



## Electronic Banking

### Registering the Module

Electronic Banking is included as part of Key Prime Advanced and is an additional module for Key Prime Standard.

To add this module to your account you will need to navigate to the administrator drop down menu from your Launchpad and select the 'Company Settings' option.

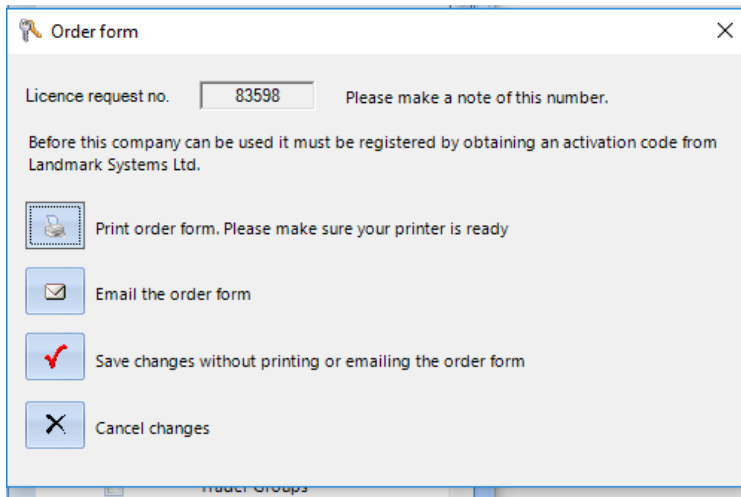
Here you can add the optional feature for the Electronic Banking.

The screenshot displays the Key Prime Launchpad interface. On the left, a table titled 'Optional Features' lists various modules with checkboxes. The 'Electronic Banking' row is circled in red. On the right, the 'Administrator' dropdown menu is open, and the 'Company Settings' option is also circled in red. A red arrow points from the 'Electronic Banking' row in the table to the 'Company Settings' option in the dropdown menu.

Selected	Description
<input type="checkbox"/>	Client Accounting
<input type="checkbox"/>	Code Import Pack
<input type="checkbox"/>	Consolidator
<input type="checkbox"/>	Custom Reports
<input type="checkbox"/>	EARNIE Import
<input checked="" type="checkbox"/>	Electronic Banking
<input type="checkbox"/>	Electronic Receipts
<input type="checkbox"/>	Enterprise Rights
<input type="checkbox"/>	Gatekeeper Link
<input type="checkbox"/>	Geofolia Link
<input type="checkbox"/>	Global Nominals
<input type="checkbox"/>	Global Traders
<input type="checkbox"/>	Invoice Import
<input type="checkbox"/>	Metering
<input type="checkbox"/>	Multi Currency

- Administrator
- Hide Company
- Backup
- Restore
- Create new Company
- Company Settings
- Register Company
- Companies Report
- Change Database
- Launchpad Settings
- Updater Settings
- Tools
- Help

