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HCSS Accounting

User Manual

*System Set Up*

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# Introduction

This is where all the system settings are managed and should be updated as and when the system changes are released.

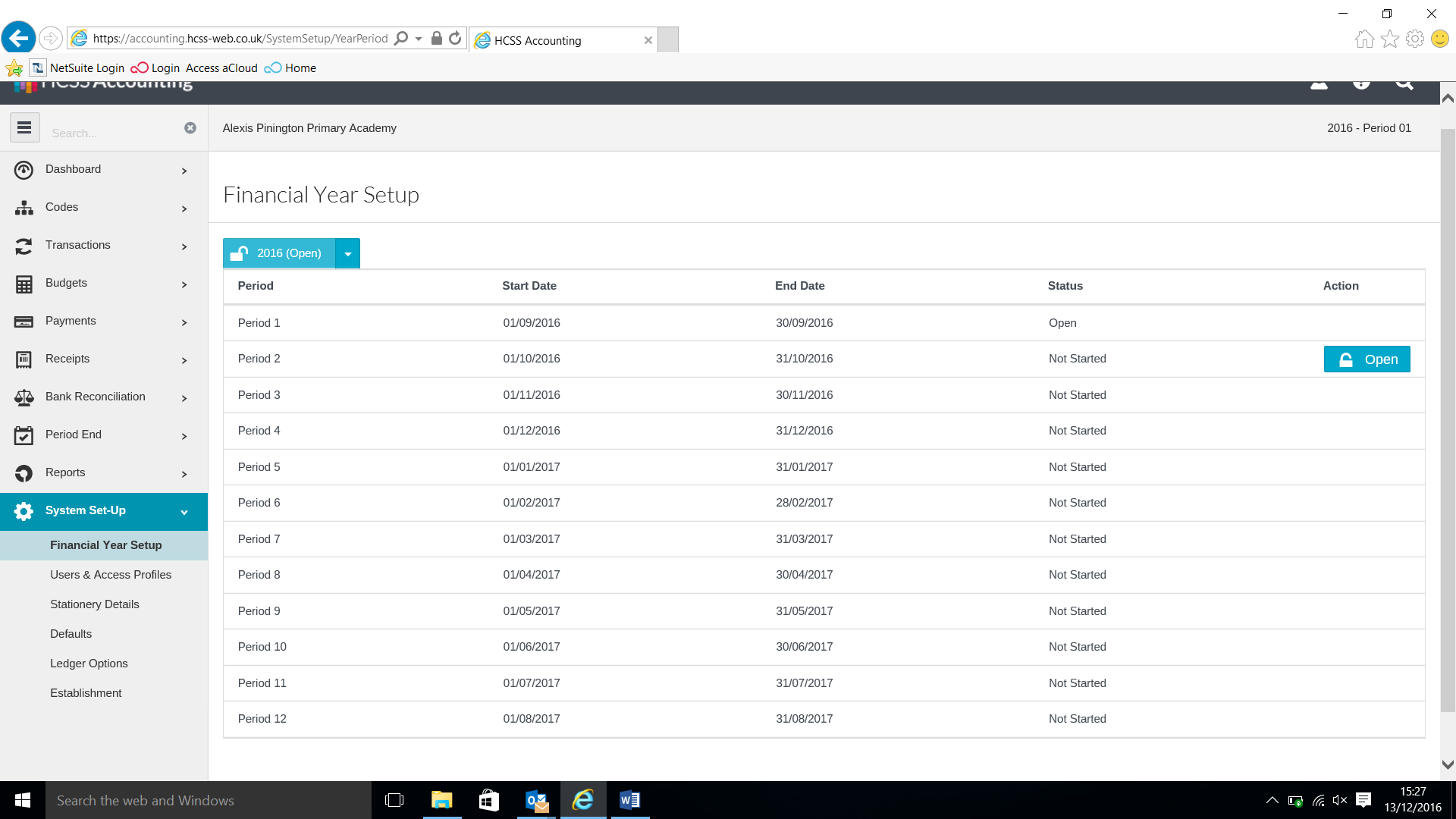
The menu path is System Set-Up with the following options:

* Financial Year Setup – To open up new financial years and periods
* Users and Access Profiles – Manage User profiles for what areas to access
* Stationery Details – Update templates in the system i.e. PO, Sales Invoice
* Defaults – Update Bank details, auto-generation and emails
* Ledger Options – default ledger options for automation of certain transactions
* Establishment – manage link for budgeting and scenarios to import

# System Set-Up

## Financial Year Setup

The following screen will appear:



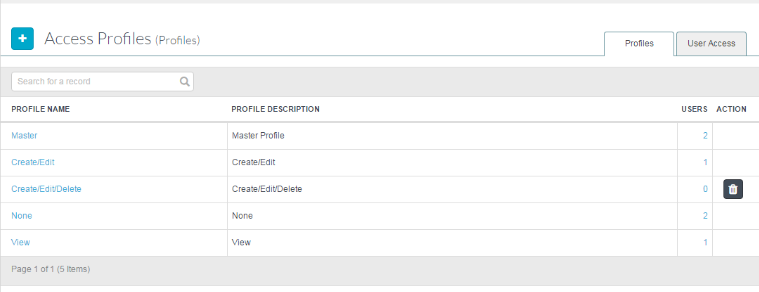
The screen will show you the Current Year and if it is open or closed. Period, Start date & End Date of the periods and the Status if the period is Open Closed and Not Started.

To open up a new period click on **Open** this will only be available on the 1st of the month

