KEYPrime Accounts & Property Range

Version 8.0.15

Contents

Release version 8.0 Notes

General

Please be aware that where some of the grids within the applications have needed to be updated due to changes in the data structure any customized layouts may be affected. This means that it is possible some of the columns may revert to the default settings If you have previously reordered these.
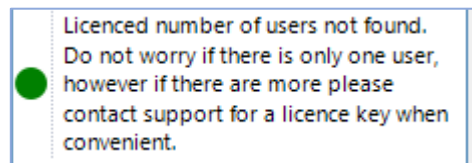
Launchpad

Databases can be flagged as Archive which will set it to read-only, this can be useful to run a separate copy of a previous year.

When entering a password, a warning is displayed if Caps lock is switched on.

In the early days of KEYPrime there was no maximum set to the number of concurrent users to each database. When this feature was turned on, some early users were left with an unlimited number of connections.

These users now need to have the correct number of user licences – to this end a warning message will appear asking you to contact Landmark if you have more than one user. On the next release any database set to Unlimited will be changed to One user.

Licenced number of users not found. Do not worry if there is only one user, however if there are more please contact support for a licence key when convenient.

In Administrator, Tools, Licence Summary there is a new Purge button which will delete all connection history records older than one month from today and rebuild its index.

Accounts

Improvements to VAT Making Tax Digital (MTD)

In version 7.5 MTD VAT was included in KEYPrime. In most cases this has been seamlessly integrated in the software and working with HMRC we have included several additional features to help if connection problems with the service occur.

The following enhancements are designed to make it easier to submit VAT returns from KEYPrime.

- When a submission appears to have gone wrong, this could be caused by a connection problem with HRMC. Use the "Retrieve" button to retrieve the VAT return from HMRC and check if the submission has been successful.
- The exceptions and error handling when processing an online VAT submission have been improved with a higher level of detail.

- The Submission buttons are clearly labelled as MTD or Non MTD. The Non MTD button will be supressed once a successful MTD submission has been completed.
- Additional labels are shown for group VAT returns to identify if the return is Part of a group VAT return, or if it is the Group VAT return.

Bank overdraft history

A new Overdraft button is now included on the Bank set-up screen. This allows you to create a table that shows the Overdraft limit from a specified date including the interest rate, penalty rate and comment.

£	Current account overdraft					
Effective from	Standard	OD Rate	Maximum	Penalty Rate	Comment	
01/01/2019	0.00	0.0000	0.00	0.0000		

This will be shown on the bottom of the bank reconciliation screen and the WTP/WTR screens. It will also show in the Projected Bank Balance report.

Recharge module

An optional module available in Advanced Accounts. Provides the facility to:

- create a Sales Invoice from either a Purchase Invoice or a Bank Payment,
- create a Purchase Invoice from a Sales Invoice or Bank Receipt,
- create a Sales Credit Note from a Purchase Credit Note and vice versa,
- create a Purchase Order from a Sales Order and vice versa.

Once the new transaction is open the amount which has been copied from the original invoice or order may be adjusted by right clicking on the item line and selecting Adjustments.

Once an invoice or order has been recharged it will show a purple link icon 🔗 next to the invoice total. Click on this to show a list of the transactions recharged from it. The child transactions created from the recharge will show a red icon and click on that to show the parent transaction.

A report for Recharges can be run from the List button on the Daybook.

Budget

Additional context sensitive labels in the Budget screen provide assistance on the effect of entries.

🔴	Budget No 1 First Draft Budget							– □ ×
Nominal *	00010	Wheat	...	T	Sales		Price	2 ▲▼ Decimal Places
Enterprise			...		+ for Income		Time Lag ☑	0 Months
Analysis			...		- for Expenditure		Include Control Accounts ☐	
Spread							Last Year	
Monthly ▼		0.00	0.00	0.00	0.00	0.00	0.00	⊙ Actuals ⊙ Cash Flow

Consolidator

Custom reports can be copied to a new company group. There is now an option to produce Projected custom reports.

Users are now able to change the order of nominal groups for reports.

Auto match layouts

The import for the Auto match can import from additional NatWest formats.