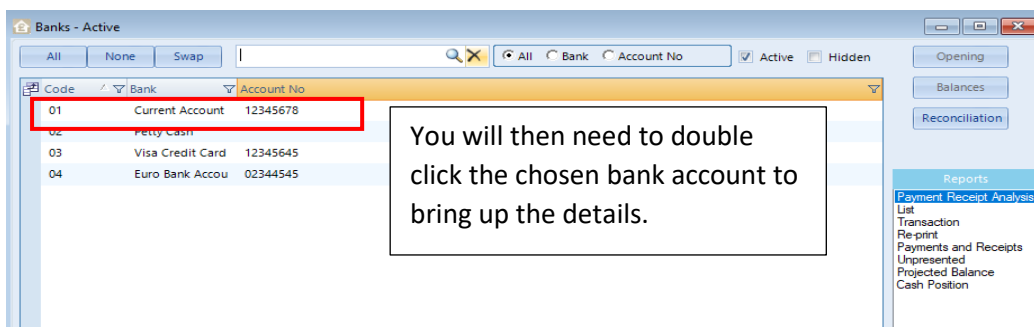
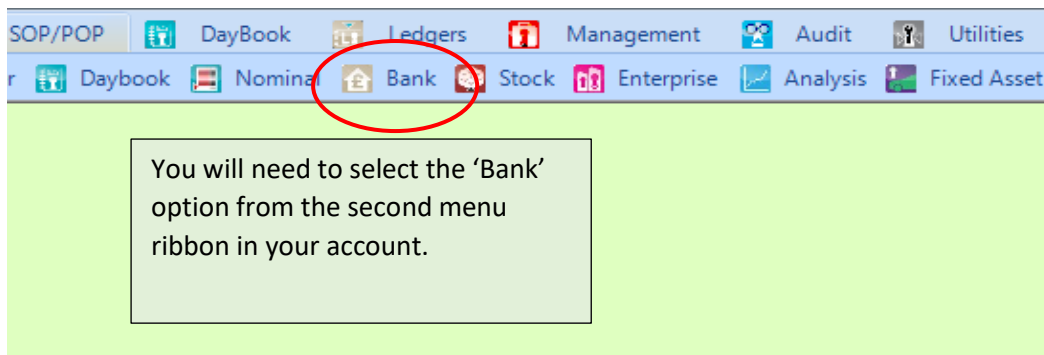
When saving your required additional modules you will be greeted with the following window (Please note all options that were previously ticked should remain ticked.)



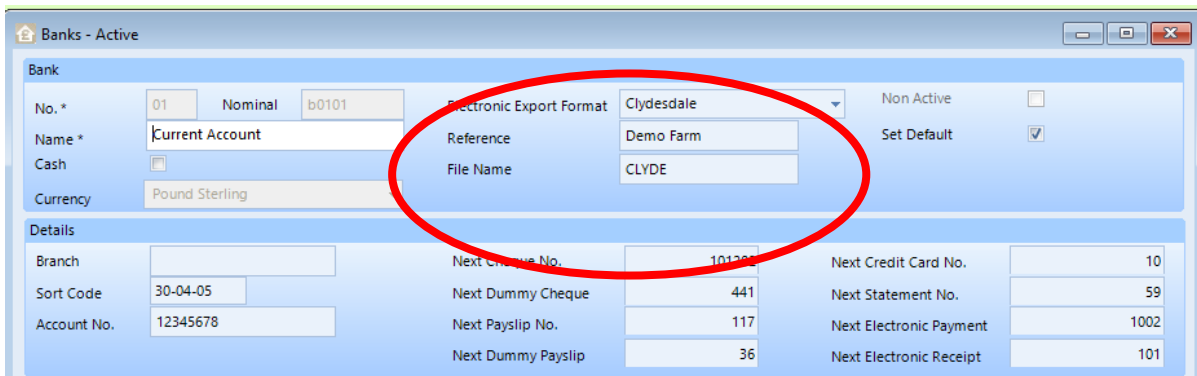
You will need to email this order form to Landmark Systems, we will then process this order form and after taking payment we will send back an activation code for Key Prime which you will then need to register in the same way as when you registered your company originally.

Next you will need to set up the electronic banking in the company itself.

Firstly you will need to make sure that the bank account that you are using to make the electronic payments from is set up correctly.



Now you need to enter the details to the selected account for the purpose of using the electronic banking.