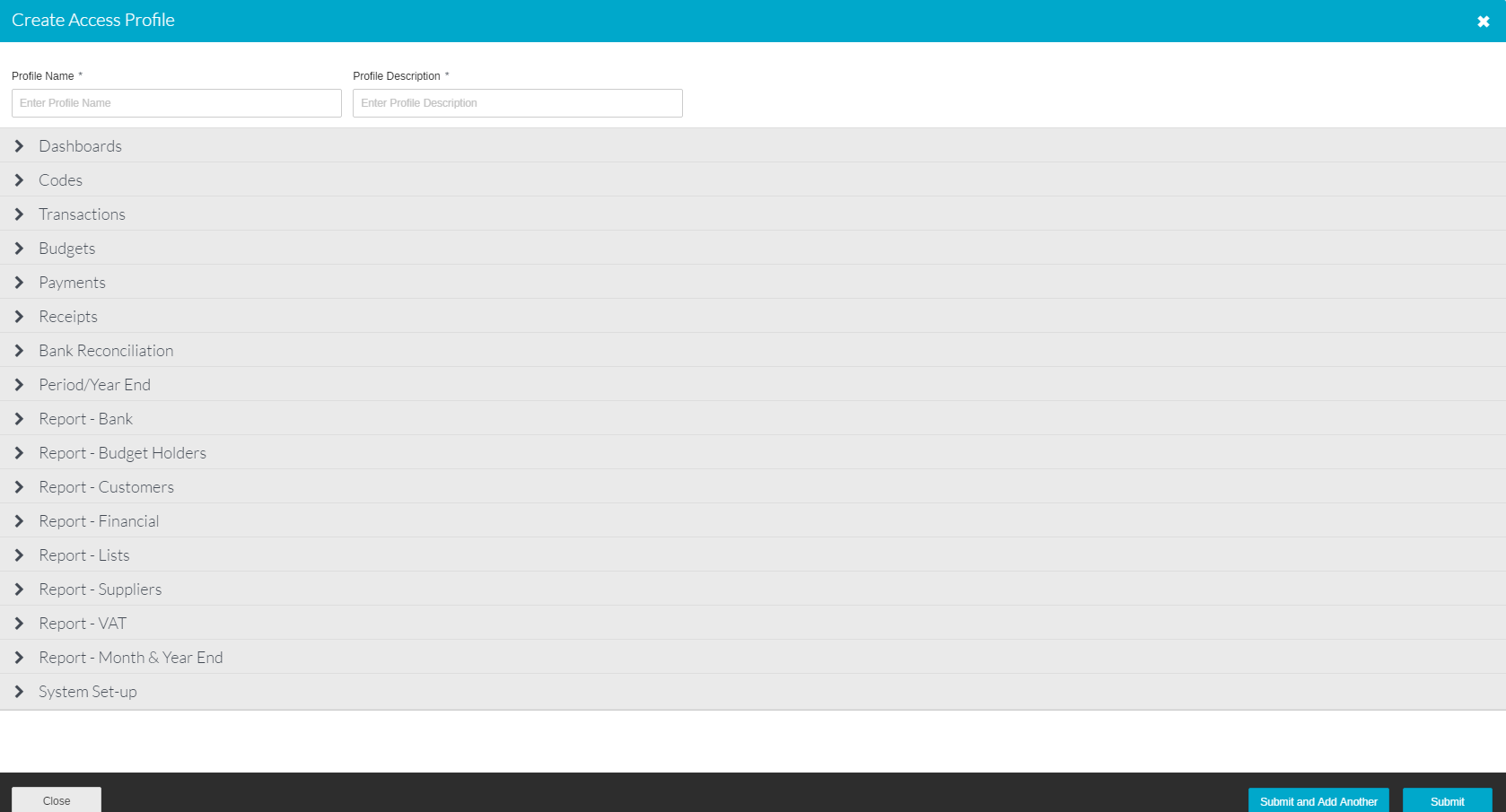
## Users and Access Profiles (to Codes only)

*(Please Note Users are created in HCSS Budgeting in the normal manner – a separate guide is set up for this)*

The following screen will appear:



To Add a New profile click on 



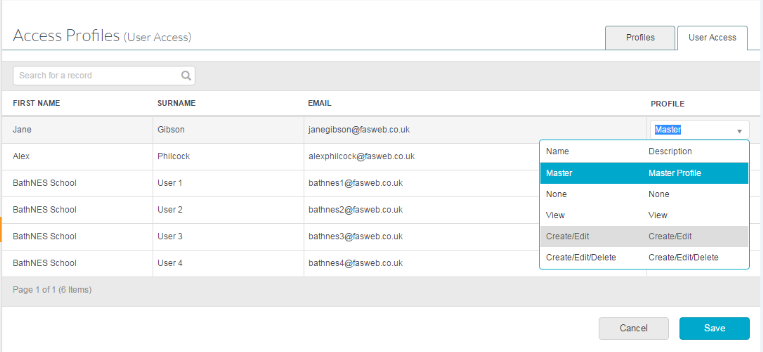
|  |  |
| --- | --- |
| **Profile Name** | Enter the name of the profile here  E.g. Budget Holder |
| **Description** | Enter a description |
| **Dashboards** | Select access level from the Pick List |
| **Codes** | Select access level from the Pick List |
| **Transactions** | Select access level from the Pick List |
| **Budgets** | Select access level from the Pick List |
| **Payments** | Select access level from the Pick List |
| **Receipts** | Select access level from the Pick List |
| **Bank Reconciliation** | Select access level from the Pick List |
| **Period / Year End** | Select access level from the Pick List |
| **Report – Bank** | Select access level from the Pick List Select access level from the Pick List |
| **Report – Budget Holders** | Select access level from the Pick List |
| **Report – Customers** | Select access level from the Pick List |
| **Reports – Financial** | Select access level from the Pick List |
| **Report – Lists** | Select access level from the Pick List |
| **Report – Suppliers** | Select access level from the Pick List |
| **Report – VAT** | Select access level from the Pick List |
| **Report – Month & Year End** | Select access level from the Pick List |
| **System Set-up** | Select access level from the Pick List |

Click on **Submit** to save the profile

To **Link** an Access Profile to a user, click on the **User Access** tab.

Next to each user is a drop down list showing the available Access Profiles.

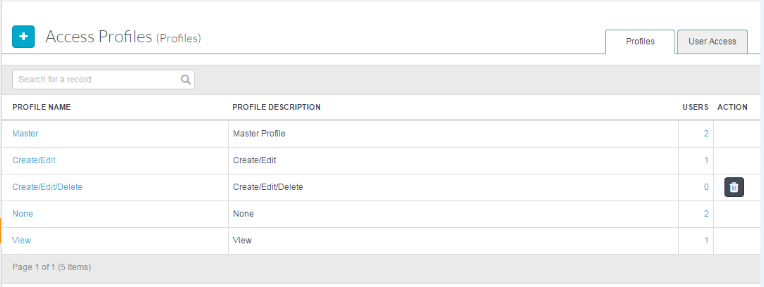
Click on this to select a profile.



Click on **Save** to save your selection.

