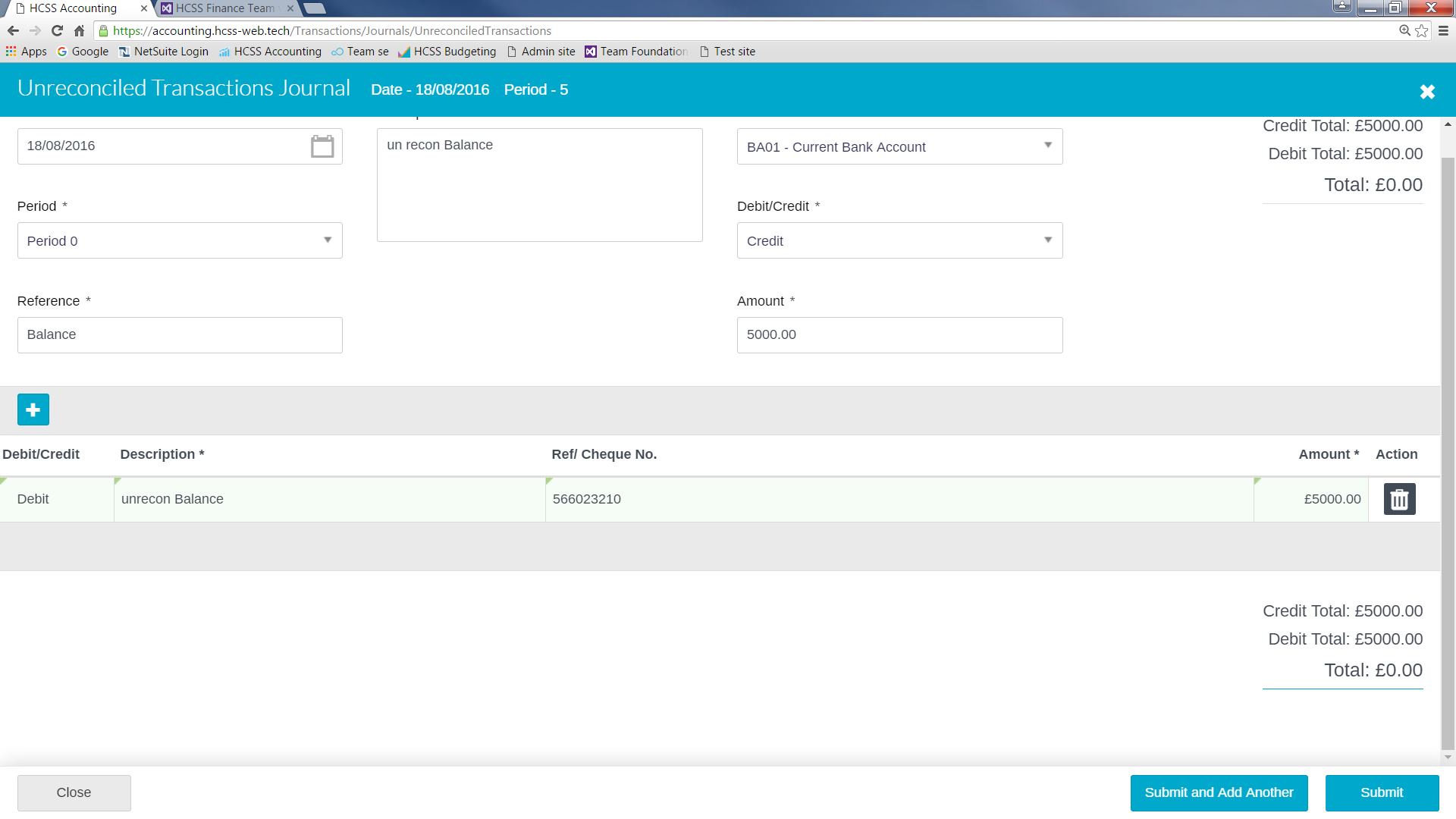
Click on  to Create a Unreconciled Transactions Journal



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

|  |  |
| --- | --- |
| **Date** | Enter the date of the journal |
| **Description** | Enter a description |
| **Period** | Enter period 0 at start and 5 in the middle of the year. |
| **Reference** | Enter the reference |
| **Bank** | Select the bank form the pick list |
| **Debit/Credit** | Select to debit or credit the bank |
| **Amount** | Enter the amount |

Click  to enter the line item for the journal



|  |  |
| --- | --- |
| **Debit/Credit** | Enter a debit or credit for line items |
| **Description** | Enter the description |
| **Ref/ Cheque No** | Enter the reference or Chq number |
| **Amount** | Enter the amount all debits and credits must add up to zero. |

Click on **Submit** or **Submit and Add Another** once completed.