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HCSS Accounting v2.5

Release Notes

About these Release Notes

Welcome to the Access HCSS Accounting v2.5 Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a brief summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access HCSS Accounting

Access HCSS Accounting is the UK's first completely online accounting package designed exclusively for the education sector. It supports schools, academies and Multi Academy Trusts.

Integration with our budgeting & forecasting tool: HCSS Budgeting is seamless and provides a detailed insight into the financial performance of each establishment. HCSS Accounting helps schools to manage budgeting and accounting processes in line with the DfE and ESFA requirements and specifically supports the completion of CFR and SOFA Returns.

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Release Summary

This version of HCSS Accounting includes features requested by existing customers to improve existing functionality.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

System Setup> Approval Threshold

Ability to create Approval Thresholds for Purchase Orders

It is now possible to create a monetary workflow for the approval of Purchase Orders

Read more about this feature

Transactions>Sales Credit Notes

Ability to post directly to the Balance Sheet on a Sales Credit Note

It is now possible to select a balance sheet code when posting to Sales Credit Note

Read more about this feature

Reports

Download Consolidated VAT Claimed Detailed Report

It is now possible to generate an Consolidated VAT Claimed Detail Report in excel for previously claimed VAT

Read more about this feature

Ensure consistency across Financial Reports

The Bank Reconciliation Transactions Report both at an Establishment and at a Central Admin level is now consistent in display with the other Financial Reports

Read more about this feature

CFR Return 2018

The CFR Return has been updated to account for any changes made by the DfE for 2018

Read more about this feature

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The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.
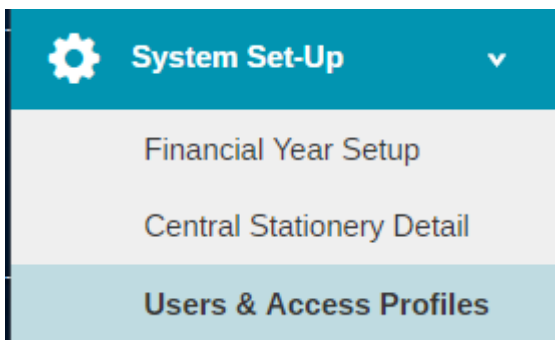
System Setup> Approval Threshold

Ability to create Approval Thresholds for Purchase Orders

New functionality has been added to allow monetary thresholds to be added to the approval process for Purchase Orders.

1. **Assign Access Profiles**

Go to System Set-up>Users and Access Profiles

The following screen will appear:

Either add a new profile or click on an existing profile

Go down to System Set-up

Two new options appear:

Approval Threshold Sets (None, Create/Edit/Delete or View)

Assign Threshold (None, Edit or View)

These are automatically set to Create/Edit/Delete for the Master Access Profile and None for all other Access Profiles.

2. **Create Threshold Sets**

Go to System Set>Threshold Sets
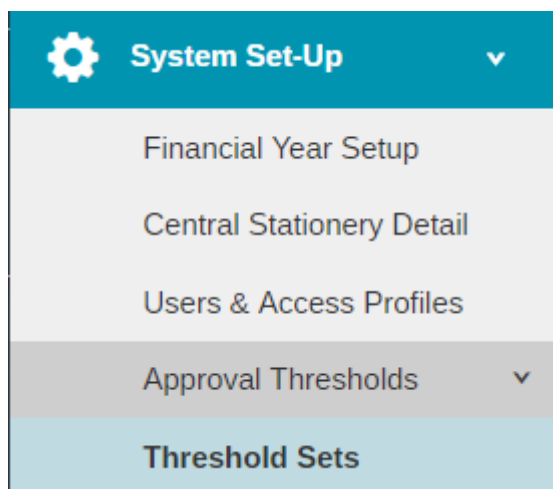
The following screen will appear:

	Name	Created By	Created Date	Last Update By	Last Updated
●	Default	System	23/02/2018	System	23/02/2018

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As part of the release a default threshold set has been added. The only values this has are None and Any.

