KEYPrime Accounts & Property Range

Version 10.0

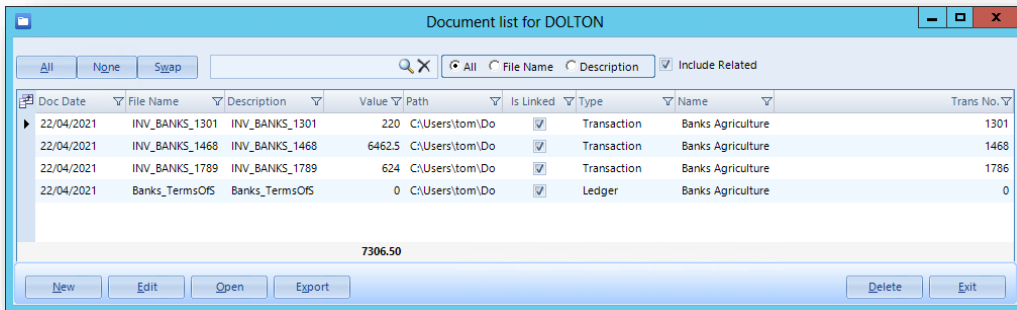# Contents

New Features

Documents

The accessibility to documents has been updated in this latest version with the ability to view a list of documents and related documents to an object.

A new Document menu in KEYPrime Accounts and KEYPrime Property opens a list view where all the documents linked into KEYPrime can be found.

Opening a list of documents for a specific object such as a Transaction or Supplier will show a list of all the documents linked directly to that object. The list has an option to see all the related documents that are attached to objects linked to the selected object.
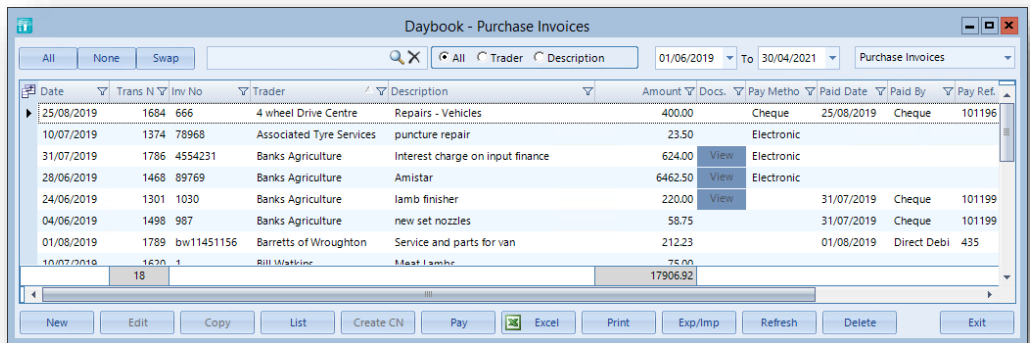
Previously some documents linked to a transaction were also directly linked to the corresponding trader. Please note that these will now show as related documents, so if it appears there are some documents missing switching to view related documents may show these.

The documents can be linked to physical files in the file system or to a web link to an online document or internet page. File names of up to 500 characters can now be handled when attaching documents.

When you drag and drop a document the default will be to Link the document to an object. Holding the CTRL key will force KEYPrime to Copy the file to the KEYPrime storage folders, should you want to force users to "Copy on drag and drop" then this can be set under preferences in Accounts and Admin Settings in Property.

For users with the SOP/POP module the ability to link documents to an order, using drag and drop, has been implemented.

For objects that can have linked documents the list views now include a Docs. column to show documents are linked. Clicking the button will open the document list for the object.

All entry screens now have a ⬚ button in the top right corner which, when clicked, will open the document details form to allow attaching / copying a new document to the object. Depending on the type of entry screen the button may not show until the object has been saved e.g. entering a new Trader or Property.

Meters

The latest version includes several key enhancements to the metering system.

A new import utility has been created to enable the user to import and export data from the meter display and meter reading grids.

Improved export functionality from the Meter reading forms allows the user to create customised meter collection lists.

An Information Only reading type has been created that can be used to add interim readings that are disregarded when invoicing meters. These provide the ability to monitor meters between invoiced readings.

For KEYPrime Property users there is now an additional message to warn when ending a tenancy, if there are outstanding meter readings to be charged,.

