



Quick Start Guide for KEYPrime Intro

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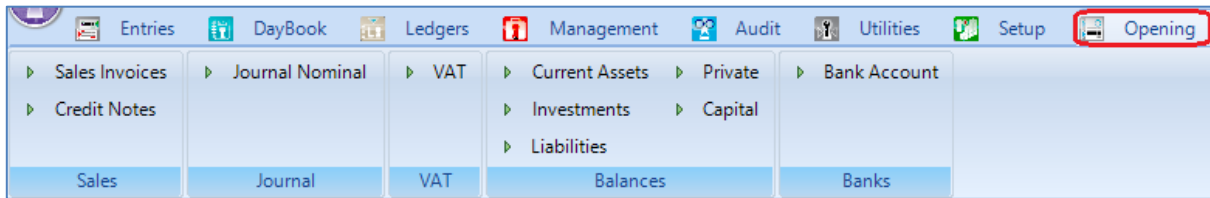
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This leaflet is designed to get you started using KEYPrime Intro. It will not explain everything in depth but should give you a basic understanding and ability to start using the program.

The installation process, entry of the licence key and initial entering of company details should already have been carried out with help from Landmark. This includes setting up the users, business details, VAT (whether you are VAT registered and if so whether you are cash or invoiced based), entry defaults and importing the standard nominal groups and codes, if these are what you would like to use.

Should you require more detailed help please refer to the KEYPrime Manual that is accessed through the purple key hole in the top left of your company and selecting 'Help' or visit our website for guidance notes <https://www.landmarksystems.co.uk/client-hub/keyprime-intro/> Alternatively, contact our support line on 01798 877100 (Option 1) for urgent enquires or issues, or email us any time with issues that do not require an immediate response via technicalsupport@landmarksystems.co.uk

Opening or Start Position



Opening Sales invoice and Sales credit notes – is only necessary if historically you have been creating these and claiming the VAT on an invoice basis for them or doing double entry bookkeeping for your sales ledger.

If you have any to enter click on the Sales invoice button but refer to the **data entry section** for how to enter the information required.

The only **extra** detail on the **opening** invoice is to tick the box if you have claimed/paid the VAT on this invoice in a previous system/accounting period.

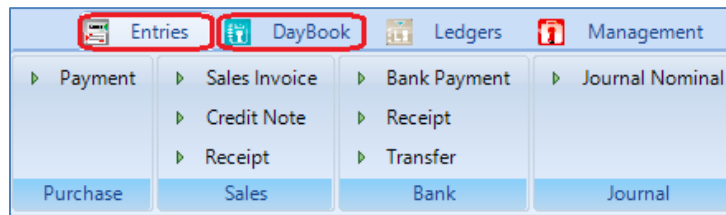
VAT – You should enter the total value of VAT that is owing to or owed from HMRC. This is usually, but not always, the value of the last return in the old system/year.

Current Assets/Investments/Liabilities/Private/Capital – once your previous year accounts are agreed these figures can be entered. Enter by clicking on opening and entering the value.

Bank – The bank account that you created should be showing. You may add any other bank or petty cash accounts here by using the **New** option in the bottom left corner. Now highlight one of them and click on Opening in the top right of the screen.

Enter the opening Balance from the first statement that you will reconcile. Any payments or receipts that appear on the statement with a payment date before the date you entered in the Business Details section during set up must be entered individually through the Opening Bank Unpresented Cheques or Unpresented Receipts options. Where the VAT on these transactions has been accounted for in your old system set the VAT code of the entry to O.

Entering Information



Entries and Daybook can be used depending on preference. They achieve the same thing.

Entries is where you will enter one new transaction or edit an existing entry if you know the transaction number.

Daybook will list all the entries of the one transaction type you have made for the selected date range allowing you to print, add, edit or copy them.

We expect KEYPrime Intro users to mainly use the section termed “Bank”. All payments out can be recorded under Bank Payments and all money in under Bank Receipts. Bank transfers are for moving funds between your own accounts.