To add a new Threshold Set click on

Approval Threshold Set   ✖

Name *

| Enter Name |

[+]

Amount *	Created By	Created Date	Last Update By	Last Updated	Actions
0.00	System	02/03/2018	System	02/03/2018	
Any	System	02/03/2018	System	02/03/2018	

2 Items

| Close | | Submit |

Enter a name

Click on the Add button to add the monetary values required.

Approval Threshold Set   ✖

Name *

| Purchase Order |

[+]

Amount *	Created By	Created Date	Last Update By	Last Updated	Actions
501	Jane Gibson	02/03/2018	Jane Gibson	02/03/2018	🗑
100	Jane Gibson	02/03/2018	Jane Gibson	02/03/2018	🗑
0.00	System	02/03/2018	System	02/03/2018	
Any	System	02/03/2018	System	02/03/2018	

4 Items

Once all the values have been added click on **Save.**

The values can be changed at any point by drilling down on the Threshold Set or removed by clicking on the Bin in the Actions column.

3.   Assign Thresholds

Go to System Set-up>Assign Thresholds

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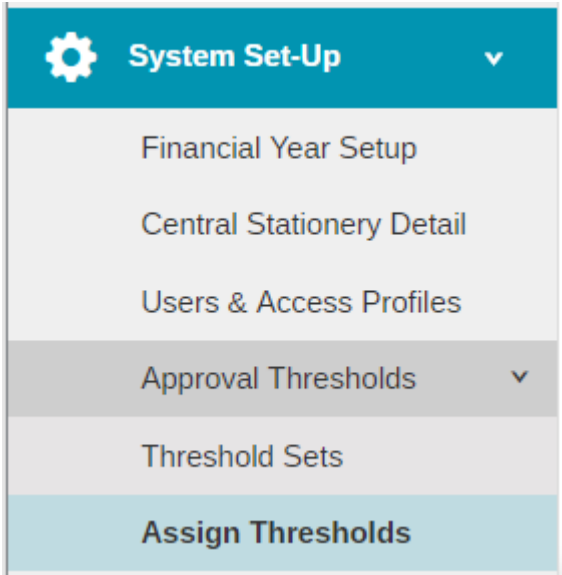
The following screen will appear:

Assign Thresholds

Transaction Type	Threshold
Purchase Orders	Default

Page 1 of 1 (1 Items)

Cancel   Save

Click on Default under the Threshold Column and a list of Threshold Sets will appear.

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Select the relevant Threshold Set

Click on Save, the following message will appear

Click on Yes to confirm the change

4. Assign Threshold value to Access Profile

Go to System Set-up> Users and Access Profiles

Select the relevant Access Profile and got to the Transactions tab

A Threshold drop down is present with the monetary values added to the Threshold Set.

Select the correct monetary value for each Access Profile – the default is 0.00.

Click on Save

Note: The Master Access Profile is set to Any value

5. **Processing Purchase Orders using Threshold Values**

The process of entering orders has not changed. Awaiting Approval invoices are processed in the same way up to the level of the threshold set.

Clicking on Approve from the Actions drop down the following message will appear:
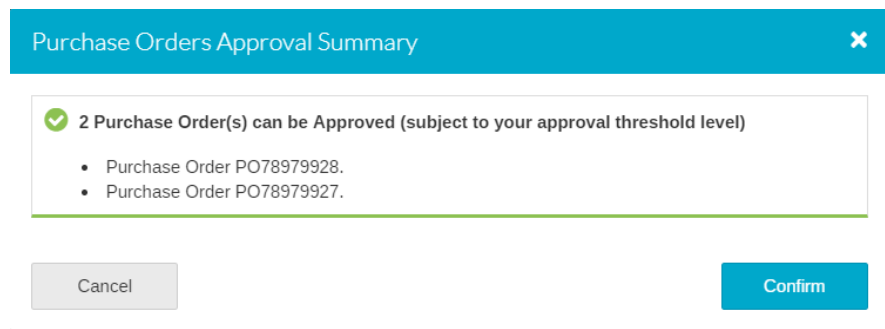
If the PO is above the Users threshold level the following message will appear at the bottom left hand side of the screen

If the user drills down in to the Purchase Order and their Threshold will not allow them to Authorise it no **Submit** button will be available.