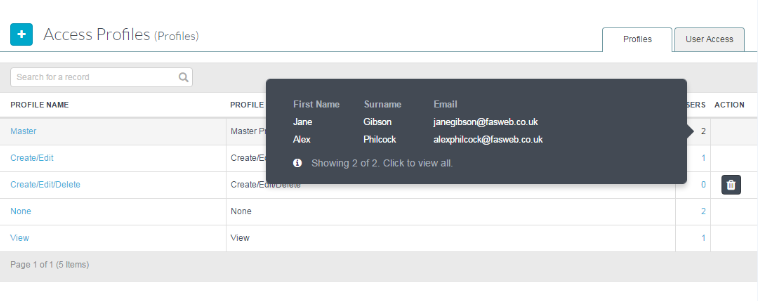
Note: An Access Profile cannot be deleted if it has users assigned to it.

To **Delete** an Access Profile, unlink any users attached and go to the **Profiles** tab

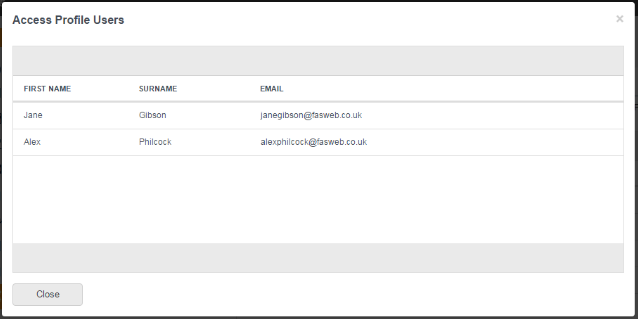


Click on the  to delete the Access Profile.

To **View** the users attached to an Access Profile, click on the **Users** column



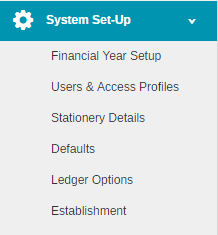
To view the full details, click on **Click to view all**



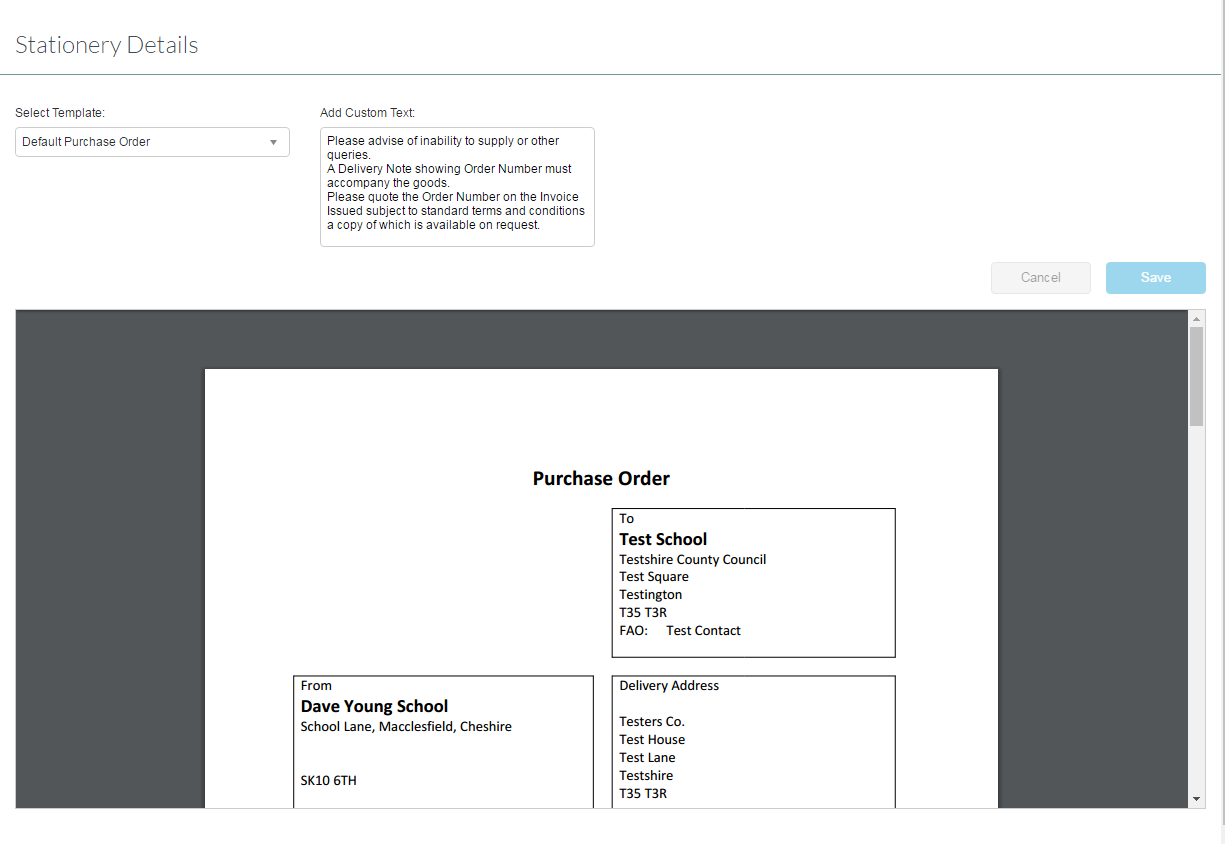
## Stationery Details

Stationery Details allows the user to customise the Purchase Order, Supplier Email and Purchase Requisition by adding their own custom text.

To view **Stationery Details** go to the Menu and click on **System Set-Up.**



Click once on **Stationery Details** andthe following screen will open:



Select the doucment to be customised by clicking on the drop down list. A preview of the current form will appear.