Another warning is displayed if the customer or tenant is changed on a meter and also any existing recurring entries linked to the meter display will be disabled.

KEYPrime Accounts

Entries and Daybook

Payment of multiple invoices to different traders using a foreign currency has been enabled in the purchase and sales invoices daybooks. Select the invoices that you wish to pay, which must all be in the same currency, right click to show the context menu and select Pay Selected Invoices.
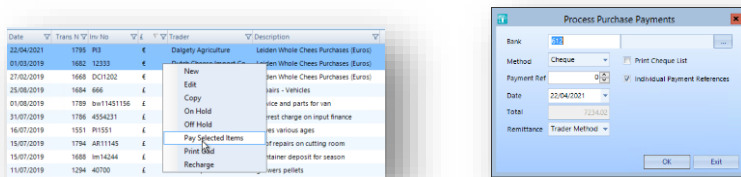

The daybook grids and the Fixed asset ledger now show total values for the Net, VAT, Foreign Currency and Gross amounts at the bottom of the grid

Date	Trans No	Inv No	Trader	Description	Paid Date	Pay Ref	Status	Net Amount	VAT Amount	Amount	Paid Amount	Printed
28/06/2019	1479	29	W.J. Smith & Partners	Horse Grazing - 01/06 - 30/06			Unpaid	100.00	0.00	100.00	0.00	N
30/06/2019	1782	June 19	HM Revenue & Customs	Purchase VAT Account	14/07/2019	20	Paid	2208.65	0.00	2208.65	2208.65	N
01/07/2019	1481	76879	Worcester Market	7545\kg Bulls	16/07/2019	33	Paid	10396.24	-30.36	10365.88	10365.88	Y
01/07/2019	1787	SI45	Helen Pullen	3 Foot Fence Posts	01/07/2019	112	Paid	75.75	15.15	90.90	90.90	N
28/07/2019	1480	30	W.J. Smith & Partners	Horse Grazing - 01/07 - 31/07			Unpaid	100.00	0.00	100.00	0.00	N
31/07/2019	1793	July 19	HM Revenue & Customs	Purchase VAT Account			Unpaid	1057.29	0.00	1057.29	0.00	N
05/08/2019	1482	897987	Worcester Market	Lambs	05/08/2019	117	Paid	3222.92	-27.42	3195.50	3195.50	N
19/08/2019	1483	SI1483	Worcester Market	Lambs			Unpaid	3072.71	-25.46	3047.25	0.00	N
25/08/2019	1686	SI36	Swindon Car Auctions	Square baling			On Hold	2.00	0.40	2.40	0.00	Y
25/08/2019	1687	SI37	Swindon Car Auctions	Small Bales - Baling			On Hold	45.00	9.00	54.00	0.00	Y
01/09/2019	1222	16	Fountain Forestry	Bundles of kindling wood			Unpaid	2056.25	411.25	2467.50	0.00	N
	11							22336.81	352.56	22689.37	15860.93	

The User Defined frequencies option has been turned on for the accounts company allowing a user to set up special frequencies.

The WTR (What To Receive) utility has been adapted to include invoices dated after the receipt date.

For users with the recharge module the Adjustment Criteria form has been improved to highlight the requirement to show a negative or positive symbol when using a percentage adjustment.
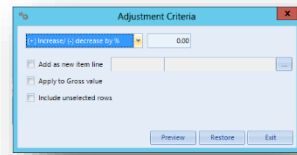
Importing and Batch entry

A new Batch entry template has been added for Orders.

Batch entries permission to View All has been added to allow greater access to user batches.

The ability to copy a previously created Batch has been included to make it easier to process similar batches. For example, for timesheets or weekly repeat orders.

The columns on Batch Entry for Traders, Analysis, Enterprise, VAT code and Items have been colour coded to differentiate when selecting active or non-active codes.

Batch entry will now warn you if you enter lines that would generate multiple invoices with the same invoice number.

After importing a batch it is now possible to edit the VAT code if necessary.

AutoEntry or DEXT (Receipt Bank) csv files contain the URL to the source document of the transaction when importing is linked to the transaction or, when using Batch Entry, is included in the Batch Entry import. Once the transaction is created clicking on the document will open up your web browser and take you to the document held follownig logging on

Other data entry enhancements

The bank sort code and account number can be included in the Postponed WTP (What To Pay) report in Accounts when the Show Bank Details option is selected.