Transactions>Sales Credit Notes

Ability to post directly to the balance sheet on a Sales Credit Note

The Sales Credit notes has been enhanced to allow posting of items such as Fixed Assets directly to the balance sheet.

Go to Transactions>Sales Credit Note
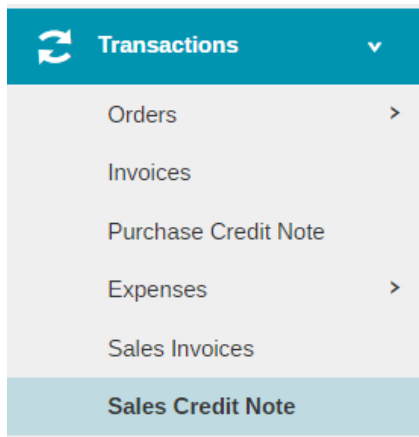
The following screen will appear

Click on the Add icon

Select Sales Credit Note or Sales Credit Note linked to Invoice

The screen below will appear

It is now possible to select None for the cost centre, doing this will ensure that only Balance Sheet Codes are available to select from the Ledger Code Drop down.

Click on **Submit** or **Submit and Add Another** to post the credit note

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Reports

Download Consolidated VAT Claimed Detailed Report

A new report has been added to allow a previously claimed VAT Detail report to be downloaded

Go to Reports>Consolidated VAT Claimed Detail

The following screen will appear

Enter the date claimed range for the report and select tax type required. (Input = Purchase, Output = Sales)

Click on Generate to create the report

The excel report will export to 'Downloads'

Ensure consistency across Financial Reports

The Bank Reconciliation Transactions Report at both an Establishment and at a Consolidated level have been updated to display Debit (positive) and Credit (negative) values in line with other Financial reports.

CFR Return 2018

As part of the year end process a CFR (Consistent Financial Reporting) Return needs to be submitted to either the LA or the DfE through COLLECT.

HCSS Accounting has an inbuilt CFR Return within the Reports section. This Report has been updated to include all the validations for 2018

1.   Access to the CFR Return

The Master user is given automatic access to run the CFR Return.

To give access to other users:

Go to System Set-Up>Users and Access Profiles
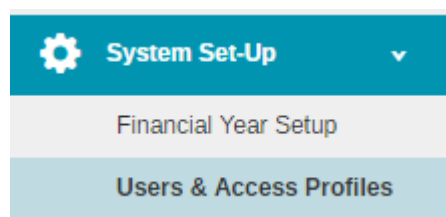
Select the relevant Access Profile, and under Reports a new option is available
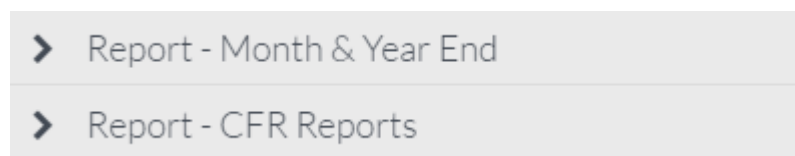
Click on Report-CFR Reports