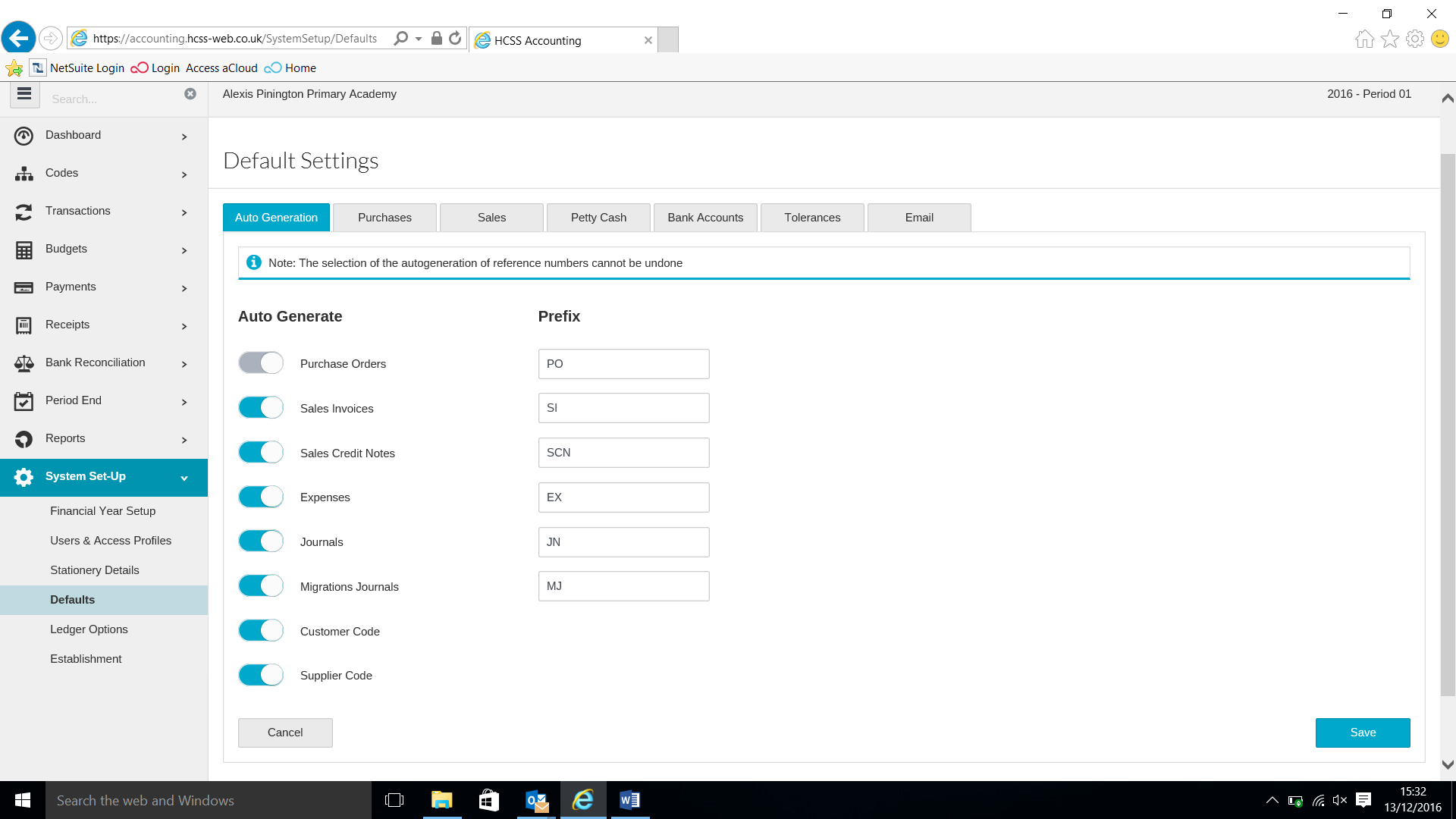
Amend the text as required

Either click on **Save** or **Cancel.**

## Defaults

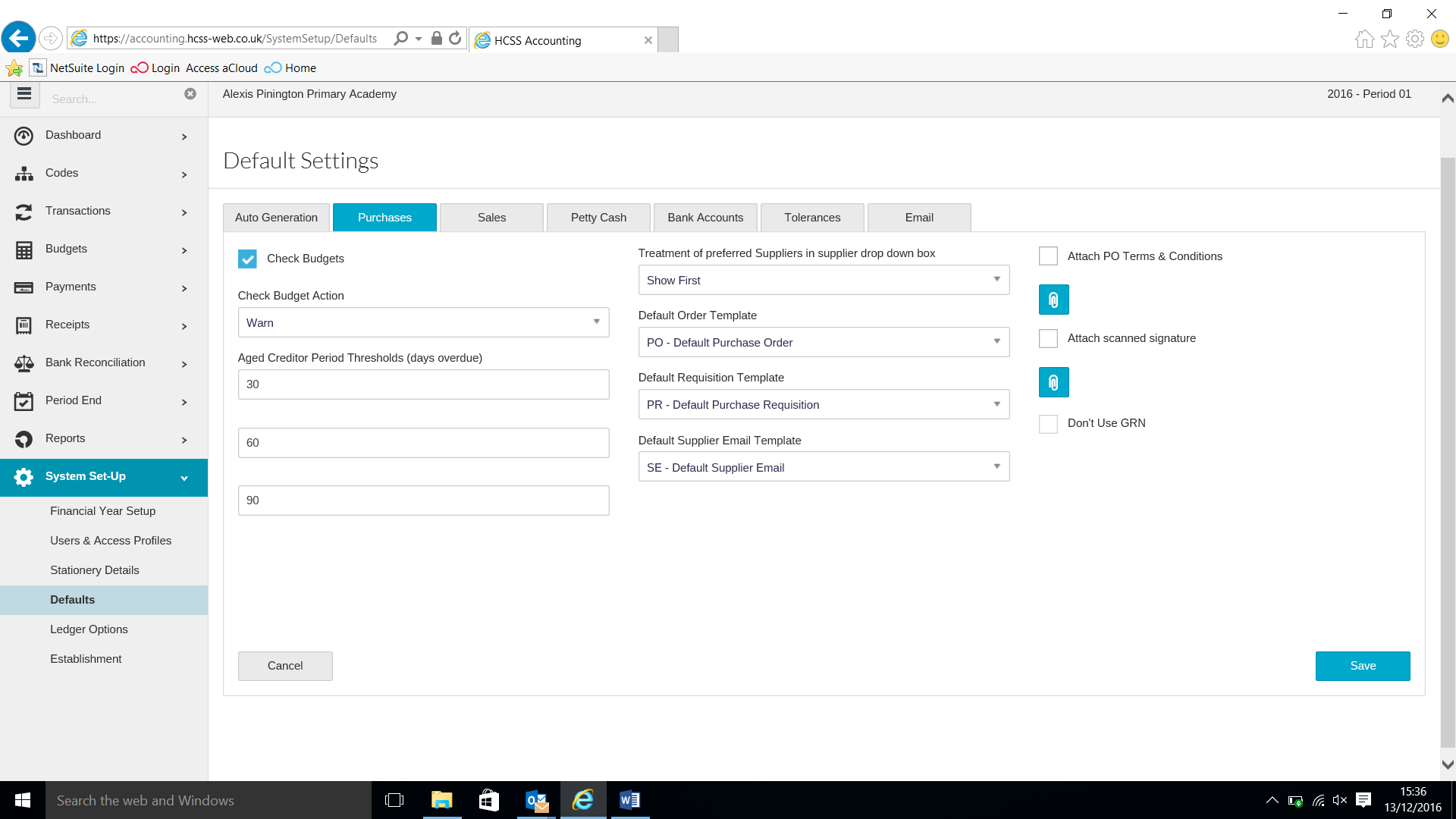
Click once on **Defaults** and the following screen will appear

### Auto Generation



Set the Auto Generation by clicking on slider and then apply any prefixes followed by **Save**.

