KEYPrime Accounts & Property Range

Version 10.5

Contents

Launchpad

SQL upgrade

We are planning to release the latest version of the database engine we use for Prime as a phased release over the next 12 months.

You need do nothing at the moment as your Launchpad program will tell you when the update is available for you.

Customers on our Hosted services need do nothing as we will handle all these upgrades out of office hours.

The end of Extended Support from Microsoft for the database engine is 12th July 2022, it will continue to function beyond that date but Microsoft will only provide security fixes until 8th July 2025.

We last did this 9 years ago and have tried to make the update process simple and as automated as possible, however it may take up to 30 minutes for a slow internet connection but only needs to be carried out on the computer where your data is held, usually one machine.

It is important for anyone receiving customer or colleague data backups that they are updated at the same time, and so we will be releasing to our professional customers first.
N.B. Any that return data to clients should contact us so we can include these customers in the early releases.

Further details can be found in the Help ![help icon] found at the top of Launchpad.

Accounts

Ledgers

EORI numbers: In Accounts there are 2 new fields in the Company details and 1 new field in the Customer details for EORI numbers. In Property, a single field appears in the Landlord, Estate and Tenant details.

Economic Operators Registration Identification numbers for those

moving goods into or out of GB and/or NI. These fields are available to add to all stationery layouts.

Traders: Address Names have been increased from 8 to 30 characters.
Listing screens, Debtors/Creditors button. New fields available from the field chooser are Address, Trader type and Trader Group.
Traders can now have a default Item code.

Automatch: When creating a new BP/BR in Automatch the BP/BR entry screen will close after the new transaction has been saved.

Screen layout can have fields moved, added or removed and will save the format for the next time it is opened.

Virgin bank has been added to the Automatch statement import format list.

Property Lite appears on the Toolbar as well as in Ledgers/Coding.
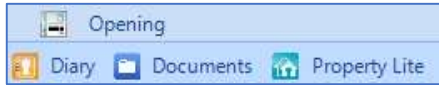
The Stock Movements report shows the Analysis code and can be filtered by analysis code as well as enterprise code.

The Items report now includes SOP/POP transactions.

The Filters on columns in the listing screens in both accounts and property, plus the daybook in accounts, will now allow more than one item to be selected at a time.

Each value has a tick box next to it and any of them can be ticked or unticked.

There is also a Text or Number Filter at the top of the list which allows you to select such options as Greater Than... Equals... or Less Than... Starts With...etc.

The Custom Filter is now at the bottom of that list.
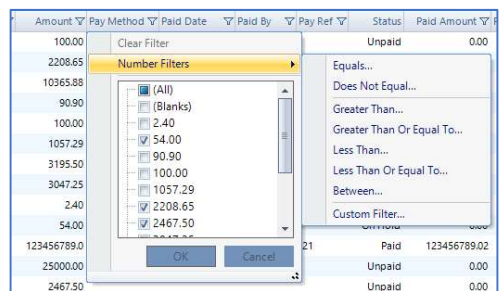
Customer Discounts

A new Customer Discount feature to add a fixed % discount to a customer which is applied when using an Item that has been marked as discountable. Trader discounts may be applied on the Sales ledger using Items only. It is included by default in all accounts packages and is also available on Swiftbill.

Customers to be given discount will have a % discount rate on their Defaults tab.
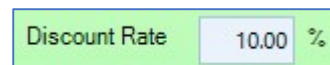
Items on which discounts are offered have a new tick box beside the Price.
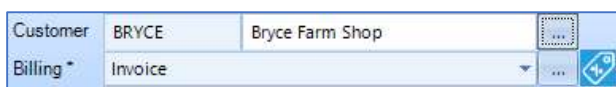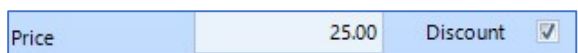
When entering a Sales Invoice, Sales Credit note or Sales Order

a new icon appears next to the trader address to show that discounts will be applied when using discountable Items. Hover over the icon to see the % discount for that trader. The discount will be applied to new item lines only so editing an old invoice will not change the price unless the Item is changed. The transaction entry

screens will show the original List Price as well as the Price which includes the discount.

The Discount field will be available from the field chooser on both the Customer and Items listing screens.

The discounted price, net amounts with and without discount, and discount amount will now be available on the Items report when the Pricing module is enabled.

Discount fields will be available on custom layouts for Sales invoices and orders.

Entries

There is a Comments box in the entry screens for PI/PC/SI and SC transactions to allow comments for individual transactions. This can also be displayed on the Daybook screen.

The Invoice no. field in Purchase Invoices now allows up to 50 characters.

