



KEYPrime Accounts & Property Range

Version 8.5.

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Release version 8.5 Notes

The following notes are written to provide some insight into the new features and changes that we have made to the software since the previous released version 8.0.19.

Introduction

Release 8.5 of KEYPrime products follows close on the heels of version 8.0 which was held back so that our support team could look after the many, many calls relating to the introduction of HMRC's MTD for VAT this year. Thank you for bearing with us; it has been a somewhat difficult year keeping up with the last minute changes and teething problems of the Government Service.

Brexit

As things stand there is insufficient clarity of the impact of Brexit for us to make any changes to the program; so far the only change identified is a possible change in the wording on the VAT 100 return forms. We are certain this is something that is of little concern to most users and has no practical impact on the use of the product. Should things change we will make any required amendments and release these as soon as practical.

Highlights

Integration with AutoEntry and Receipt-Bank

To facilitate the growing use of online cloud document scanning utilities we have worked alongside two products, AutoEntry and Receipt-Bank, to provide a facility to import transaction information from these paid-for services.

Charge manager

A new Charge Manager module has been developed for recharging Service charges for managed property block. This chargeable feature can be used in other situations where costs are incurred and then need to be recharged out, on a proportional basis, to customers or group members.

Launchpad

When upgrading a database there is now a better indicator that the upgrade is progressing.

Accounts

General

Loading the program, editing and saving transactions, running the year end and recalculating opening balances should all be faster as a result some improvements in coding.

Where the export to Excel option was set to Save to File, the import option is now still enabled where Excel is detected on the work station. Excel exports have been speeded up in some cases, notably budget exports, by exporting to file first and then opening the file.

Sales Invoices

There is an option in Setup, Entry Defaults to include the delivery address on the Sales Invoice entry screen. This allows selection of alternative addresses, which can be added to your Sales Invoice stationery as required.

Item	Nominal	Enterprise	Analysis	Description	Qty	Price	Net	V	VAT	Gross
*										

Existing Import options for standard and advanced versions can be found under the Advanced Import menu in Utilities. We have exciting plans to further enhance these features in the next 12 months.

Nominal Journals

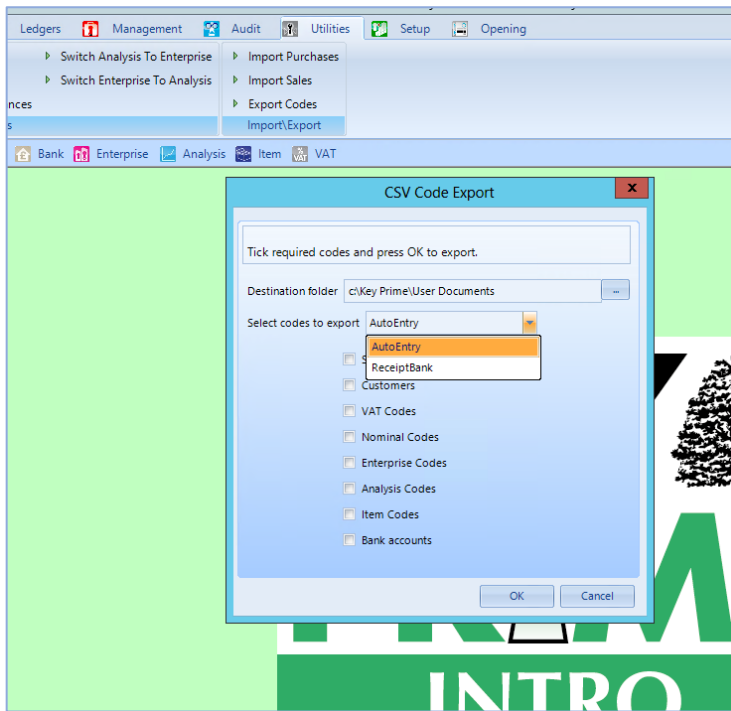
Item price and unit type can be included on the Journal screen for data entry. This allows a calculation of the net amount by entering quantities only where the price already exists; really helpful for allocating costs on a usage or pro rata basis.

Postponed WTP

The detailed WTP postponed list includes an option to show the long description of items marked for payment, previously it was showing the ledger text value.