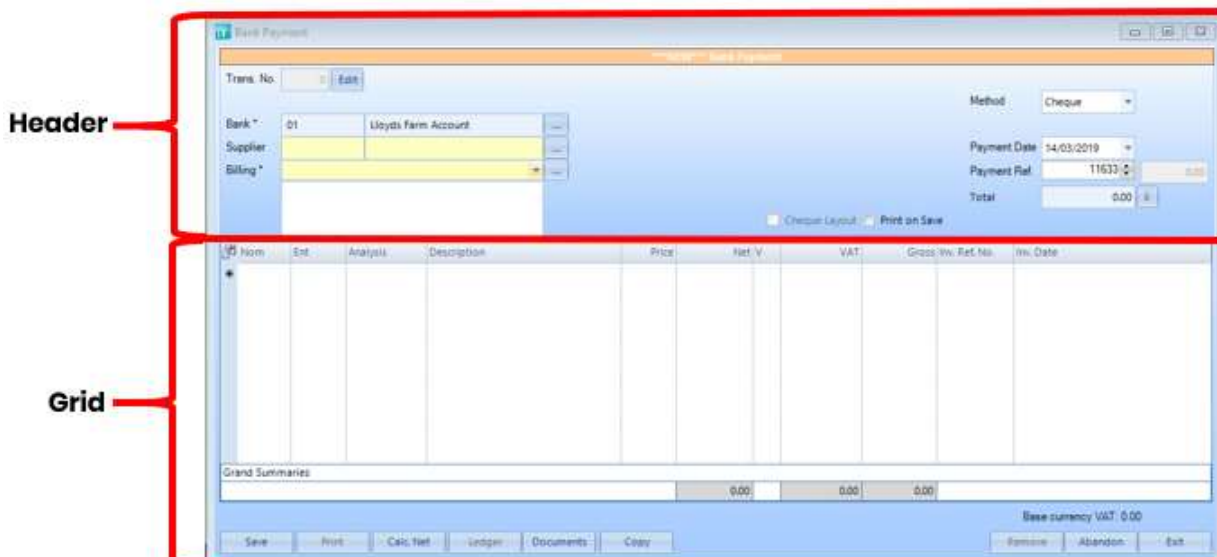
Sales Invoices and Credit Notes can be created and printed for your customers, when the money is received it must be entered through the **Sales Receipt** menu and NOT as a Bank Receipt, as this would duplicate the entry.

Purchase Payment is provided **only** for paying any **VAT owing** i.e. where sales (incoming) VAT outweighs purchase (outgoing) VAT, see VAT section later.

Entering a Bank Payment

Start by Clicking Entries > Bank Payment **or** Daybook > Bank Payment > New

Either will give you the same screen as below.



Header

1 Trans. No. 0 Edit

2 Bank * 01 Lloyds Farm Account ...

3 Supplier ...

Billing * ...

4 Method Cheque

5 Payment Date 14/03/2019

6 Payment Ref. 11633 0.00

7 Total 0.00 £

Cheque Layout Print on Save

Follow the red numbers for an explanation of each section.


During entries you may move to the next box by pressing the Tab key. If you hold shift and Tab you will go to the previous box. We strongly recommend using the Tab key to move around where possible.

1. Trans No.

This will be disabled and show 0 for a new entry, once an entry is saved it is given the next unique reference (transaction) number. These numbers run from one entry to the next, irrespective of which type of transaction has been saved. We recommend you write this number on its associated paperwork.

EDITING an entry can be achieved by clicking on the edit button and entering the required Transaction No. in to the box and then Tab from the field.

2. Bank

This will show the default Bank. If you wish to make a payment from a different account, type in the code for that bank or click on the ellipses (browse button)  and choose it from the list.

3. Supplier Details

For a quick start, each Supplier requires a code and their full name. All other details including address, email, telephone and many other useful defaults can be added later.