Diary

Where the following action types have not already been created the following 3 actions have been added as standard:

Action code	Description
MOT	Vehicle MOT
MINS	Vehicle Insurance renewal
MTAX	Vehicle tax renewal

The customer and supplier notes/diary report have a new option to include both customer and supplier notes for two-way traders.

Entries

When saving transactions, increased validation will stop transactions being created which have no detail lines. There will also be a warning if invoices have a negative total.

Accruals/Prepayments

There will be a warning if you try to create Prepayments or Accruals with the same month for the Invoice date and Start date.

WTP

When exporting a bank payment file during WTP, checks are made to prevent existing files being accidentally overwritten.

The What to Pay and What to Receive Postponed reports are landscape to accommodate extra details that have been added such as the Analysis code or Property code.

The selected Bank planned payment date and due date after which to exclude invoices is shown at the bottom of the postponed report, along with the current Bank position and effect of the selected payments/receipts.

Items

On the Items Analysis report the grand total of all Items is shown. Where more than one Item code is selected, the number of decimal places shown for the quantity is set to the maximum accuracy of any selected Item code. To compliment this there is also a count of the Item codes shown on the report and the number of Item lines, at the bottom of the report.

Ledgers

Analysis

Age of Credit and Age of Debt reports by Analysis code works in a similar manner to the Enterprise Age of Credit and Age of Debt but split by Analysis codes.

Bank

The last statement date, number and balance are included in the Bank Ledger listing screen. The last bank statement number and date will be shown by default, and the last Statement balance can be selected using the field chooser on the top left of the list.

There is now an option to reprint a Detailed version of a bank statement.

Fixed Assets

The Fixed asset screen has been modified so that it will show the balance at the start of the financial year, ignoring any additions in the current year, which can be seen on the net book value report.

It is now possible for a Fixed Asset to be sold in the same month as it was purchased.

Multi-currency

Improvements to KEYPrime currency handling features includes the ability to set currencies for Sales and Purchase orders and viewing a number of reports such as debtors and creditors by currency.

Traders

The Customer statements may be customized to show the latest payment date for payments and receipts.

Updates to the Payments and Receipts Due reports include payments and receipts in both reports for two-way traders, with an option to exclude these from the report if they are not required.

In the Customer and Supplier statements the message text has been extended to allow 2000 characters.

VAT

A check has been added when processing a VAT return to look for any outstanding recurring entries that should be processed first.

SOP/POP

A warning is shown when dispatching goods if the quantity is greater than the ordered/remaining order quantity.

Management

The management Cashflow report includes the ability to aggregate across multiple bank accounts and the inclusion of last year's total.

The projected Cashflow management reports reflect the closing cash position based on the opening actual value at the bottom of the report.

Utilities

"Switch Analysis to Enterprise" and "Switch Enterprise to Analysis" options to be able to switch Analysis codes to Enterprise codes and vice-versa. This will update Orders, Recurring Entries, Transactions, and Budgets to an Enterprise code for a selected Analysis.

Verify will warn you if you have any entries with VAT but are marked as outside VAT.

Property

As with KEYPrime Accounts the background colour of the Property main window can be customised. This is found in Admin, Settings.

The existing property details screen in KEYPrime Property has been rebuilt – see Properties.

In the Admin, Estate details screen there is a Terms button that allows you to set property specific Debtor Due values instead of using the values in KEYPrime Accounts.

Property reports drill down functionality

In the property reports the following drill downs are available:

- From a Property code or name to its Property record
- From a Landlord code or name to its Landlord record
- From a Tenant code or name to its Tenant record
- From a Tenancy code to its Tenancy record
- Any part of a diary action to the Diary Action record
- Any part of a WM task to a WM Task
- From a Demand Number to open the Demand Template
- From a Sales Invoice or Credit note to the relevant Transaction screen

Energy Performance Certificate (EPC) diary actions

Within KEYPrime Property additional inputs for the EPC values of a property have been included. In Admin, Mastercodes, you can now associate a diary action type as an EPC action so that when an EPC rating for a property is reviewed the new value and potential values will be updated in the property and diary actions / note for the property. The values will be displayed on the Property details screen, can be shown on the property listing screen and will show as the standard graph on the Property details report:

EPC values may be imported from Excel along with the other Property details and can be included in Word documents. There is a standard email template as well.

Further notes on this module are available.