AutoEntry/Receipt bank link

This new feature is available to all users who have a subscription to one of these two commonly used third party services. This allows transaction information to be imported directly into KEYPrime.



AutoEntry and Receipt Bank are web based services that allow users to send images of invoices for storage and extraction of trader, invoice date, some of the coding, the net amounts and VAT. This information can then be downloaded and imported into KEYPrime accounts. These services are quite limited in their ability to analyse the information but work well for simple transactions and recording.

In the case of Intro users this will bring purchase ledger items in as Bank Payments against the default bank account; for Accounts and Advanced users these will be imported as Purchase Invoices.

Daybook

The all transaction daybook includes an option to show the on Hold column on the grid.

Decimals on quantities will show according to the nominal code decimal setting when running the Daybook list reports in detail.

Bank Reconciliation

The Bank reconciliation screen includes separate totals for the selected payments and receipts.

Reconciliation up to 23/10/2019										
Date	Trans. No.	Type	Code	Trader	Pay/ct.No.	Debit Amt.	Credit Amt.	Reconciled	Method	
14/08/2018	649	BP	GILES	Giles Cook	235	70.00		<input checked="" type="checkbox"/>	D	
14/08/2018	669	BP	HAYTON	D. Hayton	255	60.00		<input checked="" type="checkbox"/>	D	
14/08/2018	644	BP	MALC	Malcomm Allen	230	70.00		<input checked="" type="checkbox"/>	D	
14/08/2018	657	BP	SHAMUS	Shamus Carmichael	243	135.00		<input checked="" type="checkbox"/>	D	
14/08/2018	653	BP	STEVE	Steve Gibbs	239	100.00		<input checked="" type="checkbox"/>	D	
17/08/2018	841	BP	DHSS	DHSS	227	15.40		<input checked="" type="checkbox"/>	D	
17/08/2018	676	BR	LMS	L.M.S.	61		2348.03	<input checked="" type="checkbox"/>	C	
17/08/2018	877	BR	MILLER	SA Miller & Son	62		6365.65	<input checked="" type="checkbox"/>	C	
18/08/2018	634	BP	INLREV	Inland Revenue.	101020	1586.82		<input type="checkbox"/>	C	
19/08/2018	611	PP	SEB	Southern Electricity	101048	897.00		<input type="checkbox"/>	C	
20/08/2018	631	BP	ABAL	Abal Alarm Company	280	117.50		<input type="checkbox"/>	D	
21/08/2018	650	BP	GILES	Giles Cook	236	70.00		<input checked="" type="checkbox"/>	D	
21/08/2018	670	BP	HAYTON	D. Hayton	256	60.00		<input type="checkbox"/>	D	
21/08/2018	635	BP	HIBBER	JWT Hibbert	101022	8.38		<input type="checkbox"/>	C	
21/08/2018	645	BP	MALC	Malcomm Allen	231	70.00		<input type="checkbox"/>	D	
21/08/2018	678	BR	PAYMA	Paymaster	63		502.02	<input type="checkbox"/>	C	
21/08/2018	658	BP	SHAMUS	Shamus Carmichael	244	135.00		<input type="checkbox"/>	D	
21/08/2018	656	BP	STEVE	Steve Gibbs	240	100.00		<input type="checkbox"/>	D	
24/08/2018	628	BP	ROXTON	Roxtons	101023	122.88		<input type="checkbox"/>	C	
25/08/2018					101030	77.00		<input type="checkbox"/>	C	
25/08/2018	912	PP	ABAL	Abal Alarm Company	101020	231.54		<input type="checkbox"/>	C	
						385.40	8713.68			