A new bank export format has been created that uses the invoice number as the reference number instead of the trader's reference number. It is called "Lloyds Commercial (InvRef)"

The Purchase Order number is also included on the detailed WTP Postponed report if it is exported to excel as data.

Transaction import has been improved to handle columns without a heading and duplicated column names.

Receipt bank has been rebranded as Dext, references in the application for importing data from Receipt bank has been updated to Dext.

Reports

The Progress reports now include a difference on the total bank balance values, as well as an improved colour formatting on the total values.

Custom Reports: A new Enterprise Custom report has been added that works in a similar manner to the Analysis Custom reports. This provides the option to run a custom report layout with the values for selected enterprises. The report can be run from the Enterprise List form.

Where a user has enterprise rights set they will not see enterprise codes that they do not have access to even if set as a default on the trader.

The columns for Units and enterprise codes have been made more consistent.

Layouts

The Despatch note layout now includes the web address field.

Emails from KEYPrime used to include an extra space at the top of the email, this has now been removed.

The Invoice line reference number "**InvDetailReferenceNo**" has been included as an extra field in the payment Remittance layout.

An option has been added to the setting for layouts to exclude purchases from customer statements.

The Invoice Number has been made available for inclusion on Landlord Statements in either Accounts or Property.

Property Lite

Sales invoices can now be set up as recurring entries if the Property lite module has been enabled for KEYPrime Intro accounts.

SOP / POP

In the SOP/POP list screen the following fields have been included: "**InvoicedNet**", "**ToBeInvNet**", "**InvoicedVAT**", "**ToBeInvVat**".

The column "InvTxNo" has been added to the SOP / POP daybook to show the invoice transaction related to it.

The SOP and POP daybook will automatically update when you save a new entry.

Budgets

Bank accounts that are no longer active have been removed from the opening balances section.

Data Link

The Data link for SOP and POP, "**DV_SOPPOP**" has had the Billing Address and Delivery Address details added.

The following columns have been added to the data link view "**DV_GeneralLedger**" to show the paid amount for each transaction:

- PaidNet
- PaidVat
- PaidDiscount
- PaidFCNet
- PaidFCVat
- PaidFCDiscount

Additional data link views have been added.

"**DV_CashDetail**" and "**DV_PostingDetail**". These provide a list of the cash and nominal transactions in the accounts. The following columns are available:

- Type
- CompanyID
- Bank

- Trader
- Date
- NominalID, NominalCode & NominalName
- EnterpriseID, EnterpriseCode & Enterprise
- AnalysisID, AnalysisCode & Analysis
- ItemQuantity & LedgerQuantity
- NetAmount, Vat, DiscountAmount
- Description
- ReportType
- Sign
- Posted
- YeTx

"**DV_TenancyReview**" provides details of the tenancy reviews for the properties in the system. The view includes the following columns:

- LandlordID, LandlordCode and LandlordName
- PropertyID, PropertyCode and PropertyName
- TenancyID, TenancyCode and TenancyName
- TenantID, TenantCode and TenantName
- LedgerName, LedgerID
- DemandNumber, DemandActive
- ReviewAgreedDate, ReviewEffective, ReviewStartDate
- ReviewNotice, NoticeInMonths, ReviewInterval
- ReviewStatus,
- ActiveReview, Planned
- AnnualRent
- Frequency, PeriodRent, PartYearFrequency
- PeriodMultiplier, AdjustmentAmount
- ReviewInfo
- AccountsCompanyId

KEYPrime Property

The refresh function in Property Verify re-runs the verify so you can drill down and fix problems and check your progress on the report.

Compliance

KEYPrime Property has a new Smartview Compliance dashboard that is driven from the diary items for properties, this is an initial version of a forthcoming compliance module. In this version you can view a grid showing the diary actions for any properties in the system.

Any property with a diary action that has not been completed will be shown on the grid. If it is overdue it will be highlighted in red, actions due in the next 7 days are highlighted in yellow and any due in the next 30 days are green.

If there are multiple entries for the same property and action code the most outstanding date is shown.