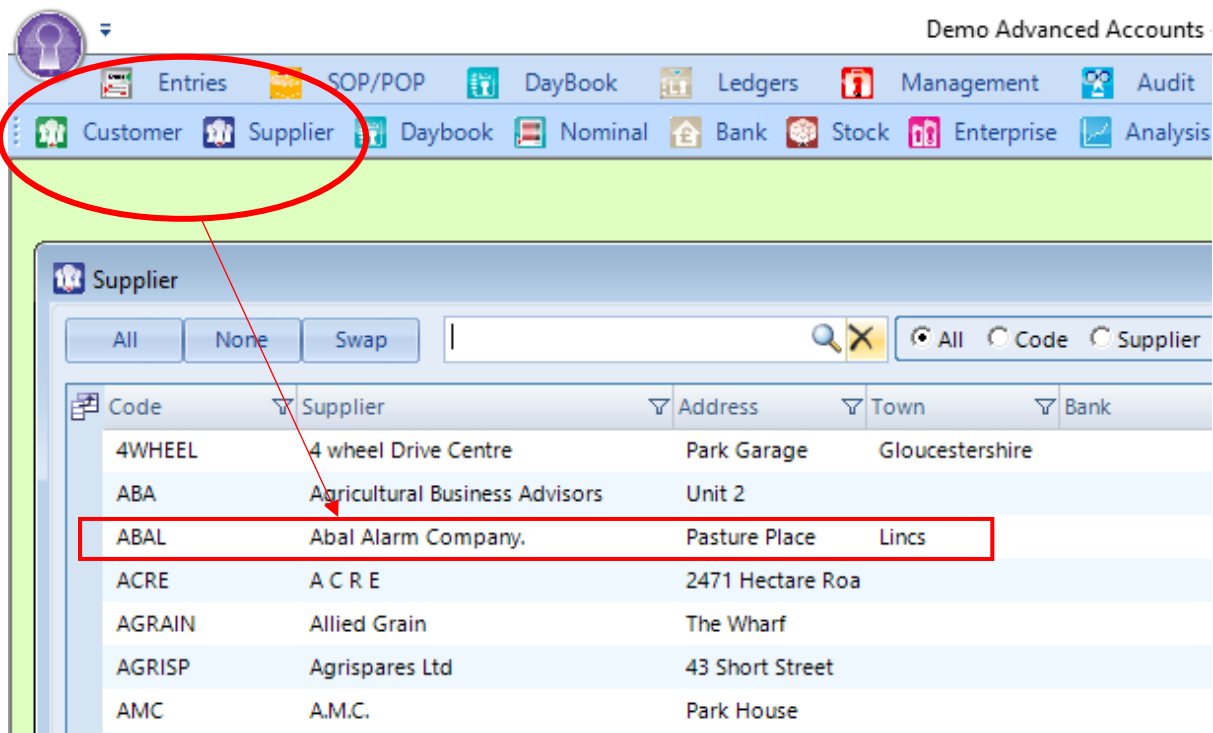
Electronic Export Format: This is the name of the bank that you have the account with and the type of account it is, simply choose your type of account from the drop down:

Reference: This is a reference that will be used by some Electronic Banking formats to identify the originator of payments.

File Name: This will be the name of the file that is saved into the default electronic banking file folder.

Once you have added all of the required information, save this by selecting save.

Now you will need to set up the Suppliers that you will be using the electronic banking module for.



You will need to navigate to the 'Supplier' tab on the second menu ribbon and then double click the trader that you are wanting to add.

First of all you will need to add the bank details by selecting 'Bank' on the traders tabs.

Bank Name: The name of the trader's bank.

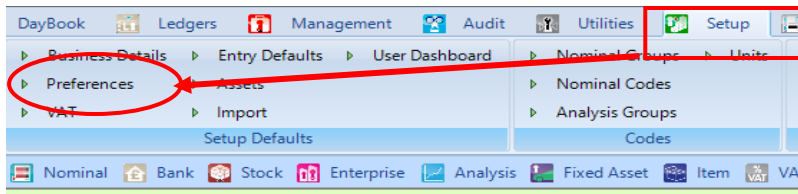
Sort Code and Account Number: The trader's bank account details

Electronic Ref: This is the reference that will appear on your traders bank statement to identify that the payment is from you.