New Recurring entries will now automatically include Trader defaults.

Batch Entries – the listing screen has a field to indicate how many lines have been entered on each batch.

An option is now available to be able to show Non-active codes on Batch entry screens if required.

Diary actions can be set up to block entries on traders. These blocking actions will now apply to Batch Entry as well. A red icon will be displayed next to the trader if new entries are blocked. A yellow icon means there is just a warning.
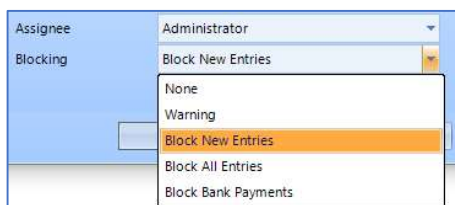

It is now possible to drill down on an invoice in a trader ledger report, then copy it and pay it at the same time.

VAT – the error message received when there are problems submitting VAT returns via MTD, have been made clearer and include a hyperlink to the HMRC webpage.

Payments on account and Sales on account can be made on foreign currency banks.

Individual Bank payments and Purchase payments will show a warning if the amount will take the bank over its overdraft limit.
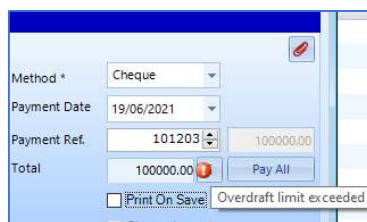
You can no longer sell a Fixed Asset on an opening journal – this will prevent possible data corruption.

Once a set of accounts has had a year end carried out, users are prevented from editing or adding any opening invoices with the flag set to VAT previously claimed.

WTP/WTR has a Docs column to show which invoices have documents attached.

WTP electronic method, produce file. There will now be a warning if you are going to overwrite the bank file so that another file name can be used instead.

The .csv format for bank C. Hoare and Co. is now available for electronic export in WTP.

2 new electronic export formats for Weatherbys Bulk Upload (FP) and Weatherbys Bulk Upload (BACS) are now available.

Management

The Enterprise Comparison report can now be run by Budget only.

Budget notes can be exported and imported. Notes will be exported to a separate worksheet and include the Nominal, Enterprise, Analysis, Date and Note.

Notes can be set up on a stand-alone spreadsheet but must be in the same format as the export. They are imported separately from the budget figures.
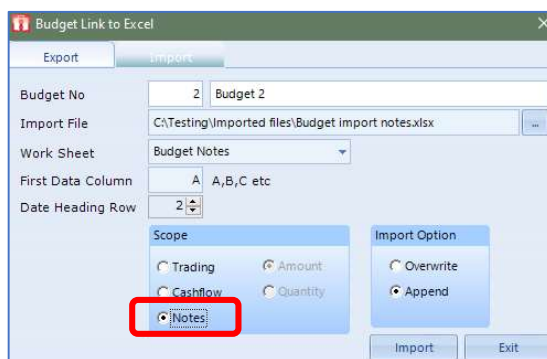
Analysis management reports now have an option to run the Trading report with All nominals rather than just P&L nominals.
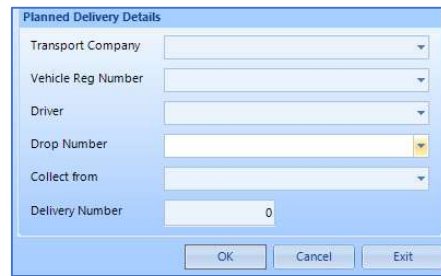
Utilities

ROSSUM has been added to the list of imports for the Import Purchase/Sales options. Imports from Rossum will automatically open in Batch Entry as there is not enough information on the import file to import directly.
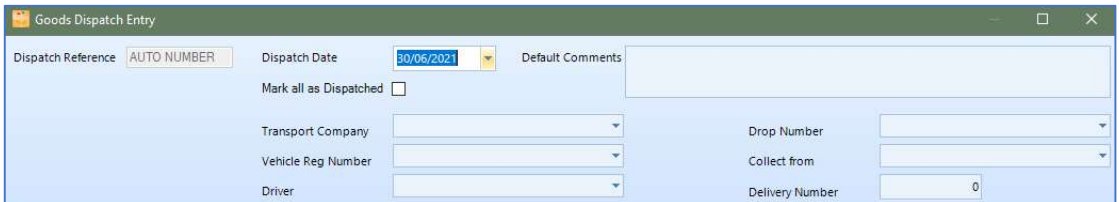
SOP/POP

New fields are available for the transport details on both Sales Orders and Goods Dispatch entry screens. Those entered on the SO are entered in the Details box and are headed Planned Delivery Details.