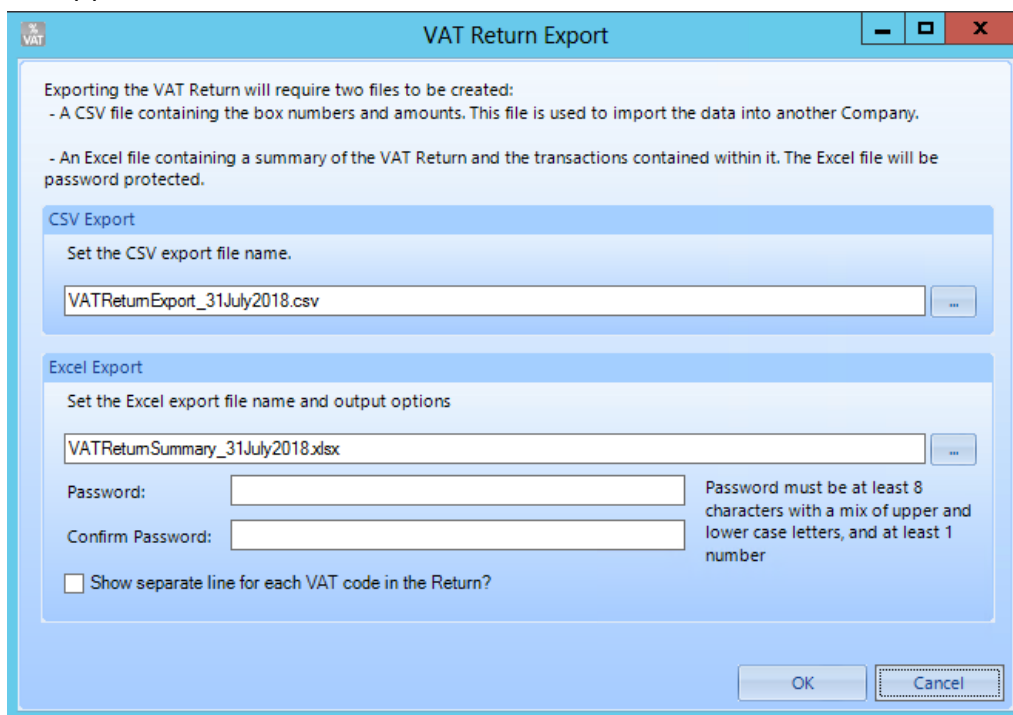
When using the Automatch bank reconciliation and creating a New transaction for a trader that entries have already been matched for, as well as showing the last 5 entries there is an option to enter a new transaction from scratch or copy one from the list.

VAT – Importing returns from KEYPrime and other packages

It is now possible to import VAT summary figures from other packages. These include

- KEYPrime databases
- Farmplan
- Sage
- Quickbooks
- Xero

First export the VAT file from the other database or software. In KEYPrime this is done by calculating the VAT return in the database to be exported in the normal way. When this has been done the export button will become active and when you click on it the following form will appear.



The screenshot shows a 'VAT Return Export' dialog box with the following content:

Exporting the VAT Return will require two files to be created:

- A CSV file containing the box numbers and amounts. This file is used to import the data into another Company.
- An Excel file containing a summary of the VAT Return and the transactions contained within it. The Excel file will be password protected.

CSV Export

Set the CSV export file name.

VATReturnExport_31July2018.csv

Excel Export

Set the Excel export file name and output options

VATReturnSummary_31July2018.xlsx

Password:

Confirm Password:

Show separate line for each VAT code in the Return?

OK Cancel

Two files will be created. The first (top) will have the basic details to import into the company doing the submission, in a CSV format. The second, Excel file, will have the summary and all the detail behind the VAT figures. This file will be password protected. There is an option for separate lines for each VAT code in the Excel file.

Choose the folders where the files are to be exported. When you click the OK button these files will be created.

When doing the new VAT return in the submission company there is an option to import. Click this and select the format of the VAT return to import. Find the file and select the nominal that you wish to use for the VAT – normally a current asset or liability code, and then select the VAT code that you wish the figures to be included with, this would normally be code “S”.

VAT Return Import

Enter the import details for this VAT Return

Import Format: KEY Prime Accounts

Import File:

Nominal Code:

VAT Code: S Standard Rate

OK Cancel

The successful import will create a journal that will be included in the VAT return and also a balance, for just the VAT, left on the nominal ready for repayment or receipt to the other company. Now calculate and submit the VAT return in the normal way.

Management Reports

Progress reports can be set to show difference against budget and last year as a percentage instead of the value; red is still worse performance and black is better.