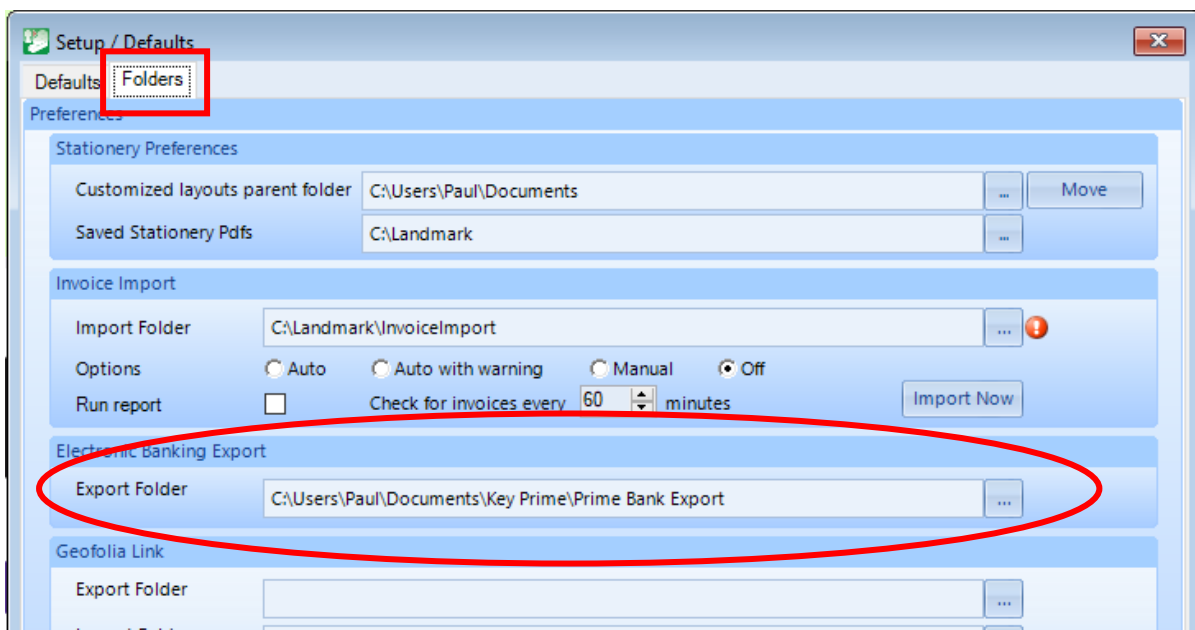
Account Name: The name that the account is held in.

You can also set the trader's pay method to electronic by default, you will need to click the 'Defaults' tab in the trader details screen doing this will mitigate any future issues with any payments to the trader.

Now you will need to set up the 'Electronic Banking Export' folder by heading to Set Up > Preferences.



From here you will select the folders tab, and this will provide you with the default location of the Electronic Banking Export.

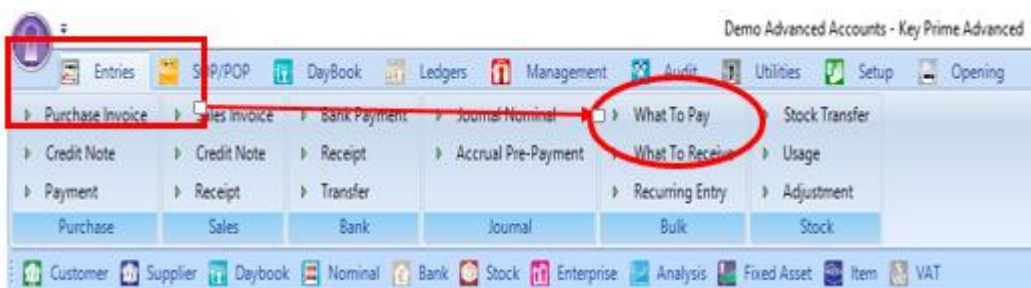


If you are on a network then you must make sure that this export folder is in the shared drive so that everyone that will need to be able to access this file on the network can see this folder, if you are on a standalone set up then this can be left as default.

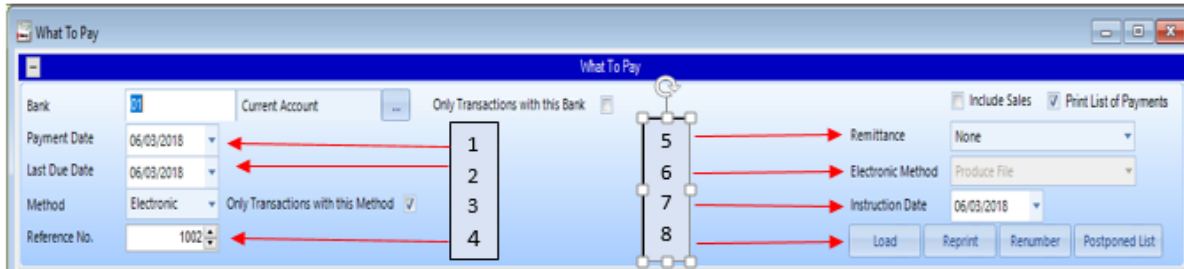
### Running a What to Pay (WTP):

Now you are set up to use the electronic banking module, the following is a step by step guide to using the module.