### Purchase Orders (including GRN switch off and PO Logo)



|  |  |
| --- | --- |
| **Check Budgets** | This will check there are sufficient funds available in the ledger/budget combination |
| **Check Budgets action** | A choice of warning or stopping the user if there are insufficient funds is available |
| **Aged Creditor Periods** | This allows the number of days to be set for the Aged Creditor Report |
| **Treatment of preferred Suppliers** | **I**f the preferred suppliers tick box is chosen in the supplier record this setting can be used to either **Show First** or **Show Only** |
| **Default Order Template** | Select the default template for printed orders from the customised orders created in Stationery Details  **Click on Purchase Order with Logo to include the school logo. Then upload the fiel in the format. Check in stationery details to see the template.** |
| **Default Requisition Template** | Select the default template for printed requisitions from the customised orders created in Stationery Details |
| **Default Supplier Email Template** | Select the default template for supplier emails from the customised orders created in Stationery Details |
| **Attach PO Terms & Conditions** | The school purchasing terms and conditions can be uploaded to be attached to the Purchase Order when emailed to the supplier |
| **Attach scanned signature** | An authorised signature can be uploaded to be used on the default templates for all forms. |
| **Do Not Use GRN** | Select this if you do not want to use the good receipt process. |

Click **Save** when completed.

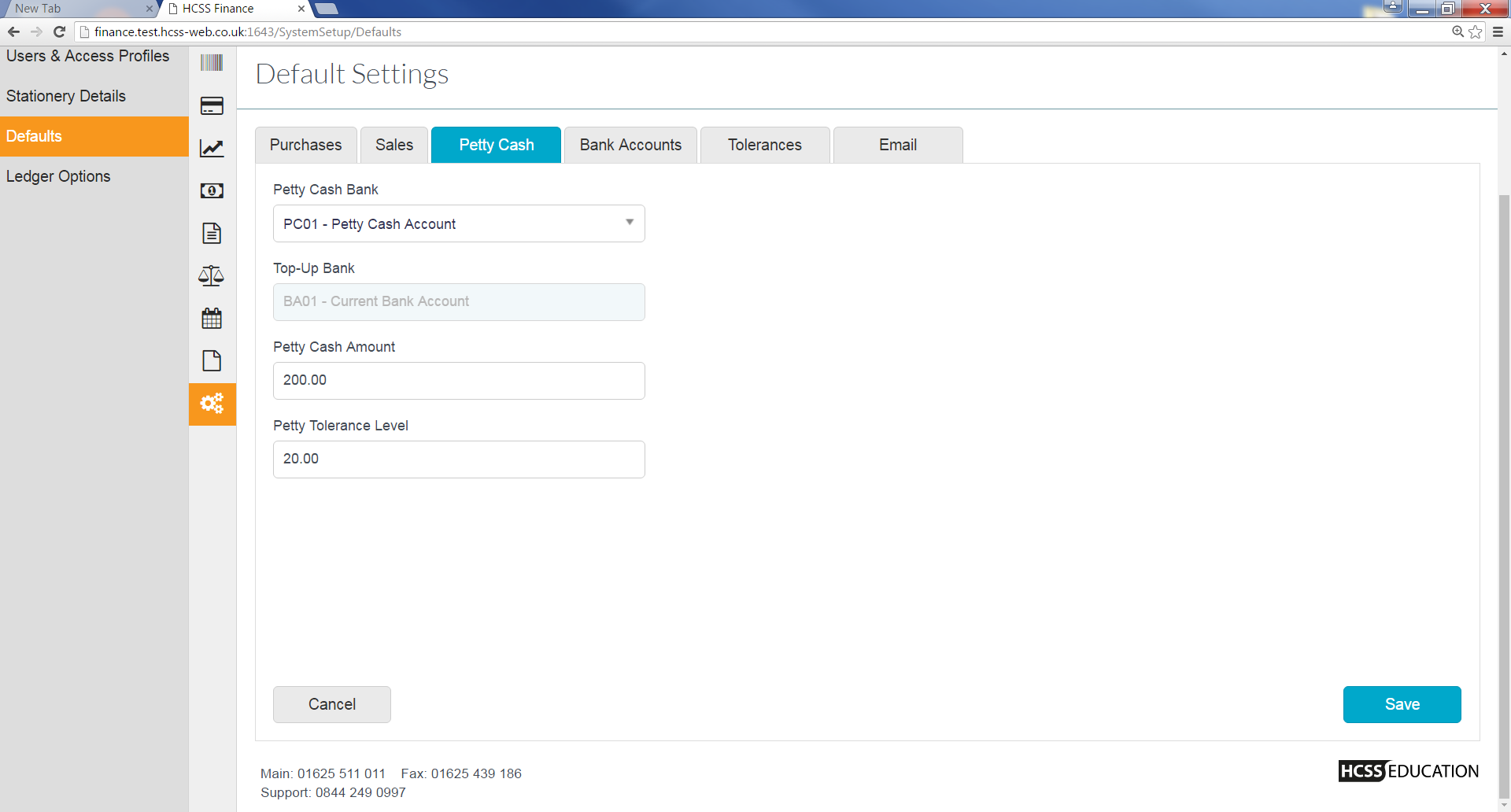
### Sales



|  |  |
| --- | --- |
| **Aged Debtor Periods** | This allows the number of days to be set for the Aged Debtor Report |
| **Default Debtor Letter** | To come |
| **Default Sales Order Template** | Go to stationery to change some text. These can be printed off for transactions within the sales invoices under PDF column. |
| **Default Sales Credit Note Template** | Go to stationery to change some text. These can be printed off within the sales credit notes under PDF column. |
| **Default Customer Email Template** | To come |
| **Attach scanned signature** | An authorised signature can be uploaded to be used on the default templates for all forms. |

Click **Save** when completed.