Supplier

Code* LAND <<< View Supplier >> Non-Active

Name* Landmark Systems Ltd

VAT No

VAT Prefix GB Registered Type STAN

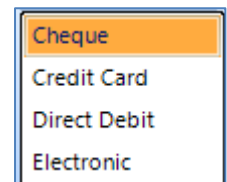
We recommend using letters or a combination of letters and numbers (e.g. for Landmark Systems you might have LAND or LAND01). Simply start typing LAND and press Tab, this will bring up the supplier list. Click on **new** and enter the new supplier's name.

If the trader is already there then arrow down and select it (the same applies to customers).

Billing - This box shows the preferred address for the supplier; the word "invoice" is the default for the main address. It is possible to add multiple addresses to a trader if needed, which can then be chosen with the dropdown arrow.

4. **Method**

This is the method of payment, the down arrow on the field will show the choices. Each method retains its own sequence of reference numbers and when selected will default to the next one for the method chosen.



5. **Payment Date**

This is the date used for **cash flow** purposes of when the payment is made.

6. **Pay Reference**

If the method chosen is **cheque**, then this would be the next cheque number to be used. You may over type this, but it is best to enter cheques in the same sequence as in your cheque book. Electronic could be your bank's reference for the whole of one electronic payment. Should you wish to have many payments added together as one total (on your bank statement) this Pay Reference will need to be set to the same number for all of them.

7. **Total**

This is the total amount that you are paying on the cheque (including VAT).

Grid

2

Nom	Ent	Analysis	Description	Price	Net V	VAT	Gross	Inv. Ref. No.	Inv. Date
*									
1									
Grand Summaries					0.00	0.00	0.00		

3 4 5 6 7 8 9 10 11

Base currency VAT: 0.00

Save Print Calc. Net Ledger Documents Copy Remove Abandon Exit

The **grid** allows you to detail the payment into its many constituent parts in as much detail as you need; each row on the **grid** is known as an **item line**.

Each **Item Line** consists of.

1. **Columns:** You add information from the bank payment to the desired columns, there are **mandatory** columns that will need information populated before the payment can be saved, these are **Nom** (nominal code), **Description** (reason for payment), **Net** (amount before VAT), **V** (VAT code will populate with the nominal default VAT code if one is set), **VAT** (VAT amount) **Gross** (total line amount), **Inv. Date** (the date of the invoice, this will default to the same date as the payment, but can be changed if needed for the purposes of Invoice Based VAT).

All other columns are optional but can be added through the field chooser.

2. **Field Chooser:** Press this when wanting to add/remove columns.

3. **Save:** When you are happy with the entry and the sum of the Gross values on the detailed lines matches the value in the Total field, press Save (or Alt S) and you will be given the unique transaction number.
4. **Print:** When editing an entry, the Print button prints a remittance to send to your supplier.
5. **Calc.Net:** If you entered a Gross value in the **Net** column, whilst your cursor is still in the **Net** column, click on Calc.Net and it will work out how much VAT is included at the rate used for the VAT code selected.
6. **Ledger:** This is a short cut to the Supplier ledger, where there is a list of transactions and transactions on hold for a selected date range.
7. **Documents:** If any documents have been added to a bank payment you can view these by clicking this.
8. **Copy:** Allows you to copy another entry, find the original entry's transaction number. Click on Copy and put the number in – you can then edit any of the information and save as a new transaction.
9. **Remove:** If you have saved a transaction and not reconciled it at the bank, you can remove it.
10. **Abandon:** If you wish to cancel changes you have made to an entry before saving, press abandon to clear the changes made, you may then continue to make changes to the entry.
11. **Exit:** Will do just that, if any data has been added it will ask if you are sure as all unsaved data will be lost.

Entering a Receipt

Bank Receipts are entered in the same way as a Bank Payment only instead of a Supplier you will be choosing a Customer.

Where you have a Pay Reference on a receipt for a cheque receipt this relates to your paying in slip number (you may have up to 3 entries with the same pay reference, if they were all paid in on the same slip number). For the Methods Direct Credit and Electronic you will probably let the program auto-increment the numbers as these receipts show separately on your bank statements.