Meter Reading

The KEYPrime optional meter reading utility has been significantly revamped and made to work more effectively with recurring entries and Property demands, as well as being able to directly invoice clients from the meter reading section. This is available in Accounts and Property. In Accounts the Metering screens are available in both Entries and the Analysis ledger. In Property the Meter Types are set up in Admin, Mastercodes, and the Meter Displays and Readings screens are accessed through Properties.
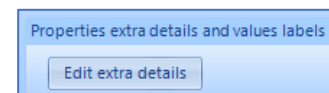
1) **Meter types** – Set up the meter types that will be used – e.g. Electric, Gas, Water etc. These define the defaults used by the Meters themselves.
2) **Meter displays** - Set up each Meter display to be used by the system – a Meter display refers to a single dial on a physical meter. Each display may be linked back to a Parent meter display if required. Validation checks will default to the Meter Type but may be amended on each display.
3) **Meter charges** - Add the charging Items for each meter display. Determine whether these are going to be used to raise direct invoices, or for updating demand template details (or recurring entries in Accounts). If you are updating demand templates (recurring entries) you are recommended to add the relevant service charges to the tenancy for each item required first; or in Accounts create a Recurring Sales invoice with the relevant Item line first so it can be linked once the charges are set up.
4) The meter charges are associated to an item, which defines the default price and nominal codes for the generated invoice line. More than one charge per meter display can be included e.g. for Standing Charge and Consumption.
5) **Meter readings** - Add meter readings using the reading or multi readings screen.
6) **Charge readings** - Either raise the invoices or update the demand templates using the meter reading.

More comprehensive notes on this module are available.

Properties

The user defined fields in the Property Details have been extended to have 12 more text fields and 4 more numerical fields with dates. They have also been split across 2 tabs; Details and Values. These will need configuring in Admin, Settings.

Only fields which are ticked will appear on the Property details or values screens. The label is user defined.

The Property Voids report has an option now to include or ignore fully occupied properties (with 100% occupation).

Tenancies

Tenancy Review reports now have an option to use a search string to filter results.

Tenants

Age of Debt and Credit reports by property have been added to KEYPrime Property.

When emailing a Word letter in KEYPrime property you can choose to send these as a PDF instead.

Import / Export

When exporting Diary and Notes in KEYPrime Property there is now an option to include the details of the Tenancy, Tenant or Property that the action or note is linked to and incorporate them in the main rows of the data.

The field Current Review Date has been added to the Tenancy export, and Email2 to the Tenant export.

Works Manager

Works Manager Task Document template has additional fields added. You may wish to reset these by deleting the standard template in the following location
"C:\Users\<UsersName>\Documents\Key Prime\Document Templates" which will be refreshed the next time you open the application.

Demands

The Demands to Process report will now list the demands in the same order in which they will be processed.

Client Accounting

Bank Statement

The Detailed Bank Statement reprint includes the landlord or traders name in the reports. This should now comply with RICS requirements.

Other

The Agent Fee button on the invoices screen has an option to preview the fees before processing them, and a post process report listing the fees.

The tenancy export utility for Client accounting includes the additional fields:

- Fee fully managed
- Fee
- Fee as %
- Fee last date

KEYPrime Work Flow

New Work Item tasks can be created on Handheld devices.

Images are compressed when sending to save bandwidth when using the handheld device.

Restricted Access Views (_GISViews)

The _GISVIews have been modified to improve performance, this also includes changes to the name of some fields. You should check any existing data connections or data sources that link to these are still working. For most of the changes we have added extra fields which should not be too much of a problem.

View name	Field changes
_GISView_Journals	NEW VIEW
_GISView_Transactions	NEW VIEW

_GISView_Analysis	Added:
	    Company Name & VAT
	    Description

_GISView_Customers	Added:
	    PaymentMethod
	Renamed:
	    Lanlordld to Landlordld