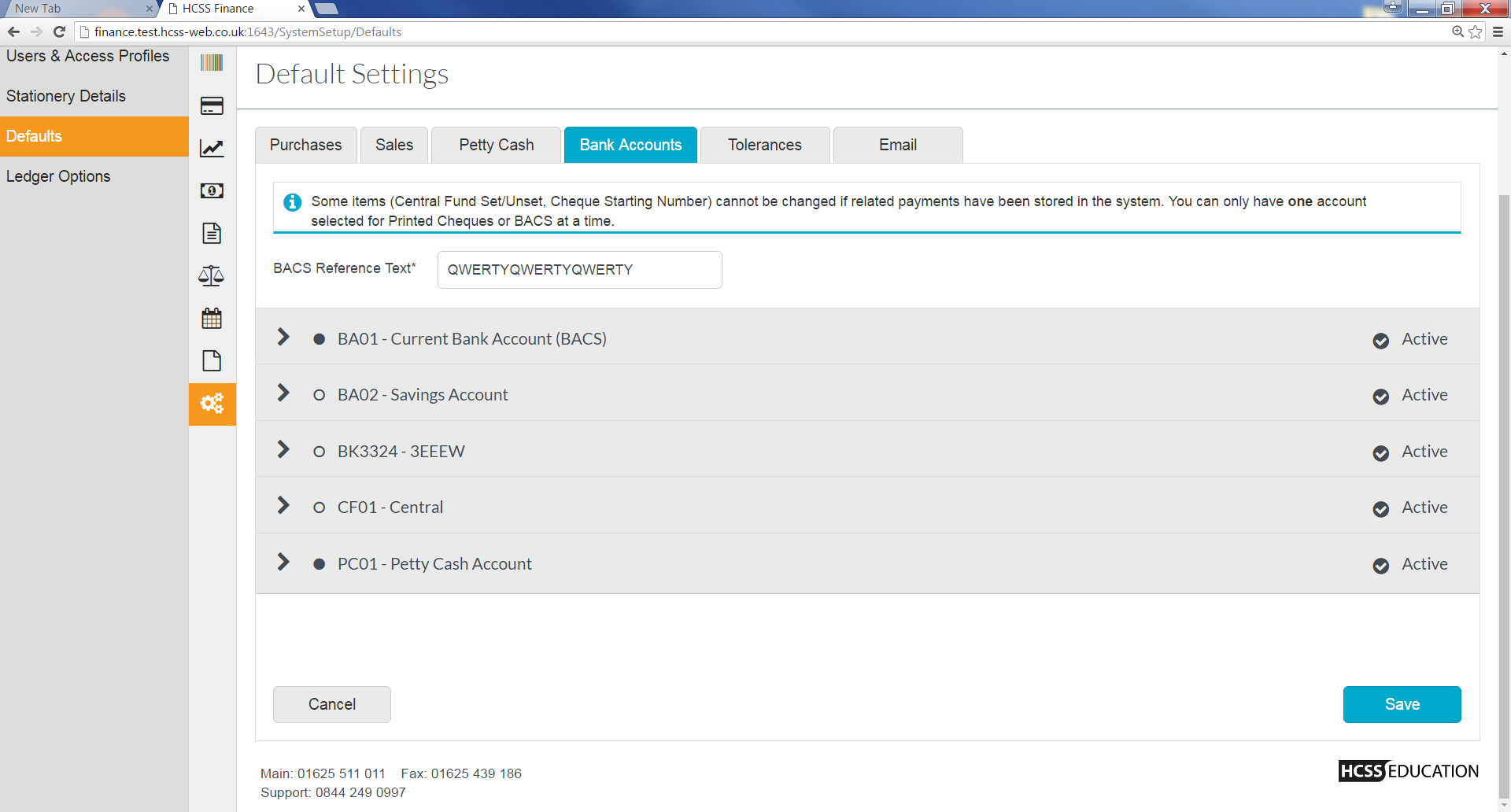
### Petty Cash



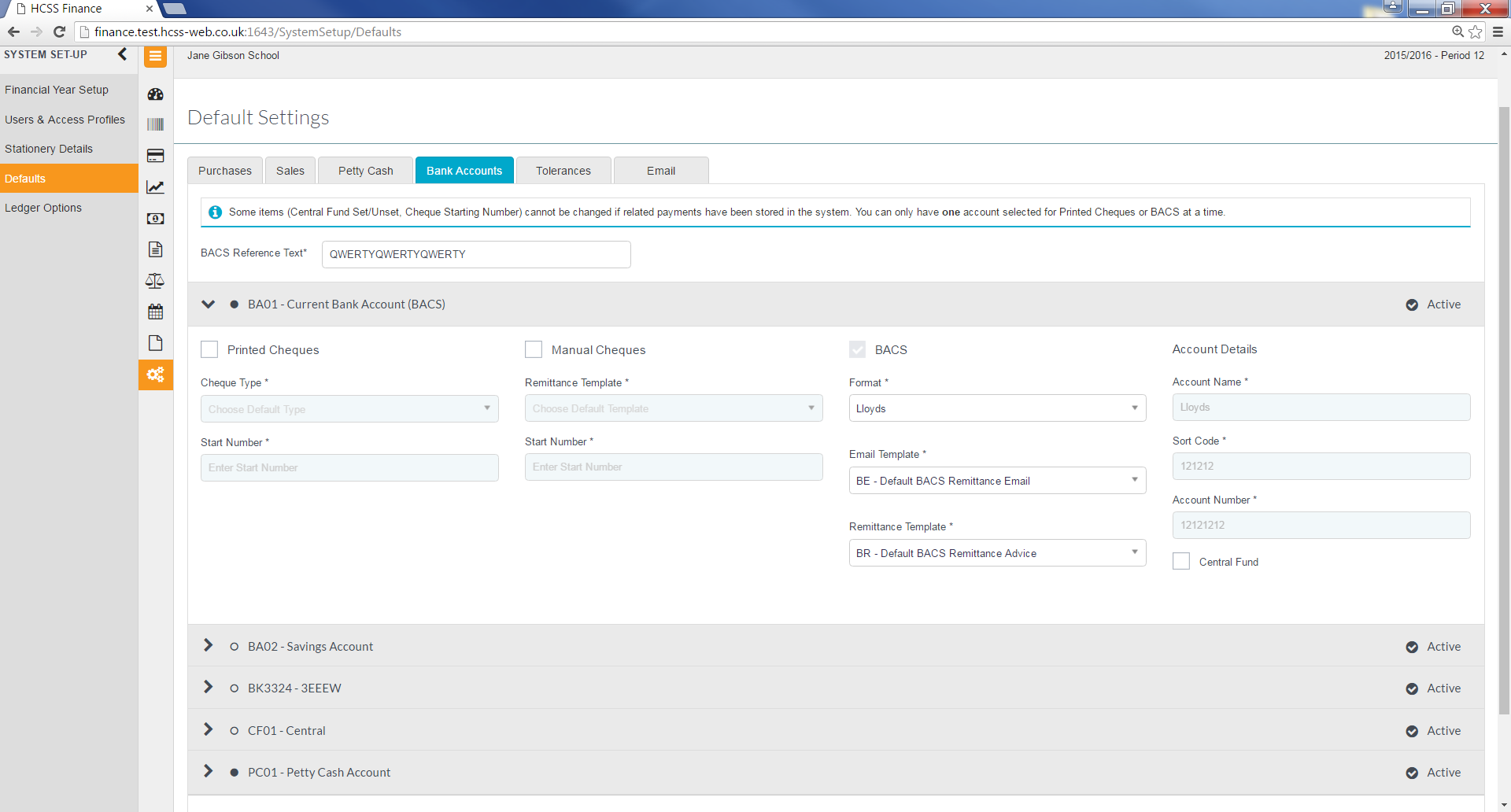
|  |  |
| --- | --- |
| **Petty Cash Bank** | Enter the petty cash bank account here |
| **Top Up Bank** | This is defaulted in and will be set up as part of the implementation plan |
| **Petty Cash Amount** | Amount of petty cash |
| **Petty Cash Tolerance Level** | Enter the tolerance level to provide a warning when it needs to be topped up |