These fields can be added to the SOP listing screen from the field chooser.

Anything entered here will also appear on the Goods Dispatch entry screen but they can be overwritten if they need to be changed.

If there are no details on the order then the Goods Dispatch will be empty and the details may be added there:
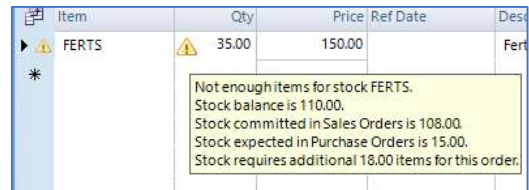
These fields can be added to the Goods Dispatch listing screen from the field chooser – they do not have the word Planned on the field names.

The Payment method and Bank Account fields are now available on Sales and Purchase Orders so they will automatically be entered on invoices created from them.

Enterprise code and name fields now available on the Goods Dispatched/Received listing screens.

Committed stock option: When entering Sales orders which include Stock items a check is made to ensure there is enough stock to cover the order.

If there will not be enough, the message tells you how many items are already committed in outstanding sales orders, as well as how many are expected in any outstanding purchase orders.

Documents

The Documents field can be added to the All Transactions daybook.

Documents can now be added to Purchase Payments and Sales Receipts.

You can drag and drop documents onto Batch Entry screens.

Drag & drop of emails has been changed so that if the email has attachments the user will have the option to save just the attachments and not the email.

Audit

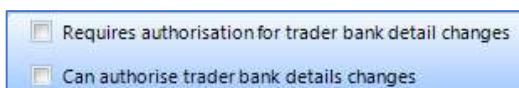There is now an option to show only Deleted items in the Transactions audit report.

New Optional Chargeable Modules

Trader bank authorisation module

Will be included in Advanced accounts but is chargeable in standard accounts. This module provides the option to have an authorisation procedure in place when trader bank details are entered or edited. If the user who adds or edits the details is not authorised then a diary action is created which must be processed by a different user before a payment can be made.

Users will have a level of authorisation as shown by 2 new tick boxes in the User details. If a user has a tick in the 'Requires authorisation for trader bank detail changes' they can add or edit the bank details but the new details will not be able to be used until the diary action created has been processed.

KEYPrime Advance companies will have this option available but it will not be in use until the Users have the required setting ticked:
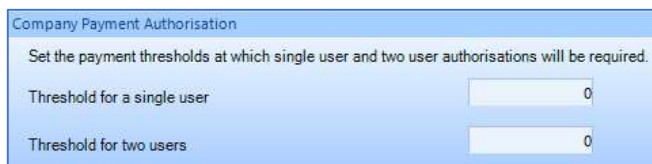

Payment authorisation module

A new Authorisation Module will be available as an optional module in Advanced and Standard Accounts Packages. The Payment Authorisation module enables permitted users to authorise the payment of a purchase invoice that has been entered into KEYPrime. There is the option to have a second level requiring double authorisation i.e. 2 signatories. Payment is blocked until the required level of authorisation has been made.

There are 2 sections to set up: the Company payment thresholds and the User authorisation limits.

The Company payment thresholds are set to the lower amount which requires a single authorisation or double authorisation.

Any invoice entered below the threshold will not require any authorisation. Between the single and double threshold it will require a single authorisation. Above the double threshold will require 2 people to authorise it.

The User Payment Authorisation section is where the users have their personal authorisation level set. They can all have specific Authorisation Limits i.e. the amount they are allowed to authorise up to. They also have an Authorisation Type allocated to them.


This will be one of :

- Super User   Can fully authorise all invoices and does not require authorisation for invoices they entered.

- Authorised User   Can authorise invoices they did not enter.

- Not Authorised   Cannot authorise any invoices.

Invoices are authorised for payment from the Bulk section of Entries – Payment Authorisation. There are options to show your Own Transactions or All Transactions.

Fields include a tick box to show if you can authorise any of the invoices plus the status of the invoices i.e. single or double authorisation required. It is also possible to view any documents attached to an invoice from this screen, but you cannot add documents here.

Property

A new Dashboard is available from the main menu.


Dashboard
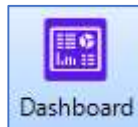
This will display:
- Tenancies coming to an end in 30 days
- Reviews due in 30 days
- A breakdown of tenancy types displayed as a pie chart for each landlord
- Annual property income, by nominal, to date

Landlords

A new field for the EORI number is included in the Landlord, Estate and Tenant details. See the Ledgers section above for more information.