Select View from the drop down list
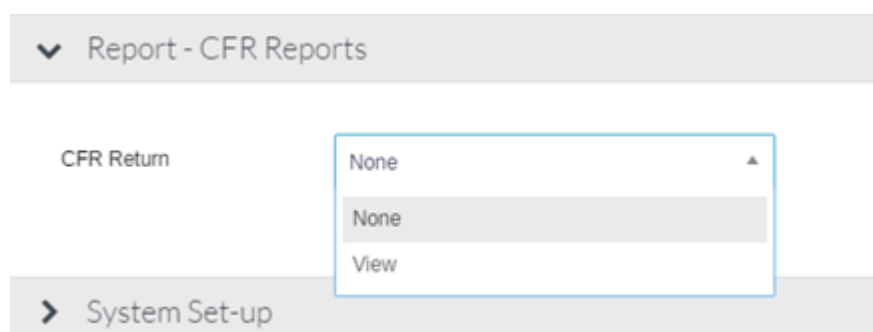
Click on Submit

2. Run CFR Return

Before running the CFR Return please make sure that you have selected the appropriate year in the top right hand corner

Go to Reports>CFR
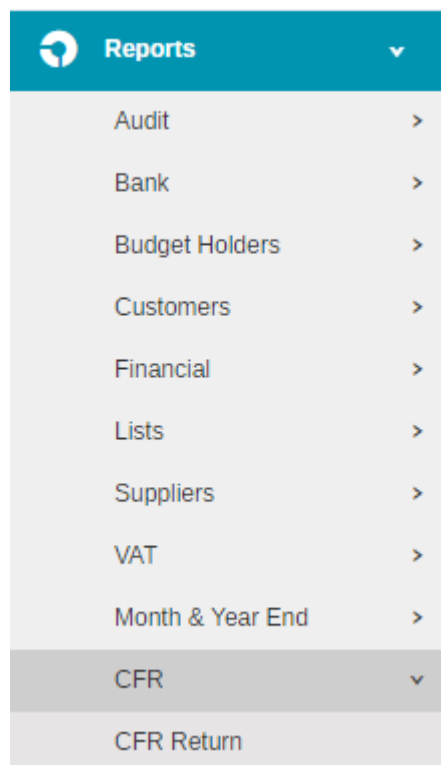
Clicking on CFR Return will show the following screen wizard:

School Type	Populated from details on HCSS Workbench and none editable
LA Number	Populated from details on HCSS Workbench and are editable if incorrect
DfE Establishment Number	Populated from details on HCSS Workbench and are editable if incorrect
School Name	Populated from details on HCSS Workbench and none editable
Contact Name	Populated from details on HCSS Workbench and are editable if incorrect
Email Address	Populated from details on HCSS Workbench and are editable if incorrect
Phone Number	Populated from details on HCSS Workbench and are editable if incorrect
Year	2017
Accounting Method	Accruals
De minimus level for capitalising expenditure	To be entered based on the LA's guidance
Hub School for a federation	Tick if a Hub School
Figures for a complete Financial Year	Tick if for a full year (CFR Return will not upload if not ticked)
A 'Rates Exempt' School	Tick if Rates Exempt
School involved in preparation of CFR Return	Tick if school involved
School's insurance policies/premiums have been purchased centrally (at no cost to the school)?	Tick if true

When all details are completed click Next or use the tabs at the top fo the screen

Note – You can Save at any time whilst using the Wizard

3. Balances

Clicking on Next takes you through the Wizard to Balances

Enter the balances against the relevant codes based on the CFR Guidance (see below)

B02: uncommitted revenue balances	Includes:
	• uncommitted cumulative balance of income, including any uncommitted revenue balances from previous years, less expenditure from revenue funding sources during the financial year and any clawback of uncommitted balances during the year by the local authority Excludes: • capital revenue balances (see B03 and B05) • committed balances (see B01) • community-focused school balances (see B06)
B03: devolved formula capital balance	Includes:

	• devolved formula capital including roll-over from previous years Excludes: • any other capital balances (see B05)
B05: other capital balances	Includes: • sum of all other capital balances not already accounted for – this includes capital funding received during previous financial years from specific grants which no longer exist, e.g. unspent capital allocations from the standards fund Excludes: • balances that appear in the framework in B01 to B03
B06: community-focused school revenue balances	Includes: • any unspent community-focused school balances • any carried forward community-focused school balances from previous years Excludes: • pupil-focused extended school balances (see B01 or B02)
OB01: opening pupil-focused revenue balance	Sum of B01 + B02 from previous financial year
OB02: opening community-focused revenue balance	Value of B06 from previous financial year
OB03: opening capital balance	Sum of B03 + B05 from previous financial year