Where an action has been completed in the past and there are no upcoming actions the last completed date is shown in a light orange italic text, as additional information.

Demands

The Property name column has been included in the Demands List screen.

Diary, Notes and Tasks

The Diary Activity and Task reports with Show Telephone selected will now include a prefix to identify telephone, mobile and fax numbers, as well as better layout handling for email addresses.

Following customer requests, when creating a New Task the task screen is now re- sizeable.

Properties

A new EPC report has been added to the properties list. This will show a list of the EPC values for the selected properties. The report options include a history of previous EPCs as well.

The Smartview button for the Property Voids and Time to Collect Rent have been moved to the respective report criteria forms.

The "**Empty**" option for the tenancy status filter in the property list screen has a preceding space to make it appear at the top of the list.

Invoices and Orders

The Delivery Method field has been included in the invoices list in KEYPrime Property.

The option to see and set an order Status that is available in the Accounts are is included in Property now.

KEYPrime Consolidator

The consolidator Nominal code list has had the Group and Group Type columns added.

KEYPrime Client Accounting

The Bank Payment and Receipts report in Client accounting have been modified to group on the Landlord client name.

KEYPrime Works Manager

Workflow

A button to force KEYPrime to synchronise with the Azure server has been added to avoid having to wait for the next synchronisation to view tasks in Workflow. In line with this the minimum synchronisation time between updates to the cloud has been increased to 10 minutes. Where is it ? as I do not have workflow on the demo data

The list of jobs in the Workflow app can now be sorted in ascending or descending order as well as showing the completed jobs at the top or the bottom of the list.

The Workflow mobile app is also going through some enhancements and an upgraded version should be available later this year.

When using the workflow mobile app and attaching images to a task these sometime do not get updated and connected to the task in KEYPrime. This has been fixed so that when you open the task the photos are updated and linked to that task.

Notable Fixes

Technical and Launchpad

An issue with the restore process that meant that you could not restore files which included a full stop in the name has been resolved.

Network access issues during the backup and restore process have been improved to avoid errors about user permissions and temporary backup files being left behind. Some issues with the transfer to Landmark process have also been dealt with.

.Net Framework version 3.5 has been included in the main installation media as this is required by the SQLExpress 2012.

The KEYPrime exception log has been moved to the users' AppData folder as writing to the users' document folder can cause problems with OneDrive and antivirus software. The file is now stored in the Landmark\Key Prime\Prime Log folder under the users current AppData folder. For a user with a roaming profile this will be the following location:

C:\Users*<userename>*\AppData\Roaming\Landmark\Key Prime\Prime Log

Launchpad shows a message box to indicate that it requires updating if the automatic updater has downloaded an update. If the user does not respond to the message it has been configured so that it will not show multiple messages.

KEYPrime Accounts Fixes

The behaviour when adding a Fixed Asset on a journal has been amended to work properly.

The Net Book Value report for Fixed Assets now defaults to be by Purchase Date rather than Asset Code.

A minor issue has been fixed in the Opening balance for a Bank Reconciliation that meant the pence figures were being dropped if that field was selected.

Unnecessary warnings when exiting from some entry screens have been removed.

The All Transaction daybook has been fixed so that the values are showing the correct signage for different transaction types.

Clicking the Balances button from the Customers or Suppliers list, when nothing is selected, will open the balances screen with all the visible traders selected and allow you to step through them.

A fix to the VAT return process means that supplementary returns are generated correctly for Grouped VAT returns.

When running Verify a nominal that used to contain a fixed asset will be included in the fixed asset balance checks.

When processing the What to Receive (WTR) the "Advices by" column was being ignored. This has been fixed so that if the field is set to "None" the advice is not printed, if it is "Print" the advice is printed and if it is "Email" it will be emailed. If the trader does not have an email set KEYPrime will request an email for the trader.

SOP/POP daybooks will now retain any grouping settings on closing the section.

Accruals and Prepayment transactions now include both ledger and item quantities in the Nominal transaction reports when the option is selected.

When entering stock items where no balance currently exists, there is no longer an annoying warning. The warning only shows if the transaction will make the stock become negative.

In client accounting an issue has been fixed whereby when editing a recurring entry for a sales invoice the landlord was being lost.

The VAT Calculation for budgets has been fixed when calculating quarterly VAT if the quarterly period is out of step to the typical calendar quarters.