Click **Save** when completed.

### Bank Accounts



**The above screen lists the different bank accounts. Here users can nominate bank account they want to user for different payment methods.**



|  |  |
| --- | --- |
| **Printed Cheques** | Tick if you want cheques paid from this account |
| **Cheque Type\*** | Select Cheque type |
| **Start Number\*** | Cheque start number |

|  |  |
| --- | --- |
| **Manual Cheques** | Tick if you want cheques paid from this account |
| **Remittance Template\*** | Select remittance template |
| **Start Number\*** | Cheque start number |

|  |  |
| --- | --- |
| **BACS** | Tick if you want BACS payment paid from this account |
| **Format\*** | Select your bank’s BACS format |
| **Email Template\*** | Select email template to |
| **Remittance Template\*** | Select form Pick List |

|  |  |
| --- | --- |
| **Accounts Details** |  |
| **Account Name\*** | Name of Account holder |
| **Sort Code\*** | Sort code |
| **Account Number\*** | Account Number |
| **Central Fund** |  |

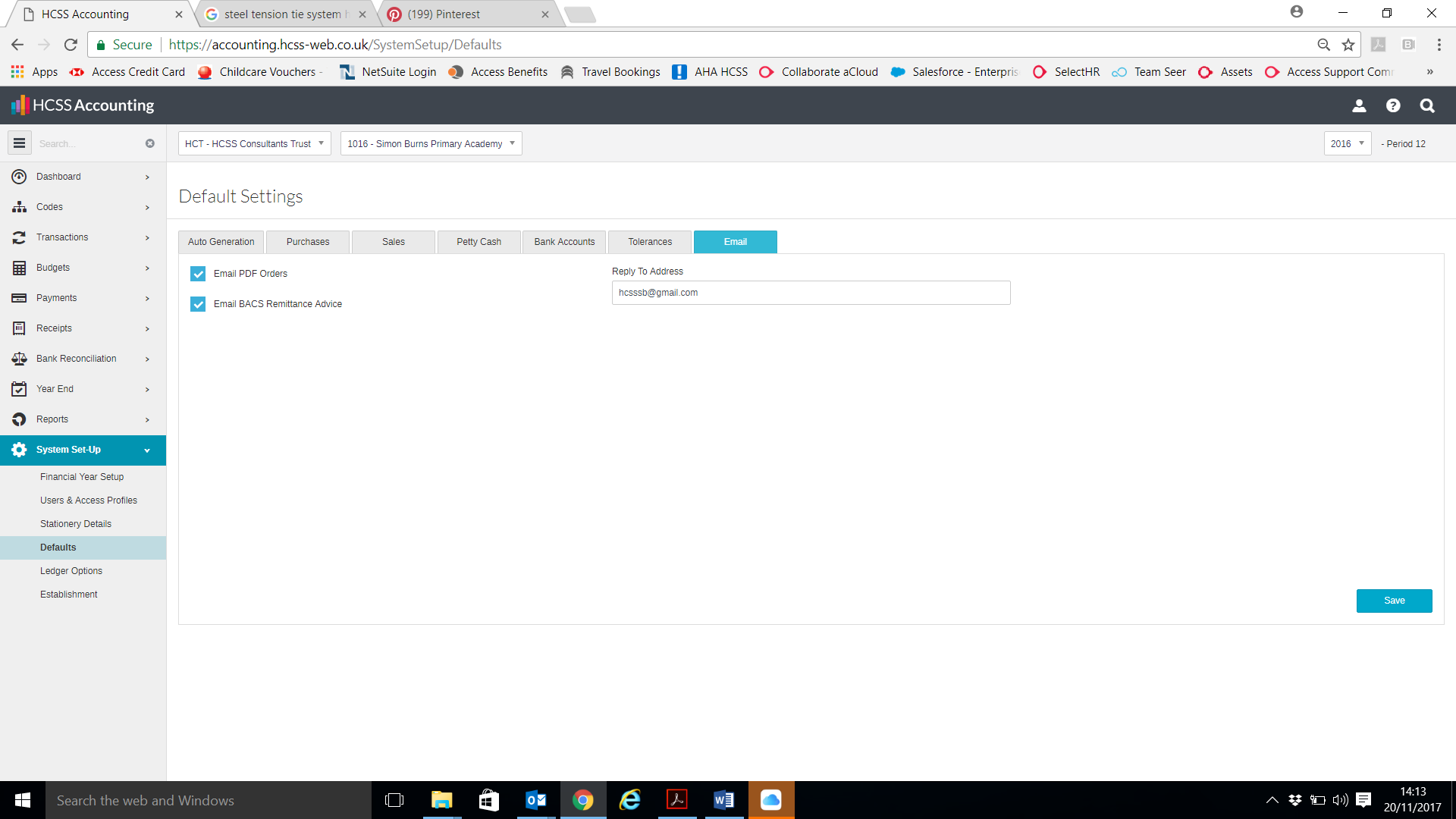
### Miscellaneous



|  |  |
| --- | --- |
| **Enable Tolerance Checking on VAT** | Enables a check to be carried out when the VAT is changed against an invoicethis can either warn the user that they are over the tolerance or stop them. |
| **Tolerance Mode** | Select **Stop** on Error or **Warn** on Error |
| **Tolerance Amount (Check to Pence )** | Enter the tolerance amount in pence |
| **Enable transaction Date Warning** | Enables a check on transactions to ensure they are being posted in the correct year or period |
| **Date Older than** | Enter the amount of days |
| **Attach Report Logo** | A logo can be attachedfor reports. To do this select Attach Report Logo and Upload the file using the paperclip |
| **Request Confirmation of bank account for cash book journal** | This is a check for cash book journals that can be enabled at this screen to do checks when posting cash book journals. |

Click **Save** when completed.