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CFR Return

Settings	Balance	Income Validation	Expenditure Validation	Other Validation 3
Export				

Code	Value
OB01 - Opening pupil focused revenue balance	1000.00
OB02 - Opening community focused revenue balance	2000.00
OB03 - Opening capital balance	3000.00
B01 - Committed revenue balances	1000.00
B02 - Uncommitted revenue balances	2000.00
B03 - Devolved formula capital balance	3000.00
B05 - Other capital balances	5000.00
B06 - Community focused school revenue balances	6000.00

Page 1 of 1 (8 Items)

Reset   Save   Previous   Next

4. Income

Clicking next on the Wizard takes you through to the Income tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid

On the right hand side of the screen are two columns. One for Queries and one for Errors. If any of the populated values fail validation against the CFR guidance a will display for a query, and a will display for an error. Hovering over them will display the CFR Guidance.

At the top of the screen messages will be displayed that can be expanded to show the reason for the symbol and what is expected.

If the Validation warning is a Query then you will need to enter some notes. Click on the , and a screen similar to below will appear. Enter the reason for the variation and click on Update to save the note.

Add Response

⚠️ **Warning** - 390: Expenditure on teaching staff should normally be greater than or equal to £1,000 and less than or equal to £10,000,000.

ℹ️ The use of non-explanatory entries such as 'OK' or 'Correct' should be avoided.

Cancel   Update

As the Errors are resolved the numbered red dots will disappear from the tabs

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5. Expenditure

Clicking next on the Wizard takes you through to the Expenditure tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid

On the right hand side of the screen are two columns. One for Queries and one for Errors. If any of the populated values fail to validation against the CFR guidance a will display for a query, and a will display for an error. Hovering over them will display the CFR Guidance.

At the top of the screen messages will be displayed that can be expanded to show the reason for the symbol and what is expected.

If the Validation warning is a Query then you will need to enter some notes. Click on the , and a screen similar to below will appear. Enter the reason for the variation and click on Update to save the note.

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Add Response

⚠️ **Warning** - 780: Expenditure on rates should not normally be zero or negative.

ℹ️ The use of non-explanatory entries such as 'OK' or 'Correct' should be avoided.

[Cancel]   [Update]

Expenditure Validation **3**

As the Errors are resolved the numbered red dots will disappear from the tabs

6. Other Validation

Clicking next on the Wizard takes you through to the Other Validation tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid

On the right hand side of the screen are two columns. One for Queries and one for Errors. If any of the populated

values fail to validation against the CFR guidance a [?] will display for a query, and a [⚠] will display for an error. Hovering over them will display the CFR Guidance.


At the top of the screen messages will be displayed that can be expanded to show the reason for the symbol and what is expected.

If the Validation warning is a Query then you will need to enter some notes. Click on the [?] , and enter the reason for the variation and click on Update to save the note.

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7. Generate CFR Return

Once any Queries or Errors have been resolved, clicking on Next on the Other Validation tab will move you through to Generate CFR Return

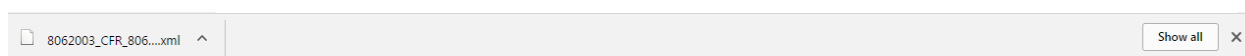Note: Remember to click on Save before you generate the file.