Batch Entry, Import and Export

An issue with additional blank lines in an exported spreadsheet has been fixed to make it simpler to import back into KEYPrime.

Deleting batches from the Batch screen has been fixed to make sure they get removed when deleted.

Sometimes you cannot remove a code in the Batch Entry screen, this has been corrected to allow clearing them when incorrectly entered.

Issues have been fixed in SnapEntry (AutoEntry and Receipt bank / Dext Prepare) where the import could fail if there was no default bank selected or a nominal was imported that required an enterprise and analysis.

Property lite

The property address on an imported analysis code has been fixed to import correctly.

When using Property Lite there was an issue that KEYPrime may expect a subsidiary VAT return when it was not required; this has now been fixed.

Reports

The drill down option for the Analysis Monthly Report has been reactivated.

The drill down on cashflow reports has been fixed to show the control nominals correctly, especially for enterprise management reports.

The management Cashflow, Profit & Loss and Income & Expenditure reports have had a number of improvements on how they report the VAT and discount control accounts; these have also had some issues with the drill down on the control accounts corrected.

When you run a Cashflow progress report and include the option to show last year, the opening and closing bank balances were being included under the default bank. This has been fixed to show the opening and closing balances for each bank account.

When running Custom Reports and selecting Annual , this now shows the same format as the standard reports.

The option to include commas on Custom reports has been reinstated.

The Amalgamated Analysis Cashflow Report has been fixed so that the option to include transactions without an analysis works.

The Cashflow Smartview has been fixed to include journals where there is a net cash movement.

The yearend process has had some performance enhancements and removal of some redundant sections to make it quicker.

The consolidated balance sheet has been fixed to show the correct balance when running the report for a date that is not the financial year start date of the included companies.

The transaction drilldown reports have been fixed so that duplicated payments are shown correctly.

Consolidator

The following issues in the consolidator reports have been fixed:

- Consolidator Budget report showing wrong opening bank balances.
- Consolidator problems with P&L report showing extra values at end of each enterprise section.
- Consolidator drilldown giving no transactions or incorrect ones.
- Consolidator Cashflow Progress; no column headings on Total and Total Budget
- Stock Adjusted reports not working properly.

KEYPrime Property Fixes

The "**DV_Tenancies**" Datalink view has been fixed to not show duplicate rows for tenants with multiple addresses.

On the invoice layout the data has been fixed so that where the paid date is blank in the database it is not showing as 01/01/1900.
The field Tenancy type can be added to the layout.

The Property Notes report has been fixed so that notes up to 23:59 on the ToDate are included.

The Time to Collect rent report and Smartview have been amended to calculate a weighted average time when there are multiple settlements for a property in a single period. The effect of any purchase invoices has been removed. The sorting in the report has also been fixed.

The Property Voids report and Smartview have been fixed so that the tenancy end date is ignored for a tenancy where this is set for information only.

The Charge Manager summary cost report has been fixed to show the trader where it was missing. The drill down has been disabled in the Cost transactions report in KEYPrime Property. The Reconciliation screen has also been fixed to calculate the percentages correctly.

If a new rent demand is created to replace an existing rent demand with a linked meter service charge, the meter service charge will be moved to the new rent demand.

The property reports did not restrict the All properties option when using the "Property manager restricted" option; this has been fixed.

An unhelpful error message was being displayed if a user tried to print or email remittance advices from bulk receipts in KEYPrime Property. This now advises that Printing or Emailing remittances must be done from KEYPrime Accounts but the bulk receipts can still be run.

An issue has been fixed where a custom demand layout in KEYPrime Property was not including the first line of the address for new properties.

A bug has been fixed where you could not create a Credit Note from an edited SI where only one landlord existed.

Client Accounting

A custom Landlord statement has been fixed to make sure the CreditNet and CreditVat values are correctly signed.

Invoices can be postponed in Client Accounting without losing the Client code.

NB.
This is not a complete list of all fixes in this version as some minor fixes and rare problems do not warrant listing. If you have encountered a problem in the past it is worth checking to see if we have fixed it but not documented the fix here. Where you find a problem or have a request please let the support line know. We cannot promise to accommodate all requests, but we would still like to hear about them; it is quite common to have solutions already.