Key Prime Accounts

Demo Advanced Accounts

LANDMARK SYSTEMS

Progress Profit & Loss - 01/01/2018 to 31/07/2018
Compared to Budget 2 - Finalised Budget

	Jul 18			To Date			% Bud Diff	% LY Diff	Tot Bdgt
	Actual	Budget	Last Year	Actual	Budget	Last Year			
Sales									
Arable Income									
Wheat	0	4500	7331	65641	49500	66119	33	-1	89500
Barley	4210	4030	0	61901	35530	32105	74	93	35530
Grass Seed	0	0	0	0	27500	2992	-100	-100	35400
Straw	0	0	0	18	228	228	-92	-92	2963
Hay	-5	0	0	383	1950	525	-80	-27	3900
Arable Income	4205	8530	7331	127944	114708	101969	12	25	167293
Livestock Income									
Cattle	8768	0	907	37315	18000	29344	107	27	39250
Lambs	1705	875	595	3385	1750	1282	93	164	14350
Wool	0	0	0	2071	2000	1784	4	16	2000

For advanced users the Variance report format includes this percentage value by default as shown.

Key Prime Accounts

Demo Advanced Accounts

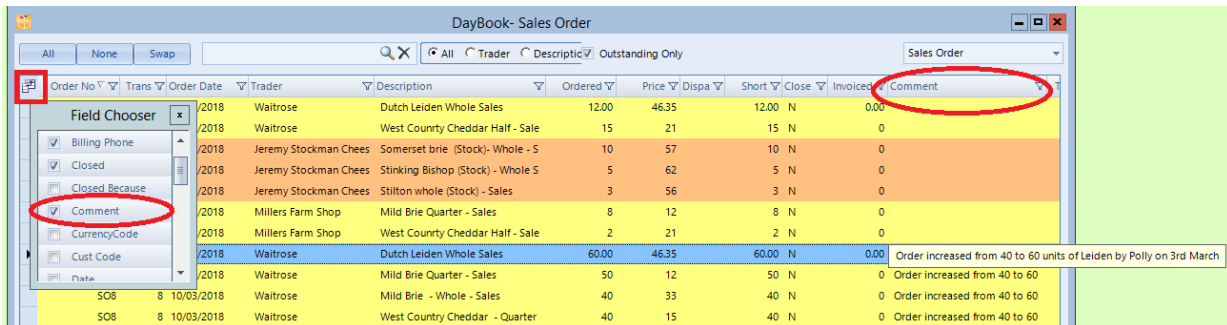
LANDMARK SYSTEMS

Profit & Loss - 01/01/2018 to 31/08/2018
Compared to Budget 2 - Finalised Budget

	Annual Budget	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	To Date
Total Arable Income														
Budget	167293	650	3150	22628	55750	19500	4500	8530	235	18100	5650	7950	20650	114943
Actual		19300	46784	30337	13150	13988	180	4205	0	0	0	0	0	127944
Variance		18650	43634	7709	-42600	-5512	-4320	-4325	-235	0	0	0	0	13000
% Variance		2869	1385	34	-76	-28	-96	-51	-100	-100	-100	-100	-100	11
Livestock Income														
00100 Cattle														
Budget	39250	4500	4500	4500	4500	0	0	0	12250	4500	4500	0	0	30250
Actual		0	20895	2675	0	4977	0	8768	2105	0	0	0	0	39420
Variance		-4500	16395	-1825	-4500	4977	0	8768	-10145	0	0	0	0	9170
% Variance		-100	364	-41	-100	100	0	100	-83	0	0	0	0	30

SOP/POP

The daybook list includes an option to show the Order Comments on the grid. This is under the field chooser top left of the screen.



Order No	Trans	Order Date	Trader	Description	Ordered	Price	Dispa	Short	Close	Invoiced	Comment
/2018			Waitrose	Dutch Leiden Whole Sales	12.00	46.35		12.00	N	0.00	
/2018			Waitrose	West Country Cheddar Half - Sale	15	21		15	N	0	
/2018			Jeremy Stockman Chees	Somerset brie (Stock) - Whole - S	10	57		10	N	0	
/2018			Jeremy Stockman Chees	Stinking Bishop (Stock) - Whole S	5	62		5	N	0	
/2018			Jeremy Stockman Chees	Stilton whole (Stock) - Sales	3	56		3	N	0	
/2018			Millers Farm Shop	Mild Brie Quarter - Sales	8	12		8	N	0	
/2018			Millers Farm Shop	West Country Cheddar Half - Sale	2	21		2	N	0	
/2018			Waitrose	Dutch Leiden Whole Sales	60.00	46.35		60.00	N	0.00	Order increased from 40 to 60 units of Leiden by Polly on 3rd March
/2018			Waitrose	Mild Brie Quarter - Sales	50	12		50	N	0	Order increased from 40 to 60
S08	8	10/03/2018	Waitrose	Mild Brie - Whole - Sales	40	33		40	N	0	Order increased from 40 to 60
S08	8	10/03/2018	Waitrose	West Country Cheddar - Quarter	40	15		40	N	0	Order increased from 40 to 60

Where the comments field is shown the full details can be seen by hovering your mouse over it. This means there is no need to take up all the screen with the full width of the comment nor do you have to open the order.