Landlord, Multi, Set permissions. The Role field is now available in all the sections so you can easily see what role each person has:
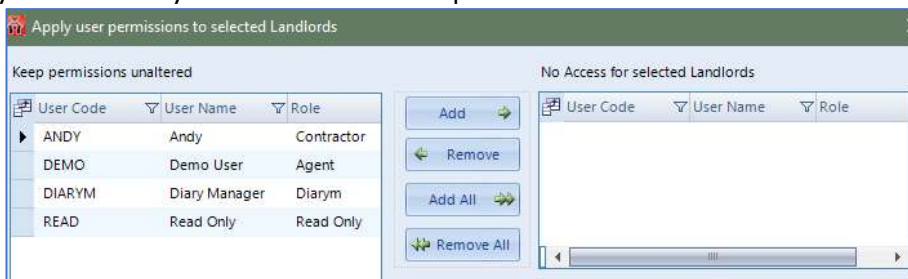
Property Transaction imports/exports have the option to include a URL.

Properties

The Properties Rent Book report now defaults to grouping by Landlord but there is an option to group by Property Type as well if required.

The Compliance display has been updated to look more like the diary listing screen but with just green for compliant actions and red for non-compliant.
This list can be filtered from the Properties listing screen by highlighting the required properties then using the Go To button and selecting Compliance status. This can also be found on the Go To button within individual properties.

This screen can be Exported or viewed in Smartview which also has a tab for graphical representation. A Report can also be run which has the same colouring:

It is now possible to include Works Manager tasks in the Compliance reporting. The Compliance tab on each property now has an Add Action and Add Task button.

The VAT status of a property can be displayed on the main listing screen and on the list shown when creating a new tenancy, so that the correct VAT will be charged on the demand.

Tenancies

When editing a tenancy after the official End Date, there will be no warnings unless the Enforce End Date is set to Yes.

A warning will be shown when a duplicate tenancy is entered. There is an option to see the current tenancy or continue with creating the new one.
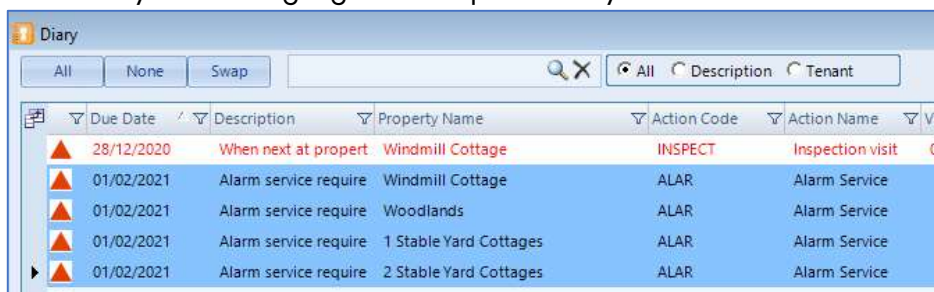
Demands

The Processed Demands report can show property details in excel. Run the report and export it to excel. The property details are in white writing in the column to the right of Amount. Either change the background colour or change the font colour in that column.
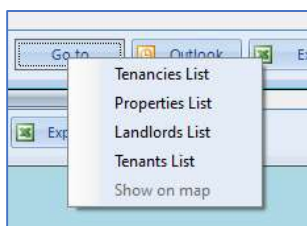
Diary

It is now possible to email multiple Tenants from highlighted dairy actions on the main Diary screen. Highlight the required diary actions:

Click on the Go To button at the bottom of the screen and select Tenant List:

The Tenant listing screen will open with the relevant Tenants highlighted.

Click on the Email button to open a blank email with all the tenants' email addresses in the BCC field.

If any of the Diary actions highlighted are of a Property type and therefore do not have a specific tenant entered, then all Tenants related to that property will be highlighted.

The same functionality can be used to highlight multiple properties, tenants or tenancies and then Go To the properties, tenants or tenancies list with those selected highlighted. Especially useful for emailing tenants who all have e.g. the same water supply.

A Smartview is available now from the Diary listing screen which displays the diary in a grid format. This can be filtered by Landlord, Action or whether there is an action set or no action set. This is no longer linked to compliance which has a separate smartview.

It has been made clearer, when running Diary reports, whether a selection has been made for Created by, Assigned to and Contractor. The first of the selected items will now be visible when the form Is loaded.

The Diary listing screen has a new column which will display whether a task has linked Purchase or Sales orders and, if so, how many orders are linked to it.

When a Follow Up diary action is created there is now a clear indication what it is:

It is now possible to email reminders from all Tenant, Property and Tenancy diary actions. There are 3 new generic email templates set up for Property, Tenant and Tenancy non-fixed diary actions.

Frequencies are now available on Tasks as well as diary actions.