To run a WTP you will navigate to 'Entries > What to Pay'



The 'what to pay' screen will then pop up and it is here that information is key to getting the correct transactions to appear to pay electronically.



The important information on this screen are the:

1. Payment Date: This is the date at which payment was made according to the receipt on Prime.
2. Last Due Date: This is the date that the payment would be due, this is according to the default terms of the trader (7, 14, 28 days etc)
3. This is the method of the invoice, if paying electronic then this should be set to 'Electronic'.
4. This is the WTP reference number.
5. This is the remittance that you require, this could be 'None' if no remittance required, 'Printed Cheque' should be used for other payment methods, and 'Trader Default' which will refer to the trader defaulted remittance type.
6. Electronic Method: You can choose to produce a bank file (which if electronic banking is what you do require), print a report or none.
7. Instruction Date: This is the date the payment will be leaving the bank account, this can be up to seven days after the payment date but not dated before.
8. Here you can then choose to load the selected pay run by selecting 'Load', you also have the option to 'Reprint' a previously exported bank file, 'Renumber' a selected bank file or to bring up the last 'Postponed List'

By selecting the correct payment and last due by date and clicking the 'load' option, you will be greeted with the list of invoices that you are to pay electronically.

Hold	Trans No.	Type	Code	Supplier	Invoice date	Due Date	Invoice No	Amount	Outstanding	Cheque No	Total	Remittance By	Ban	Payment Type	Pay
N	1724	PI	ATS	Associated Tyre Services	06/03/2018	28/04/2018	18	120.00	120.00	1002	120.00	Emailed		ELEC	<input checked="" type="checkbox"/>
N	1725	PI	BROADW	Broadway Motors	06/03/2018	28/04/2018	19	150.38	150.38	1002	150.38	Printed		ELEC	<input checked="" type="checkbox"/>
N	1726	PI	BROADW	Broadway Motors	06/03/2018	28/04/2018	110	1440.00	1440.00	1002	1590.38	Printed		ELEC	<input checked="" type="checkbox"/>
N	1723	PI	LANDMK	Landmark Systems Limited	06/03/2018	13/03/2018	17	600.00	600.00	1002	600.00	Emailed		ELEC	<input checked="" type="checkbox"/>

These are the transaction numbers.

These are the date ranges previously selected on the WTP screen.

This is the tick box to pay the selected invoices.

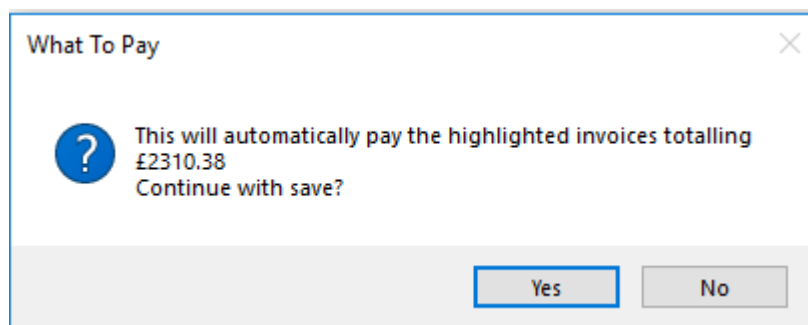
Balances    Current Creditors    60658.73    New Balance    58348.35    Selected Purchase Ledger    2310.38

Bank Balance    -153679.38    New Balance    -155989.76    01 Current Account    Selected Total    2310.38