Multi-Currency

It is no longer possible to accidentally set the mandatory VAT revaluation adjustment code with a 0% rate of VAT. For multi-currency users please check the mandatory nominal codes on each currency to ensure that the Revaluation code is set to Outside the scope of VAT and the VAT Revaluation code is set to the appropriate Standard rate VAT code.

Client Accounting

When copying transactions in Client Accounting the client code is retained for the new entry.

Consolidator

When running reports in Consolidator attention will be drawn to any mismatch in the date range of the master budget in the individual companies.

A number of issues have been fixed when drilling down on reports in the consolidator program.

Property

General

When a user opens a Property or Tenancy the default is to open on the diary tab. Individual Users may now opt to open them on the last tab that they viewed. Therefore if the user only works on Reviews they will no longer have to keep switching tabs. The setting is found on the User record in Admin, Users.

The screenshot shows the 'User Details' form with the following fields and settings:

- User name: DEMO
- Name (full name): Demo User
- Password: *****
- Confirm password: *****
- Role: Admin
- Non active:
- Diary settings:
 - Load diary at startup
 - Show all transactions
 - Show only diary actions assigned to me
 - Show only diary actions created by me
- Property user settings:
 - Display name in sidebar
 - Display code in sidebar
 - Disable mouse wheel for code selection
 - Show only my managed properties
 - Show transaction number on receipt
 - Open properties and tenancies on last tab viewed

Rent books

The property rent book includes an option to sort by tenancy start date. This report when run in the Property section will always group by Property Type, Landlord and Property first, but within that grouping the Tenancies will be sorted by start date. If you want the rent books to be sorted solely by Tenancy Start then they should be run from the tenancy section which also has this option.

The report can be run in detail or summary and is a useful way to check the outstanding balances by Property, Tenancy or Tenant.

Drilldown

Drilldown has been added to the detailed Property Rent and Tenancy details reports.

Verify

The property verify includes the Landlord code on the grid and will show up any Tenancy that does not have a start date; this would be very rare as it is a mandatory field, but it can cause unforeseen problems.

Charge Manager

This is a new module for allocating and recovering costs for block managed properties. It allocates the costs across leaseholders or tenants on a block of properties; proportional expenses may then be recovered, not only on a percentage share basis, but also over a period of responsibility. A separate more detailed document outlining the features and usage of this can be provided on request.

Workflow app

Both the tenant and property telephone numbers are included on the work items shown on the App.

New Actions can be created directly on the App with any due date and time, for synchronisation back to the office.

Accounts Group Training Timetable Winter 2019

Group training sessions on the use of KEYPrime including coverage of new features added in recent releases:

Day	Date	City/Town	County
Monday	11 th November	Pulborough	West Sussex
Tuesday	12 th November	Amesbury	Wiltshire
Tuesday	12 th November	Colchester	Essex
Wednesday	13 th November	Banbury	Oxfordshire
Thursday	14 th November	Faversham	Kent
Thursday	14 th November	Kettering	Northamptonshire
Friday	15 th November	Tunbridge Wells	Kent
Monday	25 th November	Okehampton	Devon
Tuesday	26 th November	Carlisle	Cumbria
Tuesday	26 th November	Chard/Yeovil	Somerset
Wednesday	27 th November	Kinross	Scotland
Wednesday	27 th November	Chipping Sodbury	S. Gloucestershire
Thursday	28 th November	Leominster	Herefordshire
Friday	29 th November	Telford	Shropshire
Tuesday	3 rd December	York	Yorkshire
Wednesday	4 th December	Grantham	Lincolnshire
Thursday	5 th December	Thetford	Norfolk
Friday	6 th December	Luton	Herefordshire

Call the office on 01798 877100 for details and pricing.