The Tenant telephone and mobile number fields can be displayed in the Dairy listing screen.

Diary activity report options: there is now the option to show email addresses as well as telephone numbers.

Admin

Property verify will no longer include non-active landlords and associated issues.

Works Manager

A purchase order will automatically populate the Analysis code when it has been created from a Works Manager task.

Tasks now have a priority setting which can be set up as a default on the Task type or added to each task as they are entered.

The field can be displayed on all appropriate listing screens which means the lists can be sorted or filtered by priority.

Metering

Service charges for metering are now added to the list of charges to be attached to the new demand when a rent review has been processed.

Summary report now has a Total on the usage column as an overall check.

Client Accounting

The details on the Landlord settlement screen can be exported to excel.

Monies paid in advance by Tenants i.e. Sales on Account, can be excluded from the Landlord settlement amount as they may be considered to still belong to the Tenant, and technically are repayable to them, so should not be paid over to the Landlord.

A limit can be placed on payments out so that over a specified value there should be approval from the Landlord. Bank Payments, Bank Transfer, Purchase Payments and WTP will validate the client account landlord payment against the payment limit and display a warning message if the payment is above the payment limit. The limit amount can be entered in the Client Accounting tab on Landlords in both Accounts and Property.

Landlord VAT reports now have the option to show the full invoice details.

Landlord details can be imported into Client Accounting from excel; there is a new template available in the Document templates folder which can be found in: C:\Users\XXXXX\Documents\KeyPrime\Document Templates\. The import will bring in all the trader details for the landlords, Client accounting agent fees processing options and Late interest settings for the Landlord if the module is enabled. If Client accounting settings are not included in the import spreadsheet, they will be defaulted from the agent settings.

Consolidator

Reports run after 1st of the month will now include the Budget.

Management reports have a better gap between nominal groups, for ease of reading.

Banks with no balances and movement in the report period will now be excluded from Consolidator cashflow reports.

Datalink

DV_SOPPOP and DV_TRANSACTIONS will display the details of any recharged items.

DV_PropertyValuationChange reports on historical value fields on properties e.g. market value over the last x years with dates it was changed.

Transaction Number, Transaction ID and Transaction Detail ID fields have been added to the DV_CashDetail and DV_PostingDetail views.

Bugs fixed

Accounts

Summary Enterprise Cashflow Report excel version was including transactions with enterprises in the No Enterprise section.

The wrong credit reference for a Bank transfer was showing on statement reprint.

Where a discount is taken against a Credit Note the value of discount taken was being double counted on the Profit and Loss report.

An error message was being shown when creating a nominal for an existing global nominal code.

Stock valuation display on a journal screen was not correct.

Custom reports by Group layout has been improved.

Custom Analysis report now respects the Group by Nominal only option.

Enterprise Age of debt for selected enterprises. If this was saved as a Favourite report it did not have the correct title showing the enterprises.

Accountant changes import with the correct invoice date rather than changing it to transaction date.

You no longer get multiple warning messages when selling Fixed Assets.

Where a budget had been copied and dates changed it could have 2 values in one month.

Problems with typing in numeric Enterprise and Analysis codes when using Batch Entry have been resolved.

When importing Sales Invoices using Auto Ref. method KEYPrime was not bringing through Default Invoice Message.

You can now permanently remove the Pay Trans No field from postponed invoices entry screen.

Nominal Transactions, Cashflow report in Landscape drill down now working.

The time available for running the year end process has been extended.

Time outs when printing large invoices should no longer occur.

Using the paperclip for documents on new transactions was not copying the document.

SOP/POP Daybook was no longer remembering column filter.

Verify was giving a false error message where a Group VAT company was extracted.

Extended Trial Balance run before the year start could give misleading results on Depreciation and Fixed Assets.

Smartviews now all include the filters by default and not as a separate module.

Property

Property was allowing the entry of transactions to blocked periods in accounts when using Auto Process for demands.

Tenant notes reports were not filtering by anything entered in the Search field.

The Reminder field in new or edited Diary actions was not holding the correct value after exiting.

Duplication of Customer address should no longer happen in Accounts when a trader is set up as a Tenant in Property.

Metering -The Show Charges button was only showing charges for the top Meter Display.

Consolidator

When running Management reports in consolidator the report was not listing the nominals by code order as it does everywhere else.

Custom reports were allowing duplicate codes on the report layouts.

You no longer get an error when running Transactions report filtered by traders.

Consolidator Management Progress P&L Excel export was showing wrong signage.

Client Accounting

Landlord ledger was not handling payments through non Client Accounting bank.

The Invoice number was not showing when running a Landlord statement grouped by Property.