### Email



|  |  |
| --- | --- |
| **Setting** | **Detail** |
| Reply to Address | Enter the email address for any supplier correspondence. |

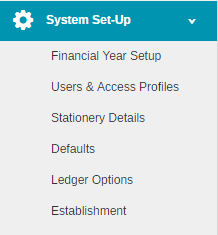
**\**Kindly note for Email PDF Orders and BACS Remittance Advice to work, user will need to add suppliers’ email under ‘Contact Details’ for the relevant supplier.***

***See Supplier guide to help.***

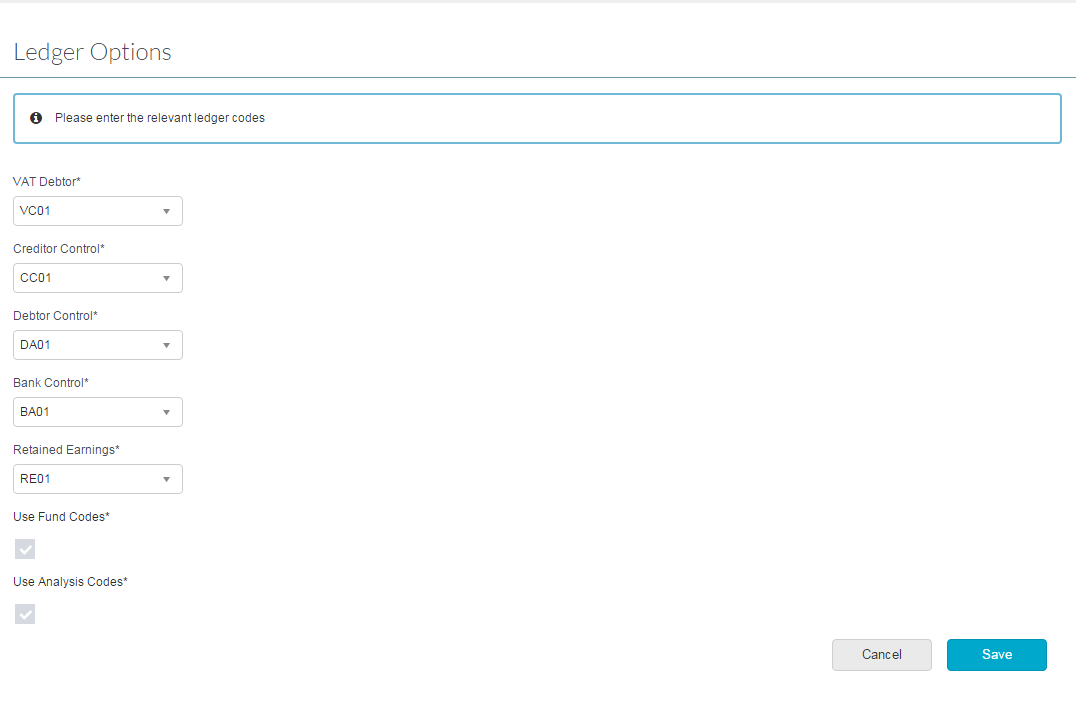
## Ledger Options

**Ledger Options** allows the System Manager to set the default control accounts within HCSS Accounting. The defaults will be used when entering transactions.

To view **Ledger Options** go to the Menu and click on **System Set-Up**



Click once on **Ledger Options** and the following screen will appear

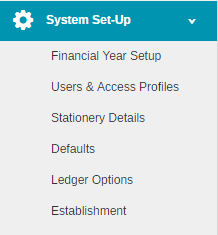


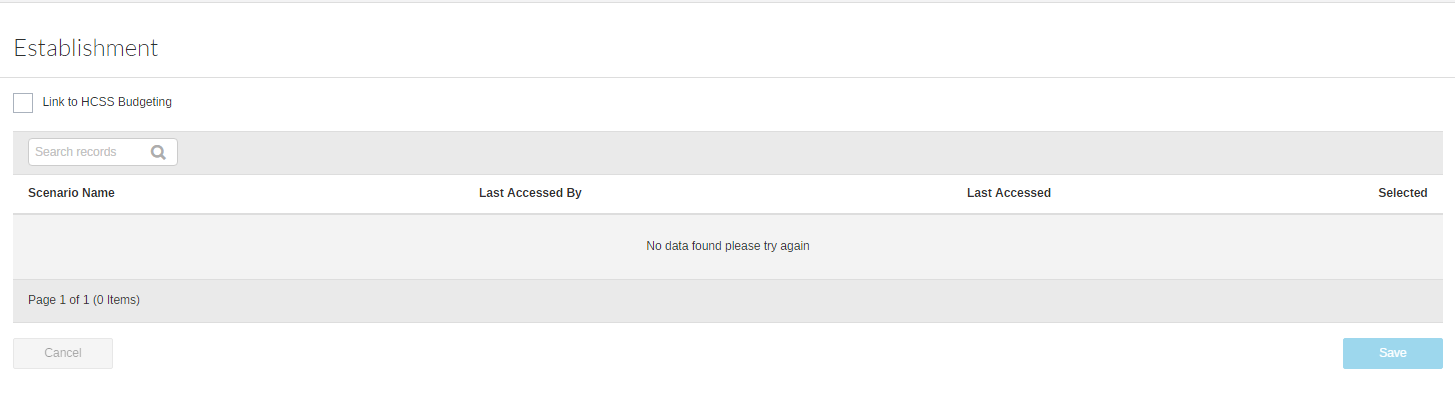
Select the relevant codes and click on **save** to set the defaults.

Within Ledger Defaults the System Manager can also select not to use Analysis Code

**Please Note**: if Analysis codes have been used it is not possible to unselect the setting

## Establishment





See budgeting area for full process on how to link the and upload Chart of Accounts.