It is possible to generate either an Interim return (this cannot be uploaded to DfE COLLECT but does export to excel) or a Final return

To do this simply click on the relevant button,

The File will be generated and sent to your downloads

You will then need to save the file to a shared area to either send to the LA or upload into the DfE COLLECT.
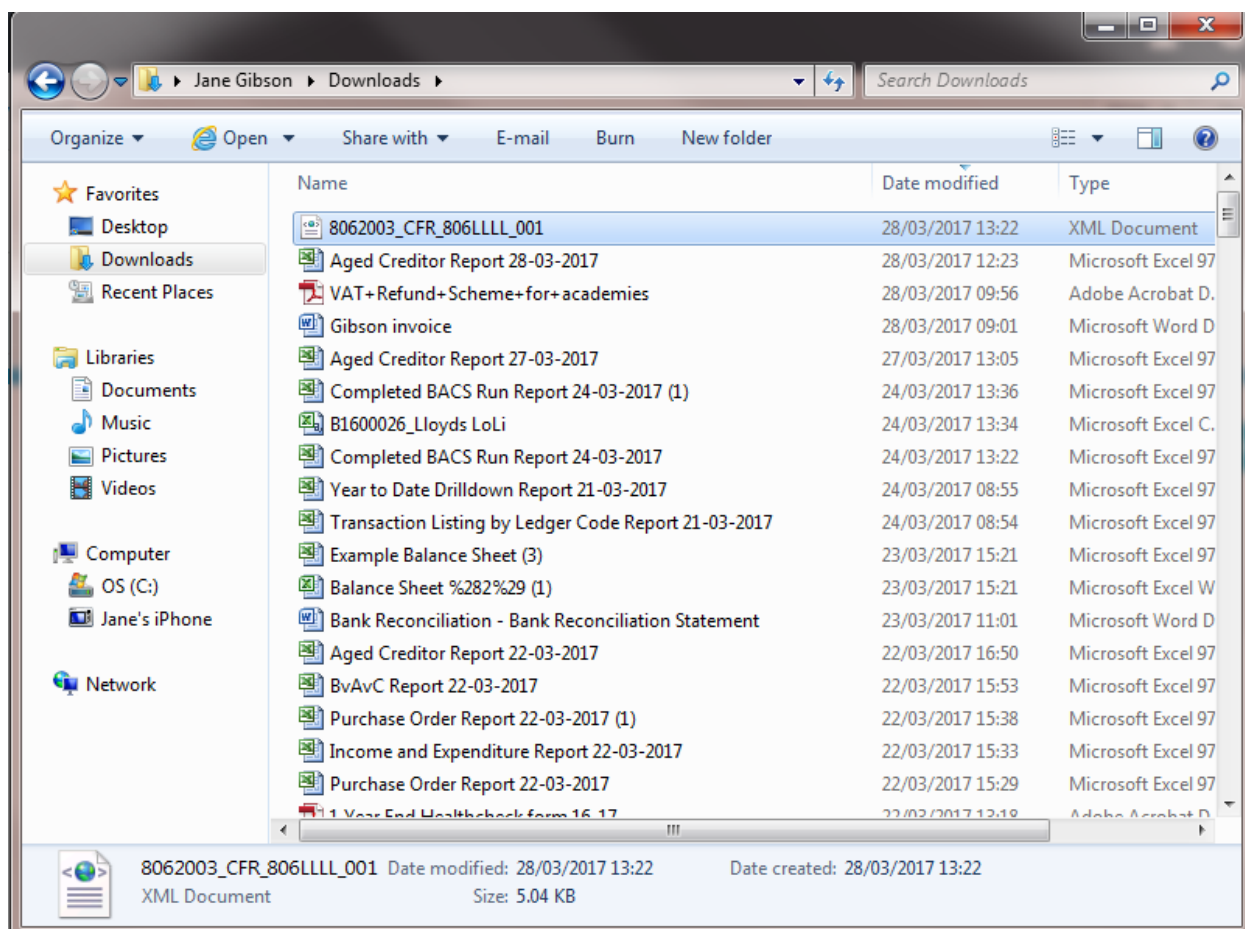
How to Contact Us

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Support Portal https://access-support.force.com/Support/s/
- Tel 0845 340 4547

General Website:
https://www.theaccessgroup.com/