Entering a Bank Transfer

This function is used where you are transferring money between your own accounts. The screen is split to show the **from** account and **to** account.

Entering a Sales Invoice

The layout of the screen is still very similar to the other transactions described earlier. However, on a sales invoice on the top of the screen there is no Bank Account and you will find the following:

- a) Method – here you have a choice of Auto or Manual. You should be using **auto**, as this will ensure each Sales invoice has a consecutive number and allows you to build up the value of the entry from the details.
- b) Inv. No. – For the **auto** method is disabled as it is issued only on saving. If the method is changed to manual you can enter the number here (perhaps if your invoice is pre-generated from another system).
- c) Inv. Date – Invoice Date, the date at which you want to enter the Invoice.
- d) Due Date – The date you wish the invoice to be paid by, this will default according the payment terms on the customer record, you can overtype this field with a date of your choosing.
- e) Inv. Total – in **Auto** mode this is greyed out. The figure will be generated automatically as you add the lines of information about products sold in the bottom half of the screen. In **Manual** mode you should enter the total of the Invoice you are adding.

- f) When in Auto Mode on pressing **save** you will be asked whether you wish to save the transaction or postpone it. You can also choose whether to print or email the relevant stationery at the same time.
- If you choose to print or email, a drop down list of available layouts is shown.

Save or Postpone

Save Only

Save and print

Save and E-Mail

Postpone

Postpone and Print

Postpone and E-Mail

Entering a Sales Receipt (to pay off an existing Sales Invoice)

Having chosen the Sales Receipt option either in Entries or Daybook, your next step is to enter the Customer you have received the money from. Once you Tab from this box all the outstanding invoices for that trader will appear as a list at the bottom of the screen. You can enter the total amount of the payment received and the data, along with the pay reference number. Then indicate which invoices are being fully paid "Y" or Part Paid "P" by the receipt in the column headed Y/N/P.

Invoic	Total	Unpaid Y/N/P	Retained Amount	Discount
SI	16896.00	Y	16896.00	0.00

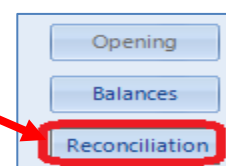
Bank Reconciliation

A bank reconciliation should be done regularly to check what you have entered agrees back to your bank account. This helps to detect omissions, duplicates or just human error/mistakes.

Choose **Bank** along the middle of the toolbar



- Highlight the bank** account you wish to reconcile.
- Click on **Reconciliation** – on the right, 3rd button down.
- Up to** – the date up to which you wish to reconcile the bank.
- Opening balance** – will be carried forward from the figure you put in your opening balances (or from the previous statement's closing balance if you have completed a reconciliation).

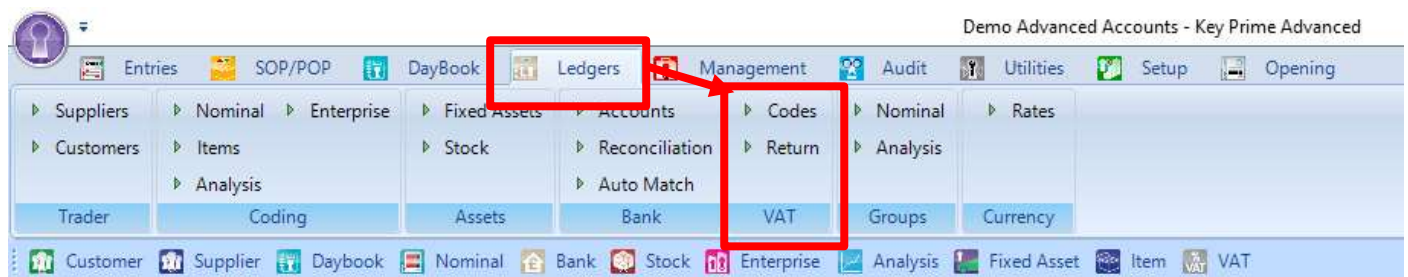


- e) **Closing balance** – enter here the bank balance on the “Up to” date of the statement (put a negative in front if the bank is in a negative balance).
- f) Now press **Load** (bottom left).
- g) Your screen should now list all the transactions with a payment date on or before the “Up to” date of the statement.
- h) Tick off each payment or receipt on the statement and screen until the “To Allocate” figure at the bottom of the screen is 0.00 and all entries on the statement have been matched.
- i) If you cannot get the balance to zero, either with the bank reconciliation open enter missing transactions or postpone the statement and enter the missing transactions or make other necessary adjustments, before reloading to finish off and saving.