_GISView_DiaryWithContractorsAndJobs	Added: Company Name, PropertyTypeCode, PropertyType, PropertyField1 ... PropertyField18, PropertyQuantity, PropertyVATstatus, TenancyAnnualRent, TenancyDemandRent, TenancyRentFrequency, TenancyConversionRate, TenancyType Removed: PropertyAddressID
_GISView_Enterprise	Added: Company Name
_GISView_GeneralLedger	Added: InvoiceLinkID, InvoiceLinkDetail, BankCode, BankName, Status, ModifiedDate, Notes
_GISView_Items	Added: CompanyName, ItemTypeName, VATName, StockName
_GISView_Landlords	Renamed: LanlordId to LandlordId
_GISView_Nominals	Added: CompanyName
_GISView_PropertyWithCurrentTenancyDetails	Added: AccountsCompanyName, Field9
_GISView_Suppliers	Added: PaymentMethod, Renamed: LanlordId to LandlordId
_GISView_Tenancies	Added: LandlordAccountsCompany, FieldLabel9 Renamed: LanlordId to LandlordId
_GISView_Traders	Added: CompanyName, NominalName, EnterpriseName, AnalysisName, DefaultVAT, PaymentMethod, Renamed: LanlordId to LandlordId
_GISView_VAT	Removed: VatPrefix

If a field is available in one view but not another and there is a common link between the views you can access the extra information by making a join between the Views. This requires some basic database knowledge.

Configuration

The configuration for diary email alerts has been made company and database specific so that servers with multiple property companies can use this feature, including the Landmark hosted services.

Appendix – Word templates

The following fields are now available for Works Manager Task word templates. Either copy these to your existing templates or delete the default templates so that Prime can refresh these with the latest versions the next time you open Property. Make sure you keep a backup copy of the templates before removing them.

Energy Performance Certificate

E.P.C Value   [Property EPC Value]

E.P.C Band   [Property EPC Band]

E.P.C Date   [Property EPC Date]

E.P.C Due Date   [Property EPC Due Date]

Potential E.P.C Value   [Property Potential EPC Value]

Potential E.P.C Band   [Property Potential EPC Band]

User defined fields for properties

[Field 1 Label]   , [Field 1 Value]

[Field 2 Label] , [Field 2 Value]

[Field 3 Label] , [Field 3 Value]

[Field 4 Label] , [Field 4 Value]

[Field 5 Label] , [Field 5 Value]

[Field 6 Label] , [Field 6 Value]

[Field 7 Label]   , [Field 7 Value]

[Field 8 Label] , [Field 8 Value]

[Field 15 Label], [Field 15 Value]

[Field 16 Label], [Field 16 Value]

[Field 17 Label], [Field 17 Value]

[Field 18 Label], [Field 18 Value]

[Field 19 Label],[Field 19 Value]

[Field 20 Label], [Field 20 Value]

[Field 21 Label], [Field 21 Value]

[Field 22 Label], [Field 22 Value]

[Field 23 Label], [Field 23 Value]

[Field 24 Label], [Field 24 Value]

[Market Label],[Market Value], [Market Date]

[Insurance Label], [Insurance Value], [Insurance Date]

[Field 9 Label], [Field 9 Value],[Field 9 Date]

[Field 10 Label],[Field 10 Value], [Field 10 Date]

[Field 11 Label], [Field 11 Value], [Field 11 Date]

[Field 12 Label],[Field 12 Value], [Field 12 Date]

[Field 13 Label],[Field 13 Value], [Field 13 Unit]

[Field 14 Label],[Field 14 Value], [Field 14 Unit]

[Field 27 Label],	[Field 27 Value],	[Field 27 Date]
[Field 28 Label],	[Field 28 Value],	[Field 28 Date]
[Field 29 Label],	[Field 29 Value],	[Field 29 Date]
[Field 30 Label],	[Field 30 Value],	[Field 30 Date]

[Line Field 1]

[Line Field 2]

[Line Field 3]

[Line Field 4]

[Line Field 5]

[Line Field 6]

[Line Field 7]

[Line Field 8]

[Line Field 15]

[Line Field 16]

[Line Field 17]

[Line Field 18]

[Line Field 19]

[Line Field 20]

[Line Field 21]

[Line Field 22]

[Line Field 23]

[Line Field 24]

[Line Field 24]

[Line Market]

[Line Insurance]

[Line Field 9]

[Line Field 10]

[Line Field 11]

[Line Field 12]

[Line Field 13]

[Line Field 14]

[Line Field 27]

[Line Field 28]

[Line Field 29]

[Line Field 30]

[Line Field 14]

Preview of Property comments

[CommentsPreview]

Property comments in Rich Text Format

[CommentsRTF]