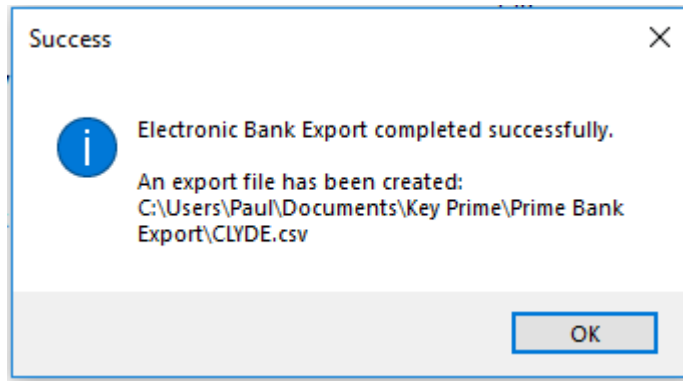
Buttons: Save (1), Postpone (2), Reset No., Remove Postponed, None, Cancel, Exit

1. **Save:** This will save the payments and produce the electronic file for you to upload onto your online banking platform.
2. **Postpone:** This will not process the payments, instead postponing the WTP, you can then choose to print a postponed list, this way you can get authorisation (if needed) on the payments that should be paid and those that should not.

If you are happy with the list and you wish to process the payments, then you will choose the 'Save' option when on the payments list screen.



The WTP will then bring up a summary of the total amount paid and if this is correct then clicking yes will save the payments for the selected transactions.



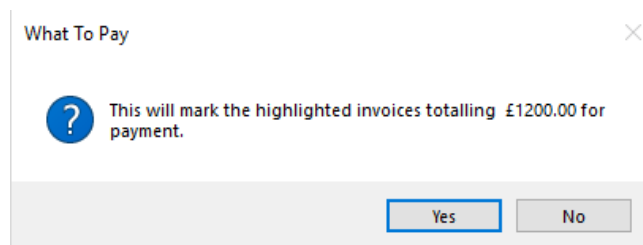
When saving the total WTP amount the next pop up will confirm that the Electronic Bank Export has been successfully completed and will give you the details of where this file has been saved to, this will be the default folder that you had set up in the 'Set Up > Preferences > Folders' tab.

### **Postponing a WTP:**

If rather than saving and processing the payments, you need to check that the correct invoices are being paid, or you need authority to pay the selected invoices on the WTP, you have the option to 'postpone' the payment.

This is done after loading the invoices on the WTP run by selecting the 'Postpone' button in the bottom left of the screen.

The following window will appear informing you that although not paid, the selected invoices are marked for payment.



By selecting yes, it will save the payments as marked for payment and postponed, and you are then able to retrieve the postponed payments list by selecting 'Postponed List' from the main WTP screen.

This will then ask how you want the list, either in:

**Summary Report:** Summary is a list of payment values per trader and not a list of the actual invoices on the run.

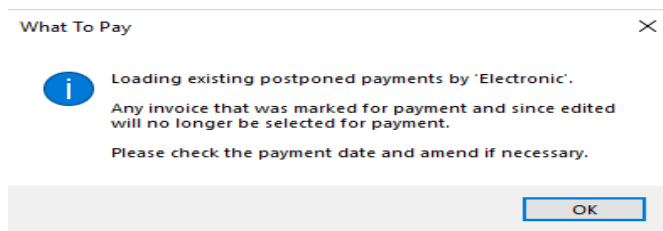
**All Pay Methods:** This list is not electronic banking specific and will include postponed payments from the selected date range for all payment methods.

Once the method is chosen the selected postponed list will be shown, with the options to print and save on the top left of the screen.

After you have done what you need to do with the postponed list, you will need to re-load the WTP run in order to process the payments that you need to make.



You would do this on the main WTP screen, once again selecting the appropriate dates and selecting 'Load' this will load up the existing postponed list.



By selecting OK and proceeding, you will be given the option to check the payment date and last due date for the WTP run and amend if required.

When you are happy with the date range, press Ok and the previously postponed list of invoices will re-populate and you can process the invoices that you want to pay and proceed.