VAT

Your VAT return is generated from all the information you have entered on transactions. Be aware of the difference between **Cash Based** or **Invoice Based** returns. Should you require further information on this please contact either your accountant or our helpline.

Once all data has been entered for the period of the return, select **Ledgers**, and then from the VAT column select **Return**.



This will bring up a screen that looks similar to the official VAT return form.

- a) The date range of the return is shown at the top, check that the **Period 'from and to'** are the correct dates.
- b) Click on **Calculate** on the right.
- c) If you wish to check the information (this is highly recommended) and print off any reports, press the **Detailed** and or **Summary** buttons.
- d) Once checked, press **Confirm**. This will automatically create either a Sales or Purchase invoice to a default trader called **CUSTOM**. This will need to be paid or received like any other Invoice using the Sales Receipt or Purchase Payment option when settled.



e) Submitting your return is dependant or whether or not you are signed up to Making Tax Digital (MTD) if you are (and have received a confirmation email) you will submit using the **MTD cloud** button, if you are not you will submit using the **HMRC** button to go on to your VAT account and manually enter your VAT return or use the **XML cloud** button to digitally submit (not under MTD conditions) your VAT return.

You may edit transactions in a closed vat period – the next open return will show two entries – a negative to take out the original and a positive to put it back in the new format.

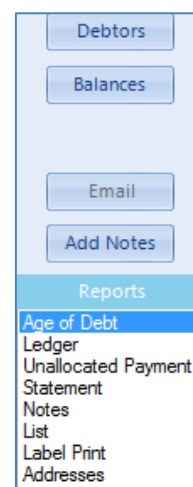
REPORTS

Day-to-day bookkeeping reports can be found within the ledgers.

Click on **Customer** to find the list customers to select from and the list of reports and other activities to do with Customers.

The same applies to: **Suppliers, Nominals, Bank, Enterprise, Analysis and VAT.**

Double click on your choice and you will be given further choices to make. Play around with them and see the variety of information the different reports can show.



For Management Reports and Budgeting click on the Management Tab.

There are four options here – Cash flow, Income/Expenditure, Enterprise and separately, Budget.

The first two have identical report layouts; cash flow is based on PAYMENT DATE and Income/Expenditure is based on INVOICE DATE.

Once you have selected the options and date range, press OK to produce the report which can be viewed, printed, exported to various file formats or emailed in those formats.

The report can be “drilled into” where a hand icon appears so that the actual detail behind the figure can be seen, this “drilldown” can continue back to the original entry if needed.

We suggest you try looking at several of the different layout options and decide on the best format for you. However, where you have entered a budget or have last year figures included we consider the Progress layout is the most useful report.

Where you have Excel installed on your computer you can also export the reports directly into an Excel spreadsheet with their formulae by clicking the Excel button instead of OK.

Budgeting will not be covered in this Quick start guide – it is covered in the manual and if you have any difficulties then please contact support.

There are many more tips and guides in the help manual. This covers all versions of the KEYPrime program so some features may not be available to you, however, you will be able to access these features when you decide to upgrade or add the modules to your version.

Should you require some intensive training and guidance we offer both on site and web one to one training, please discuss appropriate requirements and current pricing with your salesperson or via the support line.

We hope that you enjoy using our program and we are happy to discuss any feedback you may have. It is through our constant dialogue with our valued customers that we are able to improve the product, our training information and guidance and to help everyone get the most out of our products.